

# **Clubs Code 2020**

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# Definitions

**Associations** means student clubs and associations that are recognized by other verified governing bodies on campus (Recognized Student Governments & Sports Services).

**Conventions & Reservations** is the University of Ottawa department responsible for giving clubs their VEMS logins, as well as communicating with clubs regarding their space and room bookings.

**The Official Clubs and Association List** is a publicly available list on the CVUO website of all the registered clubs and associations.

**VEMS** or **Virtual EMS** is a reference tool which allows groups to request spaces for events and activities on the uOttawa campus.

Each club and association can be classified in different **categories** dependent on their activities and mission. These categories include the following:

- Philanthropic
- Recreational
- Competition
- Academic
- Religious/Cultural
- University of Ottawa Greek Life (Fraternity/Sorority)
- Competitive Sport
- Competitive Academic
- Political

**UOSU Recognized Clubs** means all clubs who are not recognized by another government body and have been approved by the University of Ottawa Students' Union.

**Club Review** is a form which will check compliance of UOSU-Recognized Clubs with the Clubs Code.

# 1. Associations

- 1.1. All **Associations** falling under an external organization that has partnered with Campus VibeZ uOttawa and University of Ottawa Students' Union will exclusively be governed by their respective organizations.
- 1.2. All **Associations** are entitled to all services and benefits targeted to recognized clubs, offered by the University of Ottawa Students' Union through Campus VibeZ uOttawa.
- 1.3. All **Associations** may have access to **VEMS** accounts through Conventions & Reservations allowing them to book spaces on the uOttawa campus.
  - 1.3.1. Each **Association** can book up to 15 classrooms and kiosk bookings per semester for free.
    - 1.3.1.1. Additional space bookings may be requested from Conventions & Reservations.
  - 1.3.2. Each **Association** may request and sign out an **AV card** from the UOSU for their space booking.
- 1.4. For the **Association** to access the items outlined in sections 1.2 and 1.3 of the Clubs Code, each group must complete the official registration provided to their governing organization.
- 1.5. To register, each **Association** must provide the following information:
  - 1.5.1. The full official name of the **Association** in both French and English.
  - 1.5.2. The full official name of their governing organization under which the **Association** is recognized.
  - 1.5.3. The full name, uOttawa student email address, and student number of two executives to serve as the **Associations** signing officers.

- 1.5.4. A bilingual display image to be displayed on the official CVUO Clubs and Associations list.
  - 1.5.4.1. **Associations** can choose to submit two separate display images, one in French and one in English by contacting Campus VibeZ uOttawa.
- 1.5.5. Selection of one of the **Categories** that best fits the **Association**.
- 1.5.6. A 250-word maximum description of the **Association** in both French and English which will be displayed on the official CVUO Clubs and Associations list.
  - 1.5.6.1. If the description is not provided in both French and English, the description will be left blank in the missing language.

## 2. University of Ottawa Students' Union's Recognized Clubs

- 2.1. All **Clubs** will be governed by the UOSU Clubs Code.
- 2.2. All **Clubs** are entitled to all services and benefits targeted to recognized clubs, offered by the University of Ottawa Students' Union through Campus VibeZ uOttawa.
- 2.3. All **Clubs** may have access to **VEMS** accounts through Conventions & Reservations allowing them to book spaces on the uOttawa campus.
  - 2.3.1. Each **Association** can book up to 15 classrooms and kiosks bookings per semester for free.
    - 2.3.1.1. Additional space bookings may be requested from Conventions & Reservations.
  - 2.3.2. Each **Association** may request and sign out an **AV card** from the UOSU for their space booking.
- 2.4. A student organization can only become a recognized **Club** by completing the registration form on the CVUO website, in addition to being approved by the Student Services Committee.
  - 2.4.1. The **CVUO External Director** and the **UOSU Clubs Coordinator** will review each application and communicate with the club before sending the application to the Student Services Committee.
- 2.5. To register, each **Club** must provide the following information:
  - 2.5.1. The full official name of the **Club** in both French and English.
  - 2.5.2. A French and English version of the **Clubs** constitution that complies with section 5 of the Clubs Code.
    - 2.5.2.1. If a **Club** is unable to provide a constitution in both languages, they may register with one of the two

languages and submit their constitution to the Bilingualism Centre for translation.

2.5.2.1.1. A poorly translated constitution can result in the **Clubs** application not being approved.

2.5.3. The full name, uOttawa student email address, phone number, and student number of two executives to serve as the **Club** signing officers.

2.5.4. A bilingual display image to be displayed on the official CVUO Clubs and Associations list.

2.5.4.1. **Clubs** can choose to submit two separate display images, one in French and one in English by contacting Campus VibeZ uOttawa.

2.5.5. Selection of one of the **Categories** that best fits the **Club**.

2.5.6. A 250-word maximum description of the **Club** in both French and English which will be displayed on the official CVUO Clubs and Associations list.

2.5.6.1. If the description is not provided in both French and English, the description will be left blank in the missing language.

2.5.7. Filled out support form with 25 student numbers from members of the uOttawa community.

2.6. A **Clubs'** recognized status can be revoked or declined by a decision made at the UOSU Student Services Committee, the UOSU Board of Directors or at the UOSU General Assembly.

2.6.1. A **Club** can appeal the decision of the Student Service's Committee to the UOSU Board of Directors.

2.6.2. A **Club** can appeal the decision of the UOSU Board of Directors to the UOSU General Assembly



### 3. Rules governing **UOSU-Recognized Clubs**

3.1. The rules governing **Clubs** are as follows:

- 3.1.1. Must make their constitution publicly available in English and French.
- 3.1.2. Must have a minimum of two (2) executives.
- 3.1.3. Must host a minimum of one (1) event per semester.
- 3.1.4. Must host a minimum of one (1) executive meeting per semester.
- 3.1.5. Must host a minimum of one (1) general meeting per semester.
- 3.1.6. Must host a fair selection or hiring process to transfer executive rights before the end of each academic year.
  - 3.1.6.1. For **Clubs** with more than 25 active members, the selection process must be done through the form of a fair election.
- 3.1.7. Must have an executive solely comprised of undergraduate student at the University of Ottawa.
- 3.1.8. Must solely be represented by undergraduate students at the University of Ottawa.
- 3.1.9. Must comply with all provisions and policies of the UOSU.
- 3.1.10. Must comply with all provisions and policies outline by the University of Ottawa.
- 3.1.11. Must comply with all by-laws of the City of Ottawa.
- 3.1.12. May not operate as a for-profit organization where executives and members of the **Club** are profiting.
- 3.1.13. Must maintain inclusivity to all members of the University of Ottawa community.
- 3.1.14. Must commit to the principle of equity and avoid discrimination.  
This means the following;

- 3.1.14.1. The **Club's** primary activities or mandate must not include advocating against access to a legal abortion.
    - 3.1.14.2. The **Club's** primary activities must not include advocating for discrimination under the Ontario Human Rights Code.
    - 3.1.14.3. The **Club's** activities must not promote ableism, racism, sexism, homophobia, transphobia, anti-religious bigotry, or any other system(s) of oppression.
  - 3.1.15. Must complete the **Club Review** at the end of each semester.
    - 3.1.15.1. **Clubs** will have fourteen (14) days to complete the **Club Review** from the date that it is made available.
    - 3.1.15.2. The **Club Review** will not be conducted for the Spring/Summer semester.
- 3.2. **Clubs** which comply with the rules outlined in section 3.1 will maintain the status of a **UOSU-Recognized Club**.
  - 3.2.1. All **Clubs** who maintain the status of a **UOSU-Recognized Club** will not have to re-register on a yearly basis.
- 3.3. Failure to comply with the rules outlined in section 3.1 of the Clubs Code may result in the recognized status of the **Club** being revoked.
  - 3.3.1. A **Club** that has had their status revoked may reapply for the status of a **UOSU-Recognized Club**.
- 3.4. A Clubs status of UOSU-Recognized Club can also be revoked for the following reasons:
  - 3.4.1. If the **Club's** activities are likely to have a substantially negative impact on a significant number of University of Ottawa students.

- 3.4.2. A petition with the signatures of 500 **UOSU** members be presented to the chair of the Student Services Committee
  - 3.4.2.1. The petition must set out how the **Club** in question is in violation of the provisions outlined in the **Clubs Code**.
  - 3.4.2.2. Upon the receipt of the petition, the **Student Services Committee** must request the submission of all parties addressing the claim,
    - 3.4.2.2.1. The chair of the Student Services Committee will invite an executive of the **Club** in question and the petition creator to meet at the next **Student Services Committee** meeting.
    - 3.4.2.2.2. The meeting at which the discussion to remove or deny recognition is being considered, both parties will be allocated 45 minutes to speak
    - 3.4.2.2.3. The decision to deny or remove club status must take place by a three-quarters (3/4) majority vote of the **Student Services Committee**.
  - 3.4.2.3. The decision can be overturned by a three-quarters (4/5) majority vote of the **Board of Governors** or at a **General Assembly** by a simple majority vote.

## 4. Club Constitutions

- 4.1. A **Clubs'** constitution must follow the following rules:
  - 4.1.1. Must include the full name of the **Club** and any commonly used abbreviations.
  - 4.1.2. Must outline the purpose and/or the objective of the **Club**.
  - 4.1.3. Must have a list of executive and member positions, including their responsibilities.
  - 4.1.4. If the **Club** has a membership free, it must be stated and justified.
  - 4.1.5. Should include a minimum for general meetings per semester.
  - 4.1.6. Must include a fair procedure for executive transition from at least a year to year basis.
    - 4.1.6.1. For **Clubs** with more than 25 members this must be done through a fair election.
  - 4.1.7. Must not be in contravention to the Clubs Code or the UOSU Constitution.

## 5. Funding and Other Resources

### 5.1. Funding Terms

- 5.1.1. Only **UOSU-Recognized** Clubs and Associations are eligible to apply for any sort of funding.
- 5.1.2. UOSU reserves the right to refuse any application and has the discretion to allocate funds to **Clubs** and **Associations** based on the needs presented.
- 5.1.3. Events or activities that are against law in Ottawa, Ontario or Canada will not be approved for funding under any circumstances.
- 5.1.4. Events that are discriminatory in nature as outline by the Ontario Human Rights Code, the Clubs Code, and the UOSU constitution will not be approved for funding.
- 5.1.5. UOSU will not issue funds to events and activities where the organizers, including the **Club** or **Association** executives, are projected, or expected to make a profit.
- 5.1.6. Events and activities for which the funding is being requested must have a target demographic comprised of at least 51% undergraduate students at the University of Ottawa.
- 5.1.7. Priority will be given to events and activities that are accessible to persons with disabilities and sustainable.
- 5.1.8. The following funding requests will **NOT** be considered for approval:

- 5.1.8.1. Funding requested for an event or activity that has the sole purpose of generating more revenue for the club or association,
- 5.1.8.2. Funding requested for the purpose of political campaigning, such as canvassing,
- 5.1.8.3. Funding requested for the purpose of purchasing merchandise, hosting executive bonding activities, providing food at meetings or similar items that solely benefit the members of the club or association,
- 5.1.8.4. Funding requested for the purpose of paying University of Ottawa students, faculty members or staff for their attendance or participation,
  - 5.1.8.4.1. Fees for any guest speakers that are not University of Ottawa students, faculty members or staff are eligible for club funding,
- 5.1.8.5. Funding requested for a direct donation made to a separate organization or cause,
- 5.1.8.6. Funding requested for the purchasing of alcohol,
- 5.1.8.7. Funding requested solely for items that will be sold for a monetary value, such as merchandise.
- 5.1.9. No requests for funding greater than the amount specified for each **Tier** in section 5.3 of the **Clubs Code** will be considered.

- 5.1.10. **Clubs and Associations** must have a bank account for their organization to accept funds.
  - 5.1.10.1. Funds will be given as electronic transfers or as written cheques to the **Club or Association**
- 5.1.11. All funding must be strictly used for the outlined purpose of the original application
  - 5.1.11.1. If there is an indication that the funds provided were used for purposes other than the ones outlined in the original funding application may mean a **revoking of Recognized Club status** for the **Club or Association**
    - 5.1.11.1.1. UOSU will request a refund of the misused amount of funding from the club or association executives
  - 5.1.11.2. The **Club or Association** may suggest an amendment to their original application at any time before spending the money and before the spending deadlines outlined in section 5.2.2 of the **Clubs Code**.
- 5.1.12. **Clubs and Associations** must provide written receipts for all purchases made with the provided funding to the **UOSU Student Services Committee** by
  - 5.1.12.1. September 10th for events hosted in and equipment purchased in the Summer/Spring semester.
  - 5.1.12.2. January 10th for events hosted in and equipment purchased in the Fall semester.

- 5.1.12.3. June 10th for events hosted in and equipment purchased in the Winter semester.
- 5.1.13. **UOSU Student Services** Committee may choose to amend the dates in section 5.1.11 of the **Clubs Code** accordingly.
  - 5.1.13.1. The amendments must be voted on by the **UOSU Student Services Committee** at least 14 days prior to the original date 14 days prior to the amended date, whichever occurs first.
- 5.1.14. For purchases exceeding \$1000, the club or association will be required to provide three different quotes for the purchase and an indication of having picked the most cost-effective option.
- 5.1.15. For events, **Clubs** and **Associations** will be required to provide a list of attendees alongside their receipts
- 5.1.16. All approved funding will be made publicly available with the names of the **Clubs** or **Associations** that received the funding as well as the amount
  - 5.1.16.1. **Clubs** or **Associations** that received \$0 will not be made public
  - 5.1.16.2. An indication of the number of applications didn't receive any funding will be made publicly available
- 5.1.17. UOSU reserves the right to revoke funding based on updated information regarding the **Clubs Code** or new information acquired regarding the **Club** or **Association**, or the event.

## 5.2. Application Process



- 5.2.1. The application for club funding will be available on the **CVUO website** at [cvuo.ca/resources/club-funding](http://cvuo.ca/resources/club-funding) and in French at [cvuo.ca/ressources/financement-des-clubs](http://cvuo.ca/ressources/financement-des-clubs).
- 5.2.2. A different funding application will be open at the beginning of each semester.
  - 5.2.2.1. The funding application for the Summer/Spring semester will open on June 1st and close on June 15<sup>th</sup>.
    - 5.2.2.1.1. Applications made during the Summer/Spring semester may only be accepted if they cover events hosted or materials purchased for use in the same Summer/Spring semester and/or the following Fall semester.
  - 5.2.2.2. The funding application for the Fall semester will open on September 1st and close on September 15<sup>th</sup>.
    - 5.2.2.2.1. Applications made during the Fall semester may only be accepted if they cover events hosted or materials purchased for use in the same Fall semester and/or the following Winter semester.
  - 5.2.2.3. The funding application for the winter semester will be open on January 6th and close January 20<sup>th</sup>.

- 5.2.2.3.1. Applications made during the Winter semester may only be accepted if they cover events hosted or materials purchased for use in the same Winter semester and/or the following month of May for that year.
- 5.2.2.4. Any funding requested for materials and equipment for the club that will stay with the club for extended periods of time may be requested during either of the funding applications.
- 5.2.3. Each application will ask for the following information:
  - 5.2.3.1. Club or association information, such as
    - 5.2.3.1.1. Club or association name,
    - 5.2.3.1.2. Club ID,
    - 5.2.3.1.3. Club or Association Email,
    - 5.2.3.1.4. At least one signing officer,
      - 5.2.3.1.4.1. And their contact information,
  - 5.2.3.2. Which **Tier** the **Club** or **Association** is applying for,
  - 5.2.3.3. Requested amount of fund
    - 5.2.3.3.1. The requested amount must be within the constraints of the **Tier** that the **Club** or **Association** is applying for

- 5.2.3.4. Sources of revenue the **Club** or **Association** has apart from the **UOSU Club Funding**, such as levies and sponsorship.
- 5.2.3.5. For Events:
  - 5.2.3.5.1. Event name,
  - 5.2.3.5.2. Event date,
  - 5.2.3.5.3. Expected audience,
  - 5.2.3.5.4. A detailed description of the event,
- 5.2.3.6. For materials and equipment:
  - 5.2.3.6.1. Name of product(s),
  - 5.2.3.6.2. A detailed description of the uses of the materials or equipment,
  - 5.2.3.6.3. Where and how the materials or equipment will be used and stored.
- 5.2.4. All funding applications will be reviewed by the **CVUO executives** and the **Clubs Coordinator** for preliminary approval.
- 5.2.5. The funding applications will be reviewed by the **UOSU Students Services Committee** for a final approval.
  - 5.2.5.1. The **UOSU Student Services Committee** will have full discretion on how the funds are allocated with the following constraints:
    - 5.2.5.1.1. Funds may only be moved between **Tiers** if there is an abundance of funds

compared to the number of applications in one **Tier** and an abundance of applications and limited funds in another **Tier**.

5.2.5.1.2. Funds may not be moved between **Tiers** if there is only a limited fund in one **Tier** and no abundance in either of the other **Tiers**.

5.2.5.1.3. **Clubs** or **Associations** that have not previously received funding from UOSU without a justified reason will be given priority.

5.2.5.1.4. Applications with more detailed budgets will be given priority.

5.2.5.1.4.1. A template will be available to **Clubs** and **Associations** to use as a guide.

### 5.3. Different types of funding

5.3.1. The club funding budget will be split into 3 subsections: **Tier Emerald**, **Tier Ruby**, and **Tier Sapphire**.

5.3.2. **Clubs** or **Associations** applying for funding under **Tier Emerald** will be required to request a maximum of \$5000 and a minimum of \$2500.

- 5.3.3. **Clubs or Associations** applying for funding under **Tier Ruby** will be required to request a maximum of \$2499 and a minimum of \$1000.
- 5.3.4. **Clubs or Associations** applying for funding under **Tier Sapphire** will be required to request a maximum of \$999 and a minimum of \$50
- 5.3.5. The maximum and minimum amounts for each **Tier** may be changed by the **UOSU Student Services Committee** depending on UOSU budget constraints through a simple majority vote
  - 5.3.5.1. The changes may only take place if they are voted at least 14 days before the opening of the application period of each semester