

CUSA Clubs Policy

LONG TITLE	A Policy Outlining the Administration of CUSA Clubs	DATE OF ENACTMENT	June 2021
		LAST AMENDED	31 March 2025
REFERENCE No.	C-01	NEXT REVIEW	March 2027
CATEGORY	Clubs	COMPETENT CHAMBER	Council

PREAMBLE

This policy shall serve as the governing document for the administration of CUSA-certified clubs. The Clubs Policy shall outline the responsibilities and privileges of CUSA-certified clubs, and Clubs Oversight Commission's jurisdiction.

Section 1. DEFINITIONS

1. In this policy:
 - 1.1. **"CUSA"** refers to the Carleton University Students' Association Inc.
 - 1.2. **"Student"** shall refer to an undergraduate student at Carleton University who pays CUSA fees;
 - 1.3. **"Student Group"** refers to a group of students interested in starting a club;
 - 1.4. **"Club"** refers to a Student Group that has been sanctioned by CUSA through certification with the Clubs Oversight Commission; and,
 - 1.5. **"Clubs Oversight Commission"**, hereafter referred to as (COC) refers to the commission that has been delegated to oversee clubs, pursuant to the *CUSA Council Committees Policy* (G-04);
 - 1.6. **"Academic Year"** refers to the period of time commencing on the first day of the summer term and ending on the last day of the winter examination period, as determined by Carleton University;
 - 1.7. **"Class"** refers to the categorization given to a club by the COC upon certification;
 - 1.8. **"Executive"** refers to a Student who is listed on a club's executive list as provided to the COC.

Section 2. CLUBS

1. The aim of a Club shall be to provide a social and / or academic environment and to benefit its membership as well as the Carleton community through enhancement of the university experience.
2. The COC shall provide five separate classes of certification to student groups at Carleton:
 - 2.1. Academic Clubs;
 - 2.1.1. The class shall be defined as a Club established to represent a program or field of study, as defined by Carleton University, with recognition from the respective department or equivalent;
 - 2.2. Cultural Clubs;
 - 2.2.1. The class shall be defined as a Club established to represent a distinct cultural identity;
 - 2.3. Athletic Clubs;
 - 2.3.1. The class shall be defined as a Club established to engage in physical recreation or a specific sports activity;
 - 2.4. Chapter Clubs;
 - 2.4.1. The class shall be defined as a Club with a direct or non-arm's length relationship with a non-Carleton affiliated parent organization;
 - 2.5. Miscellaneous Clubs;
 - 2.5.1. The class shall be defined as a Club whose mandate does not match with any of the classes outlined above.
 - 2.6. Autonomous Clubs;
 - 2.6.1. The class shall be defined as a Club established to provide advocacy and/or structural legitimacy to groups whose functions are limited by normally applicable policies or procedures.
 - 2.6.2. Autonomous Clubs are still subject to all applicable CUSA policies and procedures, unless otherwise specified by the COC.
3. A Club must have at least two (2) executives complete annual Clubs Training.
4. A Club must have at least ten (10) members.
5. A Club must maintain a constitution as its foundational governing document.
6. The constitution shall supersede any other documents of the club.
7. COC procedures shall supersede the constitution.
8. The constitution shall include articles which:
 - 8.1. Outline a unique and specific mandate that cannot reasonably be accomplished by a pre-existing Club; and
 - 8.2. Affirm that a Club's general membership must be open to all Students.

- 8.3. Outlines at least 2 classes of membership including:
 - 8.3.1. A General membership that may also be considered the voting membership; and,
 - 8.3.2. An Executive membership.
- 8.4. Outline at a minimum that:
 - 8.4.1. General membership shall be open to all Students;
 - 8.4.2. Voting membership shall be open to only Students, except when a Chapter Club is otherwise mandated by the chapter organization; and
 - 8.4.3. Executive membership shall be open to only Students.
- 8.5. Defines the method in which:
 - 8.5.1. Fair leadership succession is to be carried out;
 - 8.5.2. Fair leadership removal is to be carried out; and,
 - 8.5.3. Fair membership removal is to be carried out.
- 8.6. Define an amendment article that any voting member may present amendments to the constitution.
- 8.7. Requires that all assets gained through CUSA shall be returned to CUSA upon dissolution.
- 9. The constitution shall Include any additional articles required by COC.
- 10. Graduate students may be involved in clubs in a non-voting advisory capacity.
- 11. A Club must submit an end of year financial report and membership list prior to the end of the Academic Year.
- 12. A Club shall be entitled to:
 - 12.1. Request funding from CUSA;
 - 12.1.1. The total amount of funding that a Club can apply for each academic year shall be determined by the COC;
 - 12.2. Book space on campus through Carleton University's Student Experience Office;
 - 12.3. Provide a Co-Curricular Record in recognition of a Student or Executive's involvement;
 - 12.4. Request storage space on campus from CUSA;
 - 12.5. Access other resources for clubs offered by CUSA, including but not limited:
 - 12.5.1. The Clubs Hub;
 - 12.5.2. Simply Voting; and,
 - 12.5.3. The button maker.
- 13. Autonomous Clubs are not provided with any entitlements as outlined Section 2.11;
 - 13.1. Specific entitlements may be provided at the discretion of the COC, with the exception of club funding, as outlined in Section 2.11.1.
- 14. A Club may be sanctioned by the COC to lose any entitlements outlined in part 11.

15. A Club must be decertified with a supermajority (2/3rds) resolution by the COC.

Section 3. CLUBS OVERSIGHT COMMISSION

1. The COC shall be empowered to independently govern and oversee Clubs.
2. The COC shall consist of:
 - 2.1. The CUSA Student Groups Administrator;
 - 2.2. The CUSA Vice President Internal;
 - 2.3. The CUSA Vice President Finance;
 - 2.4. One (1) CUSA Councillor;
 - 2.5. One (1) elected Club delegate from each Club Class;
 - 2.5.1. With the exception of Autonomous clubs, which do not have a seat on the COC.
 - 2.6. One (1) student-at-large; and,
 - 2.7. The CUSA President, as an Ex-officio, non-voting member.
3. Upon the dissolution of Council, the previous student-at-large and CUSA Council representative continue to serve as non-voting resource members of the COC until May 1st of the given year.
4. The COC shall maintain procedures to govern Clubs, including, at minimum, procedures for:
 - 4.1. Club certification;
 - 4.2. The distribution of funding;
 - 4.3. Complaints and Club sanctioning;
 - 4.4. Membership removal and Executive impeachment; and,
 - 4.5. Club leadership succession.
5. CUSA's governing documents shall supersede COC procedures.
6. The Chair of the COC shall be the CUSA Student Groups Administrator.
7. The Vice-Chair of the COC shall be the CUSA Vice President Internal.
8. The COC shall meet:
 - 8.1. At least once per month during the academic year;
 - 8.2. When called by the Chair or Vice-Chair; and,
 - 8.3. Upon written request by delegates from at least ten (10) Clubs.
9. The Commission may cancel meetings due to lack of agenda items on a consensus basis.
10. Quorum for the Clubs Oversight Commission shall be the least of one half (1/2) of the voting committee members or five (5) voting committee members.

Section 4. COMPLAINTS

1. Any party may submit a complaint regarding a Club or a Student acting in their capacity as a Club Executive.
2. Complaints within the scope of Carleton's Policies may be referred to the relevant University departments.
3. Sexual Violence Policy may not be handled by COC.
Only Carleton University is permitted to review and take action on alleged breaches of the [Sexual Violence Policy](#).
4. Upon receipt of a formal complaint about a club, the COC shall:
 - 4.1. Ensure the Club has a fair opportunity to respond to the complaint(s);
 - 4.2. Investigate or outsource an investigation of the complaints;
 - 4.3. Provide a written report on the investigation; and,
 - 4.4. Reject the complaint or apply sanctions.