


Clubs Committee Terms of Reference		
Parent Policy: Related Policies: Approving Body: Passed: Amended:	Union Bylaw Student Organization Funding and Services Procedure, Student Organization Registration Procedure Students' Legislative Council Unknown ¹ July 2, 2019 (77.17)	

Definitions

Student Organization refers to a formal third-party student group such as a club, association, society, or Greek Letter Organization that may choose to register with the SU for access to funding, services, or other benefits.

Confidential Information refers to personal, financial, and strategic information which reasonably will not be made available to the public when providing minutes, meeting agendas, or reports. This includes, but is not limited to, human resources matters, award applications, hardship and funding requests, club or union finances, and information that may affect the interest of the Students' Union, such as details of policies or agreements which have not yet been finalized.

Authority

- 1 (1) The Union Bylaw establishes Clubs Committee as a Standing Committee of the Students' Union (SU).

Mandate

- 2 (1) Clubs Committee shall establish principles, strategies, and procedures for how the SU supports and engages Student Organizations at the University of Calgary.

Membership

- 3 (1) The Committee shall be composed of:
 - (a) The Vice President Student Life, as Chair;
 - (b) A minimum of four and a maximum of six non-executive members of SLC; and
 - (c) Students' Union General Manager or designate (non-voting).
- (2) Committee members shall be appointed by SLC.

¹ The Clubs Committee Terms of Reference and Procedures were previously contained in the Clubs Bylaw, which was never formally repealed as part of the 67th SLC's governance renewal. The October 25, 2011 resolution served to rename the policy and separate the committee's Terms of Reference from its procedures.

- (3) Appointments to the Committee shall be for the duration of the Spring, Summer, Fall and Winter sessions.
- (4) In the event of a vacancy, the Chair shall immediately request that the SLC fill the vacant Committee position.

Quorum

- 4 (1) Quorum shall consist of four members, which must include:
 - (a) The Chair;
 - (b) Two non-executive SLC members;
 - (a) The Students' Union General Manager or designate.
- (2) If the Chair is unable to sit for any reason, another voting member of the Committee shall be appointed by the Chair as Acting Chair.

Duties and Responsibilities

- 5 (1) The Committee shall make funding allocation decisions in accordance with the Students' Union's Annual Budget, Clubs Committee Procedures, and Students' Union operational procedures.
- (2) The Committee shall recognize Active Members and Student Organizations that have made significant positive contributions to the student experience at the University of Calgary.
- (3) The Committee shall receive reports from the Chair and General Manager or designate, regarding Student Organization activities and issues, including but not limited to:
 - (a) The status of Student Organizations registered with the SU;
 - (b) Year-to-date budget updates related to available funding;
 - (c) Changes to SU operational policies and procedures that may impact Student Organizations;
 - (d) Changes to university policies and procedures that may impact Student Organizations; and
 - (e) Government decisions that may impact Student Organizations.
- (4) The General Manager or designate shall be delegated the authority to:
 - (a) Delegate authority for the administration of Student Organization services provided by the Students' Union;
 - (b) Approve funding requests not requiring pre-approval from the Clubs Committee;
 - (c) Establish operational procedures related to registration, funding, and services in accordance with:
 - i. All relevant Union Policy, including but not limited to the Union Bylaw and Clubs Committee procedures;
 - ii. The SU's Annual Budget;
 - iii. University policies and procedures; and
 - iv. Municipal, provincial, and federal legislation.

- (5) The Committee shall conduct an annual review of the Clubs Committee Terms of Reference and Procedures.

Meeting Protocol

- 6 (1) Committee meetings shall be closed to the public.
- 7 (1) The Committee shall meet weekly or as necessary at the discretion of the Chair during the Fall and Winter sessions.
 - (2) The Committee shall meet at least once per month or as necessary at the discretion of the Chair during the Spring and Summer sessions.
 - (3) The Chair shall call a meeting within two business days of receiving a request to do so in writing from at least two Committee members.
- 8 (1) Guests may attend at the discretion of the Chair to participate in discussion.
- 9 (1) The Chair shall designate the General Manager or designate the responsibility for distributing the agenda and meeting materials to the Committee at least 24 hours' in advance of the meeting.
- 10 (1) The Chair shall designate the General Manager or designate the responsibility for recording meeting minutes.
- 11 (1) The Committee shall require a Super Majority vote for all decisions.
- 12 (1) Committee documents (meeting agendas, reports, and minutes) shall be made available to Active Members upon written request to the Chair.
 - (2) Committee documents requested under section 12 (1), shall be provided within five – ten business days.
 - (3) Notwithstanding section 12 (1), the SU shall redact any Confidential Information prior to making the Committee documents available.

Reporting

- 13 (1) The Chair shall report on Committee activities and decisions to SLC at the next available opportunity following a meeting.

Amendment History: February 9, 1999 (56.25); September 16, 2003 (61.11); November 18, 2003 (61.19); July 26, 2005 (63.8); December 5, 2006 (64.19); October 25, 2011 (69.25); October 8, 2013 (71.34); February 4, 2014 (71.59); October 14, 2015 (73.21); March 20, 2018 (75.55); July 2, 2019 (77.xx).