

Clubs & Student Groups

Policy Type

Operational Policy

Purpose

To outline the responsibilities and benefits of student clubs and student groups, as well as to protect the interests of both these clubs and TKUSA, by mandating their responsible creation and administration.

Definitions

Clubs are student-led groups with a common interest, that provide collaboration among students, as well as an opportunity to engage in a particular area of interest not already provided by the University.

Student Groups are faculty-based student-led groups that represent the interests of a specific faculty.

EDSA is The King's University Education Division of the Students' Association, a student-led group within the Faculty of Education.

LBA is The King's University Leder Business Association, a student-led group within the Leder School of Business.

Partisan Clubs are those clubs which facilitate student participation in partisan organizations off campus, recognizing that partisan organizations and political parties grant special privileges to individuals and groups that are recognized as an official club at a postsecondary institution.

Good standing refers to a club or student group's capacity to retain continuous, year-by-year membership, hold engaging and reasonably well-attended events, and demonstrate overall positive contribution to The King's University community.

Policy Statement

1. General

- 1.1. TKUSA supports the continued growth and development of the student community through the work of clubs and student groups, which operate under the framework of TKUSA by offering financial support and responsible fiscal management of student fees.
- 1.2. Current recognized student groups at The King's University include EDSA and LBA.

CLUBS

2. Requirements & Limitations

- 2.1. The existence and activities of clubs must not impose a legal liability on, damage the interests of, or negatively impact, TKUSA.
- 2.2. All club activities must adhere to TKUSA's Bylaws, Policies, and Procedures.
- 2.3. All club activities must adhere to the conduct of the law.
- 2.4. All clubs must make their activities accessible and available to all TKUSA members for participation.
- 2.5. No member of TKUSA's Executive Board may sit in a leadership position in a club.
- 2.6. Two representatives from every club must be present at the club's fair at the beginning of each academic year.
- 2.7. All club presidents must collectively meet with the VP Student Services, at least once a semester.
- 2.8. If a club should host an off-campus event, all attending members must sign off-campus waiver forms.
- 2.9. All club members must sign a TKUSA waiver form.
- 2.10. Clubs must disclose all general social media account information to the VP Student Services.
- 2.11. If a club acts against the policies, procedure or TKUSA Code of Conduct, they could be placed on probation to be put forward to the Executive Board for investigation which could lead to disbandment.

3. Club Applications and renewals
 - 3.1. All new clubs must submit a club application form at the beginning of each academic year, to be approved by and to receive financial support through TKUSA.
 - 3.2. Any returning clubs must submit a club renewal form before the approval of the interim budget in March.
4. Club Budgets
 - 4.1. All clubs must submit a budget proposal to receive funding from TKUSA.
 - 4.1.1. Clubs must limit their food or beverages budget to no more than 50% of their overall budget unless otherwise approved by the VP Student Services.
 - 4.1.2. Budgets must be submitted before September 30th of each academic year to be approved by General Council.
 - 4.2. Clubs must remain within their allotted budgets.
 - 4.2.1. TKUSA will not reimburse any clubs for overspending.
 - 4.2.2. All approved expenses incurred by club members will be reimbursed following the expense reimbursement procedure.
5. Club Membership
 - 5.1. All Clubs must have the following executive positions:
 - 5.1.1. A President, who will report to the VP Student Services who must oversee, and be responsible for, the club's management and conduct.
 - 5.1.2. A Treasurer, who will prepare and submit the club's budget for approval.
 - 5.2. Clubs may have a Faculty, Alumni or Staff Advisor, who can advise the President and Treasurer of that Club.
 - 5.3. Clubs may choose to have additional executives fulfilling additional roles. A maximum of five (5) executive positions may exist in any single club at any time.
 - 5.4. Membership to a club must be available to all TKUSA members except for faculty-specific student groups which can limit to their faculty.
6. Partisan Clubs
 - 6.1. The selling and marketing of political party memberships on campus, and at King's events, are strictly prohibited.
 - 6.2. Partisan clubs must in no way, both on and off-campus, represent The King's University or The King's University Students' Association.
 - 6.3. Partisan clubs must follow all federal and provincial legislation concerning elections, polling stations, and related matters, recognizing that The King's University is a potential polling station.
 - 6.4. Partisan clubs must refrain from all partisan campaigning.
 - 6.5. No member of TKUSA's Executive Board may maintain membership in any partisan club for the duration of their term.
7. Disbandment
 - 7.1. A club may be disbanded by its membership at any point in the academic year; this excludes disbandment due to rule infractions and violations, which is dispensed by TKUSA's VP Student Services.
 - 7.2. Upon any club's dissolution, all concurrent club activities must immediately cease, and the club's budget to be redistributed by the VP Student Services.

STUDENT GROUPS

8. Membership

- 8.1. The membership of a given Student Group's governance board must be held by students at The King's University who are currently enrolled in that faculty, including (if applicable) either a Major or a Minor.
- 8.2. The membership of a given Student Group's governance board must adhere to that Student Group's own regulations and requirements concerning membership.

9. Responsibilities

- 9.1. Student Groups must abide by the Bylaws, policies, and procedures of TKUSA, as well as their own group's policies. Where there is a conflict, TKUSA's Bylaws, policies, and procedures must prevail before those of the internal governance of the student group.
- 9.2. Student Groups must create and present a budget for approval by TKUSA's General Council. The interim budget must be developed and submitted to the Executive Director by the end of February each year, to be presented for approval by the General Council in March.
- 9.3. Student Groups must maintain a governance board through election or appointment; this board must contain, at minimum, a President and Treasurer.
- 9.4. Student Groups must designate a faculty advisor to assist in the activities of their organization.
- 9.5. Each Student Group will provide an executive to represent their association on the General Council as a voting Director.
- 9.6. Each Student Group director must provide a monthly general report to the General Council, whether verbal or written, pertaining to the activities of their student group.
- 9.7. The Director will meet with the Executive Director in late spring or early September to receive an orientation to General Council and the Budget.

10. Finances

- 10.1. Student Groups' budgets must outline projected incomes and expenditures for each fiscal year, in alignment with their student group's strategic plan for that year, and in consideration of the previous year's spending.
- 10.2. Student Groups are encouraged to raise revenue to support the strategic plan of their student group through grants, fundraising, and donations.
- 10.3. All expenditures from the Student Group must be authorized by a member of their governance board or faculty advisor before being processed by TKUSA's Executive Director.

11. Application for Student Group status

- 11.1. Clubs seeking the status of a Student Group must be a faculty-based club in good standing (see Definitions) for the past three (3) consecutive years.
- 11.2. Student groups meeting this requirement may request approval and registration as a Student Group by TKUSA's Executive Board.
- 11.3. The Executive Board will reserve the right to approve or decline applications.

12. Disbandment

- 12.1. Student Groups may choose to disband upon the unanimous agreement of their President, Treasurer, and faculty advisor, by written notification to the TKUSA Executive Board. This notification must include the reasons for disbandment.
- 12.2. Should a Student Group not abide by the Bylaws, policies, and procedures of TKUSA, or becomes a legal liability to TKUSA, then TKUSA may remove the association from TKUSA, through a vote of non-confidence at General Council.
- 12.3. In the event of disbandment, all remaining TKUSA funds approved by the Student Group will be reallocated to the general TKUSA budget, except for any grants received by the Student Group.

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