

Clubs Committee Terms of Reference *Students' Legislative Council*

Approved: Unknown¹

Amended: 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)



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.

Authority & Mandate

- 1 Union Bylaw section 109 establishes Clubs Committee as a Standing Committee of the Students' Union (SU).
- 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).

Appointment & Vacancies

- 4 (1) Clubs Committee members shall be appointed by SLC.
- (2) SLC members are appointed to serve for the duration of the following terms:
 - (a) Spring and Summer terms;
 - (b) Fall term; and
 - (c) Winter term.

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Committee Terms of Reference and Procedures were previously contained in the Clubs Bylaw, which was never formally repealed as part of the 67th SLC's governance renewal.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) In the event of a vacancy, the chair shall immediately request that the SLC fill the vacant position.

Quorum

- 5 A majority of committee members and the SU General Manager or designate must be present to form quorum. A majority is calculated by dividing the total number of active committee members² by half and rounding up to the nearest whole number.

Meetings

- 7 (1) Clubs Committee shall meet biweekly or as necessary while lectures are in session during the Fall and Winter terms.
- (2) Clubs Committee shall meet at least once per month during the Spring and Summer terms.
- (3) The committee may meet as required where such meetings are called by the Clubs Committee Chair with sufficient notice.
- (4) The Committee Chair may call ad-hoc meetings of Clubs Committee within two business days of receiving a request in writing to do so from at least two Clubs Committee members.
- 8 Agendas shall be distributed within a sufficient period of time prior to any Clubs Committee meeting.
- 9 (1) Clubs Committee meetings are open to the public with the exception of in-camera discussions.
- (2) Clubs Committee shall not pass any resolutions while it is in-camera.
- 10 Clubs Committee minutes shall be made available to the public upon request, with the exception of in-camera discussions.

Decisions

- 12 (1) All resolutions, decisions and other proceedings of Clubs Committee shall be in writing and recorded by the Chair, or designate.
- (2) A resolution of Clubs Committee shall only be valid if a meeting of Clubs Committee is convened where a quorum of Clubs Committee members is present and a Simple Majority of committee members vote in favour of the resolution at that meeting.
- (3) A Super Majority vote shall be required for any Clubs Committee resolution that disburses Students' Union funds, or approves or amends Union Policy.

² Do not include members whose status is currently excused from attendance, revoked of membership, or who have resigned.

Conflict of Interest

13 Conflict of Interest rules as outlined in the Union Bylaw shall apply to Clubs Committee members.

Duties and Responsibilities

- 14 (1) The committee shall review Clubs Committee Procedures annually to ensure that processes:
- (a) Are in accordance with Union Policy;
 - (b) Align with the SU's strategic plan;
 - (c) Are effective in helping Clubs Committee to achieve its mandate as delegated authority by SLC.
- (2) The committee shall make funding allocation decisions in accordance with the Students' Union's Annual Budget, Clubs Committee Procedures, and Students' Union operational procedures.
- (3) The committee shall recognize Active Members and student organizations that have made significant positive contributions to the student experience at the University of Calgary;
- (4) 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;
 - (e) Government decisions that may impact Student Organizations.
- (5) The committee shall conduct an annual review of these Terms of Reference.
- 15 (1) The General Manager or designate shall be delegated authority for the administration of Student Organization services provided by the SU.
- (2) The General Manager or designate may establish operational procedures related to Registration, funding, and services in accordance with:
- (a) All relevant Union Policy, including but not limited to the Union Bylaw and Clubs Committee procedures;
 - (b) The SU's Annual Budget;
 - (c) University policies and procedures; and
 - (d) Municipal, provincial, and federal legislation.

Reporting Requirements

16 The Chair shall report regularly to SLC with respect to the committee's activities and decisions.