

# CENTRAL STUDENT ASSOCIATION

## APPENDIX G– CLUBS HANDBOOK

---

### Contents

1. Preamble
  2. Student Organizational Policy
  3. CSA Student Organization Registration
  4. CSA Clubs Conduct Tribunal
  5. Financial Operation
  6. Club Space Policy
  7. Operations
-

# CENTRAL STUDENT ASSOCIATION

## APPENDIX G – CLUBS HANDBOOK

---

### 1. Preamble

This CSA Clubs Handbook serves to inform club participants of the essential criteria regulating CSA Clubs and their continued status. As well, it serves as a guide for any new clubs interested in attaining CSA Club status. In addition, it serves to provide CSA Clubs with information regarding financial management, facility access and clubs operations so that they may operate easily and effectively over the course of the semester.

This Handbook must be followed diligently by all CSA Clubs. If it is not followed, the club may lose CSA club status, as well as all rights and privileges associated with being a CSA club. Any questions and/or concerns regarding this handbook and its policies should be directed to the CSA Clubs Administrative Coordinator and the Vice President Student Experience.

The following terms are used throughout this Handbook. Below are the definitions within the context of this Handbook.

#### Club accreditation

Organizations, including clubs, wanting to operate on the University of Guelph campus must become accredited. To become accredited, they must receive Accredited Student Organization (ASO) status through one of the Primary Student Organization (PSO) groups recognized by the Office of Student Affairs at the University of Guelph. The CSA is given PSO status through the Office of Student Affairs and is considered the sponsoring organization for any club seeking ASO status through accreditation.

ASO status is granted on a per semester basis through GryphLife. Section 3 – CSA Student Organization Registration and Section 5 – Financial Operations of this policy outline the requirements needed by each club seeking accreditation.

#### Club executives

A minimum of four (4) club members who are accountable to the CSA for all club activities, responsibilities and operations.

#### CSA Clubs Hallway

The CSA Clubs Hallway extends down the entire east end of the UC second floor, with the exception of the CFRU space. This space is for CSA Clubs and club activities only. Access to the bookable meeting rooms, storage lockers and Garage is available to all accredited CSA Clubs that remain in good standing.

#### Clubs Offices

The CSA Clubs Offices include UC 269, 270, 271, 272, 536, and 537. These designations can be re-assigned at any time by the Vice President Student Experience in collaboration with the Clubs Administrative Coordinator.

#### Club members

All members of the University of Guelph community; all undergraduate students, all graduate students, alumni, faculty, and employees of the University of Guelph.

#### CSA Club

A CSA Club is a club that completes the accreditation process through GryphLife in order to receive Accredited Student Organization (ASO) status through the CSA as the Primary Student Organization (PSO). As well, a CSA Club is one that abides by the Student Organization Policy (SOP) and CSA Handbook. A CSA Club must be of potential interest to all undergraduates.

#### Loss of accreditation

A club must comply fully with the CSA SOP policy, must remain in full compliance with the CSA Clubs Handbook and all applicable CSA policies, and must promptly inform the CSA of any changes in its ASO information. Accreditation can be limited, suspended or lost entirely if a club is found to have violated any of these requirements. The Clubs Administrative Coordinator will refer issues to the Clubs Conduct Tribunal, which has the right to determine club status and privileges.

#### Primary contact

Main point of contact to the CSA accredited club in regards to activities, events, accreditation, room bookings, etc. This is the individual that people will be contacting to reach a club.

---

# CENTRAL STUDENT ASSOCIATION

## APPENDIX G – CLUBS HANDBOOK

---

### **Privileges**

A CSA accredited club is allowed access to space, services and resources as part of being a CSA accredited club. These are the privileges an accredited club is granted access to. When not accredited, with limited accreditation or under review by the Clubs Administrative Coordinator or Clubs Conduct Tribunal, clubs may lose access to these privileges.

### **The CSA**

The Central Student Association (CSA) is given Primary Student Organization (PSO) status by the Office of Student Affairs at the University of Guelph. The University of Guelph only recognizes clubs that are given Accredited Student Organization (ASO) status by one of the PSO groups recognized by the Office of Student Affairs. The CSA is considered to be the sponsoring organization for every CSA club.

---

# CENTRAL STUDENT ASSOCIATION

## APPENDIX G – CLUBS HANDBOOK

---

### **2 Student Organization Policy**

The Student Organization Policy, known as the "SOP policy", is the only means for organizations to become accredited to operate on the University of Guelph campus. The CSA is given Primary Student Organization (PSO) status by the Office of Student Affairs at the University of Guelph.

The University of Guelph only recognizes clubs that are given ASO (Accredited Student Organization) status by one of the PSO groups recognized by the Office of Student Affairs. Each year, the CSA completes its own SOP paperwork for the Office of Student Affairs, which includes the list of the official CSA clubs.

The CSA is considered to be the sponsoring organization for every CSA club. The CSA is accountable for the actions of all CSA clubs to the Office of Student Affairs, Revenue Control, Hospitality & Conference Services, the University Centre Administration and to any other group on campus that demands accountability. Thus, the CSA will regulate financial issues, events, risk management, and other actions of every CSA club.

---

# CENTRAL STUDENT ASSOCIATION

## APPENDIX G— CLUBS HANDBOOK

---

### 3. CSA Student Organization Registration

#### 3.1. CSA SOP Policy

The CSA is the representative for all full and part-time undergraduate students at the University of Guelph. The CSA SOP policy ensures that clubs given status by the CSA meet or exceed the requirements of accredited groups specified in the Student Organization Policy.

3.2. ASO status is granted on a per semester basis through GryphLife. Clubs that received accreditation in the Fall Semester must apply for continued accreditation in the Winter Semester to remain active.

3.2.1. Clubs wishing to remain active in the Spring/Summer Semester must notify the Clubs Coordinator of their intent in the form of a letter to the Clubs Coordinator by the first day of classes. If such a notification is not received by the Clubs Coordinator by the first day of classes, clubs would be automatically placed on limited accreditation, until the clubs complete the ASO applications for the following semester. This also applies for any breaks lasting for more than ten (10) consecutive days in between semesters.

3.2.1.1. Clubs wishing to remain active in the Spring/Summer semester for the sole purpose of participating in Orientation Week must notify the Clubs Coordinator of their intent in the form of a letter by the first day of classes of the Spring/Summer semester. This level of accreditation requires the club to participate fully in the Orientation Week planning process, and regular communication be maintained with the Clubs Coordinator.

3.2.2. Clubs must be of potential interest to all undergraduates. Clubs of interest to specific colleges or programs will not be accredited by the CSA as they have the option of seeking accreditation with the appropriate college government.

3.2.3. Club membership must be open to all members of the University of Guelph community; all undergraduates, all graduate students, faculty, employees of the university and alumni.

3.2.4. A minimum of twenty-five members is required to receive accreditation under the CSA SOP policy.

3.2.5. At least one representative from each club must attend both Semester General Meetings, or the club will be automatically placed on limited accreditation. If the club does not arrange for an alternate meeting with the Clubs Coordinator within five working days after the General Meeting, the club will lose its status. The General Meeting will be chaired by the Clubs Coordinator, and advance notice of at least one week will be given. Purposes of the meeting will include:

- a) To familiarize all CSA club executives with the SOP procedures.
- b) To fully explain the expectations of the CSA for every CSA club, so there will be no misunderstandings as the year progresses.
- c) To allow CSA clubs to pose questions regarding the CSA and how CSA clubs should operate.
- d) In collaboration with the Vice President Student Experience, to familiarize all CSA clubs and their executives about CSA's ethical purchasing policy.

3.2.6. A minimum of one representative from each club must attend a yearly CSA Anti-Oppression Training held in the fall semester.

3.2.7. A minimum of one representative from each club must attend Student Risk Management (SRM) Training organized by the SRM Coordinator.

---

# CENTRAL STUDENT ASSOCIATION

## APPENDIX G— CLUBS HANDBOOK

---

- 3.2.8.** All clubs are encouraged to participate in both days of Club Days. This applies to both the Winter and Fall Semesters.
- 3.2.9.** All clubs must have a constitution complying expressly with what is outlined by the Clubs Coordinator, and CSA policy. Clubs' constitutions must be updated at least every five years.
- 3.2.10.** To ensure that the CSA will be able to contact a club representative at all times every club shall supply names, addresses, student ID numbers, and home phone numbers, and sample signatures of their executive. If the club is operating as a collective, a minimum of four members wishing to be responsible to the CSA will be considered adequate. As well, two of the above persons and their email addresses shall be indicated for release to the general populace as contact persons for the club.
- 3.2.11.** Every club shall compile and supply a list of their members including names, student ID number and email address. Two-thirds of the membership of all clubs must be undergraduate students as defined by the Undergraduate Calendar
- 3.2.12.** Failure to contact the Clubs Coordinator before a deadline about an extension will be considered a breach of the SOP procedure and will be sufficient to deny ASO status.
- 3.2.13.** Clubs must agree with, complete and sign the CSA Anti-Aggravation contract as a mandatory part of their ASO application process in the Fall Semester Clubs that do not complete this process shall not be processed for accreditation. Clubs that violate the terms and conditions outlined in the contract shall be placed on limited accreditation and referred to the Clubs Conduct Tribunal.
- 3.2.14.** All clubs are responsible for their finances and accounting. **Clubs must abide by the policies outlined in Section 5.0 Financial Operations.**
- 3.2.15.** A minimum twenty-five dollars (\$25) per club must be in a CSA Account. Additionally, clubs with shared phones must arrange an additional fifty dollars (\$50) deposit for a total minimum amount of seventy-five dollars (\$75) per club. Both deposits will be kept in a CSA Club Account in the club's name and are refundable at the end of the ASO period.
- 3.2.16.** Every club must supply a combined financial and events statement for the previous semester and a combined financial and events forecast for the current semester being applied for. The financial forecast must include future possible sources of income.
- 3.2.17.** All persons responsible for financial management of the club and the signing of financial transactions must be indicated. This includes names, ID numbers, addresses, phone numbers, and sample signatures.
- 3.2.18.** Clubs must inform the CSA and any contracts that they enter.
- 3.2.19.** The CSA Clubs Conduct Tribunal, and ultimately the CSA Board of Directors, reserves the right to revoke or deny ASO status, funding, office space, and other privileges to any club that fails to meet or acts contrary to SOP policy.
- 3.2.20.** When a club can no longer remain active for any reason whatsoever, the CSA gains control of any money and all physical assets of the club, except for furniture and equipment in Club Offices, for which action is outlined in Appendix K, section 7.0: CSA Club Offices. If a club will only be inactive for up to three semesters or less, money and property may be placed in trust on their behalf. This requires written notification by the former executive of the inactive club to the Vice President Student Experience. If this notification is not received, or if after three semesters a club is still no longer active, all assets will be absorbed into the CSA PDR budget.

### 3.3. Club Status

#### 3.3.1. Full accreditation

A fully accredited club is allowed to operate as an integral part of the University Community.

Privileges include:

- a) Use of space on campus subject to CSA and University Policy,
-

# CENTRAL STUDENT ASSOCIATION

## APPENDIX G – CLUBS HANDBOOK

---

- b) Eligibility for financial assistance from the CSA Board of Directors,
- c) Access to the CSA photocopier and fax,
- d) Mailbox in CSA Main Office, in accordance with Section 7.1 Mailboxes,
- e) Possible use of office space, subject to availability,
- f) Coverage of events under the Student Risk Management (SRM) insurance policy,
- g) Ability to initiate a referendum question in accordance with Election Bylaws and Policies.

### Requirements:

- h) A club must comply fully with the CSA SOP policy, or be granted exception by appeal to the CSA Board of Directors,
- i) A club must remain in full compliance with the CSA Clubs Handbook and all other CSA policies,
- j) A club must promptly inform the CSA of any changes in its ASO information.

### 3.3.2. Limited Accreditation

With just cause, the Clubs Administrative Coordinator will refer issues that may result in the revocation of any club privileges to the Clubs Conduct Tribunal, which has the right to determine club status and privileges as per Appendix G, section 4.0 CSA Clubs Conduct Tribunal. Serious offenses could result in loss of accreditation – see section 3.4. Punitive Action.

A club which has had a privilege revoked will be referred to as a limited status club. Details surrounding that change in status (including cause, privilege loss, length of time) will be documented by the Clubs Administrative Coordinator.

### 3.3.3. Suspension

At times the misconduct of a club, or deviation from University or CSA policy may cause harm or abuse to the CSA, individuals within university community, the University, physical space or the SRM insurance policy. With just cause, the Clubs Administrative Coordinator may place a club on suspension and refer the issue to the Clubs Conduct Tribunal, which has the right to determine club status and privileges as per Appendix G, section 4.0 CSA Clubs Conduct Tribunal.

During that time the club deposit and any other monies in possession of the CSA on behalf of the club will not be remitted to the student group but held in trust by the CSA. The club loses its CSA accreditation and the rights and privileges associated with it. All rooms booked by the club will be cancelled, and events will not be approved through the SRM process.

## 3.4. Punitive Action

Upon the misconduct of a CSA Club or club members, including infractions as outlined in Appendix K, section 2.0: Space Infractions, the course of punitive action to be taken will be determined by the Clubs Administrative Coordinator with reference to the following scale:

- 3.4.1. A minor infraction will result in a letter from the Clubs Administrative Coordinator to the club in question including a course of action in response to the problem.
  - 3.4.2. A major infraction will result in a letter from the Clubs Administrative Coordinator to the club in question. The letter will inform the club that their case is to be referred to and reviewed by the Clubs Conduct Tribunal as outlined in Appendix G, section 4.0. The Vice President Student Experience is responsible for referring the issue to the Clubs Conduct Tribunal for review.
-

# CENTRAL STUDENT ASSOCIATION

## APPENDIX G— CLUBS HANDBOOK

---

**3.4.3.** A major infraction is to be defined as an infraction that may result in the removal of club status, demotion of a club to limited accreditation, or the partial or entire revocation of club privileges, including club space. This may be reached through the accumulation of minor infractions as given by the Clubs Coordinator, any major infraction in direct opposition to the Human Rights at the University of Guelph document, or any action in opposition to CSA Policy

**3.4.4.** Additional examples of major infractions include:

- a) A lack of financial accountability or management not only in regards to the CSA but also in regards to the community at large,
  - b) A breach of constitutional responsibility to its membership,
  - c) A lack of officers (elected or acclaimed) to take responsibility of group's activities.
-

# CENTRAL STUDENT ASSOCIATION

## APPENDIX G— CLUBS HANDBOOK

---

### 4. CSA Clubs Conduct Tribunal

#### 4.1. Mandate

- 4.1.1. The Tribunal will be responsible for reviewing accreditation status of a CSA Club to deem whether a student club's accreditation status or club privileges, including use of space on campus, club space, access to PDRs/funding, collection of student fees, will be revoked, denied and/or subject to any limitations as referenced in Appendix G, Section 3.4. Punitive Action, and Appendix K, Section 2.0: Space Infractions.
- 4.1.2. Should a Club's actions endanger their accreditation status as outlined in Appendix G, Section 3.4. Punitive Action, the Clubs Administrative Coordinator will be responsible for informing the subject club by e-mail and a written letter delivered to the club's mailbox. The CSA Club Conduct Tribunal policy will be referenced in the aforementioned e-mail and letter.
  - 4.1.2.1. A major infraction is defined in Appendix G, Section 3.4. Punitive Action.
- 4.1.3. The decision of the Clubs Conduct Tribunal may be appealed to the CSA Board of Directors. In the case of an appeal to the Board of Directors, its decision will be final.
- 4.1.4. The Tribunal will meet on an as-needed basis at the request of the Clubs Administrative Coordinator.

#### 4.2. Definitions

- 4.2.1. "Days" means weekdays on which the CSA Front Office is open for regular business hours. Statutory holidays are not included in this definition. Any documents delivered to or by the CSA after the close of the CSA Front Office will be considered to be delivered on the following day.
- 4.2.2. "Semester" includes the Fall, Winter and Summer semesters as defined in the University of Guelph Undergraduate Calendar.
- 4.2.3. "Subject Club" means the student club that is the subject of the inquiry into accreditation status.

#### 4.3. Creation of a Tribunal

- 4.3.1. The CSA Clubs Tribunal, hereafter referred to as the Tribunal, will be struck by the first Board meeting of each semester.
- 4.3.2. The Tribunal will be composed of the Vice President Student Experience and two Board members to be selected by the Board of Directors.

#### 4.4. Clubs Seeking Accreditation

- 4.4.1. By the end of the second month of each semester, the Tribunal will be responsible for awarding Club status to those who qualify under CSA Policy as outlined in Section 3.0 CSA SOP Policy.

#### 4.5. Clubs Subject to Limiting or Losing Accreditation

- 4.5.1. The Clubs Administrative Coordinator will document any complaints or minor infractions filed against a club for up to four (4) semesters, which are to be taken into consideration upon the necessary renewal of club status each semester or review of club status.
  - 4.5.2. A club will be subject to review by the Tribunal to be either demoted to limited accreditation or have club status revoked, upon the Clubs Administrative Coordinator documented third infraction or a documented major infraction as defined in Section 3.4. Punitive Action.
  - 4.5.3. The Clubs Administrative Coordinator will refer to the Tribunal any issue pertaining to the accreditation status of any CSA clubs.
-

# CENTRAL STUDENT ASSOCIATION

## APPENDIX G— CLUBS HANDBOOK

---

4.5.4. Within two (2) days of notice to the Tribunal, any subject club will be given notice in writing from the Vice President Student Experience of any and all issues referred to the Tribunal. Such notice will state the grounds upon which their accreditation status may be revoked, denied and/or subject to any limitation, potential loss of privileges, and will be sufficiently particularized so as to allow the subject club to make a detailed response to and all allegations of misconduct and/or failure to comply with applicable policies.

4.5.5. The Tribunal will conduct a hearing into any issues of accreditation that have been properly referred to the Tribunal.

4.5.6. The hearing before the Tribunal will be restricted to those matters set out within the initial complaint.

### 4.6. Notice of Hearing

4.6.1. The Tribunal will, at least five (5) days before the hearing, give notice of the hearing to the Subject Club. The notice of hearing will include the date, time and location of the hearing and a copy of the CSA policy.

4.6.2. The Tribunal will provide notice to any campus organization that in the view of the Tribunal may have an interest in the outcome of the hearing. The Tribunal will provide notice to any such organizations under this section at least five (5) days before the Tribunal hears the matter. The notice of hearing will include the date, time and location of the hearing and a copy of this CSA policy.

4.6.3. The Tribunal may schedule additional hearing dates where extra time is required to hear evidence

4.6.4. The Tribunal must give all organizations appearing before it at least five (5) days notice of any subsequent hearing dates.

### 4.7. Submissions to the Tribunal

4.7.1. All organizations that are given notice of the hearing by the Tribunal will have the option of preparing written submissions to the Tribunal.

4.7.2. Written submission to the Tribunal are not to exceed ten (10) pages double-spaced.

4.7.3. All written submissions are to be handed into the CSA Front Office no later than the day before the hearing.

4.7.4. The Clubs Administrative Coordinator will present to the Tribunal, without recommendation or consideration, the allegations of misconduct and/or the basis of the alleged failure to comply with applicable policies. This presentation will not normally exceed fifteen (15) minutes. This time limit may be extended at the discretion of the Tribunal.

4.7.5. The Subject Club may make oral submissions to the Tribunal that will not normally exceed thirty (30) minutes. This time limit may be extended at the discretion of the Tribunal.

4.7.6. All other organizations appearing to the Tribunal may make oral submissions to the Tribunal that will not normally exceed 15 minutes. This time limit may be extended at the discretion of the Tribunal.

4.7.7. Tribunal members are permitted to ask questions of presenters following their submission. This question period is not subject to the time limits stated above.

### 4.8. Decisions of the Tribunal

4.8.1. The Tribunal will provide the Subject Club and the Clubs Administrative Coordinator with a written decision within five (5) days from the close of the Tribunal's hearing.

4.8.2. Appeals to the decisions of the Tribunal should be brought to the attention of the Board of Directors.

4.8.3. Vice President Student Experience will be responsible for presenting the rationale of the Tribunal's decision to the Board.

---

# CENTRAL STUDENT ASSOCIATION

## APPENDIX G – CLUBS HANDBOOK

---

4.8.4. The Board has the ability to uphold, overturn or amend the Tribunal's decision. The decision of the Board is final.

### 4.9. Procedure

4.9.1. The Tribunal has the power to create its own rules and procedures provided that they do not conflict with these Terms of Reference.

4.9.2. The Tribunal may extend any time line established by these rules where in the view of the Tribunal such an extension would be in the interest of fairness.

---

# CENTRAL STUDENT ASSOCIATION

## APPENDIX G – CLUBS HANDBOOK

---

### 5. Financial Operation

#### 5.1. General Funding

Accredited clubs on the University of Guelph campus have numerous sources of funding available to them. Each club is responsible for their own financial well-being. Since the CSA needs to monitor the financial well-being of its organization, the CSA requires each club to include detailed financial statements in their Accreditation Application. The Clubs Administrative Coordinator or the Vice President Student Experience will be able to provide some ideas about fund-raising.

#### 5.2. Financial Regulations

Clubs are responsible for their debts. The regulations on financial issues are based upon these considerations.

##### 5.2.1. CSA Accounts

- a) Clubs may elect to place more funds in the account and use the account for general financial use.
- b) Funds may be accessed by signing officers through the use of a CSA purchase confirmation forms obtained from the Clubs Administrative Coordinator or Business Office
- c) All persons responsible for financial management of the club and the signing of financial transactions must be indicated on the CSA Clubs SOP accreditation form. This includes names, ID numbers, addresses, phone numbers, and sample signatures

##### 5.2.2. Banking

- a) If a club possesses any sort of outside financial account, the following items must be released to the CSA:
  - Name of financial institution and the branch address
  - Branch transit number and the account number
  - Type of account
- b) All accounts must be opened in the name of the organization, with the suffix "CSA Accredited Club".
- c) All accounts shall require a minimum of two signatures. Any expenses deemed large in comparison with club assets should be made in consultation with the Clubs Administrative Coordinator.
- d) All persons responsible for financial management of the club and the signing of financial transactions must be indicated on the CSA Clubs SOP accreditation form. This includes names, ID numbers, addresses, phone numbers, and sample signatures.

##### 5.2.3. Financial Disclosure

- a) All clubs shall maintain up-to-date financial records for any financial accounts, including Petty Cash every semester.
- b) These records shall be made available to any member of the University of Guelph Community during regular office hours.
- c) All clubs shall submit reports of any revenue or expenses over \$1000 in a month in the form of a financial statement. Failure to do so will be considered financial mismanagement and grounds for revoking the club's ASO status.
- d) The Clubs Coordinator will maintain records of clubs' financial information, budgets and expense records for up to four (4) semesters
- e) At the discretion of the CSA, any club must provide a photocopy of any account statements
- f) If a club receives funding from any sources outside of its membership, the CSA, and/or other student organizations, the Clubs Administrative Coordinator must be informed. The CSA reserve the right to refuse permission to accept funding from any outside source.

##### 5.2.4. Referendum Questions and Club Student Fees

- a) The Clubs Administrative Coordinator shall maintain an archive of all CSA clubs collecting student fees via a referendum question. The archive will include the name of the club, original and modified versions of the referendum questions, preamble from the ballot, the date passed/amended, and the results. This archive will be updated following CSA elections and submitted to the Policy & Transition Manager, Chief Electoral Officer (CEO) and Business Manager.
  - b) Clubs may initiate a referendum question process to secure funding for their club or a specific initiative by contacting the CSA Chief Electoral Officer (CEO), as per Bylaw 2 Electoral and the CSA Policy Manual, Appendix L – CSA Electoral. The Clubs Administrative Coordinator will provide a financial and accreditation history of the interested club to both the club and the CEO.
  - c) The CSA will collect the student fees on behalf of the club and remit them on a semester basis.
-

# CENTRAL STUDENT ASSOCIATION

## APPENDIX G— CLUBS HANDBOOK

---

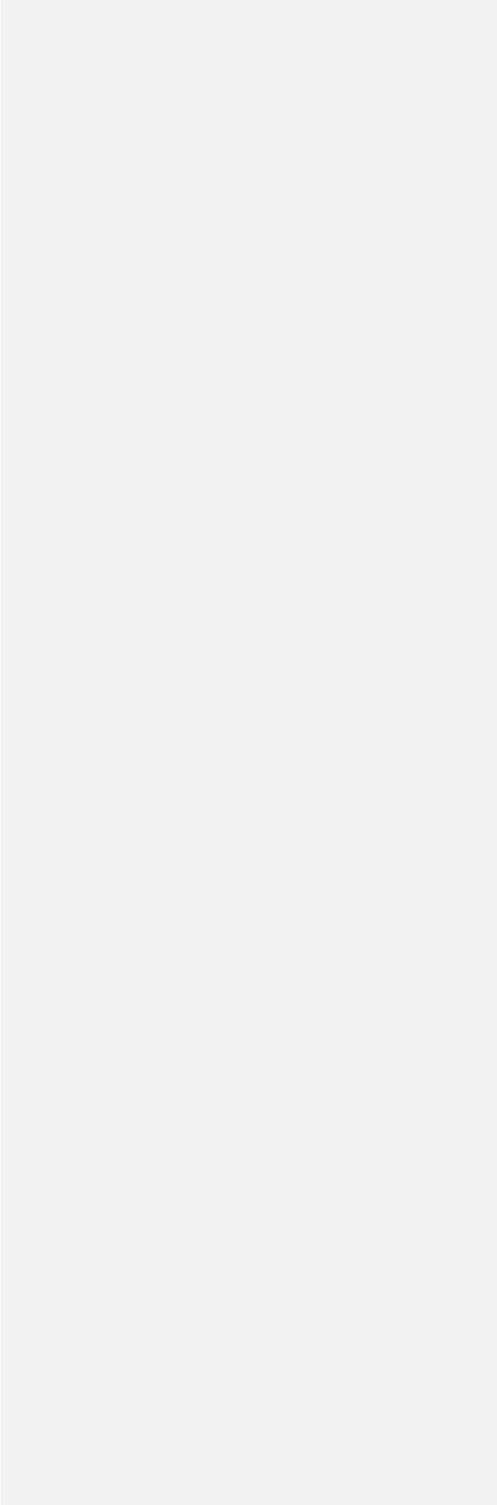
d) Clubs collecting student fees are responsible for the appropriate use of the monies with respect to the original/modified question and the mandate of the club. Deviation from the mandate without approval from the CSA or mismanagement of the finances (including failure to disclose financial information) could result in the temporary suspension or removal of the fees by the Clubs Conduct Tribunal.

### 5.2.5. Defunct Club Accounts and the Clubs PDR Policy

- a) Any club inactive for three semesters is considered a defunct club at the beginning of the fourth semester of inactivity. The money in the CSA Club account at the beginning of the inactive period is held in trust by the CSA. When the club becomes defunct, the money is absorbed into the CSA PDR budget.
  - b) In situations where a defunct club has accrued debt greater than their liquidated assets, the Finance Committee will review the CSA finances and make a recommendation to the Board as to an appropriate budget line to access to pay the debts.
-

CENTRAL STUDENT ASSOCIATION  
APPENDIX G – CLUBS HANDBOOK

---



---

# CENTRAL STUDENT ASSOCIATION

## APPENDIX G – CLUBS HANDBOOK

---

### 6. Club Space Policy

#### 6.1. CSA Clubs Hallway

##### Preamble

The CSA Clubs Hallway is intended for club activities and club related purposes only. All clubs must maintain a respectful office environment when using the CSA Clubs Hallway spaces. Clubs must have a minimum of two (2) office hours per week, Monday to Friday. Clubs are required to submit their office hours by the deadline set by the Clubs Administrative Coordinator. Failure to do so, or not observing set office hours, or misuse of the CSA Clubs Hallway spaces may result in loss of access to the CSA Clubs Hallway spaces.

The CSA Clubs Hallway spaces are shared between all CSA accredited clubs. No club may solely occupy a space. Access to the bookable meeting rooms will follow the policies and process noted in 6.2. Meeting Room Booking Policies. Access to all CSA Clubs Hallway spaces will not occur late at night. These spaces will not be used after 11:00pm.

The following are the designated bookable meeting rooms within the CSA Clubs Hallway: UC 222, 224, 225, 231 and 233.

Lounge seating and common spaces are also available within the CSA Clubs Hallway. These include accessible study space, common space and café seating.

Locker storage space is available for accredited clubs' use. Please see 6.5. CSA Clubs' Lockers.

The Garage (UC 219) is a service available to clubs that provide rental or loan services to their members. An application is required for each semester before a club will be granted access to this space. Please see 6.6. Access to the Garage for the policy and process.

The CSA Clubs Hallway spaces, furniture and any other equipment within these spaces are a privilege and are the property of the CSA and nothing may be removed or altered. Clubs will be held responsible for any damages to CSA property or the shared spaces.

The CSA and the University Centre assume no responsibility for items in the CSA Clubs Hallway spaces in the event of theft or damages. Money and possessions must be kept secure by the clubs and their members. Neither the CSA nor the University Centre is responsible for any losses incurred through theft.

##### 6.1.1. Bookable Spaces

The following is a list of the bookable meeting room spaces available to CSA accredited clubs. For information on booking these spaces for your club and club activities see 6.2. Meeting Room Booking Policies.

- a) Meeting Room UC 225 is the largest meeting room and can hold 25 people. This space is equipped with tables and chairs in a boardroom style, for group events, as well as with televisions.
- b) Meeting Room UC 222 can hold 15 people and is a more relaxed and laidback space. There are couches and tables within the space, as well as a television.
- c) Meeting Room UC 224 can hold 15 people. This space contains a large table and chairs for more formal meetings and planning space. There will also be a television available within the space.
- d) Meeting Room UC 231 is a smaller space for clubs who may need more privacy. This space will also have a television.
- e) Meeting Room UC 233 is a smaller meeting room which may be used by clubs needing more privacy. This space will also have a television.

##### 6.1.2. Lounge Seating and Common Spaces

The following is a list of the lounge seating and common spaces available throughout the CSA Clubs Hallway. These spaces are not bookable spaces and are available to all clubs and students.

- a) There is an open concept seating area across from CFRU. This space is available for all clubs and students.
  - b) A common space with outlets and accessible tables is against the glass windows overlooking the UC Courtyard and across from the Garage.
  - c) A study space with outlets and accessible tables is against the glass windows overlooking the UC Courtyard and across from the CSA Locker Storage room (UC 227).
  - d) Smaller lounge seating areas are located between UC 231 and UC 234.
  - e) A café seating space with outlets and accessible tables faces towards the stairwell area and is in front of UC 233.
-

# CENTRAL STUDENT ASSOCIATION

## APPENDIX G – CLUBS HANDBOOK

---

### 6.1.3. CSA Locker Storage Space

The following is the locker storage space available to CSA accredited clubs. For information on accessing this space please see 6.5. CSA Clubs' Lockers.

- a) UC 227 is the locker room that holds 99 lockers at three different sizes. There are 89 small lockers with one (1) shelf, 5 medium lockers with three (3) shelves and 5 large lockers with four (4) shelves. The space is designed like a horseshoe with the middle of the space providing the only access point. The other ends of the space are windows for accessibility and safety.

### 6.1.4. The Garage

The Garage (UC 219) is a service available to clubs that provide rental or loan services to their members. An application is required for each semester before a club will be granted access to this space. Please see 6.6. The Garage for the policy and process.

- a) UC 217 is the Garage access and pick up space. Students and club members will be able to approach the counter of the Garage to inquire after rental and loan services. Around the walls will be seating areas.
- b) UC 219 is the Garage room. This space is to be used by clubs who frequently rent or loan items to their members. There will be storage units within this space for clubs to store their items for renting or loaning. Clubs will be responsible for the management of their materials and the process for renting and/or loaning those materials. The CSA and the University Centre assume no responsibility for items in the Garage spaces in the event of theft or damages. Money and possessions must be kept secure by the clubs and their members. Neither the CSA nor the University Centre is responsible for any losses incurred through theft.

### 6.1.5. The Comfort Room (UC 234)

The Comfort Room is a room for students to go to when they are in need of a quiet space. It is available to students during times of stress or when they need a private, quiet space to go to, to be able to relax after a negative or difficult situation they have encountered on campus. It is also a space where students can go to obtain resources on services available on campus to assist them in times of need. For more specific details about access to this space and the purpose of this space see 6.3. The Comfort Room.

## 6.2. Meeting Room Booking Policies

### Preamble

The CSA Clubs Hallway contains bookable meeting room spaces including UC 222, 224, 225, 231 and 233. Access to these bookable meeting rooms is outlined in this policy. Access to these spaces will not occur late at night. These spaces will not be used after 11:00pm.

These bookable meeting rooms are a privilege allowed to accredited CSA clubs in order to fulfill their club office hours, to plan club events and activities, to have club and club executive meetings, and to promote the club.

These bookable meeting rooms are not for personal or private use. They are for club related activities and purposes only.

**6.2.1.** CSA Clubs will be responsible for providing their requested booking dates, times and locations for a full semester to the Clubs Administrative Coordinator via email using the CSA Clubs Hallway Meeting Room Booking Email Request Form. Requests for the upcoming semester must be submitted to the Clubs Administrative Coordinator by the last day of classes for the current semester. An example being, if a club wishes to submit their requests for the Winter semester, they must ensure the Clubs Administrative Coordinator receives their requests by the last day of classes in the Fall semester.

**6.2.2.** The Clubs Administrative Coordinator will coordinate the booking requests on a first-come-first-serve basis. When submitting requests, clubs should provide a few options for date, time and location as no club can solely occupy a space. One club will not be permitted to book out a single meeting room for all of their bookings for a semester.

**6.2.3.** The Clubs Administrative Coordinator will compile the schedule for the semester and ensure it is posted to the CSA website and accessible for clubs to view by the last day of exams of the current semester.

**6.2.4.** If a club misses the deadline for submission of their requested booking dates, they must contact the Clubs Administrative Coordinator once the schedule is posted to the website, to enquire after booking space that is still available.

**6.2.5.** The following bookable meeting rooms will remain unlocked during the entire day as a trial to see how effectively the space is utilized; UC 231 and UC 233. Clubs must ensure they abide by the booking policies and do not occupy space that is not booked, and are respectful to those clubs who have booked out the space.

**6.2.6.** Bookable meeting rooms UC 225, UC 224 and UC 222 will remain unlocked during the scheduled office hours of the CSA Front Office, Monday to Friday 9:00am – 4:30pm. However, outside those office hours the space will be locked. If a club books any of these spaces outside of the CSA Front Office hours, they must sign out a key from the Front Office Manager during office hours. This sign out process includes a seventy-five dollars (\$75) key deposit and a 24 hour return policy. If a club does not return their key within the 24 hour time frame, they will forfeit their deposit. This system will be a trial to see how effectively the space is utilized and maintained. Meeting room security is a matter of cooperation between clubs. If your booking is after 4:30pm, once you leave the meeting room the

---

# CENTRAL STUDENT ASSOCIATION

## APPENDIX G – CLUBS HANDBOOK

---

door must be closed and locked.

**6.2.7.** If a club has booked a meeting room and can no longer make that booking, they must notify the Clubs Administrative Coordinator at least 24 hours in advance. Failure to do so may result in loss of privilege to reserve the bookable meeting rooms.

**6.2.8.** This policy will be reviewed throughout the 2017-2018 year to ensure the space is used as effectively as possible for accredited CSA Clubs and their activities and events.

### 6.3. The Comfort Room

#### Preamble

The Comfort Room (UC 234) is a room for students to go to when they are in need of a quiet space. It is available to students during times of stress or when they need a private, quiet space to go to, to be able to relax after a negative or difficult situation they have encountered on campus. It is also a space where students can go to obtain resources on services available on campus to assist them in times of need. This space also provides a calming drop in environment space for people to decompress.

This space is not a study space. It is not to be used as a meeting space for clubs, club activities or club meetings. It is not a place for people to occupy for long periods of time.

**6.3.1.** The Comfort Room will be unlocked during regular University Centre hours to ensure the safety of those using the space.

**6.3.2.** This space is available on an as needed basis for anyone who is in need of a quiet space to decompress and relax.

**6.3.3.** The space will be equipped with an emergency button connected to campus emergency services. This button is only to be used during situations where any kind of emergency assistance or support is required.

**6.3.4.** It is the responsibility of all clubs, students and users of this space to ensure that this room is not misused and to ensure the purpose of this room is being upheld and respected.

**6.3.5.** This policy will be reviewed throughout the 2017-2018 year to ensure the space is used as effectively as possible.

### 6.4. CSA Club Offices

**6.4.1.** The CSA Club offices are designated as UC 269, 270, 271, 272, 536 and 537. These designated club spaces are a privilege available to accredited CSA clubs and can be reassigned by the Vice President Student Experience in collaboration with the Clubs Administrative Coordinator.

**6.4.2.** Office space for CSA clubs is intended for club activities and club related purposes only. All clubs must maintain a respectful office environment. Clubs must have a minimum of two (2) office hours per week, Monday to Friday. Clubs shall be required to submit their office hours by the deadline set by the Clubs Administrative Coordinator. Inability to do so, or not observing set office hours, or misuse of office space might result in loss of office space privileges.

**6.4.3.** Office space is shared between two or more clubs. No club may solely occupy an office. Exceptions are granted by the CSA Board of Directors in specific cases; see Section 6.4.7. Exceptions to Sharing of Office Space.

**6.4.4.** The office space, office furniture and any other preexisting equipment in the office is the property of the CSA. It may not be removed or altered without the consent of the Clubs Administrative Coordinator. The clubs occupying the space are responsible for any damages to CSA property or the office space. Clubs may bring in their own furniture and equipment if all other organizations occupying the office space agree. The CSA and the UC assume no responsibility for items in the office in the event of theft or damages.

**6.4.5.** The CSA maintains a series of key locker boxes beside the second floor elevator. Each office will be assigned a box in which to keep the office key. The box and the key are the responsibility of the clubs occupying the office space. In all circumstances, the key must always be in the lock box when the door is locked, regardless of whether club members are behind the locked door or not. The combination must be given to the Clubs Administrative Coordinator. The combination should only be released to the executives of the clubs occupying the office space.

- a) The cost for a replacement key is fifty dollars (\$50). Repeat offences will result in the loss of office privilege.
  - b) In the case that a key is locked in an office, or a key is misplaced momentarily, the only persons who will open the office door are the CSA Front Office Manager and President. The only people for whom the office will be opened are the executives of the clubs occupying the office space. There are no exceptions.
  - c) Office security is a matter of cooperation between clubs. If no one is in the office, the door must be locked.
-

# CENTRAL STUDENT ASSOCIATION

## APPENDIX G – CLUBS HANDBOOK

---

- d) Lock boxes are the property of the CSA, and the responsibility of the CSA Clubs Administrative Coordinator. Boxes may be granted to non-CSA groups by the Clubs Administrative Coordinator, on the understanding that the CSA reserves the right to reassign boxes of all groups at any time. After one week's written notice, the Clubs Administrative Coordinator has the right to remove any locks of groups who have not provided combinations.
- e) The office cannot be used late at night by any individual. Offices are not to be used after 11:00pm.
- f) Money is the responsibility of the club and its members, and must be kept secure. Neither the CSA nor the UC is responsible for any losses incurred through theft.
- g) Any vandalism must be reported immediately to the Vice President Student Experience and Clubs Administrative Coordinator. The Clubs Administrative Coordinator will note the situation for the CSA and involve the University Police.

### 6.4.6. CSA accredited clubs wishing to apply for office space must follow the steps below:

- a) Any group interested in attaining office space must send a Letter of Application, and any letters of support, reference, or any other materials to the Clubs Administrative Coordinator. The letter should explain the reasons why office space is required. The letter should include how the office space would be used and how it would benefit the club's overall purpose.
- b) The Clubs Administrative Coordinator is responsible for administering club office space. Decisions will be based mainly on availability of space. Also taken into consideration are the size, needs, and requirements of individual clubs. Allocation of office space will be determined by the Clubs Administrative Coordinator after taking into consideration the decision of previous persons who have held the position. Appeals of the Club Administrative Coordinator's decisions should be discussed with the Vice President Student Experience. If the matter cannot be resolved, it will be taken to the CSA Board of Directors. The decision of the Board is final. As office space is extremely limited, club space is not given on a permanent basis and the CSA reserves the right to reassign rooms.

### 6.4.7. Exceptions to Sharing of Office Space

Clubs requesting the right to occupy sole office space may discuss the needs and requirements of the club with the Clubs Administrative Coordinator. If there are grounds for granting the request, a written proposal is to be submitted to the Clubs Administrative Coordinator, who will bring the request before the CSA Board of Directors. Given the scarcity of space available for clubs, it is unlikely that sole office space will be granted; groups should have alternatives in mind.

## 6.5. CSA Clubs' Lockers

### Preamble

The CSA Locker Storage space (UC 227) is available to CSA accredited clubs for storage of club materials only.

This space holds 99 lockers at three different sizes. There are 89 small lockers with one (1) shelf, 5 medium lockers with three (3) shelves and 5 large lockers with four (4) shelves. The lockers are numbered consecutively beginning with the smallest lockers, then medium lockers and ending with the large lockers. The space is designed like a horseshoe with the middle of the space providing the only access point. The other ends of the space are windows for accessibility and safety.

Onus is on the individual clubs and club members to ensure the safety and security of the lockers and the locker storage space. The CSA and University Centre assume no responsibility for items in the locker spaces in the event of theft or damages.

**6.5.1.** Lockers will be assigned to CSA accredited clubs at the Clubs General Meeting at the beginning of the academic year (Fall semester) and may be held for one year (12 months). CSA accredited clubs wishing to access a locker will fill out the CSA Clubs Locker Storage Access Form (the form) which can be found on the CSA website or from the Clubs Administrative Coordinator. Clubs must fill out and submit the completed form to the Clubs Administrative Coordinator. Lockers will be assigned on a first-come-first-serve basis. The form will be reviewed by the Clubs Administrative Coordinator who will determine if access to a locker or lockers will be granted or denied based on the criteria within the form. If a concern arises in regards to accreditation which affects the privilege of a club to access the lockers, the Clubs Administrative Coordinator will refer this matter immediately to the Clubs Conduct Tribunal (The Tribunal). The Tribunal will then meet within one week of receiving the referral and make a decision on whether or not the club in questions form will be allowed or denied. The Tribunal's decision must be submitted to the Clubs Administrative Coordinator within one week of the date the decision is made. The Clubs Administrative Coordinator will be responsible for communicating the Tribunal's decision to the club.

**6.5.1.1.** If a club is granted access to a locker or lockers they will be contacted by the Clubs Administrative Coordinator and will be provided with information for the steps to follow to begin accessing the space. See point 6.5.2.

**6.5.1.2.** If a club is denied access to the locker space by a decision of the Clubs Administrative Coordinator only, they have the

---

# CENTRAL STUDENT ASSOCIATION

## APPENDIX G— CLUBS HANDBOOK

---

option to appeal the decision by submitting a formal request outlining their reasoning as to why the decision is being appealed to the Vice President Student Experience who, as a member of the Tribunal, will call the Tribunal to meet to make a decision on the matter. The Tribunal will then meet within one week of receiving the formal request and make a decision on whether or not the decision of the Clubs Administrative Coordinator is upheld, overturned or amended. The Tribunal's decision must be submitted to the club and the Clubs Administrative Coordinator within one week of the date the decision is made.

**6.5.1.3.** Appeals of decisions of the Tribunal should be brought to the attention of the CSA Board of Directors.

**6.5.2.** Once a club's form has been approved a locker or lockers will be assigned to the club. The Clubs Administrative Coordinator will inform them of the locker number(s) assigned to their club for club use only.

**6.5.3.** Before beginning to access their locker(s), the club must provide their lock combination(s) to the CSA Front Office for record and documenting purposes. Failure to do so could result in loss of access to the lockers.

**6.5.3.1.** For those clubs who requested a lock on their CSA Clubs Locker Storage Access Form, they must retrieve this lock from the CSA Front Office and ensure the combination is recorded.

**6.5.4.** Clubs must reapply every year using the CSA Clubs Locker Storage Access Form to continue accessing the locker assigned to them.

**6.5.5.** Clubs who do not reapply for their locker will lose the locker in the upcoming academic year. In the event that this occurs, the club will be given a date and time to ensure their items are removed from the locker space. Any items remaining in the locker space after the designated date and time will be disposed of.

**6.5.6.** If a CSA club loses its accreditation status, or in the event their accreditation becomes limited or suspended, they may lose access to their locker for the remainder of the academic year.

**6.5.7.** CSA accredited clubs wishing to access more than one locker must ensure they fill out the appropriate fields on the CSA Clubs Locker Storage Access Form. Lockers will be assigned on a first-come-first-serve basis.

**6.5.8.** Should a CSA accredited club no longer wish to use their assigned locker, they must notify the Clubs Administrative Coordinator via email as soon as possible.

**6.5.9.** Access to and use of the lockers and the locker space is a matter of cooperation amongst all individual clubs and their members. Onus is on the individual clubs and club members to ensure the safety and security of the lockers and the locker space.

**6.5.10.** Clubs will be held responsible for any damage done to the locker(s) assigned to them.

### **6.6. Access to the Garage**

#### **Preamble**

The Garage (UC 219) is a service available to clubs that provide rental or loan services to their members. An application is required for each semester before a club will be granted access to this space (see 6.6.1.). This space is not a storage area. This space is solely for materials and/or equipment that CSA accredited clubs frequently rent or loan out as a service to their club members. For further information or questions regarding the Garage contact the Vice President Student Experience and the Clubs Administrative Coordinator.

**6.6.1.** For accredited clubs wishing to access the Garage and storage lockers within they must fill out the Application Form for Clubs Requesting Access to the Garage which can be found on the CSA website or from the Clubs Administrative Coordinator. Clubs must fill out and submit this application form for every semester that they wish to have access to the space. The application form will be submitted to the Clubs Administrative Coordinator who will determine if access will be granted or denied based on the criteria within the application form. If a concern arises in regards to accreditation which affects the privilege of a club to access the Garage, the Clubs Administrative Coordinator will refer this matter immediately to the Clubs Conduct Tribunal (The Tribunal). The Tribunal will then meet within one week of receiving the referral and make a decision on whether or not the club in questions application will be allowed or denied. The Tribunal's decision must be submitted to the Clubs Administrative Coordinator within one week of the date the decision is made. The decision of the Tribunal will be final. The Clubs Administrative Coordinator will be responsible for communicating the Tribunals decision to the club.

**6.6.1.1.** If a club is granted access to the Garage they will be contacted by the Clubs Administrative Coordinator and will be provided with information for the steps to follow to begin accessing the space. See point 6.6.2.

**6.6.1.2.** If a club is denied access to the Garage by a decision of the Clubs Administrative Coordinator only, they have the option to appeal the decision by submitting a formal request outlining their reasoning as to why the decision is being appealed to the Vice President Student Experience who, as a member of the Tribunal, will call the Tribunal to meet to make a decision on the matter. The Tribunal will then meet within one week of receiving the formal request and make a

---

# CENTRAL STUDENT ASSOCIATION

## APPENDIX G – CLUBS HANDBOOK

---

decision on whether or not the decision of the Clubs Administrative Coordinator is upheld, overturned or amended. The Tribunal's decision must be submitted to the club and the Clubs Administrative Coordinator within one week of the date the decision is made.

**6.6.1.3.** Appeals of decisions of the Tribunal should be brought to the attention of the CSA Board of Directors

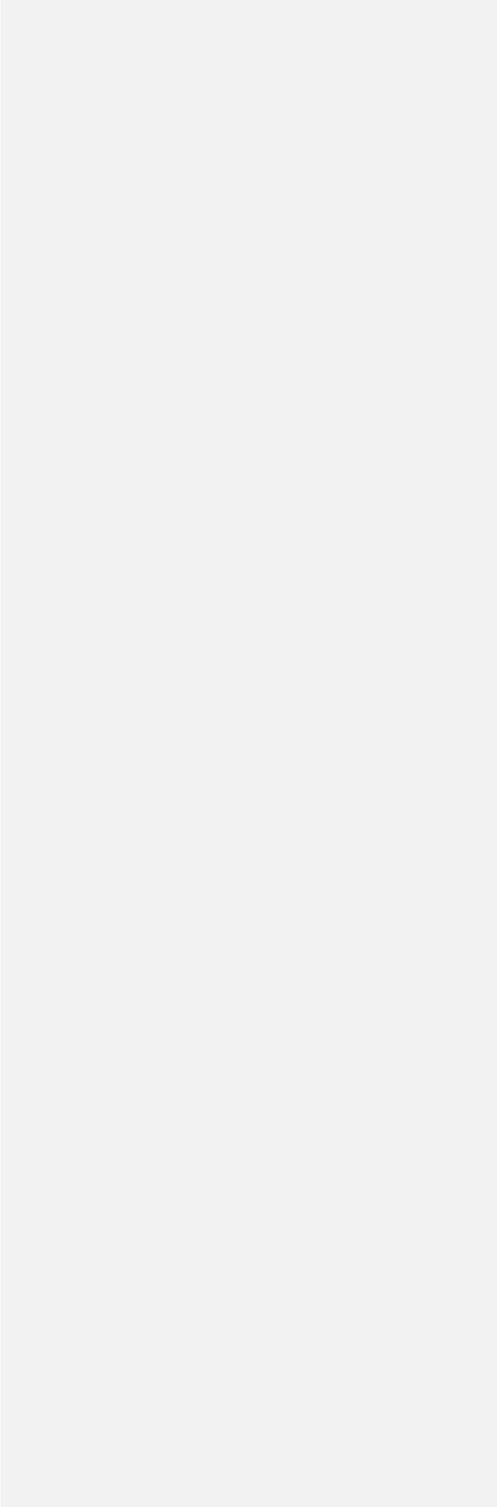
### **6.6.2.** Setting up access to the Garage

Once a club's application form has been approved the Clubs Administrative Coordinator will contact them and outline the following steps for the club to begin accessing the Garage space.

- 6.6.2.1.** The club will be required to fill out and submit the Club Key Sign Out Form – Access to the Garage and Locker Key(s). Included in this form is a seventy-five dollars (\$75) deposit which must be provided by the club in order to receive their keys. This deposit is held in the event that keys are lost or not returned to cover the expense of changing the locks. Please note security is a matter of cooperation amongst all clubs using the Garage space. The CSA and University Centre assume no responsibility for items in the Garage spaces in the event of theft or damages. Money and possessions must be kept secure by the clubs and their members. Onus is on the individual clubs and their members to record, maintain and secure their money and possessions. Neither the CSA nor the University Centre are responsible for any losses incurred through theft.
  - 6.6.2.2.** Once the Club Key Sign Out Form – Access to the Garage and Locker Key(s) and the deposit are received, clubs will be provided two keys: one to access the Garage space and one to access their storage locker. Clubs will receive access to one (1) storage locker within the space. Clubs will be notified that only club members are allowed to access the interior of the Garage space. Security is a matter of cooperation amongst all clubs and club members using the Garage space. Every effort must be made to keep all keys secure.
  - 6.6.2.3.** The Clubs Administrative Coordinator will provide a tour of the Garage, identify the numbered locker provided to the club and demonstrate how to securely close down and lock the Garage. Onus is on the individual clubs and club members to ensure all storage within the Garage and the Garage itself are shut down and locked before leaving the space. The CSA and University Centre assume no responsibility for items in the Garage spaces in the event of theft or damages.
  - 6.6.2.4.** Access to the Garage will be from 8:00am til 11:00pm. No exceptions will be made.
  - 6.6.2.5.** If a club using the Garage space fails to complete a new Application Form for access to the Garage (see point 6.6.1.) for a semester, they will be notified by the Clubs Administrative Coordinator. They will be given a week from the date the Clubs Administrative Coordinator contacted them to provide a completed Application Form. If a club fails to provide the form within that one week time they may lose access to the Garage space.
  - 6.6.2.6.** If a club using the Garage space does not apply for accreditation for a semester they may lose access to the Garage space. All access to the spaces in the CSA Clubs Hallway, including the Garage, are a privilege available to CSA accredited clubs. Accreditation must be received for each semester.
  - 6.6.2.7.** If a club feels they require more than one storage locker within the Garage space, they may contact the Clubs Administrative Coordinator. As space is limited no one club will be allowed to solely occupy space within the Garage. Space will be shared amongst all clubs who are granted access to the Garage.
  - 6.6.2.8.** Access to and use of the Garage space is a matter of cooperation amongst all individual clubs and their members. Onus is on the individual clubs and club members to ensure the safety and security of the Garage spaces.
  - 6.6.2.9.** This policy will be reviewed throughout the 2017-2018 year to ensure the space is used as effectively as possible for accredited CSA Clubs and their members.
-

CENTRAL STUDENT ASSOCIATION  
APPENDIX G – CLUBS HANDBOOK

---



---

# CENTRAL STUDENT ASSOCIATION

## APPENDIX G – CLUBS HANDBOOK

---

### 7. Operations

#### 7.1. Mailboxes

Accredited clubs will be assigned a mailbox in the CSA office. All mail addressed to clubs, including memos, will be delivered to this box. Mailboxes should be checked regularly. A mailbox that is not emptied regularly may be taken as a sign that a club is not maintaining its office hours, which could result in the loss of office space.

#### 7.2. UC Meeting Rooms and UC Courtyard Space

The UC provides rooms and courtyard space free of charge to fully accredited clubs. However, many of the rooms available to clubs have significant booking fees and/or cancellation fees associated with them. Bookings are made through UC Administration or the CSA Front Office Manager. Clubs should book UC rooms and UC courtyard space well ahead of the intended date.

- To book UC rooms or UC courtyard space in the University Center contact the UC Bookings; any sales must be brought to the attention of the UC administration.
- To book any other venues, contact the Clubs Administrative Coordinator for assistance.

#### 7.3. Bottled Water

CSA Clubs are encouraged to use alternatives to bottled water at club events, where appropriate. Contact the Clubs Administrative Coordinator for further assistance.

---