

Appendix F Clubs Handbook



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Note:

Comprehensive review of this policy

- Conducted by a PBRC working group
- October 2021

Revisions approved by the CSA Board on April 6, 2022:

- References to Clubs Coordinator, and Clubs Event Coordinator responsibilities updated to reflect current job descriptions.
- Simplified language throughout to make content easier to read and understand.
- Minor formatting throughout: standardizing text formatting, ensuring multi-level list formatting, renumbering, removal of policy change references prior to the 2020 AGM.

*Policy & Transition Manager
April 7, 2022*

Note: Job title revisions were approved by the Board of Directors on April 3, 2023.

Policy & Transition Coordinator

1.0 Preamble

The CSA Appendix F – Clubs Handbook ('Clubs Handbook') provides club participants of the essential criteria regulating Accredited Clubs and their continued status. This includes, but is not limited to, information regarding financial management, facility access, and club operations, so that they may operate easily and effectively over the course of the semester.

This handbook also serves as a guide for new clubs interested in attaining Accredited Club status. Section 4.0 Student Organization Registration and Section 8.0 Financial Operation of this policy outline the requirements for clubs seeking accreditation.

The Clubs Handbook sets the boundaries and expectations of all Accredited Clubs. If not followed, the Accredited Club may lose their Accredited Club status, including all associated rights and privileges.

Questions and concerns regarding this handbook should be directed to the Clubs Coordinator and the Vice President Student Experience.

2.0 Definitions

This section provides the definitions of terms used throughout this Handbook.

Accredited Club

A CSA Accredited Club ('Accredited Club') is a club that completes the accreditation process through GryphLife to receive Accredited Student Organization (ASO) status. Accredited Clubs abide by the University of Guelph Student Organization Policy (SOP) and the CSA Appendix F – Clubs Handbook. An Accredited Club must be of potential interest to all undergraduates.

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 granted PSO status through the Office of Student Affairs and is considered the sponsoring organization for clubs seeking ASO status through accreditation.

ASO status is granted at the start of the Fall semester or Winter semester and lasts until the end of the academic year. Groups are accredited through GryphLife in collaboration between the University of Guelph Student Experience and the CSA.

Clubs Coordinator

The Clubs Coordinator is a primary contact and resource individual for Accredited Clubs, CSA Executives and CSA staff regarding Accredited Club matters and accreditation.

Clubs Conduct Tribunal ('Tribunal')

The Tribunal determines whether a student club's accreditation status or an Accredited Club's 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 F, Section 6.0 Punitive Action, and Appendix H, Section 2.0: Space Infractions.

Club Executives

Club Executives include a minimum of four (4) club members who are accountable to the CSA for all club activities. These members include the Primary and Secondary Contacts, and two (2) Booking Officers and two (2) Financial Officers. Note that Primary and Secondary contacts may also act in Booking or Financial Officer positions concurrently. Club Executives must be members of the CSA during the semester in which they are an Executive.

Clubs Hallway

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

Clubs Handbook

The CSA Appendix F – Clubs Handbook ('Clubs Handbook') and other CSA bylaws and policies govern the successful creation and operation of Accredited Clubs.

Club Members

Club membership can include all members of the University of Guelph community including undergraduate students, graduate students, alumni, faculty, and employees of the University of Guelph.

Clubs Offices

The CSA Clubs Offices include UC 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 Coordinator.

Clubs Event Coordinator

The Clubs Event Coordinator is a primary contact and resource individual for Accredited Clubs, CSA Executives and CSA staff relating to the Student Events & Risk Management (SE&RM) process. This position manages the Bookable Meeting Room process and locker assignments.

Club Status

Club Status refers to the accreditation of club, whether it be Accredited, Limited Accreditation or Loss of Accreditation.

CSA (Central Student Association)

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 the sponsoring organization for every Accredited Club.

Days

Weekdays on which the CSA Front Office is open for regular business hours. Statutory holidays are not included in this definition. Documents delivered to, or by, the CSA after the close of the CSA Front Office are considered to be delivered on the following day.

Limited Accreditation

With just cause, the Clubs Coordinator will refer issues that may result in the revocation of an Accredited Club's status or privileges to the Clubs Conduct Tribunal. An Accredited Club that has a privilege revoked is referred to as a Limited Status Club.

Loss of Accreditation

An Accredited Club must comply fully with the University's Student Organization Policy (SOP), Appendix F – Clubs Handbook and other applicable CSA policies and bylaws and must promptly inform the CSA of any changes in its Accredited Student Organization (ASO) information. Accreditation can be limited, suspended or lost entirely if an Accredited Club is found to have violated any of these requirements. The Clubs Coordinator will refer issues to the Clubs Conduct Tribunal, which has the right to determine club status and privileges.

Primary Contact

The main point of contact for an Accredited Club regarding activities, events, accreditation, room bookings, etc. This is the individual that people contact to communicate with an Accredited Club.

Privileges

Accredited Club privileges include access to space, services, and resources. When not Accredited, or with Limited Accreditation, or when under review by the Clubs Coordinator or Clubs Conduct Tribunal, Accredited Clubs may lose access to these privileges.

Religious, Faith, and World View Based Clubs

This classification of clubs includes all groups supporting religious or spiritual identities on campus that would like to meet on campus to present programs and engage students. Student-led groups, including those who may be supported by an external religious or spiritual advisory committee or a religious or spiritual professional, may apply to be an Accredited Club with the Central Student Association.

Semester

Includes the Fall, Winter and Summer semesters as defined in the University of Guelph Undergraduate Calendar.

Student Organization Policy (SOP)

The University of Guelph Student Organization Policy (SOP), in addition to the CSA Appendix F – Clubs Handbook, must be followed by clubs to maintain Accredited Club status.

Subject Club

A club that is the subject of an inquiry into accreditation status.

Vice President Student Experience

An Executive Officer of the CSA, the VP Student Experience oversees and supports clubs' staff, including the Clubs Coordinator and the Clubs Event Coordinator. The VP Student Experience portfolio includes responsibility for assisting clubs' staff, assigning bookable club space and lockers, organizing equipment rentals through the Garage, and coordinating access to store rental equipment in the Garage.

3.0 Student Organization Policy

The University of Guelph Student Organization Policy, known as the "SOP", 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 Accredited Clubs.

The CSA is the sponsoring organization for each Accredited Club. The CSA is accountable for the actions of all Accredited Clubs to the Office of Student Affairs, Revenue Control, Hospitality & Conference Services, the University Centre Administration, and other groups on campus that demand accountability. It is the CSA's responsibility to regulate financial issues, events, risk management, and other actions of all Accredited Clubs.

4.0 Student Organization Registration

4.1 Clubs Seeking Accreditation

By the end of the second month of each semester, the Vice President Student Experience, in consultation with CSA Clubs staff, is responsible for awarding Club status to those who qualify as outlined in Appendix F – Clubs Handbook, Section 4.0 Student Organization Registration.

4.2 Clubs Handbook and Student Organization Policy (SOP)

The CSA is the representative for all full- and part-time undergraduate students at the University of Guelph. The CSA Appendix F – Clubs Handbook ensures that clubs given status by the CSA meet or exceed the requirements of accredited groups specified in the University's Student Organization Policy (SOP).

4.3 Accredited Student Organization (ASO)

Accredited Student Organization (ASO) status is granted on a regular basis through GryphLife. Clubs that received accreditation in the Fall Semester maintain their accreditation status throughout the academic year, while new clubs may apply at the start of the Winter Semester.

4.3.1 Clubs wishing to remain active in the Spring/Summer Semester must apply for Summer accreditation through GryphLife.

4.3.2 If a club wishes to run an event during Orientation Week, they must apply for Spring/Summer accreditation.

4.3.3 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.

4.3.4 Club membership must be open to all members of the University of Guelph community; including undergraduates, graduate students, faculty, employees of the university, and the community at large.

4.3.5 A minimum of twenty-five (25) members is required to receive accreditation under the CSA. Two-thirds (2/3) of the membership of all clubs must be undergraduate students as defined by the Undergraduate Calendar.

4.3.6 Clubs General Meeting

At least one representative from each club must attend the Clubs General Meeting of the semester in which they are applying for accreditation. If the club does not arrange for an alternate meeting with the Clubs Coordinator within five (5) working days after the Clubs General Meeting, the club will lose its status. Clubs General Meeting(s) are chaired by the Clubs Coordinator, and advance notice of at least one week is provided to all club Executives.

Purpose:

- a) Familiarize club Executives with the SOP procedures and guidelines
- b) Outline the CSA's expectations of Accredited Clubs to avoid misunderstandings as the year progresses.
- c) Provide an opportunity for club representatives to pose questions regarding the CSA and how Accredited Clubs should operate.
- d) To familiarize club representatives with the CSA Ethical Purchasing Policy in collaboration with the Vice President Student Experience and the Vice President External.

4.3.7 A minimum of one representative from each club must attend an annual CSA-approved Anti-Oppression/Inclusivity Training session or complete the Principles of Belonging training on Courselink. The CSA does however encourage all of its membership to complete this training annually.

4.3.8 A minimum of one representative from each club must attend Student Events & Risk Management (SE&RM) Training organized by the SE&RM Coordinator.

4.3.9 All clubs are encouraged to participate in every day of Club Days. This applies to both the Winter and Fall Semesters.

- 4.3.10** All clubs must have a constitution complying expressly with what is outlined by the Clubs Coordinator, and CSA policy.
- a) Clubs' constitutions must be updated at least every five (5) years.
 - b) A copy of each constitution is kept in the CSA G-Drive archive by the Clubs Coordinator.
- 4.3.11** To ensure that the CSA can contact a club representative at all times, every club shall supply the names, addresses, email addresses, student ID numbers, and phone numbers of their Executive. Please note that two (2) of the Executive and their email addresses shall be indicated as contact information for public release.
- 4.3.12** Every club shall compile and supply a list of their members including names, student ID number and email address. Two-thirds (2/3) of the membership of all clubs must be undergraduate students as defined by the Undergraduate Calendar.
- 4.3.13** Failure to contact the Clubs Coordinator before a deadline about an extension is considered a breach of policy and is sufficient to deny ASO status.
- 4.3.14** All clubs are responsible for their finances and accounting and must abide by the policies outlined in Section 8.0 Financial Operation.
- 4.3.15** A minimum of twenty-five dollars (\$25) per club must be in a CSA Account. The deposit will be kept in an Accredited Club account in the club's name and is refundable at the end of the ASO period.
- 4.3.16** 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 all other sources of income.
- 4.3.17** Persons responsible for financial management of the club and the signing of financial transactions must be indicated. This includes names, email addresses, ID numbers, addresses, and phone numbers.
- 4.3.18** Clubs must inform the CSA Administrative Coordinator and the Vice President Student Experience prior to entering any contracts or agreements.

- 4.3.19** The CSA Clubs Conduct Tribunal, and ultimately, the CSA Board of Directors, reserve 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 the University of Guelph SOP, and CSA policy and bylaws.
- 4.3.20** When a club can no longer remain active for any reason whatsoever, the CSA assumes control of all financials; including the cash and physical assets of the Accredited Club.
- 4.3.21** If a club is planning on being inactive for three (3) semesters or less, cash 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 notification is not received, or if after three (3) semesters a club remains inactive, all financial assets are absorbed into the CSA Petitions, Delegations, and Representations (PDR) budget.

5.0 Club Status

5.1 Full Accreditation

An Accredited Club is considered 'fully accredited' and is permitted to operate as an integral part of the University Community.

5.1.1 Privileges include:

- a) Use of space on campus subject to CSA and University Policy.
- b) Eligibility for financial assistance from the CSA Board of Directors.
- c) Access to the CSA photocopier and fax.
- d) A dedicated mailbox in the CSA Main Office; in accordance with Section 11.1 Mailboxes.
- e) Use of office space, subject to availability and as determined by the CSA.
- f) Coverage of events under the Student Events & Risk Management (SE&RM) insurance policy.
- g) Ability to initiate a referendum question in accordance with Election Bylaws and Policies.

5.1.2 Requirements include:

- a) An Accredited Club must comply fully with the University of Guelph SOP or be granted exception by appeal to the CSA Board of Directors.
- b) An Accredited Club must remain in full compliance with the CSA Appendix F – Clubs Handbook and all other CSA policies and bylaws.
- c) An Accredited Club must promptly inform the CSA of any changes in its ASO information.

5.2 Religious, Faith, and World View Based Clubs

All groups supporting religious or spiritual identities on campus that would like to meet on campus to present programs and engage students must be recognized through one of the following processes:

- Accreditation through the University of Guelph Multi-Faith Resource Team (MFRT).
- Accreditation through the Central Student Association (CSA).

5.2.1 Student-led groups, including those who may be supported by an external religious or spiritual advisory committee or a religious or spiritual professional, may apply to be an accredited CSA Club with the Central Student Association.

5.2.2 Student-led groups and any associated religious or spiritual professional(s), are also required to fulfill the following criteria:

- Affirm and commit to the Core Principles for Religious and Spiritual Groups and Religious and Spiritual Professionals at the University of Guelph.
- Where an application is being made with connection to a body external to the University of Guelph, the body must represent a larger supporting religious community, usually a local, regional or national body, if applicable, rather than a single religious congregation. For example, an individual church, synagogue, or mosque cannot apply for recognition and accreditation.
- Religious or spiritual professional(s) associated with an accredited group must register with and provide contact information to the University of Guelph Coordinator, Multi-Faith Programs.

5.2.3 Multi-Faith Programs Appointment & Review Committee

- In both options for recognition that are presented above, applications by groups supporting religious or spiritual identities are reviewed by the University of Guelph Multi-Faith Programs Appointment and Review Committee.
- In the case of accreditation through the CSA, the University of Guelph Multi-Faith Programs Appointment and Review Committee acts in an advisory capacity to the Central Student Association accreditation process.
- The Multi-Faith Accreditation, Appointment and Review Committee is comprised of the Coordinator, Multi-Faith Programs; two Core MFRT Members who represent different religious or spiritual traditions; the Director, Student Experience; and other university community representatives as appropriate. The committee reports to the Director, Student Experience. The Committee receives applications on an ongoing basis. For information and application submissions, interested individuals should contact the Coordinator, Multi-Faith Programs.

5.3 Limited Accreditation

- 5.3.1** With just cause, the Clubs Coordinator will refer issues that may result in the revocation of any Accredited Club privileges to the Clubs Conduct Tribunal. The Tribunal has the right to determine club status and privileges as per Section 7.0 Clubs Conduct Tribunal. Serious offenses could result in loss of accreditation; see section 6.0 Punitive Action.
- 5.3.2** An Accredited Club which has a privilege revoked is referred to as a **Limited Status Club**. Details regarding the change in status (including cause, privilege loss, length of time) are documented by the Clubs Coordinator.

5.4 Suspension

At times the misconduct of an Accredited Club, or deviation from University or CSA policy may cause harm or abuse to the CSA, individuals within the university community, the University, physical space, or the SE&RM insurance policy.

With just cause, the Clubs Coordinator may place an Accredited Club on suspension and refer the issue to the Clubs Conduct Tribunal, which has the right to determine club status and privileges as per Section 7.0 Clubs Conduct Tribunal.

During a time of suspension, the club deposit and any other monies in possession of the CSA on behalf of the Accredited Club will not be remitted to the student group, but rather held in trust by the CSA. The Accredited Club loses its accreditation status and all rights and privileges associated with it. All club room bookings are cancelled, and events will not be approved through the SE&RM process.

6.0 Punitive Action

Upon the misconduct of an Accredited Club, including their members, the course of punitive action is determined by the Clubs Coordinator as outlined in this section.

Please note that the following also applies to infractions as outlined in Appendix H – Second Floor Student Space Acceptable Use Policy, Section 2.0: Space Infractions.

6.1 Minor Infractions

A minor infraction will result in a letter from the Clubs Coordinator to the Accredited Club including a course of action in response to the problem.

6.2 Major Infractions

A major infraction will result in a letter from the Clubs Coordinator to the Accredited Club. The letter will inform the Accredited Club that their case is to be referred to the Clubs Conduct Tribunal as outlined in Section 7.0 Clubs Conduct Tribunal.

6.2.1 The Vice President Student Experience is responsible for referring major infraction issues to the Clubs Conduct Tribunal for review.

6.2.2 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.

6.2.3 Major infractions include:

- a) The accumulation of minor infractions as identified by the Clubs Coordinator.
- b) An action or incident in direct opposition to the Human Rights at the University of Guelph document.
- c) A lack of financial accountability or management; not only regarding the CSA, but also the community at large.
- d) A breach of constitutional responsibility to its membership.
- e) A lack of officers (elected or acclaimed) to take responsibility of

group's activities.

- f) Any action in opposition to related University of Guelph, or CSA policies or bylaws.

7.0 Clubs Conduct Tribunal

7.1 Mandate

- 7.1.1** The CSA Clubs Conduct Tribunal ('The Tribunal') is responsible for reviewing accreditation status of an Accredited Club to deem whether a club's accreditation status or privileges, including use of space on campus, club space, access to PDRs/funding, or collection of student fees, will be revoked, denied and/or subject to any limitations.

Infractions are referenced in:

- a) Appendix F – Clubs Handbook, Section 6.0 Punitive Action.
- b) Appendix H – Second Floor Student Space Acceptable Use Policy, Section 2.0 Space Infractions.

- 7.1.2** Should an Accredited Club's actions endanger their accreditation status as outlined in Appendix F, Section 6.0 Punitive Action, the Clubs Coordinator is responsible for informing the Subject Club by email and a written letter delivered to the club's mailbox. The Clubs Conduct Tribunal policy will be referenced in the email and letter.

- 7.1.3** The decision of the Clubs Conduct Tribunal may be appealed to the CSA Board of Directors. All decisions by the CSA Board of Directors on appeals are final.

- 7.1.4** The Clubs Conduct Tribunal will meet as requested by the Clubs Coordinator.

7.2 Creation of a Tribunal

- 7.2.1** The Tribunal is struck as required.
- 7.2.2** The Tribunal is composed of the Vice President Student Experience and two (2) CSA Directors appointed by the CSA Board of Directors.

7.3 Clubs Subject to Limiting or Losing Accreditation

- 7.3.1** The Clubs Coordinator will document complaints or minor infractions filed against an Accredited Club for up to four (4) semesters on the CSA G-Drive Archive. Complaints and minor infractions will be considered each semester upon the renewal of club status, or upon review of club status as it occurs.
- 7.3.2** Upon the Clubs Coordinator's documented third infraction, or a documented major infraction as defined in Section 6.0 Punitive Action, an Accredited Club will be subject to review by the Tribunal to be either demoted to Limited Accreditation or have their club status revoked.

7.4 Referring Issues to the Tribunal

- 7.4.1** The Clubs Coordinator will refer to the Tribunal any issue pertaining to the accreditation status of Accredited Clubs.
- 7.4.2** Within two (2) days of notice to the Tribunal, Subject Club(s) are given notice in writing from the Vice President Student Experience of all issues referred to the Tribunal. Notice will state the grounds upon which their accreditation status may be revoked, denied and/or subject to any limitation, or may result in a potential loss of privileges. The letter will be sufficiently detailed to allow the Subject Club to draft a response to the allegations of misconduct and/or failure to comply with applicable policies.
- 7.4.3** The Tribunal will conduct a hearing into any issues of accreditation that have been properly referred to the Tribunal.
- 7.4.4** Tribunal hearings are restricted to those matters set out within the initial complaint.

7.5 Notice of Hearing

- 7.5.1** The Tribunal will give notice of a hearing to the Subject Club at least five (5) days before the hearing. The notice will include the date, time and location of the hearing, and a copy of related CSA policy.
- 7.5.2** 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.
- 7.5.3** The Tribunal may schedule additional hearing dates where extra time is required to hear evidence.

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

7.6 Submissions to the Tribunal

- 7.6.1** Organizations that are given notice of a hearing by the Tribunal will have the option to prepare a written submission to the Tribunal.
- 7.6.2** Written submissions to the Tribunal are not to exceed ten (10) pages double-spaced or 2,400 words.
- 7.6.3** All written submissions are to be handed into the CSA Front Office no later than the day before the hearing and are to be addressed to the Vice President Student Experience. Alternatively, emails can be sent within the same timeframe to the Clubs Coordinator and the Vice President Student Experience.
- 7.6.4** The Clubs 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.
- 7.6.5** 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.
- 7.6.6** 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.
- 7.6.7** Tribunal members are permitted to ask questions of presenters following their submission. This question period is not subject to the time limits stated above.

7.7 Decisions of the Tribunal

- 7.7.1** The Tribunal will provide the Subject Club and the Clubs Coordinator with a written decision within five (5) days from the close of the Tribunal's hearing.
- 7.7.2** Appeals to the decisions of the Tribunal should be brought to the attention of the Board of Directors.

7.7.3 Vice President Student Experience is responsible for presenting the rationale of the Tribunal's decision to the Board.

7.7.4 The Board can uphold, overturn, or amend the Tribunal's decision.

7.7.5 Decisions of the CSA Board of Directors are final.

7.8 Procedure

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

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

8.0 Financial Operation

8.1 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 is ultimately responsible for the actions of Accredited Clubs, each club is required to include detailed financial statements in their Accreditation Application.

8.2 Financial Regulations

Clubs are responsible for their financial management, including debts as detailed within this section.

8.3 CSA Accounts

8.3.1 Clubs may elect to place more funds in their account and use the account for general financial use.

8.3.2 Funds may be accessed by Signing Officers through the use of purchase confirmation forms obtained from the Clubs Coordinator or Business Office.

8.3.3 All persons responsible for financial management of the club, including signing financial transactions, must be indicated on the club's

accreditation form. This includes names, ID numbers, addresses, phone numbers, and email addresses.

8.4 Banking

- 8.4.1** If a club possesses an external financial account, the following items must be released to the CSA:
 - a) Name of financial institution and the branch address
 - b) Branch transit number and the account number
 - c) Type of account
- 8.4.2** All accounts must be opened in the name of the organization, with the suffix "CSA Accredited Club".
- 8.4.3** All accounts shall require a minimum of two signatures.
- 8.4.4** Expenses deemed large in comparison with club assets must be made in consultation with the Clubs Coordinator.
- 8.4.5** All persons responsible for financial management of the club and the signing of financial transactions must be indicated on the CSA Clubs accreditation form. This includes names, ID numbers, addresses, phone numbers, and email addresses.

8.5 Financial Disclosure

- 8.5.1** All clubs shall maintain up-to-date financial records for all financial accounts, including Petty Cash, every semester.
- 8.5.2** Financial records shall be made available to any member of the University of Guelph Community during regular office hours.
- 8.5.3** Clubs shall submit a financial statement when revenue **or** expenses exceeds \$1,000 over the period of one (1) month.
- 8.5.4** Failure to submit financial statements as required is considered financial mismanagement and grounds for revoking the club's ASO status.
- 8.5.5** The Clubs Coordinator will maintain records of all clubs' financial information, budgets and expense records for up to four (4) semesters on the CSA G-Drive Archive.
- 8.5.6** Clubs must provide a copy of account statements at the discretion of the CSA.

- 8.5.7** If a club receives funding from sources external to its membership, the CSA, and/or other student organizations, the Clubs Coordinator must be informed prior to executing agreements or contracts related to the funding.
- 8.5.8** The CSA reserves the right to refuse permission to accept funding from any external source.

8.6 Referendum Questions and Club Student Fees

- 8.6.1** The Clubs Coordinator shall maintain an archive of all Accredited Clubs collecting student fees via a referendum question within the CSA G-Drive Archive. The archive will include the name of the Accredited Club, original and modified versions of the referendum question(s), preamble from the ballot, the date passed/amended, and the results. This archive will be updated following CSA elections on the CSA's G-Drive Archive and submitted to the Policy & Transition Coordinator, Chief Returning Officer (CRO), and Business Manager.
- 8.6.2** Accredited Clubs may initiate a referendum question process to secure funding for their Accredited Club, including for a specific initiative, by contacting the CSA Chief Returning Officer (CRO) as per Bylaw 2 – Electoral and Appendix G – Electoral.

The Clubs Coordinator will provide a financial and accreditation history of the interested Accredited Club to both the Accredited Club and the CRO.
- 8.6.3** The CSA collects student fees on behalf of the Accredited Club and remits them on a semester basis.
- 8.6.4** Accredited Clubs collecting student fees are responsible for the appropriate use of the monies with respect to the approved referendum question and the mandate of the Accredited Club. Deviation from the mandate without approval from the CSA, or mismanagement of the finances (including failure to disclose financial information), may result in the temporary suspension or removal of the fees by the Clubs Conduct Tribunal.

8.7 Defunct Club Accounts and the Clubs PDR Policy

- 8.7.1** Accredited Clubs that are inactive for three semesters are considered

'defunct' at the beginning of the fourth semester of inactivity. Money in the Accredited Club account at the beginning of the inactive period is held in trust by the CSA. When an Accredited Club becomes defunct, the money is absorbed into the CSA PDR budget.

- 8.7.2** In situations where a defunct club has accrued debt greater than their liquidated assets, the Finance Committee will review CSA finances and make a recommendation to the CSA Board of Directors with an appropriate budget account to offset the debt.

9.0 Club Space Overview

9.1 Clubs Hallway

Preamble

The CSA Clubs Hallway ('Clubs Hallway') is intended for Accredited Clubs, their activities, and Accredited Club-related purposes only. All Accredited Clubs must maintain a respectful office environment when using the Clubs Hallway spaces.

The Clubs Hallway spaces are shared between all Accredited Clubs. No Accredited Club may solely occupy a space.

The process to access to bookable meeting rooms is noted in Section 10.0 Room Bookings & Acceptable Use.

- 9.1.1** The following are the designated bookable meeting rooms within the Clubs Hallway: UC 222, 224, 225, 231 and 233.
- 9.1.2** Lounge seating and common spaces are also available within the Clubs Hallway. These include accessible Study Space, Common Space and Café Seating.
- 9.1.3** Locker Storage space is available to Accredited Clubs; for more information, see the CSA Clubs' Lockers subsection.
- 9.1.4** The Garage (UC 219) is a service available to Accredited Clubs that provide rental or loan services to their members. An application is required for each semester before an Accredited Club is granted access to this space. Please see the Access to the Garage subsection for the policy and process.
- 9.1.5** The Clubs Hallway spaces, furniture and any other equipment within these spaces are a privilege and are the property of the CSA; nothing may be removed or altered. At the discretion of the Clubs Event

Coordinator, Accredited Clubs are held responsible for damage to CSA property or shared spaces.

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

9.1.7 Damage and/or vandalism to the Clubs Hallway and its spaces is to be reported to the Clubs Event Coordinator and the CSA Front Office.

9.2 Bookable Spaces (UC 222, 224, 225, 231, 233)

The following subsection provides a list of bookable meeting room spaces available to Accredited Clubs.

For information on booking the following spaces for your Accredited Club see Section 10.0 Room Bookings & Acceptable Use:

- a) Meeting Room UC 222 can hold 15 people and is a more relaxed and laidback space. This space is equipped with couches, tables, and a television.
- b) Meeting Room UC 224 can hold 15 people. This space contains a large table and chairs for more formal meetings and planning space. This space is equipped with a television.
- c) 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.
- d) Meeting Room UC 231 is a smaller space for Accredited Clubs who may need more privacy. This space is equipped with a television.
- e) Meeting Room UC 233 is a smaller meeting room which may be used by Accredited Clubs needing more privacy. This space is equipped with a television.

9.3 Lounge Seating and Common Spaces

The following is a list of the lounge seating and common spaces available

throughout the Clubs Hallway.

These spaces are not bookable spaces and are available to all Accredited Clubs and students.

- a) There is an open concept seating area across from CFRU. This space is available for all Accredited 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.

9.4 CSA Locker Storage Space (UC 227)

The following is the locker storage space available to Accredited Clubs.

For information on accessing this space, please see Section 10.4 CSA Clubs' Lockers.

- a) UC 227 is the locker room that holds three different sizes of lockers. The space is designed in the shape of 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.

9.5 The Garage (UC 219)

The Garage (UC 219) is a service available to Accredited Clubs that provides rental or loan services to their members. An application is required for each semester before an Accredited Club is granted access to this space.

Please see subsection 'The Garage' for the policy and process.

Access to the Garage will occur only between the hours of 8:00 am to 11:00 pm,

Monday to Sunday, excluding holidays. These spaces will not be used after 11:00 pm.

- a) UC 217 is the Garage access and pick up space. Students and Accredited Club members can approach the counter of the Garage to inquire after rental and loan services. Around the walls are seating areas.
- b) UC 219 is the Garage room. This space is to be used by Accredited Clubs who frequently rent or loan items to their members. There are storage units within this space for Accredited Clubs to store their items for renting or loaning. Accredited Clubs are responsible for the management of their materials and the process for renting and/or loaning those materials.
- c) 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 Accredited Clubs and their members. Neither the CSA nor the University Centre is responsible for any losses incurred through theft.

9.6 Comfort Room (UC 234)

The Comfort Room is a room for students to go to when they need 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 subsection 'Comfort Room'.

9.7 Poster Room (UC 212)

The Poster Room allows CSA Clubs to store posters and other large marketing materials for use at on-campus events including (but not limited to) Clubs Days. Accredited clubs may request use of this space by contacting the Clubs Event Coordinator and get keys from the CSA Front Office on an as-needed basis.

10.0 Room Bookings and Acceptable Use

10.1 Meeting Room Bookings

- 10.1.1** The CSA Clubs Hallway ('Clubs Hallway') contains bookable meeting room spaces including UC 222, UC 224, UC 225, UC 231 and UC 233.
- 10.1.2** Bookable meeting rooms are unlocked during University Centre operating hours: Monday to Friday 9:00 am to 11:00 pm. Meeting rooms are locked outside of UC operating hours.
- 10.1.3** Meeting rooms must be booked in advance using the online booking form or through the CSA Front Office.
- 10.1.4** If an Accredited Club is interested in booking a meeting room outside of regular UC hours, including weekends, a key must be signed out from the CSA Front Office during regular front office hours. The key sign-out process includes a forty dollar (\$40) key deposit and a 24-hour return policy. An Accredited Club that fails to return the key within 24-hours of the agreed upon return time will forfeit their deposit.
- 10.1.5** If an Accredited Club has booked a meeting room and can no longer make that booking, they must notify the Clubs Event Coordinator at least 24 hours in advance. Failure to do so may result in loss of privilege to reserve the bookable meeting rooms.
- 10.1.6** Bookable meeting rooms are a privilege allowed to Accredited Clubs to plan club events and activities, to have club and club Executive meetings, and to promote the club.
- 10.1.7** Bookable meeting rooms are prioritized for Accredited Club-related activities and purposes. Accredited Clubs who have booked a room have priority over the space. Bookable meeting rooms are for Accredited Club-related activities and purposes only.
- 10.1.8** Bookable meeting room spaces, furniture and any other equipment within these rooms are a privilege and are the property of the CSA; nothing may be removed or altered. Accredited Clubs are held responsible for damage to CSA property or the bookable meeting room spaces at the discretion of the Clubs Event Coordinator.
- 10.1.9** Damage and/or vandalism to the Clubs Hallway, including meeting rooms, is to be reported to the Clubs Event Coordinator and the CSA Front Office.
- 10.1.10** Accredited Clubs are responsible for providing requested booking dates, times and locations for a full semester to the Clubs Event Coordinator via email using the Clubs Hallway Meeting Room Booking Email Request

Form. Requests for the upcoming semester must be submitted to the Clubs Event Coordinator by the last day of classes for the current semester. For example: if an Accredited Club wishes to submit their requests for the Winter semester, they must ensure the Clubs Event Coordinator receives their requests by the last day of classes in the Fall semester.

- 10.1.11** The Clubs Event Coordinator will coordinate the booking requests on a first-come-first-served basis. When submitting requests, Accredited Clubs should provide a few options for date, time and location as no Accredited Club can solely occupy a space. One Accredited Club will not be permitted to book out a single meeting room for all of their bookings for a semester.
- 10.1.12** The Clubs Event Coordinator will compile the schedule for the semester and ensure it is posted to the CSA website and accessible for Accredited Clubs to view by the last day of exams of the current semester.
- 10.1.13** If an Accredited Club misses the deadline for submission of their requested booking dates, they must contact the Clubs Event Coordinator once the schedule is posted to the website, to enquire after booking space that is still available.
- 10.1.14** Accredited Clubs must not occupy space that is not booked, and respect other Accredited Clubs who have booked the space.
- 10.1.15** This policy will be reviewed at a minimum of every three years to ensure the space is used as effectively as possible for Accredited Clubs and their activities and events.

10.2 Comfort Room

Preamble

The Comfort Room (UC 234) is a room for students when they need a quiet space. It is available to students during times of stress or when they need a private, quiet space, 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 space for users to decompress.

- 10.2.1** The Comfort Room is not a study space, it is not to be used as a meeting space for clubs, club activities or club meetings, and it is not a place for people to occupy for long periods of time.

- 10.2.2** Damage or vandalism to the Clubs Hallway, including the Comfort Room, and its spaces is to be reported to the Clubs Event Coordinator and the CSA Front Office.
- 10.2.3** The Comfort Room is unlocked during regular University Centre hours to ensure the safety of those using the space.
- 10.2.4** This space is available on an as needed basis for anyone who needs a quiet space to decompress and relax.
- 10.2.5** The space is equipped with an emergency button connected to campus emergency services. This button is to be used only when emergency assistance or support is required.
- 10.2.6** 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.
- 10.2.7** This policy will be reviewed a minimum of every three years to ensure the space is used as effectively as possible.

10.3 CSA Club Offices

Preamble

Damage and/or vandalism to the CSA Club Offices is to be reported to the Clubs Event Coordinator and the CSA Front Office.

- 10.3.1** The CSA Club offices are designated as UC 270, 271, 272, 536 and 537. These designated club spaces are a privilege available to Accredited Clubs and can be reassigned by the Vice President Student Experience in collaboration with the Clubs Event Coordinator.
- 10.3.2** Office space for Accredited Clubs is intended for club activities and club related purposes only.
- 10.3.3** All Accredited Clubs must maintain a respectful office environment.
- 10.3.4** Accredited Clubs shall be required to submit their office hours by the deadline set by the Clubs Event Coordinator. Inability to do so, or not observing set office hours, or misuse of office space, may result in loss of

office space privileges.

- 10.3.5** Office space is shared between two or more Accredited Clubs. No Accredited Club may solely occupy an office. Exceptions are granted by the CSA Board of Directors in specific cases; see subsection 'Exceptions to Sharing of Office Space' below.
- 10.3.6** The office space, furniture and any other pre-existing equipment in the office is the property of the CSA. CSA property may not be removed or altered without the consent of the Clubs Event Coordinator. Accredited Clubs occupying office space are responsible for damage to CSA property or the office space. Accredited 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.
- 10.3.7** Each office is assigned a key which is the responsibility 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 Front Office Manager or the President. The only people for whom the office will be opened are the Executives of the Accredited Club(s) occupying the space. There are no exceptions.
 - c) Office security is a matter of cooperation between Accredited Clubs. If no one is in the office, the door must be locked.
 - d) Access to the offices only occurs between the hours of 9:00am to 11:00pm, Monday to Sunday, excluding statutory holidays. Offices are not to be used after 11:00pm.
 - e) Cash and valuables are the responsibility of the Accredited Club and its members, and must be kept secure at all times. Neither the CSA nor the University Centre is responsible for losses incurred through theft.
 - f) Vandalism must be reported immediately to the Vice President Student Experience and Clubs Event Coordinator. The Clubs Event Coordinator will note the situation for the CSA and involve the

University Police.

10.3.8 Applying for Office Space

Accredited Clubs wishing to apply for office space must follow the steps below.

- a) Groups interested in attaining office space must send a Letter of Application, and letters of support, reference, or other materials to the Clubs Coordinator. The letter should explain the reasons why office space is required, how the office space would be used, and how it would benefit the Accredited Club's overall purpose.
- b) The Clubs Coordinator is responsible for managing club office space. Decisions are based primarily on availability of space. The size, needs, and requirements of individual Accredited Clubs is also considered as secondary priorities. Allocation of office space is determined by the Clubs Coordinator after taking into consideration the decision of previous persons who have held the position.
- c) **Office Space Appeals**
Appeals of the Clubs Coordinator's decisions should be discussed with the Vice President Student Experience. If the matter cannot be resolved, it is presented 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 at any time.

10.3.9 Exceptions to Sharing of Office Space

Accredited Clubs requesting the right to occupy sole office space may discuss the needs and requirements of the Accredited Club with the Clubs Coordinator. If there are grounds for granting the request, a written proposal is submitted to the Clubs 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.

10.4 CSA Club Lockers

Preamble

The CSA Locker Storage space (UC 227) is available to Accredited Clubs for

storage of Accredited Club materials only.

This space holds lockers at three different sizes. The space is designed like a horseshoe with the middle of the space providing the only access point, and the other ends of the space providing windows for accessibility and safety.

Accredited Clubs and club members must 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.

Damage and/or vandalism to the Clubs Hallway and its spaces is to be reported to the Clubs Event Coordinator and the CSA Front Office.

- 10.4.1** Lockers are assigned to 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).
- 10.4.2** Accredited Clubs wishing to access a locker will fill out the CSA Clubs Locker Storage Access Form ('form') which can be found on the CSA website, or from the Clubs Event Coordinator. Completed forms are submitted to the Clubs Event Coordinator.
- 10.4.3** Lockers are assigned on a first-come-first-served basis. The form is reviewed by the Clubs Event Coordinator who will determine if access to a locker or lockers is granted or denied based on the criteria within the form.
- 10.4.4** If a concern arises regarding accreditation which affects the privilege of an Accredited Club to access the lockers, the Clubs Event Coordinator will refer this matter immediately to the Clubs Conduct Tribunal ('Tribunal'). The Tribunal will then meet within one week of receiving the referral to decide whether the club's form is allowed or denied. The Tribunal's decision must be submitted to the Clubs Event Coordinator within one week of the date the decision is made.
 - a) The Clubs Event Coordinator is responsible for communicating the Tribunal's decision to the club.
- 10.4.5** If an Accredited Club is granted access to a locker or lockers, they are contacted by the Clubs Event Coordinator with information to begin accessing the space.
- 10.4.6** If an Accredited Club is denied access to the locker space by a decision of the Clubs Event 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 decide on the matter. The Tribunal will then meet within one week of receiving the formal request and decide on whether or not the decision of the Clubs Event Coordinator is upheld, overturned, or amended. The Tribunal's decision must be submitted to the Accredited Club and the Clubs Event Coordinator within one week of the date the decision is made.

- a) Appeals of decisions of the Tribunal should be brought to the attention of the CSA Board of Directors.

10.4.7 Once an Accredited Club's form has been approved, a locker (or lockers) is assigned to the Accredited Club. The Clubs Event Coordinator will inform them of the locker number(s) assigned to their Accredited Club for club use only.

10.4.8 Before accessing their locker(s), Accredited Clubs must provide their lock combination(s) to the CSA Front Office. Failure to do so could result in loss of access to the lockers.

- a) Accredited Clubs requesting a lock on their CSA Clubs Locker Storage Access Form, must retrieve the lock from the CSA Front Office and ensure the combination is recorded.

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

10.4.10 Accredited Clubs who do not reapply for their locker will lose the locker in the upcoming academic year. If this occurs, the Accredited Club is given a date and time to ensure their items are removed from the locker space. Items remaining in the locker space after the designated date and time are disposed of by the CSA.

10.4.11 If an Accredited 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.

10.4.12 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 are assigned on a first-come-first-served basis.

10.4.13 Should an Accredited Club no longer wish to use their assigned locker, they must notify the Clubs Event Coordinator via email as soon as possible.

10.4.14 Access to and use of lockers and locker space is a matter of cooperation among Accredited Clubs and their members. Onus is on the Accredited Clubs and club members to ensure the safety and security of the lockers and the locker space.

10.4.15 Accredited Clubs are held responsible for damage to the locker(s) assigned to them.

10.5 Access to the Garage

Preamble

The Garage (UC 219) is a service available to Accredited Clubs that provide rental or loan services to their members. An application is required for each semester before an Accredited Club is granted access to this space.

The Garage space is not a storage area. This space is solely for materials and/or equipment that 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 Event Coordinator.

Damage and/or vandalism to the Clubs Hallway and its spaces is to be reported to the Clubs Event Coordinator and the CSA Front Office.

10.5.1 Accredited Clubs wishing to access the Garage and Storage Lockers within must complete the Application Form for Clubs Requesting Access to the Garage, which can be found on the CSA website or can be requested from the Clubs Event Coordinator. Accredited Clubs must fill out and submit this application form for every semester that they wish to have access to the space. The application form is submitted to the Clubs Event Coordinator who will determine if access is granted or denied based on the criteria within the application form.

10.5.2 If a concern arises in regard to accreditation which affects the privilege of an Accredited Club to access the Garage, the Clubs Event Coordinator will refer this matter immediately to the Clubs Conduct Tribunal ('Tribunal'). The Tribunal will meet within one week of receiving the referral and make a decision on whether the Accredited Club's application is approved or denied. The Tribunal's decision must be submitted to the Clubs Event Coordinator within one week of the date the decision was made.

a) Decisions made by the Tribunal are final.

- b) The Clubs Event Coordinator is responsible for communicating the Tribunal's decision to the Accredited Club.

10.5.3 If an Accredited Club is granted access to the Garage they are contacted by the Clubs Event Coordinator with instructions to begin accessing the space.

10.5.4 If an Accredited Club is denied access to the Garage by a decision of the Clubs Event Coordinator, the club has the option to appeal the decision.

- a) Appeals are made by submitting a formal request outlining their reasoning as to why the decision is being appealed to the Vice President Student Experience. The Vice President Student Experience, as a member of the Tribunal, will call the Tribunal to meet to make a decision on the matter. The Tribunal will meet within one week of receiving the formal request and make a decision on whether the Clubs Event Coordinator's decision is upheld, overturned or amended. The Tribunal's decision must be submitted to the Accredited Club and the Clubs Event Coordinator within one week of the decision by the Vice President Student Experience.
- b) Appeals of decisions of the Tribunal should be brought to the attention of the CSA Board of Directors.

10.5.5 Arranging Access to the Garage

Once an Accredited Club's application form has been approved, the Clubs Event Coordinator will contact them and outline the following steps for the Accredited Club to begin accessing the Garage space.

- a) The Accredited Club is 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 forty-dollar (\$40) deposit which must be provided by the

Accredited Club 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.

- b) Security is a matter of cooperation amongst all Accredited 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. Cash and valuables must be kept secure by the Accredited

Clubs and their members. Onus is on Accredited Clubs and their members to record, maintain and secure their cash and valuables. Neither the CSA nor the University Centre are responsible for any losses incurred through theft.

- c) Once the Club Key Sign Out Form – Access to the Garage and Locker Key(s), and the deposit are received, the Accredited Club is provided with two keys: one (1) to access the Garage space and one (1) to access their storage locker. Accredited Clubs will receive access to one (1) storage locker within the space. Accredited Clubs are notified that only Accredited Club members are allowed to access the interior of the Garage space. Security is a matter of cooperation amongst all Accredited Clubs and club members using the Garage space. Every effort must be made to keep all keys secure.
- d) The Clubs Event Coordinator will provide a tour of the Garage, identify the numbered locker provided to the Accredited Club and demonstrate how to securely close down and lock the Garage. Onus is Accredited Clubs' 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 damage.
- e) Access to the Garage is permitted from 8:00 am to 11:00 pm. No exceptions will be made.
- f) If an Accredited Club using the Garage space fails to complete a new Application Form for access to the Garage for a semester, they are notified by the Clubs Event Coordinator. Club representatives are provided with one (1) week from the date the Clubs Event Coordinator contacted them to provide a completed Application Form. If an Accredited Club fails to provide the form within one week, they may lose access to the Garage space.
- g) If an Accredited 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 Clubs Hallway, including the Garage, are a privilege available to Accredited Clubs. Accreditation must be received for each semester.
- h) If an Accredited Club feels they require more than one storage locker within the Garage space, they may contact the Clubs Event Coordinator. As space is limited, no one Accredited Club is permitted

to solely occupy space within the Garage. Space is shared among all Accredited Clubs who are granted access to the Garage.

- i) Access to and use of the Garage space is a matter of cooperation among all individual Accredited Clubs and their members. Onus is on Accredited Clubs and club members to ensure the safety and security of the Garage space.
- j) This policy will be reviewed a minimum of every three years to ensure the space is used as effectively as possible for Accredited Clubs and their members.

11.0 Operations

11.1 Mailboxes

Accredited Clubs are assigned a mailbox in the CSA office. All mail addressed to Accredited Clubs, including memos, are delivered to this box. Mailboxes should be checked regularly. A mailbox that is not emptied regularly may be taken as a sign that an Accredited Club is not active.

11.2 UC Meeting Rooms and UC Courtyard Space

- 11.2.1** The UC provides rooms and courtyard space free of charge to CSA Accredited Clubs.
- 11.2.2** Bookings are made through UC Administration or the CSA Front Office Manager. Accredited Clubs should book UC rooms and UC courtyard space well ahead of the intended date.
- 11.2.3** To book UC rooms or UC courtyard space in the University Centre, contact UC Bookings; any sales must be brought to the attention of the UC administration.
- 11.2.4** In the event an Accredited Club confirms a reservation and fails to use the space, non-usage fees may apply if the reservation is not cancelled in advance of the confirmed start time of the reservation.
- 11.2.5** To book other venues, contact the Clubs Coordinator for assistance.

11.3 Bottled Water

As per Appendix I – Issues Policy, Section 3.5 Bottled Water policy, Accredited

Appendix F Clubs Handbook



Clubs are encouraged to use alternatives to bottled water at club events, where appropriate. For further information, Accredited Clubs are encouraged to reference Appendix A – Internal CSA Policy, Section 9 Ethical Purchasing Policy and to contact the Clubs Coordinator for further assistance.