



Clubs Policy

Type	Internal Affairs	Created	2017
Adopted by	Board of Directors	Last Amended	
Executive Responsibility	Community Engagement Coordinator	Procedure	None

I. Ratification

- A. Ratification of a club will be considered valid for one school year upon the fulfillment of all of the following:
- i. The submission of an application including the following:
 1. Club name
 2. 50-100 word description of the club's aims, purposes, and activities;
 3. 3. At least ten signatures of student members of the University interested in joining the club;
 4. 4. At least two club organizers who will act as the representatives of the club in all interactions with the ECSU, and who are current student members of the University;
 5. 5. The explication of any affiliation with organizations external to the Students' Union.
 - ii. The review and acceptance of the application by the Financial Affairs, Community Engagement, and Internal Affairs Coordinators as meeting the above requirements in addition to conducting a risk assessment of the club's activities. The Coordinators may defer ratification to the Board of Directors;
- B. Clubs are required to renew status and lead organizers annually following the end of the Spring semester (May 30). Clubs that do not renew status must reapply for ratification in the Fall semester;
- C. The ECSU Board of Directors will review the status of clubs twice a year;
- D. A club may have its ratification by the ECSU cancelled upon the violation by the club of the policies of the ECSU, policies of Emily Carr University of Art + Design, applicable legislation, or for any other reason, as deemed by the Board of Directors;

II. Membership and Activity

- A. Membership in all clubs must be open to all members of the Students' Union;
- B. Clubs may refuse membership and participation to anyone who has committed repeated acts contrary to the aims and purposes of the club, or is disruptive of the activities of the club (as documented and submitted to the Community Engagement Coordinator and ECSU staff);
- C. Clubs may engage in fundraising activities in order to support promotion of the club and special events that fulfill the club's purpose. The ECSU is not responsible for the accounting or storage of monies raised through fundraising initiatives;
- D. Clubs are restricted from the following activities;
 - i. Soliciting or accepting donations which contribute to the financial gain of individual club members and or external affiliates;
 - ii. Violating the policies of the ECSU, the policies of Emily Carr University of Art + Design, or applicable provincial and or federal legislation;
 - iii. Opening membership to non-students of the University;
- E. Affiliates supporting clubs from external organizations must adhere to the policies of the ECSU, Emily Carr University of Art + Design, and applicable provincial and or federal legislation;

III. Resources and Facilitation

- A. The lead organizers of a club are responsible for the activities of the club, including financial activity;
- B. Ratified clubs are entitled to \$100 each year in order to aid in club costs. Club funding is via reimbursement and does not cover the cost of tobacco or alcohol;
- C. Ratified clubs are eligible to apply for a Special Events Grant (up to \$500). Request a grant application from ECSU staff;
- D. Ratified clubs may reserve the ECSU Multi-Purpose Room for up to two hours each week. Additional hours may be requested to accommodate special events;
- E. The Students' Union will not facilitate liquor licenses for club events;
- F. Large events open to the public may need specific insurance coverage. Consult with ECSU staff before planning such events, as not all events may be insurable.

