

Section XI: Club Governance

Article 1. Club Governance and Approval

1. All clubs shall have a constitution that includes:
 - a. a purpose/vision/mission statement;
 - b. an executive committee, including president, treasurer, and secretary and their duties and responsibilities;
 - c. membership criteria/roles and duties;
 - d. meeting requirements; and
 - e. internal club policies.
2. All club executives must be members in good standing.
3. Club presidents must attend a club leader training session in order to have their clubs approved.
4. The CSU shall provide resources to assist clubs in the development of the documents described in Article 1(1).
5. New club applications shall be submitted to the Executive Committee, which shall consider the applications pursuant to the guidelines as described in (5a) as well as such supplementary guidelines as may be determined by the Student Life Committee:

Article 2. Club Applications

1. New club applications shall not be considered if:
 - a. it is deemed to be incomplete;
 - b. the proposed club is deemed too similar to an existing club;
 - c. the proposed club's purpose/mission statement is in violation of federal or provincial law, including but not limited to the *BC Human Rights Code*;
 - d. the club applications violates any other guidelines as determined by the Student Life Committee.

Article 3. Club Naming and Society Recognition

1. Except for specific exemptions approved by an employee designated by the General Manager, the CSU Clubs logo must appear on all printed materials, including but not limited to:
 - a. Posters;
 - b. Handbills;
 - c. business cards;
 - d. banners; and
 - e. T-shirts.

2. The Society must be listed as a presenter (or co-presenter) any time an event has received funding in excess of their core funding grant.
3. Clubs may not include "Capilano University" in their name, though "Capilano" is permissible.
4. Clubs' names shall not include "association" or "society" as they are legal terms.
5. Whenever possible, items purchased with Society funding shall be branded with the CSU Clubs logo.

Article 4. Club Funding

1. Clubs that are eligible for external funding through a formal relationship with an external organization, as determined by the General Manager or designate, shall be ineligible for club funding.
2. All approved clubs may receive a minimum core funding disbursements of no less than \$200 at the beginning of the fiscal year pending availability of funds in CSU budget.
3. Funding requests less than the core funding disbursements in paragraph 2 may be approved by the Membership Outreach Coordinator or another employee designated by the General Manager, in accordance with the guidelines in paragraph 5.
4. Funding requests in excess of the core funding disbursements in paragraph 2 must include club meeting minutes indicating members' support for the request.
5. Clubs may request additional funds in excess of their core funding disbursements by submitting as Club Funding Request to the Executive Committee, which shall consider the applications pursuant to the following guidelines as well as supplementary guidelines as may be determined by the Student Life Committee:
 - a. The club funding application must not be deemed to be incomplete, including a detailed itemized list of costs;
 - b. Funding shall only be approved for events and activities that are open to all members of the students' union.
6. Unused annual core funding shall reset at the beginning of each fiscal year.

Article 5. Club Finances

1. Money raised by the club shall be deposited with the Society.
2. Club funds shall be used to purchase goods and services that aid the club in accomplishing the mission, vision and purposes defined in their constitution.
3. CSU clubs shall not purchase or own sporting equipment.
4. Food purchases made on campus shall be made in accordance with the CSU's contractual obligations to Capilano University.

Article 6. Club Resources

1. Clubs may access printing services at the CSU Member Centre. The CSU reserves the right to limit printing within reason.
2. Clubs may request room bookings at Capilano University by submitting written requests at least five (5) business days in advance.
3. Clubs may request a locker to store items associated with the club operations.
4. Clubs shall keep a record of club assets, which shall be submitted at the end of every semester.

Social media support may be accessed in the guidelines set out by the CSU communications plan.