



CLUBS POLICY

OF THE

ALMA MATER SOCIETY

OF QUEEN'S UNIVERSITY

Responsibility	Vice-President of University Affairs
Approved by	Assembly
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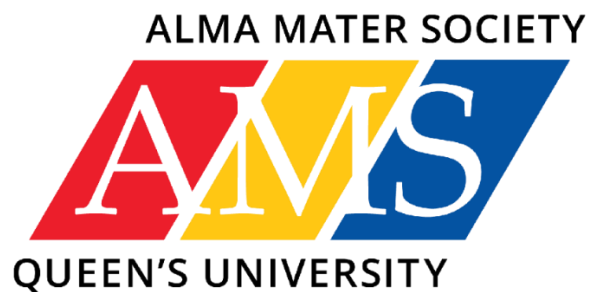


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Land Acknowledgement

We acknowledge that we are on the traditional lands of the Anishinaabe and Haudenosaunee peoples, known as Katarokwi, or colonially as “Kingston.” The Alma Mater Society at Queen’s University seeks to recognize the importance of these lands to the Indigenous peoples who have existed since time immemorial. The unjust acquisition of these lands occurred through the Crawford Purchase of 1783, a land treaty upheld by the First Peoples but later undermined by the British Crown and the “Canadian” government. This history of numerous broken promises and treaties continues to impact Indigenous communities today.

As settlers on this land, we acknowledge our continued benefit from systemic structures that marginalize Indigenous peoples. Recognizing systemic oppression, it is our duty to actively listen to and amplify Indigenous voices, addressing both past and ongoing injustices for meaningful, positive change. We are grateful to these lands for sustaining us and giving us the gift of life. This acknowledgment is a call to action, committing us to understand and respect the history and ongoing struggles of Indigenous peoples. We recognize that words alone are not enough; our actions must reflect our commitment to justice and reconciliation.

Purpose

The purpose of this policy is to consolidate s all policies applicable to ratified clubs of the Alma Mater Society of Queen’s University Incorporated (AMS). This document serves as a centralized resource explaining all rules that must be followed by new clubs, existing clubs, clubs seeking to be ratified and the policy for the de-ratification of existing clubs. Additionally, this document is a centralized resource explaining all rules that must be followed by the Clubs Commission.

Terminology

1. **Ratified Club** or “**Queen’s Club**” or “**Ratified club**”: means a student-run group formed by a minimum of ten students (including five (5) executive members), who have paid their AMS/SGPS Membership fee, approved by the Ratification Review Committee and ratified by AMS Assembly to provide opportunities for meaningful participation and engagement for students and members of the Queen’s and Kingston community. Ratified clubs are bound by the mandate, policy, and constitution of the AMS. Two Ratified clubs may not exist and provide the same service and opportunities in the same manner unless otherwise approved by the Ratification Review Committee. Ratified clubs are unincorporated, non-profit

entities with a mission specific to the club that is continuous and can be expanding.

2. **Club Member:** means a Queen's student who has full rights to a club they have willingly joined. All club member behaviour is a reflection on the entire club. Club executives shall keep a detailed, up-to-date record of all club members, including, but not limited to their name, position, and student number. This information will be used by the Commission of Clubs to check for AMS/SGPS Membership requirements and may be given to the University Advancement Office for their alumni database. Executives must obtain consent from their club members before providing the Office with this information.
3. **Club Volunteer:** means non-Queen's students who assist in club affairs but do not host, manage, vote, or create club activities, events, and policies. Clubs that have volunteers must have policies within their constitution to outline a volunteer's relationship to the club. Club executives shall keep a detailed, up-to-date record of all club volunteers, including their name and role/title. Executives must obtain consent from their club members before providing the Office with this information. Volunteers are part of the group on their own volition.
4. **Club Participant:** means students of Queen's or non-Queen's students who attend an event hosted by a club but have no other relationship with said club. Participants' actions are their own and do not reflect the club. Participants are part of the group of their own volition.
5. **Club Event:** means any activity that seeks to fulfill the mandate of a club yet surpasses the daily operational functions such as a club meeting. This includes, but is not limited to, any event that involves physical activity, food, alcohol, transportation, minors and/or more than 50 individuals. Any club event must be pre-approved through participation in the event sanctioning process in order to use their club's name for the event and ensure that they are covered under AMS general liability insurance. To be approved through event sanctioning, the club must be able to adequately mitigate risks at their event, and the event must have an educational component. Clubs are eligible to submit one event sanctioning form for all recurring events.
6. **Probation:** means temporary de-ratification and the removal of all club privileges therein associated.
7. **Club Advisory Committee:** is used to explain the committee that oversees the Fall and Winter ratification process, and the Spring re-ratification process. The

composition of this committee is defined by the *Assembly Policy*.

8. **Space Allocation Committee:** convenes annually in April to oversee the allocation of designated spaces for ratified clubs.
9. **Registered Clubs Bank Account:** is a community chequing's account held at a financial institution that was opened with authorization from the AMS as a third-party approval and authority on the account.
10. **AMS Members:** include all students at the University who are enrolled in at least one course (three units), and who have paid all mandatory AMS student activity fees and the AMS Membership Fee.
11. **Affiliated Group:** is defined as an affiliated group, activity, or programming to an AMS ratified club. Affiliated groups are inclusive of any format of an obligative and mutual relationship that are not strictly for financial purposes (does not include sponsorships and collaborating partners for a project). The form of affiliated group includes associative group, faculty/sibling societies for being dually ratified, university departments, bodies, or representatives, and larger or non-Queen's associations or organizations.
12. **Associative Group:** is defined as any affiliated nested ventures within the AMS ratified club but may pursue a separate but similar initiative stemming from the ratified club's mandate. The AMS ratified club declaring the associative group must ensure the group upholds all obligations of being a Ratified club as outlined in the *Clubs Policy*. Associative groups reserve the right to separate from its Ratified club and seek ratification under the circumstance it forms to meet the standards of a ratifiable club.
13. **Dually Ratified:** is defined as a club that obtains AMS ratification and another faculty society or sibling society ratification. Dually ratified clubs within the AMS are required to comply with both ratifying bodies associated policies of the club. Dually ratified does not allow for clubs to be ratified by the AMS that are not open to all faculty's societies or sibling societies members.
14. **Internal Financial Audit:** is defined as an audit specifically conducted at least bi-annually by the Clubs Commission in compliance with *Clubs Finance Policy (s. 10)* on a random sample group of ratified clubs to assess the fiscal responsibility and accountability of ratified clubs to ensure compliance with Clubs Policy.

15. **Ex post facto:** This means that clubs cannot be held retroactively found in violation of a policy change that was not in effect at the time of infraction.

Policy Statement

By creating this policy and streamlining the processes that must be followed by clubs, it is the expectation of the AMS that it will be easier for clubs to understand their relationship with the Commission of Clubs and the AMS. By creating one centralized document, clubs will be able to access regulations more easily, and will be better equipped to understand the requirements and obligations of being a Ratified club. This document will function as the foundation for all club related matters and will be kept with the most up-to-date amendments.

Scope

This policy is a set of rules pertaining to the day-to-day operations of all Ratified clubs and the Clubs Commission. It outlines the roles and responsibilities of each club and the necessary procedures that must be followed to retain ratified status. As well what the commission must comply with to provide the mandate of the Commission to clubs. The areas that this policy covers include:

- Space and Equipment
- Ratification, Re-Ratification and De-Ratification
- Eligibility for Club Members and New Clubs
- Requirements for the Clubs Commission
- Resources Provided to Clubs by the AMS Commission of Clubs

Grants and Bursaries offered by the Clubs Commission are covered by the *Grants and Bursaries Policy* of the AMS. Awards are covered by the *Award Policy*.

Roles and Responsibilities

In order to ensure that the relationship between the Commission of Clubs and Ratified clubs on campus is successful, it is imperative that there be constant and open communication. It is the expectation that clubs will abide by all the policies laid out in this document and the office will work to ensure that it is relevant and accessible for clubs.

The Commissioner of Clubs: The Commissioner of Clubs oversees the ratified clubs on campus and is responsible for all processes being conducted that are mentioned in this policy and the commission's mandate. They manage the day-to-day operations as well as

long-term planning for the Commission. They function as the main liaison between the AMS, SGPS, and the Ratified clubs community.

Clubs Finance and Operations Assistant Manager: supports the administrative and financial operations of ratified clubs. They assist the Clubs Commissioner in maintaining smooth, equitable, and compliant processes across all recognized clubs.

Clubs Communications and Development Assistant Manager: supports club communications and strategic initiatives, including digital content, social media, newsletters, and outreach. Supports capacity-building, stakeholder engagement, and event planning with the Commissioner of Clubs to boost visibility and club growth.

Clubs Policy and Education Assistant Manager: supports the Commissioner of Clubs with policy amendments and creates educational materials to promote compliance among club executives and members.

Clubs Community: The Clubs Community includes all contributors to Ratified clubs including club members, volunteers, and participants.

Secretary of Internal Affairs "Secretariat": The Secretariat advises the Clubs Commissioner on Rules of Order for Clubs Caucus and other Clubs Bodies, as outlined and required by Part I and J of this policy due to their extensive experience with the AMS Assembly. The Secretariat is not responsible for the fulfillment of this policy, but acts, within the scope of their role to promote internal accountability within the AMS and provide oversight over the timelines, and other procedural concerns that are not addressed by policy or practices that may arise from time to time.

Part A: Affiliation with the AMS

Section 1: Rights and Privileges of a Ratified Club

1. Every club has the right to be listed as an AMS ratified club and have club information on the AMS website via the "Clubs" page.
2. Clubs may request a mailbox in the main AMS offices and be allocated one if available.
3. Every club has the right to consistent and regular communication from the Commission of Clubs including, but not limited to, due notice of all deadlines and dates regarding grants, space requests, re-ratification, and workshops. Said communication will be via the Ratified club approved email and will not be through personal emails of individuals. Communication will only be sent out via official communication channels through registered AMS club email. Communication or

submissions via personal emails may be deprioritized, as only official channels are recognized for formal correspondence.

4. Every club has the right to recruit members and collect membership fees of a reasonable amount as well as recruit volunteers and participants for club activities and events.
5. Every club has the right to use Student Life Centre space subject to all regulations and booking procedures that govern such space. As well, they shall be eligible to request office or locker space to conduct their activities; as available.
6. Every club may apply to participate in events hosted by the Commission of Clubs, including but not limited to Tricolour Open House, club workshops, executive forums, and socials.
7. Clubs shall also have access to other services provided by the Commission of Clubs such as bank notation for transfer of signing authority.
8. Every club has the responsibility and the right to request assistance from the Commission of Clubs to understand how to conduct the functions of their club and specific tasks including preparing club financial statements and budgets, planning, marketing, and executing events.
9. Every club has the opportunity to apply for Clubs Grants except if prohibited under Club Grants eligibility guidelines and club finance policy as outlined in Part G: Club Finances
10. Every club event is covered under AMS general liability insurance provided their event is approved through the event sanctioning process and adheres to the Event Planning and Approvals Guide and other relevant policies. Proportional and appropriate sanctions shall be applied for any violations of the risk management strategies of the AMS regarding insurance.
11. Every club has the ability to operate in an autonomous fashion within constraints of *Clubs Policy*, AMS Constitution and Queen's University Student Code of Conduct and have jurisdiction over its own governmental structure, its aims and purposes, and its policy.
12. Every club has the authority to run events subject to the guidelines of its constitution and the AMS event approvals process.
13. Every club shall be entitled to send a representative to Clubs Caucus and fully participate in any discussion or vote if needed.
14. Every club shall be protected against the enforcement of *ex post facto* regulations.

Section 2: General Obligations

Mandate, Events and Marketing Responsibilities

1. Every club shall hold all activities and events in accordance with their mandate as stated in their club's constitution. An updated constitution shall be submitted each year during the re-ratification process.
2. Every club shall adhere to the *Event Planning and Approval Policy*. This includes participating in the event sanctioning process within the required deadlines for every event being hosted by the club.
3. Every club shall only market events, using their ratified club name, which have received approval from the events planning and approval process, or are pending approval.
4. Every club shall seek approval from Director of Communications to utilize the AMS logo and ensure accordance with AMS visual identity standards if approved.

Communication

5. Every club shall answer all communication from the Commission of Clubs, the AMS Executive or AMS Permanent Staff, the Student Life Centre, the general student population, and other contacts in a timely fashion. This includes, but is not limited to, collecting contents of their mailbox at least once a week, and replying to all email correspondence with the Commission of Clubs within three (3) business days.

Other Responsibilities

6. Every club shall complete the Clubs Data Census as communicated from the Clubs Commission and every club shall submit the club election result documents for the coming academic year.
7. Every club shall have at least one (1) executive member attend the first General Clubs Caucus of each semester General Clubs Caucuses are held.
8. No club may misrepresent or slander the AMS, the SGPS, another club, the University, or any member of the university community. All clubs are required to hold a high standard of respect between all club members.

Section 3: University Policies

1. Every club shall abide by all relevant university policies.
2. Every club shall abide by all rules and regulations regarding buildings and space. This includes the Student Life Centre Reservations Policy, and Student Life Centre Reservations Conditions. This also includes any affiliated policies of the University that are required when using campus spaces.
3. Every club member must adhere to the *Policy on Sexual Misconduct and Sexual Violence Involving Students* and the following shall govern situations where it appears that a club member is affected by Sexual Violence:

- a. Neither Club leaders nor the Clubs Commission will investigate any complaints or disclosures of Sexual Violence nor participate in any activity or process in an attempt to resolve complaints or disclosures;
 - b. Where a complaint or disclosure of Sexual Violence has been made, Club leaders will refer to the Policy for guidance on how to maintain confidentiality and provide appropriate support to individuals seeking support or redress regarding Sexual Violence. At a minimum, Club leaders will advise individuals affected by Sexual Violence of the Policy and refer them to the Office of the Sexual Violence Prevention and Response Coordinator;
 - c. Clubs are encouraged to utilize the Queen's Human Rights and Equity Office training resources for prevention and education on subject matters related directly/indirectly with the Policy;
- 4. Every club member must adhere to the [University's Harassment and Discrimination Prevention and Response Policy](#), the following shall govern situations where it appears that a club member is affected by harassment or discrimination, as defined by that policy:
 - a. Neither Club leaders nor the Clubs Commission will investigate any complaints, reports or disclosures of harassment or discrimination, nor participate in any activity or process in an attempt to resolve complaints, reports, or disclosures;
 - b. Where a complaint, report or disclosure of harassment or discrimination has been made, Club leaders will refer to the Policy for guidance to advise affected individuals how complaints or reports may be made at the University;
 - c. Clubs are encouraged to utilize the Queen's Human Rights and Equity Office training resources for prevention and education on subject matters related directly/indirectly with the Policy.
- 5. Every Club must adhere to the Queen's University Alcohol Policy and the Off-Campus Activity Safety Policy.

Section 4: Constitutional Guidelines

- 1. All Ratified clubs must be **unincorporated** entities and are required to have a constitution dictating their structure, organization, operation, and mandate;
- 2. Club constitutions are living documents, to be adhered to by the club members, volunteers, and executives at all times.
- 3. Every club shall have its constitution always posted online, submitted to the AMS or otherwise available to all club members. Prior to any member joining a club, the

member must sign a sheet acknowledging they have read and understood the club constitution.

4. Every club must declare any affiliated groups as defined in the *Clubs Policy* upon creation or at re-ratification to the Commission of Clubs and outline it in the club constitution.
5. Any club found in violation of their constitution may be subject to *Judicial Policy* and/or sanctions as defined in Part A, Section 6, Club Sanctions, including de-ratification, and shall be required to meet with the Commissioner of Clubs.
6. Any clubs found in violation of the Queen's University Student Code of Conduct, shall be subject to group non-academic misconduct or sanctions as defined in Part A, Section 6.
7. Without in any way limiting the generality of the foregoing, the constitution of a club shall include sections dealing with the following matters:
 - a. Its objectives;
 - b. Formal recognition of the AMS mission and operating statements;
 - c. Conditions of membership;
 - d. The rights, privileges and obligations associated with membership;
 - e. The composition of the governing body (bodies) or authority (authorities), including its officers, their mode of selection and their duties and/or privileges;
 - f. Any affiliated groups relation to the club, obligations, and expectations of the club, as outlined in the term which includes;
 - i. Faculty/Sibling Societies.
 - ii. University Bodies, Departments, or Representatives.
 - iii. Associative group, activity, or programming to an AMS ratified club.
 - iv. Chapter or National Organizations, Not-for-Profits, and Charities.
 - g. The rules of procedure of meetings of the governing body (bodies);
 - h. Provisions for annual meetings;
 - i. Reference to committees and committee work;
 - j. Separate fees and levies upon members and provision for approval thereof by the membership as a whole;
 - k. Provisions for impeachment and votes of non-confidence regarding any officer;
 - l. Provision of adequate banking and account information;
 - m. Provision outlining the relationship between the club, its members, volunteers, and participants;
 - n. Hiring policies;
 - o. Member removal procedures;

8. The club constitution is reviewed and approved upon submitting the re-ratification package including the proposed constitution for the upcoming academic year by the re-ratification committee.
9. Clubs may complete a Constitutional Amendment Request Form and submit to the Commission if the club desires amendment to the club constitution prior to re-ratification. The request form includes documentation and description on the following elements to be reviewed:
 - a. The line-by-line changes requested.
 - b. The executive committee's motion to request a change to the club's constitution.
 - c. Details on the reason, purpose, and possible outcomes of making the requested amendments to the club's constitution.
 - d. Details on methods of dissemination of the club's constitution amendments to club membership.

Section 5: Transition and Training

1. Every club shall undertake extensive transitioning for the incoming executives on the club's policies and documents and the policies of the AMS regarding clubs. Furthermore, there shall be a permanent Club contact email that is used by the club each year and is transitioned to the next year's executive. New club executives are expected to communicate with the Commission of Clubs over the summer months.
 - a. All Clubs are required to ensure to have the Transition Manuals for the co-chairs or equivalent.
 - b. All clubs with equal to or more than fifteen (15) general members and executives in total are required to ensure to have created the following:
 - i. Transition Manuals for the Executive positions
 - ii. Hiring Package for the club
 - c. All clubs are required to submit as required by this policy transition manuals, hiring package(s), and Election result document(s) for the club during re-ratification in an accessible file.
2. Every club shall undertake one (1) of the training formats below to meet the training requirements set below by the fourth week of October; excluding newly ratified clubs within the given academic year who have till the reading week of the next semester to complete the training. The following should be included in the transition and training undertaken:
 - a. Understanding of University and AMS Policies and Procedures
 - b. Leadership and Team Management Development
 - c. Sustainability and Equity Advancement
 - d. Event Planning and Approvals

- e. Financial Strategy and Fiscal Responsibility
- f. AMS-Ratified Clubs Obligations and Benefits
- 3. To complete the following training formats provided through the Clubs Commission:
 - a. Register and attend the Clubs Commission training event.
 - b. To complete the following:
 - i. A set of online modules or courses that are listed and signed off as applicable by the Clubs Commissioner.
 - ii. A set of online modules or courses that are listed and signed off as applicable by any department of Queen's University.
- 4. It is required to have all chairs, or equivalent, of the club and one (1) for every four (4) additional executive positions or an equivalent to register and complete for one of the above training formats.
 - a. It is required for all ratified clubs with recognized authorities in their club that are separate from the executive committee to have one delegate to register and complete for one of the above training formats.
 - i. This is exempt if a member of the executive committee who has registered and completed the above training formats also is a member of the other recognized authority or authorities.

Section 6: Sanctions

1. Clubs are expected to abide by relevant policies (as discussed in this document), and as such, club executives must have a working understanding of obligations to the AMS and beyond.
2. Ignorance of obligations is not a valid reason for violating obligations.
3. Clubs which fail to abide by relevant policies, AMS or otherwise, which are expected of them, may be subject to group sanctions.
4. Clubs found in violation will be notified at least once by the Commission and given the opportunity to correct course. Communications must be written and sent to the approved club email.
5. Clubs may be subject to Sanctions without warning in extreme circumstances at the discretion of the Vice President of University Affairs.
6. Sanctions shall reflect the severity and nature of the violation, at the discretion of the Commissioner of Clubs, and may be removed by the Vice President of University Affairs, AMS Assembly or Commissioner of Clubs.
7. Sanctions automatically expire at the end of the AMS' fiscal year on April thirtieth (30th).
8. Prior to a sanction's expiry the General Clubs Caucus may submit a letter of recommendation to the Clubs Commission that has come from a successful motion. It should outline the following;

- a. The support of the clubs ability to demonstrate the improvements, learning, and understanding from the respective sanctions.
 - b. Recommend by the clubs community to relieve the sanctions.
- 9. Clubs cannot be sanctioned for the same individual violation twice following a reversal or expiration; note that this applies to a single event and does not protect clubs who engage in repeated violations.
- 10. "Commission Sanctions" are administered at the discretion of the Commissioner of Clubs and Vice President University Affairs.
- 11. "Assembly Sanctions" are administered via a majority (?) vote at AMS Assembly. Clubs which are the subject of a vote will be notified directly concurrent with the publication of the Assembly Agenda.
- 12. The Vice President of University Affairs may, in exceptional circumstances, administer ad-hoc sanctions subject to review by Assembly prior to and pending a confirmation vote at the next available AMS Assembly. If a vote is not conducted at the subsequent Assembly, the sanctions will be considered to have been reversed by AMS Assembly.
- 13. The "next available AMS Assembly" refers to the most subsequent Assembly to which material may be submitted for agenda publication in advance.

Part B: AMS Clubs Commission

Section 1: Communication

- 1. The Clubs Commission shall communicate and promote all necessary applications, respective deadlines, Commission activities, and announcements that are pertinent to ratified clubs and/or potentially ratified clubs through the following channels unless made under the exemptions outlined under Part B, Section 1(2).
 - a. An Instagram page branded and targeted for promoting and communicating to students and ratified clubs;
 - b. A -monthly Clubs Newsletter, to be created and disbursed by the Clubs Commission Office to all ratified club's emails registered with the Club's Commission;
 - c. A webpage that ensures to promote, communicate, and provide reference to all links, resources, supports, references, training material (as outlined s. 1. 5. a. iv.) and/or aids the Clubs Commission wishes to endorse, release, promote, or communicate to ratified clubs. This webpage should be referred to as the "Club Hub;" with the mandate or providing all resources, supports, contacts, and links in the webpage that are necessary for clubs to become or operate as a ratified club.

- d. A distinct subsection of the AMS website dedicated for communicating the following:
 - i. Ratified clubs Grants and Bursaries
 - ii. Ratified clubs Awards
 - iii. Starting an AMS ratified club.
 - iv. Events planning and approvals for club events.
2. Exemptions shall be made for the terms listed above if it falls within the one of the following situations:
 - a. Clubs Commission deadlines that are not directed for all clubs or student general population shall be exempt
 - b. Clubs Commission communications that do not reasonably fit the needs to be subject to Part B, Section 1(1) at the discretion of the Secretariat, shall be exempt with reasonable cause.
3. The Clubs Commission shall ensure that all currently accessible content available to ratified clubs regarding processes and procedures will be accurate and reviewed annually. In specific, content on the channels of communication as stated in section titled "Club Hub" shall be reviewed by the Clubs Commission annually; also, where necessary reviewed by a partner university department and/or AMS service, office, or commission that has contributed to the "Club Hub."

Section 2: Promotion of Clubs

The Clubs Commission shall promote all AMS ratified clubs through the following methods:

1. No less than one form of marketing clubs through an on-campus promotion method;
2. No less than three distinct student outreach events/initiatives that occur during the month of September; ideally during the first two (2) weeks of September. The events/initiatives maintain the objective for the Clubs Commission to promote ratified clubs to incoming students.
3. No less than one event that occurs in September that facilitates a space provided for ratified clubs to engage in outreach directly with students. This shall take in the form of the annual event: "Tri-colour Open House."
4. A digital club's brochure that includes all currently ratified clubs at the time of September first (1st) of the current academic year in session. The digital club's brochure shall be promoted or distributed through no less than one (1) method.
5. A distinct subsection of the AMS website dedicated for communicating all currently ratified clubs displaying:
 - a. Ratified clubs Directory
 - b. Digital Clubs Brochure

Section 3: Advancement of Clubs

1. The Clubs Commission is required to maintain evidence of efforts of advancement for ratified clubs performance, benefits, resources, and support; this can include but is not limited to:
 - a. Efforts to obtain sponsors to provide further funding or items that benefit clubs;
 - b. Efforts to obtain increased or newly established discounts, coupons, funding from Memorandums of Understanding(s), free services and/or goods agreements, and/or other formal agreements.
 - c. The release of annual and Fall semester report using data from club's feedback, census, and records within the Clubs Commission.
2. The Clubs Commission is subject to the following projects to be held throughout the academic year (in addition to any other projects mentioned in this policy), that occurs at a time of year that is not including reading weeks, winter break, summer break, and holidays/recognized days by the university:
 - a. An event that facilitates a space for ratified clubs to engage in outreach for hiring new members to help with the transition of club membership;
 - b. An event that facilitates all required training as listed in Part A, Section 5 for ratified clubs;
 - c. An initiative that motivates and recognizes ratified clubs experiences, feedback, suggestions towards the services, performance, and goals of the Clubs Commission;

Section 4: Club Census and Other Obligations

1. An annual census to help gain data on ratified clubs not currently obtained through other processes that can further the advancement of service of the commission and the information on the state of ratified clubs. The census should include questions addressing the following:
 - a. Quantitative numbers of club membership and engagement for the year;
 - b. Quantitative numbers of projects completed and in progress for the year;
 - c. Which benefits the ratified club used in the year that are provided by or with assistance from the Clubs Commission;
 - d. Which benefits clubs would suggest being beneficial for the clubs body;
 - e. The problems or difficulties the club faced in the year;
 - f. The accomplishments and successes made for the club in the year;
 - g. The amount of funds fundraised through the clubs projects; and
 - h. The number of new members joined in the year;
 - i. A satisfaction rating on the Clubs Commission.

2. The Clubs Commission shall make efforts and executions on developing and maintaining training and reference materials on processes and supports held under the Clubs Commission.
3. Part B is not to be deemed inclusive of all obligations of the Clubs Commission. The Clubs Commission also must abide by any other obligations that are stated or implied within the AMS Constitution, Clubs Policy, and any relevant AMS procedures. Within the AMS Constitutions, Clubs Policy, and any relevant AMS procedures the VPUA retains the ability to infer something to be the Clubs Commission obligation as well.

Part C: Membership in Clubs

Section 1: General Principles

1. Every club shall open membership to all AMS and SGPS members and not be exclusive in its membership except in accordance with the Ontario Human Rights Code. No club may limit their members' access to other ratified clubs.
2. Membership in clubs shall be open to all AMS and SGPS members and shall not be exclusive in nature.
3. All classified members of the club in addition to stakeholders and partners must have access and have read the club constitution during and prior to the finalization of the membership, stakeholder, or sponsor.
4. Membership requirements and privileges must be clearly stated in the club's constitution. All ratified clubs are required to provide the right to accommodate to reasonable measures for members in the club.
5. Every club shall keep and maintain membership lists and volunteer lists to provide to the Commission of Clubs upon request and at the end of the year in the Clubs Data Census.

Section 2: Non-Student Members

1. Non-student members may not hold executive positions or any position that provides them access to the Club's finances or confidential member information.
2. Clubs with volunteers, community members, and/or alumni shall have constitutional policy defining the relationship with said volunteers, community members, and/or alumni. This information will be used by the Commission of Clubs to check for AMS/SGPS Membership requirements and may be given to the University Advancement Office for their alumni database.

Section 3: Removal from Clubs

Grounds for Removal

1. As mentioned in Part A, Section 4(7), all clubs are required to state their provisions for impeachment and membership removal. A club member may be given notice of removal for reasons including, but not limited to:
 - a. Violation of any Queen's University policy, excluding policies outlined in Part A, Section 3, subsec. 3 and 4, other relative policies under the authority of the University to enforce;
 - b. Violation of the AMS Constitution;
 - c. Violation of the Clubs Policy;
 - d. Violation of Clubs Constitution; and
 - e. Misuse of club funds or financial transactions in a manner not communicated to members of the club.

Provisions for Removal

2. Provisions for a clubs member removal regarding any member must comply with the following when made by a Club;
 - a. Evidence backed effort of progressive retribution for the club member prior to making the decision of removal.
 - b. A two-third (2/3) majority vote from the executive committee confirming the removal of the member.
 - c. All documents, receipts, evidence, or personal account statements that are supporting the reasons for removal.
 - d. Meeting minutes and an agenda for a meeting involving the approval of removing a club member with all attendees and absentee(s) recorded.
 - e. The date of removal for the member is communicated a minimum of seven (7) days to all members of the executive committee.
 - f. Removal is not under the reasoning of harassment, discrimination, sexual violence, or any other act that is required to be investigated and/or given sanctions by the University through the Student Code of Conduct or other relevant policies. Removal made by the club itself is solely directed around addressing significant challenges for the clubs operations from an evidential result of incompleteness of the roles duties and responsibilities as outline in the Clubs Constitution.

Notification and Appeal

3. The name of the removed individual and reasoning for removal must be submitted to the Clubs Commissioner within five (5) days of the decision;

- a. Removed individuals may submit an appeal to the Clubs Commissioner within five (5) days of their removal on the basis of the reason/evidence for removal.
 - b. The decision of the Clubs Commissioner is final and not subject to further appeal.
4. Removed individuals may submit an appeal to the Judicial Affairs Office within thirty (30) days of their removal on the basis of the provisions for removal have not been met.

Section 4: Impeachment

1. If a club executive is successfully impeached from the club, this individual has the right to appeal up to five (5) days following the date of their removal. Members may submit an appeal to the Clubs Commission for challenging the reason and evidence of the impeachment. Members must follow the process of the Judicial Policy and have the appeal submitted to the Judicial Affairs Office for appeals on the basis of the impeachment provision are not met.
2. Impeachment provision must comply with the following:
 - c. A two-third (2/3) majority vote for the impeachment is passed through a motion of the executive committee.
 - d. All documents, receipts, evidence, or personal account statements that are supporting the reasons for impeachment.
 - e. Meeting minutes and an agenda for a special meeting with all attendees and absentee(s) recorded.
 - f. The date for a motion of an impeachment vote is communicated a minimum of seven (7) days to all members of the executive committee.
 - g. Impeachment is not under the reasoning of harassment, discrimination, sexual violence, or any other act that is required to be investigated and/or given sanctions by the University through the Student Code of Conduct or other relevant policies. Impeachment made by the executive committee itself is solely directed around addressing significant challenges for the clubs' operations from an evidential result of incompleteness of the roles duties and responsibilities as outline in the Clubs Constitution.

Part D: Ratification

Section 1: General Principles

1. The Ratification Period refers to the period of time from the date that a statement opening the Ratification Period is made on the AMS website, normally on the first day of September until the day that the validation package is due.
 - a. All groups seeking to ratify their club should submit package by 12:00 PM on the third Friday of September. Clubs approved during the Fall Ratification will have their clubs officially recognized as of January 1st of that academic term.
 - b. All groups seeking to ratify their club should submit package by 12:00 PM on the third Friday of January. Clubs approved during the Winter Ratification will have their clubs officially recognized as of May 1st following their ratification.
2. Ratification timelines should be set and approved by Assembly no later than the August Assembly.
3. Ratification decisions will be made by the Clubs Advisory Committee, whose terms of references are defined by the *Assembly Policy*. Appeals of the decisions of the Clubs Advisory Committee shall be made to the Judicial Council, whose decision is final and binding.
4. To become a Ratified club, all prospective groups shall fill out an application provided by the Commission of Clubs within any set deadlines. In addition, groups shall submit a constitution and demonstrate their ability to be financially responsible by submitting an annual budget detailing any revenue or expenses they foresee within the operation of their club for the given year.
5. Once initial ratification is granted, a club is ratified for a period no longer than two years, expiring on the upcoming April thirtieth (30).
6. The Commissioner of Clubs shall immediately announce a conflict of interest, should it arise during any part of the Ratification processes as defined by the *Appointment Policy*.
7. Upon review of club's policy and final approval clubs will undergo a re-evaluation to ensure they remain compliant with new standards. If a club fails to meet the revised criteria it may be de-ratified subject to Part E, Section 2.

Section 2: Eligibility Criteria

The following requirements must be met in order for a club to be eligible to apply for ratification status through the AMS:

1. The club must operate for two semesters (minimum) before an application can be submitted to the Commissioner of Clubs;
 - a. Summer semesters will not count towards an operational semester.
2. The club must demonstrate student interest and involvement with a minimum of five executives and five general members for a total of ten Queen's students who have paid the full slate of AMS Student Activity Fees and the AMS membership fee;

3. The club must provide a timeline of tangible events to be held in that year, along with a full financial breakdown of revenues and expenses that they foresee;
4. The club must demonstrate their uniqueness from any other existing AMS ratified clubs. This uniqueness must be absolute as determined by the committee. The club should not directly overlap any section(s) of club(s) mandate and mission.
5. The club is classifiable as “club” following the terms and definition and
6. Ratified clubs do not pertain groups with the following aspects:
 - a. The group's goal, mission, and/or ultimate purpose is to be a planning, advisory, and/or external operating group for a distinct conference, event, or project.
 - b. A group that represents a university service or delivery of material that is determined by the Ratification Review Committee that should be recognized directly through the university for any of the following reasons:
 - i. The university is best equipped for the groups demands and insurance needs.
 - ii. The service or delivery of material from a group falls under the expenses and oversight of the Queen's Registrar Office, Queen's Finance Office, and the allocations of tuition.
 - c. A group that only includes and permits membership to students from a select or select few faculties/departments of the university.
7. A ratification package shall be rejected by the Ratification Review Committee if it contains violations of Queen's University Student Code of Conduct and/or the AMS Constitution, and/or Clubs Policy or is incomplete in any aspect of the application process.
8. **Appeals:** If any applicant wishes to appeal the decision of the Ratification Review Committee, the applicant has up to thirty (30) days to appeal, by a motion which may be brought before an ad-hoc AMS appeals committee (made up of 5 voting members of the Assembly, the Vice-President University Affairs, a SGPS designate and the AMS General Manager to consider the relevant constitution and render a decision.

Section 3: Post-Submission of Application

1. Prospective clubs shall meet with the Commissioner of Clubs. The Commissioner of Clubs shall inform AMS Assembly at each meeting of any ratification packages considered and decisions rendered under compliance with the Club Ratification Methodology as outlined in the Club Ratification Procedure. This shall be done in written form and each club's mandate and objectives shall be made available upon request.

Section 4: Post-Ratification

1. All clubs shall complete the following upon the Assembly motion for ratification, provided by the Commission of Clubs in order to be ratified:
 - a. Sign and submit a Clubs Contract
 - b. Request or submit a club's email address. This cannot be a personal or student email; it must be implying it is an email for your club and not for a person or other ratified club.
 - c. Open and register a new club bank account with the AMS. A club with a financial account held under a faculty/sibling society or University department are not required to open a bank account but are still required to submit the banking information to the Club's Commission's records and ensure the commission is kept informed on any changes.
2. All clubs shall complete the following upon completion of the above under the direction by the Commission of Clubs but will not face de-ratification from incompleteness by deadlines, unless incompleteness of deadlines is violating communication standards:
 - a. Submit to the Clubs Commission the official club logo, social media, and other communication channels.
3. Should an applicant club be passed through the motion of assembly to be ratified and fail to meet Part D, Section 4(1) by the end of the semester the applicant club is incomplete in the ratification process and the club must re-apply for ratification.

Part E: Club Status

Section 1: Re-Ratification

1. Once initial ratification is granted, a club is ratified for a period no longer than two years, expiring on April thirtieth (30).
2. In the year the club is due for re-ratification, clubs will be contacted by the Club's Commission to submit their re-ratification application. The Clubs Commission will assess re-ratification applications on a monthly basis starting in September. Clubs that fail to submit their application by the deadline provided by the Clubs Commission may be provided an opportunity to resubmit if extenuating circumstances exist that reasonably prevented them from doing so. Re-ratification decisions will be made by the Commissioner of Clubs, in consultation with the Vice President of University Affairs. Decisions may be appealed to the Clubs Advisory Committee first, and Judicial Council second.

3. Every club needs to submit a re-ratification form to the Commissioner of Clubs at a set-out date before the end of the academic year. This includes a revised constitution and budget.
4. Re-Ratification is only submitted as complete and able to be reviewed with the submission of completed requirements as outlined in Part A, Section 5; and Part A, Section 3(6). Failure to submit the re-ratification package on time or complete the package may result in re-ratification not being granted. Should re-ratification not be granted, the club is considered de-ratified and affiliations with the AMS are severed including loss of all privileges.
5. Any club that has been de-ratified due to failing to complete the re-ratification process may apply for ratification as a new club at the next ratification period.
6. Every club must declare any affiliated groups under its purview.
7. The Commissioner of Clubs shall immediately announce a conflict of interest, should it arise during any part of the Re-Ratification processes.

Section 2: De-Ratification

1. De-ratification is the immediate removal of all rights, privileges and association with the AMS including the usage of the name "Queen's." A club may continue to operate outside of the AMS without all privileges, rights, association of the AMS and the usage of the name "Queen's." De-ratification is indefinite unless another application for ratification is submitted at the appropriate time and granted. A club may apply for re-ratification at the next new ratification period but said club is not guaranteed to be ratified. Failure to re-ratify in the appropriate cycle also results in de-ratification.
2. Should a club become de-ratified, the club shall surrender all funds allocated to them under the purview of the AMS, including but not limited to Student Activity Fees and Clubs Bursaries, and Clubs Grants.
3. There are four ways a Ratified club can be de-ratified:
 - a. By a two-thirds (2/3) majority vote on a motion to de-ratify a club at AMS Assembly;
 - i. If a motion is being brought forward to the Assembly to de-ratify a club, notice must be given to the AMS Secretariat no less than one week in advance of the meeting so the club can be duly notified.
 - b. By the Alternate Judicial Committee of the AMS Group non-academic misconduct system;
 - c. By the Vice-President of University Affairs.
 - d. By a two-thirds (2/3) majority vote on a motion to de-ratify a club at General Clubs Caucus with the approval of the Clubs Commissioner.

- i. If a motion is being brought forward to the General Clubs Caucus to de-ratify a club, notice must be given to the Clubs Commissioner no less than twenty-one (21) days in advance of the caucus, so the club and caucus can be duly notified.
- ii. De-ratification through this option may be appealed within fifteen (15) days of the approval of the Clubs Commissioner. If an appeal is requested it results in the Clubs Commissioner, a representative of the de-ratified club, and another representative of the General Clubs Caucus to attend the nearest upcoming AMS Assembly to motion to approve or reverse the General Clubs Caucus decision.
- iii. AMS Assembly decisions on de-ratification through General Clubs Caucus are final and may not be appealed.

Part F: Club Spaces

Section 1: Club Space Allocation

General

1. Club space allocation shall be conducted annually in April. The application for this allocation shall be conducted in March.
2. This policy shall govern the allocation of all designated Ratified club space.
3. Responsibility for this process shall rest with the Club Space Allocation Committee.
4. The Space Allocation Committee shall be chaired by the Commissioner of Clubs.

Eligibility

5. All clubs which have been ratified or re-ratified by the Ratification Review Committee for the year commencing May 1st shall be eligible to apply for space for the academic year commencing the ensuing September.
6. The space allocation application shall be made available by the Commissioner of Clubs to all clubs during re-ratification and throughout the year if space becomes available.
7. All clubs which have outstanding reports or incomplete obligations under the *Clubs Policy* may not be considered for space allocation.

Contract

8. All clubs shall be required to sign a stewardship agreement prior to taking occupancy of their allocated space. The Commissioner of Clubs shall be the AMS signatory.

9. Responsibility for determining and enforcing compliance with the tenant's contractual obligations shall rest with the Commissioner of Clubs.

Section 2: Club Space Audits

General

1. All clubs are responsible for adhering to the stewardship agreement and club contract as outlined in Space Allocation Policy in Part F, Section 1.
2. The Clubs Finance and Operations Assistant Manager and/or the SLC Operations Manager will conduct space audits throughout the year. Results of tri-semester space audits will be taken into consideration during the Space Allocation for the following year.
3. Any club failing to meet the requirements of their stewardship agreement and club contract may be subject to discipline by the Commissioner of Clubs. Such discipline may result in having their space re-evaluated and being potentially subject to re-allocation to a new space or removal of space privileges by the Space Allocation Committee and Commission of Clubs. Such disciplinary action shall be considered during the space allocation process in following years.
4. In alignment with the signed stewardship agreement, clubs are responsible for paying any and all damages or expenses incurred for the mistreatment of space, as assessed by the Commissioner of Clubs and SLC.

Other Notes

5. Any group/club experiencing physical/maintenance problems with their allocated space (e.g., heating, painting) shall direct their concerns to the SLC Facilities Officer.
6. The AMS recognizes and supports in principle, the creation and maintenance of safe zones or safe space and may designate such spaces.
7. A copy of this policy shall be made available to all groups/clubs applying for space.

Part G: Club Privileges

Section 1: Club Mailbox Allocation

General

1. Club Mailbox allocation shall be conducted annually during the re-ratification process.
2. This policy shall govern the allocation of all designated Ratified club Mailboxes.
3. Responsibility for this process shall rest with the Clubs Communications & Development Assistant Manager.

Eligibility

4. All clubs which have been ratified or re-ratified by the Ratification Review Committee for the year commencing May first (1st) shall be eligible to apply for space for the academic year commencing the ensuing September.
5. The mailbox allocation application shall be made available in the re-ratification application. Additionally, an application shall be made throughout the year if mailboxes become available.
6. All clubs which have outstanding reports, negatively influential space audit results, or incomplete obligations under the *Clubs Policy* may not be considered for mailbox allocation.

Terms

7. All clubs shall be required to check club mail a minimum of once every thirty (30) days from the club's allocated mailbox.
8. Responsibility for determining and enforcing compliance with the terms of a club allocated mailbox shall rest with the Commissioner of Clubs.

Section 2: Clubs Equipment Borrowing Program

General

1. Club equipment borrowing shall be conducted on a rolling basis throughout the academic year.
2. This policy shall govern the approval of all temporarily borrowed Club's Commission equipment.
3. Responsibility for this process shall rest with the Club's Commission.
4. The approval of all equipment may be subject to the VPUA's approval.
5. The approval of lending equipment to be borrowed by ratified clubs may be restricted under reasonable circumstances.
6. Club's applications that are approved are required to submit a report (provided by the Clubs Commission) to the Clubs Commission within thirty (30) days of the signed agreements return of the borrowed equipment.
7. Clubs Commission shall make no less than one (1) order of equipment to be added to the program per academic year.
8. The Club's Commission will be responsible for providing an opportunity on collected feedback or suggestions for The Equipment Borrowing Program and reporting on the collective feedback or suggestions.
9. The Clubs Commission is responsible for providing a document providing detailing on the dimensions and tips for use of equipment.

Eligibility

10. All clubs which have been ratified by the Ratification Review Committee for the year commencing May first (1st) shall be eligible to apply for the equipment borrowing program upon that date.
11. The equipment borrowing program application shall be made available by the Clubs Commission on at least one (1) main communication channel. The application shall be submitted through a centralized system common for club's forms as outlined in s. 1. 5.
12. The club shall demonstrate a need or definition of benefit from the requested equipment outlined in the application.
13. All clubs with approved applications are required to complete an Equipment Borrowing Program Report.
14. All clubs' applications shall be made ineligible for when any reports are due to the club's commission are not completed.

Contract

15. All clubs shall be required to sign a Terms of Use and Conditions Agreement prior to taking the agreed upon equipment. Clubs Finance and Operations Assistant Manager shall be the AMS signatory. In absence of the Clubs Finance and Operations Assistant Manager, the Commissioner of Clubs shall be the AMS signatory.
16. Responsibility for determining and enforcing compliance with the tenant's contractual obligations shall rest with the Commissioner of Clubs.

Funding

17. The allocation of funding for new equipment for the program shall be set/approved annually by the AMS Assembly shall appear as a portion of the special projects line under the Commission of Clubs budget.

Section 3: Award Policy

1. The AMS will offer awards to recognize outstanding contributions of clubs, which will be elaborated on in the *Awards Policy*. This will at minimum include:
 - a. Club of the Year Award
 - b. New Club of the Year
 - c. Event of the Year
 - d. Jeffrey McCarthy Award for Outstanding Individual Contribution.

Part H: Club Finances

Section 1: General Financial Obligations

1. Every club is financially independent from the AMS and shall conduct themselves using financially responsible and accountable practices including but not limited to
 - a. Double signing authority on all accounts.
 - b. Shall not operate in a deficit except where is justifiably reasonable as a significant long-term investment, or in the service of a project which spans multiple fiscal years. In such cases, the Commissioner of Clubs will be consulted.
6. Proper financial records with a fiscal year corresponding with that of the AMS (May 1 to April 30) which include.
 - a. Yearly budgets with upcoming year budgeted amounts and previous years actuals.
 - b. Club Ledger tracks transactions received and paid out.
 - c. Reimbursements made to club members recorded with necessary details using Club Reimbursement Tracker.

Section 2: Funding from the Society

1. Ratified clubs shall be eligible to receive grants and/or bursaries through the AMS.
2. Clubs Grants shall be allocated to the specific eligible clubs as determined by the Clubs Grant Committee.
3. Ratified clubs shall be eligible to receive student fees in accordance with applicable this policy, AMS Student Activity Fee Policy, AMS Referenda Policy, and AMS Elections Policy.
4. Should a club become de-ratified, the club shall surrender all funds allocated to them under the purview of the AMS, including but not limited to Student Activity Fees and Clubs Grants.
5. Where a club ratified by the Society has ceased to operate or otherwise become defunct, any funds received in that year (or previously at the discretion of the Vice-President Operations) remaining in the group's account(s) shall be transferred to Ratified clubs Grants. Any such transfer shall not serve to replace existing club grant allocations but rather shall serve to augment such allocations. The VPOPS shall notify the AMS Assembly of all such transfers.
6. Where a club is jointly ratified by a Faculty Society or Sibling Society and the Commission of Clubs, both entities shall reach an agreement as to where the funds shall be allocated.
7. Clubs will not be eligible for further grants if a grant, bursary, or equipment report for a previous allocation is found to be outstanding for the duration of one year.

Section 3: Fiscal Responsibility

1. All clubs shall be required to keep a detailed annual budget, including comprehensive accounts of all revenue and expenses incurred during the year.
2. All clubs shall use a standardized budgeting template communicated by the Commission.
3. Clubs shall be required to keep a copy of all supporting documentation including receipts and invoices for revenue and expenses for a minimum of three (3) years.
4. Clubs shall use a record-keeping system through a Clubs Financial Ledger using a standardized ledger template to ensure the club tracks its transactions, receipts, and other pertinent information.
5. Any club that processes reimbursements for its club members purchases on behalf of the club shall use a tracking and processing document through a Clubs Reimbursement Sheet using a standardized template communicated by the commission.
6. Clubs may establish an emergency fund expense line totalling no more than maximum of ten percent (10%) of pervious years actuals expenses and will not affect considerations for funding from the society, given the need for an emergency fund for the relative size of a club.
7. Clubs shall budget for a "Carry-Over" (also known as, surplus) no more than the actuals recorded in the annual budget for the most recent summer semester (May first (1st) to August thirty-first (31st)) or fifteen percent (15%) of the actuals for the previous academic year. This is to ensure the clubs transition can be efficient, stable, and consistent.

Section 4: Bank Accounts

1. Clubs are required to establish a registered club bank account with account information and third-party authority registered with the AMS through the Clubs Commission upon ratification.
2. No club shall receive a student activity fee, a club grant, allocated space, borrowed equipment, award, or a bursary, unless they have an authorized bank account in the registered name and email of the club. A club must provide a verification letter and bank statement to the Internal Affairs Office for validation during the referenda process.
3. Clubs shall ensure to have on file the registered clubs bank account's Electronic Transfer Form (ETF), Direct Deposit Form, and monthly financial statements.
4. When a club wishes to transfer signing authority, the Commission of Clubs shall provide an authorization letter.

5. The AMS is not responsible for deficits on club bank accounts or outstanding payments incurred by the club (workshop).

Section 5: Audits

1. All clubs may be subject to an internal financial audit conducted by the Commissioner of Clubs or designate under the supervision of the Vice-President of Operations annually.
2. Should a club be audited, they may be required to submit bank statements, budget including projected expenses and actuals, receipts, long-term financial plans, and any other information as required by the Vice-President of Operations or designate.
3. Clubs may submit a request to be exempt from an audit. Club will be considered for an exemption only if they outline, in detail, the reasons for the request and a credible outside organization submits a signed letter to the Commissioner of Clubs indicating that they have assumed the responsibility for financial oversight of the club.
4. Clubs which are exempt from internal audits will be ineligible for student activity fees and grants.
5. The results of the audit, and any follow-up discussion, shall be presented to Assembly prior to the vote to place the fee on the ballot.

Section 6: Grants and Bursaries

1. The AMS will offer Grants and Bursaries to financially support clubs as outlined by the *Grants and Bursaries* policy of the Society. This will at minimum include:
 - a. Clubs Media and Promotion Bursary
 - b. New Club Grant
 - c. Clubs Experience Grant

Part I: General Clubs Caucus

Section 1: General Principles

1. The Clubs Commission shall host a general clubs caucus at least once per semester, and a minimum of three times per academic year.
2. Clubs can create and manage a caucus. Clubs may apply to establish the caucus under the General Clubs Caucus following the requirements laid out Part J.
3. All established club's caucuses are held to the implications of Clubs Policy.

Section 2: General Clubs Caucus

Purpose

1. The General Clubs Caucus shall serve as a vessel of transparency between the Clubs Commission and AMS-ratified clubs.

Jurisdiction

The following shall be presented to the General Clubs Caucus by the Clubs Commission and declared to be the caucus's authority to require the following motions:

2. The approval of consultation and confidence in *Clubs Policy* changes that are going to be motioned to the AMS Assembly. This is excluding slight changes that fall under the consideration of grammatical, vocabularic, or alignment changes of the policy to be more accurate, comprehensible, and adequate to comprehend all relevant university and AMS policies.
3. The approval of consultation and confidence at the first general clubs caucus for
 - a. The current academic year's Clubs Commission budget and
 - b. The current academic year's Clubs Commission Goal Plan.
4. The approval of review and confirmation of access to:
 - a. the Clubs Commission Annual Report and
 - b. The Clubs Commission Fall Semester Report.
5. The approval of consultation and confidence for Clubs Commission project proposals.
 - a. All subsequent reports or summaries for the project shall also be subject to a motion for the approval of consultation and confidence.

Contingency

6. The terms outlined in Part I, Section 2, subsec. 2-5 shall not limit the ability for the Clubs Commission to continue operating for the assurance of complying with any timelines and obligations outlined in the *Clubs Policy* and any relevant AMS policies.
7. Under evidential reasonable circumstances the VPUA may place an executive approval order that shall preside over motions outlined in Part I, Section 2, subsec. 2-5 As well under the same criteria of circumstance the VPUA holds the authority to veto certain or all consequences of motions outlined in Part I, Section 2, subsec. 2-5

Section 3: Terms of Reference

1. The chair of the General Clubs Caucus with no voting rights except for draws, is the Clubs Commissioner.

Attendance

2. At least one representative from each club is required to attend.

3. In the event that a club fails to send a representative to the General Clubs Caucus on two (2) occasions, the club executive(s) will have a meeting with the Commissioner of Clubs.

Quorum

4. The caucus will not commence unless quorum is met.
5. Quorum for each caucus shall consist of one-third (1/3) of the club representatives.
6. In the event of the above number not being a whole number, the next highest whole number shall constitute the quorum.

Meeting Minutes

7. Minutes of every meeting shall be taken by the Clubs Commission.
8. The minutes of every meeting shall be distributed to clubs no later than seven (7) business days after the caucus has met.

Order of Business

9. The Caucus' agenda must be distributed no later than seventy-two (72) hours prior to the Caucus date.
10. The Clubs Caucus' procedures shall be conducted with the reference source of Bourinot's Rules of Order.

Voting

11. Each club will be afforded one (1) vote.
12. Two-thirds (2/3) majority vote of present voting members is required for a motion to be passed.

Part J: Other Clubs Bodies

Section 1: Establishing New Caucus

1. Clubs can establish a caucus under the General Clubs Caucus that have similar interests.
2. The Clubs Commissioner of Clubs must approve the establishment of the club's caucus as under the General Clubs Caucus, depending on the following eligibility:
 - a. A motion from the General Clubs Caucus has passed to approve the need for the caucus.
 - b. A similar Caucus must not already exist.
 - c. The Caucus must demonstrate a shared interest that is unique and does not fall under the mission of a shared interest group of a previously established caucus.

- d. The clubs with shared interest must be ratified with voting rights to the General Clubs Caucus.
 - e. Caucus' must consist of at least 12 (twelve) clubs.
- 3. The clubs with shared interest must jointly complete a form as communicated through the Clubs Commission that includes the following information;
 - a. The mission of the caucus;
 - b. The area of shared interest;
 - c. The initial member signing clubs and signatures;
 - d. Planned structure of managing the caucus to comply with Part J, Section 2.
 - e. Planned outline for reporting metrics for the caucus to report to the General Clubs Caucus and Clubs Commission.
- 4. Quorum and voting rights for a given Caucus shall be determined with the assistance of the Clubs Commissioner of Clubs and Secretary of Internal Affairs.
- 5. Establishments of caucuses or sub-committees as reported to the General Clubs Caucus must be reported through the Clubs Commission Assembly Report.

Section 2: Terms of Reference

- 1. Caucus meetings occur at least once (1) per semester.
- 2. Caucus meetings shall follow procedure in accordance with the Bourinot's Rules of Order.
- 3. An agenda shall be sent for every meeting. Minutes shall be recorded at every meeting.
- 4. Each club caucus under the general clubs caucus shall have a ratified club sitting chair for the caucus. They will not have voting rights but be responsible for the direction and management of the caucus including:
 - a. A designated minute-taker shall share the minutes of the meeting with the members of the Caucus and the Clubs Commissioner.
 - b. Caucus' must present general updates at the General Clubs Caucus.
 - c. An agenda shall be circulated no later than seventy-two (72) hours prior to the meeting.
 - d. Planning of the logistics of the caucus to be conducted.
- 5. Caucuses may establish a sub-committee for if a specific task, project, or need for that caucus to be addressed to further advance the caucus's established mission and shared interest.
 - a. A minimum of four (4) ratified clubs must make up the initial sub-committee.

Section 3: Recognized Caucus

1. The current established clubs caucuses and sub-committees under the General Clubs Caucus are:
 - a. The Equity Caucus chaired by the Social Issues Commissioner Internal.
 - b. The Environmental Clubs Caucus chaired by the Commissioner of Environmental Sustainability.
 - i. The Green Space Committee

Monitoring

Compliance with this policy shall be monitored by the Commissioner of Clubs and the Policy and Education Assistant Manager. Documentation to support compliance with this policy will be reviewed by the Commissioner of Clubs and shared with club executives. Ratified clubs or those seeking club status will be asked to provide documentation that meet the stipulations of this policy and are fulfilled as part of the agreement for support by the AMS. The effectiveness of this policy will be monitored over the academic year and will be updated annually to reflect any changes in the Commission of Clubs, improvements in procedures and feedback from stakeholders.

Contact person	<i>Commissioner of Clubs</i>
Date of next review	<i>N/A</i>
Related policies, procedures and guidelines	<i>AMS Student Activity Fee Policy AMS Event Planning and Approvals Policy SLC Space Policy AMS Constitution AMS Judicial Policy Policy on Sexual Violence Involving Queen's University Students Queen's Student Code of Conduct University's Harassment and Discrimination Prevention and Response Policy</i>
Policies superseded by this policy	<i>N/A</i>