



CLUBS POLICY

OF THE

ALMA MATER SOCIETY

OF QUEEN'S UNIVERSITY

Responsibility	Vice-President of University Affairs
Approved by	Assembly
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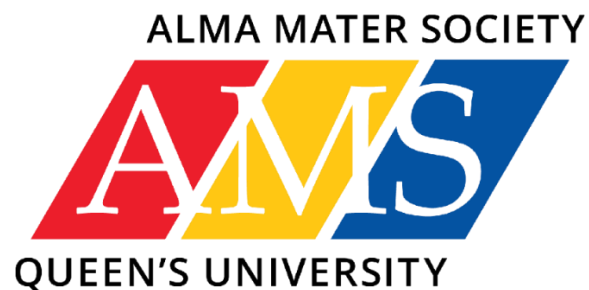


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Land Acknowledgement

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 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 “**AMS-Ratified Club**” or “**Club**”: Refers to a student-run group formed by a minimum of ten (10) students (including five (5) executive members), who have paid their AMS/SGPS Membership fee, approved by the Clubs Advisory 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, policies, 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 Clubs Advisory Committee. Ratified clubs are unincorporated, non-profit entities with a mission specific to the club that is continuous and can be expanding. Faculty Society ratified clubs must also abide

by various policies/clauses within the AMS club's policy, as outlined in the Faculty Society general service agreement and their Faculty Society policy.

2. **Clubs Office:** The office to which the Clubs Commission is responsible to administer that oversees all of the AMS-Ratified Club matters, as established through the AMS and SGPS Clubs Office Agreement.
3. **Club Member:** Refers to 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 will be securely kept on password protected devices and clouds. Membership lists may be provided to the University Advancement Office. Clubs should retain membership information for their club for a minimum of three (3) years.
4. **Club Volunteer:** Refers to 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 University Advancement Office with this information. Volunteers are part of the group on their own volition.
5. **Club Participant:** Refers to 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.
6. **Club Event:** Refers to 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 fifty (50) individuals. Any club event must be pre-approved through participation in the event sanctioning process, as outlined within the AMS Events Policy, 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.
7. **Probation:** Refers to temporary de-ratification and the removal of club privileges

as determined by the Clubs Commission, VPUA, or the Judicial Affairs Office.

8. **Club Advisory Committee:** The committee that oversees the Fall and Winter ratification process, and the Spring re-ratification process. This committee also oversees any matters involving clubs that cannot be delegated to other bodies within the AMS. The composition of this committee is defined by the *Assembly Policy*.
9. **Space Allocation Committee:** Convenes as needed for matters regarding club spaces and annually in April to oversee the allocation of designated spaces for ratified clubs.
10. **AMS Assembly:** The highest legislative body in the Alma Mater Society of which is guided by *Assembly Policy* and derives its jurisdiction from the *AMS Constitution*.
11. **Registered Clubs Bank Account:** Is a community's chequing account held at a financial institution that was opened with authorization from the AMS as a third-party approval and authority on the account.
12. **AMS Members:** Includes all students at the University who are enrolled in at least one (1) course (three [3] units), and who have paid all mandatory AMS student activity fees and the AMS Membership Fee.
13. **SGPS Member:** As defined in the *Bylaws & Policies of the Society of Graduate and Professional Students (B.4)*.
14. **Affiliated Group:** Is defined as a group that is connected to an AMS ratified club in regards to their operations or programming. 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 (e.g. Chapter Organizations).
15. **Associative Group:** Is defined as any connected 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 circumstances it forms to meet the standards of a ratifiable club.

16. **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 clubs must not exclude members from other faculty's societies or sibling societies from joining and/or participating in the club on the basis of society membership.
17. **Internal Financial Audit:** Is defined as an audit specifically conducted at least bi-annually by the Clubs Commission in compliance with *Clubs Finance Policy (Part G)* on a random sample group of ratified clubs to assess the fiscal responsibility and accountability of ratified clubs to ensure compliance with Clubs Policy.
18. **Ex post facto:** Refers to a review, decision, or assessment made after an event has occurred, typically to address documentation, compliance, or conduct issues identified after the fact. Clubs shall not be retroactively found in violation of a policy requirement that was not in effect at the time of the relevant action or infraction.
19. **Club Email:** The official AMS-issued Gmail address ending in @clubs.queensu.ca used for all formal AMS communications and record-keeping.
20. **Club Executive:** AMS/SGPS member in a formal club leadership role, responsible for fiduciary oversight and ensuring compliance with the club's constitution.
21. **Club Mailbox:** A designated space in the John Deutsch University Centre provided by the AMS for receiving club communications and packages.
22. **Complaint:** A concern or allegation involving a single incident or ongoing issues related to club operations, governance, member conduct, or compliance with AMS Clubs Policy.
23. **De-ratification:** The removal of a club's AMS-ratified status, including loss of AMS recognition, privileges, and resources.
24. **Interpersonal Conflict:** An ongoing disagreement or tension between club members that demonstrates disruption of a club's operations and does not independently fall under university jurisdiction.

25. **New Club Ratification:** A club that has not previously been ratified, or has failed to re-ratify within the required cycle, and is entering the process of becoming an AMS Club and gaining formal AMS recognition.
26. **Provisional Recognition:** A pre-ratification pathway offered to student groups that have not previously been ratified by the AMS. Provisional Recognition allows eligible student groups to receive privileges, in a limited capacity, that would be usually offered to Ratified Clubs only, subject to full compliance with all Ratified Club responsibilities and applicable AMS policies.
27. **Re-Ratification:** A bi-annual review required to maintain AMS-Ratified Club status, assessing a club's operations, finances, compliance, and governance.
28. **Sanctions:** Measures imposed in response to AMS Clubs Policy violations, intended to address non-compliance and promote accountability. These can be directed to the Club or an individual.
29. **Stewardship Agreement:** Outlines a club's responsibilities for the use and maintenance of an assigned space, including compliance with applicable policies.
30. **Space Allocation:** The annual process through which clubs may apply for storage, workspace, or office space within SLC-managed facilities. Allocation decisions are made by the Club Space Allocation Committee.
31. **Space Audit Committee:** A committee that administers corrective action to club space violations outlined in the Stewardship Agreement.

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 of this Policy

This policy is a set of rules pertaining to the day-to-day operations of all Ratified clubs, Faculty Society Ratified Clubs, any student groups who wish to be Ratified, and any individual involved in 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 Clubs Office

Outside of the Scope of this Policy

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*.

1. *Student Activity Fee Policy*.
2. Event Sanctioning procedures are governed by the *AMS Events Policy*, and overseen by the Campus Affairs Commission.

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 is 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.

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 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 club's community.

Campus Affairs Commission: Conducts and oversees club event sanctioning, ensuring all events meet safety requirements, insurance coverage standards. In cases of ambiguity, the definitions and responsibilities outlined in AMS Event Policy shall govern.

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. The scope of their roles will be defined by the Club Constitution. See Part D, Section 4.

Vice President of University Affairs (“VPUA”): Provides senior oversight of the Clubs Commission, ensures alignment with AMS policy, exercises veto authority when required, and elevates club-related concerns to Queen’s Administration and AMS Assembly, with support from the Commission of Clubs.

Judicial Affairs Office (JAO): Investigates and adjudicates policy violations not under University jurisdiction, providing the formal mechanism to ensure AMS-ratified clubs and all relevant stakeholders operate in line with AMS policies and standards. In the event of ambiguity, the definitions and responsibilities outlined in AMS Judicial Policy shall govern.

Secretary of Internal Affairs “Secretariat”: Provides policy guidance for Clubs affairs and directs the Commissioner or Clubs to the appropriate governing bodies if necessary, promoting accountability and adherence to rules of order. In the event of ambiguity, the definitions and responsibilities outlined in AMS Assembly Policy shall govern.

Part A: AMS and Queen’s University Affiliation

Section 1: AMS Affiliation

1. AMS Club ratification and Queen’s University affiliation grant clubs' formal recognition and access to AMS Club and Queen’s resources and require all executives and members to comply with both AMS and University policies.

Section 2: University Policies

1. Every club shall abide by all relevant university policies including, but not limited to, the Student Code of Conduct.
 - a. Every club shall make all reasonable efforts to seek support or clarification through appropriate channels if they are unsure as to how a policy applies to

them.

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/Misconduct or *Intimate Partner Violence Policy* nor participate in any activity or process in an attempt to resolve complaints or disclosures;
 - b. Where a complaint or disclosure of Sexual Violence/Misconduct or Intimate Partner Violence Policy 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/Misconduct and Intimate Partner Violence Policy*. Club leaders must , Club leaders will advise individuals affected by Sexual Violence/Misconduct of the Policy and consult with the Office of the Sexual Violence Prevention and Response at SVPRServices@queensu.ca;
 - c. Clubs are encouraged to utilize the Queen's Human Rights and Equity Office (HREO) 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*.

Part B: Commission of Clubs Responsibilities

Section 1: Education and Policy Support

The Clubs Commission is committed to supporting clubs in understanding and meeting their policy and operational obligations. The Clubs Commission will be responsible for:

1. Providing educational materials to support Club Policy and operational compliance.
2. Address AMS Club violations not handled by JAO or Queen's University.

Sanctions

1. Sanctions issued by the Commissioner of Clubs must be administered in consultation with one (1) or more of the following stakeholders: VPUA, or the Clubs Advisory Committee.
 - a. Prior to the administration of any sanction, the Clubs Commission must provide the club with an opportunity to correct the identified issue via the club's official email within a reasonable timeframe.
 - b. Sanctions must match the violation's severity and be adjusted if needed; they may apply to individuals or the club.
2. Clubs are protected by ex-facto changes to the *AMS Clubs Policy*.

Procedural Fairness

1. All clubs-related applications are evaluated using the procedural rubric as a guide.
 - a. Applications include, but are not limited to, Ratification, Re-Ratification, Grants, and Space Allocation.
2. The Committee assesses applications holistically, considering substance, quality, and alignment with program objectives and relevant AMS and Queen's policies.
3. Technical or formatting compliance alone does not guarantee approval.
4. Anyone involved with the procedures of the Clubs Commission must immediately declare any conflicts of interest.

Section 2: Finances & Operational Support

1. Administers financial resources and supports within the scope of the Clubs Commission.
 - a. 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.
 - b. Clubs shall have access to supports including bank notations for transfer of signing authority or opening a new club banking account, subject to the policy as outlined in Part G: Club Finances.
2. Provides consultatory support for club operations and concerns.

Section 3: Communications & Club Development

Communication Expectations

1. Communicate relevant information to Clubs and the Queen's community through at least two (2) channels (unless exempted):
 - a. A branded Instagram page;
 - b. A monthly club newsletter; or
 - c. A central webpage with resources
2. Exemptions apply if content;
 - a. Is not relevant to all clubs or students; or
 - b. Is approved by the VPUA
3. All content must ensure accessibility and compliance with the *Accessibility for Ontarians with Disability act (AODA)*, *Equity Policy*, and *Sustainability Policy*.

Promotion of Clubs and the Commission

1. Promote Clubs through approved channels.
2. Host engagement and recruitment events with a minimum of two (2) events per semester in which clubs are able to directly engage with students.
3. Maintain an accurate club directory of AMS-Ratified Clubs, including official club emails
4. Release Fall and Winter Semester reports on club experiences and Commission improvements which shall be received by the Clubs Advisory Committee and made publicly available.

Advancement of Clubs

1. Improve club performance, resources, and benefits.
2. Track and report on club engagement, activities, benefits use, achievements, challenges, and satisfaction to support continuous improvement.
3. Conduct an annual census of the status and satisfaction of AMS Clubs.

General Authority

The Clubs Policy is supplementary to the AMS Constitution which holds the highest authority.

Section 3: Club Census

1. An annual mandatory census to help gain data on AMS-ratified clubs to further the advancement of clubs. The census should address the following:
 - a. Quantitative numbers of club membership, with specific numbers for AMS and SGPS members, and engagement for the year;
 - b. Quantitative numbers of projects completed and in progress for the year;
 - c. Benefits the club used in the year that are provided by or with assistance

- from the Clubs Commission;
 - d. The problems or difficulties the club faced in the year;
 - e. The accomplishments and successes made for the club in the year;
 - f. The amount of funds fundraised through the clubs' projects; and
 - g. General feedback and a satisfaction rating on the Clubs Commission.
2. Census data will be used and released in a format of a report that will be publicly accessible.

Part C: General Principles, Privileges, and Expectations for Clubs

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 AMS offices and be allocated one if available.
3. Every club has access and the right to apply and use resources as provided part of the Ratified Club privilege not limited to Student Life Centre bookings, space allocation, and events hosted by the Clubs Commission.
4. Every club has the right to recruit members and collect approved membership fees of a reasonable amount as well as recruit volunteers and participants for club activities and events.
5. Every club has the responsibility and the right to request guidance 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.
6. Every club has the ability to operate in an autonomous fashion within constraints of *Clubs Policy and other related AMS Policies*, 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.
7. Every club shall be entitled to participate in any discussion or vote during Clubs Caucus.
8. Every club shall be protected against the enforcement of *ex post facto* regulations.

Section 2: General Obligations

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.
2. Clubs may ask the Clubs Commission and AMS channels to share posts in promoting events, initiatives, and opportunities through AMS communication channels. The Clubs Commission reserves the right to decline requests that do not align with AMS policies or the intended use of those channels.
3. Clubs are eligible to use “Queen’s” in their name.
4. Every club shall adhere to the *AMS Events Policy*. This includes participating in the event sanctioning process within the required deadlines for every event

being hosted by the club.

- a. Upon approval, the event will be covered under AMS general liability insurance provided the event adheres to the Events Policy and other relevant policies.
 - b. Proportional and appropriate sanctions shall be applied for any violations of the risk management strategies of the AMS regarding insurance.
5. 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.
6. If a club wishes to utilize the AMS logo, they shall seek approval from Director of Communications and ensure accordance with AMS visual identity standards if approved.

Communication

7. Every club shall answer all communications 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 Clubs Commission within five (5) business days or unless otherwise stated by the Clubs Commission. Communications such as newsletters or general reminders about deadlines do not need to be responded to.
8. Failure to review AMS communications does not excuse missed responsibilities.
9. Every club must maintain an email address provided by the AMS ending in *@clubs.queensu.ca*. This email address will be the only email that is recognized for formal correspondence and the email address on the Clubs Website Directory.
10. Communication or submissions via personal emails may be deprioritized, as only official channels are recognized for formal correspondence.
 - a. Where the Clubs Commission has communicated a required submission process for a form, request, or application, clubs are expected to use that process. Submissions made outside of the communicated process may be deprioritized and, in the case of formal forms or applications, may not be reviewed or processed unless an exception has been approved by the Clubs Commission.

Other Responsibilities

11. Every club shall complete the Clubs Data Census as communicated by the Clubs Commission.
12. Every club shall submit the membership list of their Executives and club election

result documents for the coming academic year.

13. Every club shall have at least one (1) executive member attending Clubs Professional Development Day and the first General Clubs Caucus of the Fall and Winter semester.
14. Every club must ensure they complete any mandatory training requirements.
15. 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.

Part D: Club Structure

Section 1: Club Structure Guidelines

Clubs operate autonomously within AMS and University policies and retain authority over their governance, mandate, and internal policies.

Club Structures

1. **Standard Structure:** An executive team composed of at least five (5) AMS/SGPS members and a minimum of ten (10) AMS/SGPS general members.
 - a. General members are assigned voting or non-voting status according to the Club's constitution and *Clubs Policy*.
2. **Executive-Focused Structure:** Clubs may operate with only an executive team composed of at least ten (10) AMS/SGPS members where the club's primary purpose is the organization of student-created conferences, competitions, or other fully student-run initiatives.
 - a. Clubs without general members must demonstrate engagement with the Queen's community throughout the year.

Section 2: Constitutional Guidelines

1. AMS Clubs must maintain a constitution that is binding on all members, volunteers, executives.
 - a. Constitutional violations may result in sanctions or be subject to Judicial Policy.
2. All Ratified clubs must be **unincorporated** entities and are required to have a constitution dictating their structure, organization, operation, and mandate;

3. Every club shall have its constitution always posted online, submitted to the AMS and 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. 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.
5. Without in any way limiting the generality of the foregoing, the constitution of a club shall include sections dealing with the following matters in detail:
 - a. Its objectives;
 - b. Formal recognition of the AMS mission and operating statements, including alignment to the *AMS Equity Policy* and *Sustainability Policy*;
 - c. Conditions, rights, and benefits of membership;
 - i. Provisions in the event of resignation or vacancy for executive roles.
 - d. Club structure, executive roles, and duties;
 - e. Any affiliated group and the specific parameters and details in relation to the club, including obligations and expectations of the relationship. Such relationships include;
 - 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.
 - f. Meeting and committee procedures, including annual meetings;
 - g. Separate fees and levies upon members and provision for approval thereof by the membership as a whole;
 - h. Provisions for impeachment and votes of non-confidence regarding any officer, member removal procedures, and discipline
 - i. Provision of adequate banking and account information;
 - j. Provision outlining the relationship between the club, its members, volunteers, and participants; and
 - k. Hiring policies.
6. The club constitution is reviewed and approved upon ratification and re-ratification by the Clubs Advisory Committee.
7. Clubs may complete a Constitutional Amendment Request Form and submit to the Clubs 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 3: Club Membership

General Principles

1. Club membership must be open to all AMS and SGPS members and must comply with the Ontario Human Rights Code and AODA. All clubs are required to accommodate reasonable measures for members. This means Clubs should take reasonable steps to remove barriers to participation and foster accessible, inclusive, and equitable environments for members, volunteers, participants, and attendees.
2. Club membership cannot limit participation in another AMS Club.
3. Clubs must maintain up-to-date membership and volunteer records and provide them to the Clubs Commission upon request.
4. Membership must be defined in the Clubs Constitution which may include;
 - a. Club Participant, Club Members, Club Executives, Volunteers.
5. Club Members are defined in one of two ways;
 - a. Voting Members can vote in elections, general meetings, and motions as detailed in their constitution.
 - b. Non-Voting Members participate in the club but do not have voting rights; they may attend events and receive communications outside of publicly available sources.

Section 4: Affiliated Groups & Non-student members

1. Affiliated groups must sign an annual AMS Club Affiliation Agreement confirming that external organizations do not control the club's governance, finances, or operations, which remain under the AMS Club.
 - a. This agreement is signed annually.
 - b. Affiliated groups may offer consultations, but clubs retain full autonomy.
2. Non-AMS/SGPS members may join clubs as applicable volunteers or participants.
3. Non-student members may not hold executive positions or any position that provides them access to the Club's finances or confidential member information.
4. Clubs that involve volunteers, community members, or alumni must outline these roles in their constitution or internal policy. This information may be used by the Clubs Commission to verify AMS/SGPS membership requirements and may be shared with the University Advancement Office for alumni records.

Part E: Club Ratification

Section 1: Starting a Club – Provisional Recognition

1. Student Groups not AMS ratified will have the opportunity to apply for provisional recognition at any point in the academic year.
 - a. Student Groups will only be permitted to apply for a maximum of two (2) times per semester.
 - b. Applications will be reviewed by the Clubs Commission using a standardized rubric.
 - c. Where the Clubs Commission issues a preliminary decision to reject a ratification application, the application will be referred to the Club Advisory Committee for review. Notwithstanding the above, this review shall not apply to applications rejected on the basis of failing to meet eligibility requirements or submitting an incomplete package.
 - d. Student groups are required to submit a package that include the following:
 - i. Constitution;
 - ii. Completed budget with past, current and proposed revenue sources, in which clubs must outline in detail how they plan to achieve their proposed revenue sources;
 1. Must demonstrate financial independence and sustainability.
 - iii. At least five (5) executives;
 - iv. Outline, in detail, proposed future events.
 - v. If applicable, describe any previous student engagement.
2. Approved student groups receive Provisional Recognition and gain access to AMS Clubs resources including marketing and event opportunities, subject to limitations.
 - a. At least one (1) executive must participate in ratification workshops provided by the Clubs Commission and must demonstrate compliance with grant reporting standards, AMS Clubs Policy, and other relevant AMS and University policies.
 - b. Provisionally recognized clubs will be obligated to utilize the event sanctioning procedure for all their events.
3. Provisional status lasts two (2) semesters, excluding the summer semester, and cannot be renewed or repeated.
 - a. Provisional status will begin upon the start of the following academic semester.
 - b. Student groups must apply for full AMS ratification by the end of their provisional recognition term.
 - i. In the event that the student group is not successfully ratified, the student group will have to leave the Provisional status program.
 - ii. If the student group fails to succeed in ratification, and the group still has one (1) full semester remaining for Provisional status, they will continue to operate as such.
 - c. Attempts to restart Provisional Status through rebranding are referred to the Club Advisory Committee.

4. In the event that a provisionally recognized club violates relevant AMS policies, including but not limited to the Clubs Policy, AMS Constitution, and the Events Policy, they will be required to meet with the Commission to address these concerns.
 - a. If a conversation is had and documented, and the club does not address the concerns, they will no longer be provisionally recognized.

Appeals: Student groups can appeal the Club Advisory Committee's decision to the JAO for discrepancies or procedural concerns with AMS policies.

Section 2: Club Ratification General Principles

1. Ratification timelines should be set and approved by Assembly no later than the August Assembly.
2. 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 JAO, whose decision is final and binding.
3. 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 demonstrate their ability to be financially responsible through the submission of their budget.
4. Club ratification review process will be conducted in two (2) phases, in which the first phase is conducted by the Clubs Commission, with consultation from the VPUA or Secretariat as appropriate, and the second phase will be conducted by the Clubs Advisory Committee.
 - a. Phase one shall assess whether the student group meets the eligibility requirements outlined below in Section 3. This review shall be conducted as a binary eligibility assessment and shall not include subjective assessment.
 - i. Where the Clubs Commission is unable to determine whether a student group meets all eligibility requirements, the application shall be referred to the Club Advisory Committee for review.
 - ii. If student groups do not meet one (1) or more of the eligibility criteria, their full ratification package will not be sent to the Clubs Advisory Committee. The Clubs Advisory Committee will be informed of the student groups that did not meet the eligibility criteria and the specific requirements that were not met.
 - b. Phase two shall be the review and qualitative assessment of the submitted ratification package and rendering of the ratification decision. The Clubs Commissioner shall not have decision-making authority during this phase.
5. After Phase One is complete, all the eligible student groups shall meet with the Clubs Commission for an interview.

6. Once initial ratification is granted, a club is ratified for a period no longer than two (2) years, expiring on the upcoming April 30th.
7. Anyone involved in assessing Ratification applications shall immediately announce a conflict of interest, should it arise during any part of the Ratification processes as defined by the *Appointment Policy*.
8. Student groups may apply to New Club Ratification or Amended Club Ratification as per their eligibility requirements.
9. All prospective clubs seeking ratification must submit their package by:
 - a. The third Friday of September for Fall Ratification;
 - b. The third Friday of January for Winter Ratification;
 - c. These deadlines may be subject to change as per the timeline submission to Assembly.
10. Successfully ratified clubs will be officially recognized as of:
 - a. January 1st of that academic term for Fall ratification.
 - b. May 1st following their ratification for Winter ratification;
 - c. Or earlier dates set out by the Club Advisory Committee.

Section 3: Club Ratification Package Details

A Club Ratification package shall be made publicly available on the Clubs Website and/or another platform where student groups are able to access. The Ratification package will include the following at minimum:

1. Overview of ratification and the process.
2. Any deadlines.
3. Any resources provided by the Clubs Commission.
4. Links to the required templates that must be completed for submission.
5. Instructions on the submission process.

Submission Requirements

1. Environmental scan
 - a. Must demonstrate that the student group is distinct from existing AMS Ratified Clubs by comparing differences in mandates and objectives. This comparison must reference two to three (2-3) of the most closely related clubs currently ratified, with demonstrated effort in selecting the most relevant clubs for comparison.
2. Completed budget
 - a. Completed as per the template provided.
 - b. Demonstrate financial independence and sustainability.
 - c. Foreseeable and realistic revenue projections within the academic year can be included.
3. Operational plan
 - a. Detailing two to three (2-3) staple events relevant to the student group's mandate and objectives.

- b. Demonstrating equity and environmental sustainability competence and recognition of their importance by applying it to their student group.
- 4. Constitution
 - a. See Part D, Section 2.
- 5. If applicable, declaration of any affiliated groups and outline, in detail, of specifics of relational obligations and expectations in the club constitution.
- 6. Membership list
 - a. Completed as per Part D: Club Structure.
- 7. Proposed logo
- 8. For Amended Club Ratification applicants only:
 - a. Reason detailing why the student group lost their previous ratification status and how they will prevent this instance from occurring again in the future.

The ratification package may be amended in format by the Clubs Commission subject to eligibility requirements.

Section 4: Club Ratification Eligibility

To apply for ratification and to be eligible for Phase Two of the review process, student groups must meet the following:

- 1. Student groups must demonstrate operations for two (2) academic semesters, not including a summer semester.
- 2. Complies with club structure guidelines. See Part D, Section 1 for details.
- 3. Submission of a fully completed package, without any incomplete sections.
- 4. Where the Clubs Commission determines that a student group has reasonably misinterpreted a question in the ratification package, the Clubs Commission shall provide clarification and may permit the student group one opportunity to amend its response to that specific question. The amended response must be submitted within twenty-four (24) hours of the clarification being provided. Misinterpretation does not include questions that are left blank, unanswered, or incomplete.
- 5. Permits membership to students from all faculties or departments of the University.
- 6. Not contain any violations of Queen's University Student Code of Conduct and/or the AMS Constitution, and/or Clubs Policy.

Section 5: Club Ratification Review

Within the submitted ratification package, student groups must demonstrate and provide the following:

- 1. Demonstrate that they are distinct from all other existing AMS Clubs, AMS initiatives/services and Queen's University initiatives.
 - a. Student groups must identify the specific gap they seek to address and explain how their proposed mandate would fulfill that gap.

- b. Determined by the Club Advisory Committee.
 - c. Clubs cannot share the mandate with an existing club.
 - i. Differences in membership, audience, or general themes alone do not establish uniqueness.
 - d. A student group shall not satisfy the uniqueness requirement where its goal, mission, or only purpose is to serve as a planning, advisory, or external operating group for a distinct conference, event, or project.
2. Provide an event timeline of two to three (2-3) tangible staple events that fulfills the mandate as per the submitted constitution.
 3. A past and projected financial breakdown that demonstrates financial sustainability and responsibility.
 4. A constitution that complies with constitutional guidelines as outlined in Part D, Section 2.
 5. Outlining their procedures in accordance with relevant AMS policies.
 - a. This includes outlining the maintenance of specific environmental sustainability and equity standards and/or goals.
 6. Any denial of an Equity-Deserving student group shall be done in consultation with the Commissioner of Social Issues (Internal).

Ratification Interviews

Ratification interviews shall provide student groups with an opportunity to elaborate on, but not materially alter, their written submissions. Student groups must demonstrate consistency between their interview responses and the information provided in their ratification package. A transcript or written record of the interview shall be provided to the Club Advisory Committee for consideration during its review.

Section 6: Post-Ratification Success

1. Successful student groups will indicate if they want a registered bank account, an external account, or no account.
2. Successful student groups will have an opportunity to submit an approved logo that aligns with Queen's trademark requirements.

Appeals: If any applicant wishes to appeal any decisions, the applicant has up to fourteen (14) days to appeal, by a motion that will be brought to **JAO**.

Part F: Club Status

Section 1: Re-ratification

- ^{1.} Club ratification is valid for up to two (2) years and expires on April 30th of a club's second year after ratification
2. The Clubs Commission will notify clubs when re-ratification is required.
 - a. Late submissions are accepted only in extenuating circumstances.

3. Re-ratification evaluates a club's operations and policy compliance.
 - a. Clubs must submit a revised constitution and their budget starting from their latest ratification cycle.
 - i. If a Club maintains their finances with an external organization (e.g. a larger chapter group), they must provide a monthly budget breakdown, with a statement from someone in the external organization confirming that the monthly end balances are accurately represented.
 - b. Clubs must submit transition manuals, hiring package(s), and Election result document(s).
4. Decisions for re-ratification are made by the Clubs Commission, in consultation with the VPUA
5. Re-ratification may be denied, resulting in probation or de-ratification, for any of the following reasons;
 - a. Non-compliance with AMS policies or procedures;
 - b. Incomplete package or failure to submit;
 - c. Failure to meet minimum operational requirements; or
 - d. Misrepresentation or false information
6. Applicants may appeal a decision within fourteen (14) days by submitting a written request to the Clubs Advisory Committee, which will review the decision application and the reasoning. Clubs may refer cases to the Judicial Council to address any further discrepancies or procedural concerns related to AMS policies.

Section 2: Probation

Probation may be imposed for failing Re-Ratification, repeated *AMS Clubs Policy* or Club Constitution non-compliance, or for a single high-risk incident as directed from the VPUA or Club Advisory Committee, excluding matters under university harassment, discrimination, or sexual-violence policies. Probation can be placed onto clubs by the Clubs Commissioner upon consultation with the VPUA or Secretariat, the Clubs Advisory Committee, or Assembly.

Process

1. Clubs may be put on probation for the following reasons:
 - a. Failure to comply with mandatory submissions, training, or any other requirements communicated by the Clubs Commission. Where a deadline or process has been communicated across two (2) or more channels, lack of awareness will not be considered a valid excuse for non-compliance. Similarly, seeking clarification on a requirement in close proximity to its deadline, and subsequently failing to comply on the basis that a response was not received in time, will not be accepted. Clubs are expected to raise questions and concerns with sufficient notice to allow for a timely response.
 - b. Violation of any AMS policy
 - c. The Internal Affairs Office
 - d. Failure to pass Re-Ratification

2. Clubs on probation have restricted AMS privileges per their club sanctions and are considered conditionally Ratified
3. During probation, clubs must follow a performance improvement plan (PIP) set by the Commission of Clubs, with consultation from the VPUA or the Club Advisory Committee if needed.
 - a. The PIP identifies required changes and supports the club in returning to good standing.
4. Probation may last one (1) or more academic terms. At the end of the probation period, the Club Advisory Committee will review the club's status and determine whether the club remains ratified or is de-ratified.

Section 3: De-Ratification

1. De-ratification immediately removes all AMS rights, privileges, and associations, including use of the name "Queen's."
2. Clubs may apply for amended ratification if they failed to complete re-ratification during the next ratification period, but approval is not guaranteed.

Reasons for De-ratification

1. Failure to submit the re-ratification application during the appropriate cycle.
2. A two-thirds (2/3) vote at AMS Assembly. Notice must be submitted to the AMS Secretariat at least one week in advance so the club can be notified.
3. The Judicial Affairs Office and the Club Advisory Committee may recommend that a club be de-ratified. If the club is persistently inactive, unresponsive, or unable to meet required operational standards, to which the JAO or the Club Advisory Committee are able to make the final determination.
4. In extreme cases the VPUA may de-ratify a club.

Section 4: Merging Clubs

1. Clubs may merge in one of two (2) ways:
 - a. Bilateral merge: Two (2) existing clubs combine to form a new club with a new constitution that incorporates the mandates of both clubs.
 - b. Associative merge: One (1) club is absorbed into an existing club and continues to operate as a branch under that club.
2. The distribution of authority and decision-making power in either merge model must be determined in consultation with the Commission of Clubs.
3. If a branch wishes to operate independently again, it must apply for ratification as a new club during the next ratification period. Branch status does not guarantee re-ratification, and applications will be assessed according to AMS Clubs policies.
4. The parent club must grant permission for the branch to operate independently, unless otherwise directed by the Club Advisory Committee in extenuating circumstances.

Section 6: Transitioning

1. Club executives must complete annual training as designated by the Clubs

Commission. Failure to do so may result in ineligibility for grants.

2. Club executives must inform the Commission of any transition difficulties as soon as possible to prevent club inactivity.
3. Club transitions must adhere to Clubs Policy and the Club's Constitution.
4. All Clubs are required to administer a transition manual to their incoming executives.
 - a. All clubs with fifteen (15) or more general members and executives in total are required to ensure to have created a Hiring Package for the club.
 - b. The Hiring Package shall detail all available positions, including role descriptions, expected weekly time commitment, and the benefits of joining the club.

Part G: Financial Management

Section 1: Financial Obligations

1. Clubs are financially independent from the AMS. Clubs are expected to maintain responsible and transparent financial practices to support accurate financial reporting.
 - 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.
2. Clubs must use standardized financial templates issued by the Clubs Commission.
3. Clubs may maintain an emergency fund of up to 10% of the previous year's actual expenses.
4. Clubs may maintain a carry-over (surplus) of up to the most recent summer actuals or 15% of the previous academic year's actuals, whichever is higher.
5. Clubs must maintain accurate financial records for each fiscal year (May 1st to April 30th) with a minimum record of the most recent past seven (7) years, including:
 - a. Annual budget with projected and actual revenues and expenses;
 - b. Financial ledger tracking all transactions;
 - c. Supporting receipts and invoices for all expenditures;
 - d. Reimbursement records for member purchases.
6. Clubs are required to reimburse executives for approved expenses according to the timeline agreed upon by the executives.
7. In the event that a club becomes inactive, any outstanding funds held by the club may be reclaimed by the AMS.
8. Should a club become de-ratified, any funds that were allocated through SAF or club grants will be reclaimed by the AMS.

Section 2: Bank Accounts

Clubs may use a registered bank account, an external account (registered with an external organization), or none; however, only clubs with a registered bank account or conducts their financial transactions through a Faculty Society, are eligible for student activity fees (as an internal group), membership fees, AMS awards with financial incentives and AMS grants and bursaries.

1. The AMS is not responsible for deficits or payments on club bank accounts.
2. The Clubs Commission can assist with opening, closing, or transferring a club's registered bank account, but the club remains ultimately responsible.
3. AMS Clubs may have only one (1) bank account; clubs without an active account are ineligible for grants until a new account is opened.

Clubs must provide the Clubs Commission with banking information including the most updated signing authority, financial institution name, branch/transit number, institution number, account number, and Electronic Transfer Form.

Section 3: Club Funding Opportunities

1. AMS Clubs are eligible for Club-specific AMS grants and bursaries; allocations are determined following the *AMS Grants and Bursaries Policy*. This includes the New Club Grant, Club Experience Grant, and the Media and Promotion Bursary.
2. Clubs may receive student fees in accordance with AMS and University policies.
3. Should a club become de-ratified, the club shall surrender all funds to the AMS allocated to them under the purview of the AMS, including but not limited to Student Activity Fees and AMS Grants and Bursaries.
4. 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 supplement the budget line for Clubs Grants. Any such transfer shall not serve to replace existing club grant allocations. The VPOPS shall notify the AMS Assembly of all such transfers.
5. 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.
6. Clubs with outstanding grant reports are ineligible for AMS grants and bursaries until the report is submitted, as outlined in the *AMS Grants and Bursaries Policy*.

Student Activity Fees

1. Student Activity Fees are mandatory or optional dues charged to Queen's students

to fund eligible organizations under the *Student Activity Fee Policy*.

2. AMS Clubs may establish fees as “internal groups”, subject to AMS Board-approved requirements and processes.
3. The process of establishing or maintaining student fees shall be overseen and enforced by the Secretariat, as outlined in the *AMS Constitution*.

Section 4: 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 the SAF Committee prior to the vote to place the fee on the ballot.

Part H: Club Events & Activities

Section 1: Event Planning & Approval

1. Clubs are required to comply with the AMS Event Policy overseen by the Campus Affairs Commission.

Section 2: Club Activity & Conduct Review

1. Clubs are expected to maintain a consistent and active presence within the Queen's community, which includes running or demonstrating significant effort toward organizing a minimum of two to three (2-3) events or recurring activities per academic year. This will be assessed at Re-Ratification or if an individual requests an inquiry.
2. The AMS Clubs Commission may review clubs for inactivity, operational concerns, mandate non-compliance, or overlap with AMS/Queen's services.
 - a. Clubs will have an opportunity to address the reported concerns.

3. Where concerns are substantiated, corrective actions or sanctions may be recommended with the consultation of the VPUA or the Clubs Advisory Committee.

Section 3: Club Awards

1. The AMS will offer awards to recognize outstanding contributions of clubs, which will be elaborated on in the *Awards Policy*. This includes;
 - 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 I: Physical and Digital Spaces

Section 1: Club Space Allocation

1. Club spaces include storage cubbies, lockers, cages, and offices located in the Queen's Center and John Deutsch University Centre.
2. Responsibility for allocating club spaces rests with the Club Space Allocation Committee.
3. Space allocation program applications will open in the Winter Semester, following the near-completion of the Re-Ratification process. Any spaces that remain unallocated at that time will be addressed through a second allocation process in the Summer Semester.

Eligibility

1. All clubs that have outstanding reports or incomplete obligations under the Clubs Policy may not be considered for space allocation.
2. All clubs shall be required to sign a Stewardship Agreement prior to taking occupancy of their allocated space.
3. The Commissioner of Clubs and SLC Director shall act as the AMS signing authorities.

Section 2: Club Space Allocation Committee

1. The composition of the Club Space Allocation Committee is as follows:
 - a. Commissioner of Clubs, (Chair)
 - b. SLC Director
 - c. Clubs Finance & Operations Assistant Manger
 - d. SLC Operations manager

- e. Vice President of University Affairs
 - f. AMS General Manager
 - g. AMS Facilities Officer
2. The Committee has a mandate as follows:
 - a. Oversees the fair, transparent, and policy-compliant allocation of AMS-managed space to clubs and affiliates based on need, availability, and organizational sustainability
 3. The responsibilities include:
 - a. Reviewing submitted applications and finalizing space allocations accordingly.
 - b. Reviewing the results of the space audits
 - c. Discussing and advising on any matters pertaining to clubs and their use of space as provided by SLC.

Section 3: Club Space Compliance

1. Failure to meet requirements of the Stewardship Agreement and adhere to the terms written in this policy may lead to disciplinary action, including loss or reallocation of space.
2. The Clubs Finance and Operations Assistant Manager and the SLC Operations Manager will conduct space audits three times per semester throughout the academic year
 - a. Results of tri-semester space audits will be taken into consideration during the Club Space Allocation process of the following year.
4. Clubs are responsible for covering all assessed damages or related expenses of any assigned club space.
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.

Section 4: Space Audit Committee

The Committee has a mandate as follows: Provide educational support and enforce the stewardship agreement.

Terms of Reference

1. The composition of the Space Audit Committee is as follows:
 - a. Commissioner of Clubs, (Chair)
 - b. SLC Director
 - c. Clubs Finance & Operations Assistant Manger

- d. SLC Operations Manager
- e. Vice President of University Affairs

Section 5: Club Mailboxes

1. AMS Clubs who wish to have a club mailbox in the JDUC are responsible for checking their own mail.
2. Club mailboxes may not be used in any way other than its purpose to store incoming mail that must be picked up.
3. If clubs opt in for a mailbox, the club will be responsible for regularly checking it. The AMS does not hold responsibility to communicate to the respective club when mail arrives.
- 4.

Section 6: Club Emails and Google Drives

Club Emails

1. Clubs must maintain an official AMS email address ending in @clubs.queensu.ca, which will be used for all official AMS correspondence.
2. Clubs may use additional email addresses but are responsible for receiving communications from the AMS email; AMS is not responsible for missed or unmonitored messages.

Club Google Drives

1. Clubs must maintain a shared Google Drive folder associated with their official AMS Club email address with the Commission of Clubs that provides live access to required documents. This folder should include;
 - a. Current membership records;
 - b. Monthly financial statements, including bank statements if applicable;
 - c. Executive and signing-authority information if applicable;
 - d. Approved budgets if applicable;
 - e. Meeting minutes; and governing documents; if applicable
2. This shared folder is required for record-keeping, compliance verification, and effective communication between clubs and the Commission.
3. It ensures that essential information is stored securely, supports timely oversight, and reduces administrative workload during audits, reviews, and re-ratification.

Part J: Club Conflict Resolution & Discipline

Section 1: Complaints

1. Individuals may submit a complaint through approved communication channels

- communicated by the Clubs Commissioner.
2. The Commission of Clubs will address complaints within its scope, escalate them when required, or redirect them to the appropriate support.
 - a. Please see Part A, Section 2 for University policies beyond the scope of the Clubs Policy.
 - b. If a complaint falls under the Judicial Affairs scope, it will be referred to the Internal Affairs office, as outlined within the *Judicial Affairs Policy*.
 3. Interpersonal conflict within a club will be dealt in the following process:
 - a. General and executive members may submit complaints to the Clubs Commission.
 - b. The Clubs Commission will assist affected individuals in developing a resolution agreement that prioritizes education and wellbeing. Non-compliance with the agreement may result in escalation to the Judicial Affairs Office.

Section 3: Removal or Impeachment from Clubs

Grounds for Removal or Impeachment

1. All clubs are required to state their provisions for impeachment and membership removal within their constitution. 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 enforced directly by the University;
 - b. Violation of the AMS Constitution, Clubs Policies or other policies;
 - c. Violation of Clubs Constitution; and
 - d. Misuse of club funds or financial transactions in a manner not communicated to members of the club.
 - e. In exceptional circumstances, with approval from the VPUA, Secretariat, Clubs Commissioner, or a delegate on behalf of the three individuals.

Provisions for Removal or Impeachment

Provisions for a club member or executive's removal must comply with the following when made by a Club;

1. A club may initiate removal when a member or executive shows persistent performance issues, repeated non-compliance with duties, or conduct inconsistent with the club's constitution or *AMS Clubs Policy*.
2. Evidence backed effort of progressive and reasonable retribution for the club member prior to making the decision of removal.
3. A two-third (2/3) majority vote from the executive committee confirming the

removal of the member or executive. If the removal is for an executive, they will not take part in the voting.

4. All documents, receipts, evidence, or personal account statements that are supporting the reasons for removal.
5. Meeting minutes and an agenda for a meeting involving the approval of removing a club member or executive with all attendees and absentee(s) recorded.
6. The date of removal for the member or executive is communicated at minimum of seven (7) days to all members of the executive committee.
7. 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.

AMS Oversight on Removal

1. The Clubs Commission must be notified at the beginning of the process about removing an individual and may attend or review the process where:
 - a. There are allegations of bias, conflict of interest, or procedural unfairness;
 - b. The respondent is an executive that holds signing or financial authority;
 - c. The matter is deemed high-risk by the VPUA.

Notification and Appeal

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

Section 4: Sanctions

General

1. The AMS and the Clubs Commission are first and foremost a resource for clubs, and it is always the preference of the Commission to work collaboratively with clubs to address concerns before any formal action is considered.
2. 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.
 - a. Ignorance of obligations is not a valid reason for violating obligations.
3. Where violations occur, the Clubs Commission will prioritize an educational and restorative approach wherever possible. 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 the

Commissioner of Clubs.

4. Any club found in violation of their constitution may be subject to Judicial Policy and/or sanctions as defined in this section, including de-ratification, when appropriate and shall be required to meet with the Commissioner of Clubs.
5. The Commission of Clubs may impose club sanctions when a club fails to meet AMS Clubs Policy requirements, breaches its constitution, or demonstrates significant operational, financial, or governance concerns.
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.

Parameters

1. Clubs found in violation will be notified at least once by the Commission and, at the discretion of the Clubs Commissioner and with consultation from the Secretariat or VPUA, given the opportunity to correct course. Communications must be written and sent to the approved club email.
2. Clubs may be subject to Sanctions without warning in extreme circumstances at the discretion of the Vice President of University Affairs.
3. Sanctions automatically expire at the end of the AMS' fiscal year on April 30th.
4. Clubs cannot be sanctioned for the same 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.
5. "Assembly Sanctions" are administered via a majority vote at AMS Assembly. Clubs which are the subject of a vote will be directly notified concurrently with the publication of the Assembly Agenda.
 - a. 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.
 - b. The "next available AMS Assembly" refers to the most subsequent Assembly to which material may be submitted for agenda publication in advance.

Club Sanctions

These club sanctions may include;

1. Suspension of AMS Club Privileges as defined in the Clubs Policy
 - a. This includes the suspension of any promotional support provided by the Clubs Commission or AMS.
2. Suspension of eligibility for AMS Grants and Bursaries
3. Suspension or limited access to AMS Club Spaces
4. Suspension of club events or programming including booking privileges provided by

SLC.

Part K: General Clubs Caucus

Section 1: General Principles

The Clubs Commission shall host a general clubs caucus at least once per semester, and a minimum of three (3) times per academic year.

Purpose

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:

1. Provide a motion of 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.
2. The approval of review and confirmation of access to:
 - a. the Clubs Commission Annual Report and
 - b. The Clubs Commission Fall Semester Report.
3. The approval of consultation and confidence for Clubs Commission project proposals.

Contingency

4. The terms outlined in Part K, 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.
5. Under evidential reasonable circumstances the VPUA may place an executive approval order that shall preside over motions outlined in Part K, 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 2: Terms of Reference

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

the Clubs Commissioner.

2. Each club is strongly encouraged to have at least one (1) representative attend the General Clubs Caucus.
3. Each club will be afforded one (1) vote.
4. Motions will be sent as an e-vote and will accept responses for seventy-two (72) hours. For a motion to pass, two-thirds (2/3) of the votes cast will be required for passage.

Meeting Minutes

5. Minutes of every meeting shall be taken by the Clubs Commission.
6. 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

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

Section 3: Establishing External Club Caucuses

1. Clubs can create specialized caucuses based on shared interests.
2. The purpose of establishing external club caucuses is to promote collaboration, potential sharing of resources between club members, and advancement of shared interests or goals.
3. 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 and must demonstrate a shared interest that is unique.
 - c. Caucus' must consist of at least six (6) clubs.
 - d. Caucuses can also create sub-committees with at least four (4) clubs. All new caucuses must be reported through the Clubs Commission.
4. 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 clubs and signatures;
 - d. Planned structure of managing the caucus to comply with Part J, Section 4

Terms of Reference.

- e. Planned outline for reporting metrics for the caucus to report to the General Clubs Caucus and Clubs Commission.
- 5. 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.
- 6. Establishments of caucuses or sub-committees as reported to the General Clubs Caucus must be reported through the Clubs Commission Assembly Report.

Terms of Reference

- 7. Caucus meetings occur at least once per semester.
- 8. Caucus meetings shall follow procedure in accordance with the Robert's Rules of Order.
- 9. An agenda shall be sent for every meeting.
- 10. 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 twenty-four (24) hours prior to the meeting.
 - d. Planning of the logistics of the caucus to be conducted.
- 11. Caucuses may establish a sub-committee for a specific task, project, or need for that caucus to be addressed to further advance the caucus's established mission and shared interest. A minimum of four (4) ratified clubs must make up the initial sub-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>Annually</i>
Related policies, procedures and guidelines	<i>AMS Student Activity Fee Policy AMS Events 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 Awards Policy Bursaries and Grants Policy</i>
Policies superseded by this policy	<i>N/A</i>