

Federation of Students (Feds), University of Waterloo

Feds Clubs Manual

Everything you need to know to run and manage your Feds Club

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Introduction

Thank you for your interest in the Feds clubs system! Feds supports approximately 300 clubs each year. Information contained in this manual will help both new and experienced executives operate your club in accordance to Feds guidelines. It is strongly advised that this manual be reviewed at least once a term, especially during executive transition training.

On a termly basis there are approximately 175-225 active Feds clubs, who combined:

- Organize and facilitate over 2000 events
- Provide tens of thousands of extra-curricular hours to their members
- Create and maintain long-lasting social, academic, and professional relationships
- Overall provide a major aspect of student experience to thousands of students at the University of Waterloo, also involving staff, faculty, and members of the university community at large

As a recognized Feds club, you will enjoy tons of benefits, including assistance with bookings, event management, free access to Feds financial, IT, commercial services, and marketing resources. A few of the specific free benefits include:

- Termly funding (up to \$75 per term based on eligible spend)
- The ability to showcase your club to thousands of UW students each term during Clubs and Societies Days
- Club networking and training through the Presidents Meeting and Exec Training events
- Invite to Volunteer Extravaganza, the termly appreciation social event hosted by Feds where everyone goes home with something!
- Access to the Clubs Community Center (SLC 2139) which houses both the Clubs Library and Lounge!
- Bookings at the Bombshelter Pub (some conditions apply)
- Website and/or official club email hosting
- Room bookings around campus (i.e. classrooms, SLC Marketplace, Great Hall, Multi-Purpose Room, and Clubs Community Center)
- Clubs Resource Room and art supplies for club painting activities and banner making
- Rental of some audio-visual and commercial equipment for club business (i.e. projectors, cash boxes, insulated beverage dispensers, tables, chairs, etc.)
- Free Feds bank account including the ability to issue invoices and issue cheques
- Discounts at Feds commercial services for special club orders (i.e. Bombshelter Pub, International News, Bento Sushi, and Campus Bubble)
- Club storage space (conditions apply)
- Insurance coverage for approved external events

Organization – Clubs and Feds

Feds clubs have the benefit of relying on an entire system comprised of both volunteers and full time staff for support and guidance. By virtue of the office of the Feds Vice-President Internal, Feds clubs (not to be confused with faculty society clubs who are part of a faculty society) are primarily overseen by the Clubs Manager, as part of the Feds Campus Life Department. Feds clubs are assisted by the Clubs Support Team, a group of student volunteers located in the Clubs Community Center (SLC 2139) and managed by the Clubs Manager. Additionally, clubs are welcome to seek guidance from both the Director of Campus Life as well as the VP Internal. The final decision making body of the clubs system is the Internal Administration Committee (IAC).

IAC is a student run committee, seated by student councilors and students at large who are typically also involved in clubs and/or societies. IAC is chaired by the VP Internal. Campus Life managers serve as advisors to IAC, providing information or clarification on committee action items, but do not have a vote on IAC decisions. IAC approves new club applications, club constitution amendments, and club policy. IAC also determines the appropriate disciplinary action in the event of a club breach of policy and/or procedure.

Everyone mentioned above acknowledges the ultimate goal of helping clubs prosper. Therefore, these individuals are dedicated to do everything within their power to ensure the continued success and growth of Feds clubs through the clubs system.

New Club Applications

If you see a need for a new club on campus, the process is easy to get started. The deadline for new club applications is the Friday of the third week of classes each term. The application form can be found here: <http://www.feds.ca/club-application-form/>. Club applications consist of the following:

1) Applicant Information

This includes your club name, applicant name, and applicant email address.

2) Cover letter

Considered the introduction to IAC, this document outlines the intended action for IAC (i.e. new club application, constitution amendment, etc.). For new club applications, consider your cover letter to be your “elevator pitch”. This is a very brief explanation of your club’s purpose and how your club will benefit a part of student life at the University of Waterloo which it is currently lacking.

3) Constitution

This document, known elsewhere as a charter, outlines the fundamental aspects of your club’s organization and how your club will operate. Please see the club structure section for more information on constitutions and the appendix at the end of this document for a fillable constitution template.

4) Initial Membership List

In order to for a new club to be considered, the idea must already be championed by 15 people who will become the founding members if the club is approved.

Prior to submitting your club application, please:

1. Acquaint yourself with all the current clubs by attending Clubs and Societies Days in the SLC every second Thursday and Friday of each term. Also visit: <http://www.feds.ca/clubs-section/clubs-listing/>.
2. Familiarize yourself with the clubs system by reviewing this document. Also visit: <http://www.feds.ca/>.
3. Go to a “How To Start A Club” information session which occurs at the beginning and end of each term. Dates can be found here: <http://www.feds.ca/events/month/>.
4. If you are unable to attend an information session, then make an appointment with the Clubs Manager (clubs.manager@feds.ca) to discuss your application. Meetings for new club applications can be booked either during the last month of the term for a new application the following term or during the first three weeks of each term.
5. Email a draft of your constitution to the Clubs Manager for initial review to further increase your chance of a favourable response from IAC.

Upon confirmation of an approved club, please:

1. Contact Feds IT (through emailing help@feds.ca from a uwaterloo email) to request an official club email and (if desired) web hosting.
2. Contact Feds Marketing (through emailing marketing@feds.ca from a uwaterloo email) to request a Free logo design and (if desired) website graphics.
3. Create a Facebook/Twitter/etc. page (if desired).
4. Create a brief description with contact information and email it to web@feds.ca from a uwaterloo email.
5. Confirm your club bank account code with the Feds Accounting Manager, Cheryl Pflug cpflug@uwaterloo.ca.
6. Confirm your club status on UW Portal by emailing student.portal@uwaterloo.ca and laura.stickel@uwaterloo.ca.

Club Structure

All clubs share a similar organizational framework as outlined below. Each club constitution must have the following:

1. Club Name

The club's name must clearly reflect the purpose of the club. All acronyms (if applicable) must be expanded in the official name. In the event that the official club name is too long for official use (i.e. for Feds financial statements or club correspondence), an approved partial or entire acronym may be used. The name and acronym (if applicable) cannot be obscene or misleading.

2. Statement of Independence

The club must state clearly that it “is not an agent or representative of the Federation of Students (Feds), and that the club's views and actions in no way represent Feds”.

3. Purpose

All approved Feds clubs must clearly and concisely state the following:

- a. The intended purpose of the club

- b. The activities and events intended to achieve your club's purpose (i.e. meetings, educational seminars, fundraisers, social outings, overnight excursions, etc.)

Note: Clubs cannot coordinate nor facilitate activities or events which are not in the scope of their purpose.

The purpose must also be:

- a. Consistent with the values, mission, mandate, policies and procedures of both the University of Waterloo, in particular [Policy 33 – Ethical Behaviour](#), and Feds
- b. Completely unique to the purpose of any other existing group on campus whose membership is open to University of Waterloo students

4. Membership

All approved active Feds clubs require the following of their membership:

- a. Minimum 15 voting club members

Note: All clubs ratified before January 1st, 2016 are only required a minimum of 7 voting club members

- b. Fully inclusive membership, meaning that unless there is a specific violation of the club's stated purpose (of which IAC would determine), membership is open and welcomed to current:
 - i. Feds members, as outlined by the Feds By-Laws
 - ii. University of Waterloo graduate students
 - iii. Members of the university community at large (i.e. community members either involved in University of Waterloo campus activities or associated with the University of Waterloo)
- c. Only current University of Waterloo students (graduate or undergraduate) may hold voting membership within the club
- d. Staff, faculty, and the university community at large may hold non-voting membership within the club
- e. (If Applicable) University of Waterloo undergraduate students who are eligible to join the club but do not wish to pay the club membership fee at the time of joining may hold non-voting membership within the club
- f. At least 67% of club membership to be a current University of Waterloo students (graduate or undergraduate)
- g. New membership is welcome at any time during a club's active term

5. Membership Fees

Feds clubs may charge a small non-refundable membership fee as a token of commitment by the membership. Membership fees are not mandatory for clubs, nor are they intended as a significant revenue generating mechanism for the club. It must be clearly stated that either membership fees are charged or membership is free. If membership fees are charged, then the following must also be clearly stated:

- a. The membership fee amount (generally \$2-\$7)
- b. The procedure for membership fee collection
- c. A statement outlining what club business the membership fee revenues collected will be generally used for

Note: Only current University of Waterloo undergraduate students who, at the time of joining, are able to opt out of paying the club membership fee. However, those individuals will have non-voting membership in the club and will not have access to any benefits of voting member status. Said students may become voting members at any time by paying the club membership fee.

6. Executive Structure

Executives are necessary to ensure the continued successful operation of the club in accordance to its constitution as well as the policies and procedures of Feds and the University of Waterloo. All approved clubs require the following of their executive structure:

- a. The majority of executives must be a current University of Waterloo students (graduate or undergraduate)
- b. The club president must be a current University of Waterloo undergraduate student
- c. All club executives must be elected, not hired or appointed
- d. All major club decisions must be decided by executive vote, not by the sole decision of a single executive or general member
- e. Absolutely three (3) executives will be signing authorities for the club
- f. Unless specifically counterproductive to the club purpose (for which IAC will determine), the term of office for executive members should be defined as one academic term

There are three essential positions that all clubs have in some form or title:

1. The **President**, who ensures the club operates in accordance to the club's purpose
2. The **Secretary**, who is responsible for the administrative tasks of the club's operations
3. The **Treasurer**, who oversees the club's finances and ensures all club transactions go into and out of the Feds bank account

These positions are typically the three signing authorities as named in the constitution. Signing authorities approve all events as well as financial agreements and transactions, as per the direction of the club's executive voting decision.

7. (Optional) Support Structure

Clubs may create additional executive positions whose duties would relate to carrying out the specific purpose of the club, but occasionally the creation of "executive support" positions or committees may be a better option. These supporting roles or committees do not have an executive vote. Their purpose is to assist in achieving an executive's specified duty or an overall club purpose.

For example, an "End of Term Committee" could assist in organizing a major event, or a "Communications Coordinator" could assist the Secretary in managing the club email, Facebook, etc.. Another example of this would be the creation of an advisory position which may be helpful in academic or business purposed clubs, though such an advisory position may require IAC approval.

8. Meetings

The frequency of club meetings for both all voting members as well as for the executive members should be clearly stated, together with the following details:

- a. The primary method of informing members about meeting dates and times should be via email though secondary methods could be listed as well (i.e. Facebook, phone, etc.)
- b. Quorum (i.e. the minimum number of members required in attendance in order for business to be conducted), should be:
 - i. At least 50% +1 for executive meetings
 - ii. Either 15 voting members or 20% of total voting membership (whichever is more) for general club meetings
- b. The process for calling emergency meetings and who can call emergency meetings

9. Election Process

A completely fair and democratic process for club executive position elections must be clearly stated, requiring:

- a. A nomination process for executive positions
- b. The vote to be open to all voting members
- c. Quorum for general meetings must be reached
- d. The percentage of the vote required to win the elected position (i.e. majority, 2/3, etc.)
- e. A procedure to determine the winner in the event of a tie
- f. A minimum of one election per term of office for the next term
- g. The election process to be completed with adequate time for transitional executive training

Note: If the club doesn't wish to be active for the following term, a general club vote must ratify that decision. If renewed interest in re-activating an inactive club during an inactive term occurs, then an election needs to be called from the membership list of the most recent active term. However, if quorum is not met, then the club must remain inactive. If said membership list is unavailable, then the executive team from the most recent active term can make an executive vote on reactivating the club, granted quorum is met.

10. Disciplinary and Impeachment Procedure

Any disciplinary action against a club executive including probation, suspension, or their complete removal from their position (i.e. impeachment) requires:

- a. A clearly defined process which is completely fair and democratic
- b. The vote required for impeachment (majority, 2/3, etc.)
- c. The clubs manager must be contacted any time a motion for impeachment has been made within the club.

In extreme cases, the same process can be used to petition the club to strip a voting or non-voting

member of their member status.

11. Constitution Amendments

The process for amending the constitution must be clearly stated, with the type of vote required (majority, 2/3, etc.) for amending the constitution. All amendments to existing constitutions must be submitted to the clubs manager and are subject to final IAC approval before taking effect. Similarly, an amendment to disband the club can also be proposed.

12. Affiliations

There are two types of affiliations: external and internal. External affiliations occur when the club wants to officially acknowledge an agreement between the club and an organization outside of Feds and the University of Waterloo. Internal affiliations occur when the club wants to officially acknowledge an agreement between either:

1. The club and an organization inside Feds or the University of Waterloo; or
2. The club and an "affiliate club" within the club itself.

For external affiliations, the nature of this relationship must be clearly defined, and specifically includes the following:

- a. The club may end the external affiliation at any time, with notice to the Clubs Manager
- b. IAC, not the external organization, is the final authority on all club business
- c. IAC is not responsible for ensuring the club abides by any additional stipulations between the club and the external organization as a condition of the affiliation, rather that task is left at the club level to manage
- d. Other than the authority to end the affiliation, the external organization has no authority over the club whatsoever
- e. Any external affiliation must comply with the requirements of Procedure 3, Section C.

Internal affiliations of the first type can follow the same structure as the external affiliations. Depending on the need, creating internal affiliations of the second type may be warranted. These "affiliate" or "child" clubs would still ultimately be associated with the "main" or "parent" club and utilize the same executives and signing authorities. However, the affiliate clubs would work to achieve a more specifically defined portion of the main club's purpose. It may also be a possibility that an affiliate-club is created in lieu of proposing a new separate club because this newly proposed club either:

1. Violates the basic criteria (i.e. purpose overlap)

For Example: The UW A Cappella Club is a social club dedicated to a cappella singing. UW A Cappella Club has multiple affiliate-clubs, who all carry out the main club's purpose of a cappella singing in their own unique way. However, these affiliate-clubs would not be eligible for official club status as they share a similar overall purpose.

or,

2. Would otherwise struggle more being an independent club as opposed to being affiliated with a main club (i.e. larger membership base creates a higher possibility for event success and finding operations expertise, as well as the higher probability of reaching a larger target base and raising awareness, etc.).

For Example: The creation of a hypothetical "Facial Hair Club" whose purpose is to explore facial hair, as opposed to the creation of a "Beard" club which has a narrower focus.

It is important to note that IAC promotes the creation of broader, greater-encompassing clubs over smaller "specific-focused" clubs as the broader clubs have a higher probability of success and longevity while still having the capability of acknowledging the more specific-focused components through this affiliate-club organization structure. Specifically, broader clubs can reach more people leading to higher event attendance and recruitment, while also providing a larger pool of personnel options for a wider range of skill sets needed for organization or operational demands (i.e. executives, or event volunteers).

Administration

Clubs have some administrative obligations in order to operate. These include keeping up to date with club correspondence, submitting forms, attending mandatory termly meetings with the Clubs Manager, and coordinating all club deposits or payments through Feds Accounting. All club forms can be found here: <http://www.feds.ca/important-forms/>.

Clubs Mailing List and Facebook

Important information is regularly sent to clubs and club executives via the clubs@lists.feds.ca mailing list. Please ensure all club stakeholders (i.e. main club email, executives, etc.) are on this mailing list and that this email is safe from their respective spam filters. Clubs cannot use this mailing list to email other clubs. To subscribe or unsubscribe to the mailing list, visit: <http://lists.feds.ca/cgi-bin/mailman/listinfo/clubs>.

Feds clubs also have a Facebook page: www.facebook.com/feds.clubs, which is intended for relaying important club information from the Clubs Manager and the Clubs Support Team to Feds clubs, as well as relaying information between clubs.

Active Clubs

An active term for a club is considered to be from the first day of classes to the last day of classes of an academic term, as defined by the Registrar's Office. The Clubs Manager must approve any activity held outside this period, through club submission of an event form. In order for a previously approved club to be considered active for a new term, clubs must:

1. Have been active at least one academic term in the last three terms
2. Have at least one club executive member attend a Club President's Meeting, held during multiple dates at the beginning of term (dates can be found here on the Feds event calendar: <http://www.feds.ca/events/month/>)
3. Have at least one club executive member attend a Club Executive Training Seminar, held during multiple dates at the beginning of term (dates can be found here on the Feds event calendar: <http://www.feds.ca/events/month/>)
4. Complete and submit a Term Acknowledgement and Signing Authority form by the Friday of the second week of classes
5. Hold at least one approved event geared towards fulfilment of the club purpose (other than executive meetings) during the academic term

Note: Though this will not be checked until the end of term, failure to hold such an event will consider the club “inactive” for said term. This is only significant when considering the club applicable for being purged from the clubs system.

Inactive Clubs

Clubs are able to be inactive (either by choice or by IAC ruling), meaning the club is still approved, though the club is not officially operating for the term. During inactive terms, the club is unable to conduct any official business (meetings, events, activities, etc.).

Since general inquiries may be sent to the club's official email during its period of inactivity, it is perfectly acceptable (in fact strongly encouraged) for former executives or support staff who still have email access to respond to all inquiries on behalf of the club mandate, to the best of their ability.

If a club is still inactive by the third consecutive term, then the club may be purged from the clubs system. The most recent club contact will be notified via email, warning that the club will be purged unless the club becomes active. Once purged, those interested in reactivating a purged club need to re-apply for club status through IAC (<http://www.feds.ca/club-application-form/>), though approval is not guaranteed. Once a club is purged, the club's bank account is closed and the account's revenues are lost.

Example: A club was last active Fall 2015. At the beginning of Fall 2016, a warning email will be sent to the main club email and the emails of the last executives on file informing the club that their club is at risk of purging. If the club fails to activate during the stated deadlines for Fall 2016 term, then the club is purged from the clubs system.

Club Mail

A club's mailing address is:

Feds [Club Name]
200 University Avenue West
Waterloo, ON
N2L 3G1

All club mail can be picked up from a Clubs Support Team member at the Clubs Community Center. All mail is opened and any cheques or invoices are taken and given to Accounting. Feds is not responsible for mail left uncollected. Mail older than 2 terms will be disposed of accordingly. Mail that isn't specifically addressed to Feds will not reach the club. If your club is expecting a package, please inform the Clubs Support Team. If your club is expecting a sponsorship cheque in the mail, please inform the Feds Accounts Receivable Clerk.

Club Executive Training Sessions

Club Presidents' Meeting (Mandatory)

The Club Presidents' Meeting takes place at the beginning of every term, typically during both the second and fourth week of classes in the Student Life Center Multi-Purpose Room. These meetings are usually approximately one hour in length, and are a forum for club announcements, any changes in procedures, questions, and club-to-club networking.

Club executive attendance to one of the club presidents' meetings is mandatory as a condition of active club status. Though not required but strongly recommended, the club president is not required to attend given at least one other club executive attends. A club executive may represent multiple clubs at this meeting, granted they are an executive member of all said club(s). Dates and times will be posted on the Feds event calendar (<http://www.feds.ca/events/month/>).

Executive Training Seminars (Mandatory)

Held within the first four weeks of classes every term, the Clubs Manager will set multiple dates for all new and existing club executive training. This training seminar, usually approximately one hour in length, covers club operations and procedures for new and existing executives. Both new clubs and clubs who have previously struggled with event planning or coordination are expected to send at least one representative to an Executive Training Seminar before they begin organizing club events.

Club executive attendance to at least one Executive Training Seminar is mandatory as a condition of active club status. Though not required but strongly recommended, any executive directly involved in club operations with Feds (i.e. the signing authorities) attend one of these termly seminars. A club executive may represent multiple clubs at this meeting, granted they are an executive member of all said club(s). Dates and times will be posted on the Feds event calendar (<http://www.feds.ca/events/month/>).

How To Start A Club (Optional New Club Information Session)

An educational seminar for people interested in starting a new club is held at the beginning of each term. This seminar is aimed at providing the basic information about the new club process and to help people get their specific applications started. This is a perfect opportunity for those in attendance to ask any questions about their specific club idea or the clubs system in general.

Forms

Clubs will submit numerous forms during an active term, each form with its specific purpose. As previously stated, all club forms can be found here: <http://www.feds.ca/important-forms/>.

Term Acknowledgement and Signing Authority Form

This form is the most important form, submitted every academic term by active status clubs, confirming:

1. The three signing authorities (no more no fewer) and their contact email
2. The clubs' main contact email
3. The minimum 15 membership requirement (or minimum 7 for clubs ratified before January 1st 2016)

Due: The second Friday of the term after the Friday portion of Clubs and Societies Days ends

Via: Emailed to the Clubs Resource Coordinator, clubs.resource@feds.ca

Locker Request Form

Clubs may request a clubs locker by submitting the locker request form, though not guaranteed.

Due: Typically the second Friday of the term after the Friday portion of Clubs and Societies Days ends

Via: <http://www.feds.ca/clubs-locker-request-form/>

Key List Form

Some clubs may require certain members to be permitted special access to secured locations (i.e. clubs locker or rooms within the SLC). The members listed on this form are to be entrusted to use this access absolutely for their personal access while present. Specifically with clubs lockers, combinations are not to be shared with anyone.

Due: The second Friday of the term after the Friday portion of Clubs and Societies Days ends

Via: The Club Manager's mailbox located in the Feds main office

Club and Society Event Forms

An event form must be submitted and approved for all club business during the term (meetings, activities, events, etc.), regardless of: location (i.e. on or off campus), how large or small the scale of the event is, and whether the club is hosting or just attending. Clubs are recommended to submit the event form for events occurring at the beginning of a term during the end of the previous term. See the Club Events section for more information.

Due: (Varies): Submit min three business days ahead or earlier, depending on complexity of event

Via: <http://www.feds.ca/clubs-event-form/> (Feds Clubs)

<http://www.feds.ca/student-societies-event-form/> (Societies and Society Clubs)

Event Calendar Form

In order for your event to reach its fullest potential, an Event Calendar form will need to be filled out once your event has been approved through a Club or Society Event form and all the details are confirmed. Once approved, your event will be put on the Feds Event Calendar and also on Portal.

Due: After confirmation from Club/Society Event form (ongoing)

Via: <http://www.feds.ca/calendarsubmission/>

Food Vendor Form

A Region of Waterloo Health Department Food Vendor form is required all food sales on campus (i.e. BBQs, bake sales, etc.). Food Vendor forms are not required when foods are being consumed amongst club members (i.e. chips, coffee, etc.), with the exception of communal cooking and consuming events (i.e. Pot-Lucks). For more information, please see the Club Events section.

Due: At least two weeks before event date

Steps:

1. Online submission of either a Club or Society Event form; then
2. Fax a Food Vendor form to the Region of Waterloo (Feds Reception can help fax it); then
3. Event Calendar Form

BBQ Event Form

In order to host a BBQ on campus using the Feds BBQ, this form must be submitted and approved as well as a Region of Waterloo Food Vendor Form, and payment of \$35 (payable through Feds reception during the hours of 9am-4:29pm, Monday-Friday), before the event.

Due: Minimum three weeks before BBQ date

Steps:

1. Online submission of either a Club or Society Event form; then
2. <http://www.feds.ca/bbq-form/>; then
3. Fax a Food Vendor form to the Region of Waterloo (Feds Reception can help fax it); then
4. Event Calendar Form

ITMS Audio-Visual Authorization Form

Clubs may request the use of ITMS AV equipment or technical staff for little or no cost through submitting an ITMS AV authorization form. This form must be approved by the Clubs Support Team before submitting to ITMS in person (MC 1052). If the Clubs Support Team is not available, the Clubs Manager or Director of Campus Life may also approve the form. For full details and conditions, please see the Booking Audio-Visual Equipment Section.

Due: At ITMS, minimum two business days before event date
Equipment returned by 8:30am next business day after event date

Steps:

1. Submission and approval of a Clubs or Society Event form; then
2. The Clubs Community Center (SLC 2139) for approval from the Clubs Support Team; then
3. ITMS, located in MC 1052, between the hours of 8:30am-4:29pm Monday-Friday

Cheque Request Form

Clubs cannot pay for expenses using club funds directly. All club money must be deposited into the Feds Drop Box immediately (as per the cash handling policy below). Clubs can only access their club funds indirectly through filling out a cheque request form. Then Feds Accounting can issue a cheque which can be mailed or picked up from Feds Reception. Please allow approximately one week for processing. More information on cheque requests can be found in the Policies section.

Due: Following the conclusion of your event, as soon as reasonably possible

Via: The Club Manager's mailbox located in the Feds main office

Ticket Request Form

If there is an admission price to a club event, clubs must have a ticketing system in place to regulate the cash flow and reconciled by Accounting. Tickets can be administered through an online ticketing account managed by Feds (i.e. Ticketfi) or physical printed tickets through Marketing.

Due: Approximately one week before your intended date to start selling tickets.

Steps:

1. Submission and approval of a Clubs or Society Event form; then
2. <http://www.feds.ca/tickets/> (physical tickets), clubs.manager@feds.ca (online tickets); then

For Physical Tickets (If Applicable):

3. Pick up tickets from Accounts Receivable (Karl Kliewer kkliewer@feds.ca) in SLC 2126; then
4. Reconcile any unsold tickets and ticket sales revenue with Accounts Receivable (Karl Kliewer)

Ticket Reconciliation Form

This form is the contract between the club executive and Accounts Receivable, acknowledging the amount of tickets by type that are being issued for an event, and that both the Ticketing and Cash Handling Policies will be upheld, or disciplinary action including a Campus Police investigation will be brought against the club and potentially the club executive as well.

Cash Sales Reconciliation Form

This form is used to ensure the correct tracking of tickets and ticket revenues that are issued to executives during a ticket sales period. This form records the amount of money (if applicable) as well as the number of unsold tickets issued to specific individuals, as well as what is returned and/or deposited.

International News Cambro Rental Form

Clubs may rent up to two Cambro insulated liquid dispensers from INews free of charge through submission of an INews Cambro Rental form with at least 48 business hours' notice. Please read the INews Cambro Rental form for more information.

Due: At least two business days before the event and units are returned immediately following the event

Steps:

1. Submission and approval of a Clubs or Society Event form; then
2. Email form to an INews Manager (Joanna Griesbaum j3whyte@feds.ca) cc clubs.manager@feds.ca; then
3. Submission and approval of a Region of Waterloo Food Vendor form; then
4. Event Calendar Form

External Goods and Services Contract Template

Clubs may hire external vendors for goods or services for club events or activities. Unless the vendor can submit an official invoice which is traceable up to seven years and contains the correct information then, clubs will need to draw up a written contract with all the terms of the arrangement clearly listed. A sample performance contract template is posted, though this template can be modified for any specific good or service that the club is purchasing.

Due: Cheque request with signed contract by Tuesdays at 4pm for the weekly invoice/contract cheque request processing run: Cheque ready Friday

Cheque request with signed contract and proof of payment by club member by Mondays or Wednesdays at 4pm for the weekly regular cheque request processing run: Cheque ready Thursday or Monday (respectively)

Steps:

1. Submission and approval of a Clubs or Society Event form; then
2. Event Calendar Form
3. Email completed contract details to Clubs Manager for approval; then
4. Two club signing authorities and the vendor sign two copies of the contract; then

If Paying Vendor via Clubs Cheque:

5. Submit cheque request form made payable to vendor with signed contract to have cheque processed for vendor

If Paying Vendor via Club Member then Reimburse Club Member:

6. Club Member pays vendor out of pocket and gets proof of payment
7. Submit cheque request form made payable to club member with signed contract and proof of purchase

Clubs Spaces

Clubs have access to specific space intended solely for club business. Like any booked space around campus, club spaces should be left in the same condition the room was found in, if not better. Failure to do so may result in loss of club usage privileges and/or further disciplinary action against the club and/or individual offenders. If clubs space is initially found in a poor state (i.e. furniture knocked over, garbage or mess on the floor or furniture, vandalism, etc.), Turnkey staff or SLC Operations Management as well as the Clubs Manager need to be informed immediately.

Specifically, clubs must clean up any mess or spills as well as remove any clutter or garbage which doesn't belong in the

room. If clubs treat everything with respect, then rooms and materials can be enjoyed for the betterment of all clubs as a whole instead of having to be taken away.

Clubs Community Center

The Clubs Community Center, located in SLC 2139, contains the new Clubs Lounge and the Clubs Library. Both the Clubs Library and Clubs Lounge will be open from 10am-3pm Monday to Friday for reading Clubs Library materials, working on club business, or seeking assistance from the Clubs Support Team. The Clubs Lounge is available for booking through a Club or Society Event form from 12am-3am, 7am-9am, and 4pm-11:59pm Monday to Friday, as well as 12am-3am and 7am-11:59pm Saturday and Sunday. Club Information Sessions such as the Executive Training Seminars will be held in the Clubs Community Center. For more information, please see the Clubs Community Center Purpose and General Usage Policy.

Clubs Lockers

The club lockers are located in SLC 2109 (beside the Clubs Resource Room) and SLC 3101 (near the 3rd Floor Prayer Room). Lockers are in very high demand but availability is extremely limited. Locker space is assigned by IAC and, as per the directive of VP Internal and IAC, is strictly controlled by the Clubs Manager and Clubs Support Team. The Clubs Manager and Clubs Support Team have access to all lockers at all times. As previously stated, clubs requesting a locker must submit a Locker Request form (found here: <http://www.feds.ca/important-forms/>). Lockers are often full and used frequently, therefore only a few (or sometimes none) become available each term.

There are six different types of lockers:

1. Half-size gym lockers (34" x 11" x 18")
2. Full-size gym lockers (64" x 11" x 18")
3. Grey cabinet lockers (28.75" x 22" x 15")
4. Black cabinet lockers (38" x 35" x 18")
5. Standard cage lockers (36" x 36" x 36")
6. Large cage lockers (72" x 36" x 36")

Clubs who do not have a locker as well as clubs who have one are all free to store their club tri-fold display board in the communal tri-fold display area, which located in SLC 3101 and is unlocked at all times. For all other approved locker storage:

1. All club items must be neatly stored within the confines of their assigned locker in closable storage containers
2. Items stored outside the confines of the lockers (i.e. on top of lockers, on the floor, or elsewhere in the locker room area) is strictly prohibited and will be discarded without notice
3. Absolutely NO food, NO beverages/liquids, NO combustibles, NO personal items of any kind are permitted in the lockers or locker room area
4. A Key List form must be submitted to the Clubs Manager for approval outlining absolutely everyone who is given access to the club's locker.

Note: Distribution of the combination to more than four members is strongly ill-advised, though is at the discretion of the individual club.

5. Money and other small valuables stored in club lockers is strictly prohibited
6. Only locks issued (or approved) by the Clubs Manager are permitted on locker

Note: The club may, on their own accord, provide their own lock for their assigned club locker. Said clubs MUST provide the Clubs Manager with a spare key or the lock combination. If the lock must be cut for any reason, the club will not be reimbursed for a new lock. However, a lock can be issued to the club in lieu of purchasing a new lock.

Two clubs may, if by mutual agreement between the respective club executives, submit a “shared locker” request, given both clubs understand and agree to:

1. Assuming the increased liability associated with another club having access to their club’s property, namely: misappropriation of club property, damage to said property, theft, etc.
2. Assuming shared responsibility of the locker, its upkeep, and ensuring its appropriate use
3. Possible forfeiture of locker privileges by both parties regardless of which club was ultimately responsible
4. Maintaining distribution of the locker combination to only those named on the approved Key List

Unauthorized items and/or items found in unauthorized areas will be discarded without notice. Any locker that is not in use or has been misused will be reassigned. If your club locker privileges have been removed, lockers must be emptied within one week. If the club fails to move out in time, club belongings will be moved (at own risk of loss or damage). Belongings can be obtained by emailing clubs.manager@feds.ca. If the club fails to retrieve their belongings after three weeks, the items will be discarded.

Clubs Resource Room

The Clubs Resource Room is located in SLC 2108. The room includes a table, sink, and other materials for making banners, displays, and promotional materials. Clubs may gain access to the Clubs Resource Room through submitting a Clubs or Societies Event booking form. Once approved, a club representative will need to request the key from the Turnkey desk in the SLC. Clubs are welcome to use the area provided you follow these guidelines:

1. Misuse of the room including misappropriation of (or damage to) Clubs Resource Room property will result to club loss of privileges, financial reimbursement by the club, and/or other disciplinary action to the club and/or offender
2. Leave the Clubs Resource Room cleaner than originally found, specifically:
 - a. Properly dispose of all unusable scraps, garbage, etc.
 - b. Clean up any spills or mess
 - c. Paintbrushes must be cleaned after use (unusable paintbrushes due to poor cleaning may be replaced at clubs’ expense)
 - d. Do not leave projects in the Clubs Resource Room (Feds is not responsible for any loss,

removal, or damage to projects left in the room)

3. There is no charge for use of the room or the materials so be considerate of other Clubs by using only what supplies are needed and don't be wasteful
4. If the room is initially found in a poor state (i.e. furniture knocked over, garbage or mess on the floor or furniture, vandalism, etc.), inform the Turnkey staff or SLC Operations Management as well as the Clubs Manager immediately

Finances and Funding

One of the fundamental conditions allowing clubs to operate under Feds is using only the Feds bank account for all financial transactions.

Operating as a Feds club is a privilege, which can be revoked if clubs do not follow policies and procedures. Most clubs get into trouble on the finance side of operations. It is the duty of each club's executive officers to familiarize themselves with these procedures to ensure smooth operation of club finances, as well as to ensure that their club executes financial obligations in a timely manner.

Using The Feds Clubs Bank Account

Feds Accounting will provide all clubs a Feds bank account free of charge. Though clubs do not have direct access to this account, clubs are able to make deposits, have cheques issued to people or businesses, as well as the possibility of official invoicing through Accounts Receivable.

All club financial transactions MUST be through their Feds club account. This means, all money gets deposited into the club account and then paid out, via a cheque to either a club member for buying approved club expenses or to a business who sent an official company invoice. Expenses and charitable donations must also be withdrawn from the club account via a cheque request and not from cash on hand. Any sponsors or sponsorship requests must be approved by the Clubs Manager. Donations must be made to a registered Canadian charity with a charitable number.

The statement, "I took \$50 in club donations and just used that cash to pay the bill instead of depositing the money just to pay the bill anyway," sounds logical yes. However, paperwork isn't in existence for the pure enjoyment of the Clubs Manager. Rather, it is the club's "paper trail" which ensures clubs are actually spending money on what they should be spending on. Reasons why going through the Feds account is vital are:

1. Feds clubs, are part of the Federation of Students which is an incorporated organization who gets audited every year. In order for Feds to pass the audit, standard accounting practices must be followed.
2. Especially with high exec turnover, execs having to focus on school while being an executive of a club, etc., when standard accounting practices are not followed, it becomes extremely easy for money to go missing, get embezzled by club members, or be spent on purchases which the money wasn't originally intended for.
3. The mismanagement of club funds could ultimately lead to the club's demise, whether through disciplinary action or simply from not having enough money keep the momentum going.

Simply put, the extra work of having the money go into the Feds club account and then out of said account is one of the costs of being a Feds club.

Club Account Balances and Transaction Statements

Not only do clubs have the right to view their respective bank account statements, it is in fact strongly encouraged that club treasurers check their account regularly. Inquiries for the club's current account balance can be made to:

1. The Clubs Support Team at the Clubs Community Center (SLC 2139), M-F 10am-3pm, or via: clubs.community@feds.ca, clubs.resource@feds.ca, charitable.clubs@feds.ca, academic.clubs@feds.ca, social.clubs@feds.ca, cultural.clubs@feds.ca (respectively)

Inquiries for account statements as well as account balances can be made in person or via email to:

1. Your Feds receptionist at the Feds Main Office, M-F 9:30am-4:30pm, or via recept@feds.ca
2. Karl Kliewer, your Accounts Receivable Clerk via kkiewer@feds.ca

Note: Emails typically take up to one business day to receive a response.

Club Spending Reimbursements

Feds will reimburse every active club up to \$75.00 per term, dollar for dollar, based on the club's approved spending for that academic term. Termly reimbursements cannot be "saved up" or combined for larger expenses. The reimbursement will be deposited into the club account at the beginning of the next academic term. In order to guarantee that your club receives up to the full reimbursement amount each term, ensure all cheque requests are approved and processed before the beginning of the next term.

It is very important for clubs to ensure that their accounts accurately reflect spending for the term or the club may not receive an accurate settlement.

Clubs may have their account to go into deficit up to \$75 per term, as this money will be replenished at the end of the term via the club's allotted reimbursement.

Special Funding Requests

Every active club can apply for financing from the Feds Subsidies, Special Projects, or Enterprise, Opportunity and Innovation Funds. More details can be found on the Fees and Funding section of the website (<http://www.feds.ca/about/fees-and-funding/>). The club may be asked to conduct a presentation for the Internal Funding Committee (IFC) members about their proposal, and answer questions (if any) about their application. Ultimately, the VP Internal will notify any club requesting Special Funding of the decision rendered by the IFC, and update individual club accounts as necessary. It is very important that Clubs do not wait until the last minute to apply for funding, as instantaneous decisions on funding requests are not feasible.

Otherwise, each faculty has their specific endowment fund (i.e. the Math Endowment Fund) which all have specific due dates

and application processes.

Additional Funding Options

There are other options to generate club funds, such as:

1. Applying for Student Life or Faculty-specific endowment funds (granted your funding request meets the fund criteria)
2. Conducting revenue generating operations that are within the scope of your club's purpose (i.e. bake sales, BBQs, special events, etc.)
3. Obtaining sponsorships (see corporate sponsorships section below)

Cheque Requests

To receive a cheque you must fill out a Cheque Request Form (All forms can be found on <http://www.feds.ca/important-forms/>). Cheques must first be reviewed by the Clubs Manager before being sent to Accounting for processing. The submission deadline for cheque processing is every Monday or Wednesday at noon in the Feds Office. Cheques will be available for pick up every Wednesday and Friday, afternoon of the same week at the Feds Front Desk, although, please allow up to a week for processing. Cheques can be mailed out if a valid mailing address is provided. If the cheque is to be picked up by another person, the person's name and student number must be listed on the cheque request. Valid government ID is required to pick up the cheque from Feds Reception.

Cheque requests must be legible, filled out in pen and have all of the following information or they will not be processed:

- 2 signing officer signatures matching the most recent term's Term Acknowledgement and Signing Authority form.
- ORIGINAL itemized receipt or invoice containing: business information (name, address, phone number), tax/HST number, clear description of items purchased, breakdown of tax amount included in purchase.
- ORIGINAL Proof of purchase showing the expense was paid via a bank or credit card company (i.e. credit/debit card receipt, bank statement with bank account information censored, etc.). Note: most retailers have the proof of payment at the bottom of the itemized receipt.
- Full name of payee Note: if the cheque is made payable to one of the three signing authorities, the other two signing authorities must be authorize the cheque request
- Purpose of cheque under the description
- Club's full name - no acronyms!

Feds does not reimburse alcohol or any purchases. In some circumstances Feds may request additional information for verification of club purchases.

Company Invoices

Clubs may hire external vendors for goods or services for club events or activities. These vendors can either submit an External Goods and Services Contract, or if they are a registered business with an HST number, submit an official invoice which contains the following:

- 1) The club name is mentioned somewhere on the invoice

- 2) A unique invoice number, which is traceable for at least 7 years
- 3) The company's name, address, phone number, and HST number
- 4) A breakdown of the item quantity, description, and price
- 5) The tax amount is separate and clearly stated

Contact the Clubs Manager before the goods or services are rendered if there are any questions.

To have a cheque made out to a company to pay an invoice, follow the above cheque request steps. Also ensure to include your club's name and whether the cheque should be mailed to the company or left in the Feds office for pickup. Provide an address if it is to be mailed and highlight to whom it should be made payable to.

Company Sponsorships

Companies sponsor clubs for various reasons. Some will sponsor clubs unconditionally, meaning the company wants nothing in return (essentially a donation). Some companies will have sponsorship conditions (i.e. branding and image awareness). The Clubs Manager must approve all company sponsorship agreements to ensure there is no breach of Feds or university policy, so clubs are not being used (intentionally or unintentionally) by companies.

Sponsorship cheques from companies should be made payable to "Feds [Club Name]". Accounts Receivable must be informed a cheque is coming. Email kkliewer@uwaterloo.ca the name of your club, the company sending the cheque, when the cheque is expected to arrive, and the cheque amount.

Companies may also sponsor a club by using VISA, Mastercard, or Debit through Feds Reception in person at the Feds Main Office M-F 9:30am-4:30pm, or over the phone by calling 519-888-4567 x84042. Clubs must arrange the sponsorship details with Feds Reception before the company makes the payment. Email recept@feds.ca, visit the Feds Main Office, or call x84042.

Clubs Cash Handling

Clubs have the privilege of conducting revenue generating events and/or activities as part of the club's intended purpose, if applicable. Similar to how there is a "chain of custody" in the legal realm, a similar traceable record must be established and upheld by all clubs to track club funds and/or event tickets in the possession of their members, and to ensure that said funds and/or tickets are promptly deposited as frequently as possible.

Depositing Money

Feds Accounting has a drop safe (more commonly referred to as the "Drop Box") located just outside the Feds main office in the Great Hall of the Student Life Center. Deposits can be made at all times; 24 hours a day, 7 days a week, 365 days a year. All revenues collected by Feds clubs are to be deposited with Accounting through the Drop Box immediately following the conclusion of the event.

Specifically, club members are not to be in possession of club funds overnight nor leave the funds unattended and/or unsecured. Club funds should never be left in the clubs lockers. The procedure for deposits is as follows:

1. The revenues collected by the club are counted in the presence of at least two representatives of stature within the Club (i.e. signing authority, executive, support staff, senior member, etc.)
2. A deposit envelope is filled out with the following information:

- a. Club name in full (no abbreviations)
- b. Club account number
- c. Source of revenues (event ticket sales, membership fees, bake sale, donations, etc.),

Note: Only one (1) source of revenues should be deposited in an envelope. Multiple sources (i.e. cashbox float and ticket sales) should be deposited in separate envelopes.

- d. Date deposited
 - e. A breakdown of the type of revenues being deposited (i.e. amount of each denomination, cheques, etc.)
 - f. Total number of unsold tickets included (if applicable)
 - g. The name of the primary depositor
 - h. The main club email (the email of the primary depositor is can be added as well if desired)
3. The revenue amount and unsold tickets (if applicable) are securely sealed in the envelope
 4. The envelope is signed by the two club representatives acknowledging agreement that the deposit contents have been counted and included in the deposit envelope
 5. The envelope MUST be deposited into the Feds drop safe (located in the Student Life Center beside the Feds Main Office entrance in the Great Hall) within either:
 - a. 30 minutes following the conclusion of the event held on UW Main Campus; or
 - b. 2 hours following the conclusion of the event held off UW Main Campus.

Note: The drop box is under 24 hour video surveillance for both safety reasons and to also confirm the time of deposit.

6. The deposit is then collected from the drop safe by two Feds employees typically next business day

Note: Deposits are never to be collected from the drop safe by one person.

7. The amount deposited is verified by Accounting within two business days

Note: In the event of a discrepancy between the amount indicated by the Club and the amount confirmed by Feds Accounting, the amount indicated by Accounting will be used. Accounting will inform both the Clubs Manager and the club (via the email(s) provided on the deposit slip) about any discrepancy as well as the discrepancy amount.

8. Accounting deposits the amount into the listed Feds club account

Discrepancy Claim Procedure:

If a club feels an investigation into a deposit discrepancy is warranted, and the disputed amount exceeds \$10.00, they are to inform the Accounting Manager (cc Feds VP Internal and the Clubs Manager) in writing, requesting an internal investigation. The Accounting Manager, supervised by the VP Internal, will take appropriate action. The Accounting Manager may decline if deemed necessary upon approval of the VP Internal.

All Feds clubs who are involved in cash handling must follow procedure. Violation of the Cash Handling procedure may result in (but not limited to) the following by either the Club, Society, and/or Service representative and/or the Club, Society, and/or Service itself:

1. Loss of cash handling privileges,
2. Loss of the deposit amount without reimbursement,
3. Club, Society, and/or Service Representative's dismissal from post (at discretion of Feds Club, Society, and/or Service's direct report),
4. Probation or disbandment of the Club, Society, and/or Service, and/or
5. Possible police intervention.

Club Events

Having activities throughout the term is one of the most rewarding and enriching aspects about Feds clubs. Events can facilitate mobilizing new interest in clubs, build strong social bonds amongst club members, as well as enhancing the diversity and community of the University of Waterloo.

Events can range from regular club meetings, sponsoring guest lecturers, fundraisers, and even large social gatherings depending on the interests and resources of each club. Events can be held on or off campus. If your club has an idea for an event, but needs help in developing the idea, consult the Clubs Manager.

Before planning your club event, be sure to read the guidelines outlined below. Remember: all club events – big or small, on or off campus – require an event form to be submitted and approved. The event form can be found here: <http://www.feds.ca/important-forms/>.

Planning an Event

There are three specific areas of activity planning which clubs need to be aware of prior to starting the actual preparations of an event because they need to be mentioned before an event:

1. Alcohol served at events
2. Participatory activities
3. Food served at events

Alcohol at Events

All clubs who wish to have alcohol served and consumed as a part of an event, MUST act in accordance with University of Waterloo Policy 21 – Alcohol Use and Education (<http://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-21>). There are two options for club events involving alcohol:

1. On-campus at one of the university's licensed facilities (i.e. The Bombshelter Pub)
2. Off-campus with liquor service arranged either through the University's Catering Services, or in a licensed establishment in accordance with both university policy and the Alcohol and Gaming Commission of Ontario (AGCO)'s regulations

Note: Off-campus events involving alcohol MUST be approved by the Clubs Manager. Feds Special

Events Insurance Policy is required for this type of events NO EXCEPTIONS. Depending on the off-campus venue, it may be required that the venue name the Federation of Students as additionally insured under the venue’s general liability insurance policy.

As per Policy 21, no club events will be authorized by Feds where the consumption of alcohol is the sole purpose and/or focus of the event, including, but not limited to:

- Keg parties
- Pub crawls
- Wipe-outs or “drink the town dry” events
- Drinking contests
- Events involving games requiring the rapid and/or mass consumption of alcohol (i.e. flip cup, beer pong, etc.)

Special Conditions For Events With Alcohol

Any event involving alcohol needs to be discussed with the Clubs Manager. Regardless of whether the event is held on or off campus, there are two main factors for events involving alcohol which determine additional special conditions:

1. Event open to all ages vs. 19+ (age of majority in Ontario)
2. Atmosphere (dance/nightclub vs. seated table service)

Case:	Special Conditions:
All Ages Event No Alcohol Service Dancefloor or NO Dancefloor	No Additional Special Conditions
19+ Event Alcohol Service NO Dancefloor	No Additional Special Conditions
19+ Event Alcohol Service Dancefloor	1. Licensed security required at event
All Ages Event Alcohol Service at Tables (i.e. “Restaurant Service”) NO Dancefloor	1. Licensed security required at event 2. 19+ will require wristbands (ID required) 3. Watcards/Onecards of underage patrons held at the door until they leave 4. Table Server required to ensure no underage drinking
All Ages Event Alcohol Service	1. Licensed security required at event 2. 19+ will require wristbands (ID required) 3. Watcards/Onecards of underage patrons held at the door until they leave

Dancefloor	4. Physical divide prohibiting the exchange of beverages between alcohol area and underage area, managed by licensed security
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Notes: The above chart is an approximate guide. Event conditions are approved on a case-by-case basis. For underage events involving alcohol, the only underage patrons who are permitted to attend are UW or WLU students.

Raffles and/or Prize Draws

Though prizing can increase interest and attendance to events, the Alcohol Gaming Commission of Ontario (AGCO) has strict guidelines as to what clubs can or cannot do with regards to prize giveaways without obtaining a lottery license (of which is extremely difficult to do so). If all three of the below components are involved in your promotion, a lottery license is required:

1. Consideration

Unless there are no restrictions (namely, anyone could attend regardless of age or affiliation), a lottery license is likely required. I.e., a club hosts an event with a raffle where admittance to the event is restricted. I.e., a club asks for donations and every donation receives a ballot. Another example, a "Door Prize" draw for everyone who purchased a ticket has an opportunity to win the prize.

2. Element of Chance

If there is any level of uncertainty, where the decision on who wins the prize has some element of chance (like raffles, draws, door prizes, etc.), a lottery license likely is required. The main exception is if the prize is awarded to a team or individual who defeats their fellow contestants solely based on skill(s). In this case failure to be the champion of said skill(s) would constitute no prize awarded (which would have to clearly be mentioned to the contestants). I.e. a Trivia quiz contest where the winner is the one with the most correct answers, or a baseball tournament. Note: poker or other "casino" games are not solely based on skill as there is an element of chance in the deal of the cards.

3. Prizing

If there is an item or money being awarded, a lottery license is likely required. I.e. tickets, "cash" prize, etc.

Essentially, if the event involves a "Raffle", "Prize Draw", "Door Prize" or alike, your club may be in violation of the law. If there are any questions or uncertainty, please contact your Clubs Manager (clubs.manager@feds.ca).

Higher Risk Event Activities

Events which include activities that carry a heightened risk of personal injury or death raises a significant liability risk to not only the club hosting them, but also to Feds and potentially the University of Waterloo as well. The Clubs Manager must be well informed of all details regarding these types of events in order to ascertain if additional insurance is required and to potentially require additional measures the club should take to reduce the potential risk involved with these events. Some examples include:

- Sporting tournaments or "Olympic Games"

- Skydiving
- Overnight excursions or camping trips
- Ski trips

Serving Food at Events

The University of Waterloo has created guidelines to cover the serving of food on the campus, as per requirements of both the Region of Waterloo and the Province of Ontario’s regulations on safe food handling/service. Namely:

1. All events in which food will be served on the University Campus must either be coordinated through UW Food Services or Feds Commercial Services (including Feds businesses or student coffee shops); or
2. Have a Food Vendor Form (found at <http://www.feds.ca/important-forms/>) filled out and filed with the Region of Waterloo and Feds, detailing what, where, and how food will be supplied during the event. This form needs to be faxed at LEAST two weeks prior to the event date by the club to the Region. Feds Reception can help fax the form. Confirmation of approval must be provided to the Clubs Manager and room booking agent.

Case:	Food Vendor Form Required?
Event Is Open To Public Food Is Served Food Is Free of Charge	YES
Event Is Open To Public Food Is Served Food Is For Purchase	YES
Event Restricted To Club or UW Community Food Is Served Food Is For Purchase	YES
Event Closed To Club or UW Community* Non-Hazardous Food Is Served Food Is Free of Charge	NO *Watcards need to be checked to confirm UW Community
UW Community Hazardous Food Is Served Food Is Free of Charge	YES

IMPORTANT: There are two major types of food: **Non-Hazardous** and **Hazardous** foods. Non-Hazardous foods cannot support the life of harmful organisms (i.e. chips and soda), whereas Hazardous foods can (i.e. creams, meats, etc.). Potlucks have especially high food risk due to the presence of hazardous foods and food safe guidelines **MUST** be upheld.

For more information on properly serving food at events on-campus, please explore Health Services’ webpages on Food Safety:

1. <https://uwaterloo.ca/health-services/event-food-safety>
2. <https://uwaterloo.ca/health-services/guidelines-non-hazardous-baked-goods>
3. <https://uwaterloo.ca/health-services/barbecues-and-outside-cooking-equipment>

Events Requiring Ticketing

Approved online ticketing providers and/or physical event tickets must be used in any case where a fee is charged as part of a club event (i.e. admission, food booths, etc.). The choice of what type of approved ticketing system to use is up to the club. All tickets for club events must have the consent of Feds. No tickets will be authorized without prior approval.

Physical Tickets

Physical tickets are a simple and inexpensive option for ticketed events. Physical tickets must be printed through Feds Marketing and issued by Feds Accounts Receivable before sales can commence. All issued tickets are to be signed out by a club executive and treated as cash, meaning all tickets should always be accounted for and kept under direct supervision. Clubs are responsible for ensuring:

1. The club executive responsible for the tickets meets with the Karl, the Accounts Receivable Clerk (kkliewer@uwaterloo.ca), to sign out the tickets.
 - a. Before leaving, an appointment is arranged with Karl within one week after the event to confirm the tickets are reconciled and all revenues have been deposited.
2. All revenues from sold tickets are deposited into the Drop Dox immediately after ticket sales for that specific time period are completed (i.e. after a SLC Marketplace booth shift, end of the day, after ticket sales at the door for an event has concluded, etc.).
3. The sold price of the physical ticket does not change from its face value once tickets are printed. If there is a possibility of charging a different price, print different ticket types with different values (i.e. Member, Non-Member, Performer, Early Bird Ticket, etc.).
4. Unsold tickets are returned to Accounting immediately after the event for reconciliation.
5. Meet with Karl, as arranged, to reconcile the tickets and ticket revenues.

Notes:

- Physical tickets cost 5 cents per ticket.
- Tickets are printed using a standardized template, meaning the only customization tickets will be able to have is a black-printed club logo onto the ticket and the specific event details.
- Discrepancies during reconciliation between the tickets issued and both the unsold tickets returned and ticket revenues deposited will result in disciplinary action.

Online Tickets

Depending on the event, online ticketing through Ticketfi may be ideal over physical ticketing. Clubs are able to create an account under the Feds Ticketfi account by contacting the Clubs Manager (clubs.manager@feds.ca). Clubs are then able to create events, track event sales, ask questionnaires during ticket purchase to gain more insight for event preparations (i.e. dietary restrictions, team names, etc.).

Notes:

- Online tickets are subject to a service fee from Ticketfi

- The club may either absorb the fee as part of the ticket price or have each purchaser pay the fee on top of the ticket price.
- Ticketfi sales can be arranged through Feds Reception to be sold in person without a fee. Email both receipt@feds.ca and cpflug@uwaterloo.ca the ticketfi link, the club name, club event date, and any special conditions on ticket sales (i.e. early bird tickets end on a certain date). Allow up to two business days to input the sales information into the Point of Sale.
- Once online ticket sales are complete, the ticket revenues will be automatically deposited into the club's Feds bank account.

Before Your Event

- Since ticket printing may take up to 3 business days, plus up to one business day to issue the tickets, please allow approximately one week to fully process.
- It is recommended to have tickets ready for sale approximately two weeks prior to event date.
- The person signing for the tickets from Accounts Receivable is solely responsible for providing the money for the tickets sold, stubs for all sold tickets (with appropriate price highlighted if applicable), and all unsold tickets (if applicable).
- A cashbox and float can be arranged for ticket sale events (such as Marketplace booth dates). Confirm with the Clubs Manager at least three business days before the ticket sales event. The float amount must be deposited in a separate envelope from the ticket sales amount.
- Allow a "buffer" for ticket sales (i.e. if 125 people are expected to an event, purchase 150).
 1. In the event not enough tickets were ordered, additional tickets can be printed by completing a new ticket request form and selecting "I am requesting additional tickets to be printed from a previous order".
- Tickets may be left with Feds Reception for sale at the Feds Main Office. Email both receipt@feds.ca and cpflug@uwaterloo.ca the ticket prices, club name, club event name, and club event date. Allow up to two business day to input the sales information into the Point of Sale.
- Ensure a Reconciliation Form and any remaining unsold tickets left at the Feds Office are collected from the Accounting Manager, no later than 4 pm the day of the event, or 4pm Friday if the event falls on a weekend.

Ticket Sales During The Event

- The event venue's staff are not permitted to handle ticket sales and cash, only club executives are.
- A Cash and Ticket Reconciliation Form will be kept by the club treasurer (or designate) recording the amount of float money issued, number of each type of unsold ticket, and the name of the executive who is being issued the money and tickets.
 - All items in this record must be signed by both the club treasurer (or designate) and the club executive who is receiving or returning the money and/or tickets.
- When a ticket is redeemed, the bottom 1/3 of the ticket should be ripped off and kept to reconcile with the money at the end of the night. No ticket money will be held in any venue's safe. The unsold tickets and money will be under constant club executive supervision, until deposited into the SLC Drop Box.

After Your Event

- All ticket sales money must be deposited into the SLC Drop Box immediately following the event, as in accordance to the cash handling procedure outlined in this manual. In the case where money and unsold tickets are not promptly deposited, University of Waterloo Campus Police will be contacted as it is considered theft.
- If money is required to pay DJ's, rental charges, etc., then a Clubs Cheque Request Form must be filled out

or an invoice provided at least four business days in advance and signed by the Clubs Manager so that a cheque can be produced. Cash from ticket revenues CANNOT be used to pay for expenses in lieu of a clubs cheque.

- All proceeds from the venue and advanced sales will be deposited to the club's Feds account.
- Within two business days after the conclusion of the event, the club executive who was issued the tickets meets with the Accounts Receivable Clerk Karl to reconcile the tickets. This ensures all the tickets and ticket money is accounted for.

Booking Audio/Visual Equipment

ITMS AV rentals

In order to book a projector or other AV for your event on campus you must request AV for the University of Waterloo's AV department, ITMS. ITMS will supply clubs with a projector free of charge if it is being used for academic purposes (i.e. a PowerPoint presentation).

To get Audio Visual equipment from ITMS you must fill out the ITMS AV Booking Form (<http://www.feds.ca/important-forms/>).

- This form must be completed, signed, and submitted to ITMS (MC 1063) at least 2 business days' before you wish to borrow the requested equipment.
- All AV forms MUST be approved by the Clubs Support Team during office hours (M-F 10am-3pm) before submission to ITMS.
- The only club signing authorities are authorized to request equipment.
- Although some rentals are free, others have fees (see AV booking form). Clubs must have funds in their club account to cover the cost of renting the AV equipment before renting equipment.
- ITMS will only release the equipment to the signees on the booking form. Watcards will be checked to verify.
- Rudeness to or harassment of ITMS staff will not be tolerated. Disrespectful clubs will see full disciplinary action.

You must return the equipment immediately after the use of it or the next morning – No later than 8:30 am. Failure to do this is cause for termination of Audio Visual rights for your club. If the AV equipment is not returned the following business day by 8:30am then a \$50.00 late fee will apply for every day it is late. For more information on equipment loans and rentals please visit the ITMS website (<http://www.adm.uwaterloo.ca/infoav/equipment/clubsoc.html>).

You must have copyright permission to show movies on University of Waterloo video equipment. The Feds has a movie license, which allows for the showing of certain movies for events. To obtain copyright permission please email the name of the movie and date and location of the showing to the Clubs Manager. If the film is listed here www.criterionpic.com/ then the permission is simple. If you are showing something not listed, you must obtain permission directly from the owner of the material.

Feds AV Rentals

Feds have data projectors that are available for last minute use only. Clubs will be required to pay a rental fee of \$10 per day, and must either leave a refundable \$20 deposit or leave a Watcard. The following rules apply for Feds AV Rentals:

- One person from the Club is responsible for the projector, they must pick up the projector and the same

individual must drop off the projector. This person, if not the person on the event form, must appear on the event form in the projector section.

- The Projector must be returned to the Feds front desk by 10am the following morning. If the projector is not returned within 24 hours of the pickup time, the deposit is kept as a late fee.
- If the projector is damaged due to negligence on behalf of the Club utilizing the projector, the club will be fined for the damage costs and future projector booking privileges will be compromised.
- The responsible person's signature in the sign out book indicates the clubs agreement to all projector booking rules.
- You must have copyright permission to show movies on University of Waterloo video equipment. The Feds has a movie license, which allows for the showing of certain movies for events. To obtain copyright permission please email the name of the movie and date and location of the showing to the Clubs Manager.

Resources

The following Feds resources are available for use by any recognized Feds club. For more information on any of these resources please contact the Clubs Manager.

Button Maker

There is a button maker available to be borrowed and used in the Feds Office. You will need to speak to the Finance Manager or the Clubs Manager to learn how it is used. The button maker can only be used during Feds Office hours and must be pre- booked for usage. Buttons cost \$0.25 each to make, plus the cost of photocopying whatever is to go into the buttons.

Please follow these steps when seeking to borrow the button maker:

1. Contact Feds Reception at recept@feds.ca or 519-888-4567 x84042 to find out the quantity of buttons available.
2. Print out your own paper button designs and cut them out. Buttons are 2" but your print- outs will need to be slightly larger, about 2.5". If you are unsure of size, print this page out for an exact size or ask the Feds front desk to show you the example cut-out.
3. Plan a time to come to the Feds main office to make all your buttons. The Feds office is open Mondays to Fridays, on 9 a.m. to 4 p.m.
4. Each button costs just under \$0.25. Budget each button at \$0.25 to account for taxes. You must pay for all the buttons you make upon leaving the Feds office.
5. Enjoy! Remember, you may use the button maker, but Feds is not responsible for the content and purpose of your buttons however they must not be of an offensive nature.

Cash Boxes

If you are in need of a cash box for your event please contact the Clubs Manager at least three (3) days in advance. All money collected must be deposited into the Club Account immediately as per the cash handling policy. You can also request a float of \$50-\$100 depending on the money in your club bank account. A Watcard or cash deposit of \$60 is required to borrow the cash box

Foldable Tables

Feds has two foldable tables that can be used for outdoor events. These can be booked through the Event Form submission or

by emailing the Clubs Manager through the event form submission thread. If you require tables outside of regular office hours then you must make special arrangements through the Clubs Manager. Furniture belonging to the Student Life Centre or the University is not permitted to be taken outside at any time.

Portable Hand-washing Station

For outdoor events requiring a hand-washing station (i.e. BBQ), please contact the Clubs Manager.

Arts and Crafts Materials

A variety of art materials including paint, craft paper, etc. is available for use by Clubs in the Clubs Resource Room (SLC 2108). This room and its contents are available to all clubs via submission of an event booking form. Please note the room and materials must be cleaned after use.

Web and Email

The Feds IT department also provides website and email hosting services for clubs and services. If you need space for your club website, or would like an official Feds email address, please e-mail help@feds.ca from your UWaterloo e-mail address.

Voting

The Feds IT department can help your club run elections by providing a secure voting system. Please e-mail help@feds.ca from your UWaterloo e-mail address to request IT assistance with this.

Advertising & Media

Do not hesitate to take advantage of the Feds' Marketing Department for all your advertising needs—they can provide a number of services from design work (which is free) to printing (at discounted rates). You may submit your request by e-mailing marketing@feds.ca from your University of Waterloo e-mail address. Please allow a minimum of 3 business days for design request and 1 business day for printing. More details are available on the Feds website (<http://feds.ca>).

Clubs Logo

All promotional material (ie. posters, club cards, websites, etc.) should contain the Feds Clubs Logo, otherwise they will not be approved.

A digital version of the logo has been provided on the website (<http://www.feds.ca/important-forms/>) to help clubs when creating promotional materials. The logos should not be edited or changed in any way or form.

Posters

Posters are one of the most effective ways to inform the student body about events a club is conducting. Clubs are free to create advertisements at their own discretion, so long as they follow these few steps along the way:

- All clubs advertising materials must be brought for approval to the Clubs Manager or Marketing Department prior to posting
- Advertising material must contain the club's name or logo, club contact info or where to obtain more information, the Feds Club Logo, and if it is for an event it must include the following items:
 - i. Club name and logo
 - ii. Feds Club logo (found at <http://www.feds.ca/important-forms/>)
 - iii. Event name
 - iv. Event location (include exact address if it is off campus)
 - v. Event start time (and end time if you wish)
 - vi. Ticket pricing (member, non-member, non-UW students, etc.)
 - vii. Specify if the event is all ages, 19+, or split license (i.e. all ages with 19+ section)
 - viii. Location to purchase tickets
 - ix. Where to find more information or who to contact for more information
 - x. (If Applicable) The English translation of any words written in another language
- Unless otherwise approved by the Clubs Manager and/or the appropriate facility personnel, club posters are only allowed:
 1. On Feds poster boards if booked in advance through the poster run by contacting either Reception (x84042 or recept@feds.ca) or Accounts Receivable (x33788 or kkliwer@feds.ca).
 2. Society boards or Faculty Department approved areas (with specific approval from the respective society or department).
 3. Boards in the SLC (with specific approval from the Turnkey Desk)
 4. The Clubs Community Center (by dropping one off with the Clubs Support Team)
 5. Designated outdoor poster stands (the red roofed structures by PAC, The Rock Garden, and AL).
- One poster per event per board no larger than 11 x 17 inches
- All poster content must follow guidelines set out by the Feds and University of Waterloo

- Failure to adhere to the Feds poster policy will result in a ban on all club posters for up to one year at the discretion of the Internal Administration Committee (IAC)

Feds Poster Boards

The Feds operates a poster run that places posters on each Federation of Student Poster Board around campus (small run) and the residences (large run) each week (bi-weekly for the Spring term). Clubs can book a space on the run by speaking with the Accounts Receivable Clerk, (x33788, or kkliewer@feds.ca). Poster run prices can be found here <http://www.feds.ca/additional-resources/poster-run/>.

Slots are allocated on a first come-first served basis, so book your run well in advance. You will be asked to bring your posters to the Accounts Receivables Clerk a few days before the run.

Society/Building Ad Boards

Many of the student societies, faculties and individual buildings have bulletin board space to post advertisements. Clubs are free to enquire about using these spaces on their own, but must first have brought the poster to the Clubs Manager for approval.

Student Life Centre

Clubs must submit posters they want put up in the SLC to the Turnkey Desk for approval and stamping. The Turnkey staff will post the posters themselves. Clubs are limited to at most four (4) of the same poster. Larger banners may be hung in the SLC atrium provided they are advertising for a specific event (i.e. not general club advertising or for a regularly occurring event such as a club meeting). Banners must be removed no more than two weeks after the date they were posted. It is the responsibility of the club to remove their own banner.

Clubs Community Center Upcoming Event Board

The Clubs Community Center (SLC 2139) has an upcoming events board. Clubs who wish to post an event on the Clubs Community Center upcoming events board need to drop off a poster with the Clubs Support Team between Monday and Friday, 10am-3pm. The poster can only stay up for two weeks maximum.

Club Booths/Tables

Federations of Students' Clubs have the privilege of setting up booths and tables in the Student Life Centre in order to sell tickets and advertise their club. To book a space in the SLC, indicate that you would like a booth in Vendor's Alley on the Club Event Form. For more information, please contact the Clubs Manager. A club is limited to 3 booth days per month and 3 per event total.

Feds Website

All clubs that have been active in the past three terms will be listed in the Clubs Listing page. Information for each entry is provided by your group, so make sure all information is accurate and up-to-date. A request will be made for updates each term via the mailing list. Email any updates to web@feds.ca from a uwaterloo email.

Daily Bulletin

The University Public Affairs and Communications office runs an online daily newspaper to announce what is taking place in the University of Waterloo community.

Every once in a while, if given enough time, they will post club events on the site. To have your event listed, contact the Clubs

Manager with at least 3 business days of notice.

Imprint

The Imprint runs advertisements in each issue for businesses and events in the community. The cost for advertising in the Imprint will depend on several variables. Please consult with the Imprint Staff to find out about costs. You can find more information on their website: <http://imprint.uwaterloo.ca>.

Procedures and Policies

Student Council Procedures

Student Council Procedure #3 is a guideline on the rules, responsibilities, and rights of all Feds sanctioned Clubs. It contains information on how to start and operate your club.

It is important that these procedures are read and understood prior to beginning club activities for the term. By signing the mandatory Clubs Acknowledgement Form, you confirm that you have read and understood the Clubs Procedures. You can download and peruse the Council Procedure on the Feds website under: <http://feds.ca/about-us/important-documents>.

Policies

The following outlines Feds and University of Waterloo specific policies applicable to Clubs. Any questions should be directed to the Director of Campus Life or Clubs Manager.

Cheque Requests

Clubs must submit a Cheque Request Form that is signed by two club signing authorities, and have it approved in order to receive reimbursement for expenses. The following things must be kept in mind when filling out the form:

- Original itemized receipts must be attached to this form. It must show the items purchased on the receipt; the debit/credit card slip is not an itemized receipt.
- You must keep photocopies of the receipts.
- Please fill in the purpose with a short meaningful description. This will appear on your account print outs and can only be 40 characters long.
- Feds will not reimburse a club for liquor or tobacco-related expenses
- If the cheque request is made to reimburse a club member who is also a signing authority, the other two signing authorities must sign off on the request.

Poster Policy

- All advertising materials created without the help of Feds Marketing must be brought for approval to the Clubs Manager prior to posting
- Advertising material must contain the club's name or logo, and the Federations of Students Clubs logo
- Posters are only allowed on Feds poster boards, society / building ad boards (with approval from the respective society or department) and designated outdoor poster stands unless otherwise approved by the Clubs Manager and appropriate facility personnel

- One poster per event per board no larger than 11 x 17 inches, poster space reservation must be made through Feds Accounts Receivable Clerk.
- All poster content must follow guidelines set out by the Feds and University of Waterloo

Failure to adhere to the Feds poster policy will result in a ban on all club posters for up to one year at the discretion of the Internal Administration Committee.

BBQ Policy

The previously listed steps for booking the BBQ must be followed (i.e. approved food vendor form, event form submission, payment of the \$35 rental fee). The BBQ and BBQ kit must be returned in clean and working condition. The booking client is fully responsible for any damages to the BBQ and/or BBQ equipment. BBQs are booked during regular business hours (Monday-Friday 9am-4pm, excluding holidays and office closures). Please contact the Clubs Manager for any booking requests outside regular business hours. All booking clients directly involved in the BBQ event (i.e. the BBQer, cash handler, event coordinator responsible for execution of the event, etc.) must act in accordance to the agreed upon terms and conditions in the approved Food Vendor Form, as well as follow the university's guidelines on event food safety found here: <https://uwaterloo.ca/health-services/occupational-health-services/information/food-safety>, <https://uwaterloo.ca/health-services/event-food-safety>, and <https://uwaterloo.ca/health-services/barbecues-and-outside-cooking-equipment>.

Appendix: Constitution Template

The following is a sample constitution that may be used as a model. Copy and paste the entire document and fill in the required information specific to your constitution (required items in red).

[NOTE (TO BE REMOVED BEFORE SUBMISSION): DO NOT CHANGE ANY SECTIONS IN BLACK. ONLY COMPLETE WHAT IS BOLDED IN RED.]

CLUB NAME

The name of the club will be the **[INSERT CLUB NAME]**. We are not an agent or representative of the Federation of Students (Feds), and our views and actions in no way represent the Feds.

GOVERNANCE

The club will uphold the values, mission, and mandate of both the University of Waterloo (UW) and Feds through following the directives outlined in the Feds Clubs Manual, all Feds By-Laws, Policies, and Procedures, as well as all policies and procedures outlined by the UW Secretariat. Furthermore, the club will abide by all laws of the Region of Waterloo, Province of Ontario, and Government of Canada. All club matters will ultimately be governed by the Feds Internal Administration Committee (IAC), by virtue of the office of the Feds Vice President Internal, via the Clubs Manager and Clubs Manager Delegate.

PURPOSE

The purpose of the club is to gather University of Waterloo students, staff, faculty, and members of the UW community at large to **[INSERT PURPOSE]**. Club events, activities, and/or initiatives will include **[LIST ACTIVITIES AND EVENTS RELATED TO YOUR PURPOSE]**.

MEMBERSHIP STRUCTURE

Unless detrimental to the club purpose (of which IAC would determine), the club will be fully inclusive and welcoming to both its current and potential membership. New membership is welcome and accepted at any time during a club's active term. Eligible club members may be current: Feds Members, as outlined by the Feds By-Laws; UW graduate students; UW staff or faculty; and/or members of the UW community at large, as defined in the Clubs Manual.

Only current UW students (graduate or undergraduate) may hold voting membership within the club. UW Staff, faculty, and members of the UW community at large may hold non-voting membership within the club. (If Applicable) UW undergrad students who are eligible to obtain voting membership in the club who do not wish to pay the club membership fee at the time of joining may hold non-voting membership within the club. Voting membership can be obtained for said members by paying the membership fee.

At least two thirds of the club's membership must be current UW students (graduate or undergraduate).

MEMBERSHIP FEE

Club membership is free.

[OR (SELECT ONE AND REMOVE THE OTHER)]

The non-refundable membership fee is \$**[DOLLAR AMOUNT]** cash per term payable to the Treasurer no later than one month after the first day of class. If joining after the first month, membership is due at the beginning of their first club function. Membership fees will be used for **[INSERT INTENDED FEE USE PURPOSE]**.

EXECUTIVE OFFICERS

The majority of executives will be current UW students (graduate or undergraduate). The club president will be a current UW undergraduate student. All club executives will be elected, not hired or appointed. The term of office for all executive positions is one academic term, as outlined by the UW Registrar's Office. A President can only hold office as President for up to three consecutive terms. All club decisions will be determined by executive vote, as no executive officer (not even the President) holds decision making power for the collective.

[NOTE (TO BE REMOVED BEFORE SUBMISSION): EXECUTIVE OFFICER NAMES AND ROLES CAN CHANGE INCLUDING THE ADDITION OF MORE POSITIONS. AT LEAST 3 POSITIONS ARE REQUIRED AND ALL OF THE DUTIES LISTED BELOW MUST BE INCORPORATED INTO AN EXECUTIVE ROLE. EACH ROLE REQUIRES THE DUTY OF TRAINING THEIR SUCCESSOR. THE FINANCE/TREASURER EXECUTIVE MUST NOT BE COMBINED WITH OTHER NON-FINANCE DUTIES.]

The **President** ensures that:

- The club operates according to the guidelines of its constitution, and some agreed upon guidelines for running a meeting, such as Robert's Rules of Order;
- The club works towards its objectives as agreed upon by the membership; and
- The next President is trained.

The **[INSERT EXECUTIVE OFFICER NAME 2, i.e. Secretary]** ensures that:

- Records of what the group has done are maintained, distributed, and are accessible to all the members;
- Meeting minutes/notes are recorded and made available to all voting members;
- All club correspondence is monitored and brought to the attention of the appropriate person(s);
- The duties of the President are undertaken in his/her absence; and
- The next **[INSERT EXECUTIVE OFFICER NAME 2]** is trained.

The **[INSERT EXECUTIVE OFFICER NAME 3, i.e. Treasurer]** ensures that:

- The club's Fed's bank account and all financial transactions for the club are monitored and verified;
- All club revenues are collected, deposited into the club's Fed's bank account, and reconciled correctly and within a timely manner;
- Club cheque requests are submitted correctly and in a timely manner; and

- The next **[INSERT EXECUTIVE OFFICER NAME 3]** is trained.

The three signing authorities for the club will be the President, **[EXECUTIVE OFFICER]**, and **[EXECUTIVE OFFICER]**.

It is important to assure that the person with the most information and/or knowledge in the club is not the full-time chairperson. Therefore, the club will occasionally rotate the role of chairperson among voting members

[OPTIONAL (REMOVE SECTION IF NOT NEEDED)] EXECUTIVE SUPPORT STRUCTURE

The Support positions do not hold an executive vote. Rather they assist in achieving an executive's specified duty or an overall club purpose.

[INSERT EXECUTIVE SUPPORT ROLE/COMMITTEE]
[INSERT DUTIES]

[NOTE (TO BE REMOVED BEFORE SUBMISSION): ENSURE THE SUPPORT ROLE/COMMITTEE'S REPORTING EXECUTIVE IS LISTED IN SUPPORT ROLE/COMMITTEE'S DUTIES AND THE CORRESPONDING EXECUTIVE LISTS SAID SUPPORT ROLE/COMMITTEE THEY OVERSEE IN THEIR DUTIES]

MEETINGS

General Meetings

The club will hold **[INSERT DURATION i.e. monthly]** general meetings. Quorum for general meetings will be 10 voting members or 20% of voting membership (whichever is more).

Executive Meetings

The club will hold **[INSERT DURATION i.e. weekly/bi-weekly]** executive meetings. Quorum for executive meetings will be 2 executives or at least 51% of the executive body (whichever is more).

The first meetings (both general and executive) of the following term will be arranged by the outgoing executive. At said meetings, subsequent meeting dates and locations will be set. Meeting dates and times will be forwarded to voting members via email **[OPTIONAL: INSERT SECONDARY MEDIUMS FOR NOTIFICATION, i.e. Facebook]**. Emergency meetings can be called by any executive via email **[OPTIONAL: INSERT SECONDARY MEDIUMS FOR NOTIFICATION, i.e. Facebook]** and must sent to the appropriate members at least 48 hours prior to the meeting time.

ELECTION PROCESS

Elections shall take place at the end of each term for the following academic term. Only voting members of the club may vote. Club members must be notified, by email, two weeks in advance of the meeting where executive elections will take place.

Nominations for executives can be made from any club member. The successful candidate will be the one with the most votes. In the case of a tie, a re-vote will take place until the tie is broken.

IMPEACHMENT AND DISCIPLINARY PROCEDURES

A movement to impeach an executive officer may be made by any executive officer or by petition of at least five voting members. When the motion is made the Clubs Manager will be informed. An emergency general meeting will be called as soon as is

reasonably possible. If the initiators of the movement feel a general meeting to be an inappropriate avenue for the impeachment meeting, then a motion can be to IAC via the Clubs Manager to request the impeachment meeting be changed to an executive meeting.

No club funds will be spent until the issue is resolved.

At the impeachment meeting, the individual(s) who initiated the process will state their case. Afterwards, the officer(s) under impeachment will have an opportunity to defend their position(s) on the matter.

There will then be a question and answer period followed by the selection process for a Chief Returning Officer (CRO) who will oversee the voting process to ensure the decision is fair and democratic. Any executive officer who is neither the initiator nor subject of the impeachment may volunteer as CRO. If there is no such officer, then any voting member of the club present at the meeting may volunteer. If there are multiple volunteers, then the CRO will be selected based on a simple majority vote cast by secret ballot and tallied publically by the chairperson of the meeting. If there is no such volunteer for CRO, then the meeting will be at a standstill until either an eligible executive officer or voting member volunteers.

The vote will be by a "YES/NO" secret ballot, tallied publically by the CRO. If at least two thirds of the votes are for impeachment, then said officer will immediately be stripped of their position. The remaining executive may choose to call an immediate by-election to replace the newly vacant executive officer position.

CONFLICT OF INTEREST

A claim against any executive officer or club member regarding a potential conflict of interest can be made by any executive officer or by petition of at least five voting members. If such a claim arises, then said individual(s) under suspicion have the opportunity to remove them self (or themselves) from said potential conflict without acknowledging intention of wrongdoing. In the event the claim is contested, then the Clubs Manager will be informed and an emergency executive meeting will be called to determine the validity of the claim. Executive officers who have a claim against them cannot vote to determine the validity of said claim. If executive quorum is not possible due to the removal of said vote(s), then an emergency general meeting will be called and the same proceedings described for impeachment will be used to determine the validity of the claim.

If the claim is validated and there is suspicion of intentional wrongdoing, an immediate impeachment proceeding may be called by any executive officer or by petition of at least five voting members, of whom are not named in the claim. If it is determined that a club member is involved in intentional wrongdoing, the impeachment proceeding will be called to determine said member's club status.

AMENDMENTS

Constitutional amendments may be proposed by any executive officer or by petition of at least five voting members. The amendment will then be voted on by referendum. The voting procedure will be the same as for the impeachment process. If the vote passes, the amendment and the vote will be forwarded to the Clubs Manager for final approval from IAC. If IAC approves, then the constitution will be amended and any changes will be inserted into the constitution.

A motion to officially close the club will follow the same procedure as a constitutional amendment. If such a motion passes,

then the club will be purged from the clubs system.

AFFILIATIONS

No organization(s) is/are currently affiliated with this club. Any additional affiliations will be added via the amendment process, pending final IAC approval. If approved, the new affiliation will be added to the Affiliation section and a letter confirming the affiliation from the affiliate will be included following the Affiliation section.

[OR (SELECT ONE AND REMOVE THE OTHERS)]

The club is affiliated with **[INSERT INTERNAL AFFILIATE NAME]**. The club will act as the primary overseer over the **[INSERT INTERNAL AFFILIATE NAME]**. **[OUTLINE AFFILIATION DETAILS]**

[OR (SELECT ONE AND REMOVE THE OTHERS)]

The club is affiliated with **[INSERT EXTERNAL AFFILIATE NAME]**. **[OUTLINE AFFILIATION DETAILS AND/OR MAJOR CONDITIONS]**

The club itself is internally responsible for ensuring adherence to any applicable By-Laws, policies, conditions, etc. outlined by the external affiliation. However, all policies, procedures, By-Laws, etc. of both UW and Feds supersede any By-Laws, policies, conditions, etc. outlined by the external affiliation. IAC, not the external organization, is the final authority on all club business. Other than the authority to end the affiliation, the external organization has no authority over the club whatsoever. Furthermore, IAC is not responsible for ensuring the club abides by any additional stipulations between the club and the external organization. The club may choose by general vote to sever the affiliation, with notice given to the Clubs Manager.