



POLICY 7.05

STUDENT SERVICES

Clubs

POLICY INTENT

AUSU recognizes that student groups and clubs can foster peer support and enhance learning opportunities in a university environment. This policy outlines how clubs shall be administrated while retaining maximum autonomy in their operations.

POLICY RESPONSIBILITY:

Council

POLICY

- 7.05.01 Students who fulfill the executive positions on clubs shall be called "chairs" or in the event of more than one chair, "co-chairs."
- 7.05.02 Each club should have two or three chairs, which shall be current AUSU members or those with membership lapsed within the last 6 months.
- 7.05.03 Only AUSU members may join clubs.

Honorary Memberships

- 7.05.04 Clubs may wish to grant honorary membership to AU graduate students who are studying in an area relevant to the club.
- 7.05.05 Club members who are no longer AUSU members may become honorary club members if the club constitution permits this.
- 7.05.06 Honorary club members can only participate in activities that are not cost based.

Starting new clubs

- 7.05.07 AUSU members who wish to start up a special interest club shall contact the executive director with a proposal which shall contain the title of the proposed club, a definition of the club membership, and the subject or special interest area that a club will represent.
- 7.05.08 The executive director shall determine if a similar club already exists within the AUSU club offerings – considering both currently active and defunct clubs. If no such club exists, the interested student shall be directed to:

- a) obtain the names or AUSU website usernames of at least ten students who are also interested in the club;
 - b) submit the name of at least one other person who is interested in chairing the club.
- 7.05.09 For each new club, at least two of the interested students should be committed to being chairs before it shall be approved.
- 7.05.10 Each club must have a constitution, which defines at minimum the membership and intent of the club.

AUSU Administration of Clubs

- 7.05.11 AUSU shall encourage the autonomy of clubs by permitting the club chairs and membership to develop their own direction. AUSU shall not become involved in club disputes unless the club members are unable to come to a satisfactory conclusion.
- 7.05.12 If a club has fewer than two chairs at any time during its operation, AUSU shall assist the club in advertizing for a replacement chair.
- 7.05.13 If necessary, AUSU shall appoint interested club members to chair positions; however, each club retains the right to hold an internal election for chair positions.
- 7.05.14 AUSU shall provide each club with the following:
- a) a website, hosted on the AUSU server, that will include at minimum:
 - i) a home page that shall include the club logo, a brief description of the club membership and purpose, and a welcome message.
 - ii) a customized colour and graphics scheme.
 - iii) a logo, in vectored format, suitable for merchandise.
 - iv) a "join" page including a form for collecting new member information.
 - v) a link back to the AUSU site.
 - b) a private forum section within the AUSU forums system, linked to a private group, to be administrated by the club chairs.
 - c) an email box and account with the address <club acronym@ausu.org>.
 - d) Up to a half hour per month of basic website services. Extended services, such as graphic and database work, shall be upon approval of the Executive Director.
- 7.05 15 AUSU may provide funding to clubs for special projects, may assist clubs with the purchase and sale of logo merchandise, and may provide access to other AUSU systems (ie, teleconference) to assist the club's purpose. All such initiatives are at the discretion of AUSU. Proposals should be submitted, in writing, by the club chair(s) to the Executive Director for discussion by council.
- 7.05 16 If a club should have no one available to sit as chair, AUSU shall advertize an opening on the club website and in the club forums, and in any other media AUSU desires
- 7.05.17 If more than three students wish to be club chairs, AUSU may consider administrating an election for the club members.

Chair Responsibilities

- 7.05.18 Club chairs shall be responsible for the following:
- a) checking the club email box at least every two days.
 - b) responding to requests from members to join the group and adding the new members to the private club forum.
 - c) reporting to the club members, via the forum at least once a month, information and news items pertaining to the club area of interest.
 - d) frequenting the club forum and posting new messages to keep the flow of discussion moving.
 - e) notifying the AUSU webmaster when the site needs updating; submitting ideas for new website items.
- 7.05.19 Club chairs are responsible for ensuring that the club mailbox is checked frequently. If no one will be available to do so for 5 days or more, the executive director must be notified so that AUSU can assign staff to check for member inquiries and fulfill join requests. Failure to do so will result in the loss of points for that reporting period.
- 7.05.20 Club chairs shall be required to ensure a report is submitted to AUSU no later than the last day of each month, containing at the minimum the following:
- a) The number of new members added to the club during the month ending on the report date;
 - b) Details of any needed website updates or problems;
 - c) Details of any problems with the website;
 - d) The names of all chairs involved with the club, and any changes to contact information.
- 7.05.21 Upon submission of the monthly report, each club chair shall receive AUSU Club Points according to the AUSU points schedule.
- 7.05.22 Clubs may request that AUSU assign points each month to club members (non-chairs) who have contributed to the club. The number of such points is pursuant to the AUSU points schedule. Such contributions to the club could include submissions for a club newsletter, posting of news and information items of value to the club members, etc.
- 7.05.22 Requests for club bonus points for members shall be included in the monthly club report.
- 7.05.23 Upon the launch of a new club, each chair involved in the planning process shall receive club points per the AUSU points schedule.
- 7.05.24 If a club chair no longer wishes to retain their position, they must report this to AUSU two weeks prior to leaving.
- 7.05.25 3 months after starting a new club, chairs who have remained active with the club shall receive bonus points per the AUSU points schedule.
- 7.05.26 For every 6 months, after the initial 3, that a chair remains active with the club, the chair shall receive bonus points per the AUSU points schedule.

Advertising

- 7.05.27 AUSU shall, at its sole discretion, use the club name, logo and short description to advertise

student clubs in any AUSU media.

- 7.05.28 Club chairs may suggest other advertising options to AUSU, for approval by the executive director.
- 7.05.29 Clubs may design and submit their own advertising but all items will be vetted by the executive director to ensure they meet AUSU's professional standards and is appropriate for the media it is intended for. AUSU may determine, at its sole discretion, what AUSU advertising space may be provided to individual clubs.
- 7.05.30 Clubs may use their club title and logo when advertizing the club on external sites, such as Facebook, but may not use the AUSU logo or any other AUSU graphics or media.

Dormant Clubs

- 7.05.31 When a club remains without a chair for more than one month, AUSU may opt to render the club dormant.
- 7.05.32 A dormant club will be listed as such on the AUSU website.
- 7.05.33 The forum and website of a dormant club may remain online for the use of any remaining members.

Dissolution of Clubs

- 7.05.34 AUSU, at its sole discretion, may dissolve any club that is without a chair for more than one month.
- 7.05.35 A dissolved club shall no longer be listed on the AUSU website. Its web site and forum shall be removed from the AUSU server.

Member Complaints

- 7.05.36 Club members may make a complaint about club operations to the AUSU executive director, for guidance and feedback, however AUSU assumes no responsibility for resolving internal conflicts.
- 7.05.37 If the complaint is related to non-response from the club chairs, AUSU shall investigate and find replacement chairs if needed.
- 7.05.38 If the complaint is related to disappointment with the performance of the chair or chairs, AUSU may take any of the following actions:
 - a) Consider if the complaining member should be added as a chair to provide additional feedback and leadership to the club;
 - b) Speak with the current club chairs to determine if there is any assistance AUSU can provide;
 - c) In the case of misconduct, as defined by the rules of Athabasca University or the forum usage guidelines of AUSU, appropriate action may be taken;
 - d) the club members may be asked to provide input into the operation of the club, and may be provided the opportunity to vote for new chairs, using an election system considered mutually adequate by AUSU and the club members.

POLICY HISTORY

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