Lazaridis Students' Society Clubs & Associations Policy

This document outlines general expectations and guidelines for all Clubs & Associations operating under the Lazaridis Students Society, as well as the operating policy for when these expectations are not met. The goal of this document is to provide clear expectations for all Clubs & Associations and a clear process for all to follow in the event that Club Performance Management is needed. The Lazaridis Students' Society reserves the right to edit and update this document at any time, provided appropriate communication is provided to all Clubs & Associations.

1.0 General Guidelines

The following section of the document outlines some of the general expectations and guidelines of clubs and associations that operate under the Lazaridis Students' Society. Club guidelines *are not limited to* those included in this document and all Club Presidents and executives should read other policies that are applicable to their roles. We expect that all of our clubs and associations ***operate with integrity, and consistently strive to provide value*** to students of the Lazaridis School of Business & Economics.

1.1 Communication
1. All messages from the Lazaridis Students' Society team must receive a response within 48 hours.
2. All messages from the Lazaridis Students' Society team labeled *URGENT* must receive a response within 24 hours.
3. All communication with the Lazaridis Students' Society team and the students of the Lazaridis School of Business & Economics are expected to be respectful - this includes email and Slack communications as well as participation in meetings.
4. Absences from President's Council, the Club Information Forum, Presidents Retreat, or any other official meeting/events are to be communicated in a timely manner to the Lazaridis Students' Society Vice President of Club Strategy and Director of Club Strategy

1.2 General Expectations
1. Clubs & Associations as well as all of their members are to abide by all policies of the Lazaridis Students' Society as well as Wilfrid Laurier University's Students' Union.
   a. This includes but is not limited to the Clubs & Associations Policy, Financial Policy, Marketing Policy, Code of Conduct, and Constitution.
2. All Clubs & Associations will abide by any expectations, policies, or regulations as

determined by the Executive Leadership Team of the Lazaridis Students' Society.

    a. Clubs & Associations will also abide by expectations and direction provided by any team member of the Lazaridis Students' Society, and may contact the respective Lazaridis Students' Society Vice President should they have any concerns.

3. All Clubs & Associations, as well as their executives are to act in good faith regarding all Lazaridis Students' Society policies as well as those set out by the Wilfrid Laurier Students' Union. All persons will act with integrity and in the best interest of the students of the Lazaridis School of Business & Economics.

2.0 Club Organizational Structure:

2.1 Executive Team Structure:
1. A maximum of two people may hold the position of President of a club at any given time.
2. There may only be one Vice President per portfolio in a club.
   a. Exceptions can be granted by the Vice President of Club Strategy so long as sufficient reason is given as to why a Co-Vice President is essential.
3. Clubs may have as many directors as they wish, so long as the total team size is within reason.
   a. "Within reason" for a particular club will be determined by the Vice President of Club Strategy. In general, a club should have no more than 30 executives with an average club having between 15 to 25 executives.
4. Positions on a club beyond Presidents, Vice Presidents, Directors, and First Year Executives do not count as club executives and are not a part of the Executive Team Structure.
   a. Non-executive positions include but are not limited to Mentors, Mentees, Analysts, Consultants, and Writers.

2.2 Hiring:
1. All Club Presidents are undergraduate students under the Lazaridis School of Business & Economics, and will be throughout the entirety of their presidential term.
2. Club Presidents are not executives on the Lazaridis Students' Society executive team.
3. All Club Vice Presidents are undergraduate students under the Lazaridis School of Business & Economics, and will be throughout the entirety of their executive term.

4. All club executive positions (including Presidents) will be hired through equitable hiring practices.
    a. This includes, but is not limited to public hiring posts, public applications, formal interview processes, and unbiased ranking systems.
    b. The specifics of these equitable hiring practices will be set out by the Lazaridis Students' Society's Vice President of Club Strategy and will be communicated to clubs prior to the hiring period.
    c. Any hiring decisions made in breach of these equitable hiring practices will come under review and can be revoked at the discretion of Lazaridis Students' Society Vice President of Club Strategy.
5. The Lazaridis Students' Society must be made aware of all hiring decisions including Presidents, Vice Presidents, Directors, and First-Year Representatives.

2.3 Termination:

2.3.1 Presidents Termination:

A president may be terminated for misconduct that warrants a Level 3 sanction. Please refer to Section 5.3.3 for more information.

2.3.2 Vice President Termination:

The following process must be followed if a Club Vice President is to be terminated.

1. Misconduct of any form by the Vice President must occur.
    a. This may include, but is not limited to, repeatedly missing team meetings, continually not producing quality work, and improper behavior.
2. Misconduct warnings must be given to the Vice President by the Club President(s).
3. If repeated warnings do not correct the misconduct, the Vice President of Club Strategy must be notified by the Club President(s) before proceeding with the termination process.
4. A formal meeting must take place between the Club President(s) and the Club Vice President in question. This meeting must include the following:
    a. Detailed explanation of what actions/behaviors the Club President(s) are unsatisfied with.

b. Clear communication of the expectations for the Club Vice President role.

c. Determination of a consequence if the Club Vice President fails to meet expectations as outlined (e.g., termination).

d. An opportunity for the Club Vice President to provide insight as to why the misconduct may have occurred.

5. Following the formal meeting, a reasonable amount of time must pass to provide the Club Vice President an opportunity to meet the outlined expectations.

6. If misconduct continues, a meeting with the Vice President of Club Strategy is required to approve the termination decision and explain the termination process.

7. Termination is administered to the Club Vice President by the Club President(s).

2.3.3 Director Termination:

The following process must be followed if a Club Director is to be terminated.

1. Misconduct of any form by the Director must occur.
   a. This may include, but is not limited to, repeatedly missing team meetings, continually not producing quality work, and improper behavior.

2. Misconduct warnings must be given to the Director by their respective Club Vice President.

3. If repeated warnings do not correct the misconduct, a formal meeting must take place between the Club President(s), the Director, and their respective Club Vice President. This meeting must include the following:
   a. Detailed explanation of what actions/behaviors the Club Vice President is unsatisfied with.
   b. Clear communication of the expectations for the Director role.
   c. Determination of a consequence if the Director fails to meet expectations as outlined (e.g., termination).
   d. An opportunity for the Director to provide insight as to why the misconduct may have occurred.

4. Following the formal meeting, a reasonable amount of time must pass to provide the Director an opportunity to meet the outlined expectations.

5. If the misconduct continues, a meeting with the Vice President of Club Strategy is required to approve the termination decision and explain the termination process.

6. Termination is administered to the Director by their respective Club Vice President and Club President(s).

3.0 Event Classifications

3.1 Capacity

As part of the club renewal process, each club will be given a set number of events, workshops, collaborations, and academic sessions which they may hold. This allowance is the club's capacity for the year. Clubs must ensure that all operations remain within the capacity set out by the Lazaridis Students' Society Club Strategy team.

3.2 Event

An event is a large-scale club initiative. Examples include speaker panels, case competitions, and networking sessions. These are just some examples of what an event could be and are not an exhaustive list. Anything that is not directly associated with a course or teaching a specific skill is classified as an event.

3.3 Workshop

A workshop differs from an event as it is typically smaller in scale and is focused on teaching a specific skill to attendees.

3.4 Collaboration

Clubs may host an additional event if it is in collaboration with another club or university. The partner club does not need to be a Lazaridis Students' Society club to qualify for a collaborative event. Any additional collaborations beyond the one allowed to all clubs will count towards regular event capacity.

    a. Clubs may host collaborative workshops with another club or university, and any collaborative workshops will count towards clubs' regular workshop capacity.

3.5 Academic Session

Any event or workshop, regardless of size, that can be directly linked to an academic course at Laurier will be classified as an academic session.

3.6 Information Sessions

Each club will host one information session in the first few weeks of September to introduce themselves to first year students and discuss hiring opportunities. This session will not count against clubs' capacity. The dates and timing of these information sessions will be planned by the Club Strategy team to provide fairness to the clubs' community.

3.7 Exclusive Program-Based Event

If an event is restricted to specific individuals who have applied to be part of the program (e.g. analyst, mentorship), then it is an exclusive program-based event. All operations concerning a program-based event will total to one workshop. For example, if a club hosts a mentorship program with six events open only to mentors/mentees, this will count as one regular workshop.

3.8 Lazaridis Students' Society Event Request Process

Anything that is open to the general student population must have a Lazaridis Students' Society event request submitted at least 30 days prior to the event. This includes events, workshops, collaborations, and academic sessions. All event requests must be approved by the Lazaridis Students' Society Vice President of Club Strategy or Director of Club Strategy in order for the event to take place.

a. Exclusive program-based events do not need a request or approval as they are not open to the general student population.

3.9 Students' Union Event Request Process

In addition to the Lazaridis Students' Society event request process, the Students' Union also requires an event request form to be submitted for each event. The specifics and general timeline of this process are at the discretion of the Students' Union. However, a Students' Union event request is usually required for anything open to students regardless of whether or not it is an exclusive program-based event. Please note that the Lazaridis Students' Society event request must be submitted and approved prior to completing the Students' Union event request.

3.10 Event Changes

If the specifics of a club event change (e.g. event type, date, time, location) the Club Strategy team must be notified and the event is subject to the approval process. Events may not be reapproved by the Club Strategy team if changes conflict with another club's events.

3.11 Event Cancellations

If any event is cancelled, regardless of reason, the Club Strategy team must be notified as soon as possible prior to the scheduled event date.

4.0 Strike Guidelines

4.1 Warnings

When a minor violation of Lazaridis Students' Society policy or club procedures has occurred, a warning will be given. Warnings are not meant as punishment, but rather act as a reminder about proper club conduct. If warnings are repeatedly given to a club, sanctions may be administered or the misconduct may be classified as a strike.

4.1.1 Common Clubs related Warnings:
1. Missing a President's Council meeting without letting the Club Strategy team know with proper notice.
2. Submitting a LazSoc event request less than 30 days prior to the requested date without prior approval from the Club Strategy team.
3. Failing to notify the Club Strategy team about event cancellations prior to the scheduled event date.

4.1.2 Common Finance related Warnings:
1. Failure to submit an event funding request 30 days prior to an event, unless given permission from a Lazaridis Students' Society finance executive.

4.1.3 Common Corporate related Warnings
1. Violating the sponsorship onboarding process, including but not limited to **not** having your sponsorship contract approved by LazSoc before sending it to a corporate partner, or not sending the finalized (sponsor signed) contract to the Lazaridis Students' Society upon completion.

4.1.4 Common Marketing related Warnings

1. Violating the promotional policy as outlined in the Lazaridis Students' Society marketing policy.

4.1.5 Other

Anything else in violation of any Lazaridis Students' Society or Wilfrid Laurier Students' Union policy, as well as **anything** else that the Lazaridis Students' Society Vice President of Club Strategy determines to be a warning offense. The above examples are not an exhaustive list of warning offenses.

4.2 Strikes

When a major violation of LazSoc policy or club procedures has occurred, a strike will be given. In most circumstances, strikes will have sanctions associated with them. Warnings do not need to be given prior to a strike. If multiple warnings have been given to a club, a strike may be administered.

4.2.1 Common Clubs related Strikes:

1. Holding an event without receiving prior approval from the Club Strategy team and the Student's Union.
2. Failure to attend a scheduled meeting with the Club Strategy team without providing sufficient notice.
3. Failure to attend President's Retreat, CIF, or O-Day without providing prior notice to the Club Strategy team.

4.2.2 Common Finance related Strikes:

1. Failure to comply with the agreed upon budget, resulting in overspending not approved by a Lazaridis Students' Society finance executive.
2. Spending funds without approval from the Lazaridis Students' Society Finance team.
3. Violating the prize money process, including but not limited to failure to receive sponsor approval for the use of their funds for prize money.
4. Club executives receiving a cash prize (e.g. case competition prizes, contests, giveaways) with generated funds from their own club or a club that they are working in collaboration with without prior approval from the Lazaridis Students' Society Vice President of Finance and Vice President of Club Strategy.

4.2.3 Common Corporate related Strikes:

1. Skipping the sponsorship onboarding process completely, meaning no contract was signed and the Lazaridis Students' Society was unaware of any sponsorships of money or items of value.
2. The sharing or publication of the Students' Union banking information beyond parties/individuals deemed necessary.

4.2.4 Common Marketing related Strikes:

1. Violating the merchandise policy as outlined in the Lazaridis Students' Society marketing policy.
2. Violating the Students' Union printing policy as outlined in the Lazaridis Students' Society marketing policy.
3. Use of the Lazaridis name without explicit written permission from the Lazaridis School of Business & Economics.
4. Posting social media content that tarnishes the brand or reputation of the club, the Lazaridis Students' Society, the Lazaridis School, and/or the university as a whole.

4.2.5 Other

*Anything else in violation of any Lazaridis Students' Society or Wilfrid Laurier Students' Union policy, as well as **anything** else that the the Lazaridis Students' Society President(s) determines to be a strike offense, with consultation from the Vice President of Club Strategy and the rest of the Executive Leadership Team. The above examples are not an exhaustive list of strike offenses.*

5.0 Club Performance Management Structure

5.1 Warnings (as defined by the Lazaridis Students' Society Executive Leadership Team)

5.1.1 First Warning:

The following process will be used after a first warning offense:

1. Letter of Warning

5.1.2 Subsequent Warnings:

The following process will be used for any subsequent warnings after the first warning offense. This process will be used for offenses that are different from those in which a warning has already been issued.

1. Letter of Warning
2. Possible meeting with the Vice President of Club Strategy, the Director of Club Strategy, and any other related member(s) of the Lazaridis Students' Society Executive Leadership Team.[1]
3. Possible Level 1 sanctions as deemed appropriate by the Vice President of Club Strategy and other related member(s) of the Executive Leadership Team

5.1.2 Repeated Warnings:

The following process will be used after repeated warning offenses. These are for offenses in which a club has already received at least one warning regarding conduct and continues to violate the policy.

1. Formal Notice of Discussion
2. Meeting with the Vice President of Club Strategy, the Director of Club Strategy, any other related member(s) of the Executive Leadership Team, and the Lazaridis Students' Society President(s).[1]
   a. This meeting will be used to hear the club's perspective and gain a better understanding of why the violation took place. The result of the meeting will determine the level of sanctions the club receives.
3. Level 1 or 2 sanctions as deemed appropriate by the Vice President of Club Strategy and other related member(s) of the Executive Leadership Team
   a. If deemed appropriate by the Vice President of Club Strategy and the Lazaridis Students' Society President(s), Level 3 sanctions may be considered. Additionally, repeated warnings may be classified as a strike on a club record.

5.2 Strikes (as defined by the Lazaridis Students' Society Executive Leadership Team)

5.2.1 First Strike:

The following process will be used after a 1st strike offense:

1. Formal Notice of Discussion.
2. Meeting with the Vice President of Club Strategy, the Director of Club Strategy, any other related member(s) of the Lazaridis Students' Society Executive Leadership

Team, and the Lazaridis Students' Society President(s).[1]

      a. This meeting will be used to hear the club's perspective and gain a better understanding of why the violation took place. The result of the meeting will determine the level of sanctions the club receives.

3. Level 2 sanctions as deemed appropriate by the Vice President of Club Strategy, other related member(s) of the Lazaridis Students' Society Executive Leadership Team, and the Lazaridis Students' Society President(s)

      a. If determined appropriate by the Vice President of Club Strategy and the Lazaridis Students' Society President(s), Level 3 sanctions may be considered.

5.2.2 Subsequent Strikes:

The following process will be used after a subsequent strike:

1. Formal Notice of Discussion
2. Meeting with the Vice President of Club Strategy, the Director of Club Strategy, any other related member(s) of the Executive Leadership Team, and the Lazaridis Students' Society President(s).[1]

      a. This meeting will be used to hear the club's perspective and gain a better understanding of why the violation took place. The result of the meeting will determine the level of sanctions the club receives.

3. Level 2 or 3 sanctions as deemed appropriate by the Vice President of Club Strategy, other related members of the Executive Leadership Team, and the Lazaridis Students' Society President(s).

[1] *A club's associated External Director of Finance and/or the Director of Corporate Consulting may also be present at any given meeting as deemed appropriate by the Vice President of Finance and/or Vice President of Corporate Relations respectively.*

5.3 Sanctions

5.3.1 Level 1 Sanctions:

Level 1 Sanctions can include but are not limited to:

- Temporary restrictions on events (up to 30 days)
- Temporary restrictions on budgeted funds (up to 30 days)[2]
- Partial loss of social spending (up to 50%)[2]

- Minor reduction in budget allocation (up to 25% of allocated funding)[2]
- Mandatory training for Club President(s) and/or any related Club Executives
- Removal of marketing support (for up to a full semester)

5.3.2 Level 2 Sanctions:

Level 2 Sanctions can include but are not limited to:
- Temporary restrictions on events (up to 60 days)
- Temporary restrictions on budgeted funds (up to 60 days)[2]
- Reduction in budget allocation (up to 50% of allocated funding)[2]
- Loss of all social spending/merch subsidy[2]
- Temporary freezing of all accounts (for up to 60 days)[2]
- Removal of all marketing support
- Change in Club's Classification (Purple Clubs Only)

5.3.3 Level 3 Sanctions:

Level 3 Sanctions can include but are not limited to:
- Total removal of access to budgeted funds allocation (including event funding, social spending and merch subsidy)[2]
- Probationary status[3]
- Freezing of all accounts[2]
- Suspension (up to 90 days)
- Formal review of the Club President's title
- Removal of the Club President's title
- Formal review of the club's status under the Lazaridis Students' Society
- Removal of the club's status under the Lazaridis Students' Society[3]

[2] *As determined by the Vice President of Finance & Vice President of Club Strategy.*

[3] *As determined by the President(s) of the Lazaridis Students' Society, with consultation from the Vice President of Club Strategy and other related member(s) of the Lazaridis Students' Society Executive Leadership Team.*