



**UNIVERSITY OF THE
COMMONWEALTH
CARIBBEAN**
Fostering Leadership & Innovation

University of the Commonwealth Caribbean

TERMS OF REFERENCE

UCC Clubs and Societies



January 11, 2018, Revised June 2022

Department of Student Affairs



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**University of the Commonwealth Caribbean
Policy Approval and Revision Form**

Policy/Procedure Title:	TOR - Clubs and Societies Procedures
Policy/Procedure Number:	DSC-04-2022
Date Developed/Revised:	January 2018, Revised June 2022
Date Approved by Academic Council:	June 1, 2022
Date Approved by University President:	June 7, 2022
Date of Next Revision:	June 2024
Contact:	Department of Student Affair, Director
Appendices:	
Related Policies/Procedures:	Student Affairs Manual
Position(s) Responsible for Adherence to Policy:	Department of Students Affairs Director, Alumni Executive, Campus Managers, Heads of Department
APPROVED BY: UCC Academic Council	APPROVED BY: UCC President
Name: Dr. Yvonne Dawkins, Associate Vice President for Academic and Students' Affairs	Name: Professor Dennis J. Gayle, University President
Signature: 	Signature: 
Date: June 1, 2022	Date: June 7, 2022



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UCC Clubs and Societies Terms of Reference January 11, 2018; Revised June 2022

Purpose and Scope

UCC Clubs and Societies are dedicated to developing quality students, designed to suit the varied tastes and interests. Through the Clubs & Societies, the students' university experience is enriched with co- and extra-curricular activities aimed at equipping students for the world of work through various planned activities: outreach, health, advocacy, sports, and other disciplines.

The Terms of Reference provides a standard that guides the formation and function of all Clubs and Societies in the University of the Commonwealth Caribbean.

Authority and Responsibilities

The Club/Society's President or his designate reports to the Department of Student Affairs (DSA) and is the liaison officer with DSA. Each Club/Society will be monitored by the DSA to ensure that they are in compliance with the guidelines for operation.

All Club/Society members are representing UCC while participating in activities on or off the UCC compounds and are expected to demonstrate appropriate behaviours at all times, both within and outside of the university in order to uphold the integrity of the University.

The leadership of each Club/Society is expected to perform his/her role in a professional manner that befits the office of the representative, the group and an ambassador of the University of the Commonwealth Caribbean. Each Executive Member is expected to exhibit professionalism worthy of emulation through academic, moral and ethical conduct which includes, but is not limited to the following:

- Respect for and strict adherence to all of UCC's policies and procedures
- Honest and ethical conduct
- Observance of confidentiality
- A fair-minded and unprejudiced approach to duties and interactions
- Moral and law-abiding behaviour
- Respectful and considerate actions, posture and communication
- Diplomatic, collaborative, and solutions-oriented attitude and demeanour
- Reliability, commitment, and diligence
- Willingness to identify and remove any conflicts of interest that may exist in the performance of duty
- Full compliance with the expectations and responsibilities of his/her office

Membership and Terms of Office

Each Club/Society shall document the expectations of members in its Code of Conduct, Sanctions and Appeal Process.

Each Club/Society must maintain a membership of at least fifteen (15) active members at all times, including the Executive Body. Membership is on a voluntary basis and there is no associated remuneration.

Executive Body – The Executive (or interim) Body shall comprise of (at minimum) a President, Vice President, Treasurer, and a Secretary (or until an election is held), not exceeding a year of being functional.

It is the responsibility of the Executive Body to ensure that the Code of Conduct, Sanctions and Appeal Processes of the Club/Society is available to each member.

Terms of Office – The term of office and election shall be determined by consensus, but must not exceed two (2) years. Where elections are held annually, an Executive Body must not serve for more than two (2) terms; otherwise each executive body shall not serve more than one (1) term.

Should an executive member demit office prior to elections, the serving Executive Body shall decide on a replacement.

Affiliate Member- An affiliated member of staff (administration or faculty) will serve as an advisor/supervisor to the Executive Body.

General Membership- All students of UCC are eligible to join a Club or Society that caters to their interests. Virtual meetings and events allow for inclusion of students irrespective of location.

Terms of Office- Students retain membership for the duration of his/her programme of studies at UCC

Meetings Frequency

- Each Club/Society shall have regular weekly meetings (at least two meetings per month) during the teaching weeks of each semester. The schedule of meeting will be published on the DSA page on the UCC website.
- The day and time of the meeting shall be determined by the Club/Society
- Meetings may be held virtually or on Campus. For meetings on Campus, the request for room or audio-visual device must be placed through the DSA at least three (3) days in advance
- Any change to the meeting dates submitted in the proposal must be communicated to the DSA within two (2) days of the change.

Quorum

The quorum for general meetings shall be determined by the Executive Body. The presence of 50% of the Executive Body shall constitute a quorum.

Requirements for Starting Club/Society

To be registered and officially recognized and supported as a UCC Club/Society, a proposal must be submitted to the Department of Student Affairs (DSA) for review and approval within five (5) business days of submission. A copy of the signed proposal will be retained by the DSA.

The proposal must clearly outline the:

1. Vision/mission and the objectives
2. Names and offices of interim leadership (President, Vice-President, Secretary and Treasurer) and responsibilities
3. Names, student ID numbers and contact detail for at least fifteen (15) students (four (4) executive and ten (11) non-executive) who are ready to be members of the club/society
4. An affiliated member of staff (admin or faculty) to serve as an advisor/supervisor to the Executive Body
5. Target groups (interest, modality, location)
6. Affiliation to a UCC programme of studies/Department, if applicable
7. At least three (3) planned activities for the first semester, one of which must be an identified semesterly event or an outreach activity. Scheduled meetings are not considered an event.
8. Proposed scheduled meeting dates
9. Clubs/Societies Code of Conduct, Sanction and Appeal Process for their members.

All clubs and societies must be in compliance with the guidelines for continuity.

Activities

1. Each Club/Society Executive is responsible for the creation of a calendar of events at the start of each semester. This calendar must be submitted within the second week of the Semester by the President via email to the Department of Student Affairs for approval and inclusion on the DSA general calendar.

For each event, the estimated resources needed from DSA (such as costs, personnel and transportation) should also be indicated.

2. Each Club/Society must conduct an outreach project at least once per semester.
3. All planned activities that will occur external to any UCC Campus (especially if the UCC brand is being used) must be communicated to the Department of Student Affairs for approval by the Marketing Department.
4. All solicitation of sponsorship, financial aid, or any other communications external to the UCC, require a formal letter from the Department of Student Affairs. This formal letter will be placed on the official UCC's letterhead and directly disseminated from the DSA to the intended recipients.
5. When soliciting sponsorship, financial aid or conducting any outside activities which requires the use of a letter, kindly note only the UCC letterhead must be used. This must be done by making a request of the DSA no less than three (3) days in advance of the implementation of the project/function.

6. All advertisements of Club/Society activities must be routed through the Department of Student Affairs at least one (1) week in advance of each event. The DSA will be responsible for vetting and promoting the advertisement to the general student population.
7. All Club/Society Leaders should keep the Department of Student Affairs abreast of their activities and seek approval from the Department should there be planned activities outside of the confines of UCC, especially if the brand is being used.

Quarterly Reports

- All club meetings must be documented by the Secretary to preserve a formal record of club activities and membership. At the end of each semester, each club's Secretary is responsible for submitting a formal report (achievements and membership) via email to the Department of Student Affairs.
- Any change to the leadership team must be communicated to the DSA within one week of the change.
- Planned activities for the semester must be submitted by the second week of the semester to the DSA.
- Marketing assets (video, PowerPoint, Flyers schedule, etc.) for promotional purposes during Clubs & Societies Week (4th week of the semester) must be submitted by week three (3) of the semester

Income and Expenditure Report

All receipts of club income (originating from dues, fundraisers and donations) and club expenditure must be documented by the Treasurer. Where the official account is being used, a copy of the transaction should be submitted within two (2) days to the DSA. At the end of each semester, each club's President is responsible for submitting a statement of the Club/Society's income and expenditure via email to the Department of Student Affairs.

Sanctions and Appeal

Any action or behaviour of a **member** that is in contravention of the expected conduct will be addressed by the Club/Society Executive Body in accordance with its Code of Conduct, Sanction and Appeal Process.

Infractions or violation by an Executive must be referred in writing to the assigned Advisor/Supervisor, who, along with a representative of the Department of Student Affairs, will address the matter according to the category of misconduct.

Category of Offense	Level to Address	Sanction
Poor performance (example: tardiness, absenteeism)	Advisor/Supervisor and/or Director, DSA (or his designate)	1 st Offence, Warning letter 2 nd Offence, removal from office
Bring the Office or the Club/Society in disrepute (example: unethical and dishonest behaviour, Insubordination)	Advisor/Supervisor & Director, DSA (or his designate)	Removal from Office

