

Welcome!

Thank you for picking up your 2011-2012 Clubs Handbook and Application! Your interest and enthusiasm in starting a LUSU club on campus is what makes student life fun, engaging, and memorable for everyone involved.

Although the process to starting a club might seem arduous, I assure you: it's really not that complicated. This easy-to-follow guide will walk you through the process of establishing your club, and inform you of the policies and procedures, as an executive of your club, that you will need to be aware of.

So let's get started!

What is a "club"?

Clubs give students the opportunity to create an atmosphere where fellow students may develop in healthy ways as they learn, and may practice roles and responsibilities associated with active membership in society. Clubs are a vehicle for doing sound, developmental social education around values, character building, leadership, identity development, and solidarity, throughout your academic journey.

Dates to Remember

September 14, 2011	The first day of LUSU Club Days in the Agora in Thunder Bay from 9am – 2pm.
September 15, 2011	The second day of LUSU Club Days in the Agora from 9am – 2pm. Also the last day for club executive to submit reasoning to the Vice-President Finance for not participating in LUSU Club Days.
October 14, 2011	Last day to submit funded club applications as well as officer and membership lists for clubs with automatic ratification. No exceptions shall be made.
October 20, 2011	Ratification of clubs by the LUSU Board of Directors.
October 21, 2011	Club Presidents Meeting in UC2020 at 2:00pm.
January 27, 2012	Last day to submit non-funded club applications. No exceptions shall be made.

The who's who of LUSU

The LUSU Board of Directors

The LUSU Board of Directors is the governing body of the Lakehead University Student Union. Composed of students from the Lakehead University body, these people are the people that will decide if your club should be a club under LUSU, and as well will authorize any and all funding to your club.

The LUSU Executive Committee

The LUSU Executive Committee is composed of the President, Vice-President Finance, and Vice-President Student Issues. Only when the LUSU Board of Directors is unable to meet, or if an urgent matter arises, the LUSU Executive Committee will exercise the powers of the LUSU Board of Directors, as mentioned above.

The LUSU Vice-President Finance

The Vice-President Finance is the individual directly responsible for all LUSU clubs. Any questions about clubs, submissions of funding requests for your club, or issues that may arise with your club should be directed towards them. One of their primary jobs is to serve clubs, so utilize them if needed.

Pat Callaghan, LUSU General Manager

As the General Manager of LUSU, Pat is available to also answer questions or address issues in the absence of the Vice-President Finance.

Christine Caron, LUSU Finance Officer

Christine will be the private banker for your club, should you receive funding. Anytime your club requires money from its registered account with LUSU, after submitting a cheque requisition form along with your receipts to the Vice-President Finance, Christine will be the one to issue you the funds from your account.

Trevor Waytowich, LUSU Communications Officer

Trevor is your go-to guy when you need posters made for your events, or any other advertising such as the LUSU website. Drop in to see him at any time, but make sure you see him in pretty far in advance; he's a busy guy!

Yvonne Roussel, LUSU Services Officer

As the LUSU Services Officer, Yvonne is responsible for booking any rooms you might need and equipment you may require at any of your functions.

Denette Maslach, LUSU Chief Justice

The Chief Justice of LUSU is responsible for solving and administrating adjudication on any issues that may arise with your club. If you are in talks with the Chief Justice, it's a sign that something with your club is going a little sideways.

Daenis Camire, LUSU Chief Returning Officer

The Chief Returning Officer of LUSU is available to your club in order to run a fair and legal election. Unless otherwise indicated by the Vice-President Finance, when holding an election, you are required to have it governed by the LUSU Chief Returning Officer.

Creating a Club

The application process to become a club is quite simple. You are required to submit the following 3 components in order to be eligible for ratification:

- *A club constitution.*
All you have to do is fill in the blanks. A template for a constitution is attached under Appendix #1.
- *A statement of club officers.*
This is a list of all club officers (3+ people). A template for all required information is attached under Appendix #1.
- *A club membership list.*
This is a list of ALL the registered members of your club. A template for all required information is attached under Appendix #1.

Filling Out Your Constitution

If your club has its own constitution, you may attach it to your application when you submit it. However, it should be noted that the Affiliated Club Constitution is the only document that will be recognized by LUSU, and all clubs are required to complete it. Throughout the Affiliated Club Constitution, the LUSU Constitution shall be referenced, which is available online at <http://www.lusu.ca/>, and Operation Policy #2 is attached under Appendix #2.

Membership

When creating your club, there are a few things you should keep at the front of your mind. First off, no club may be exclusive in its membership unless it is of one of the following three natures:

- a religious club, where members share the same religious beliefs;
- a political club, where members belong to a specific political party, and;
- an area of study club, where members are enrolled in a specific faculty or program.

Naming Your Club

When filling out your template constitution, the first thing you will need to complete is the name of your club. If you are interested in using the name "Lakehead University" or "Lakehead U", you must receive written permission from Marian Ryks-Szelekovszky, Vice-Provost (Student Affairs) (in UC 1002A) and submit a copy of the authorization with your club application.

If you have sought permission in the past, and received it, you are not required to seek permission again.

If you are a political club, it is important to note that you will also need specific written permission to use the name "Lakehead University" with the affiliated party. In addition, if you wish to use the logo belonging to a political party, you must also receive written consent from the party. You must submit a copy of the authorization with your club application.

Double-check prior to submitting your application, that you have all 3 required components.

Running Your Club

Due Diligence & Liability

As a club executive, you are responsible for the operations of your club. You will decide what your club does throughout the year, how it spends its resources, and how it contributes to the Lakehead University community.

Making wise, considered decisions is easily the best way to effectively run a club. It is important for you, as an executive, to realize the amount of liability you hold with the actions of your club. Any negative or positive actions taken by a club are the direct responsibility of the executive. Should the executive lead the club down a negative path, serious consequences may arise both from the Lakehead University Student Union and Lakehead University.

The best way to avoid trouble is to know the policies of both the university and the union. If your club thinks it will be an awesome idea to have a 10ft. high bonfire outside of the ATAC, although fire is totally awesome, the university is going to have a major issue with it. If your club thinks it would be a great idea to wallpaper all the LUSU poster boards with advertisements of your latest event, LUSU is going to have a major issue with it. Any stupid move and you are going to have the LUSU Vice-President Finance asking for a meeting time.

- The LUSU Constitution, containing all of the union's policies, is available online at, <http://www.lusu.ca/>
- Lakehead University's policies are all available online at, <http://policies.lakeheadu.ca/>

If you are unsure whether or not something may lead to issues, or are just curious, you are strongly encouraged to contact the LUSU Vice-President Finance, or the LUSU General Manager.

Mail

A mailbox is available to your club at the LUSU office to receive both internal and external mail. Note that LUSU does not send out mail on behalf of your club. Any important communiqués from LUSU will be given to you and your club via. your mailbox, so drop in to check it regularly. To have external mail sent to your club, use the address below:

[Your Club Name]
c/o Lakehead University Student Union
955 Oliver Rd.
Thunder Bay, Ontario, Canada
P7B 5E1

If your club is interested in having a lakeheadu.ca email account, all you need to do is visit:

<http://helpdesk.lakeheadu.ca/specialaccount/>

Under the following fields, supply the following information:

Approved by: Pat Callaghan
Approval Person Email: pat.callaghan@lusu.ca
Approval Person Phone: 8552

Approval Department: LUSU

Purpose of Account: Organization

Running Meetings

Meetings are an essential part of running a club effectively. Meetings allow for your club to make democratic decisions, gather information, report back to the members, coordinate actions, create and apply accountability, and make your club's work transparent. Without input, or everyone being on the same page, it is difficult to stay coordinated.

When you're facilitating a meeting, there are a few things you should remember:

- *Encourage Participation*
Ensure all members participate equally by encouraging traditionally silent members to speak on issues and by giving speaking priority to those who have not spoken to an issue over those who have spoken many times already.
- *Keep Focus*
Ensure debate stays focused on the issue at hand and that members are paying attention by preventing speakers from going off topic, encouraging brevity, discouraging repetition, and taking breaks when appropriate.
- *Set an Example*
Ensure that the person running the meeting is setting a good example by actively listening to speakers and closely following discussion. It's important the person running the meeting is paying attention so things don't spiral out of control.
- *Be Respectful of Time*
Regularly compare the scheduled time with the items to be talked about at the meeting. Don't be afraid to let participants know that you're falling behind and may need to move through things quicker.
- *Don't Rush*
While it's important to respect timelines, the meeting isn't a race. Ensure speakers are finished before moving onto the next and ensure all speakers have had the opportunity to be heard.

Remember that in Thunder Bay, clubrooms are available, so you may book a room with the LUSU Services Officer. Aside from regular meetings, at least one (1) general meeting is constitutionally required. So, at one point over the academic year, you will be required to sit two-thirds (2/3) of your members down, not just a select or usual group down and talk, and maybe even have some fun!

Elections

Elections are an important part of your club. Elections provide the opportunity for people who are moving on to pass their role and skills to new individuals, as well as for all active members of the club to have an equal opportunity to lead the club. It is especially important to hold elections prior to the summer months, so that the new executive can get the club facilitated, and plan for the next year.

Your elections are required to follow the LUSU Constitution and Ontario Elections Act. Although you are not required to follow the LUSU elections procedure, your election should be democratic and fair. Your election could be as simple as having a general meeting where people are nominated and voted upon by secret ballot, or as complex as polling stations around campus for polling.

The LUSU Chief Returning Officer (CRO) Daenis Camire is available to help your club run your election as smoothly as possible. Do not be afraid to contact him through the LUSU Office for assistance!

Finances

Club Funding

There are two kinds of LUSU Clubs: those that are funded, and those that are not.

If you wish to be a club that receives club funding from LUSU, you must submit your application prior to October 14, 2011, and have more than 20 members. All funded clubs are required to bank with LUSU. If your club currently banks outside of LUSU, you are ineligible for funding. It is also important to note that if your club identifies as a political club, you are also ineligible for funding (as per the LUSU Constitution, Operational Policy 2, point 3.5.2.3.).

As an executive of a club, you are required to properly handle the finances of your club. Inappropriate use of any of this money can land you in some deep trouble. The best way to avoid this trouble is to properly budget the use of your funds. It's important to remember that this money you are using is student money. In addition, at all times, your club must maintain a working balance within your club account with LUSU.

Making Money For Your Club

In addition to LUSU provided funding, your club can also do its own fundraising. Once your profit is made, it can be deposited directly into your club bank account with LUSU, through the LUSU Finance Officer, Christine. Any cheques for deposit into a LUSU club account should be made payable either to your club, or the "Lakehead University Student Union Inc. Keep in mind that no club is permitted to use its funds for personal gain.

Listed below are a couple of ideas to get the gears turning:

Bake Sales

Bake sales are permitted in the Agora for fundraising purposes. To have a bake sale, just stop by the LUSU Office and complete a space request form with the LUSU Services Officer. She will confirm availability from the University and order any equipment required. Allow ten (10) business days.

Donations

If anyone, or organization, wishes to donate some money to your club, donations are welcome.

The Study

Have a fundraiser at The Study! Drop by and talk to the manager to storm up some ideas and set a date.

The Outpost

Sponsor a Pub Night! All you need to do is meet with one of the managers three (3) or more weeks in advance. The Outpost will give you some tickets to get people out to your pub night, and for every ticket

that is returned at the door of The Outpost on your pub night, the proceeds will be donated directly to your club. The more tickets that are returned, the more money your club gets.

Spending Money With Your Club

Your club may choose to make certain expenditures with your club funding. To make any kind of expense, an executive of your club should clear it with the LUSU Vice-President Finance or LUSU General Manager first. Once your expense is cleared a club executive will have to fill out a Cheque Requisition Form at the LUSU office. Upon approval, a cheque will be issued.

If your club is looking to make some small purchases, you are able to make these purchases and then seek a reimbursement. LUSU will not issue money in advance to clubs or individuals for the purpose of purchasing goods. If you would like a reimbursement for purchases you, or someone in your club, has made, a Cheque Requisition Form can be filled out at the LUSU Office and submitted, along with all receipts, to the LUSU Vice-President Finance for review. Upon approval, a cheque for reimbursement will be issued. Note, however, that not all purchases may be reimbursed if they are judged to be unrelated, alcohol-related, or superfluous. Executives should keep in mind this is student money being spent, not LUSU or club money.

Applying for Additional Funding

Whether you are a club with funding, or without, you can apply for additional funding out of the Clubs Discretionary Fund. All you have to do to apply for such funding is the following:

- Go to <http://www.lusu.ca/>, and choose the Thunder Bay Campus. Under the Online Forms menu on the left, download and print out the Funding Request Form. Alternatively, you can go to the LUSU office and get a form.
- Fill out the Funding Request Form, and bring it to the LUSU office.
- Submit the form to the LUSU Vice-President Finance.
- The Financial Management Committee will then meet and vote on your request. You may request, or be requested, to speak to your request.
- A notice will be sent out either approving or denying the request.
- If the request is approved, the funding will then be transferred to your club bank account.

Activities & Events

While developing your program for your club, you will probably want to include special activities or events. When planning your event, it is important to keep your event inclusive and risk-free. The last thing everyone wants is someone getting hurt.

Booking Space

In Thunder Bay, there is an array of spaces you can book:

- *A clubroom.*
Clubrooms can be reserved in advance by dropping into the LUSU Office and reserving your room. Rooms are available in hourly increments, for a limited number of hours per day.
- *A classroom.* *A hallway.* *The fire pit.*

The Agora/Agora Circle *The Avila Gym/Chapel* *The Faculty Lounge/Dining Room*

All reserved through the LUSU Services Officer, Yvonne, at the LUSU Office. At least two (2) weeks before you require the space, you must fill out a request form. Yvonne will send you a confirmation email once the university approves your booking.

- *The Study*

The Study is a prime location for a small to mid-size event. Use of The Study is free, and includes full service.

- *The Outpost*

If you are thinking of throwing a huge party, the Outpost is the location for you. For good music, good food and good times be sure to speak with the LUSU Vice-President Finance.

Any equipment you may need, such as tables, chairs, projectors, laptops, or electrical needs for an event can also be booked through the LUSU Services Officer, so be sure to include all the resources you might need on a given day, again – allow ten (10) business days.

Risk Management

In order to be completely covered for liability, it is required that you book any space on campus through LUSU. If you're doing something simple within university or LUSU space (such as a classroom, The Outpost or The Study), you're exempt from doing any risk assessments. However, if you're doing an event or activity outside on campus grounds, or anything off-campus, you will be required to do some risk assessment. To conduct a risk assessment, contact Millo Shaw, Director of Risk Management & Access to Information (in ATAC 4010).

Food Services

In Thunder Bay, if you are seeking food service on campus; the Outpost can provide quality food and service, for an unbeatable price. The Outpost can cater in or out to any LUSU space. Any and all other food services must be booked through Aramark Food Services. To order food service from Aramark you must do the following:

- Book a room with the LUSU Services Officer.
- Negotiate an order with Aramark, or alternatively, you can ask to receive permission to bring in your own food from Nick Buragina, Manager of Aramark (in UC 1027C).
- Negotiate the method of payment with the LUSU Vice-President Finance or LUSU General Manager and get a purchase order from LUSU.

If you are seeking liquor service at The Outpost and The Study is generally automatically provided, therefore making one of those venues your most convenient location. However, in university space, there are various places on campus where your event can be accommodated. A minimum of (3) weeks notice is required in order to receive approval.

Advertisement

Once your event is all set up, it's time to advertise. The LUSU Communications Officer, Trevor, is at your disposal for poster design and production. Trevor is always very busy, so please allow time if you'd like to use his services. If you want to make your own posters, you have access to the LUSU photocopier. If you need printing done, the Lakehead University Print Shop can do all that work for you to a professional grade. The Print Shop, however, will not accept any printing work without a pre-authorized printing slip from LUSU.

Clubs can also prepare write-ups to be included on the LUSU website. To place your club write-up on the

LUSU website submit an electronic copy of your article to the Vice-President Finance. LUSU clubs can also post articles and information or advertisements in The Argus. To place your club write-up in The Argus, submit your article to The Argus online, or swing by UC 2014B and it will appear in the next release.

Appendix #1
LUSU Club Application

Lakehead University Student Union (LUSU)
Affiliated Club Constitution & By-Laws
2011-2012

Effective: dd/mm/yyyy

Constitution:

1. The club shall officially be known as the:

Club Name

henceforth referred to as "Acronym".

2. The purpose of the Organization shall be:

a. Purpose

b.

By-Law I: Membership Requirements

1. There shall be a minimum membership of Number (#) Lakehead University students.
(As per LUSU Operational Policy 2, point 3.1.)
2. Active membership shall be based on an individual's registration with the Executive Responsible and then reported to the LUSU Vice-President Finance.
3. Any non-students who wish to join Acronym may join as non-voting members, and may not exceed forty (40) per cent of the club's total membership.
4. Any changes to the club membership list shall be reported to the LUSU Vice-President Finance, within seven (7) days of said changes.
5. Acronym may choose to acknowledge Lakehead University faculty, staff, or alumni as consultants and/or advisors for the club.
6. There is a \$ membership due charged to all members. (If applicable. Must be approved by the LUSU Board of Directors as per LUSU Operational Policy 2, point 5.4.)

By-Law II: Club Meeting Procedures

1. Acronym shall hold at least Number (#) general meeting(s) throughout the academic year. The meeting date shall be reported to the LUSU Vice-President Finance two (2) weeks prior to the meeting.
2. Quorum shall be met with attendance of two-thirds of the voting members of the club present.
(As per LUSU Operational Policy 2, point 4.5.1.)

By-Law III: Club Officer Positions

1. The executive shall consist of Number (#) members of equal status.
2. The executive shall consist of only students currently enrolled at Lakehead University.
3. Any changes to the club executive list must be reported to the LUSU Vice-President Finance, within seven (7) days of said changes. (As per LUSU Operational Policy 2, point 2.1.8.)
4. Executive Positions and Duties

a. Executive Position Name

i. Executive Position Description

b. Executive Position Name

i. Executive Position Description

c. Executive Position Name

i. Executive Position Description

d. Executive Position Name

i. Executive Position Description

e. Executive Position Name

i. Executive Position Description

f. Executive Position Name

i. Executive Position Description

g. Executive Position Name

i. Executive Position Description

- h.

Executive Position Name

- i.

Executive Position Description

By-Law IV: Amendments to the Constitution

1. Any proposed amendment to this constitution must be submitted to the Vice-President Finance two (2) weeks prior to the general meeting when voting on the amendment shall occur.
2. Any amendment to the

Acronym

 Constitution shall be voted on by the general membership of the club and the LUSU Board of Directors.
3. Two-thirds of the

Acronym

 voting members must be present in order for proposed amendments to be voted on
4. Any amendments shall not take effect until ratified by the LUSU Board of Directors.

By-Law V: Club Election Procedures

1. The LUSU Chief Returning Officer shall act as the supervisor of the club elections, if requested.
2. Unless otherwise stated by the LUSU Vice-President Finance or the LUSU Chief Returning Officer, all club elections shall be regulated by LUSU Constitution Article #10 and the Ontario Elections Act.
3. Club elections shall be held either in March, at the end of the academic year, or in October, at the beginning of the academic year.

Operational Policy I: Liability of Officers

1.

Acronym

, it's Executive, and its constitution will abide by the LUSU Constitution, Statement of Principles, and By-Laws.
2. The 2011-2012

Acronym

 constitution takes precedence over any and all previous

Acronym

 constitutions.
3. The Executive is accountable for all its actions this year, and in previous years. The executive understand that they will assume full responsibility for any unresolved issues of the club from years past; pursuant to LUSU Operational Policy 2, point 2.1.1.4.
4. Any member of

Acronym

 who feels the original intent of the

Club Name

 is not being represented by the present members of the organization shall have the option of filing a complaint with the Vice-President Finance of the Lakehead University Student Union (LUSU).

If no resolution can be reached through the efforts of the Vice-President Finance, the complaint will then be passed on to the LUSU Chief Justice for arbitration by the LUSU Judicial Review Committee (JRC); pursuant to LUSU Operational Policy 2, point 6.

Operational Policy II: Membership Dues

1. Acronym, it's executive, and it's members shall not use any monies or profit for personal gain.
2. Acronym shall bank through the Lakehead University Student Union Inc.
3. Acronym shall appoint at least three (3) executive members to have signing authority with the bank account.
4. Acronym requires that (2) members with signing authorities be present in order to withdraw any monies from the account.
5. Acronym shall submit receipts to the LUSU Vice-President Finance for approval in order to be reimbursed with any of the club's funds.
 - a. In the absence of the LUSU Vice-President Finance, receipts shall be submitted to the LUSU General Manager.
6. The club shall also have the opportunity to place funding requests through the Vice-President Finance in order to access any of the Club Discretionary Funds.
7. Acronym, it's executive, and it's members, acknowledge that the Lakehead University Student Union (LUSU) reserves the right to review a club's financial activity at any time.



CLUB OFFICER LIST

Name: _____

Position: _____

Signature: _____

Student #: _____

Home Phone: _____

Cell Phone: _____

E-mail: _____

Contact Person Y N

I, _____,
hereby authorize the Lakehead University Student Union to release
the contact information provided to registered students of
Lakehead University if so requested or desired.

Name: _____

Position: _____

Signature: _____

Student #: _____

Home Phone: _____

Cell Phone: _____

E-mail: _____

Contact Person Y N

I, _____,
hereby authorize the Lakehead University Student Union to release
the contact information provided to registered students of
Lakehead University if so requested or desired.

Name: _____

Position: _____

Signature: _____

Student #: _____

Home Phone: _____

Cell Phone: _____

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the contact information provided to registered students of
Lakehead University if so requested or desired.

Name: _____

Position: _____

Signature: _____

Student #: _____

Home Phone: _____

Cell Phone: _____

E-mail: _____

Contact Person Y N

I, _____,
hereby authorize the Lakehead University Student Union to release
the contact information provided to registered students of
Lakehead University if so requested or desired.

Appendix #2
Policy

LAKEHEAD UNIVERSITY STUDENT UNION
OPERATIONAL POLICY #2
LAKEHEAD UNIVERSITY STUDENT UNION CLUBS
Review by March 2012

1. Club Status

1.1. Officially recognized Lakehead University Student Union Clubs are considered official subsidiary organizations of the Corporation from the time of ratification until September 30th of the following academic year.

1.2. Clubs with Official LUSU Club status for two (2) consecutive years without interruption shall be given automatic renewal of Official LUSU Club status every following year thereafter, provided a current list of club officers and membership is submitted to the Vice-President Finance prior to October 15th each year.

2. Qualification for Club Status

2.1. In order to gain official status with funding, the following must be submitted to the LUSU Vice-President Finance prior to October 15th. In order to gain official status without funding, the following must be submitted to the LUSU Vice-President Finance prior to January 31st each year.

2.1.1. A club constitution. All club constitutions shall include the following eight articles:

2.1.1.1. Policy I - Name and Purpose of Club

2.1.1.2. Policy II - Membership Requirements of the Club

2.1.1.3. Policy III - List of Club Officer Positions (This should include titles, terms of office, method of selection and duties)

2.1.1.4. Policy IV - A statement accepting liability for the Club, both currently and for previous years.

2.1.1.5. Policy V - Membership Dues for the Club

2.1.1.6. Policy VI - Rules for Amending the Club Constitution (Subject to LUSU approval)

2.1.1.7. Policy VII - Club Meeting Procedures (Frequency and Quorum)

2.1.1.8. By-Law I - Club Election Procedures

2.1.1.9. By-Law II - Club Standing Committees (If applicable)

2.1.2. A list indicating a minimum of three (3), and a maximum of six (6), Club Officers with signing authority on behalf of the Club. Said list shall include the following information, as well as designate at least one (1) contact person:

2.1.2.1. Printed name.

- 2.1.2.2. Signature.
 - 2.1.2.3. Student number.
 - 2.1.2.4. Telephone number(s).
 - 2.1.2.5. Email address, if applicable.
 - 2.1.2.6. Statement of permission to release contact information (contact person(s) only.)
- 2.1.3. A membership list. Said list shall include:
- 2.1.3.1. Printed name.
 - 2.1.3.2. Signature.
 - 2.1.3.3. Student number.
 - 2.1.3.4. Email address, if applicable.
- 2.1.4. A list of proposed Club events.
- 2.1.5. A club budget including all sources of expected club revenue and expenditure.
- 2.1.6. In the interest of recruitment, each club is strongly encouraged to participate in officially sponsored LUSU Club Days.
- 2.1.6.1. Should a club fail to attend officially sponsored LUSU Club Days, said club shall submit a report to the LUSU Vice-President Finance outlining all methods of member recruitment.
- 2.1.7. Conscious effort shall be made by each club to ensure that the general membership of the Corporation is aware of the existence of each individual club.
- 2.1.8. Any changes to the club officers' list shall be reported to the LUSU Vice-President Finance within seven (7) days of said changes.

3. Membership

3.1. In order to receive Official LUSU Club Status with funding, a club shall be registered to bank with the Lakehead University Student Union and have a minimum membership of twenty (20) members, all of whom shall be registered as students at Lakehead University for the duration of their membership.

In order to receive Official LUSU Club Status without funding, a club shall have a minimum membership of ten (10) members, all of whom shall be registered as students at Lakehead University for the duration of their membership.

For clubs at the Orillia campus, membership requirements are halved.

- 3.2. If a club wishes to use the name "Lakehead University", in any of its forms, they must obtain written consent from the Vice-Provost (Student Affairs) of Lakehead University to use the name, to be submitted with the club application.
- 3.3. Members of the general public may participate in LUSU clubs; however, only forty (40) per cent of a club's membership may be non-students and said members are prohibited from being voting members of said clubs.
- 3.4. Faculty, staff and/or alumni may act as consultants and/or advisors for Clubs.
- 3.5. No club may be exclusive in its membership, with the exception of religious, political, and area of study clubs. Any and all members of the Corporation shall be permitted membership in any officially recognized LUSU club.
 - 3.5.1. To be deemed a "religious club", a club application must be submitted which states that the nature of the club is religious, which implies that members and the club have a specific religious belief(s) and practice(s) and will only accept this belief(s) and practice(s) with the understanding that it will not violate the LUSU Constitution.
 - 3.5.2. To be deemed a "political club", a club application must be submitted which states that the nature of the club is political, which implies that members of the club will have a specific political belief(s) and practice(s) and political alignment with the understanding that it will not violate the LUSU Constitution.
 - 3.5.2.1. If a political club wishes to use a logo which belongs to a political party as recognized by Elections Canada, they must obtain written consent from the party to use the logo, to be submitted with the club application.
 - 3.5.2.2. If a political club wishes to use the name "Lakehead University", in any of its forms, they must obtain specific written consent from the Vice-Provost (Student Affairs) of Lakehead University to use the name, to be submitted with the club application.
 - 3.5.2.3. Clubs identifying as a "political club" may not apply for funding.
 - 3.5.3. To be deemed an "area of study club", a club application must be submitted which states that the nature of the club is of a specific area of study, which implies that members of the club will have a specific academic discipline at Lakehead University.
 - 3.5.4. All material for solicitation and distribution must be stamped and/or approved by LUSU before being distributed.
 - 3.5.5. No club shall have either "Lakehead University Student Union" or "LUSU" within their club name.
 - 3.5.6. Clubs shall respect the wish of individual students and must cease contact with a member of the Corporation immediately if requested.

4. Budgeting

- 4.1. Clubs with funding may access the phone, fax and printing by using services offered in the LUSU office.
- 4.2. Clubs with funding shall submit a cheque request and receipts to the LUSU Vice-President Finance or the LUSU General Manager for approval in order to access any of their individual club funding.
- 4.3. Clubs shall submit requests to the LUSU Financial Management Committee in order to access any of the Club Discretionary Funds. Requests should be in written form and should include the following information:
 - 4.3.1. The specific amount of money being requested.
 - 4.3.2. A detailed budget of other revenue and expenditures.
 - 4.3.3. The number of Lakehead University students and/or club members who will benefit from the expenditure plus an explanation of why they will benefit.
 - 4.3.4. Any other pertinent information as necessary to justify the expenditure.
- 4.4. Approval of the LUSU Board of Directors is required in order for a club to institute membership fees within its structure. Said membership fees shall be fully outlined and detailed in the constitution of said club.
- 4.5. All clubs shall hold at least one (1) general meeting per year. Minutes of said meeting shall be available to the general membership of the club and to the LUSU Board of Directors.
 - 4.5.1. Quorum shall be set by each individual club in their constitution.
 - 4.5.2. The meeting of the club for the sole purpose of electing Club Officers shall not be considered a General Meeting.

5. Clubs Committee

- 5.1. An ad hoc Clubs Committee will review and approve all club constitutions, membership lists, event lists, club officers' lists, and will make a recommendation to the LUSU Board of Directors for ratification.
- 5.2. The Clubs Committee shall be composed of the following three (3) members:
 - 5.2.1. The LUSU Vice-President Finance, who shall serve as Chairperson.
 - 5.2.2. One (1) member of the LUSU Standing Constitutional Development & Review Committee.
 - 5.2.3. One (1) member of the LUSU Standing Financial Management Committee.
- 5.3. All members of the Committee, including the Chairperson, shall have voting privileges.

5.4. Quorum shall be met when all voting members are present.

6. **Corrective Measures**

6.1. A complaint must be submitted to the LUSU Executive within two (2) business days of the incident.

6.1.1. The LUSU Chief Justice will review the complaint.

6.1.1.1. If the complaint is found to have merit, it will be forwarded to the Judicial Review Committee who will make a recommendation to the LUSU Board of Directors.

6.1.1.2. If the complaint is not found to have merit, said person who brought the complaint forward will be notified within two (2) business days as to why it was not found to have merit and possible actions they may then take.

6.1.2. The Judicial Review Committee shall use progressive discipline, implying the following in accordance to the severity of the infraction:

6.1.2.1. Admonition and removal of club privileges.

6.1.2.2. Removal of Club status for the remainder of the academic year.

6.1.2.3. Banning of the club for no less than three (3) years.



Student Related: Code of Student Behaviour and Disciplinary Procedures

Effective Date: Revised 1994 (non-substantive changes Apr '01), Revised June 2002, (non-substantive edits Jan 3, 2008), Revised November 2009

Approved by: Senate and the Board of Governors

Code of Student Behaviour and Disciplinary Procedures

Preamble

As stated in An Act Respecting Lakehead University (1965), the objects and purposes of the University are:

- i. the advancement of learning and the dissemination of knowledge; and
- ii. the intellectual, social, moral and physical development of its members and the betterment of society.

Lakehead University is dedicated to learning and the advancement of knowledge. The University expects and requires of its students behaviour compatible with its high standards of scholarship and conduct. By accepting admission to Lakehead University, every student accepts its policies and regulations and acknowledges the right of the University to take disciplinary action, including suspension or expulsion, for conduct judged unsatisfactory or disruptive and not in accordance with the principles of this preamble. Freedom to learn can be preserved only through respect for the rights of others, for the free expression of ideas, and for the law. University discipline is limited to behaviour incompatible with those standards and which adversely affects the University's attainment of its purposes and objectives.

The Code of Student Behaviour and Disciplinary Procedures (hereinafter, Code) is intended to ensure consistency and fairness for every student in the University through the consistent application of the procedures for the adjudication of cases of student academic and non-academic misconduct. Students shall not engage in or encourage any activity or action that is contrary to the principles expressed herein. All individuals and/or groups of the Lakehead University community are expected to speak and act with scrupulous respect for the human dignity of others, both within the classroom and outside it, in social and recreational as well as academic activities.

Jurisdiction over violations of this Code includes actions on University premises, at University sponsored events, or elsewhere when a substantial, identifiable interest of the University is concerned.

Lakehead University will not tolerate any form of harassment or discrimination on the basis of the following prohibited grounds: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, visible or not visible disability, age, marital status, family status, the receipt of public assistance and record of offences or other grounds as may be established in accordance with the Ontario Human Rights Code. In addition, it will not tolerate acts of assault, intimidation or personal harassment against individuals or groups because they express different points of view. The University encourages the free exchange of ideas and opinions, but insists that the free expression of views must be made with respect for the

human dignity and freedom of others. Complaints of discrimination or harassment will be handled in accordance with the [Harassment & Discrimination Policy & Procedures](#) found on the Human Resources website.

Students and their organizations shall conduct their activities in a manner compatible with the commitment of the University to maintain an intellectual and cultural environment conducive to personal development and critical awareness, and in compliance with the laws of Canada and Ontario, and University policies and regulations. Action taken under this Code does not preclude the University from notifying the appropriate authorities and initiating other actions in accordance with the laws of Ontario and/or Canada. This Code shall not be construed to prohibit peaceful assemblies, demonstrations, or free speech.

ARTICLE I

Examples of Misconduct

The following are examples of misconduct. They are not intended to define misconduct in exhaustive or exclusive terms and should be construed broadly. The following actions, or any actions that violate the principles of the preamble to this document, violate University standards of conduct, as do attempts to commit any actions that violate these principles.

1. Academic Misconduct

Academic misconduct includes, but is not limited to:

- i. Plagiarism (see University Regulation IX of the Calendar for definition), including, but not limited to, submitting a work of which the student is not the author, in whole or in part, whether written, oral or in any other form (except for duly cited quotations or references). Such work may include a thesis, an academic paper, a seminar presentation, a test, an examination, a laboratory or technical report;
- ii. cheating of any kind;
- iii. presenting research data that have been falsified or concocted in any way;
- iv. attributing a purported statement of fact or reference to a source that has been concocted;
- v. submitting the same piece of work or a significant part of that work for more than one course, or a thesis or other work which has already been submitted elsewhere, without written authorization of the instructors concerned and/or of the academic unit concerned;
- vi. falsifying an academic evaluation, misrepresenting an academic evaluation, using a forged or falsified academic record or supporting document, or facilitating the use of a falsified academic record or supporting document;
- vii. undertaking any other action for the purpose of falsifying an academic evaluation;
- viii. disruption of academic activities during a class or component of a course.

Note: Students are also subject to the academic requirements of their respective programs and should refer to any additional regulations governing their Faculty and/or Department/School. Students enrolled in the Northern Ontario School of Medicine (NOSM) should refer to the NOSM Code of Student Conduct for policy and procedures concerning professional misconduct, including academic dishonesty and plagiarism.

2. Non-Academic Misconduct

Non-academic misconduct includes, but is not limited to:

- i. hazing for the purpose of pledging, initiation, admission into, affiliation with, or as a condition for maintaining membership in a group, organization, or team. "Hazing" is defined as any intentional, knowing or reckless act, whether on or off campus, which endangers the mental or physical health or safety of any person, regardless of consent, or which violates public law or University policy. Hazing includes, but is not limited to (a) any physical brutality such as whipping, beating, striking, paddling,

branding, placing of a harmful substance on the body, or similar activity; (b) any physical activity such as sleep deprivation, exposure to the elements, confinement, callisthenics, or other activity that subjects a student to risk of harm, or that adversely affects the mental or physical health or safety of the student; (c) any activity involving consumption of food, liquid, alcoholic beverage, drug, or substance that subjects a student to risk or harm, or that adversely affects the mental or physical health or safety of a student; (d) any activity that intimidates or threatens a student with ostracism, subjects a student to extreme mental stress, shame or humiliation, or adversely affects the mental health or dignity of a student, or that may reasonably be expected to cause a student to leave the organization or institution rather than submit to acts described above; (e) coerced sexual activity; and (f) any activity in which a person solicits, plans, encourages, directs, aids, or attempts to aid another in hazing or intentionally, knowingly, or recklessly permits hazing to occur and/or knowingly fails to report the incident;

- ii. abuse, sexual misconduct, threats, intimidation, harassment, stalking, coercion and/or other conduct (malicious or otherwise) which submits any person to indignity, or unreasonable pain or discomfort, or threatens or endangers the physical or mental health or safety of any person on University premises or at University functions. "Sexual Misconduct" is defined as any unwanted sexual exploitation, which may include but is not limited to, non-consensual sexual intercourse and non-consensual sexual contact. Examples of sexual harassment may include, but are not limited to, unwanted physical contact, unwanted attention, unwelcome demands for dates, leering, inappropriate staring, displays of sexually offensive images or graffiti, repeated and vulgar sexual comments, distribution of pornographic material, inappropriate gender-related comments, unwelcome remarks about a person's appearance, solicitation of sexual favours, demands for sexual favours, implied or express promise of reward or benefit in return for sexual favours, and implied or express threat or act of reprisal if sexual favours are denied. (Refer to the [Harassment & Discrimination Policy & Procedures](#) found on the Human Resources website);
- iii. interference, obstruction or disruption of teaching, field and/or community placements, practicums, research, administration, disciplinary proceedings, or other University activities, including public service functions, and other authorized activities;
- iv. theft from or deliberate damage to University premises or theft of or deliberate damage to property of a member of the University community on University premises;
- v. possession of University property or property of any member of the University community without the consent or authority of the University or the rightful owner;
- vi. unauthorized possession and/or consumption of alcoholic beverages;
- vii. disruptive behaviour including, but not limited to, physical violence, aggression, refusal to cooperate with any University staff member performing his or her duties, destruction of property, or violation of any other section of the Code of Student Behaviour and Disciplinary Procedures;
- viii. manufacture, sale, delivery, possession, or use, in any amount, of any controlled substance (e.g. drug, chemical, or product), and/or possession of drug paraphernalia, except as permitted by law;
- ix. failure to comply with directions of members of the University administration or of authorized university personnel acting in the proper performance of their particular duties;
- x. failure to comply with the directions of members of the Lakehead University Security Services acting in the proper performance of their duties;
- xi. unauthorized access to or use of University space, facilities, or equipment;
- xii. unauthorized alteration or deliberate misappropriation of records, data, software, or official information of

the University or of any of its members;

- xiii. violation of published rules governing the use of the Library (The Library [Code of Conduct](#) can be found on the University's Library website under the *Students* link);
- xiv. breach or misuse of the [Code of Computing Practice](#) (A copy of the [Code of Computing Practice](#) may be found under *General Policies* on the University website);
- xv. violation of published rules governing University residences ([Rights and Responsibilities](#) related to residence life can be found under the *Community Standards* link on the Residence website);
- xvi. violation of published University policies or regulations or provincial or federal law.

ARTICLE II

Sanctions Defined

Possible sanctions include, but are not limited to:

Admonition. Notice to the student, orally or in writing, that he/she has violated University rules and that continuation or repetition of the conduct found wrongful, within a period of time stated in the warning, may be cause for more severe disciplinary action.

Censure. Written reprimand for violation of a specified regulation, including the possibility of a more severe disciplinary sanction in the event of conviction for the violation of any University regulation within a period of time stated in the letter of reprimand.

Disciplinary Probation. Exclusion from participation in privileges or extracurricular University activities as set forth in the notice of disciplinary probation for a specified period of time.

Fine. A financial penalty levied for a violation of the Code.

Compulsory Service. Requirement for unpaid service based on violation of the Code.

Restitution. Reimbursement for damage or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.

Submission of a zero on a course component. Submission of a zero for an examination, test, or other component of a course. This is the minimum penalty sanctioned under the Code for a student found guilty of plagiarism or cheating.

Submission of a zero for a final grade. Submission of a zero for a final course grade in academic misconduct cases.

Suspension. Exclusion from classes or activities of the University, or from the University itself, for a defined period of time as set forth in the notice of suspension.

Suspension sanctions may range as follows:

- suspension from attendance at certain, or at all activities associated with a particular course (for example, lectures, laboratories, seminars, field placements, etc.); or
- suspension from attendance at all activities associated with all courses in a Department/School, or Faculty; or
- suspension from attendance at all activities associated with all courses in the University;
- suspension from attendance at all activities (academic and non-academic, both on and off campus)

associated with the University.

In cases where a student is suspended from all activities associated with all courses in the University, or is suspended from the University itself, a notation of "Suspension" will be recorded on the student's official transcript. It is the student's responsibility to request in writing to the Registrar to have the annotation removed after two years from the end of the academic year in which the suspension was imposed.

Expulsion. Permanent termination of student status in a particular course, Department/School, or Faculty, or at the University. Expulsion from the University requires the approval of the President. The student's official transcript will be updated with "Expelled", which will remain as a permanent annotation.

Expulsion sanctions may range as follows:

- expulsion from a particular course; or
- expulsion from all or certain courses in a particular Department/School or Faculty; or
- expulsion from the University.

Note: A trespass notice may be issued in conjunction with any level of suspension or expulsion.

Rescission of degree, diploma or certificate. There may be circumstances when the University discovers that there was some academic misconduct or fraud involved in meeting program requirements, and consequently, the awarding of a degree, diploma or certificate. In exceptional circumstances such as these, the University may rescind the degree, diploma, or certificate.

ARTICLE III

Enforcement Procedures

1. Any faculty member, staff member, or student of the University can file in writing an incident report documenting a complaint against a student of the University for misconduct. Prior to filing an incident report for academic misconduct, the instructor shall contact the student to set up a meeting to discuss the complaint. The incident report shall be filed with an appropriate Judicial Officer (as listed in III.2 below) within 20 working days after the incident has come to the attention of the complainant. Please note that time limits may be extended as set out in Article V.1 of this Code. (*"Working days" are defined as Monday to Friday inclusive, but excluding University closures.*)

2. Following are Lakehead University's Judicial Officers:

(a) At the Thunder Bay campus:

- the Faculty Deans primarily for complaints about behaviour related to academic misconduct or disruption of any academic activities in their respective Faculties;
- the Executive Director of University Services primarily for complaints about student behaviour concerning property or security offences;
- the Manager of Residence and Conference Services primarily for complaints about student behaviour occurring in all residence facilities;
- the Chief Librarian primarily for complaints about behaviour occurring in the library or concerning property of the library;
- the Director of Athletics primarily for complaints about behaviour related to athletics;
- the Director of Technology Services Centre primarily for complaints about the misuse of University technology;
- the Vice-Provost (Student Affairs) for all other complaints about student behaviour.

(b) At the Orillia campus:

- the Dean of the Orillia campus primarily for complaints about behaviour related to academic misconduct or disruption of academic activities;
- the Assistant Vice-President (Administration and Finance) or the Assistant Dean (Student Affairs) for all other complaints about student behaviour.

In addition, the President or the Vice-President (Academic) and Provost can appoint a person to serve in an acting capacity in the absence of any of the above-named Judicial Officers. Furthermore, the President has the authority to amend the list of Judicial Officers from time to time as administrative changes occur.

3. Pending an investigation under III.4, any Judicial Officer may suspend a student temporarily if, in the opinion of the Judicial Officer, the safety of others is endangered, damage to University property is likely, or the continued presence of the student would be disruptive.

4. A Judicial Officer shall inform a student of a complaint against him/her within 10 working days after the incident report bearing the complaint has been filed with the Judicial Officer. The Judicial Officer shall ascertain the facts surrounding it and shall afford the student a reasonable opportunity to be heard regarding any relevant evidence about the facts. Having satisfied himself/herself of the validity or non-validity of the complaint, the Judicial Officer shall within 20 working days of informing the student of the complaint:

- dismiss the complaint; or
- uphold the complaint and apply an appropriate sanction or sanctions. The Judicial Officer shall document the details of the sanction along with the reasons for the decision to apply the sanction. A copy of this shall be filed with the Vice-Provost (Student Affairs) and the Office of the Director of Risk Management and Access to Information. The student shall be informed by the Judicial Officer, in writing, of the right to appeal, and the process that will be followed. The Judicial Officer shall ensure the sanction is carried out.

In situations where expulsion from the University is considered to be warranted, the Judicial Officer shall:

- document the reasons for the decision to apply the sanction, and;
- forward a copy of these, along with the written recommendation, within 10 working days of receiving the complaint, to the President.

The President shall review the documentation and advise the Judicial Officer of his/her decision within 10 working days of receiving the recommendation. If the President does not approve the recommendation, the President shall so advise the Judicial Officer, and the Judicial Officer shall then have a further 10 working days to apply an alternate sanction following the procedures outlined in Article III.4. In such a circumstance, the timelines shall be deemed to have been modified so as to permit this action.

If the President approves the recommendation for expulsion, the President shall notify the Judicial Officer in writing to proceed with the sanction. The Judicial Officer shall forward a letter to the student notifying the student of the expulsion, the reasons for the decision, the right to appeal, and the process that will be followed. A copy of the letter shall be filed with the Vice-Provost(Student Affairs) and the Office of the Director of Risk Management and Access to Information. The Registrar shall be notified for the purpose of updating the academic record.

When a Judicial Officer concludes that a complaint warrants the rescission of a degree, diploma or certificate, the Judicial Officer shall:

- document the reason(s) for the recommendation to rescind, and;
- forward a copy of the recommendation and reason(s) to the President within 10 working days of receiving the complaint.

The President, acting under the authority of Senate, is the only individual with the authority to rescind a degree,

diploma, or certificate. The President shall review the documentation and forward a decision to the appropriate person(s) within 15 working days of receiving the recommendation.

If the President does not approve the recommendation, the President shall forward the rationale for the decision to refrain from rescinding the degree, diploma, or certificate back to the Judicial Officer and the case shall be dismissed.

If the President approves the recommendation, the President shall send a letter to the former student at the student's last address known to the University, providing notification of the rescission, the reasons for the decision, the right to appeal, and the process that will be followed. A copy of the letter shall be filed with the Vice-Provost (Student Affairs) and the Office of the Director of Risk Management and Access to Information. The Registrar shall be notified for the purpose of updating the academic record.

ARTICLE IV

Appeal Tribunals and Procedures

Section A: Judicial Panel

1. There shall be a Judicial Panel composed of 15 persons of whom eight shall be tenured members of the faculty of the University and seven shall be full-time students (not being officers, nor Judicial Officers, of the Lakehead University Student Union and not being full-time employees of the Student Union) and shall be in third year or later of University studies. Judicial Officers, as defined in III.2, shall not be eligible to serve on the Judicial Panel.
2. The members of the Judicial Panel shall be appointed in each year by the Board of Governors or its Executive Committee as follows:
 - Faculty members on the recommendation of the President of Lakehead University;
 - Student members on the recommendation of the President of the Lakehead University Student Union.
3. The members of the Judicial Panel shall at its first meeting in each academic year elect a Chair from the faculty members by majority vote.

Section B: Forming the Appeal Tribunals

1. Four appeal tribunals shall be established and each shall consist of three members of the Judicial Panel of whom two shall be faculty members and one shall be a student member. Three students shall serve as alternates to be called upon as necessary.
2. Membership of each tribunal shall be decided by lot to be drawn in advance by the Chair of the Judicial Panel.
3. The Chair of the Judicial Panel shall designate one faculty member on each panel to serve as Chief of the Appeal Tribunal.

Section C: Commencing the Appeal

1. Any student sanctioned by a Judicial Officer or other authorized person may appeal the decision by delivering a written notice outlining the grounds for appeal to the Director of Risk Management and Access to Information within 15 working days of being informed about the sanction. Grounds for appeal are 1) Substantial procedural error; 2) Significant new information relative to the case that was not available through diligence prior to the decision; and, 3) An excessive sanction.
2. Within five working days of receipt of an application for appeal, the Chair of the Judicial Panel shall assign the

appeal to a tribunal. Within five working days of the assignment of the appeal, the Appeal Tribunal shall begin to hear the case.

3. No person who is biased against either the complainant or the defendant shall act as a member of a tribunal. Any allegation of bias shall be made before commencement of the hearing of the appeal. The Chief of the Appeal Tribunal shall determine the validity of an allegation of bias.

Section D: Conducting the Appeal Hearing

1. The Chief of each appeal tribunal shall regulate the conduct of the proceedings.

2. In conducting a hearing, an appeal tribunal may proceed by way of a statement agreed to by both parties, failing which the tribunal will proceed with a full hearing.

3. Each of the parties to a hearing may be accompanied by one other person, who may be counsel or simply a supportive friend or colleague.

4. The following persons shall have standing to make representation before an appeal tribunal and, in the case of a full hearing, to examine and cross-examine witnesses:

- the Judicial Officer or other authorized person who applied the sanction, or his/her counsel or agent;
- the student or his/her counsel or agent.

5. Under ordinary circumstances, hearings of the Appeal Tribunal shall be public. Upon the request of any of the affected persons, the Appeal Tribunal may decide, by majority vote, to conduct a closed hearing. A closed hearing shall be allowed only when it can be shown that protection of the interests of the affected person(s), or the public interest, outweighs the desirability of conducting a hearing in public.

6. In the case of a full hearing, either party to the proceedings before the Appeal Tribunal may call witnesses and cross-examine witnesses called by another party. A majority of the Tribunal may limit the number of witnesses or amount of cross-examination where further evidence or cross-examination will be repetitive or irrelevant.

7. The Appeal Tribunal shall have control over its own procedures. The Appeal Tribunal may address questions to any witness in the pursuit of clarification or fairness.

8. The Appeal Tribunal is empowered to affirm or dismiss the appeal or to reduce but not to increase the sanction. In the case of a decision that affirms the appeal or reduces the sanction, the Tribunal shall provide instructions detailed enough to ensure that the decision is given full effect. The Appeal Tribunal's decision and instructions shall be final and binding.

9. The decision of a majority (two affirmative votes) shall be the decision of the Appeal Tribunal. In the absence of a majority decision, the decision of the Chief of the Appeal Tribunal shall be the decision of the Appeal Tribunal.

10. i) Within ten working days of the Appeal Tribunal reaching a decision, the Chief of the Appeal Tribunal shall, by hand delivery or by registered mail, submit a report in writing of the Tribunal's decision to the parties involved in the hearing, and to the President. ii) If any of the parties involved in the hearing requests the reasons for the decision, they shall be incorporated into the Appeal Tribunal's report or delivered separately within five working days thereafter.

ARTICLE V

Administrative Procedures

1. In the administration of this Code, strict compliance with time requirements specified in this Code may be dispensed with, as necessary, in the interests of fairness and justice.
2. The Office of the Vice-Provost (Student Affairs) and the Office of the Director of Risk Management and Access to Information, shall store records related to actions taken under the Code.
3. In cases of academic misconduct, the Registrar shall be notified of the disciplinary decision for purposes of updating the student's record and for providing an annual summary report to Senate on academic misconduct at the University.
4. The President shall report to the Senate and the Board of Governors an annual summary of the number of appeals made to sanctions under the Code. The report shall include the number of cases related to academic and non-academic misconduct, and the number of cases where the sanction was a) upheld, b) overturned, and/or c) amended.

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Student Related: Orientation and Welcoming Activities

Effective Date: August 1986, (Revised April 2002), (Revised March 2010)

Approved by: Vice-President (Academic)

Orientation and Welcoming Activities

To ensure that orientation and welcoming activities organized by student clubs and student associations are positive experiences and that due diligence is being carried out so as to minimize risk to individuals, student clubs, associations, and the University, the following policy and associated protocol is put into place.

Policy

All orientation and welcoming activities organized by student organizations or clubs of Lakehead University are subject to review as per the protocol and procedures outlined below and must receive final approval in advance of the planned activities from the Office of the Vice-Provost (Student Affairs) in Thunder Bay or the Assistant Dean (Student Affairs) in Orillia.

Protocol

1. All orientation and welcoming activities should be conducted within four weeks of the start of the respective academic term.
2. No later than 10 Working Days prior to a planned event, all orientation and welcoming activities must receive preliminary approval from the New Student Orientation and Commuter Services Officer (NSO) , in Thunder Bay and the Assistant Dean of Student Affairs (ADO) in Orillia.
3. The scheduling of any orientation and welcoming activities in conflict with scheduled lectures, seminars or laboratory periods must be approved by the professors involved and the School/Department Chair/Director/Dean (as applicable).
4. **Final approval** of all orientation and welcoming activities must be obtained from the Vice-Provost (Student Affairs) in Thunder Bay or the ADO in Orillia after preliminary approval has been received (see number 2 above) and the "[Orientation and Welcoming Activities Form](#)" has been completed.
5. The promotion, consumption or distribution of alcohol is strictly prohibited from any orientation or welcoming activities.
6. Participation in orientation and welcoming activities is strictly voluntary and no student shall be coerced, pressured or intimidated to participate.
7. "Hazing" of students – i.e. harassment, humiliation, compulsory participation in demeaning activities is strictly forbidden. Any allegations of such behaviors will be investigated and appropriately dealt with. (Refer to the [Code of Student Behaviour and Disciplinary Procedures](#) for a comprehensive definition of hazing.)
8. Individual students, the student organizers, and/or officers of student associations are subject to the

sanctions of the [Code of Student Behaviour and Disciplinary Procedures](#) for acts that are in breach of University regulations. Legal charges may be laid for actions in breach of the law.

9. Any unauthorized orientation and welcoming activities not approved as per items 2, 3 and 4 above are subject to being cancelled.
10. Organizers of unauthorized orientation and welcoming activities (including those activities that have not been appropriately approved as per items 2, 3 and 4 above) that do occur will be subject to the full sanctions of the [Code of Student Behaviour and Disciplinary Procedures](#) and will be held responsible for activities and any resulting ramifications of all such unauthorized events.

Procedures

1. The "[Orientation and Welcoming Activities Form](#)" must be completed and submitted to the NSO in Thunder Bay or the ADO in Orillia no later than 10 Working Days prior to the beginning of the planned event (as per step 2 above). The form must be completed in its entirety.
2. The NSO in Thunder Bay or the ADO in Orillia, will assess whether the planned event is appropriate or needs modifications. If modifications are required, a revised submission must be presented to the NSO or ADO as applicable
3. If applicable, approval must be sought by professors and the School/Department Chair/Director/Dean for any planned events that are in conflict with scheduled lectures, seminars or laboratory periods.
4. Once preliminary approval is obtained and any modifications and revisions have been made as directed, submit the completed "Orientation and Welcoming Activities Form" with the necessary signatures to the Vice-Provost (Student Affairs) in Thunder Bay or the Assistant Dean (Student Affairs) for OFFICIAL and FINAL approval.
5. For informational purposes, a copy of the approved submission will be distributed:
In Thunder Bay, to:
 - Director of Physical Plant,
 - Manager of Security Services,
 - Appropriate School/Department Chair/Director/Dean, and
 - Office of Communications

In Orillia, to:

- Assistant Vice-President of Finance and Administration
- Dean of the Orillia Campus
- Orillia Campus Coordinating Committee

Review of this Policy

The Vice-Provost (Student Affairs) will ensure that this policy and the requirements and procedures are reviewed within 3 years and will recommend any changes deemed necessary to the Vice-President (Academic).

Additional Notes and Considerations in Planning Orientation and Welcoming Activities

In planning orientation and welcoming activities:

- Contact the NSO in Thunder Bay or the ADO in Orillia to discuss planned activities well in advance. It is much easier to modify plans at an early stage if necessary; moreover, these individuals are able to assist the organizing association/individuals with any process-related questions.
- Overall, the atmosphere surrounding orientation and welcoming activities is one of excitement and enthusiasm. Activities that under normal circumstances would be considered "low risk" have potential for greater risk during orientation and welcoming activities.
- Risk management and precautions (i.e. protective clothing, first aid resources, and appropriately trained

student supervisors) can make a big difference to a positive orientation or welcoming activity.

- Remember that the University and legal courts view the officers of the association (or organizers of the events) as being responsible for the activities and the behaviour of the students involved in the event. Risk management and precautionary actions are critical!
- Consider that orientation and welcoming activities can be used to raise funds or complete work projects for your association and or a community organization. Your event may be an opportunity to link your association with the community!
- Associations and Clubs that wish to engage in any type of fundraising activities (e.g. for prize solicitation, sponsorships, etc) must consult with University Advancement FIRST to ensure an organized and appropriate approach is taken. Moreover, University Advancement is solely responsible for any receipting and can assist with recognition.
- The public-at-large and the business community (including future employers) view your association, your school/department/faculty, and the University as a whole according to the image you create through the orientation and welcoming activities you plan and way these activities are executed.
- Remember to call 8911 for on-campus emergencies or 911 for off-campus emergencies
- If the planned event requires an event specific waiver, the Director of Risk Management (DRM) can assist with the wording of this and explain best practices in employing waivers
- If the event requires that you collect money for some reason, please remember that you should have a "float" to provide change. Consider how you will handle and keep the money and how to provide receipts.

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Student Related: Political Clubs on Campus

Effective Date: November 20, 2007

Approved by: May 30, 1984 by Board of Governors, November 20, 2007 by PPG

Political Clubs on Campus

In order to accommodate students who may be interested in forming a political club (affiliated with a recognized Canadian political party) on the Lakehead University campus and who would be seeking permission to use the University's name, the following applies:

- University students wishing to form political clubs on campus that use the name "Lakehead University" and are affiliated with recognized Canadian political parties, must apply for permission to use the name "Lakehead University" to identify their club.
- Application shall be in writing and directed to the Vice-Provost Student Affairs.
- Permission to use the "Lakehead University" name, when granted, will be subject to the condition that in the opinion of the University, the use of the name is not detrimental or unseemly to the good name of the University.
- Such clubs do not have permission to use the University's official crest or registered logo, since these constitute an important component of the "corporate image" we attempt to portray to prospective students and other audiences.

Student Related: Clubs and Use of Lakehead University Name, University Crest or Registered Logo

Effective Date: September 2010

Approved by: Office of Student Affairs and Office of Communications

Clubs and Use of Lakehead University Name

- University students wishing to form clubs, associations, or societies on campus that use the name "Lakehead University" or "Lakehead U" must apply for permission to use the name to identify their club, association, or society.
- Application shall be in writing and directed to the Office of Communications.
- Permission to use the "Lakehead University" or "Lakehead U" name, when granted, will be subject to the condition that in the opinion of the University, the use of the name is not detrimental or unseemly to the good name of the University.
- Clubs and associations do not have permission to use the University's official crest or registered wordmark (logo).
- Lakehead University has the right to revoke permission to use its name if, at any time, it deems actions of an organization, club, association, or society are seen to be contrary to the University's values and are detrimental to its image

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General: Alcohol Policy

Effective Date: 1 June 1986

Approved by: President (on: 1 June 1986, Revised February, 1998)

Alcohol Policy

1.0

POLICY STATEMENT

1.1

Lakehead University provides opportunities for the consumption of alcohol at various campus social functions, with the expectation that all members of the University community will exercise personal responsibility. This responsibility includes an obligation to make informed decisions about the use of alcoholic beverages.

1.2

The intent of this policy is to encourage a philosophy about alcoholic beverages where any moral implications of drinking are left to the discretion of the individual; where choosing not to drink is as socially acceptable as choosing to drink; where excessive drinking or drunkenness is not condoned; where being drunk is no excuse for misconduct or infringing upon the rights of others; and where alcohol is not the prime focus of a social activity.

1.3

The consumption of alcohol on campus is governed by provisions of the Liquor Licence Act of Ontario. Additionally, a number of regulations and guidelines have been established to identify the responsibilities of the licence holder and of the individuals who market, serve or consume alcoholic beverages. These regulations and guidelines are set out in the attached appendices and are integral to the effective management of alcohol consumption on campus. The Appendices are subject to revision from time to time as circumstances so warrant.

1.4

In providing for the consumption of alcohol on campus, Lakehead University is committed to the promotion of an environment that:

- facilitates and encourages personal moderation in alcohol consumption;
- contributes to the effective management of all licensed events; and
- minimizes the occurrence of alcohol-related problems.

Furthermore, Lakehead University strongly supports a campus educational program which serves to promote and develop positive attitudes towards responsible drinking behaviour.

1.5

The use of alcoholic beverages is a right the Province of Ontario extends to those persons who are 19 years

of age or older. Lakehead University extends the same right as a privilege to members of the University community who are of legal drinking age. The University asserts that inappropriate behaviour is not excused by consumption of alcohol beverages and will hold individuals accountable for actions performed under the influence of alcohol. Behaviour following consumption of alcoholic beverages which violates University policy and/or provincial law will be considered an offense subject to review under the Code of Student Behaviour and Disciplinary Procedures. Those individuals who abuse the privilege of responsible drinking will be helped to understand the necessity of responsible behaviour with regard to alcohol use. The University is committed to providing resources, counselling, education and other opportunities to enhance this understanding. On campus, counselling and information regarding alcohol or other drug concerns are available through the Health Services and Counselling Offices.

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University Alcohol Policy
APPENDIX 1: MANAGEMENT OF LICENSED EVENTS

CAMPUS ALCOHOL POLICY GUIDELINES

The liquor management of any licensed event is the responsibility of the Manager with respect to all events taking place in The Outpost, and of the Supervisor of University Liquor Operations with respect to all other on-campus events.

Regulations

To assist these managers in the effective discharge of their respective duties and responsibilities, the following regulations shall pertain to all licensed events and activities held on-campus in any and all of the University's licensed facilities:

1. employees, patrons and sponsors must abide by the prevailing laws relating to the dispensing and consumption of alcohol as set out in the Liquor Licence Act of Ontario. A summary of key sections of this Act is contained in Appendix 11 for information purposes;
2. a student club or organization is responsible for the organization and conduct of its club members during the events it sponsors, and shall follow the policies and guidelines of the Liquor Licence Act and the University's alcohol policy and guidelines;
3. the overall promotion and atmosphere of any licensed event shall be one of socializing and entertainment, rather than the consumption of alcohol;
4. any person who is or apparently is intoxicated shall not be allowed entry to any licensed event;
5. any person who is or apparently is intoxicated shall not be served alcoholic drinks;
6. any person must be able to prove himself/herself of legal drinking age and, when required, to satisfactorily show affiliation to the University (i.e. student, staff, alumnus, guest, etc.) to be allowed entry to any licensed event;
7. promotion and advertising of licensed events shall refer to the availability of alcohol only by the use of the word "licensed". Words or phrases denoting alcohol as a central focus shall not be permitted and the University reserves the right to remove any signage/advertising/promotion which it deems to be inappropriate;
8. the prices of alcohol and non-alcoholic drinks must be prominently displayed at the bar or cashier's station;
9. all licensed events which take place outside of The Outpost must be arranged through the Supervisor of University Liquor Operations and requisitioned using the "Request to Serve Alcohol Beverage on Campus" form.

UNIVERSITY ALCOHOL POLICY
APPENDIX II: BASIC PROVISIONS OF THE LIQUOR ACT OF ONTARIO

The following are some of the sections of the Liquor Licence Act of Ontario which govern Lakehead University.

1. No person shall keep for sale, offer for sale or sell liquor except under the authority of a licence or permit (issued by the Liquor Licensing Board of Ontario). (Sec. 5 (1)).
2. No person shall sell or supply liquor or permit liquor to be sold or supplied to any person who is or appears to be intoxicated. (Sec. 29).
3. No person shall knowingly sell or supply liquor to a person under nineteen years of age. (Sec. 30(1)).
4. No person shall sell or supply liquor to a person who appears to be under nineteen years of age. (Sec. 30(2)).
5. No licensee or employee or agent of a licensee shall knowingly permit a person under nineteen years of age (or who appears to be under nineteen years of age) to have or consume liquor in the licensee's licensed premises. (Sec. 30 (3) and (4)).
6. No person under nineteen years of age shall have, consume, attempt to purchase, purchase or otherwise obtain liquor. (Sec. 30 (8)).
7. No person shall present as evidence of his or her age any documentation other than documentation that was lawfully issued to him or her.
8. No person shall be in an intoxicated condition,
 - in a place to which the general public is invited or permitted access; or
 - in any part of a residence that is used in common by persons occupying more than one dwelling in the residence. (Sec 31(2)).
9. The holder of a licence or permit issued in respect of premises shall ensure that a person does not remain on the premises if the holder has reasonable grounds to believe that the person,
 - is unlawfully on the premises;
 - is on the premises for an unlawful purpose; or
 - is contravening the law on the premises.

The holder of a licence or permit may request a person referred to in subsection (1) to leave the premises immediately and if the request is not forthwith complied with may remove the person or cause the person to be removed by the use of no more force than is necessary. (Sec. 34 (1) and (21)).

10. A licensee or employee of a licensee who has reason to believe that the presence of a person on the licensee's licensed premises is undesirable may,
 - request the person to leave; or
 - forbid the person to enter the licensed premises.

No person shall,

- remain on licensed premises after he or she is requested to leave by the licensee or an employee of the licensee; or
 - re-enter the licensee's premises on the same day he or she is requested to leave. 1990 (Sec. 34 (5) and (6)).
10. There may be a civil liability of licensee or employee who sells liquor to an intoxicated person, who causes himself injury or suffers injury as the result of an accident, or who causes injury to another person or damage to another's property.

Note:

Under the Liquor Licence Act,

1. "liquor" means spirits, wine and beer ... (Sec. 1)
2. "residence" means a place that is actually occupied and used as a dwelling, whether or not in common with other persons . . .(Sec. 35 (1))

LAKEHEAD UNIVERSITY

ALCOHOL USE ON CAMPUS
APPENDIX III: THE EDUCATIONAL PROGRAM

As an integral component of Lakehead University's campus alcohol management, there are health and educational programs to promote safe drinking practices. Various departments and organizations: LUSU, Health Services, Career & Counselling Centre, Residence, the Outpost, to name a few; offer a variety of health and education programs. A student-based group, Students Unified for Drinking Sensibly (SUDS), acts as a coordinating body for alcohol events on campus.

Recognizing that the majority of our students are of legal drinking age, it is the intent of our education programs to provide information and support without moral judgement. Our educational programs are for all students however special emphasis may be directed to student groups that are at particular risk.

Ideally these educational activities will present information clearly and creatively, using a variety of formats, and strategies. The emphasis will be on the risk avoidance and reduction of excessive drinking behaviours and will stress positive lifestyle choices associated with the responsible use of alcohol.

For students found to be frequently abusing alcohol and/or developing an alcohol dependency, these individuals may be referred to a more comprehensive alcohol education program offered by the Career & Counselling Centre, or for assessment and participation with other community resources if deemed necessary.

A comprehensive education/training program is offered to all staff working in The Outpost and at alcohol events on campus as per the requirements of Licensed Liquor Board of Ontario (LLBO). Residence Assistants, University staff, and other individuals that may be dealing with alcohol-related matters will also receive training and professional development.

The educational/awareness program, guidelines for the operation of licensed events on campus will be distributed to the sponsors of all such events (see Appendices I, II, and IV). These guidelines, taken together, reflect a health orientation and set out measures that will reduce the legal liability associated with drinking.

LAKEHEAD UNIVERSITY
ALCOHOL POLICY
APPENDIX IV: GUIDELINES FOR THE OPERATION OF
LIQUOR-RELATED EVENTS AND LICENSED ROOMS ON CAMPUS

LICENSED FACILITIES

Alcoholic beverage service is available on campus in the following permanently licensed rooms:

- 1) Little Dining Room operated by University Liquor Operations;
- 2) Residence Cafeteria operated by University Liquor Operations;
- 3) Main Cafeteria operated by University Liquor Operations;
- 4) Faculty Lounge operated by University Liquor Operations;
- 5) The Outpost operated by the Lakehead University Students' Union.

The guidelines which follow serve to support and encourage the responsible management of alcoholic beverages service available on the Lakehead University campus.

GUIDELINES

General

1. All bartenders and servers must be SMARTSERVE trained regarding the serving of drinks and the identification and handling of intoxicated persons.
2. The price structure for alcoholic beverages should be related to absolute alcohol content (i.e. light beer

should be less expensive than regular beer). The overall price structure of alcoholic beverages sold on campus should not be unusually low.

3. Non-alcoholic beverages must be available at all social functions, and food must also be available throughout the function.
4. Photo-identification cards should be checked for all student events (i.e. Driver's licence, Canadian passport, BYID card).
5. Liquor should be served in one ounce shots, without any discount for "doubles".
6. Events for annual special occasions (e.g. orientation, graduation) should be planned which do not involve alcohol.
7. Serving must cease in advance of the end of the event.

The Outpost

In addition to the foregoing, certain other guidelines pertain particularly to The Outpost due to its scale of operations.

1. The prices of alcohol and non-alcoholic drinks must be prominently displayed at the bar or cashier's station.
2. Special prices for non-alcoholic drinks should apply during the last hour of daily operations.
3. The substitution of light drinks for regular alcohol drinks should be promoted through the use of table signs and posters.

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