



# Internal Administration Committee

A brief background for the decision on the  
disbandment of the Canadian Asian Student  
Association (CASA)

# Overview of IAC Procedures

---

- Before a club is ratified, or allowed to operate each term they must submit a clubs package that includes:
    - Signed letter of intent for the club with logo, website, membership fee assessment, and club's purpose
    - List of club members, and a list of executives and their contact information
    - Signing authority form
    - Signed club acknowledgement form
-

# Acknowledgement Form

- The acknowledgement form is required to be signed by all execs and reads:

*“The \_\_\_\_\_ (please fill in Club Name) has read and comprehends of the Procedures and Policies governing the operation and administration of Federation of Student Clubs. Furthermore, the \_\_\_\_\_ (please fill in Club Name) acknowledges that any deviation from said procedures and polices is grounds for possible disciplinary action.”*

- The procedures and policies include the probationary terms, and when a club is up for disbandment. Some of the procedures relating to this case are (found in council procedure 3):
  - Consult with the Clubs Director prior to hosting or participating in any high risk or liability event, in order to obtain advice on minimizing risk;
  - May be placed on probation for:
    - Breach of any of the responsibilities outlined in this resolution; or
    - ii. Misuse of Federation of Students services or privileges.

# CASA Probation

- November 2009 “Elements Event” in Kitchener.
  - Sanctioning of an event was pulled for:
    - Not obtaining a written contract between the Elements club and CASA for the event
    - Did not obtain Waterloo Region Police presence at event
    - Both were stipulations of sanctioning the event.
  - Notified by letter from the VP Internal the event was not sanctioned and notified of the consequences if they went ahead with the event.
- CASA’s response was to go ahead with the event after being warned of the consequences.
  - Shows they were proactively notified by FedS of the procedures and consequences but moved forward knowingly with the high-risk event.
  - Shows the need for the committee and department to be more proactive in cases like this, which is why certain action was taken by the committee in the Spring 2010 term.
  - An email was sent to their co-presidents about the probationary decision, and the terms of that probation to “not hold any off-campus drinking events until September 2010”.
  - We have many pieces of documentation from the executives and co-presidents about their knowledge of the probationary terms.

# Disbandment

---

- May be disbanded for failure to rectify their probationary status. “The onus falls on the club to take all necessary measures to rectify its probationary status.” Some reasons for dissolution are:
    - Failure to take inadequate precautions to limit liability while hosting or participating in high risk events or activities;
    - Holding an event involving consumption of liquor, without proper liquor license;
    - Violation of the terms or spirit of this procedure, as determined by the Federation of Students
  - Any club may be dissolved without having previously been on probation provided the Executive members of the club have been afforded the opportunity to come before the Internal Administration and plead the club’s case.
-

# The disbandment decision:

---

- The reasons as stated in the letter to CASA listed the following reasons for disbandment:
    1. Failure to rectify the probationary status by following the terms of probation that stated CASA was not permitted to “hold any off-campus alcohol events” by advertising as a host for a non-sanctioned, off-campus, alcohol event with other organizations.
    2. Planning an off-campus event with no mention of alcohol in the event form, yet advertised alcohol sales and discounts for club members on the event poster, which explicitly violates event contract and the probationary terms.
    3. Failure to comply with the procedure of clubs posters by not submitting them for approval to the Clubs and Services Director and not including the “clubs” logo.
    4. Continuing to plan two events on campus after notification of a disciplinary meeting was scheduled with the Internal Administration Committee, after the executives agreed to not plan or run any further events until a decision was made. Events that were planned were the Bomber Night with the UW Hip Hop Club, and the 3-on-3 Basketball tournament with two other clubs.
-

# 1. Failure to rectify probationary status

- The probationary terms on CASA were to not “hold any off-campus alcohol events.”
- CASA advertised as a host for a non-sanctioned, off-campus, alcohol event with the Ontario Student Alliance in Toronto.
- There was no event form handed in to our department.
- Advertisements, mailing list emails, Facebook, and Youtube videos all stated CASA was “hosting” the event (Exhibit: A)
- The CASA logo or name was used in all these communication mediums.
- The VP Internal contacted the people listed as organizers to notify them of the CASA probation and how this event violated it. They agreed to remove their name and logo as well as issue a correct email to their members about their involvement about this event.
- Was then in contact one of the co-presidents to have an in-person meeting to discuss this problems with this event. The VP Internal and Clubs Director then discussed the probationary terms of CASA, and how even though a retraction was issued their name and logo were used and that puts us to be liable if anything went wrong at this event.
- The co-president agreed that any failure to rectify their probation put them up for disbandment, and that any further deviation from this probation will put them in a worse situation. At that time, the VP Internal notified the co-president that the IAC would be meeting to discuss this issue. The co-president agreed and was aware of the consequences.

## 2. Planning an off-campus alcohol-free event, but with the intent to run it as a drinking event.

1. CASA submitted an event for to hold a member's appreciation night at Bubble Tease in the plaza. The event form stated that "no alcoholic beverages would be sold" during the event.
2. One of the co-presidents left a message on the Clubs Director's voicemail to state that Bubble Tease has a licence to sell alcohol, but they were not selling alcohol at the event and it was not a part of it.
3. A mailing list email and a Facebook event page then had the following advertisement sent out to all members (Exhibit: B)
4. The Clubs Director then immediately emailed the co-president to question the intent of this event.
5. Due to scheduling conflicts, the IAC had not yet met to discuss the problem about the previous off-campus drinking event, so this problem was added to the agenda. At this point, knowing with two infractions during their probation we invited the executives to come to an IAC meeting to discuss with the committee the concerns and the consequences of their actions. They were notified that the IAC needed to meet to discuss their violation of probation and that they were welcome to come defend.



### 3. Failure to comply with Clubs poster procedures.

---

1. For the two previously mentioned events, the FedS “Clubs” logo was not used, and the posters were not sent to the Clubs Director for approval.
  2. If the poster policy had been followed in the first place, these advertisements for non-sanctioned and probation-violating events would have been caught before reaching the public, members, and any student who may have some connection to CASA.
  3. When it comes to using a name of a club that is represented by FedS, or on that FedS is legally and financially liable, a retraction email does not fix the problem that students were misled about the support of the event.
  4. Had the IAC not stepped in after noticing these advertisements were violating the probation of CASA, the events would have carried on without a change. The committee was being proactive and careful of the risks that ensued once CASA’s name was used for non-sanctioned events by requesting removal of their affiliation.
  5. Removing the name of CASA after it has been publicly distributed to anyone and everyone possible does not absolve them from their responsibility to act within Council Procedure 3.
-

## 4. Disobeying IAC's requests to not plan or run events until the previous matters were resolved.

---

1. CASA continued to plan two events on campus after notification of a disciplinary meeting was scheduled with the Internal Administration Committee.
  2. Co-presidents were notified of the meeting and the topics that were to be discussed in terms of the violation in probation at the meeting. The executives agreed to not plan or run any further events until a decision was made.
  3. The co-presidents requested the meeting be held as soon as possible, but once the IAC gave them a mutually agreeable time the co-presidents were not available for two weeks to attend the meetings. They were reminded to not hold any events during the correspondence about availability for meetings.
  4. The committee later found out that CASA had planned two events. One was a Bomber Night with the UW Hip Hop Club, and the other was a 3-on-3 Basketball tournament with two other clubs (Exhibit: C).
  5. Once the VP Internal notified one co-president the committee was aware they were planning other events, new event forms were submitted by other clubs with no mention of CASA in the forms. However, once communication with the other clubs began, it was apparent that CASA was trying to operate these events by using the resources and privileges of the clubs who were not up for an IAC disciplinary meeting.
-

# Meeting with the CASA co-presidents

---

- CASA eventually came to an IAC meeting discuss all the previous problems and their violation of their probation.
  - They were given 5 minutes for a presentation that was extended another three minutes, followed with about 25 minutes of questions from the committee. Some were:
    - Regarding their knowledge about the probationary terms, to which the co-presidents stated that *all* executives were aware of the terms, as well as the members.
    - Regarding why posters for alcohol sales and discounts were advertised on an event that was supposed to be dry, to which the response was an oversight or miscommunication.
    - The co-presidents stated that they didn't feel FedS was proactive enough to let them know of all the rules and procedures in the clubs department. The committee notified them that all the things they were violating were clearly outlined in the procedures, in which we have a signed acknowledgement from both co-presidents that they read and understood the terms.
    - The committee reiterated the fact that any failure to rectify probation, or violation of the clubs procedures puts them up for disbandment. They understood and said they accepted full responsibility for the oversight and miscommunication that caused the 4 previously mentioned problems.
-

# Final decision of the IAC

---

- In following Council Procedure 3, the IAC felt that the only way to be fair, transparent, and legitimate as a committee they had no choice but to disband CASA for violating Council Procedure 3, on four different cases all while being on probation. Their failure to rectify their probationary status, left the committee with no other option but to disband them indefinitely.
-

# Questions?

---

- Only questions directly related to the information provided, or clarifying something here will be answered at this time.
  - Additional questions will be answered after CASA co-presidents present their case and the question period begins.
-