



# **AMS Clubs Ratification Package 2025-2026**



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## Introduction

This document is for student groups that want to become officially ratified by the Queen's University Alma Mater Society (AMS). Ratification means your club will be formally recognized by the AMS and gain access to benefits such as funding, room-booking privileges, promotional tools, and other resources.



## Why Ratify your Club

Becoming a ratified club means your group is officially recognized by the Alma Mater Society (AMS) — Queen's University's undergraduate student government. This recognition comes with a range of benefits designed to help your club grow and succeed:

- **Official AMS Recognition:** Being ratified means your club is in good standing with the AMS, giving your group legitimacy on campus, eligibility for insurance coverage, and the ability to represent your club as an official part of the university community.
- **Access to AMS Grants and Funding:** Eligible to apply for club-specific grants and funding opportunities throughout the year to support your events and operations.
- **Booking Privileges:** Ability to book rooms, classrooms, tables, and other campus spaces for meetings, events, and outreach through the centralized booking system.
- **Inclusion in Club Directories and Exclusive outreach events:** Your club will be listed in the official AMS club directory and invited to participate in exclusive outreach events.
- **Support from the AMS Clubs Commission:** Receive guidance, onboarding, promotional support, leadership training opportunities, and help with conflict resolution or policy interpretation.
- **Use of Club Email and Storage:** Get access to an official AMS club email address (hosted on Google Workspace) and, if needed, physical storage space on campus.
- **Ability to Open a Club Bank Account:** Ratified clubs can open a dedicated bank account under the club's name, enabling proper financial management and legitimacy when working with vendors or sponsors.

## Which Ratification do I fall under?

1. **New Club Ratification:** a student-run group applying for ratification that meets all eligibility requirements either as a club who has never been ratified or hasn't been ratified in the past 2 years. **They are eligible for New Club grants**
2. **Amended Ratification** applies to an AMS club that has either missed the deadline to submit their re-ratification package or had their re-ratification application rejected. These clubs have up to two semesters after de-ratification to complete the amended ratification process. If they do not complete it within that



timeframe, they must apply as a new club and will not be eligible for the New Club Grant.

## Eligibility Requirements

*Note these are taken directly from our AMS Clubs Policy. Meeting these requirements doesn't guarantee ratification. We assess the quality of the application, comparing with our pre-existing AMS ratified club community.*

### 1. Operational Timeline:

- a. Club must have operation for at least two academic semesters (summer semester do not count)
  - i. To be considered operational for a semester, a club must hold at least one event by mid-semester (e.g., by November 15 for Fall or March 15 for Winter)

### 2. Membership requirements:

- a. Your club must have a **minimum** of five executive members and five general members. You must submit all of the names and Queen's contact information (student numbers, net IDs and emails) of your executive and general members.

### 3. Event and Financial Planning:

- a. Submit a timeline of tangible events for the upcoming year and include a budget with projected revenue and expenses.

### 4. Uniqueness:

- a. A club's mandate and objectives shall not have a significant overlap from all existing AMS ratified clubs.
  - i. If your club targets a specific identity enclave within an existing mandate, you must explain how your events fill a gap and do not duplicate existing offerings.
  - ii. Clubs should be serving the needs and interests of Queen's students

### 5. Ineligible Club Types

- a. Exist solely to plan or operate a single event, conference, or project.
- b. Function as a university service better suited under Queen's administration due to insurance, oversight, or funding structure.
- c. Restrict membership to students from only one or a few faculties or departments.

### 6. Policy Compliance:

- a. Applications will be rejected if incomplete or they violate:
  - i. Queen's Student Code of Conduct



ii. AMS Constitution, Clubs Policy and other relevant regulations.

**7. Provide a constitution – see resources for template**

## Process

- 1. Prepare your ratification package and submit it through the following link (can be found on AMS website, club link tree on Instagram)**
- 2. Ratification packages will be reviewed by the AMS Commissioner of Clubs and the Clubs Policy & Education Assistant Manager)**
  - a. Packages may be rejected and cannot be appealed if the application is incomplete.
- 3. Review by Ratification Review Committee**
  - a. The Commissioner presents the application and interview notes to the Ratification Review Committee, which:
    - i. Evaluates the full application and interview feedback
    - ii. Checks eligibility and compliance with AMS policies
    - iii. Makes a recommendation on whether to approve or reject ratification
- 4. Ratification by AMS Assembly**
  - a. The committee's recommendation is forwarded to the AMS Assembly (student government) for final approval.
  - b. Assembly votes to ratify the club officially
  - c. Once ratified, the club gains official AMS recognition and all associated benefits
- 5. Appeals:** Applicants have 30 days to appeal a Ratification Review Committee decision. Appeals are made by motion to an ad-hoc AMS Appeals Committee, consisting of 5 Assembly voting members, the Vice-President University Affairs, an SGPS designate, and the AMS General Manager. The committee reviews the constitution and issues a final decision.

## New Club Ratification Package Requirements

### Applicant Information

1. Name
2. Student Number
3. Queen's Email Address
4. Undergraduate or Graduate Student
5. Year of Study



6. Affirming that you have paid your AMS Membership Fee \*Applications will be disqualified if you have not\*

## **New Club Ratification Application**

1. Proposed Club Name
2. Affirming that your club has operated for more than 2 semesters (Fall & Winter)
  - a. Proof of the club's initiation (e.g., first Instagram post, launch announcement, etc.) Executive members, Evidence of at least two events or initiatives held within the last academic year – can just provide us with Instagram, or other communication methods.
3. Upload your proposed Constitution – see template in resources
4. If applicable upload the affiliated group agreements and get witnesses from the club and constitution.
5. Upload Club Environmental Scan:
  - a. Compare mandates and objectives with at least 1 different club that you deem are similar. (3 is ideal)
  - b. Finalizing your club's mandate and ensuring that it is specifically unique and good for the Queen's community
6. Upload your Club Operational Plan
  - a. Membership growth strategies
  - b. Programming and club mandate
  - c. Sustainability and equity commitments
7. Budgets and financial information

## **New Club Post Submission**

1. Banking:
  - a. What bank institution do you want your club to open
  - b. Who are the signing authorities
2. Club Email: what is the club alias that you want to use \*you must use a AMS approved one\*
  - a. What are the
3. Upload your club logo
4. Club Bio for the website
5. Club Link tree – has all your social medias, applications the fastest way to connect students

## **Amended Club Ratification Requirements**

### **Club Information**

1. Club Name



2. Club Email
3. Current Club Executive Team
4. Current Club Membership

### **Amended Club Ratification**

1. Reason for Not Submitting Ratification – Explain why your club did not submit its ratification package (100-150 words).
2. Club Operational Plan – Complete the plan and reflect on whether your club met the outlined requirements.
3. Bank Account Status – Indicate whether your club currently has a bank account.
4. Financial Responsibility – Confirm whether your club is still fiscally responsible and upload any relevant proof.
5. Membership Information – Provide the current executive and general membership details.
6. Event Evidence – Upload event sanctioning screenshots and examples of events you have hosted with marketing materials. Include your club's Instagram handle.

Do you affirm that amended ratification does not guarantee ratification. If the club advisory committee does not deem that this club has successfully fulfilled the club mandate, they may reject it.

## **Resources:**

### **Announcements, Dates & Deadlines**

- [AMS General Calendar](#)
- [AMS Clubs Instagram](#)

### **Templates**

- [Budget Template](#)
- [Constitution Templates](#)
- [Club Operational Plan](#)
- [Club Environmental Scan](#)

### **Supports**

- Ratification Workshop walkthrough – step by step submitting the form together
- See Calendar for Newly Ratified Club Events
- Bi-monthly club workshops to learn the skills and knowledge to be successful



- [Appeals submission](#)



## Frequently Asked Questions:

### Before Applying

- **Q: Can we apply if we are still forming our executive team?**  
No: you must meet all membership requirements before applying.
- **Q: Can our executive team include graduate students?**  
Yes: both undergraduate and graduate students can be executives, as long as all are Queen's students, SGPS and or AMS members.
- **Q: Can alumni or community members be part of our club?**  
Yes : but they cannot count toward the minimum membership requirement.

### Application Content

- **Q: Do we need to include a detailed budget even if we don't plan to spend much?**  
Yes. Every club must submit a budget, even if projected revenue/expenses are minimal.
- **Q: Can our club's mandate change after ratification?**  
Yes: but you must submit a constitution amendment request to the AMS Clubs Commission for approval.
- **Q: Do we need to submit physical copies of anything?**  
No. The application process is fully online unless otherwise stated.

### During the Process

- **Q: How long does the ratification decision take?**  
About 4–6 weeks from the application deadline to the AMS Assembly vote.
- **Q: What happens at the interview?**  
You'll discuss your club's readiness, uniqueness, and plans, and clarify any missing information from your package.
- **Q: What if we can't attend the Ratification Workshop?**  
Ratification workshops are not required to be successful, its an opportunity to get support from the Clubs Commission and ensure you will submit your package on time.



## After Ratification

- **Q: When do we get our official email and banking documents?**  
Usually within 1–2 weeks after the AMS Assembly vote. Since you already gave this information via the ratification package we will utilize that, unless otherwise instructed.
- **Q: Can we start booking rooms before we get official approval?**  
No. Booking privileges start only after ratification is finalized.
- **Q: What happens with re-ratification?**  
The clubs ratified will be split into cohort A and B.
- **Q: What else do we need to submit?**  
Clubs will have to submit an annual transition and census.
- **Q: I wasn't successful in ratification what can I do next time**  
You can make an appeal. If that appeal was not successful, You can submit a question to our Instagram. Private appointments will also open with both the Commissioner of Clubs and or the Clubs and Policy AM to review your application in more detail. There are limited appointments and they are a maximum of 15 minutes.

## Special Situations

- **Q: Can we apply for ratification if our club is part of a national or international organization?**  
Yes — but you must submit any affiliation agreements with your application.  
More details to come.
- **Q: Our club is mostly online — can we still be ratified?**  
Yes, but you must still meet event, membership, and operational requirements.