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<b>Type:</b>	Financial	<b>Created:</b>	January 2011
<b>Adopted by:</b>	Board of Directors	<b>Last Amended:</b>	
<b>Executive Responsibility:</b>	Director of Internal Relations	<b>Procedure:</b>	20.02-01

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**PREAMBLE:**

The Students' Union authorizes fee collection under provisions of the University Act [RSBC 1996] and in so doing, acts as the fee collection agent for several organizations as per bylaw III. In order for fee to be collected for other organizations, those organizations must verify compliance with the University Act and must provide annual notice of fee levels.

**STATEMENT:**

**1. STUDENTS' UNION MEMBERSHIP FEES**

The Students' Union collects membership fees as per Bylaw III, Section 2. These fees are set as per Bylaw III, Section 1. Changes to the total Membership Fees collected, beyond increases that reflect the rate of change in the Consumer Price Index, must be approved by the majority of Students' Union members voting in a referendum as per University Act, Section 27.1.

**2. CANADIAN FEDERATION OF STUDENTS MEMBERSHIP FEE**

The Students' Union directs the collection of a membership fee for the Canadian Federation of Students (Federation) as per Bylaw III, Section 3. Changes to the total fees collected for the Federation, beyond increases that reflect the rate of change in the Consumer Price Index, must be approved by the majority of Students' Union members voting in a referendum as per University Act, Section 27.1.

**3. FEE COLLECTION FOR STUDENT GROUPS**

Under the terms of University Act, Section 27 (m), v., the Board of Governors may collect fees for student groups, which shall be disbursed to those groups as per University Act, Section 27 (n) ii. Student groups wishing to be included in the Students' Union's fee collection as a 'Student Society Fee' as per University Act, Section 27.1 must comply with the terms of Section 27.1 and must be included in the bylaws of the Students' Union as a fee applied to the Students' Union's membership.

### **3.1 Navigator Newspaper Society**

The Students' Union authorizes the collection of fees for the Navigator Newspaper Society as per Bylaw III, Section 4. Notwithstanding Bylaw III, Section 4, changes to the level of fees collected, beyond increases that reflect the rate of change in the Consumer Price Index, must be approved by the majority of Students' Union members voting in a referendum held by the Students' Union as per University Act, Section 27.1.

### **3.2 Radio Malaspina Society**

The Students' Union authorizes the collection of fees for the Radio Malaspina Society as per Bylaw III, Section 4. Notwithstanding Bylaw III, Section 5, changes to the level of fees collected, beyond increases that reflect the rate of change in the Consumer Price Index, must be approved by the majority of Students' Union members voting in a referendum held by the Students' Union as per University Act, Section 27.1.

## **4. UNIVERSITY ACT COMPLIANCE**

For those organisations on whose behalf the Students' Union authorizes fee collection, adherence to the terms of University Act, Section 27.1 is required. This shall include remaining a society and registered as such with either the federal or British Columbia governments; and making available to its members annually audited financial statements prepared by an external auditing firm that meets the requirements set out in Section 42 of the Society Act. Referenda to increase fees under the terms of Articles 2 and 3 above must be held by the Students' Union, in accordance with the bylaws thereof, as per University Act, Section 27.1.

## **5. ANNUAL FEE NOTIFICATION AND REMITTANCE OF FEES**

Procedure 20.02-01 shall describe the process by which fee notification and disbursement shall occur.