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Executive Responsibility:	Director of Internal Relations	Procedure:	40.02-01 40.02-02

PREAMBLE

Clubs are designed to enhance the post-secondary education experience by offering students the opportunity to pursue learning, representation and social engagement through extra-curricular activities within the diverse community of Vancouver Island University. Clubs are voluntary organizations formed by members of the University community and are a traditional part of campus life, contributing in a significant way to its intellectual, political, social and cultural diversity.

In supporting a system of clubs, the Students' Union is guided by its constitution and a desire to promote active communication, dialogue and exploration of ideas by members in a manner germane to the goals and purposes of the Students' Union. Clubs are sub-organizations of the Students' Union and as such, exist at the behest of the Students' Union. Clubs must adhere to this and other policies of the Students' Union, and such directives as may be resolved by the Students' Union's board of directors or membership.

1. DEFINITIONS

- a. **Board** – the Board of Directors of the Students' Union.
- b. **Budget and Operations Committee** – a sub-committee of the Students' Union Board as per policy 10.08 with authority over budgetary matters.
- c. **Budget Request Form** – a form on which a club lists all expected activities which require funding and from which the board assesses the financial needs of a club.
- d. **Club Registration Package** – A package of information submitted by a Club each year that contains a list of active members, a list of current Club Executive Members, a Club Budget Request form, a Signing Officer Designation Form, and a Legal Liabilities Disclaimer.
- e. **Club General Fund** – The fund containing fees paid by members for club operations as well as club funds held in trust.
- f. **Clubs Council** – A council of one representative per club plus representatives of the Board as defined by Policy 10.08 and Procedure 10.08-05.

- g. **Director of Internal Relations** – The Director of Internal Relations of the Vancouver Island University Students' Union or their designate.

2. CLUB CATEGORIES

There shall be four categories of clubs, as follows:

- a. **General Interest:** Clubs organized around a particular interest.
- b. **Activist:** Clubs that are organized to achieve a political goal and are not affiliated with a political party.
- c. **Religious/Partisan:** Clubs organized to support, participate in and forward the goals of an established religion or political party.
- d. **Course Unions:** Clubs organized to represent students in a program, department or faculty.

3. PROSPECTIVE CLUB STATUS

3.1 Prospective Status Requirements

To gain prospective club status, a student must complete the following:

- a. Request to register a club through the VIUSU online registration portal.
- b. Be provisionally approved by the Director of Internal Relations and provided online access to club registration drive.

3.2 Prospective Club Status Benefits

Prospective club status shall provide the following benefits subject to VIU and VIUSU policy and procedure:

- a. Space booking on campus.
- b. Access to VIUSU club equipment.
- c. Poster approval.
- d. VIUSU printing.

3.3 Prospective Club Status Limitations

Prospective club status is subject to the following limitations:

- a. Prospective club status will be deemed to have lapsed if active club status has not been achieved by the term deadline (October, February, June) prior to which provisional status was achieved.
- b. Prospective status will not be granted more than once in any given academic year.
- c. Prospective clubs that have not achieved active status in a previous academic year shall have a six-week window to complete the requirements for active status.
- d. Use of prospective status benefits must demonstrably be for the purposes of achieving active club status.

4. REQUIREMENTS FOR ACTIVE CLUB STATUS

4.1 Active Status

To gain active status, a club must complete the following:

- a. Complete and submit a Club Registration Package for approval by the Board within the timelines prescribed by the Board.
- b. Fulfill a role and purpose not already fulfilled by an existing club.
- c. Clubs will use the provided constitution template that is in compliance with this Policy, and that is to be ratified by the Board after submission with the Registration Package. Any changes made to the Club Constitution after ratification by the Board must be provided to the Director of Internal Relations along with minutes from the meeting at which the changes were made.
- d. Have at least two members of the Club Executive attend a club orientation session with the Director of Internal Relations.

A club will gain active status upon completion of all four requirements above, active status will remain pending until this point. Those clubs that remain inactive for the duration of two consecutive years may be deemed abandoned by resolution of the Board.

4.2 Maintaining Active Status

To maintain active status, a club must:

- a. Have an active, up-to-date account on the VIUSU mobile app.
- b. Have at minimum 3 (maximum 5) club executive members regularly participate in VIUSU Club Slack communications.
- c. Meet at least 2 times per semester. Notice of meetings shall be posted publicly on the VIUSU app, and minutes of the meeting shall be added to the VIUSU club drive folder no later than 2 weeks after the meeting.

A Club that has submitted a Club Application Package in the current school year, and has been ratified by the board will be considered active. Previously active clubs that fail to submit a Club Application Package, or whose Club Application Package is not approved by the Board, will be considered inactive. Those clubs that remain inactive for the duration of two consecutive years may be deemed abandoned by resolution of the Board.

4.3 Membership and Membership Fees

Activist, General Interest and Religious/Partisan clubs must be open to all Students' Union members and therefore, must allow any interested student to join. Course Unions may restrict membership to those students' union members in the particular program, department or faculty around which the course union is being organized. Activist, General Interest and Religious/Partisan clubs shall maintain a list of not less than ten (10) members of whom ninety percent (90%) must be Students' Union members. Course Unions shall maintain a list of not less than thirty (30) members of whom ninety percent (90%) are members in the particular program. Non-Students' Union members may include Vancouver Island University alumni, faculty, staff, or members of the community.

To be considered a club member, an individual must join the club via the form provided, which is part of the Club Registration Package. These members will be known as prospective members until the club has achieved active status, if the club has failed to achieve active status by one of the three term deadline dates (October, February, June) in which prospective club status was achieved the member sign up list will be archived. Clubs may contact those members and ask them to reestablish interest in being a member of the club in a subsequent academic year.

If a club chooses to have membership fees, prospective members must pay the club membership fee. Minimum membership fees for all clubs shall be two dollars (\$2) for Students' Union members and five dollars (\$5) for non-Students' Union members. In the case that a prospective club has

collected membership fees, and subsequently failed to achieve active status, the prospective club shall refund all membership fees collected.

4.5 Club Governance Requirements

All clubs shall be governed democratically by an executive committee that is elected from, and responsible to, the club membership. Club executive committees shall have no fewer than three members elected by the club membership, and shall meet no fewer than twice per semester between September and April. See or the Clubs Handbook or procedure 40-02-01 for information about how to hold an election for a club.

4.6 VIUSU Mobile App Account

Clubs shall maintain an active account on the VIUSU mobile app. Being “active” includes but is not limited to posting events, maintaining an up-to-date description and executive profile, and responding to members messages on the club wall. Those clubs that neglect to maintain an active account on the mobile app may compromise their club active status.

5. FUNDING AND FINANCIAL MANAGEMENT

Clubs receive funding in two ways: budget allocations from the Students' Union (Budget Account) and fundraising (Trust Account).

5.1 General Spending Restrictions

The following shall restrict clubs financial activities and expenditures:

- a. Clubs may not use their funds for activities that result in the personal benefit of individual members, but rather all funds should be used for activities that benefit the majority of members of a Club.
- b. Clubs may not, without the prior consent of the Director of Internal Relations, purchase alcohol for resale as part of a licensed special event; and clubs may not, under any circumstance, purchase alcohol for consumption or distribution at an event not covered by a special event license.
- c. Events funded by clubs must be open to all club members, except where restrictions are applied by the laws of British Columbia.
- d. Clubs may not use funds or access to facilities to directly support a candidate or candidates for election in a federal, provincial or municipal electoral process but may produce materials and host events in support of a recognized political party. No club may make direct donations to a political party or candidate for election to a governmental or legislative body.

5.2 Club Budget Allocations

Clubs may request budget allocations from the Students' Union by the the Club Funding Deadline once per year. Clubs who register in advance of the October deadline may request full funding for their club category. Clubs who register between the October deadline and the February deadline may request funding for their club category on a prorated basis.

- a. application for funds from the Students' Union shall be based on evaluation of a club's Budget Request Sheet and the following maximum funding allocations:
 - i. The maximum budget allocation for General Interest or Activist clubs shall be \$500 per year; and,
 - ii. The maximum budget allocation for Partisan/Religious clubs shall be \$300 per year.

- ii. The maximum budget allocation for a Course Union shall
Be \$800 per year.

- b. In allocating annual club budget allocations in the fall semester, the Board shall ensure that not less than 10% of total funds for club budget allocations be reserved for those clubs applying for active club status in the spring semester.

5.3 Fundraising

Clubs are encouraged to raise additional funds beyond their budget allocation and may choose to charge membership fees, participate in fundraising activities or seek sponsorships for specific events and activities. If a club chooses to seek sponsorships in the community the funds sponsored must be purposeful and accountable. Clubs may not enter formal sponsorship contracts, nor apply for a gaming license. Funds raised by clubs shall be held in trust by the Students' Union. Clubs may receive in-kind donations of services but may not accept capital items without the consent of the VIU Students' Union Budget and Operations Committee.

A club may apply for matching funds from the VIU Students' Union of up to \$500 per calendar year for all funds raised by the club. In order to receive matching funds a club must:

- i. Provide notice of the fundraiser to the VIU Students' Union and VIU campus community not less than 2 weeks prior to the event or activity
- ii. Submit a letter of request for matching funds to the VIU Students' Union via the Director of Internal Relations with a written account of the fundraising event or activity including expenses and funds raised

5.4 Club Budget Accounts

Each club shall be granted a Budget Account that shall contain a club's budget allocation as well as any other funds that may be donated or supplied by the Students' Union. The following terms shall apply to funds held in budget accounts:

- a. Expenditures from Budget Accounts may only be as per a club's accepted Budget Request Form as Clubs are financially liable for unauthorized expenditures but may, with approval from the Director of Internal Relations, make unbudgeted expenditures.
- b. No funds shall be expended from a Club budget account without appropriate documentation.
- c. At the end of each fiscal year, all unspent funds in a club's budget account shall be returned to the Club General Fund.

5.5 Club Trust Accounts

Each club shall be granted a Trust Account that shall contain a club's membership fees as well as any other funds raised independently by the club. The following restrictions apply to funds held in trust accounts:

- a. No funds shall be expended from a club trust account without appropriate documentation.
- b. All funds generated by fundraising, sponsorship and membership fees must be first deposited to a trust account before being used to fund club activities.
- c. Clubs may use trust account funds as they see fit, provided that the purposes are germane to the Club Constitution, not prohibited by the statutes of the Students' Union and have been duly approved by the club's executive committee.
- d. Clubs deemed to have been abandoned due to two years of inactivity shall have their trust accounts terminated with remaining funds transferred to the Club General Fund.

- e. Funds to be spent by the club may only be spent in the manner identified within their ongoing Club Budget/Trust Sheet and with a cheque requisition form signed by two club signing officers.

5.6 Signing Authority

As part of the Club Registration Package, each club shall provide a list of no more than three, but no less than two, signing officers authorized to approve expenditures and make bookings on the club's behalf. The authorization of expenditures from club accounts shall require the signature of two recognized signing officers of the club. The booking of equipment and rooms shall require the consent, verbal or written, of one signing officer.

No signing officer shall be recognized by the Director of Internal Relations until she has received a sample signature. All signing authorities of a club are accountable to both the club membership and the Students' Union for the financial activities of the club including prohibited expenditures and debts incurred.

5.7 Debt

Clubs are prohibited from issuing financial commitments that exceed their available funds, resulting in a negative balance in either their trust or budget accounts. If a negative balance in either account is incurred, the Students' Union shall use available funds from the other account to produce a zero balance in the account overdrawn. If insufficient funds are available in either of a club's accounts to satisfy a financial commitment, that club may face the withholding of future budget allocations or the removal of club status. Notwithstanding the above, where a negative balance has been produced by the negligence or wrongdoing of club signing officers, the Students' Union reserves the right to pursue repayment from those individuals responsible.

6. HARRASSMENT AND DISCRIMINATION

For the purpose of this policy, harassment is defined as the abusive, unfair, or demeaning treatment of a person or group of persons that has the effect or purpose of unreasonably creating a hostile, intimidating, threatening, or humiliating environment. Clubs shall promote and maintain a harassment-free environment in the conduct of their activities. In executing this responsibility, club executive committee members shall practice due diligence in avoiding and preventing situations in which harassment may occur.

Clubs shall refrain for any activity or the publication of literature that promotes hate or the discrimination against a person or groups of persons based on their race, colour, ancestry, place of origin, nationality, religion, family or marital status, physical or mental disability, age, sex, sexuality, gender, gender identity, or conviction for a criminal charge.

7. COMPLAINTS AGAINST A CLUB

The Students' Union shall maintain a procedure for hearing and adjudicating complaints made by a member of the campus community against a club or club members in relation to a club event or activity. Procedure 40.02-01 [\[JS3\]](#) shall describe the process for receiving and adjudicating complaints.

8. CLUB DISCIPLINE

Where a club has been found in violation of this policy by the Budget and Operations Committee, the following discipline may be applied by the Director of Internal Relations:

- a. An order in writing to cease the violation and to refrain from committing the same or similar violation again;
- b. Freezing of accounts, denial of funding, or withdrawal of unspent funds for the remainder of the year;
- c. Withdrawal of room or equipment booking privileges for the remainder of the year;
- d. Withdrawal of postering privileges for the remainder of the year;
- e. Withdrawal of club status for up to 18 months; or,
- f. Other such discipline within the scope of the forgoing.

Notwithstanding the above, a club may apply for reconsideration of discipline in accordance with procedure 40.02-02.

9. DEMOCRATIC PARTICIPATION

Recognizing that the Students' Union is a democratic organization that relies on the participation of members to be effective, clubs shall be expected to take a leadership role in promoting participation in the Students' Union. Every club shall participate in the Club Council by sending a representative to meetings of the Council. Every Club shall participate in the Students' Union's general meeting by sending at least one representative to participate on behalf of the club.

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