

Clubs &
Associations

Guidelines

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Purpose

The purpose of these guidelines are to provide students with the information needed to run Club & Association through the University of the Fraser Valley's Student Union Society (SUS). These Guidelines outline the procedures all Clubs & Associations are expected to follow. Please refer to the SUS Clubs & Associations Handbook for more general information about Club & Association operations.

Please note: The SUS Clubs & Associations Guidelines and other SUS Clubs & Associations documents adhere to the Societies Act and the University Act, which are provincially created policies that are regulated by the Government.

Contacts

At various points, this handbook directs you to contact specific people at SUS. Below is a list of these contacts:

Clubs and Associations Coordinator: j.buker@ufvsus.ca

- Host of The SUB Clubhouse (s2102b);
- Provides support for C&As;
- Reviews and processes Registration packages;
- Reviews and processes Event requests

Vice President Students (VP Students): vpstudents@ufvsus.ca

- Reviews Fund requests
- Coordinates SUS Events that promote C&As on campus;
- Provides conflict resolution support
- Provides Creative Support for events

Vice President Internal (VPI): vpinternal@ufvsus.ca

- Processes C&A Fund requests and reimbursements;
- Addresses any questions or concerns related to funding or SUS policies

Guidelines

1. Club & Association Classifications

1.1: All student lead organizations that register with SUS are labeled as one of the following:

1.1.1: Club;

1.1.1.1: A Club is any student organization that is created around a specific, uniting interest; such as Chess, Cooking, or Knitting.

1.1.2: Association;

1.1.2.1: An Association is any student organization that is created to represent a UFV academic discipline; such as English, Biology, or Plumbing;

1.1.2.2: Any student organization that does not have a clear academic discipline or area of study will be considered a Club;

1.2: Only one (1) Club & Association per interest and study area is permitted to ensure fair representation and equal distribution of resources.

2. Club & Association Registration

2.1: Initial Registration

2.1.1: Students wishing to start a Club & Association must complete and submit a Registration Package on QPay;

2.1.2: Every Club & Association registration lasts for one (1) year;

2.1.3: SUS will not accept Registration Packages during the following periods;

2.1.3.1: December;

2.1.3.2: April;

2.1.3.3: August;

2.1.4: The Registration Package may be modified at the discretion of the Clubs & Associations Coordinator, but will always contain the following information;

2.1.4.1: The Club & Association Name;

2.1.4.2: The purpose of the Club & Association;

2.1.4.3: A description detailing how the Club or Association promotes community engagement through innovation, leadership, skills, JEDI (Justice, Equity, Diversity, and Inclusion), health, and/or wellness on campus;

2. Club & Association Registration

2.1.4.4: A list containing the names and contact information of the Club & Association President, Secretary, and Treasurer

2.1.4.5: A list containing the names and contact information of at least ten (10) Club & Associations Members.

2.1.4.5.1: This list can include the three (3) Executive Members mentioned in Section 2.1.4.4.

2.1.4.6: A Constitution;

2.1.4.7: A signed SUS Clubs & Associations Agreement;

2.1.5: Students who fail to submit a Registration Package will not be able to access the following;

2.1.5.1: SUS C&A Funding;

2.1.5.2: The QPay Club Portal;

2.1.5.3: Advertising in the Student Union Building (SUB);

2.1.6: SUS reserves the right to sanction any un-registered Club or Association should they get access to the items listed in Section 2.1.5;

2.1.7: SUS reserves the right to deny any Club & Association application;

2.1.7.1: Any Club & Association that impeaches on the Canadian Charter of Rights and Freedoms and the Human Rights Code of British Columbia will not be accepted;

2.1.7.2: All denied Clubs & Associations reserve the right to appeal the decision during a scheduled meeting between the Clubs & Associations Coordinator and the Vice President Students (VP Students)

2.2: Re-Registration

2.2.1: Every Club & Association must complete and submit a Re-Registration Package at least fifteen (15) business days before their registration is set to expire (See: Section 2.1.2);

2.2.2: The Re-Registration Package may be modified at the discretion of the Clubs & Associations Coordinator, but will always collect the following information;

2.2.2.1: The Club & Association Name;

2.2.2.2: A list containing all the Club & Association Executive Members, including the Executive Member's contact information;

2.2.2.3: A list of all the Club & Association Members, including the Member's contact information;

2.2.2.4: The Annual General Meeting (AGM) Minutes;

2.2.2.5: The Club & Association Constitution;

2.2.2.6: A list of all the Events the Club & Association held throughout the past year;

2.2.2.7: A signed SUS Clubs & Associations Agreement;

2.2.3: Failure to submit a Re-Registration Package will result in:

2.2.3.1: The Club & Association being taken off the SUS Clubs & Associations Webpage;

2.2.3.2: The Club's & Association's QPay account being un-registered;

2.2.3.3: SUS pausing any requests made by the Club & Association;

3. Memberships

3.1: Any current UFV student who is in good standing with SUS, meaning they have paid their student fees, is eligible to become a member of a Club & Association;

3.2: Only current, active, and registered members of a Club & Association have voting rights;

3.3: The level of memberships within a Club & Association is as follows:

3.3.1: Executive Members;

3.3.2: Members;

3.4: All levels of memberships are valid for one (1) year since a Club's & Association's registration date;

3.5: No Club & Association shall restrict membership based on a student's race, age, gender, sexuality, religion, ethnicity, or any other class protected under the Human Rights Code of British Columbia;

3.6: Memberships are free unless clearly stated in a Club & Association Constitution.

4. Constitution

4.1: All Clubs & Associations are required to have a Constitution;

4.2: All Clubs & Associations must abide by their Constitution;

4.2.1: Failure to comply may result in a meeting between the Clubs & Associations Coordinator and the VP Students;

4.2.1.1: If no corrective action is taken, disciplinary action may occur at the discretion of the SUS Clubs & Associations Team.

4.3: All Club & Association Constitutions must include the following articles:

4.3.1: The Club's & Association's Name;

4. Constitution

4.3.2: Purpose & Mission Statement;

4.3.3: Membership

4.3.4: Executive Members;

4.3.5: Elections;

4.3.6: General Meetings

4.3.7: Annual General Meeting (AGM);

4.3.8: Extraordinary General Meeting (EGM);

4.3.9: Conflict Resolution;

4.3.10: Removal of a Member;

4.3.11: Finances;

4.3.12: Amendments;

4.3.13: Agency Clause

4.4: All Constitutions must include the following clauses;

4.4.1: A clause stating that no other name will be used to represent the Club & Association;

4.4.2: A clause stating the Club & Association will abide by established SUS and UFV policies;

4.4.3: A clause stating the Club & Association is not an agent of SUS or UFV and does not have the authority to sign contracts or other documents on behalf of SUS or UFV;

4.4.4: A clause stating that a quorum of at least fifty percent (50%) of Club & Association Members must be present at the AGM for the proceedings to be valid;

4.4.5: A clause stating that no constitutional amendments can be made by just one (1) Executive Member;

4.4.6: A clause stating that the Club & Association will not use finances to pay its Executive Members or Members;

4.5: Alterations to the Constitution can only be made at the AGM;

4.5.1: If alterations need to be made before the AGM, an Extraordinary General Meeting (EGM) must be called (See: Section 7).

4.6: A Constitution Template will be available for all Clubs & Associations to use and will contain all the mandatory articles, clauses, and other required content as described in these Guidelines and the Societies Act;

4. Constitution

4.6.1: Clubs & Associations may create their own constitution, however, it must contain the mandatory articles, clauses (See: Section 4.3 – 4.4) and other required content as described in these Guidelines;

5. Elections

5.1: General Elections

5.1.1: Every Club & Association must hold a general election;

5.1.1.1: The purpose of a general election is to elect Executive Members;

5.1.1.2: All new Clubs & Associations, meaning any Club/Association who have been registered for less than one (1) year, are not expected to hold a general election at their first AGM;

5.1.2: All Club & Association Members are eligible to run for Election;

5.1.3: Executive Members are eligible to run for re-elections up to three (3) consecutive terms;

5.1.4: All Club & Association Members reserve the right to vote;

5.1.4.1: Members reserve one (1) vote per Executive Member position;

5.1.5: All Executive Members are voted in based on a majority vote;

5.1.6: All Executive Member terms last for twelve (12) months;

5.1.7: General Elections must be held at the AGM (See: Section 6);

5.1.8: The Campaign period must start one (1) month prior to the AGM and last for at least two (2) weeks;

5.1.9: The Voting period must start one (1) week prior to the AGM and last for at least four (4) days;

5.1.10: Suspicions of an unjust General Election will result in a formal investigation conducted by SUS;

5.1.10.1: Based on the investigation findings, SUS reserves the right to:

5.1.10.1.1: Remove the elected body or;

5.1.10.1.2: Host a re-election on behalf of the Club & Association

5.1.11: Failure to comply with these Guidelines may result in disciplinary action, at the discretion of the SUS Clubs & Associations Team, depending on the severity of the act.

5.2: Midterm Elections

5.2.1: A Midterm Election must be called if an Executive Member cannot complete their term (See: Section 5.1.6);

5. Elections

5.2.2: Executive Members must give their Members and the Clubs & Associations Coordinator sufficient notice to the following;

5.2.2.1: If they are unable to complete their term or;

5.2.2.2: If their departure lasts longer than four (4) weeks;

5.2.3: A Midterm Election must be held no later than fifteen (15) business days prior to the Executive Member's departure date;

5.2.4: Midterm Elections are required to have a campaigning period, which must be a minimum of two (2) weeks, and a voting period, which must be a minimum of four (4) days;

5.2.5: Failure to hold a Midterm Election may result in the Club or Association being listed as inactive until the vacant position has been filled.

6. Annual General Meeting (AGM)

6.1: All Clubs & Associations must hold an AGM;

6.2: The AGM must be held within the first six (6) months of each calendar year-end;

6.3: All Club & Association Members must be notified fifteen (15) business days before the AGM is held;

6.3.1: The AGM notice must contain the following information:

6.3.1.1: The date of the AGM;

6.3.1.2: The location of the AGM;

6.3.1.3: The time of the AGM;

6.4: The AGM must include the following discussion topics:

6.4.1: The President's Annual Report;

6.4.2: A Financial Report;

6.4.3: The Election results;

6.4.4: Any Constitutional Amendments;

6.5: Minutes of the AGM must be recorded;

6.6: A quorum of at least fifty percent (50%) of Club & Association Members must be present at the AGM for the proceedings to be valid;

6.7: All Club & Association Executive Members must attend the AGM;

6.7.1: If extenuating circumstances make this impossible, the unavailable Executive Member must notify their Members and the Clubs & Associations Coordinator;

6. Annual General Meeting (AGM)

6.8: Failure to hold an AGM may result in the Club & Association being listed as inactive.

7. Extraordinary General Meeting (EGM)

7.1: A Club & Association can only call an EGM due to extraordinary circumstances;

7.1.1: Extraordinary circumstances can include the following:

7.1.1.1: Changes that need to be made to the Constitution;

7.1.1.2: Dismissal of an Executive Member or Member;

7.2: A motion must be signed by at least fifty percent (50%) of Club & Association Members to hold an EGM;

7.2.1: A General Meeting must be called before the EGM to present this motion;

7.2.1.1: All Club & Association Members must be notified ten (10) business days before the General Meeting is held;

7.2.1.1.1: This notice must include the following:

7.2.1.1.1.1: The date, location, and time of the General Meeting;

7.2.1.1.1.2: Information about why the EGM is being called;

7.2.1.2: This General Meeting must be held no later than ten (10) business days since the motion has been signed;

7.2.1.3: This General Meeting cannot be cancelled once called;

7.3: An EGM must occur no later than ten (10) business days from the motion was presented at the General Meeting;

7.3.1: All Club & Association Members and the Clubs & Associations Coordinator must be notified ten (10) business days before the EGM is held;

7.3.1.1: This notice must provide the following:

7.3.1.1.1: The date, location, and time of the EGM;

7.4: A quorum of at least fifty percent (50%) of Club & Association Members must be present at the EGM for the proceedings to be valid.

8. Funding

8.1: To receive funding for events, all Clubs & Associations must complete and submit a Fund Request Form on QPay;

8.1.1: This form must be completed no later than three (3) weeks before your proposed event date;

8. Funding

8.1.2: All Clubs & Associations must complete and submit an Event Request Form (See: Section 9) before making any funding requests.

8.2: All funding is provided based on a 50/50 model, meaning fifty percent (50%) of funds will be provided to Clubs & Associations upfront and the remaining fifty percent (50%) will be reimbursed after copies of itemized receipts have been submitted through the Event Evaluation Form on QPay;

8.2.1: The Event Evaluation Form must be submitted fourteen (14) calendar days after your event or activity;

8.3: All Club/Associations are allowed to apply for \$1,000 of funding per year;

8.3.1: A maximum of \$500 will be provided per event;

8.4: All Clubs & Associations must abide by the policies outlined in the SUS Fund Request Policy and the procedures outlined in the SUS Fund Request Procedure.

8.5: Failure to comply with the above-mentioned guidelines and the policies and procedures outlined in the SUS Fund Request Policy and SUS Fund Request Procedure could result in disciplinary action;

8.6: SUS reserves the right to suspend any funding to any Club & Association.

9. Events

9.1: All Clubs & Associations must submit an Event Request Form on QPay prior to holding any event on campus;

9.1.1: This form must be submitted no later than four (4) weeks prior to the intended event date;

9.1.2: SUS reserves the right to ask for additional information or request additional steps be taken depending on the scope of the event;

9.1.3: SUS reserves the right to cancel or take down any event posted on QPay if an Event Request Form has not been submitted and approved.

9.2: All Club & Association events must build campus community;

9.3: All Clubs & Associations that require funding for their event must complete a Fund Request Form on QPay (See: Section 8);

9.3.1: All Clubs & Associations must complete and submit an Event Request Form before making any funding requests;

9.4: All Marketing materials used to promote a Club & Association event must not display any offensive, violent, or inappropriate content;

9.4.1: SUS reserves the right to take down any marketing materials the society deems as offensive, violent, or inappropriate;

9.5: SUS does not endorse nor hold any liability whatsoever for off-campus events;

9. Events

9.6: SUS reserves the right to decline funding for events hosted on and/or off-campus;

9.7: Failure to comply with the above-mentioned guidelines may result in disciplinary action, at the discretion of the SUS Clubs & Associations Team, depending on the severity of the act.

10. SUB Room Rentals

10.1: All Clubs & Associations must submit a SUB Room Rental Form to use space in the Student Union Building (SUB);

10.1.1: This form must be submitted no later than three (3) weeks before the Club & Association intends on using the space;

10.1.2: The Executive Member who books the space must be the person who confirms the reservation unless prior arrangements have been made with the Clubs & Associations Coordinator.

10.1.3: All Clubs & Associations must complete and submit an Event Request Form on QPay (See: Section 9) before filling out a SUB Room Rental Form;

10.2: All Clubs & Associations must abide by the policies outlined in the SUB Space Usage Policies;

10.3: Failure to comply with the above-mentioned guidelines and the policies outlined in the SUB Space Usage Policies may result in disciplinary action;

10.4: SUS reserves the right to cancel or postpone any room reservations made by a Club & Association.

11. Social Media Use

11.1: All Club's & Associations' social media accounts must:

11.1.1: Be clearly separate from the user's personal account;

11.1.2: Clearly state that the views and communications made on these accounts do not represent or reflect the views of SUS or UFV;

11.1.3: Must not incorporate the SUS or UFV logos in their imagery unless previously agreed upon;

11.1.4: Must follow the terms & conditions of the social media platforms used;

11.1.5: Must not participate in cyberbullying, harassment, discriminatory or unlawful behavior;

11.1.6: Must abide by intellectual property and copyright laws;

11.1.7: Must not post personal or confidential information or imagery unless written consent is given;

11.2: All social media accounts used to represent a Club & Association must be monitored by an Executive Member;

11. Social Media Use

11.2.1: The Club & Association must notify the Clubs & Associations Coordinator of who this Executive Member is;

11.3: SUS reserves the right to request that any posts or comments that the society views as discriminatory, harassing, or participating in cyberbullying be deleted;

11.4: Failure to comply with these above-mentioned guidelines may result in disciplinary action.

12. Club & Association Finances

12.1: All Clubs & Associations must keep their finances separate from each other;

12.1.1: Exceptions will be made if Clubs & Associations hold a joint event;

12.2: No Club & Association can use their club & association finances to pay an Executive Member or Member;

12.3: SUS reserves the right to ask Clubs & Associations for up-to-date bank statements, cancelled cheques, and other financial documents.

12.4: Suspicions of financial misuse will result in a formal investigation conducted by SUS;

12.4.1: Based on the findings of the investigations, SUS reserves the right to;

A) Suspend any funding to the Club & Association in question;

B) Dismiss the participating Executive Members or Members;

12.5: Failure to comply with these above-mentioned guidelines may result in disciplinary action, at the discretion of the SUS Clubs & Associations Team, depending on the severity of the act.

13. Conflict Resolution

13.1: All Clubs & Associations must take sufficient steps to resolve any conflict

13.2: No Club & Association can remove an Executive Member or Member unless an EGM is held (See: Section 7).

14. Removal of A Club & Association Member

14.1: To remove a Club & Association Executive Member or Member, an EGM must be held (See: Section 7)

14.2: The Executive Member or Member in question has the right to plead their case throughout the removal process;

14.3: A quorum of fifty percent (50%) of Club & Association Members, including all the Executive Members, the Clubs & Associations Coordinator, and the VP Students must be present at the EGM to remove a member;

14.4: Removal of a Club & Association Member must be voted based on a majority vote.

15. Reporting

15.1: All Club & Association Members reserve the right to report any violations of these Guidelines or any other established SUS Clubs & Associations documents to the Clubs & Associations Coordinator;

16. Disciplinary Action

16.1: A Club & Association may be subject to disciplinary action due to any of the following reasons:

16.1.1: Violating any of the procedures mentioned in this document, the SUS Clubs & Associations Handbook and other established SUS Clubs & Associations documents;

16.1.2: Violating any established SUS and UFV policies;

16.1.3: Abusing any SUS Clubs & Associations services or privileges;

16.1.4: Discriminatory or harassing behaviour between a UFV student, a Club & Association Member, SUS Executives, SUS employees, and any other SUS or UFV campus community member;

16.2: Disciplinary action varies based on the severity of the act, but some penalties could include:

16.2.1: Immediate cancellation of a Club & Association Event;

16.2.2: Inability to access funding without written approval from the VP Internal;

16.2.3: Inability to hold Club & Association Events in the SUB without written approval from the VP Students;

16.2.4: Inability to hold Club & Association Events without written approval from the SUS Clubs & Associations Team;

16.2.5: Inability to access QPay;

16.2.6: The Club & Association being put on probation;

16.2.7: The immediate removal of a Club & Association Executive Member or Member;

16.2.8: The dissolution of the Club & Association;

16.3: All Clubs & Associations reserve the right to plead their case prior to any disciplinary action;

16.4: Any disciplinary action decisions will be made by the SUS Clubs & Associations Team.