

Clubs &
Associations

Handbook

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Introduction

The University of the Fraser Valley (UFV) Student Union Society (SUS) is an organization that represents and advocates for the interests of UFV students. By choosing to start a club/association (C&A) with SUS, you are helping provide students with an engaging, meaningful, and positive university experience.

As you start your C&A journey, SUS will be here to provide you with support and guidance. Throughout this Handbook, you will learn about SUS' C&A procedures and be given the tools and resources needed to run a successful C&A.

SUS wants to thank you for taking this incredible step and welcome your C&A to our community!

Why start a Club/Association through SUS?

When you start a C&A through SUS, you can access exclusive benefits. Some of these benefits include:

- Funding for C&A Events;
- Club access on the platform QPay;
- Free rental spaces in the Student Union Building (SUB);
- Priority access to The SUB Clubhouse (s2102b) during operational hours;
- Reduced pricing on locker storage for the academic year;

Please Note: The SUS C&A Handbook and other SUS C&A documents adhere to the Societies Act and the University Act, which are provincially created policies that are regulated by the Government.

Important Dates

Registration Black-Out Periods

During the following periods, SUS will not be accepting any new C&A registration packages:

- December
- April
- August

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

Starting a Club/Association

Before you start the Registration Package (See: Page 7) we recommend completing the following five (5) start-up steps. Doing these steps first will help you gather the necessary information required to complete the Registration Package.

Step 1: Define your Organization

Before you start your C&A, you first have to determine if your organization is a Club or an Association.

Club: An organization run by UFV students who have a specific, uniting interest; such as Chess, Cooking, or Knitting.

Association: An organization run by UFV students who serve as representatives for their academic discipline; such as English, Biology, or Plumbing. Student groups that do not have a clear degree, program, or area of study are considered clubs.

Please Note: To ensure fair representation and equal distribution of resources, only ONE (1) C&A per interest area or area of study is permitted. Please refer to the SUS Clubs & Associations Webpage to see a list of current C&As.

Step 2: Outline your C&A's purpose

Once you have defined your organization, you should start brainstorming what your C&A's purpose is. Start thinking about why you want to start this C&A and how your C&A will promote community engagement through innovation, leadership, skills, JEDI (Justice, Equity, Diversity, and Inclusion), health, and/or wellness on campus.

Additionally, we recommend thinking about how you would like your C&A to be run and what type of events, or other activities you think your C&A would like to hold throughout the year.

Step 3: Assign Executive Members

Executive Members act as leaders and representatives for your C&A. To register your C&A, you are required to have a minimum of three (3) Executive Members: A President, a Secretary, and a Treasurer. However, you may choose to elect up to five (5) Executives in your C&A.

If you are starting an Association, you are required to have a minimum of one (1) Faculty Advisor from the accompanying school or program your Association is related to. This advisor could be a professor or department/program head.

For more information about Executive Member positions, including a description of each Executive Member's responsibilities within a C&A and the role of a Please contact the Clubs + Associations Coordinator.

Step 4: Recruit Members

Any student who attends UFV and is in good standing with SUS, meaning that they have paid their student fees, is eligible to become a member of your C&A. You are required to have a minimum of ten (10) members, which can include your three (3) Executive Members, to register.

Step 4:
Recruit Members

To recruit members, we recommend reaching out to your friends and classmates, or posting on the UFV Student Connection Page on Facebook highlighting your C&A ideas. If students show an interest in your ideas, be sure to take down their names and student emails.

Additionally, we recommend letting interested members know about QPay, as these students will have to sign-up and join your C&A's QPay once you have registered.

Step 5:
Prepare a
Constitution

A Constitution is a document that outlines the fundamental principles of your C&A. It provides your C&A members with transparency about how your C&A functions and outlines what their rights are as Executive Members and C&A Members.

A Constitution can only be changed once per year during your C&A's Annual General Meeting (See: Page 14). As such, your Constitution must contain the correct information. To help ensure this correct information is included, we have created a fillable Constitution Template that you can use for your own C&A's Constitution. This template can be accessed through the SUS Clubs & Associations Webpage.

If any changes need to be made to your Constitution before your Annual General Meeting, an Extraordinary General Meeting (EGM) can be called (See: Page 15).

Please Note: While your C&A's Constitution is recognized as its own document, all C&As are sanctioned under SUS. As such, every C&A Constitution is subject to the policies upheld by SUS.

If you have any questions, concerns, or need help completing the above-mentioned steps, please contact the Clubs & Associations Coordinator, or drop by The SUB Clubhouse during operational hours.

Registration & Re-Registration

To register your C&A with SUS, you must complete and submit a Registration Package on QPay. To access QPay for the first time, please [click here](#) or click on the "Registration Link" tab on the SUS Clubs & Associations Webpage. Please contact the Clubs & Associations Coordinator or drop by The SUB Clubhouse during operational hours if you have any questions, concerns, or need help while completing these packages.

Initial QPay
Sign-Up

To access the Registration Package, you will first have to sign your C&A up to QPay. This account you create at this time will be the account you use as your C&A's QPay page, so please ensure you remember your login information for future use.

Initial QPay Sign-Up

To sign-up, you will need to complete the following steps:

1. Click the Registration Link on the [SUS Clubs + Associations webpage](#);
2. Enter your "Society Email." Please log in using an email account you intend on using for your C&A. For example, if you wanted to start a Yoga club, we would recommend creating an email, like YogaClubUFV@email.com, and signing up with that email address;
3. Create a "Password;"
4. Enter your "Society Name." This refers to the name you wish to use for your C&A;
5. Select your "University." Please select "The University of the Fraser Valley."

Once this account is created, you will be prompted to complete the Registration Package.

3-Step Registration Process

This package is split into three (3) steps. If you have any questions or need help completing this package, please contact the Clubs & Associations Coordinator or drop by The SUB Clubhouse during operational hours.

Please Note: Any C&A that impeaches the Canadian Charter of Rights and Freedoms, the Human Rights Code of British Columbia, or any other established document that is set out to protect people's rights will not be approved.

Step 1: C&A Information

This step asks you to provide information about your C&A by answering the following questions:

1. What is the name of your C&A?
2. What is the purpose of your C&A?
3. How does your C&A promote community engagement through innovation, leadership, skills, JEDI (Justice, Equity, Diversity and Inclusion), health, and/or wellness on campus?
4. What type of events or activities would your C&A be interested in holding.
5. How would your C&A use the SUS C&A Funds, if requested?

Once you have completed this step, the Clubs & Associations Coordinator will review your answers. This review process may take up to five (5) business days to complete.

If approved, you will receive an email to the account that you used to sign-up for QPay. This approval email will provide you with details about the next registration steps. If not approved, you will receive an email asking you to book a meeting with the Clubs & Associations Coordinator to discuss your answers.

Step 1:
C&A Information

Please ensure you contact the Clubs & Associations Coordinator immediately if you have an additional contact method you would like us to use to update you on the status of your registration.

Step 2:
C&A Documents

This section will ask you to submit the following information and documents:

1. A complete list of your C&A Executive Members, including the Executive Member's name, the position of the Executive Member, and their student email.
2. A complete list of your C&A members, including the member's name, and student email;
3. Your C&A's Constitution (See: Page 6)
4. A SUS C&A Agreement signed by your C&A President and another Executive Member.

Once you have completed and submitted this section, the Clubs & Associations Coordinator will review the information provided. This review process may take up to five (5) business days to complete.

If approved, you will receive an approval email detailing the last step you need to take to register. If not approved, you will receive an email asking you to book a meeting with the Clubs & Associations Coordinator to discuss the information and documents you provided.

Please note: The students listed in the membership roster you provide **MUST** sign-up and register as a member of your C&A on QPay. Please ensure they have signed up within the first three (3) weeks of your C&A's formation. If they have not signed up by this time, the Clubs & Associations Coordinator will reach out. SUS reserves the right to pause any incoming C&A requests until the full list of members are registered on QPay.

Step 3:
Complete a QPay
Training Session

The last step of the registration process is to attend a SUS QPay Training Session. QPay offers a training session for your C&A Executive Members and The SUB Clubhouse offers drop-in QPay Training Sessions throughout the academic year (See: Page 11).

This training session is **MANDATORY** for all C&As to attend. Once you have completed this training session, you will need to fill out the "Registration Package: Step Three" form on QPay. This form asks you to confirm that you have completed the QPay Training Session and must be submitted no later than seven (7) calendar days after you have attended the session.

SUS reserves the right to pause any requests or activity that takes place on QPay until a C&A has completed this training session.

Annual Re-Registration

Each C&A registration lasts for one (1) year from the time a C&A has been approved. At the end of each year, you will have to complete and submit the Annual Re-Registration Package on QPay. This package must be completed at least fifteen (15) business days before your registration is set to expire. The Clubs & Associations Coordinator will send you an email reminder one (1) month before your expiry date.

Failure to complete this package will result in your C&A's QPay account being unregistered and taken off the SUS Clubs & Associations Webpage.

QPay

QPay is the main platform you will be using to run and manage your C&A. On QPay, you can track your memberships, communicate with your C&A members, and advertise and sell tickets for your events. You will also be using QPay when submitting any funding or event requests. Members, both current and prospective, are also able to easily join and RSVP for your events through the QPay App.

Getting Started on QPay

Getting your C&A set up on QPay can be a bit challenging at first. The mandatory QPay Training session you have to attend will show you how to navigate and use QPay to its fullest potential (See: Page 10).

QPay offers a training session for C&A Executive Members at the beginning of the Fall Semester. This date will be emailed to all C&As no later than three (3) weeks before the session and at least one (1), preferably the C&A President, of your three (3) required Executive Members must be present. This session offered by QPay will count towards your C&A's mandatory QPay training.

If the C&A's President or any other C&A Executive Member is unable to attend this session, please book a session with the Clubs & Associations Coordinator or attend one of the drop-in QPay Training Sessions in The SUB Clubhouse. Dates for these drop-in sessions will be posted on the SUS Clubs & Associations Webpage and in The SUB Clubhouse.

Elections

In a C&A, Executive Member positions are often obtained through electoral means, with an Executive Member position lasting up to twelve (12) months. All C&As are required to hold an Election to ensure that these positions have been assigned in a fair manner.

Please note: All new C&As, referring to any C&A who have been registered for less than one (1) year are not expected to hold a general election at their first AGM. If a general election process is deemed necessary, please contact the Clubs & Associations Coordinator.

There are typically two types of Elections that can occur: A General Election and a Midterm Election.

General Elections

A General Election is held once a year during your C&A's Annual General Meeting (See: Page 14). This election allows any interested C&A member to run and/or vote for Executive Member positions.

Any person who is interested in running for an Executive position is expected to hold a campaign. Campaigning should begin no more than one (1) month before a C&A's annual general meeting. This campaign period should last for at least two (2) weeks.

To ensure all C&As are accommodating during the campaign period, we recommend holding an Election Q&A Meeting during this time to allow candidates to present their ideas to their fellow C&A members.

The voting period should begin one (1) week before your Annual General Meeting and last for at least four (4) days. The Election results **MUST** be announced at the Annual General Meeting, where the new Executive Members will take on their respective roles.

Midterm Elections

If a C&A Executive Member is unable to finish their twelve (12) month term, a Midterm Election is expected to be held. This election must be held no later than fifteen (15) business days prior to the Executive Member's departure date. Sufficient notice **MUST** be given to all C&A members to ensure adequate time for the campaigning and voting periods and training.

If you are unable to finish your Executive Member position, please contact the Clubs & Associations Coordinator immediately.

For additional information and resources regarding the Election process, please refer to the SUS Clubs & Associations Guidelines and the SUS Clubs & Associations Webpage. If you have any questions, concerns, or need help running an Election, please contact the Clubs & Associations Coordinator or drop by The SUB Clubhouse during operational hours.

Meetings

Holding meetings is a great way to plan and organize your C&A's operations and allows you to collaborate with your C&A members. There are three (3) types of meetings your C&A can hold: A General Meeting, An Annual General Meeting, and an Extraordinary General Meeting

General Meeting

A General Meeting refers to any meeting that is used to discuss general C&A operations. We recommend holding at least one (1) general meeting per month.

Annual General Meeting (AGM)

An AGM is a meeting that happens once a calendar year to discuss important C&A topics. Discussion topics must include the following:

- A Presidential Report/Statement;
- A Financial report;
- The Election results;
- Any Constitutional changes that need to be made.

All C&As are required to hold one (1) AGM per year. This meeting must be held within six (6) months of each calendar year-end. All Executive Members and at least fifty percent (50%) of your C&A Members MUST be present at your AGM. An AGM notice should be sent out to your C&A Members no later than fifteen (15) business days before the meeting date. This notice should provide details regarding where and when the AGM will be held.

For additional information and resources regarding how to hold an AGM, please refer to the SUS Clubs & Associations Guidelines and the SUS Clubs & Associations Webpage.

Extraordinary General Meetings (EGM)

An EGM is a meeting that is held due to extraordinary circumstances. These meetings often discuss urgent matters, such as the dismissal of a C&A Executive Member or Member or if any Constitutional changes need to be made prior to the AGM. Please refer to the “Extraordinary General Meeting” section of the SUS C&A Guidelines for information about how to hold an EGM.

Funding

If you are needing financial assistance for any of your C&A events or activities, SUS has the funds available. These funds are provided based on a 50/50 system, meaning fifty percent (50%) of the funds will be provided to you upfront, and the other fifty percent (50%) will be reimbursed after itemized receipts have been provided.

These receipts must be submitted as part of the Event Evaluation Report (See: Page 18) no later than fifteen (15) calendar days after your event or activity. This report can be accessed through QPay. If these receipts are not submitted within this timeframe, you might not be eligible for reimbursement.

Fund Request Form

To access the C&A funds, you must submit a Fund Request Form on QPay. This form will ask you to provide contact information, details about how the funding will be used, and a signature demonstrating that you have read/understood the Fund Request Policy and Fund Request Procedure. Both these documents can be accessed on the SUS Clubs & Associations Webpage.

Fund Request Form

This form must be submitted no later than three (3) weeks before your event or activity. Failure to submit this request on time may result in your request being denied. You will receive an email if your request has been accepted or denied. If you have any questions, concerns, or need help applying for funding, please contact the VP Internal or drop by The SUB Clubhouse during operational hours.

Please Note: C&As MUST complete and submit an Event Request Form on QPay before making any funding requests (See: Page 17). Failure to complete and submit an Event Request Form will result in your funding request being put on hold until this form has been submitted.

Events

Holding events throughout the academic year allows for your C&A to keep an active presence on campus and in the community by creating and maintaining a good relationship with students, faculty, and more. When holding a C&A event on campus, there are six (6) steps you will need to complete.

Step 1: Plan the Event

Prior to hosting an event, we recommend holding an Event Planning Meeting with your C&A members to brainstorm event ideas. Events should be planned no later than five (5) weeks before your intended event date to ensure you have all the information needed to complete the necessary paperwork.

Step 2: Complete and Submit the Event Request Form

Once you have planned out your event, you can fill out the Event Request Form on QPay. This form must be completed no later than four (4) weeks before your C&A Event date. Failure to submit this form within this timeframe may result in your proposal being rejected.

Once your request form has been submitted and reviewed, you will receive an email stating the status of your Event Request Form.

Depending on the scope of the event, such as larger events or events that involve alcohol or cannabis, the Clubs & Associations Coordinator may contact you detailing the additional steps that need to be taken.

Important Note: This form MUST be submitted and approved before any C&A events can take place on campus or be advertised through QPay. SUS reserves the right to take down any C&A event postings on QPay and/or cancel any C&A event that has not been approved.

Step 3: Submit a Fund Request Form

If you are needing assistance financing your event or activity, you can submit a Fund Request Form (See: Page 16). This form can be accessed on QPay and must be completed no later than three (3) weeks before your event.

**Step 4:
Submit the SUB
Rental Form**

If you are wishing to rent a space in the Student Union Building (SUB) for your event, you can do so by submitting a SUB Rental Form through the SUS Clubs & Associations webpage. This request must be submitted no later than three (3) weeks before your intended event date.

If you intend on renting a space at UFV, please contact the Clubs & Associations Coordinator with more information about the space you are wishing to book.

**Step 5:
Advertise your
event on QPay
and in the SUB**

Once you have completed the above-mentioned steps, you can start advertising your event on QPay, in the SUB, and on other C&A social media platforms. Before putting up any posters around the SUB, please visit the Front Desk (S1109) to get your posters stamped and approved for display.

If you are needing additional marketing support, please contact the Clubs & Associations Coordinator no later than two (2) weeks before your event. Failure to request support in this timeframe may result in your request being denied.

**Step 6:
Complete and
Submit the Event
Evaluation Report**

After you have held your event, you must complete and submit an Event Evaluation Report. This report asks you to provide details about how your event went and attach any advertising materials that were used.

Furthermore, if you have received funding (See: Page 16), this report will ask you to provide details about the items purchased, how much the items cost, and upload an image/pdf copy of receipts/invoices. Please ensure you have completed this section of the report to receive reimbursement if you have applied for funding.

This report must be completed by ALL C&As, regardless if funding has been requested. However, you are not expected to submit this report if you held a C&A meeting. This report is available on QPay and must be submitted no later than fourteen (14) calendar days after your event.

For additional information and resources regarding C&A Events, please refer to the SUS Clubs & Associations Guidelines and the SUS Clubs & Associations Webpage.

Event Cancellations

If you wish to cancel an event or postpone your event to a later date, please contact the Clubs & Associations Coordinator, your guests, and any vendors you may have secured as soon as possible.

Important Note: SUS reserves the right to cancel or postpone any C&A Event at their discretion should it deem to be in the best interests of students or the society.

If you need additional event support, please contact the Clubs & Associations Coordinator or drop by The SUB Clubhouse during operational hours.

Social Media Use

We understand the important role social media has in your C&A's success. We encourage using QPay as your main communication platform for your C&A, however, you are not limited to just using QPay.

By using other social media platforms, we want you to recognize the potential risks and consequences that your posts could have. We have created specific social media guidelines to ensure that your C&A's social media activity promotes the safe, encouraging, and inclusive environment that SUS strives to uphold.

These social media guidelines can be found in the SUS Clubs & Associations Guidelines documents located on the SUS Clubs & Associations Webpage.

If you have any questions or concerns about these guidelines, please contact the Clubs & Associations Coordinator or drop by The SUB Clubhouse during operational hours.

Social Media Moderation

To ensure these guidelines are being implemented, we recommend having one of your Executive Members be responsible for monitoring all your C&A's social media accounts. This role requires the person to moderate all posts shared by the C&A's social media accounts, monitor all activity to ensure that any acts of cyberbullying, discrimination, and harassment do not occur in the comments, and ensure that all social media policies are being followed. Please let the Clubs + Associations Coordinator know which Executive Member has been appointed as the moderator.

Reporting

If any inappropriate, discriminatory, harassing, or cyberbullying behaviour occurs externally or internally on any of the C&A social media accounts, please contact the VP Students or drop by The SUB Clubhouse during operational hours.

Conflict Resolution

If any Executive Member or Member in your C&A experience conflict with one another, measures must be taken to ensure that the issues have been properly addressed. As such, we recommend holding a Conflict Resolution Meeting whenever issues arise. Most Conflict Resolution Meetings follow these four (4) steps:

Step 1: Schedule a Meeting

The conflicting parties should schedule a meeting on a date that works best for both people. This meeting can be set verbally, however, we recommend scheduling it through email to ensure that the date and time of the meeting is not forgotten. If you have received a request to attend a conflict resolution meeting, please try to respond within five (5) business days.

If either party does not feel comfortable scheduling a meeting, does not know how to go about scheduling a meeting, or wishes to have a mediator present, please contact the VP Students or drop by The SUB Clubhouse during operational hours for support.

Important Note: If a conflict arises between an Executive Member and a C&A member, the C&A Member reserves the right to schedule a conflict resolution meeting. The Executive Member CANNOT change this meeting unless both parties agreed to do so. Please contact the VP Students or drop by The SUB Clubhouse during operational hours if any issues occur while trying to set a meeting.

Step 2:
Identify the
Conflict

During the meeting, both parties should express their respective accounts of the event or action that lead to the conflict. It is expected that both parties remain respectful and listen to each other's point of view during this sharing period.

Step 3:
Problem-Solve
Solutions

Once each person has expressed their concerns, both parties should begin problem-solving ways that this conflict can be resolved. Asking one another what actions need to be taken by both people to resolve this conflict is a good way to start the problem-solving process. If a mediator has been requested for this meeting, they can also help problem-solve by providing their impartial input.

Please Note: The problem-solving process is often one which involves "give and take" from both parties. As such, both parties must be open to change to properly resolve the issue at hand.

Step 4:
Resolve the
Issue

After agreeing upon a strategy, both parties can begin to resolve the issue. This strategy should be one that not only helps solve the issue at hand, but also tries to prevent any similar conflict from happening in the future.

Alternative
Measures

If conflict remains or arises again after a Conflict Resolution Meeting has been held, we recommend contacting the VP Students and the Clubs & Associations Coordinator. If the conflict is serious, an EMG may be called and the Executive Member or Member in question may be removed from the C&A.

Feedback

SUS welcomes feedback on the C&A program. If you have any thoughts, questions, comments, or suggestions, please do not hesitate to email the Clubs & Associations Coordinator or drop by The SUB Clubhouse during operational hours to chat!