

Student Union Society Association Policy

EFFECTIVE: September 1, 2013

AMENDED: April 25, 2016

AUTHORITY: Clubs and Associations Committee

RATIFIED BY: Board of Directors

RELATED DOCUMENTS:

- Club Policy
- Fund Request Policy
- Clubs and Associations Committee Policy
- Bullying, Discrimination and Harassment Policy

Purpose:

The purpose of this policy is to define Associations and their role in the Student Union Society.

1.0 Overview

- 1.1. An Association is defined as an organization run by Student Union Society members, which are connected through an academic discipline such as:
 - 1.1.1 A degree program
 - 1.1.2 A trade program
 - 1.1.3 A certificate or other academic program that does not fall within a degree or trade
- 1.2 Student groups that do not have a clear academic or trade program are designated as clubs
- 1.3 There is a limit of one association per academic field
- 1.4 Associations can only be operated, maintained, organized, and marketed by Student Union Society members.
- 1.5 Associations shall not be formed with the purpose to aid non-SUS Ratified organizations with funding or any benefit that student clubs receive
- 1.6 Associations may not be controlled financially or operationally by external organizations
- 1.7 Associations shall be subject to SUS policies and bylaws, including the Bullying, Discriminations and Harassment Policy and the Fund Request Policy
- 1.8 Associations must be approved by SUS in order to use 'SUS' or 'UFV' in their name or activities

2.0 Registration and Elections

- 2.1 In order to be a registered Association for the first time the members must:
 - 2.1.1 Complete and submit a valid Association Registration Package to the Clubs and Associations Officer, including a membership of at least fifteen (15) students
 - 2.1.2 Receive approval of the registration package from the Clubs and Associations committee
- 2.2 Associations must not contain the word "society" or "club"
- 2.3 In order to re-register as an Association the members must:
 - 2.2.1 Submit a completed Association Re-Registration Package, including minutes from all General Meetings held in the previous year.

2.2.2 Hold an Election with a quorum of at least 15 members in which they elect (if necessary):

2.2.2.1 A President or Chair

2.2.2.2 A Treasurer

2.2.2.3 A Secretary

2.2.2.4 Any other executive position(s)

2.2.3 Elections must be held in a professional and ethical manner

2.3 Associations are registered for one year to the month after receiving approval from Clubs and Associations committee

2.4 All executive members of an Association are accountable to both their Association membership and the SUS for the activities of the Association

2.5 Amendments to a club's constitution, including changing the name of the club and changing mandates must be approved by the Clubs and associations committee before they become effective

3.0 Signing Authority

3.1 Elected executives on an approved (re)registration package are automatically the signing authorities for their respective association

3.1.1 Only executives may be signing authorities.

3.2 Only signing authorities will be permitted to act on official matters, such as requesting the SUS for funding, room bookings, signing out Audio/Video equipment, or acquisition of e-mail addresses and other media services.

3.3 If the Association holds an external bank account, the signing authorities there must match those on the most recent approved (re)registration package.

4.0 Association Membership

4.1 A member of an Association is any current Student Union Society member which has declared a major, minor, concentration, program path, certificate, diploma, or trade in the Association's field.

4.2 Associations may have non-voting members which may include: Alumni, faculty, staff, students not in the Association's academic field, or Student Union Society Board members.

4.2.1 Non-voting members do not count for quorum, cannot be an executive, or have signing authority.

4.3 Membership privileges and obligations shall be clearly stated in the Association's constitution

5.0 Dissolution

5.1 An Association can cease to be an Association by:

5.1.1 A 2/3 majority vote at an Association's own General Meeting; or

5.1.2 Failing to re-register after one year; or

5.1.3 A 2/3 majority vote at a SUS Board meeting

5.2 The SUS Board may de-ratify an association on the basis of the following:

5.2.1 Violation of policies or bylaws

5.2.2 Not meeting the requirements for minimum number of active members

5.2.3 Failure to adhere to its mandate or goals; or

5.2.4 Other reasons as determined by the SUS Board

6.0 General Meeting

- 6.1 An Association must hold a minimum of one General Meeting before submitting a re-registration Package
- 6.2 An Association must give at least fourteen (14) days' notice to their members prior to their Annual General Meeting with the meeting agenda
- 6.3 A General Meeting must include:
- 6.3.1 Election information and positions (if applicable)
 - 6.3.2 General update on recent activities
- 6.4 In the general meeting, the association must keep a record of minutes and attendance
- 6.4.1 Quorum for any general meeting is 15 voting members
 - 6.4.2 Any changes, edits or additions to an association's constitution, bylaws or governance structure must be done at a General Meeting

7.0 Discipline

- 7.1 Associations that have been found to violate the policies, bylaws, or other requirements may be disciplined through one or more of following manners:
- 7.1.1 A written order to cease the violation and to refrain from committing the same or similar violation again
 - 7.1.2 Freezing of financial accounts and/or denial of funding or unspent funds for not more than one year
 - 7.1.3 Room, AV, locker, mailbox, or other booking privileges withdrawn for no more than one year
 - 7.1.4 Poster and/or bannering privileges withdrawn for no more than one year
 - 7.1.5 Association status withdrawn for no more than one year
 - 7.1.6 Other sanctions as determined by the SUS Board of Directors
- 7.2 Discipline investigations and decisions are handled by Clubs and Associations committee, with financial investigations handled by the Finance Committee, and SUB investigations handled by facility management

8.0 Appeals Process

- 8.1 Associations may appeal discipline decisions to the SUS Board of Directors, within five business days of receiving official notice of a decision, who can overturn the decision by a 2/3's majority vote.

9.0 Harassment

- 9.1 All associations must abide by the Canadian Charter of Rights and Freedoms, the UFV Student Non-Academic Conduct policy, and the SUS Bullying, Discrimination and Harassment policy at all times.
- 9.2 The Clubs and Associations committee shall hear any complaints against a given Association from students
- 9.2.1 Members who have a complaint against an Association may present their written complaint to the committee. Anonymous complaints will not be accepted
 - 9.2.2 The Committee shall hear complaints, and investigate the allegations
 - 9.2.3 Associations must be given one week notice of any committee meeting where a complaint

against them is to be heard and must be allowed to attend and state their case

9.2.4 The committee shall have the authority to make final decision in dealing with any complaints, pending appeal to the SUS Board of Directors per section 7.1

10.0 Third Party Support

10.1 The Student Union Society does not support Associations that directly fund third party endeavours with SUS assets

10.1.1 Associations may fundraise for outside organizations or charities and donate the money received through these events