

Student Union Society Club 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 Clubs and their role in the Student Union Society.

1.0 Overview

- 1.1 A club is an organization run by members of the Student Union Society using a common interest, goal or mandate
- 1.2 Clubs may be created to pursue similar areas of interest, however there should be a clear explanation of how the groups are different
- 1.3 A club can only be operated, maintained, organized, and marketed by Student Union Society members.
- 1.4 Clubs shall not be formed when directly linked with academic courses and/or academic credits are granted in the operation of the club
- 1.5 Clubs shall not be formed with the purpose to aid non-SUS ratified organizations with funding or any benefit that student clubs receive
- 1.6 Clubs may not be controlled financially or operationally by external organizations
- 1.7 All clubs shall be subject to SUS policies and bylaws, including the Bullying and Discrimination, and Harassment Policy and Fund Request Policy
- 1.8 Clubs must be approved by SUS in order to use 'SUS' or 'UFV' in their names and activities

2.0 Registration

- 2.1 In order to be a registered Club for the first time the members must:
 - 2.1.1 Complete and submit a valid Club Registration Package to the Clubs and Associations Officer, including a membership list of at least seven (7) students
 - 2.1.2 Receive approval of the registration package from the Clubs and Associations committee
- 2.2 Clubs must not contain the words "society" or "association" in their name
- 2.3 In order to re-register as a Club the members must:
 - 2.3.1 Complete and submit a valid Re-Registration Package to the Clubs and Associations Officer, including a membership list of at least seven (7) students

2.3.2 Receive approval of the registration package from the Clubs and Associations Committee

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

2.5 All executive members of a Club are accountable to both their Club membership and the SUS for the activities of the Club.

3.0 Signing Authority

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

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

4.0 Club Membership

4.1 It is up to the Club's discretion to decide who will be voting members of their Club, as long as those members are currently registered Student Union Society members.

5.0 Dissolution

5.1 A Club can cease to be a Club either by:

5.1.1 A submission by all the Clubs executives to the Clubs and associations Committee: or

5.1.2 Failing to re-register after one year: or

5.1.3 A 2/3 majority vote by the SUS Board

5.2 The SUS Board may de-ratify a club on the basis of the following:

5.2.1 Violation of bylaws and policies

5.2.2 Not meeting the requirement for minimum number of active members

5.2.3 Failure to adhere to its mandates and goals: or

5.2.4 Other reasons as determined by the SUS Board

6.0 Discipline

6.1 Clubs that have been found to violate the policies, bylaws or other requirements may be disciplined through one or more of following manners:

6.1.1 A written order to cease the violation and to refrain from committing the same or similar violation again.

6.1.2 Freezing of financial accounts and/or denial of funding or unspent funds for not more than one year.

6.1.3 Room, AV, locker, mailbox, or other booking privileges withdrawn for no more than one Year

6.1.4 Poster and/or banner privileges withdrawn for no more than one year

6.1.5 Club status withdrawn for no more than one year

6.1.6 Other sanctions as determined by the SUS Board of Directors

6.2 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

7.0 Appeals Process

7.1 Clubs 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.

8.0 Harassment

8.1 All clubs 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.

8.2 The Clubs and Associations committee shall hear any complaints against a given Club from students

8.2.1 Members who have a complaint against a Club may present their written complaint to the committee. Anonymous complaints will not be accepted

8.2.2 The Committee shall hear complaints, and investigate the allegations

8.2.3 Clubs 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

8.2.4 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

9.0 Third Party Support

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

9.1.1 Clubs may fundraise for outside organizations or charities and donate the money received through these events

10.0 Services and Privileges for Clubs

10.1 Clubs may be entitled to mailbox service in the SUS office as approved by the Clubs and Associations officer

10.2 SUS Clubs may apply to SUS for locker space and office space in the SUB each year

10.3 SUS Clubs shall have the privilege of booking SUB bookable spaces at no charge

10.4 SUS Clubs may apply for funding through the SUS Finance Committee

10.5 Clubs may seek advice from the SUS Office, the Finance Committee, and Clubs and associations Committee