



for students by students

Clubs and Associations Handbook

UFV Student Union Society: SUB 1109, 33844 King Road,
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Important Contacts & Resources

At various points throughout, this guide directs you to contact specific people at SUS, or the SUS office. Below is a list of these contacts:

Clubs and Associations Officer: clubsandassociations@ufvsus.ca

- Registration & Re-registrations of Clubs & Associations
- General support for student Clubs & Associations
- Clubs & Associations office space

Finance Officer: finance@ufvsus.ca

- Clubs & Associations fund requests
- Clubs & Associations reimbursements
- Event budgeting related information

Vice President Internal: vpinternal@ufvsus.ca

- The Vice President Internal can be contacted instead of either of the above Officers if they are unavailable or otherwise unable to assist
- Managing and supervising the work of the Finance and Clubs & Associations Officer
- Providing support and resources to the SUS Clubs and Associations, as well as general oversight

Resources for Clubs and Associations on the website: www.ufvsus.ca

- Registration/Re-Registration Forms and Samples
- Club/Association Checklist
- Fund request forms
- Reimbursement forms
- SUB Space Allocation Forms
- Robert's Rules
- How to run a General Meetings
- How to write minutes

Abbotsford SUS Office

Building S1109

Chillwack SUS Office

Building A1422

Registration & Re-Registration

When you begin to consider starting a Club or Association, you first have to determine what category your group falls under, either a Club or Association

- **Club:** an organization run by UFV current students who have a specific uniting interest, such as Yoga or Batminton
- **Association:** an organization run by UFV students who serve as representatives for all students within their academic discipline. As such, student groups that do not have a clear academic degree or trade program are designated as clubs. Certificates or other academic programs that do not fall within a specific degree or trade may also be associations.

Only one Club/Association per interest area or academic field is permitted in order to ensure fair representation and equal distribution of limited sources.

The Clubs and Associations Committee will then look over the registration packages and determine if it is approved or not. The Clubs and Associations Committee is a team consisted of students attending UFV and the Clubs and Associations Officer is the chair.

Initial Registration

To create a club or association a registration package should be filled out and submitted to the Clubs and Associations Officer who will present it to the committee to review.

- **Registration Package:** to be a recognized organization, you must submit a valid registration package. There are association packages and club packages, so it is important that the correct package is submitted or else the registration will be returned for correction. Both packages can be found on the website along with sample packages and a checklist to ease the process.
 - **Executives/signing authorities:** You may have up to five, but you are required to have three: President, Treasurer, and Secretary. The executive positions are the only members of the club/association that are permitted to book rooms, equipment, request funding, etc.
 - **Membership List:** Associations are required to have a minimum of 15 members and clubs are required to have a minimum of 10. All members of both associations and clubs must be current UFV students that have paid their student fees. The membership list must have the student's name, student number and mandatory signature.
 - **Constitution:** A document outlying the core purposes and procedures of the group. An example constitution can be found on website. Your constitution must contain the following:
 - Purpose/mandate of your club or association
 - Definition of Membership: who is a member, how do they become one, who is a voting member
 - Procedures: elections, General Meetings and disputes.

Whether you want to start a club or association we recommend that the executives arrange a meeting with the Clubs and Associations Officer to go through the paperwork to ensure that everything is in order.

Annual Re-Registration

Each registration lasts for one year to the month from the time you have been approved. At the end of year you will have to re-submit the following paperwork:

- Annual re-registration package: Similar to the initial registration package with some minor changes/differences. This documents can be found online or at the SUS office and includes:
 - All current executive members/signing authorities
 - An up to date membership list that is signed
 - An updated constitution/mandate if there have been any alterations
 - A list of all events hosted throughout the year
 - A copy of your General Meeting minutes (mandatory for Associations)
 - A signed disclaimer and policy acknowledgement

General Meeting

Annual General Meeting

An Annual General Meeting, commonly abbreviated as AGM, is a meeting that must be held once a year by each club and association. An Annual General Meeting should not be confused with a regular meeting that is held regularly by the executives or the board of a group. An AGM is held to:

- Elect new executives: members have a chance to vote who their new executives will be if an election is held. Elections are held once a year at least.
- Inform general members of past and future activities.
- Allow general members to raise their opinions
- To make constitutional changes/alterations

To be official, 14 days of notice of the meeting must have been given to the members, and quorum must be met.

- 15 members for associations (including executives)
- 7 members for clubs (including executives)

It is recommended that meetings are conducted in accordance to Roberts Rules of Order. There is a great guideline located in the SUS Website as well. However the following is a general order of a meeting in accordance to Roberts Rules:

- **Call to Order:** Distribution of the agenda, marks the start of a meeting.
- **Approvals:** Calls for changes to the agenda, approve agenda, reviewing and approving the minutes from the last meeting.
- **Reports (optional):** President, Secretary, Treasurer, board/committee leaders etc.
- **Business and discussion items:** New motions, upcoming events, votes, etc.
- **Announcements:** information items, next meeting date, etc.
- **Adjournment:** Ending the meeting.

Events

Hosting events is critical to a Club or Association's success. Events allow you to recruit new members, keep an active presence on campus and in the community, and create good relations with faculty, administration, and more. There is no limit to what your Club and Association can do, and creativity is encouraged. Below, you will find suggestions for various events, the correct paperwork that needs to be filled out, advertising options available to you, and funding opportunities.

Types of Events to Host

- Events within your club/associations portfolio (Badminton club hosting a badminton match)
- Campus wide fun events (Pride Network's Drag Show)
- Chairty/Community Service (BCSA's Blood Drive)
- Student Assistance (BASA's Tax Service)
- Speaker Series/Speaker Events
- Club/Association Dinner or Lunch nights at the Canoe
- Tabling recruitment or advertisement at SUS or elsewhere at UFV

If you're interested in hosting an event that is unique, you are encouraged to meet with the Clubs and Associations Officer to discuss the best way to proceed and carry it out.

Booking Spaces

Depending on the nature of your event, you may need to book space on campus. There are many available locations that can be booked including:

- Student Union Building Atrium
- SUB Great Hall: you can book the entire great hall, 1/3 of it, or 2/3 of it.
- The Canoe
- The Green: the university lawns surrounded by buildings. If your event takes place outside on the Green, you will have to request it on MyCampusLife
- The meeting rooms located in the SUB

Process

There are always a few things to consider when hosting an event, and the more complex the event the more things there are to consider.

- **The Event Proposal Form:** which can be found on the MyCampus Life. Please submit a minimum of three weeks in advance of the event to allow for processing.
- **SUB Reservations:** If you are booking a space within the SUB (atrium, great hall, meeting rooms, The Canoe) you need to fill out the sub reservation form located on the SUS website.

- **The Fund Request form:** (if funds are required) which can also be found on the SUS website, as well as the SUS office. This should be submitted three weeks prior to the event to the Finance Officer to allow for your request to be processed in time.
- **Student Code of Conduct (policy 204):** Read the Student Code of Conduct policy before hosting your event, regardless of whether it is being hosted on or off campus. You must always adhere to the UFV policies which can be found on the UFV website.
- **SUB Facilities Policy:** located on the SUS website under SUB Operating Policies
- **Food Policy:** Contact Kyle Bailie

Event Equipment

Clubs/Associations can rent equipment such as popcorn machine, snow cone machine, tables, chairs, etc. You can ask front desk located at SUS regarding renting equipment. It must be one of the executives who are renting the equipment.

However, you must return them in the same clean condition it was given to you. Failure to do so will lead to suspension from renting any of the Food Service equipment(s) for events thereafter.

Security

As per UFV policy, at any event that has over 50 people attending you are required to bring in security. It has to be one security guard per 50 people. Therefore, if you have an event 200 people expected to attend, you will require 4 licenced security guards.

Alcohol

If your event is including alcohol, it is important to follow policy (15) "Selling, Serving, and Advertising Liquor". You will need to include this on your event proposal which afterwards you will have to fill out forms attached to policy 15. All forms must be completed and submitted at least 10 days in advance before your event starts.

As a reminder, Clubs and Associations are must follow these policies and are responsible for them. Please make sure that all necessary policies are filled out to avoid consequences.

Advertising

Advertising is key to the success of any group and/or event. In order for your club/association to thrive, the recruitment of new members is paramount. Unless your Club/Association has an active presence at the university, people will not know of your group, let alone join as executives, volunteer, or come to events.

Effective methods of advertising have included:

- Posters
- Facebook
- Twitter
- Handouts
- SUB TV
- Campus Announcements
- Tabling events
- U-Join

MyCampusLife

Make sure to create your event/campaign/opportunity then link it to your facebook page. The proposal has to be done by one of the executives. This will be a great tool for students to know more about each club and associations who are active.

Social Media

Social media is a wonderful tool for spreading awareness for your events, or group as a whole! We strongly encourage you to engage the SUS official pages on social media, and we will happily share, retweet, or favourite your upcoming events. Contact the Clubs and Associations officer regarding those posts and the officer will approve and forward them to the appropriate person.

It is a good idea to make creating a Facebook page one of the first things you do (for the group and/or event) because:

- You can invite friends to see your page, like statuses/pictures, and share information.
- Keeping an active line of communication between people and your group keeps people involved and aware.
- Facebook provides a fantastic platform for people to ask questions and raise concerns.

Beyond Facebook, consider strategies to raise awareness of your event. Potentially create a #catchytag to keep people up-to-date, or share exciting photos on Instagram. The key is to follow the trends and connect with your fellow students on the platforms they are already using.

Posters

Posters are a great resource for numerous reasons. Generic posters can be a great way of recruiting people for your club/association, running for elections, and advertising for your events. For most events, you typically want posters up two weeks before the date, if not sooner. There is a wall space dedicated to clubs and associations to post their posters, as long as its stamped by the front desk coordinator located at the SUS office.

A great website to use for posters is www.canva.com for the clubs and associations.

For an event, the design of a poster should include the following:

- Name of the event
- Time and date of the event
- Location of the event
- Cost (if any) of the event
- Description of the event (this may be as simple as words like “prizes” and “food” or may require a more paragraph like description depending on the nature of the event)
- The logos of all groups involved, including the SUS logo if SUS is funding the event.
- Alcohol (of applicable): if the even you are advertising for involves alcohol, you must check with SUS about including this on your poster printing. Please be aware that serving alcohol has additional restrictions from UFV and legal implications.

SUB TV

Clubs and Associations have another excellent resource to advertise using the TV's in the the SUB Building. All you have to do is make the poster and then send it to the Clubs and Associations Officer who will approve it then send it to the appropriate person.

There is a specific size that will be needed for the poster to fit on the screen which is:

- Size 1920w by 1090 H
- CM: 67.73w by 38.1H
- This size is available on Canva as Presentation (16:9) as well.
- Make a clean and easy to read poster that includes the basic details of your event (Title, date, location, association logos of those involved).

Tabling and Sandwich Boards

The Clubs and Associations can reserve a table in the SUB Building, or outside in the green outside Tim hortons, to advertise their club to gain more members as well as promote any events/campaigns.

- To book a table in the SUB building you are required to submit a request on UFV SUS website under “SUB Reservations”.
- To book a table in the green or elsewhere at UFV, you will need to request it on your event proposal form on MyCampusLife.
- Good thing to have at your table are handouts and appropriate visual aids (such as posters, banners, etc.)

Sandwich boards are a great way to advertise the day of the event.

- Good places to place them are outside between buildings A and B, and between buildings B and D, as well as outside Tim Hortons.
- You can post with arrows directing people to the event to catch people who may not have heard of it before.
- To book the boards, contact Front Desk at the SUS office, and be sure to book them at least 10 days in advance.

MY UFV Campus Announcements

MYUFV can post campus announcements on the myufv homepage with an easy and free way to advertise.

- Type up something short (no more than two paragraphs) about your event with the same details on your posters as well as some additional information.
- At the end, include a “quick reference” section about your event that looks as follows:
 - When: Month, Day, Year
 - Where: location
 - For more information: (Link to Facebook)
- Email myufv@ufv.ca and ask them to post it as a campus announcement. Make sure you attach your word file to this email. This should be done the week before your event.

Weeks of Welcome and U-Join

Weeks of Welcome is a large tabling event hosted by the SUS each year during the first weeks of school. Your club/association will be contacted each summer and end of fall asking if you would be interested in having a table at the next U-Join. It is a great way to recruit new members, advertise, and make a name for your group. Clubs/Associations can even host events during Welcome Week which is another great way to advertise.

Printing

Our very own FIX IT can deliver your printing needs as a way of advertisement or for any documents related to your C&A. You can visit FIX IT on the third floor of the Student Union Building or email fixit@ufvsus.ca Below is a quick guide on printing costs from FixIT:

	Black	Colour
Letter (8x11)	\$0.10	\$0.35
Legal (8x11)	\$0.10	\$0.35
Tabloid/Ledger (11x17)	\$0.35	\$0.70
Cardstock (8x11)	\$0.25	\$0.55

Funding & Banking

Fund Requests

There is always a budget for Clubs and Associations to access if they need funding for any event that contributes to community and campus life. This money is accessed through a fund request process, which follows a series of consistent steps.

1. The group requiring funding completes the Fund Request Form available online or at the SUS office.
 - a. Preferred: E-mail the completed fillable PDF file to the Finance Officer
 - b. Acceptable: Print the form and complete manually and hand it in the SUS office
2. Fund requests are reviewed by the SUS Finance Committee, which considers all the information provided, the reasonability of the costs, budgetary constraints, and a variety of other factors.
 - a. For any request, you can present to the Finance Committee on the details of the funding. To do this, please notify the Finance Officer at the same time as when you submit the request.
 - b. If the fund request is over \$300, it requires a full budget of proposed spending.
 - c. If the fund request is over \$1,000, it also will be reviewed by the SUS Executive Committee for the final decision, after a recommendation from the Finance Committee.
3. Once a decision has been reached at the Finance Committee or the Executive Committee, the Finance Officer will contact you about the outcome.
4. The cheque can be held at SUS, mailed to the requester or directly deposited to a group's bank account.
 - a. 70% of the approved funding is disbursed automatically when a decision is made.
 - b. 30% of the approved funding is held and disbursed after receipts verifying the use of funds are received by SUS.

SUS has a duty to ensure proper distribution and use of the funds. As such, the fund request process must be done accurately; some important items to note include

- The Authorization Section of the Fund Request Form **must not** be signed by the same person who the cheque will be paid to (listed in Cheque Section).
- Please provide all the necessary and important information about the event and use of funding in the description of the event box.
- If the event is for a specific date or time duration, please provide the dates in the date section below the description section.
- From the date of receipt, SUS reserves up to three weeks to review the information and make a decision.
- While a fund request is pending, the person listed in the Requester Section must regularly check the email provided on the Fund Request Form. We may have to contact you for clarification or further information.

- The group must submit receipts verifying the use of funds to SUS no later than fifteen (15) days following the completion of the activity for which funds were requested. If the receipts are not submitted,
 - Some or all of the remaining 30% of the approved funding may not be distributed
 - The group may not be permitted to request funds again for a specified period of time, or other action as determined by the Finance Committee.

Banking

SUS is working to reduce the number of cheques issued, and increase the accountability of funds released. Accordingly, for any group that uses a significant amount of money, it is recommended to open a bank account with an independent financial institution, such as Envision Credit Union or RBC Royal Bank. Many banks and credit unions offer some form of community organization/small business/low transaction account for free.

The Clubs and Associations Officer will be happy to assist you in this process. Typically, the financial institution will require a letter from SUS confirming the status of the club or association, and stating the approved signing authorities, and this will be provided upon request.



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