

## UFVSUS

### [Clubs and Associations](#)

**Name of Club:** \_\_\_\_\_

# Student Club Registration Package

A Club is a group of students with a uniting interest or goal who meet to discuss issues, and/or organize events.

#### You must complete:

**1) Executives/Signing Authorities**

Each club must provide a list of no more than five (5) and no less than three (3) executive members. Executives shall be signing authorities of the club. No signing authority shall be recognized until their name and signature has been submitted to the Clubs and Associations (CLASS) Committee.

**2) Student Club Disclaimer**

The President must read and sign the Student Club Disclaimer.

**3) Mandate and Constitution**

Each club must submit a mandate and a constitution for the Student Union Society (SUS) to keep on file. A mandate is typically a simple statement of the club's purpose or goals and will be displayed on the SUS website. A constitution is a set of guidelines that form the basic rules of the club.

**4) Membership List**

Each new club must submit a membership list of at least 10 members. It is up to the Club's discretion to decide who will be voting members of the Club, as long as those members are currently registered SUS members and the voting quorum of 7 is met.

**5) Signed Fund Request Policy**

The President and Treasurer must sign a copy of the SUS Fund Request Policy.

#### Please be aware that:

- 1) There can only be one club per specific interest area/activity.
- 2) Club registration expires one year from the month of registration.
- 3) Approval and oversight of all club processes and documents are handled by the CLASS Committee. Any appeals are handled by the SUS Board.
- 4) Only signing authorities will be allowed to book rooms, audio/visual equipment, request funding, and use electronic media services.
- 5) All executive members of a club are accountable to both their membership and the UFV SUS for the activities of the club including financial mismanagement and bad debts.
- 6) The club must keep a copy of the registration, constitution, and membership list.

Please contact the Clubs and Associations Officer at [clubsandassociations@ufvsus.ca](mailto:clubsandassociations@ufvsus.ca) or refer to the [Clubs & Associations Handbook](#).

# UFVSUS

## Clubs and Associations

**ON THIS PAGE:** Fill in all information, positions with a [\*] are required. Please print neatly

**Abbreviation**

**or Nickname:** \_\_\_\_\_ **Date Submitted:** \_\_\_\_\_

**Public Email:** \_\_\_\_\_

*[This email will be displayed on the SUS website as the primary contact for the club.]*

**Club Executives**

**1. \* President:** \_\_\_\_\_

Student Number: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_

*[Tasked as the assigned spokesperson who facilitates direction for the group, ensures that responsibilities and goals are being fulfilled, and ensures that members are familiar with SUS policies and bylaws.]*

**2. \* Treasurer:** \_\_\_\_\_

Student Number: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_

*[Handles financial matters including creating budgets and tracking receipts. Ensures fiscal responsibility for the club.]*

**3. \* Secretary:** \_\_\_\_\_

Student Number: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_

*[Responsible for governance of the club. Schedules meetings, sets agenda, takes minutes, and keeps documentation updated, accurate, and available to the membership.]*

**4. Name and Position:** \_\_\_\_\_

Student Number: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_

**5. Name and Position:** \_\_\_\_\_

Student Number: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_

**Club executives are the signing authorities.** These members are the only ones permitted to book rooms, request funding, etc.

**Vice-president** is not required. However, many clubs choose to elect one to assist the president's role.

**Elections** for these positions should take place at least once a year.



## Student Club Disclaimer

\_\_\_\_\_ (henceforth known as “the Club”) understands and acknowledges that in order to become and remain an organization within the UFV Student Union Society, *the Club* shall:

- 1) Be solely responsible for *the Club's* financial management, and that the Student Union Society is not responsible for *the Club's* financial management, including loss or damage, expenses and any contractual commitments.
- 2) Operate *the Club* in such a manner that it will not contravene the Constitution, By-Laws, and procedures of the Student Union Society. (Found at [www.ufvsus.ca](http://www.ufvsus.ca) – Governance – SUS Bylaws)
- 3) Limit membership in *the Club* to UFV students who are members of the Student Union Society (Every student who has paid student fees).
- 4) Be bound by the UFV Non-Academic Conduct Policy (Found at <http://www.ufv.ca/secretariat/policies/> - 204 Student Non-Academic Conduct), and by the Canadian Charter of Rights and Freedoms. (Found at <http://laws-lois.justice.gc.ca/eng/Const/page-15.html>)
- 5) Agree that all property purchased by *the Club* remains property of the Student Union Society in the event of *the Club's* dissolution.

*The Club* hereby releases and agrees to indemnify the Student Union Society, its officers, employees, and members from all claims and liability in respect to its expenses, losses and any damages incurred or caused by *the Club* or its affiliates.

It is the responsibility of *the Club* President to apprise *the Club's* membership of the above considerations.

### Acknowledgement of the Student Club Disclaimer:

President Name (printed): \_\_\_\_\_

President Signature: \_\_\_\_\_

## Mandate and Constitution

**Clubs are required to have a mandate and a constitution on file with the SUS.**

**Mandate:**

A mandate is a statement that describes what the club does, its purposes and goals. The mandate will be used as the description for your club on the SUS website.

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**Constitution:**

A constitution is a document that outlines the procedure, structure, and rules that guide the club. Please attach the constitution to this package. If any changes are made to the constitution following the initial registration an updated document must be submitted to the SUS after being approved by the club at a General Meeting. An example constitution can be found on the SUS website at [www.ufvsus.ca](http://www.ufvsus.ca).



## Membership List

	Name (Please Print)	Student Number	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

**Membership is limited to enrolled UFV students.**

**Clubs are required to have a minimum of 10 members, including executives.**

**If required, continue the list below or attach another sheet.**

## Fund Request Policy

This policy outlines the eligibility, requirements, and process for receiving funds as a student organization. This policy also outlines the process for individual students and other on campus organizations to request funds from the grant budget.

### 1.0 Eligibility

1.1 Student Clubs, as defined in the Clubs Policy, and Student Association, as defined in the Association Policy, are eligible for funding under this policy.

1.1.1 The Treasurer/Vice-President Finance and another Executive Member of an Association must read and agree to the terms of this policy before any funds will be released. A copy of this policy must be included in Association registration packages, and must be signed by the two Executives.

1.2 Individual students, informal groups of students, and on campus non-student organizations are eligible for funding under this policy in select circumstances.

### 2.0 Requirements

2.1 A properly completed Fund Request Form must be submitted for each request.

2.1.1 Requests must include a budget of the proposed spending as it helps the Society reach the best decision.

2.1.2 Individual students requesting funds should leave the "Authorizing Signatures" section blank.

2.2 The proposed use of funds must be used to benefit the members of the Club(s) or Association(s), individual student(s), and/or the UFV community as a whole

2.3 Student Organizations are encouraged to fundraise for their events. Doing so, will be taken into consideration when deciding whether or not they should receive funding from the Student Society.

2.3 Funds cannot be used to support, be donated to, or otherwise transferred to, an external body.

2.3.1 Student Organizations may fundraise for outside organizations or charities and donate the money received through these events.

2.4 The group must provide all supporting receipts after receiving funding from the student union. If they do not, they won't be further funded until the situation has been resolved.

## UFVSUS

### Clubs and Associations

2.4.1 This does not apply if the event(s) proposed in the previous fund claim(s) is not complete, or has not been complete for more than fifteen (15) days.

### **3.0 Timeline**

3.1 The Society requires up to Three weeks to process and approve fund requests.

3.2 Requests up to and including one thousand dollars (\$1,000) are reviewed and approved by the Finance Committee. Requests in excess of one thousand dollars (\$1,000) are reviewed by the Finance Committee, with a recommendation to the Executive Committee for a decision.

3.3 Funding disbursement is based on a 70/30 split

3.2.1 70% of the funding will be disbursed automatically after the funding has been approved;

3.2.2 30% will be disbursed when the receipts/invoices verifying the use of funds are submitted.

### **4.0 Use of Funds**

4.1 Each Student Organization must maintain adequate records to account for all funds received, and these records may be audited at any time by the Society's Vice-President Internal, Finance Officer, Financial Administrator, the Society's external auditor, or another person authorized by the SUS Finance Committee.

4.1.1 Records must include, but are not limited to, bank statements, withdrawal slips, deposit slips, receipts, and legal financial agreements (i.e. loan or investment).

4.1.2 Receipts verifying the use of funds must be sent to the Society no later than fifteen (15) days following the completion of the event for which funds were requested.

4.1.3 If receipts are not submitted, the organization will not receive the remaining 30% of their funding, may be prohibited from submitting fund request for a period between 30 days and 1 calendar year at the discretion of the Finance Committee, or incur other sanctions as determined by the Finance Committee..

4.2 Student Organizations may not use funds received from the Society to pay any executive, director, member, or other person, other than to reimburse direct expenses. Any such payment must be verified with itemized receipts.

4.2.1 Student Organizations may donate money to the UFV Financial Aid and Awards for use as a scholarship, bursary, or emergency student grant. However, Student Organizations cannot directly administer and/or distribute any student scholarship, bursary, grant, or other funding.

