
Type:	Campus Life	Created:	December 2010
Adopted by:	Board of Directors	Last Amended:	
Executive Responsibility:	Director of Services	Procedure:	

PREAMBLE

Campus life is enhanced by a diversity of student groups working on a variety of social, entertainment, professional development and service initiatives. The Students' Union has a responsibility to promote and support those student groups working towards improved campus life and for social change in a manner consistent with the constitution, bylaws and policies of the Students' Union. This policy will outline the manner in which student groups will be recognized, governed and operated.

STATEMENT:

1. Types of Student Groups

- a. **Advocacy Groups** – groups that serve and/or represent members who share an experience/condition of oppression and systemic discrimination and/or other barriers such as: homophobia, sexism, racism, anti-Semitism, classism, ableism or such other forms of discrimination that may be deemed to constitute a violation of members' human rights.
- b. **Course Unions** – groups that serve and/or represent members within an academic or educational department or programme of Vancouver Island University.
- c. **Clubs** – groups of members working collectively to pursue common social, educational or political interests.
- d. **Internal Organisations** – groups of members working collectively, and on behalf of the entire membership, to operate a service, oversee a project or campaign on a specific issue of common interest to all members.

2. Recognition of Student Groups

A student groups shall not be recognized by the Students' Union unless:

- a. It has a written constitution that has been accepted by a majority of its members and a general meeting and ratified by the Board of Directors;
- b. It has aims and objectives, as stated in its constitution, which are similar to those

stated in the Constitution of the Students' Union and which do not contradict Students' Union bylaws nor policies;

- c. It has a functioning, elected and independent executive;
- d. It holds meetings that are advertised and open to all its members; and,
- e. It has completed all requirements and adheres to all regulation as outlined in the specific policy governing its category of student group.

END OF DOCUMENT

Type:	Campus Life	Created:	Pre-1995
Adopted by:	Board of Directors	Last Amended:	June 2015
Executive Responsibility:	Director of Internal Relations	Procedure:	40.02-01 40.02-02

PREAMBLE

Clubs are designed to enhance the post-secondary education experience by offering students the opportunity to pursue learning, representation and social engagement through extra-curricular activities within the diverse community of Vancouver Island University. Clubs are voluntary organizations formed by members of the University community and are a traditional part of campus life, contributing in a significant way to its intellectual, political, social and cultural diversity.

In supporting a system of clubs, the Students' Union is guided by its constitution and a desire to promote active communication, dialogue and exploration of ideas by members in a manner germane to the goals and purposes of the Students' Union. Clubs are sub-organisations of the Students' Union and as such, exist at the behest of the Students' Union. Clubs and must adhere to this and other policies of the Students' Union, and such directives as may be resolved by the Students' Union's board of directors or membership.

1. DEFINITIONS

- a. **Board** – the Board of Directors of the Students' Union.
- b. **Budget and Operations Committee** – a sub-committee of the Students' Union Board as per policy 10.08 with authority over budgetary matters.
- c. **Budget Request Form** – a form on which a club lists all expected activities which require funding and from which the board assesses the financial needs of a club.
- d. **Club Registration Package** – A package of information submitted by a Club each year that contains a list of active members, a list of current Club Executive Members, a Club Budget Request form, a Signing Officer Designation Form, and a Legal Liabilities Disclaimer.
- e. **Club General Fund** – The fund containing fees paid by members for club operations as well as club funds held in trust.
- f. **Clubs Council** – A council of one representative per club plus representatives of the Board as defined by Policy 10.08 and Procedure 10.08-05.

- g. **Director of Internal Relations** – The Director of Internal Relations of the Vancouver Island University Students' Union or her/his designate.

2. CLUB CATEGORIES

There shall be three categories of clubs, as follows:

- a. **General Interest:** Clubs organized around a particular interest.
- b. **Activist:** Clubs that are organised to achieve a political goal and are not affiliated with a political party.
- c. **Religious/Partisan:** Clubs organised to support, participate in and forward the goals of an established religion or political party.
- d. **Course Unions:** Clubs organised to represent students in a program, department or faculty.

3. REQUIREMENTS FOR CLUB STATUS

3.1 Application for Active Status

To apply for active status, a club must complete the following:

- a. Complete and submit a Club Registration Package for approval by the Board within the timelines prescribed by the Board.
- b. Fulfill a role and purpose not already fulfilled by an existing club.
- c. Have their constitution that is in compliance with this Policy, and that is ratified by the Board (a club may choose to use the Default Constitution provided in the Club Registration Package).
- d. Have an active, up-to-date account on the VIUSU mobile app.

A Club that has submitted a Club Application Package in the current school year, and has been ratified by the board will be considered active. Previously active clubs that fail to submit a Club Application Package, or whose Club Application Package is not approved by the Board, will be considered inactive. Those clubs that remain inactive for the duration of two consecutive years may be deemed abandoned by resolution of the Board.

3.2 Membership and Membership Fees

Activist, General Interest and Religious/Partisan clubs must be open to all students' union members and therefore, must allow any interested student to join. Course Unions may restrict membership to those students' union members in the particular program, department or faculty around which the course union is being organised. Activist, General Interest and Religious/Partisan clubs shall maintain a list of not less than ten (10) members of whom ninety percent (90%) must be Students' Union members. Course Unions shall maintain a list of not less than thirty (30) members of whom ninety-five percent (95%) must be Students' Union members. Non-Students' Union members may include Vancouver Island University alumni, faculty, staff, or members of the community.

To be considered a club member, an individual must sign the membership list form, which is part of the Club Registration Package, and pay to the club a membership fee. Minimum

membership fees for all clubs shall be two dollars (\$2) for Students' Union members and five dollars (\$5) for non-Students' Union members. In the case that a prospective club has collected membership fees, and subsequently failed to achieve active status, the prospective club shall refund all membership fees collected.

3.3 Club Governance Requirements

All clubs shall be governed democratically by an executive committee that is drawn from, and responsible to, the club membership. Club executive committees shall have no fewer than three members elected by the club membership, and shall meet no fewer than once per month for each month between September and April. No more than one non-Students' Union member may be elected to a club executive Committee.

3.4 VIUSU Mobile App Account

Clubs shall maintain an active account on the VIUSU mobile app. Being "active" includes but is not limited to posting events and maintaining an up-to-date description and executive profile. Those clubs that neglect to maintain an active account on the mobile app may compromise their Club Active Status.

4. FUNDING AND FINANCIAL MANAGEMENT

Clubs receive funding in three ways: fees from members, budget allocations from the Students' Union and fundraising. Those funds received from the Students' Union may only be spent in the manner identified by clubs upon their application for funding. Each club will be granted two accounts with the Students' Union: one to maintain and draw expenses from budget allocations from the Students' Union, and a second account for membership fees and fundraised money held in trust.

4.1 Club Budget Allocations

Clubs become eligible for budget allocations from the Students' Union upon ratification of the Club Registration Package. Application for funds from the Students' Union shall be based on evaluation of a club's Budget Request Form and the following maximum funding allocations:

- The maximum budget allocation for General Interest or Activist clubs shall be \$500 per year; and,
- The maximum budget allocation for Partisan/Religious clubs shall be \$300 per year.
- The maximum budget allocation for a Course Union shall be \$800 per year.

In allocating annual club budget allocations in the fall semester, the Board shall ensure that not less than 10% of total funds for club budget allocations be reserved for those clubs applying for active club status in the spring semester.

4.2 Club Budget Accounts

Each club shall be granted a Budget Account that shall contain a club's budget allocation as well as any other funds that may be donated or supplied by the Students' Union. The following terms shall apply to funds held in budget accounts:

- a. Expenditures from Budget Accounts may only be as per a club's accepted Budget Request Form. Clubs are financially liable for unauthorized expenditures but may,

with approval from the Director of Internal Relations, make unbudgeted expenditures.

- b. No funds shall be expended from a Club budget account without appropriate documentation.
- c. At the end of each fiscal year, all unspent funds in a club's budget account shall be returned to the Club General Fund.

4.3 Fundraising

Clubs are encouraged to raise additional funds beyond their budget allocation and may participate in fundraising activities or seek sponsorships for events and activities. Clubs may not enter formal sponsorship contracts, nor apply for a gaming license. Funds raised by clubs shall be held in trust by the Students' Union. Clubs may receive in-kind donations of services but may not accept capital items without the consent of the Budget and Operations Committee.

4.4 Club Trust Accounts

Each club shall be granted a Trust Account that shall contain a club's membership fees as well as any other funds raised independently by the club. The following restrictions apply to funds held in trust accounts:

- a. No funds shall be expended from a club trust account without appropriate documentation.
- b. All funds generated by fundraising, sponsorship and membership fees must be first deposited to a trust account before being used to fund club activities.
- c. Clubs may use trust account funds as they see fit, provided that the purposes are germane to the Club Constitution, not prohibited by the statutes of the Students' Union and have been duly approved by the club's executive committee.
- d. Clubs deemed to have been abandoned due to two years of inactivity shall have their trust accounts terminated with remaining funds transferred to the Club General Fund.

4.5 General Spending Restrictions

The following shall restrict clubs financial activities and expenditures:

- a. Clubs may not engage in activities resulting in the personal benefit of individual members, but rather activities that benefit the majority of members of a Club.
- b. Clubs may not, without the prior consent of the Director of Internal Relations, purchase alcohol for resale as part of a licensed special event; and clubs may not, under any circumstance, purchase alcohol for consumption or distribution at an event not covered by a special event license.
- c. Events funded by clubs must be open to all club members, except where restrictions are applied by the laws of British Columbia.
- d. Clubs may not use funds or access to facilities to directly support a candidate or candidates for election in a federal, provincial or municipal electoral process but may produce materials and host events in support of a recognized political party.

No club may make direct donations to a political party or candidate for election to a governmental or legislative body.

4.6 Signing Authority

As part of the Club Registration Package, each club shall provide a list of no more than three, but no less than two, signing officers authorized to approve expenditures and make bookings on the club's behalf. The authorization of expenditures from club accounts shall require the signature of two recognized signing officers of the club. The booking of equipment and rooms shall require the consent, verbal or written, of one signing officer.

No signing officer shall be recognized by the Director of Internal Relations until she has received a sample signature. All signing authorities of a club are accountable to both the club membership and the Students' Union for the financial activities of the club including prohibited expenditures and debts incurred.

4.7 Debt

Clubs are prohibited from issuing financial commitments that exceed their available funds, resulting in a negative balance in either their trust or budget accounts. If a negative balance in either account is incurred, the Students' Union shall use available funds from the other account to produce a zero balance in the account overdrawn. If insufficient funds are available in either of a club's accounts to satisfy a financial commitment, that club may face the withholding of future budget allocations or the removal of club status. Notwithstanding the above, where a negative balance has been produced by the negligence or wrongdoing of club signing officers, the Students' Union reserves the right to pursue repayment from those individuals responsible.

5. HARASSMENT AND DISCRIMINATION

For the purpose of this policy, harassment is defined as the abusive, unfair, or demeaning treatment of a person or group of persons that has the effect or purpose of unreasonably creating a hostile, intimidating, threatening, or humiliating environment. Clubs shall promote and maintain a harassment-free environment in the conduct of their activities. In executing this responsibility, club executive committee members shall practice due diligence in avoiding and preventing situations in which harassment may occur.

Clubs shall refrain for any activity or the publication of literature that promotes hate or the discrimination against a person or groups of persons based on their race, colour, ancestry, place of origin, nationality, religion, family or marital status, physical or mental disability, age, sex, sexuality, gender, gender identity, or conviction for a criminal charge.

6. COMPLAINTS AGAINST A CLUB

The Students' Union shall maintain a procedure for hearing and adjudicating complaints made by a member of the campus community against a club or club members in relation to a club event or activity. Procedure 40.02-01 shall describe the process for receiving and adjudicating complaints.

7. CLUB DISCIPLINE

Where a club has been found in violation of this policy by the Budget and Operations Committee, the following discipline may be applied by the Director of Internal Relations:

- a. An order in writing to cease the violation and to refrain from committing the same or similar violation again;
- b. Freezing of accounts, denial of funding, or withdrawal of unspent funds for the remainder of the year;
- c. Withdrawal of room or equipment booking privileges for the remainder of the year;
- d. Withdrawal of postering privileges for the remainder of the year;
- e. Withdrawal of club status for up to 18 months; or,
- f. Other such discipline within the scope of the forgoing.

Notwithstanding the above, a club may apply for reconsideration of discipline in accordance with procedure 40.02-02.

8. DEMOCRATIC PARTICIPATION

Recognizing that the Students' Union is a democratic organization that relies on the participation of members to be effective, clubs shall be expected to take a leadership role in promoting participation in the Students' Union. Every club shall participate in the Club Council by sending a representative to meetings of the Council. Every Club shall participate in the Students' Union's general meeting by sending at least one representative to participate on behalf of the club.

END OF DOCUMENT

Type:	Campus Life	Created:	January 2012
Adopted by:	Board of Directors	Last Amended:	
Executive Responsibility:	Director of Internal Relations	Procedure:	

PREAMBLE

Internal organisations are similar to clubs in that they seek to enhance the post-secondary education experience by offering students the opportunity to pursue learning, representation and social engagement through extra-curricular activities within the diverse community of Vancouver Island University. However, the membership of internal organizations includes the entire Students' Union membership and a fee is paid by Students' Union members to fund the work of each internal organization.

Internal organisations are sub-organisations of the Students' Union and as such, exist at the behest of the Students' Union and must adhere to this and other policies of the Students' Union, as well as the constitution and bylaws.

1. DEFINITIONS

- a. **Board** – the Board of Directors of the Students' Union.
- b. **Budget and Operations Committee** – a sub-committee of the Students' Union Board as per policy 10.08 with authority over budgetary matters.
- c. **Director of Internal Relations** – The Director of Internal Relations of the Vancouver Island University Students' Union or her/his designate.
- d. **University** – Vancouver Island University.

2. MEMBERSHIP

2.1 Voting Members

The voting members of internal organisations shall be all members of the Students' Union as defined by Students' Union Bylaw II. Voting member shall have full and unlimited rights of participation in internal organisations.

2.2 Non-Voting Members

Internal organisations may establish an additional category of membership for those persons who are not Students' Union members and such persons may include Vancouver

Island University faculty or staff, or members of the external community. Non-voting members shall not be granted voting rights within the governance and meeting structures of internal organisations.

3. FEES

3.1 Setting of Membership Fees

Fees for internal organisations shall be set out in the governing bylaws of each organization, which may be amended from time-to-time as per article 8.3 of this policy. The establishment or increase of fees for internal organization must be adopted by Students' Union members voting in a general meeting or referendum held in accordance with Students' Union Bylaw IV.

3.2 Collection and Remittance of Fees

The Students' Union shall direct the University to collect all duly approved fees for internal organisations in accordance with the Students' Union Bylaws and the University Act. Fees will be distributed to each internal organisation as per Students' Union Policy 20.02.

4. GENERAL MEETINGS

4.1 Types of General Meetings

There shall be two types of general meetings:

- Annual General Meetings; and,
- Special General Meetings.

4.2 Annual General Meetings

Each internal organisation shall hold an annual general meeting between September 15 and November 30 or between January 15 and March 30.

4.3 Special General Meetings

Special General Meetings may be called by either:

- A majority vote of an internal organisation's executive committee; or,
- By a two-thirds (2/3) majority vote of the Students' Union's Board of Directors.

4.4 Annual General Agenda

The respective executive committee of each internal organisation shall set the agenda for the general meetings of their internal organisation. Notwithstanding the foregoing, the Board of Directors may, by a vote of two-thirds (2/3), place an item on the agenda of an internal organisation general meeting.

4.5 Notice of General Meetings

Sufficient notice of a general meeting shall be the served by:

- the posting of not less than fifty (50) posters on the Nanaimo Campus of the University not less than fourteen (14) days in advance of the date of the general meeting;
- the provision of written notice to the Director of Internal Relations.

General meeting notices shall include the date, time and locations of the meeting as well as a draft agenda.

4.6 Quorum

Quorum for an internal organization general meeting shall be fifteen (15) voting members.

4.7 General Meeting Chairperson

The Director of Internal Relations, or their designate, shall chair each internal organization general meeting.

4.8 Minutes of a General Meeting

Each internal organization shall file a copy of the minutes of every general meeting with the Director of Internal Relations.

5. EXECUTIVE COMMITTEE

5.1 Role of the Executive Committee

The executive committee shall oversee the affairs of the internal organization on behalf of the membership and shall have the responsibility for financial management, communication with the membership, statutory compliance and general organizational oversight. The bylaws of each internal organization shall outline the collective responsibilities of the executive committee.

5.2 Composition of the Executive Committee

The executive committee of each internal organization shall be comprised of not less than five (5) members elected from the membership by a general meeting or general election process. The bylaws of each internal organization shall outline each position on the executive committee and the associated duties and responsibilities. Notwithstanding the forgoing, each internal organization executive committee shall have a position corresponding to the following key responsibilities:

- Financial management and oversight (such as a treasurer);
- Internal coordination and record keeping (such as a secretary); and,
- Meeting coordination, oversight and coordination (such as a chairperson)

5.3 Meetings of the Executive Committee

The executive committee shall meet at least once per month during the fall semester and spring semester, and at least twice during the summer semester. Quorum for executive committee meetings shall be 51% of the elected members of the executive committee, but may never be less than 3 persons. Notice of executive committee meetings shall be deemed to have been delivered by an email to each executive committee member not less than 48 hours prior to the meeting identifying the date, time, location and expected agenda for the meeting.

5.4 Minutes the Executive Committee Meetings

Each executive committee shall keep minutes of meetings and, once adopted, a copy of each shall be filed with the Director of Internal Relations.

5.5 Remuneration for Executive Committee Members

Each executive committee member shall be reimbursed for out-of-pocket costs incurred in executing their duties to provided that the financial capacity of the internal organization can afford such expenses. Internal organizations may adopt a system of stipends for executive committee members provided that such a system is codified in the bylaws of the internal organization.

5.6 Director of Internal Relations Participation

Each internal organization shall be encouraged to add the Director of Internal Relations as an ex-officio, non-voting member of their executive committee.

6. ELECTIONS

6.1 Schedule and Form of Election

Internal organisations may schedule elections in either the fall or spring semester, and may conduct elections at a general meeting or through a campus-wide voting process. Irrespective of the form, notice of election must be provided and shall consist of the posting of not less than fifty (50) posters on the Nanaimo Campus of the University not less than fourteen (14) days in advance of the date of the general meeting or the closing of nominations. Should an internal organization opt for a campus-wide voting process, the following minimum schedule shall apply:

- Not less than one week of nominations;
- Not less than one week of campaigning; and,
- Not less than 14 hours of voting, with not less than 6 hour of voting per day.

6.2 Election Oversight

Internal organisations shall assemble a three (3) person committee to establish rules for the election and to oversee the election process. No member of the committee may be seeking office in the election overseen by the committee. One member of the committee shall be selected as the Chief Returning Officer and shall be responsible for implementing the rules and the decisions of the committee.

6.3 Election Report

Following each election, an internal organisation's electoral committee shall provide a written report on the results of the election to the respective executive committee with a copy of the Director of Internal Relations.

7. FUNDING AND FINANCIAL MANAGEMENT

Clubs receive funding in three ways: fees from members, external grants and fundraising. The Students' Union will establish a separate bank account for each internal organization in the name of the Students' Union and all funds, regardless of their source, must be deposited to said account.

7.1 Budgeting

Each internal organization executive committee shall create, and present to the Board of Directors for adoption, an annual budget. The annual budget shall be for a period of June 1 to May 31 to mirror the fiscal year of the Students' Union and shall be presented to the

Board of Directors by May 15 of each year. The Board of Directors may specify the format of internal organization budgets.

7.2 General Spending Restrictions

The following shall restrict financial activities and expenditures:

- a. Internal organisations may not engage in activities resulting in the personal benefit of individual members, except where the purpose of the organization relates to funding individuals' study.
- b. Internal organisations may not, without the prior consent of the Director of Services, purchase alcohol for resale as part of a licensed special event; and may not, under any circumstance, purchase alcohol for consumption or distribution at an event not covered by a special event license.
- c. Events funded by internal organisations must be open to all members, except where restrictions are applied by the laws of British Columbia.
- d. Internal organisations may not use funds or access to facilities to directly support a candidate or candidates for election in a federal, provincial or municipal electoral process but may produce materials and host events in support of a recognized political party. No internal organisation may make direct donations to a political party or candidate for election to a governmental or legislative body.

7.3 Signing Authority

As part of the annual budget presentation, each internal organisation shall provide a list of no more than three, but no less than two, signing officers authorized to approve expenditures and make bookings on the organization's behalf. The authorization of expenditures shall require the signature of two recognized signing officers. The booking of equipment and rooms shall require the consent, verbal or written, of one signing officer.

No signing officer shall be recognized by the Director of Internal Relations until she has received a sample signature. All signing authorities are accountable to both the membership and the Students' Union for the financial activities of the club including prohibited expenditures and debts incurred.

7.4 Debt and Mismanagement

Internal organisations are prohibited from issuing financial commitments that exceed their available funds, resulting in a negative balance in their account. If insufficient funds are available in the organisation's accounts to satisfy a financial commitment, a report to the Board will be issued and the internal organisation's executive committee will be notified. Continued financial mismanagement may result in the Board calling a special general meeting of the internal organization to address the issue. Notwithstanding the above, where a negative balance has been produced by the negligence or wrongdoing of individual signing officers, the Students' Union reserves the right to pursue repayment from those individuals responsible.

8. INTERNAL ORGANISATION BYLAWS AND CONSTITUTION

8.1 Constitution

The constitution of each internal organization must contain the name of the organization and the purposes. The establishment or amendment of an internal organization constitution must be adopted by Students' Union members voting in a general meeting or referendum held in accordance with Students' Union Bylaw IV.

8.2 Bylaw Components and Form

The bylaws of each internal organization must contain provisions for the following:

- the rights of members and when they cease to be in good standing;
- the conditions under which membership is obtained and ceases;
- the procedure for calling a general meeting and the rights of voting at general meetings;
- the appointment and removal of executive committee members and their duties, powers and remuneration, if any;
- the procedures for financial management and oversight, and the fees charged to members; and,
- the preparation and custody of minutes and other records of the organization.

The form of internal organization bylaws shall be consistent with the bylaw template listed in Procedure 40.03-01.

8.3 Adoption and Amendment of Bylaws

The bylaws of each internal organization may be adopted and amended by a vote held at a general meeting of the respective organization in which no less than 25 members participate and no less than 2/3 of voting members vote in favour of the resolution. Notice of a general meeting at which bylaws are proposed for adoption or amendment must contain a draft of the proposed bylaws for adoption or amendment.

9. HARASSMENT AND DISCRIMINATION

For the purpose of this policy, harassment is defined as the abusive, unfair, or demeaning treatment of a person or group of persons that has the effect or purpose of unreasonably creating a hostile, intimidating, threatening, or humiliating environment. Internal organisations shall promote and maintain a harassment-free environment in the conduct of their activities. In executing this responsibility, internal organization executive committee members shall practice due diligence in avoiding and preventing situations in which harassment may occur.

Internal organization shall refrain for any activity or the publication of literature that promotes hate or the discrimination against a person or groups of persons based on their race, colour, ancestry, place of origin, nationality, religion, family or marital status, physical or mental disability, age, sex, sexuality, gender, gender identity, or conviction for a criminal charge.

10. COMPLAINTS AGAINST AN INTERNAL ORGANIZATION

The Students' Union shall maintain a procedure for hearing and adjudicating complaints made by a member of the campus community against an internal organization in relation to an event or activity of the organization. Procedure 40.03-02 shall describe the process for receiving and adjudicating complaints.

11. DISCIPLINE AND RELIEF OF DUTIES

Where an internal organization has been found in violation of this policy by the Budget and Operations Committee, the following discipline may be applied by the Director of Internal Relations:

- An order in writing to cease the violation and to refrain from committing the same or similar violation again;
- A meeting between representatives of the Students' Union Board and the internal organization Executive Committee to discuss modifications to the organisation's practices;
- A special general meeting called by the Students' Union Board to discuss modifications to the organisation's practices;
- A special general meeting called by the Students' Union Board to seek the removal and replacement of the organisation's executive committee;
- Other such discipline within the scope of the forgoing.

Notwithstanding the above, an internal organization may apply for reconsideration of discipline at a quorate general meeting of the Students' Union.

12. DEMOCRATIC PARTICIPATION

Recognizing that the Students' Union is a democratic organization that relies on the participation of members to be effective, internal organizations shall be expected to take a leadership role in promoting participation in the Students' Union where possible.

END OF DOCUMENT