



university of victoria
students' society

Clubs Policy

Amended January 6, 2014

CLUBS POLICY

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PART A: PREAMBLE

Clubs are designed to enhance the university experience by offering students the opportunity to pursue their interests beyond strictly academic endeavours. Clubs are intended to foster a positive environment for students to express themselves and to join in activities within the diverse community of the University of Victoria.

PART B: STRUCTURE

1. CATEGORIES

There shall be five categories of Clubs, as follows:

- a. Interest
- b. International / Cultural
- c. Political
- d. Religious
- e. Athletics

2. RECOGNITION

To be ratified as a club of the UVSS the following must be met:

- a. Have a constitution, duly approved by Clubs Council and ratified by the Board of Directors that must be in compliance with this clubs policy.
- b. Must complete a "Club Verification Form" for each semester of activity.

3. EXCLUSIONS

Athletics and Recreation Clubs are established under the Athletics and Recreation Department, which falls under Student and Ancillary Services. All regulations governing them and all funds allocated to them must come from that department. Athletic and Recreation Clubs shall be granted full access to the facilities of the SUB on the same basis as other clubs.

4. STATUS

- a. A club that has submitted a "Club Verification Form" in at least two of the previous three semesters will be considered an 'established club' and active.
- b. A club that has not submitted a "Club Verification Form" in at least two of the previous three semesters but has in the current semester will be considered a 'probationary club' and active.
- c. An 'established club' that does not meet the requirements of recognition in Part B, section 2 for two consecutive semesters will be considered 'inactive' and must apply under probationary status.
- d. A club which is considered 'inactive' for two consecutive years is subject to abandonment under Part D, section 5.
- e. A club shall not be granted status until a club representative has attended a meeting of the Club's Council for the semester that they are seeking status.
- f. A club shall not be granted status until such time that the club's signing officers have read Clubs Policy Part F: Harassment and have signed a form verifying that this section has been read, understood and communicated to the club's entire membership.

5. TABLE/ROOM BOOKINGS AND POSTERING/CHALKING

- a. All active UVSS clubs have the ability to book the following spaces:
 - i. Available bookable tables and rooms in the SUB
 - ii. Available bookable tables and rooms on campus
 - iii. Available bookable outdoor spaces on campus.

- b. Clubs may not use their room or table booking privileges for purposes that are outside the scope of their club's constitution
- c. Furthermore, clubs may not use their booking privileges to secure space for other organizations whom plan to conduct non club related business.
- d. Clubs must follow all policies relating to room and table bookings set out by the UVSS and UVIC.
- e. Clubs must follow all poster policy set out by the UVSS and UVIC.

6. MEMBERSHIP

Each club must adhere to the following membership rules:

- a. Each club must allow any interested student to join the club.
- b. No club shall have fewer than 10 active members.
- c. No less than two-thirds of the members of a club shall be UVic students.

7. GOVERNANCE

Each club must meet the following governance requirements:

- a. Each Club shall have an executive of not less than three; at least two of who must be UVic students.
- b. The executive of each club shall be elected by the membership of the club as per the constitution of said club. No members of a club shall be denied the right to vote in the election of the executive of the club.

8. CONSTITUENCY GROUP CAUCUSES

Where not less than five percent and at least two of the active members of an individual club belong to, or identify as a group which faces systemic discrimination (women, queer people, people of colour, First Nations people, and people with disabilities) and has the purpose of ameliorating that condition of discrimination, and where they wish to form constituency group caucuses, they shall be entitled to do so. This list is not limited to the above groups. Any groups not specifically mentioned above must have the approval of clubs council.

Constituency group caucuses shall be entitled to:

- a. Use the name of their club along with their constituency name (ex. The UVic New Democrat's Women's Caucus or Queer People of the UVic New Democrat's).
- b. Meet as a caucus, exclusive of the other members of the organisation.
- c. Produce reports on issues important to their constituency act in any manner which does not contravene the Society's Constitution, Bylaws and Policy.
- d. Fair access to funding and resources of the club.
- e. Appeal to the appropriate level should they feel that they are not being treated fairly.

Amended BOD 2010/04/21
Amended BOD 2011/02/28
Amended BOD 2011/08/22

PART C: FUNDING

1. ELIGIBILITY

- a. To be eligible to receive funding grants from the UVSS a club must make it known on their Club Verification form that they wish to receive funding.
- b. No club shall receive funding if:
 - i. It has not met the requirements of Recognition under Part B, section 2
 - ii. It has not met the requirements of Membership under Part B, section 4

- iii. It has not met the requirements of Governance under Part B, section 5

2. FORMULA

- a. The annual committed allocation for clubs shall be divided as follows:
 - i. 20% for the summer term
 - ii. 40% for the winter term
 - iii. 40% for the spring term
- b. The Society shall withhold 5% of each terms committed allocation in a contingency fund for new clubs funding mid-term.
- c. The base funding level is determined by subtracting the '5% contingency fund' from the term allocation and then dividing the remainder by the number of active clubs who submit a 'Budget Request Form' to the Director of Student Affairs by the term deadline as determined by the Director of Student Affairs
- d. The Society shall withhold 2% of each terms committed allocation for the purposes of Janitorial, Utilities and Maintenance (JUM) in exchange for clubs being granted free room bookings in the Student Union Building per 'PART B Section 5 Room/Table Bookings'.
- e. Fund dispersal to clubs will commence as follows:
 - i. 'Established clubs' will receive the base level
 - ii. 'Probationary clubs' will receive 50% of the base level
 - iii. All remaining funds will be distributed among all active requesting clubs evenly
- f. The Director of Student Affairs will produce and present a spreadsheet of the funding dispersal to Clubs Council and the UVSS Board of Directors.

3. SPECIAL PROJECT GRANTS

- a. Clubs may only receive one special project grant per semester.
- b. Clubs must be in good standing with the UVSS and have been active for at least one semester prior to their request for a special project grant.
- c. A single grant may not exceed \$1000.
- d. Clubs may only receive a maximum of \$1500 in Special Project Grants per board term (May 1 – April 30).
- e. Special Project Grant funding does not roll over beyond the first Clubs Council meeting of the following term.
- f. Grants must be approved by a majority vote both at Clubs Council and by the UVSS Board of Directors. Grant requests exceeding \$500 will only be approved once they have secured a 2/3 vote at Clubs Council and a majority vote by the UVSS Board of Directors.
- g. All clubs that receive Special Project Grant funding must give a report on their project to Clubs Council before they are eligible for funding of any kind in ensuing semesters.

4. SPECIAL PROJECT GRANTS: FORMULA

- a. The total available funds for Special Project Grants for a fiscal year (May 1-April 30) shall equal the amount of money that has rolled back from individual Club Budget accounts into the Clubs Control Account from the previous fiscal year.
- b. Of these available funds 20% will be reserved for the summer semester, 40% for the fall semester, and 40% for the spring semester. Once all of a semester's available funding has been used, no more Special Project Grants will be issued for that semester.
- c. If there are remaining funds at the end of a semester, they shall carry over into the next semester, adding to the total available funds for that semester. This does not occur in the spring semester.

5. DEBT

- a. No club shall incur debt, negative balances or loans against budget and or trust accounts without the express written approval of Clubs Council and the UVSS Board of Directors.
- b. In the event that a club incurs a debt, negative balance or loan against their budget account, the balance will be recovered from their trust account until it is paid in full.
- c. In the event that a club incurs a debt, negative balance or loan against their trust account, they will receive 50% of their total determined budget allocation while the remainder is withheld to pay the incurred debt until it is paid in full.

6. FUNDRAISING

- a. Clubs are encouraged to raise additional funds beyond their budget allocation. As stated in Part D, section 2 those funds will be deposited into the clubs trust account and are at the clubs disposal subject to Part D, section 2.

7. SPENDING

- a. To receive reimbursement for club expenses a complete UVSS Cheque Request form must be submitted to the Director of Student Affairs by a signing authority of the club. Cheque requests will only be granted for payment of legitimate club expenses, which have supporting documentation (eg bill of receipt). Invoices will only be considered valid if the cheque being requested is payable to the company/organization which issued said invoice.
- b. The UVSS does not pay for any activities that result in the personal benefit of individual members, but rather activities that benefit the majority of members of a club.
- c. The UVSS does not pay for the purchase of alcohol.
- d. The UVSS does not pay for the purchase of gift cards.

Amended BOD 2008/06/16
Amended BOD 2011/02/28
Amended BOD 2011/08/22
Amended BOD 2013/07/22
Amended BOD 2014/01/06

PART D: ACCOUNTING

1. BUDGET ACCOUNTS

- a. A budget account contains funds that are granted to the club by the Clubs Council and the UVSS.
- b. No funds shall be expended from a clubs budget account without the written authorisation of the Director of Student Affairs.
- c. At the end of each fiscal year, all unspent funds in the clubs budget accounts shall be returned to the clubs control account.

2. TRUST ACCOUNTS

- a. A trust account contains self-generated revenue of a club held in trust by the society and no other organisation or financial institution may hold these funds.

- b. No funds shall be expended from a clubs trust account without the written authorisation of the Director of Student Affairs
 - c. Trust accounts may not be used to pay for any activities that result in the personal benefit of individual members, but rather activities that benefit the majority of members of a club.
 - d. Clubs may otherwise spend any monies in their trust accounts as they see fit, provided such expenditures are not for a purpose repugnant to the clubs constitution, this policy, or the objectives and constitution of the UVSS.
- 3. CONTROL ACCOUNT**
- a. The control account is where clubs budgets are funded from and where unspent or unbudgeted funds are deposited; and
 - b. Clubs Council may authorize expenditures from the clubs control account for items of general interest and benefit to all clubs, but any such expenditure shall require the final approval of the UVSS Board of Directors.
- 4. SIGNING AUTHORITY**
- a. Each Club must provide a list of no more than three and no less than two signing officers. No signing officer shall be recognised until her / his name and sample signature have been submitted to the Director of Student Affairs and the SUB General office. Non-student signing officers may not exceed the number of student signing officers.
 - b. Only signing officers will be allowed to book rooms, audio / visual equipment and submit cheque requests.
 - c. All executive members of a club are accountable to both the club membership and the UVSS for the activities of the club including financial mismanagement and bad debts.
- 5. ABANDONMENT OF FUNDS**
- a. Where, in the opinion of the Director of Student Affairs, there is no evidence of any activity within the last two years by a particular club, the Director of Student Affairs-may declare the registration of a club to be abandoned.
 - b. The Director of Student Affairs shall have a copy of a declaration of de-registration be posted on the Clubs and Course Union notice board, the notice section of the official campus student newspaper and sent to the last known executive members of the club.
 - c. After a period of 30 working days and with no response from any members of said club the club shall be considered no longer in existence and all assets / liabilities of the club shall be transferred to the Clubs Control account.

Amended BOD 2008/06/16
Amended BOD 2011/02/28

PART E: DISCIPLINE

- 1. ACTIONS**
- Clubs having been found to violate Clubs policy may be disciplined by the Board of Directors as follows*:
- a. An order to cease the violation and to refrain from committing the same or similar violation again.
 - b. Public censure.

- c. Freezing of accounts, denial of funding or withdrawal of unspent funds for no more than one year.
- d. Withdrawal of room or AV booking privileges for no more than one year.
- e. Withdrawal of postering and bannering privileges for no more than one year.
- f. Withdrawal of Clubs Status for no more than one year.
- g. Other actions that the Board of Directors finds appropriate.

2. REINSTATEMENT

Where status has been withdrawn, after the expiry of the period of withdrawal the disciplined club may re-apply for status.

****The Board can only approve these actions if the complaints process has concluded.***

Amended BOD 2013/03/11

PART F: HARASSMENT

1. PURPOSE

The purpose of Part F: HARASSMENT is as follows:

- a. To prevent behaviour by clubs that has the effect or purpose of creating a hostile, intimidating, threatening, or humiliating environment;
- b. To support ideological diversity;
- c. To promote an environment within which all members of the University Community can fully participate in respectful debate and the sharing of ideas;
- d. To create a campus environment that is free of discrimination and harassment.

Further to Club's harassment policy as stated in PART F, as members of the University Community and as agreed to under the terms of the UVSS' lease agreement with UVic for the Student Union Building, UVic's Discrimination and Harassment Policy will apply.

2. DEFINITIONS

Clubs shall not engage in harassment. 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. It is not necessary for the club or club representative to intend for the conduct to produce feelings of fear or intimidation, only that the club or club representative reasonably ought to have known that the conduct would cause such feelings. Further to these definitions, the following is also identified as constituting harassment:

- a. Abuses of the power that one holds over another or the misuse of authority;
- b. Behaviour that discriminates against a person or group of persons on the basis of 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;
- c. Attempting to proselytise members of other religious clubs through membership lists, or during club meetings or other organised functions;
- d. Communicating with another person or group of persons by verbal, electronic, telephonic, written or visual means in a manner that harasses.

Amended BOD 2010/04/21

PART G: COMPLAINTS

1. DEFINITIONS

- a. **Adjudication Panel** shall refer to the independent body that reviews an appeal of a decision of the Board of Directors.
 - i. The Adjudication Panel shall be comprised of three [3] members:
 - a. Members, as defined by Bylaw 2.1 shall not compose a majority of the committee;
 - b. No member of the Adjudication Panel shall be a current member of the Board of Directors;
 - ii. Members of the Adjudication Panel must be ratified by the Board of Directors by a two-thirds [2/3] vote.
- b. **Complainant** shall refer to any single member of the UVSS or group of members of the UVSS who submit a single complaint.
- c. **Incident** shall refer to an action taken by a UVSS Club that incited complaints.

2. COMPLAINTS PROCESS

a. General

The process for reviewing and adjudicating complaints against a UVSS club shall proceed as follows:

1. Complainant(s) who wish to file a complaint against a UVSS club must present their complaint to the Director of Student Affairs.
2. If a complainant wants to file a complaint against a club, but does not seek a consequence other than notifying that club of the complaint, they may file a Minor Complaint.
3. If a complainant wants to file a complaint against a Club, and does seek a consequence beyond notifying that Club, they may file a Major Complaint.
4. If a minor complaint and a major complaint are filed by different complainants with regards to the same incident, the different type of complaints (ie. Minor and Major) cannot be used as supporting documentation in each individual case.
5. A complainant may not file both a minor complaint and a major complaint against a UVSS club for the same incident.
6. At the conclusion of the major complaint process, Complaints Committee shall submit a

recommendation to the Board of Directors at an in camera session of the Board.

7. Upon receiving a recommendation from Complaints Committee, the Board may choose to take disciplinary action.
8. The complaints process and identity of all parties who participate in the process shall be kept private and confidential.

b. Minor Complaint Process

1. If a minor complaint is filed, the Director of Student Affairs shall compose a letter of notification addressed to the offending club which outlines:
 - a. That a minor complaint has been filed against them.
 - b. Which action of the club caused the complaint to be filed.
 - c. If applicable, the number of minor complaints received with regards to the offending action.
2. The Director of Student Affairs shall notify the Board in camera a complaint(s) has been filed. Upon the request of the Board the Director of Student Affairs shall present the complaint(s) to the Board.
3. Once the Board has approved the letter of notification, the Director of Student Affairs must take the following actions:
 - a. Notify the Club that a complaint was filed against them and give them the letter of notification.
 - b. Make a copy of the letter and put it in the file of that club.
 - c. Notify the complainant that the club received the letter of notification.
 - d. Notify the club that they may send a response to the notification letter to the Board and that this response may be put on file if they so choose.

c. Major Complaint Process

- a. In the Event of a Major Complaint, the Director of Student Affairs shall strike a Complaints Committee – an ad hoc, closed committee of the UVSS Board with closed membership.
- b. The Complaints Committee shall hear any complaints and investigate the allegations against a given club and make recommendations to the Board of Directors.
- c. Clubs or club representatives against whom complaints are brought shall be considered innocent until the allegations made in the complaint have been shown to:

- i. be factually accurate; and
 - ii. meet sufficient criteria to be classified as harassment.
- d. The burden of proof shall not be placed on the accused, but rather on the complainant and/or the body investigating the complaint
- g. Complainants and respondents must provide a written submission to the Complaints Committee. Written submissions must be provided to the Board when the committee provides its recommendation.
- h. The Complaints Committee shall encourage complainants and respondents to meet with the committee as a whole. If a complainant or respondent does not wish to meet with the committee as a whole, they may meet with the three voting members of the Complaint Committee instead.
- i. In meetings with the Complaints Committee or with the three voting members of the Complaints Committee, the complainant and respondent shall be represented by no more than three (3) representatives at one time.
- j. If more than ten complaints are filed about a single incident, in-person investigations can be replaced by email correspondence.
- j. The Board of Directors is the only body that has the authority to take disciplinary actions following a recommendation from Complaints Committee.
- k. The Director of Student Affairs will notify complainants and respondents of all decisions made by the Board of Directors. Notification shall be given immediately following the Board meeting where Complaints Committee provides its recommendation.

Amended BOD 2010/04/21
Amended BOD 2011/06/27
Amended BOD 2013/03/11

PART H: APPEALS

1. PROCESS

- a. A Club may appeal a decision of the Board of Directors to the Adjudication Panel. The decision of the Adjudication Panel is final.

Adopted BOD 2002/08/08
Amended BOD 2006/04/04
Amended BOD 2007/10/01

Amended BOD 2008/01/28
Amended BOD 2011/02/28
Amended BOD 2013/03/11