



COURSE UNION HANDBOOK

**Director of Student Affairs,
Deborah Berman,
2022/23**

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Course Unions, 2022/23

Constelaciones (formerly PLVS VLTRA)
 UVic Music Students Association
 Greek and Roman Studies Students' Association
 English Students' Association
 Psychology Undergraduate Students
 UVic Philosophy Student Union
 French Undergrads Course Union
 UVIC Germanic and Slavic Studies Course Union
 Computer Music Course Union (CMCU)
 BFA Grad Show
 Bureau of Sociology Students
 Physics and Astronomy Student Events and Recreation Society (PhASERS)
 UVic Chemistry Course Union (ChemSoc)
 Biochemistry and Microbiology Students' Society
 History Undergraduate Body
 UVic Underlings - Undergraduate Linguistics Course Union
 Students in Undergraduate Mathematics and Statistics Course Union (SUMS)
 Health information science course union
 UVic Art History and Visual Studies Student Association
 Humanities Undergraduate Society
 UVic Biology Undergraduate Society (BUGS)
 EPHE Physical Education, Recreation, and Kinesiology Student Society (PERKS)
 Bunch of Anthropology Students (BOAS)
 Economics Course Union
 UVic Writing Undergraduate Course Union
 The Undergraduates of Political Science (UPS)
 University of Victoria Nursing Student Society (UVNSS)
 PHSP Student Association
 Society of Geography Students
 Pacific Asian Student Society
 University of Victoria Student Music Educators' Association
 General Assembly of Students in Earth and Ocean Science (GASEOS)

Important Contact Information

Director of Student Affairs

- Office: located in the Board of Directors Offices
- Phone: (250) 721 – 8367
- Email: affairs@uvss.ca

Executive Director

- Email: execdir@uvss.ca
- Insurance related inquiries

UVSS General Office

- Office: SUB B128
- Phone: (250) 472 – 4317
- Email: alma@uvic.ca
- Hours: Mon-Fri 9am-4pm (closed between 12pm-1pm)
- Dropping off cheque requisitions, picking up cheques, space booking inquiries

UVSS Info Booth

- Office: in the middle of the SUB
- Phone: (250) 721 – 8355
- Email: info@uvss.ca
- Hours: Mon-Fri 10am-3pm
- Dropping off cheque requisitions, poster approval, general UVSS information

If you are unsure about who to contact in any situation regarding your course union, contact the Director of Student Affairs and they will point you in the right direction.

Introduction to the UVSS

The University of Victoria Students' Society (UVSS) is a not-for-profit organization, autonomous from the University, and is run by students, for students. Founded in 1964, the UVSS provides events, services, resources, and advocacy for all undergraduate students at the University of Victoria. As of May 2023, an elected Board of Directors composed of 5 Lead Directors, 2 Directors-At-Large, 9 Faculty Directors, 1 International Student Representative, and a representative from each of the Advocacy Groups is responsible for this \$16 million dollar operation. The Lead Director of Student Affairs is available to you for all your course union and FSS needs.

Introduction to Student Groups

There are two types of department-based student groups on campus:

1. Faculty Student Societies (FSS)
 - a. Formerly called Professional Development Unions (PDUs)
2. Course Unions

There are four FSS: Commerce, Education, Engineering, and Law. These groups are funded by students in those departments and maintain a quasi-autonomous structure from the UVSS. In addition to UVSS fees, each of these groups also has a fee levied from students. As of Spring 2015, these are the levies:

- Commerce: \$50.00 per semester
- Education: \$7.50 per semester
- Engineering: \$30.00 per semester
- Law: \$170 per semester for full-time students, \$90 per semester for part-time students

FSS have a fiscal responsibility to report to the UVSS every semester in which they are active. PDUs are also responsible for making sure the Director of Student Affairs has their latest list of signing authorities every semester. FSSs are organized and run by UVic Students.

There is a course union for almost every department at UVic. Students are members of many course unions since you become a member once you have taken a class in that department. However, many students identify as only belonging to one or a few – typically their major, minor, or area of interest. Course unions are organized and run by UVic students.

Getting Started

Each course union is responsible for registering every semester in which they want active status. With active status comes: funding, equipment rentals, booking privileges, and other benefits. To register, visit:

<https://uvss.ca/clubs-course-unions/> → Course Unions → register your course union

This registration will ask for three signing authorities. Choose them carefully as they are the only ones able to book spaces/equipment and handle money for your course union. This registration will also ask for an up-to-date *Course Union Constitution*. If you have never filled one out before, a template can be found on the UVSS website. If you are stuck, contact the Director of Student Affairs.

This registration goes directly to the Director of Student Affairs and must be completed by the deadline they set each semester. Once you complete this registration, a course union representative **must** attend the first Course Union Council meeting of the semester. This representative does not have to be a signing authority. Course Union Council meetings are typically the first Monday of the month at 11am held virtually.



Course Union Council

CU Council meets once a month unless the council decides to call an emergency meeting. This is an open committee of the UVSS with closed membership meaning that anybody can attend but only members can vote. The purpose of the council is to be the primary liaison between Course Unions and the Board of Directors. As per policy, the duties of CU Council include:

- Assist the Director of Student Affairs in their duties as chair of the committee.
- Allocate and distribute funds to course unions subject to approval by the BoD.
- Review the constitution, financial practices and membership standing of UVSS course unions.
- Recommend the ratification of new course unions to the BoD.
- Review and recommend changes to course union policy.
- At the first meeting of each semester, familiarize committee members with all policy relevant to the council, including its terms of reference, and conduct a review of policy for the purpose of providing recommendations to the Policy Development Committee.
- Carry out all other duties as directed by the BoD.



The Director of Student Affairs (chair of the council), a director elected by the Board, one representative from each active course union, and one representative from each FSS make up the voting members of Course Union Council. Quorum is the chair and at least four voting members.

Funding

Course unions have a fee levy of \$1.50 that is collected every semester from every full-time student (\$0.75 for part-time students).

Each course union has two bank accounts with the UVSS – a budget account and a trust account.

Budget Account:

The *budget account* is essentially like a chequing account and this is the account in which base funding is deposited. Budget account totals will not carry-over from one fiscal year to the next. The account code for budget accounts is *0600*.

- **Applicable Policy:** Course Union Policy 4.1

Trust Account:

The *trust account* is essentially like a savings account. You can deposit money from fundraisers or sponsors in this account. Once money is deposited here, it will stay here until you remove it or for two years after you are declared an inactive course union. It carries-over from one fiscal year to the next. The account code for trust accounts is *0200*.

- **Applicable Policy:** Course Union Policy 4.2

- **Depositing Money:**

- Deposits can be made via cash or cheque in the General Office
- If you have received a donation, the cheque must be payable to The University of Victoria Students' Society, NOT the name of your Course Union. Put the name of your Course Union and account number in the memo.

The only people who may sign off on spending for a course union & sign cheque requisitions are signing authorities.

Signing Authorities:

- Each CU may have up to 3 signing authorities
 - All signing authorities must be executive members of the CU
- Each signing authority is accountable for any financial mismanagement of their CU
- These are initially listed at the beginning of each semester on the registration form but can be changed at any time by reaching out to the Director of Student Affairs
- **Applicable Policy:** Course Union Policy 4.

Account Code:

Each course union is also given a department code. This code is three digits and is unique to your course union. You have to know this code so you can claim money from your accounts. The General Office has a book of these you can consult or you can ask the Director of Student Affairs.

There are four ways in which your course union can get money from the UVSS.

1. Base Funding

This is the funding that you receive if you request funding for a semester. All course unions who request this money get the same amount and the amount depends on how many course unions want it; it is divided equally between them. At the beginning of the fiscal year, the Director of Student Affairs receives a projected amount from the accountant and breaks it down for the summer, fall, and spring semesters – 20%/40%/40% respectively. This funding is allocated at the first meeting of the semester to ratified course unions.

- **Applicable Policy:** Course Union Policy 3.2.ii

2. Travel Pool

This funding is available to every UVSS member in good-standing. However, it is up to CU Council to hear requests and decide which applications to approve. In order for an application to be successful, the reason for travel must be academic in nature and pertain to the applicant's area of study. Travel Pool funding can only be used for travel costs, registration, and accommodation. There is no maximum amount of money an individual or group can apply for but anything over \$100 per person must be passed by a two-thirds (2/3) vote. Course unions cannot vote on their own applications.

- **Applicable Policy:** Course Union Policy 3.3

3. Academic Fund

This funding is available to any active course union or PDU. It is for academic events on campus or in the Greater Victoria Area. Unless decided by a two-thirds (2/3) vote, each course union is only permitted \$2000 per fiscal year. Course Unions cannot vote on their own applications.

- **Applicable Policy:** Course Union Policy 3.4

4. Publication Fund

This funding is available to any active course union or PDU. It is for publishing works that pertain to a course union's area of study. There is no fee levy established for this fund; it is financed by unused budget account money from course unions from the previous fiscal year (money left in budget accounts at the end of the fiscal year). Any application over \$500 requires a two-thirds (2/3) vote. Course unions cannot vote on their own applications.

- **Applicable Policy:** Course Union Policy 3.5

Spending

Cheque Requisitions:

All money the UVSS provides to anybody/any organization is done so through a reimbursement process. Cheque Req forms are available in the General Office, in the Students' Society Centre, and online.

General Guidelines:

- We cannot accept cheque reqs for alcohol or gift cards.
- Debit or credit receipts alone are not sufficient
- Only signing authorities may submit cheque requisitions
- All cheque requisitions must be submitted to the Director of Student Affairs (affairs@uvss.ca) or dropped off at the Info Booth/UVSS General Office

Cheque Reqs must include the following information:

- Who the cheque is payable to
 - ex) the name of a club member or the business who is invoicing you
- What the payment is for – an explanation of expenditure
 - ex) pizza for meeting, flowers for prof, etc...
- Who is requesting the cheque and what course union they are representing
 - Must be a signing authority and cannot be the payee
- The account from which you are withdrawing funds and the appropriate account codes
 - You can withdraw from multiple accounts on one form as long as the funds are payable to the same person
 - ex) budget account, trust account, travel pool, academic fund, or publication fund
- The total amount you are requesting
 - ignore the “GST Recovery line” as it only applies to UVSS businesses
- Original, itemized receipts or an invoice on an official letterhead with all pertinent information

Cheque Requisition Checklist:

- ☐ Has my course union completed the required SVP workshop?
- ☐ Have I listed the full name of my course union (no abbreviations)
- ☐ Is the person requesting/signing the cheque requisition a signing authority?
- ☐ Is the person requesting the cheque different from the payee?
- ☐ Is there a delivery option selected?
- ☐ Have I indicated which account/source of funding this coming from in the name of the account charged?
 - Trust, budget, academic, travel, or publication
 - Account codes:
 - Trust: 0200
 - Course Unions
 - Budget, academic, travel & publication: 0600
- ☐ Have I signed the cheque requisition?
- ☐ Am I submitting an itemized receipt and/or other support documentation?
 - ☐ Is the date of purchase visible on the receipt?

Cheque reqs are due Wednesday morning at 9am to the Director of Student Affairs (affairs@uvss.ca) or dropped off at the Info Booth/UVSS General Office. Barring any complications, cheques submitted by then will be ready for pickup on that Friday afternoon in the SUB General Office. See the next page for an example of a correct and completed cheque req.

*Don't want to pay out of pocket for something and be reimbursed? Check in with the Director of Student Affairs for alternatives to the cheque requisition process that they may be able to support your course union with.



University of Victoria Students' Society

Cheque Requisition Form

university of victoria
students' society

Not for use with CFUV accounts or regular UVSS suppliers.

1. General Information (all fields must be filled in)

Issue cheque payable to: Person receiving the cheque

(Must be the name of an individual, not a Club or Course Union.)

Payee's email: Person receiving the cheque's email

For payment of: Pizza night (make sure you have a detailed receipt)

(Description of expenses – **CANNOT** be alcohol or gift cards. Must attach **itemized** receipts.)

Requested by: Signing authority

(Name of person requesting – **CANNOT** be payee.)

of Full name of course union

(Department, Club, Course Union, etc. – please, **NO** acronyms.)

Requestor's email: Signing authority's email

Date requested: Date

2. Delivery Information (choose one option - bring ID when picking up a cheque)

☐ Pick up by payee (person from first line)

☐ Mail (include complete address & phone number/email)

☐ Pick up by _____

(Name of person other than payee.)

Cheques will be held at the General Office for pick-up for six months. If they are not picked up during that time, there is a \$5 reissuing fee.

3. Payment Information

Name of Account Charged Trust - (0200) Travel Pool, Publication/Academic Fund - (0600) Budget, Special Project Grant - (0500)	Account Code (Required)	Department Code (Required)	\$ Amount Charged
Trust	0200	xxx	
Budget	0600	xxx	
Travel Pool, Publication/Academic	0600	xxx	
GST Recovery Does not apply to Clubs/Course Unions/Advocacy Groups – Only to UVSS businesses.	1 1 1 0		
Total amount requested (sum of amounts above)			Total amount

4. Approval - You **CANNOT** approve a cheque that is payable to yourself; ask another signing authority to approve it.

A cheque requires approval as follows:

- **Clubs & Course Union Accounts** – Director of Student Affairs
- **Other UVSS Accounts** - Appropriate manager(s) or Executive Director(s)
- **Other Organizations** - Two current signing authorities on file

(1) Approved by: Signing authority requesting in part 1
(Print name)

Signature: Signing authority's signature

(2) Approved by: Director of Student Affairs
(Director of Student Affairs)

Signature: _____

5. Documentation

- The receipt must be itemized (showing individual expenses incurred). **A receipt showing only credit or debit card transactions will not be processed.**

- **All itemized receipts MUST be attached.** If an itemized receipt is not possible, attach an itemized invoice with the Club/Course Union or member name, items purchased, date, total amount, and business/merchant contact information.

6. Submission and Pickup

- **Clubs/Course Unions** - submit cheque requisitions to the **Info Booth** by 3pm on Tuesday for pickup in the General Office or mail out after 1:00pm on that Friday *if the form has been filled out correctly.*

- **All other departments** - must submit cheque requisitions to accounting by 4:00pm on Wednesday for pickup in the General Office or mail out after 1:00pm on the following Friday.

Space Bookings

SUB Space:

Aside from rooms, the UVSS also has equipment for course unions to rent. The assortment includes: tents, a projector and screen, a sound system, a mega phone, and other equipment. All space and equipment bookings must be done by signing authorities.

To book UVSS equipment or a room in the SUB, please fill out the form found at:

www.uvss.ca → Course Unions → room and equipment bookings → booking form

Small Rooms	Large Rooms
B025 (15 people)	Vertigo
B028 (15 people)	Michele Pujol Room (small & large)
B028 (after 5pm - 6 people)	Upper Lounge

Course unions are able to book space in the SUB for free throughout the week.

If you want to book a table inside the SUB, please use the room and equipment booking form. There are five rentable tables of which one is permanently reserved for student group use. These tables are located between the Michele Pujol Room and Upper Lounge. Each table receives a lot of foot traffic and are primarily used for tabling and fundraising.

*If you are interested in Felicitas please reach out to manager@felicitas.ca



Booking UVic Space:

Course unions are able to book space and equipment anywhere on the UVic campus for a subsidized rate. Course unions are charged for the use of audio/visual use permanently installed in rooms and must have sufficient funds in their budget account before this booking can be processed. Please note that there are different processes for booking different UVic spaces, these are entirely separate from the UVSS.

More information may be found here:

<https://www.uvic.ca/registrar/bookings/students/index.php>

Booked tables may only be used by the student group approved to use the table and cannot be transferred to another group.

Outdoor Space

- Common areas: the fountain, the quad, and the pyramid by MacLaurin
- Any UVic student can book outdoor space at no charge – does not have to be a signing authority
- Website:
 - <https://www.uvic.ca/services/studentlife/clubs-activities/book-space/form/index.php>

Indoor Space

- Classrooms and lobby spaces
 - May only book 3 information tables per term
 - May only book 3 bake sales per term
- Bookings must be done by a signing authority
- Fees may be incurred depending on what you are booking
- Must be submitted at least three (3) full business days in advance
- Requests that are more complex may take up to 15 business days to be approved
- Website:
 - Classrooms: <https://www.uvic.ca/registrar/bookings/students/classroom/index.php>
 - Lobby space: <https://www.uvic.ca/registrar/bookings/students/table/index.php>

Vikes Space

- For MacKinnon Gym, outside fields, and CARSA
- Bookings must be done by a signing authority
- Fees are associated and are assessed on what you need and how long you need it for
- Website:
 - <https://govikesgo.com/sports/2009/7/14/facilities.aspx?tab=facilities>

Insurance

Course Unions are considered UVSS entities and thus are usually covered under our existing insurance. However, some events have a higher risk than others. Therefore, a special events application for approval must be sent to the Executive Director, who will then share this to UVSS' insurer for their consideration.

- **Applicable Policy:** Course Union Policy section 5

Process:

- Course Unions must fill out the special events applications for approval and sent it to the Executive Director (see below)
- Signed waivers are also required from all participants prior to the event, these must also be sent to the Executive Director
- Any events where liquor will be served require a separate liquor insurance application and liquor license (procured separately)

*For more in-depth information on the insurance procedure, please reach out to the Executive Director and consult Section 5 of Course Union Policy

Examples of special events requiring approval:

- Camping trips
- Holiday parties
- Curling tournaments
- Business conferences
- Performance nights
- Etc.

SPECIAL EVENTS - APPLICATION FOR APPROVAL

Name of Applicant / Named Insureds
Event Name
Event Organizer Contact Name / Phone No. / Email Address
Describe Event
Location/Address of Event
Date From: To:
Please provide the following information about daily activities and estimated attendance Date Main Activity Est. Attendance Other Activities Total Attendance
Who is providing food and/or drink or other <i>(provide the name):</i>
Will there be alcohol present at any of the activities? <i>(If yes, please complete "Host Liquor Supplement Application")</i>
If a third party is responsible for liquor, confirm there is a legal liability policy in force and a certificate issued with the University of Victoria Students' Society named as Additional Insured.
Describe safety measures; ie: parking, traffic, security, supervision, first aid and evacuation
Describe procedure for waste management
Describe equipment that will be used
Certificate required? Please provide the legal name and address of the entity requiring proof of insurance.
Does the entity requiring proof of insurance need to be added as an Additional Insured? Please attach the contract/agreement for the event.

Please note that this is an application only, UVSS retains the right to fully approve, approve with conditions, or deny its insurance for any event that does not meet its risk management standards.

Signed by (please print): _____ **Position:** _____

Applicant's signature: _____ **Date:** _____

Resources

As an active course union, there are a multitude of services and resources available to you.

1. Storage

In the basement of the SUB, there are lockers available for course unions. There are a limited number available; if you are interested in using one, please contact the Director of Student Affairs. Lockers are assigned on a first come, first serve basis. Key holders must be signing authorities.

2. Zap! Account

All active course unions are eligible to set up an account at Zap!. A copy account will allow your course union to charge printing and photocopying costs directly to your budget account without going through the cheque req process. To do so, a signing authority must fill out a Zap! Account Request Form and include on it the names of the signing authorities and the account/department code for the budget account. Afterwards, please submit the form to the Director of Student Affairs for approval.

3. Button Maker

Buttons are a great swag item to give out at your events! The button maker can be booked through Zap. There is no charge to book the button maker but is a charge for the buttons, which are available in two sizes. You can contact Zap for updated prices and information.

4. Mail

The SUB can receive mail for you. There is a general mailbox in the Student Society Centre where mail for student groups is put in the Board of Directors (BoD) Offices. If you foresee receiving a lot of mail the Director of Student Affairs may create a mailbox for you in the BoD Offices. Any unclaimed mail will be marked *return to sender* after one semester. The address is:

Name of Course Union
Student Union Building
University of Victoria
P.O. Box 3035
Victoria, BC
V8W 3P3

Frequently Asked Questions

1. *Can we have a pub crawl?*

No. The UVSS does not support these events.

2. *Can my course union have an external bank account?*

Unfortunately, no. As a UVSS CU you have a trust account which you can deposit any monies raised by your CU. All spending must be authorized by the Director of Student Affairs.

3. *What happens if I missed the first Course Union Council meeting of the semester?*

Yes! Please don't worry if you missed the first ratification meeting. Course Union's can be ratified at any subsequent Course Union Council meeting. However, it will be without base funding.

4. *Can I apply for a travel pool/academic/publication grant?*

Sure! Applications are online on the Clubs and Course Unions website. They are due the Friday before the second Course Union Council meeting. As per policy, no special funding will be allocated in the first council meeting of the semester (May, September, and January).

5. *How much money will my course union get this semester?*

I'm not sure – it depends on which semester it is and how many course unions want base funding. In the summer, it's usually around \$300. In September and January, it can range from \$300 – \$500.

6. *Where can I pick up cheques?*

In the General Office.

7. *I submitted a cheque req and haven't heard anything back. What's going on?*

Once a cheque requisition is processed you should receive confirmation and an account update from affairs@uvss.ca. If this has not happened, reach out to the Director of Student Affairs as maybe there has been an account problem or in some cases been filtered into their junk mail.

8. *I'm having a problem with somebody in my course union. Who should I talk to?*

In all instances of conflict that cannot be worked through within your course union,



you should contact the Director of Student Affairs to discuss next steps.

9. *Who is a member of my course union?*

All undergraduate students registered in at least one course in a department are automatically members of that department's course union.

Example – every UVic student must take an English class so every UVic student is a member of the English Students' Association.

