



# Clubs Policy

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## **PART 1: PREAMBLE**

Clubs are designed to enhance the university experience by offering students the opportunity to pursue their interests beyond strictly academic endeavors. 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. For greater certainty all reference to "clubs" in this policy means the individuals, or specific group of individuals, seeking or having obtained club status with UVSS according to the terms that follow, in the course of their activities as a club.

## **PART 2: GOVERNANCE**

### **2.1 CLUB STATUS**

There shall be 3 categories of club statuses:

#### **a. New Clubs**

- i. A new club is a club that has not been active in any of the previous three semesters.
- ii. To be ratified as a new club the club must submit a list of 10 members as well meet the requirements under 2. Ratification and Status.

#### **b. Established Clubs**

- i. An established club is a club that has been active for at least one semester in the previous three semesters.

#### **c. Inactive Clubs**

- i. An inactive club is a club that was ratified in previous terms, but is currently not ratified.
- ii. A club that has been considered inactive for two years may be subject to abandonment under part 4.5.
- iii. When a club is inactive for two semesters, mail will be returned to the sender.

### **2.2 MEMBERSHIP**

Each club must:

- a. Allow any interested student to join the club and cannot charge membership fees.
- b. Have at least 10 active members, of which no fewer than two-thirds of the members of a club shall be UVic students.
  - i. A membership list will be provided to the Director of Student Affairs upon request

- ii. The Director of Student Affairs on behalf of the UVSS reserves the right to ban or suspend members who are not UVic students without due process or official investigation; UVic students may be banned from participation in a UVSS club following an official investigation:
  - 1. Once banned, former club members are not permitted to engage in any UVSS club activity
  - 2. The decision to ban a club member may be overturned through an official written complaint submitted to the Director of Student Affairs which will be taken to the Board of Directors for consideration. The Board in its discretion may hear further from the former club member, or such other persons as the circumstances require.
- c. UVSS Clubs are funded by students, for students. While community members are permitted to join UVSS clubs, this is a privilege that may be revoked.

### **2.3 RATIFICATION AND STATUS\***

\*Athletics and Recreation Clubs are established by the UVic Athletics and Recreation Department. Those clubs are subject to University regulations and funds.

To be ratified as a club of the UVSS and maintain active status, the following conditions must be met each semester:

- a. If at any point throughout the semester a club is found to be non-compliant with the conditions outlined within Ratification and Status, all club activity will be suspended until the breach is resolved.
- b. Submit a completed club registration form that certifies that your club will comply with Clubs Policy
  - i. Forms are due at midnight the Friday before a Clubs Council meeting.
  - ii. Late forms will be accepted during the grace period, which lasts until 11:59 am on the day that Clubs Council is held.
  - iii. Those who submit late registration forms will have a 50% reduction in funding and may have to wait until a subsequent Board of Directors meeting to be ratified.
  - iv. Those who submit forms on time and make a mistake will not be penalized. However, all documentation must be received by the end of the grace period or the club will not receive funding or status.
  - v. Forms submitted after the grace period may be ratified without funding for the semester as long as they attend the next available Clubs Council meeting.
- c. Have a representative attend the Clubs Council meeting at which the club is seeking ratification.
- d. Be ratified by the Board of Directors.
- e. Hold regular meetings at least once per month.
- f. Hold at least one general meeting that is advertised and open to all of its members.

- g. Meet the membership requirements set out in this policy.
- h. Cannot be a business or a for profit entity.
- i. The majority of members of the club must not have been members of a club that lost status as a result of contravening *Part 2, Section 9: Compliance* within the preceding four semesters.
- j. The club's signing officers have verified that they have read Clubs Policy and have communicated the policy to their membership.
- k. At least one member of the club's executive team must have completed a sexualised violence prevention workshop authorized by the Director of Student Affairs within the past two calendar years.
  - i. If no executive member has completed an authorized sexualised violence prevention workshop, the club may still be ratified under the condition that an executive member completes said training prior to seeking subsequent ratification.
  - ii. If no executive member completes an authorized sexualised violence prevention workshop within the semester they were conditionally ratified, the Director of Student Affairs may deny their request for subsequent ratification.
  - iii. Clubs must contact the Director of Student Affairs with the name of the executive member who completed the workshop, the name of the workshop, and proof of completion, such as a certificate, if available.
  - iv. The Director of Student Affairs shall post a list of authorized sexualised violence prevention workshops on the UVSS website.
- l. The UVSS reserves the right to not ratify a club that is perceived to substantially duplicate the name, mandate, objectives, or activities of an established club.\*
- m. The UVSS reserves the right not to ratify a club that is deemed by UVSS' insurer to be outside the scope of UVSS' insurance coverage, or are considered to be engaging in a high risk activity.

## **2.4 SPACE BOOKINGS**

- a. All active UVSS clubs are able to book the following spaces, subject to availability:
  - i. Bookable tables and rooms in the SUB
  - ii. Bookable tables and rooms on campus
  - iii. Bookable outdoor spaces on campus
- b. Clubs may not use their space booking privileges for purposes that would violate Clubs, Room Booking, and/or other University or UVSS policies or to secure space for other organizations that plan to conduct non-club related business.
- c. Clubs must follow all space booking policies and poster policies set out by the UVSS and UVic.

## **2.5 STORAGE**

- a. All UVSS clubs are able to reserve and use a storage locker located in the basement of the SUB, subject to availability.
  - i. Storage lockers must be renewed every year.
  - ii. Clubs may not use their locker privileges for purposes that would violate Clubs, Room Booking, and/or other University or UVSS

- iii. Clubs must follow all space booking policies and poster policies set out by the UVSS and UVic.
- iv. Clubs will receive one key to the locker which will be signed out by a signing authority.
- v. Vikes Clubs may not reserve or use storage lockers.

## **2.6 EXECUTIVE ELECTIONS**

- a. Each club shall have an executive of no fewer than three members that are elected at least once per year. All members of the club have the right to vote in the election.
- b. All executive members must be UVic students

## **2.7 CONSTITUENCY GROUP CAUCUSES**

Members of clubs are entitled to form constituency group caucuses for traditionally marginalized and oppressed groups such as but not limited to women, LGBTQ+ folks, people of colour, Indigenous peoples, and students with disabilities. Constituency group caucuses shall be entitled to:

- a. Use the name of their club along with their constituency name (eg. The Creative Writing Students' Guild Women's Caucus or Queer People of the Creative Writing Students' Guild);
- b. Meet as a caucus, exclusive of the other members of the organisation;
- c. Produce reports on issues important to their constituency;
- d. Fair access to funding and resources of the club; and
- e. Bring any concerns about discrimination and harassment to the University's Equity and Human Rights Office.

## **PART 3: FUNDING**

### **3.1 ELIGIBILITY**

- a. In order to receive base funding, a club must
  - i. Meet the requirements for ratification and active status
  - ii. Have a representative from the club must attend the first Clubs Council meeting of each semester.

### **3.2 FORMULA**

- a. The annual committed allocation for Clubs shall be divided as follows:
  - i. 20% for the Summer Semester
  - ii. 40% for the Winter Semester
  - iii. 40% for the Spring Semester
- b. The Society shall withhold the following from each semester's committed allocation:
  - i. 5% for contingency purposes
  - ii. 2% for triple net fees in exchange for clubs being granted free room bookings in the Student Union Building
- c. All remaining funds shall be disbursed as follows:

- i. Established clubs that request funding will receive the base level
- ii. New clubs that request funding will receive 50% of the base level

### **3.3 SPECIAL PROJECT GRANTS**

#### **a. Application**

- i. Clubs must be in good standing and have been active for at least one semester prior to their request for a Special Project Grant.
- ii. Clubs may only receive one Special Project Grant per semester.
- iii. A Club representative must attend the first Clubs Council meeting of the semester to be eligible.

#### **b. Special Project Grants**

- i. A single grant shall not exceed \$600 unless approved by a two-thirds majority vote at Clubs Council and a majority vote by the Board of Directors.
- ii. Clubs may only receive a maximum of \$1500 in Special Project Grants per board term (May 1 – April 30).
- iii. A representative must present their application to Clubs Council.
- iv. Grants must be approved by a majority vote of Clubs Council and by the Board of Directors.

#### **c. Reimbursement Requirements**

- i. Upon completion of the project, a written summary or presentation of the event must be provided to Clubs Council. Failure to meet this requirement will remove eligibility for funding of any kind in the following semester.
- ii. Special Project Grant funding does not roll over beyond the first Clubs Council meeting of the following term. After the first Clubs Council meeting, any approved funding allocations that have not been used shall be considered forfeit and added to the total Special Project Grant funds available for that semester.

#### **d. Funding Formula**

- i. 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.
- ii. 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.
- iii. 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.

## **PART 4: ACCOUNTING**

### **4.1 BUDGET ACCOUNTS**

- a. A budget account contains funds that are allocated to a club by Clubs Council and the Board of Directors.
- b. No funds shall be expended from a club's budget account without the

written authorisation of the Director of Student Affairs.

- c. At the end of each fiscal year, all unspent funds in budget accounts shall be returned to the Clubs Control Account.

#### **4.2 TRUST ACCOUNTS**

- a. A trust account contains the revenues of a club held in trust by the UVSS. No other organization 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. Any monies that a club raises through fundraising shall be deposited in that club's trust account.

#### **4.3 CLUB CONTROL ACCOUNT**

- a. The Club Control Account is the account from which all budget account funds are allocated.
- b. Any funds remaining in budget accounts at the end of the fiscal year are deposited into the club control account.
- c. Clubs Council may authorize expenditures from the control account for items of general benefit to all clubs. Such expenditures shall require a 2/3 vote of Clubs Council where at least half of all active clubs are present, subject to approval by the Board of Directors.

#### **4.4 SIGNING AUTHORITY**

- a. Each club must have a minimum of two [2] signing authorities, to a maximum of three [3]. Signing authorities must be executives of the club.
- b. There shall be no more than one [1] non-student signing authorities.
- c. Only signing authorities are permitted to book rooms and audio/visual equipment.
- d. All signing authorities of a club are accountable to both the club membership and the UVSS for the activities of the club including financial mismanagement.

#### **4.5 SPENDING**

- a. Clubs must spend any monies allocated to them in a responsible manner that adheres to UVSS policies and bylaws, and all applicable legislation.
- b. To receive reimbursement for club expenses, a signing authority must complete a cheque request form and submit it to the Director of Student Affairs. Cheque requests will only be granted for payment of legitimate club expenses, which have supporting documentation (e.g itemized bill of receipt).
  - i. Reimbursement of club expenses may be limited to the current fiscal year (May - April)
- c. 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.
- d. The UVSS does not pay for the purchase of alcohol or gift cards.

#### **4.6 DEBT**

- a. No club shall have a negative balance in their budget account or trust



- accounts.
- b. In the event that a club incurs a negative balance 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 negative balance against their trust account, the balance will be recovered from their budget account until it is paid in full.

#### **4.7 ABANDONMENT OF FUNDS**

- a. When a club is inactive for a period of more than two [2] years, and attempts to contact all interested parties have been exhausted, Clubs Council may declare the registration of that club to be abandoned and transfer all assets / liabilities of the club to the club control account.

### **PART 5: INSURANCE**

Any questions about how to fill out the form or the general process should be sent to the Executive Director.

**5.1** Clubs and 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.

- a. Examples of special events requiring approval from UVSS' insurer include: camping trips, holiday parties, curling tournaments, business conferences, performance nights, and others.
- b. Special events that are declined by UVSS' insurer will be notified in writing that the event in question is not approved by the UVSS, and is not endorsed or supported by the UVSS in any way. The applicant assumes all liability should they proceed.

**5.2** Signed waivers are also required from all participants for special events prior to the event, particularly for events that involve one or more of the following:

- a. Physical activities that require greater physical exertion and/or have a greater risk of injury;
- b. Alcohol;
- c. Travel or transportation

**5.3** Any events where liquor will be served requires a separate liquor insurance application form and liquor license (procured separately). Separate liquor coverage usually costs around \$150. The UVSS does not provide special event insurance for pub crawls.

**5.4** For Clubs not covered by UVSS insurance, events cannot be associated with the UVSS in any way, and the individual student or group assumes all liability.

- 5.5** Clubs must email the UVSS Executive Director at [execdir@uvss.ca](mailto:execdir@uvss.ca) to request up-to-date insurance forms if a club will be serving liquor at an event. The club must start the application for a liquor license, as the ED or the UVSS will not handle this.
- a. Clubs must send completed liquor license forms back to the Executive Director.
  - b. The Executive Director will forward the completed forms to our insurance broker, who will contact the underwriter for a quote, and determine approval for the event.
  - c. If the application is successful, the insurance broker will provide an insurance certificate and invoice, to be paid by the club.

## **PART 6: CLUB SOCIAL MEDIA**

- 6.1 It is anticipated that clubs may wish to create social media accounts utilizing the name of the UVSS Club, associated logos or otherwise identifying the social media account as relating to club activities (“Club Accounts”). The following are not permitted on Club Accounts:
- a. Disparaging other clubs, people or communities
  - b. Engaging in discriminatory or harassing behavior
  - c. Hate speech
- 6.2 Social media posts found to be in contravention of the above will be asked to be removed immediately. Repeated instances of the above noted behavior may lead to the Director of Student Affairs:
- a. Ordering the cessation of club run social media accounts
  - b. The suspension of club activities while the manner is addressed
  - c. Or any further steps at the discretion of the Director of Student Affairs.
- 6.3 All usage of social media for Club Accounts will be subject to UVSS’ discretion to permit the same, which may be revoked at any time when it is in the best interests of UVSS. Use of a Club Account is conditional upon the club and its members being in good standing.

## **PART 7: COMPLAINTS**

- 7.1 All written complaints received regarding clubs and/or club members will be reviewed by the Director of Student Affairs. This will be to determine if they disclose a breach of this or any UVSS policy. Those that disclose on their face, a basis for consideration will receive further attention.
- a. For a complaint to be considered by the UVSS it needs to be submitted in writing using the UVSS Clubs - Complaint Form with a clear complainant.
    - i. Anonymous complaints will not be accepted.
  - b. Clubs who receive complaints against them may in serious circumstances be suspended on a preliminary basis until an investigation can be completed.

- c. Club members who receive complaints against them may in serious circumstances be suspended from club activity until an investigation can be completed.
  - d. In situations wherein a club member cannot be identified in a complaint the club executive shall be held accountable for the actions of the club as a whole.
- 7.2 If a matter is more appropriately resolved under a University of Victoria policy such as the Discrimination and Harassment policy, the Sexualized Violence Prevention and Response Policy, the Non-Academic Student Misconduct policy, the Director of Student Affairs will make the appropriate referral.
- a. The Director of Student Affairs has the discretion to make the appropriate referral depending on the complaint received.
  - b. The UVSS does not investigate club complaints on harassment related to prohibited grounds, sexualized violence, and discrimination.
- 7.3 Nothing in the UVSS complaint processes limit club members, and/or the UVSS Executive members rights to seek outcomes through University of Victoria policies if appropriate.
- a. Club complaints that relate to sexualized violence, discrimination and harassment can be made to the University's Equity and Human Rights (EQHR) Office.
- 7.4 Members can make non-harassment and discrimination related complaints regarding clubs to the Director of Student Affairs. The Director of Student Affairs will bring the complaint to the attention of the Club and will seek to resolve the matter informally and mediate between the two parties. If this informal process is unsuccessful, the Director of Student Affairs will bring the matter forward to the Board of Directors for adjudication. The Board may choose to establish an ad hoc complaints committee if it deems necessary.

## **PART 8: COMPLIANCE**

- 8.1 Each club must be and remain in compliance with the following requirements in order to continue to be recognized and have status:
- a. Adherence to all aspects of this policy.
  - b. Adherence to the Constitution and Bylaws of the UVSS.
  - c. Adherence to the University of Victoria's policies of general application, including Discrimination and Harassment Policy GV0205-1150, or such policies as may be in force from time to time.
  - d. Not be found to have contravened the University's Discrimination and Harassment Policy by the University of Victoria's EQHR Office.
- 8.2 If a club is found by the Board of Directors to be non-compliant with this Clubs Policy, and for greater certainty compliance with the University of Victoria's Discrimination and Harassment, the Club may be subject to discipline by the Board of Directors who may direct or order any of the following in relation to the Club's activities and status as a UVSS Club:
- 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 club status for no more than one year, at which point the club may re-apply for status.
- g. Other actions that the Board of Directors finds appropriate.

8.3 If a club is found by the University of Victoria's EQHR Office to have contravened the University's Discrimination and Harassment Policy, the club shall lose status for no less than one [1] year or longer at the discretion of the Board of Directors.

# **APPENDIX A – SAMPLE CONSTITUTION**

## **Sample Constitution**

UVSS \_\_\_\_\_ Club

Updated: 2017

### **Article 1: Name**

The club shall be known as the University of Victoria Students' Society (UVSS)

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### **Article 2: Purpose**

The purpose of the club is to:

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### **Article 3: Dissolution**

The club may be dissolved by a two-thirds (2/3) vote at a quorate General Meeting, or by the Director of Student Affairs after a period of inactivity, as outlined in the Clubs Policy.

Upon the dissolution of the club, any assets and/or liabilities shall be transferred to the Students' Society Clubs Control account.

### **Bylaw 1: Membership**

University of Victoria (UVic) undergraduate students shall comprise two-thirds (2/3) of the membership of the club. To verify this, the club shall provide the Students' Society Director of Student Affairs with a list of all club members' names and student numbers every active semester upon registration.

### **Bylaw 2: Executive positions**

The positions of President, Vice-President, Treasurer, Secretary, and Clubs Council Representative (herein referred to as *The Executive*) shall be chosen at the Annual General Meeting for a (one) year term of office. Only UVic students are eligible to run for executive positions. The \_\_\_\_\_, the Treasurer and one other club member shall be the designated signing officers of the club. The Executive shall meet a minimum of \_\_ times per year. Meetings are open to all club members and a minimum of three Executive members must be present to establish quorum.

In the event of a mid-term executive vacancy, a special general meeting will be called to elect a new executive member. In the event that there are no current executives, the Director of Student Affairs shall be empowered to appoint an interim executive so that a special general meeting may be called.

The President and Vice-President shall be responsible for \_\_\_\_\_ (describe responsibilities). The Clubs Council Representative shall be responsible for liaising with the Director of Student Affairs, and shall submit a report at the end of each semester to this Director, who shall keep all reports in a place available to successive officers and members. The treasurer shall oversee the club's finances, and submit budgetary request forms to the Director of Student Affairs. The secretary shall be responsible for notifying the membership of upcoming meetings and minute taking at the meetings.

### **Bylaw 3: Meetings**

General meetings will be held at least every \_\_\_\_\_ to give the membership control of the direction and activities of the club. General meetings are scheduled by The Executive.

Annual General Meetings must take place in the month of \_\_\_\_\_ each year.  
Semi-annual General Meetings must take place in the month of \_\_\_\_\_ each year.

Only club members are entitled to vote at General Meetings. Special General Meetings may be called at any time by The Executive. The Executive shall prepare the agenda for General Meetings. General Meetings must be advertised at least fourteen (14) days prior to the date of the meeting. Sufficient advertising will take the form of notices posted throughout the campus and an email notice sent out over the club's list-serve.

#### **Bylaw 4: Funds of the Society**

All banking shall be carried out subject to the rules and regulations of the Students' Society as set out by the Board of Directors. The allocated budget grant that the club receives each year from Clubs Council shall be deposited in the club's standard budget account held by the UVSS. Any funds remaining in the club's budget account after the conclusion of the fiscal year (April 30) shall revert to the Clubs control account. All funds designated as self-generated must be deposited in the Club's trust account held by the UVSS. Cheque requisitions must be submitted according to UVSS policy to obtain access to club funds, and are subject to approval by the Director of Student Affairs.

#### **Bylaw 5: Amendments**

The Constitution of the Club may be amended on written published notice of one week and by a two-thirds majority vote at a quorate General Meeting.

#### **Bylaw 6: Limitations**

Nothing in this constitution shall be interpreted in a manner repugnant to the Constitution of the UVSS or to the declared policy of the UVSS Board of Directors.

**APPENDIX B – UVSS CLUBS COMPLAINT FORM**



**UVSS Clubs - Complaint Form**

**Complainant name:**

\_\_\_\_\_

**Email:**

\_\_\_\_\_

**Phone:**

\_\_\_\_\_

**Date of alleged violation:**

\_\_\_\_\_

**Date complaint filed:**

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**Nature of complaint:**

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**Clubs policy violation:**

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**Outcome requested:**

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**Complainant signature:**

\_\_\_\_\_

**Director of Student Affairs signature:**

\_\_\_\_\_