

CLUBS & COURSE UNION DAYS

Club Handbook

Everything (hopefully) you need to know
Director of Student Affairs, Katie King, 2025/26

Table of Contents

Important Contact Information	3
Introduction to the UVSS	5
Introduction to Student Groups	5
Getting Started	6
Clubs Council	7
Funding	8
Budget Account:	8
Trust Account:	8
Depositing Money:	8
Signing Authorities:	8
Account Code:	9
Treasurer's Starting Point:	10
Spending	11
Cheque Requisitions:	11
General Guidelines:	11
Cheque Requisition Checklist:	11
Space Bookings	14
SUB Space:	14
Booking UVic Space:	15
Insurance	16
Process:	16
Examples of special events requiring approval:	16
Resources	19
Clubs Policy	22

Important Contact Information

Director of Student Affairs

- Office: located in the Board of Directors Offices
- Phone: (250) 721 – 8367
- Email: affairs@uvss.ca
- Main point of contact for anything related to your club!

Constituency Groups Director

- Email: allisonmcfarland@uvic.ca
- Insurance related inquiries and special events applications

UVSS General Office

- Office: SUB B128
- Phone: (250) 472 – 4317
- Email: alma@uvic.ca
- Hours: Mon-Fri 9am-4pm (closed between 12pm-1pm)
- Picking up cheques, space and equipment booking inquiries, and locker rental 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 club, 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 April 2026, an elected Board of Directors composed of 5 Lead Directors, 11 Directors-At-Large, 1 International Student Representative, and a representative from each of the 5 Advocacy Groups is responsible for this multi million dollar operation. The Director of Student Affairs is a lead director and is available to you for all your club needs.

Introduction to Student Groups

There are two types of student clubs on campus:

1. UVSS Club
2. Vikes Club

Sports clubs are registered under Vikes and independent from UVSS. They have access to their own processes and funding opportunities.

There are over 200 clubs with UVSS. Students can be members of any club that they wish to join. Students already pay student fees for clubs so clubs are free for all students to join and they should not be charged dues or membership fees. Clubs are organized and run by UVic students.

Getting Started

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

<https://uvss.ca/clubs-course-unions/#toggle-id-2> register your club

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 club. This registration will also ask for an up-to-date *Club 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.

<https://uvss.ca/clubs-course-unions/#toggle-id-2> Example constitution

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 club representative **must** attend the first Clubs Council meeting of the semester. This representative does not have to be a signing authority. Clubs Council meetings are typically the first Monday of the month at 1pm held virtually. If your club happens to miss the first meeting of the semester no need to worry, you may attend the next council meeting to get ratified without funding but with all of the other benefits.



Clubs Council

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

- Assist the Director of Student Affairs in their duties as chair of the committee.
- Allocate and distribute funds to clubs subject to approval by the BoD.
- Review the constitution, financial practices and membership standing of UVSS clubs.
- Recommend the ratification of new clubs to the BoD.
- Review and recommend changes to clubs 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 or registering club make up the voting members of Clubs Council. Quorum is the chair and at least four voting members.

Funding

Course unions and clubs have a joint fee levy of \$2.50 that is collected every semester from every full-time student (\$1.25 for part-time students). As of September 2026 due to the successful Clubs and Course Unions fee increase that will go up to \$3.50 for full time students collected every semester (\$1.75 for part-time students).

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

Budget Account:

The *budget account* is essentially like a checking account and this is the account in which base funding is deposited (funding from UVSS student fees). Budget account totals will not carry-over from one fiscal year (May-April) to the next.

The account code for budget accounts is *0500*.

- **Applicable Policy:** Clubs 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 club. It carries-over from one fiscal year (May-April) to the next.

The account code for trust accounts is *0200*.

- **Applicable Policy:** Clubs Policy 4.2

- **Depositing Money:**

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

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

Signing Authorities:

- Each club may have up to 3 signing authorities
 - All signing authorities must be executive members of the club and UVic students
- Each signing authority is accountable for any financial mismanagement of their club
- 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 and providing the intended signing authorities:

- Name:
 Position:
 Email:
 Phone number:
 Students number:
- **Applicable Policy:** Clubs Policy 4.4

Department Code:

Each club is also given a department code. This code is three digits and is unique to your club. 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 club can get money from the UVSS.

1. Base Funding

This is the funding that you receive if you request funding for a semester. All clubs who request this money get the same amount and the amount depends on how many clubs 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 clubs.

- **Applicable Policy:** Clubs Policy 3.1.a

2. Travel Pool

This funding is available to both course union, clubs, and individuals who apply under a club or course union. However, it is up to Course Unions 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 pertaining to the applicant's area of study and intended to be used with the same semester it was applied for. 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. Clubs cannot vote on their own applications.

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

3. Special Project Grants (SPG)

This funding is available to any active club. Each club is only permitted \$600 per grant year and can not exceed \$1500 in one fiscal year. Clubs cannot vote on their own applications.

- **Applicable Policy:** Clubs Policy 3.3

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.

<https://uvss.ca/clubs-course-unions/#toggle-id-16> Submit cheque request

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 meetings, flowers for prof, etc...
- Who is requesting the cheque and what club 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, or SPG fund
- The total amount you are requesting
 - ignore the “GST Recovery line” as it only applies to UVSS businesses
- Original, dated and itemized receipts or an invoice on an official letterhead with all pertinent information

You can find an example of a completed cheque requisition on the UVSS website

<https://uvss.ca/clubs-course-unions/#toggle-id-16> Sample Cheque Req Form

Cheque Requisition Checklist:

- Has my club completed the required SVP workshop?
- Have I listed the full name of my club (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
 - Clubs
 - Budget, SPG, travel: 0600
- Have I signed the cheque requisition?
- Am I submitting an itemized receipt and/or other support documentation?
- Is the date of purchase and amount(s) visible on the receipt?

Cheque reqs are due Tuesday morning at 9am to be submitted online or dropped off at the Info Booth. Barring any complications, cheques submitted by then will be ready for pickup up within one - two weeks at the SUB General Office. See the next page for an example of a correct and completed chequereq.

Space Bookings

SUB Space:

Aside from rooms, the UVSS also has equipment for clubs to rent. The assortment includes: tents, a projector and screen, 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:

<https://uvss.ca/clubs-course-unions/#toggle-id-21> Room & Equipment Form

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

Clubs 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 is primarily used for tabling and fundraising.

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



Booking UVic Space:

Clubs are able to book space and equipment anywhere on the UVic campus for a subsidized rate. Clubs 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/get-involved/outdoor-space/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

Clubs 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 Constituency Groups Director, who will then share this to UVSS' insurer for their consideration.

- **Applicable Policy:** ClubsPolicysection5

Process:

- Clubs must fill out the special events applications for approval and sent it to the Constituency Groups Director (see below)
- Signed waivers are also required from all participants prior to the event, these must also be sent to the Constituency Groups 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 Constituency Groups Director and consult Section 5 of Clubs Policy

Examples of special events requiring approval:

- Camping trips
- Holiday parties
- Sports tournaments
- Business conferences
- Performance nights
- Or any other off campus events

Examples of events are not allowed:

- Pub crawls
- Gambling events (even with a license)
- Sports competitions
- Driving / transport where transportation is not provided by a professional company
- Pyrotechnics

Complaints

Students who have concerns about a club or member are encouraged to talk to the Director of Student Affairs about their concern and submit a complaint form. Complaints must be submitted in writing using the complaint form to be considered. Complaints that are considered to be about the jurisdiction of the Director of Student Affairs or UVSS will be referred to UVic EQHR.

- **Applicable Policy:** Clubs Policy section 7

Process:

- If the complaint is deemed to have a reasonable likelihood of a breach of UVSS policy the Director of Student Affairs will open an investigation
- In serious circumstances clubs with complaints agent them may be suspended while the investigation takes places
- In situations where a club member can not be identified the club executive will be held accountable for the actions of the club
- UVSS clubs as a whole are not legal entities so they can not be named as respondent on complaint form
- After receiving a complaint the Director of Student Affairs will bring the complaint to the respondent and 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

Nothing in the UVSS complaint processes limits club members, and/or the UVSS Executive members rights to seek outcomes through the University of Victoria policies if appropriate.

A copy of the complaint form can be found on the UVSS website:

<https://uvss.ca/clubs-course-unions/#toggle-id-9> Download the form here

Resources

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

1. Storage

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

2. Zap! Account

All active clubs are eligible to set up an account at Zap! A copy account will allow your club 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 there 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 mail box for clubs located in the Board of Directors Office. This is where any mail sent to the SUB for your club will be available for you to pick up. Any unclaimed mail will be marked *return to sender* after one semester. The address is:

NameofClub
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.
Can my club have an external bank account?

2. 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 Clubs Council meeting of the semester?*

Please don't worry if you missed the first ratification meeting. Clubs can be ratified at any subsequent Clubs Council meeting, as long as quorum is met. However, it will be without base funding.

4. *Can I apply for a travel pool/Special Project Grants?*

Sure! Applications are online on the Clubs and Course Unions website. They are due the Monday before the second Clubs or Course Union Council meeting, with a grace period until the Wednesday of the same week. As per policy, SPGs can be allocated at the first meeting of the semester but travel pool will be allocated in Course Union Council at the second meeting.

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

It depends on which semester it is and how many clubs want base funding. In the summer, it's usually around \$160. In September and January, it can range from \$160–\$200.

Where can I pick up cheques?

6.

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 it within one - two weeks from the General Office. 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 club. Whom should I talk to?*

In all instances of conflict that cannot be worked through within your club, you should contact the Director of Student Affairs to discuss next steps.