



Clubs & Course Unions Policy

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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 and collaborative environment for students to express themselves and to join in activities within the diverse community of the University of Victoria (UVic). 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.

Course Unions are designed to enhance the academic experience of University of Victoria Students' Society (UVSS members) within their faculty of study. Course Unions are intended to foster a positive educational environment beyond the classroom and to integrate those activities into the diverse university community.

PART 1: DEFINITIONS

- 1.1 Active [Club or Course Union]** – any Club and Course Union ratified by the UVSS is considered “active” for the period during which they are ratified.
- 1.2 Associate Member** – any non-student participant in a Club or Course Union. Clubs and Course Unions may choose whether to allow associate members in their group. Associate members shall not participate in any election or vote held by their Club or Course Union. Associate members shall not hold any position of power or authority, including acting as a signing authority or meeting chair of their Club or Course Union. Associate members shall not propose motions at any meeting of their Club or Course Union. Refer to the membership section for more details.
- 1.3 Clubs** – student-led interest-focused groups that are managed and recognized by either the UVSS or UVic, through whatever processes are applicable.
- 1.4 Course Unions** – student-led areas-of-study based groups that are associated with a specific UVic department.
- 1.5 Engineering and Computer Science (ECS) Clubs** – Clubs that are recognised by UVic's Faculty of Engineering and Computer Science and which have a dedicated faculty member in a supervisory and/or advisory capacity. These Clubs may be ratified through the UVSS and are subject to all UVSS conditions, except regarding insurance requirements and event approvals, which instead are directed to the Faculty of Engineering and Computer Science. Please note that some Clubs may have an engineering or computer science focus, but this alone does not qualify them as an ECS Club.
- 1.6 Established [Clubs or Course Unions]** – any Club or Course Union which has been active (ratified by the UVSS) for at least one semester of the previous three semesters.
- 1.7 Full Member** – any individual registered as a UVic undergraduate, graduate, or continuing studies student. In the case of Course Unions, a full member must also be an individual

who has taken at least one course in the related department during each semester of study. Refer to the membership section for more details.

- 1.8 Good Standing** – any Club or Course Union that has been ratified, is recognized as an active Club or Course Union, and is not currently facing sanctions for complaints or disciplinary action. Good standing may also be revoked when a Club or Course Union is under investigation for serious offenses.
- 1.9 Inactive [Clubs or Course Unions]** – any Club or Course Union which has not pursued or has failed to achieve ratification for three consecutive semesters.
- 1.10 New [Club or Course Union]** – any Club or Course Union which is considered “inactive”, or which has never previously existed and is pursuing “active” status for the first time.
- 1.11 Ratification** – is the process by which a Club or Course Union becomes recognised by the UVSS as a Club or Course Union. Ratified Clubs and Course Unions receive all benefits of being UVSS Clubs and Course Unions, including access to Base Funding, space booking privileges, insurance coverage, and may apply for additional sources of funding through the UVSS.
- 1.12 UVSS** – is the University of Victoria Students' Society.
- 1.13 Vikes (Athletics) Clubs** – athletics Clubs are overseen by Vikes and may not be ratified by the UVSS. These Clubs are wholly under the purview of UVic.

PART 2: GOVERNANCE

2.1 MEMBERSHIP

- a.** Each Club and Course Union must allow any interested UVic undergraduate, graduate, or continuing studies student to join the Club.
 - i.** UVic students who join a Club or Course Union are considered full members.
- b.** Clubs and Course Unions must allow any interested UVic undergraduate or graduate student who is registered in at least one course per semester in the department to which the Course Union belongs to join that Course Union as a full member.
 - i.** All individuals registered in the Winter semester shall be considered members for the following summer semester.
 - ii.** Individuals who complete their coursework, regardless of graduation status, may not be full members of any Course Union in any semester following that in which they finished all coursework. These individuals may qualify for associate membership, depending on the Club or Course Union's specific terms of reference.
 - iii.** Individuals on co-op, work term, and/or practicum may still be considered full members if they will be returning to finish coursework after their work placement experience.
- c.** Clubs and Course Unions cannot charge membership fees, dues, or other monetary commitments to members or would-be members.

- d. Clubs must have at least 10 active members, of which no fewer than two-thirds of the total members of a Club or Course Union shall be UVic students. Only UVic undergraduate, graduate, and continuing studies students may be full members.
 - i. Non-student members of a Club or Course Union are considered associate members.
- e. Course Unions must have a minimum of 3 active members.
- f. The Director of Student Affairs, or other appointed Lead Director on behalf of the UVSS, reserves the right to ban or suspend associate members (non-UVic students) without due process or official investigation. Full members (UVic students) may be suspended during an official investigation, following which their suspension may be extended or they may be banned from participation in a UVSS Club or Course Union following an official investigation:
 - i. Once banned or suspended, members are not permitted to engage in any activity hosted or organized by the Club or Course Union from which they have been banned or suspended.
 - ii. The decision to ban any member may be overturned after consideration of a written appeal submitted to the UVSS Board of Directors. The UVSS Board of Directors, in its discretion, may hear further from the banned member, or other persons as the circumstances require.
- g. UVSS Clubs and Course Unions are funded by students, for students. While folks from the wider community are permitted to join UVSS Clubs and Course Unions, this is a privilege that may be revoked.
- h. Membership lists are to be available to Club and Course Union executives and UVSS staff and Directors. All Clubs and Course Unions must accurately disclose any requested personal identification details upon request of the Director of Student Affairs, the UVSS Board of Directors, or a designate. Failure to comply is considered a breach of the conditions of ratification and will result in a Club or Course Union losing active status.
 - i. Member names, email address, and phone numbers will be available to the executives of their Club or Course Union and UVSS Directors and Staff.

2.2 RATIFICATION AND STATUS*

*See the Definitions section for details about Vikes/Athletics Clubs and Engineering Clubs.

- a. If, at any point a Club or Course Union is found to be non-compliant with the conditions of ratification, all activity by that Club or Course Union will be suspended until the breach is resolved.
- b. Established Clubs and Course Unions may be ratified for up to three consecutive semesters (i.e. May-Aug, Sept-Dec, and Jan-April).
- c. New Clubs or Course Unions must ratify in the semester which the Club or Course Union is formed and the following semester. After two consecutive successful ratifications, a new Club or Course Union will be considered an established Club or Course Union.
- d. Annually, all Clubs and Course Unions become un-ratified on April 30th and

must re-ratify in May, September, or January, if wishing to maintain active status. This is to ensure that all Clubs and Course Unions are active.

- e. Ratification and allocation of Base Funding for Clubs occur at the first Clubs council meeting of each semester. Late and incomplete registrations are not accepted and Clubs that miss the deadline must wait until the following semester to ratify.
 - i. An executive member of the Club must attend the Clubs council meeting at which the Club is seeking ratification for their ratification application to be considered complete.
- f. Ratification and allocation of Base Funding for Course Unions occur at the first Course Unions council meeting of each semester. Late and incomplete registrations are not accepted and Course Unions that miss the deadline must wait until the following semester to ratify.
 - i. An executive member of the Course Union must attend the Course Union council meeting at which the Course Union is seeking ratification for their ratification application to be considered complete.
- g. All forms and materials for ratification must be submitted one week (7 calendar days) prior to the first Clubs or Course Unions council meetings of the semester.
 - i. The Director of Student Affairs reserves the right to include late submitted applications received prior to the first council meeting at their own discretion.
- h. Clubs and Course Unions who submit forms on time and make a mistake will not be penalized. However, all documentation must be received before the Club or Course Union may receive funding or a change in status.
- i. Additional requirements for ratification include:
 - i. Clubs and Course Unions must have a constitution or terms of reference that complies with all UVSS policy.
 - ii. Clubs and Course Unions must hold meetings or host activities at least once per month.
 - iii. Clubs and Course Unions must hold an Annual General Meeting which is open to all members to attend and is advertised for a minimum of two weeks. Full members will have the right to be nominated/self-nominate to any executive position and will have the right to vote for all executive positions and for any motions on the agenda. Associate members may attend the meeting but do not have rights to run for office or cast votes.
 - iv. Clubs and Course Unions must meet the membership requirements outlined in policy, including providing full and accurate membership lists.
 - v. At least one executive member of each Club and Course Union must have completed a sexualised violence prevention workshop within the previous two calendar years.

- vi. At least one executive member of each Club and Course Union must verify that they have read this policy and communicated the details and requirements to their Club or Course Union members.
- j. Following the ratification vote at the Clubs and Course Unions councils, the UVSS Board of Directors must also vote to recognise the ratification of the Clubs and Course Unions. The UVSS Board of Directors may overrule any ratification decision if they believe the Clubs or Course Unions councils have acted erroneously.
- k. The following conditions make any group seeking ratification as a Club or Course Union ineligible for ratification:
 - i. Being a business or operating as a for profit entity.
 - ii. Having 50% or more overlap of membership with an existing Club or Course Union, regardless of purpose of the Club or Course Union.
 - iii. Duplicating the name, mandate, objectives, goals, and/or activities of any other existing UVSS Club or Course Union. If this situation arises, the Club or Course Union which has existed longer with the UVSS or which has achieved and maintained established and active status shall be considered the original Club or Course Union and may be ratified. All duplicates are ineligible for ratification.
 - iv. Having a membership list where 50% or more of the individuals are members of a Club or Course Union which lost status due to non-compliance or failure to meet ratification requirements in any of the previous three semesters. Inactive Clubs and Course Unions are not considered to have lost status for the purpose of this policy, however inactive Clubs or Course Unions may have seniority over new Clubs or Course Unions, in which case the new Club or Course Union will be considered a duplicate if there is sufficient membership list overlap.
 - v. Engaging in activities that are outside the scope of the UVSS insurance coverage, as decided by the UVSS insurer.
 - vi. Being recognised as a Vikes Athletics Club.

2.4 EXECUTIVE ELECTIONS

- a. Each Club and Course Union shall have an executive of no fewer than three members that are elected at least once per year.
- b. All full members of the Club or Course Union have the right to vote in the election.
 - i. Associate members cannot cast votes in elections for executive positions.
- c. All executive members must be full members of the Club or Course Union (i.e. UVic undergraduate, graduate, or continuing studies students who meet full membership requirements).
 - i. Associate members cannot be elected to any position within a Club or Course Union.
- d. Individuals may be elected to executive positions with multiple Clubs and/or Course Unions.

- i. If an individual holds multiple executive positions, that individual may only act as a signing authority for one Club or Course Union.

2.5 CONSTITUENCY GROUP CAUCUSES

Members of Clubs and Course Unions 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 or Course Union along with their constituency name (i.e. 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 or Course Union; and

2.6 SPACE BOOKINGS

- a. All active UVSS Clubs and Course Unions may 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 and Course Unions must follow all space booking and postering policies set out by the UVSS and UVic.
 - i. Clubs and Course Unions cannot use their space booking privileges for purposes that would violate any University or UVSS policies.
- c. Rooms and on-campus locations booked by Clubs and Course Unions must be used by the Club or Course Union that made the space booking.
 - i. Clubs and Course Unions cannot use their booking privileges to secure space for other organizations, unratified student groups, individuals, or other entities that plan to conduct business unrelated to the Club or Course Union that made the space booking.
 - ii. If a Club or Course Union is found to have violated any space booking policies, that Club or Course Union may lose space booking privileges in proportion to the severity of their violation.

2.7 CLUBS AND COURSE UNION ROOM

The Club and Course Union room is a space for the UVSS Clubs and Course Union community to gather and share the amazing work they do for the student community. This space is intended for all members to enjoy.

- a. Clubs and Course Unions must follow all space booking and postering policies set out by the UVSS and UVic:

2.8 STORAGE

- a.** All UVSS Clubs and Course Unions may 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 and Course Unions may not use their locker privileges for purposes that would violate any University or UVSS policies.
 - iii. Only items which belong to a Club or Course Union may be stored in that Club or Course Union's locker. Lockers are not for personal storage, nor for storing items belonging to other organizations, non-ratified student groups, or other entities that plan to conduct business unrelated to the Club or Course Union that is assigned to the locker.
 - iv. Clubs and Course Unions will receive one key to the locker which will be signed out by a signing authority.
 - 1. Lost or unreturned keys may result in a fee charged to the Club or Course Union.
 - v. Vikes Clubs may not reserve or use storage lockers.
 - vi. The UVSS is not liable for any lost or stolen items, or for any damages that arise while items are stored in a UVSS-assigned locker.

2.9 CLUB AND COURSE UNION DAYS

Club and Course Union Days (CCU Days) is an event under the portfolio of the Director of Student Affairs. It is held twice yearly in the SUB and is a chance for UVSS ratified Clubs and Course Unions to engage with the student community.

- b.** Clubs and Course Unions need to register to be able to have a table at Clubs and Course Unions days.
 - i. Registration opens two weeks prior to the first council meeting of the fall and spring terms and closes upon commencement of the first council meeting of the relevant term.
 - ii. Clubs and Course Unions are only allowed to submit one registration document to be considered.
- c.** For registration to be approved, a Club or Course Union must be ratified.
- d.** The Director of Student Affairs is responsible for assigning Clubs and Course Unions to tables during CCU Days.
 - i. All Clubs and Course Unions that submit registration forms and meet all requirements for tabling at CCU Days shall be guaranteed space to table for at least one day of the event, unless that Club or Course Union has received sanctions which prevent them from participating.
 - ii. If there are spare tables after all eligible Clubs and Course Unions have received a tabling spot, the Director of Student Affairs reserves the right to designate those spare tables at their discretion.

- e. Tabling at CCU days is a privilege and Clubs and Course Unions must abide by Clubs, Course Unions, room booking, and/or other university or UVSS policies to be allowed to attend.
 - i. This includes all rules set up by UVSS Catering and Conferences.
 - ii. Clubs and Course Unions must follow proper tabling procedures, such as staying at and behind their assigned tables and allowing students to approach them, not approaching students.

PART 3: FUNDING

3.1 FUNDING TYPES

The UVSS offers five types of funding opportunities for ratified Clubs and Course Unions. These funding opportunities are possible due to dedicated student fees. Clubs and Course Unions are also welcome to fundraise to increase their operating budgets.

- a. **Base Funding:** the annual operating budget provided to each active Club and Course Union. Clubs and Course Unions have their own respective pools for Base Funding. Base Funding may be spent on regular Club or Course Union activities.
 - i. All unspent funds are withdrawn from individual Club and Course Union accounts annually on April 30th and the unspent funds are directed back to their respective pools.
- b. **Special Project Grants (SPGs):** available only to established Clubs (refer to section 2.1 for definition), Special Project Grants are designed to assist Clubs for a special project, event, or initiative. These grants are not intended for purchasing regular equipment or supplies for regular Club activities.
 - i. Unspent funds are returned to the funding pool for the following semester.
- c. **Travel Pool:** available to established Clubs and Course Unions, Travel Pool grants are restricted to academic conferences or events that are not hosted by a political party or religious group.
- d. **Academic Grant:** available to established Course Unions, Academic Grants are restricted to academic conferences or events located within Greater Victoria and that are not hosted by a political party or religious group.
- e. **Publication Funding:** available to established Course Unions, Publication Funding is restricted to the production of publications that are non-partisan and which do not attempt to persuade people to join a religion, cause, or group.

3.2 BASE FUNDING ELIGIBILITY

- a. In order to receive Base Funding, a Club or Course Union must:
 - i. Meet the requirements for ratification and achieve active status
 - ii. Have an executive representative attend the first Clubs or Course

Unions Council meeting of the semester in which the Club or Course Union is ratified.

3.3 BASE FUNDING FORMULA

- a. The annual committed allocation for Clubs and Course Unions 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 and Course Unions being granted free room bookings in the Student Union Building
 - iii. For Course Union Base Funding only: 25% for Travel Pool.
- c. All remaining funds shall be disbursed as follows:
 - i. Established Clubs and Course Union that request funding will receive the base level
 - ii. New Clubs and Course Unions that request funding will receive 50% of the base level
- d. Established Clubs and Course Unions that ratify for two or three consecutive semesters shall receive their Base Funding semesterly (i.e.: ratifying for multiple semesters does not entitle a Club or Course Union to access the full amount of annual funding upon ratification).

3.4 ADDITIONAL FUNDING ELIGIBILITY

- a. Special Project Grants are available only to established Clubs in good standing. Course Unions are not eligible to receive Special Project Grants.
 - i. Special Project Grants are intended to aid Clubs in pursuing a specific project or initiative.
- b. Travel Pool grants are available to any Club or Course Union in good standing.
 - i. Travel Pool funding may only be used to support UVic students in attending academic conference or events; associate Club or Course Union members are ineligible to receive this type of funding.
- c. Academic Grants are available to any Course Union in good standing. Clubs are not eligible to receive this type of funding.
 - i. Academic Grants may only be used to support UVic students in attending academic conference or events; associate Course Union members are ineligible to receive this type of funding.
- d. Publication Funding grants are available to any Course Union in good standing. Clubs are not eligible to receive this type of funding.

- i. Publication Funds may only be used for expenses related to producing publications that are relevant to the Course Union.
- e. Clubs and Course Unions may receive a maximum of one of each type of additional funding grant eligible to their group per semester.
- f. An executive member must attend the Clubs council or Course Unions council meeting at which their grant is being considered to present their application and answer any questions.
- g. Clubs and Course Unions must submit their applications for additional funding a minimum of one week prior to the Clubs council or Course Unions council meeting at which the grant application will be discussed.
- h. Applications are restricted to areas relevant to the Club or Course Union applying for the additional funding.
- i. Applications may not be used to engage in events, activities, or publications that are hosted or presented by any religious group or political party.

3.5 ADDITIONAL FUNDING 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. The total available funds for Travel Pool funds for a fiscal year (May 1-April 30) shall be the 25% of the Course Unions Base Funding that has been held for the Travel Pool fund.
- c. The total available funds for the Academic Fund for a fiscal year (May 1-April 30) are comprised of those monies collected from a dedicated student fee for the purpose of the Course Union's academic fund.
- d. The total available funds for the Publication Fund for a fiscal year (May 1-April 30) shall equal the amount of money that has rolled back from individual Course Union budget accounts into the Course Union Control Account from the previous fiscal year.
- e. Of these available funds, for each additional funding type:
 - i. 20% will be reserved for the summer semester
 - ii. 40% for the fall semester, and
 - iii. 40% for the spring semester.
- f. Once the available funding for a semester has been exhausted, no more grants of that funding stream will be issued for that semester.
- g. Clubs and Course Unions that are awarded additional funding but fail to submit receipts for reimbursements within that same semester are understood to have forfeited the additional funding.
- h. If there are remaining funds at the end of a semester, including funds considered forfeit, 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.

3.6 ADDITIONAL FUNDING DETAILS AND STIPULATIONS

- a.** Special Project Grants are not to be used for regular Club operations, capital expenses, or purchases of material goods other than those directly relevant to the proposed project or initiative.
 - i.** A single Special Project Grant shall not exceed \$1000 unless approved by a two-thirds majority vote at Clubs Council and a majority vote by the Board of Directors.
 - ii.** An individual Club may receive a maximum of \$1500 in Special Project Grants per board term (May 1 – April 30).
- b.** Travel Pool funding may only be used to cover travel costs (ie: flights), accommodations, and/or conference registration fees for academic conferences or events outside the Greater Victoria Area.
- c.** Academic Funds may only be used for conference registration and other fees, and expenses related to attending the conference or event within the Greater Victoria Area (such as off-campus parking).
- d.** Publication Funds may only be used for expenses related to producing publications that are relevant to the Course Union. This includes:
 - i.** paying submission fees to academic publications
 - ii.** printing, distribution, and digital publication hosting fees associated with a Course Union producing its own publication
 - iii.** paying contributors whose work appears in a Course Union's publication.
- e.** Publication Funds may not be used to pay living expenses for any individual while they produce a publishable piece of work.
- f.** Special Project Grants are allocated at Clubs council meetings and must be approved by a majority vote of Clubs Council.
- g.** Travel Pool, Academic Fund, and Publication Fund grants are allocated by the Course Unions council and must be approved by a majority vote of Clubs Council
- h.** All additional funding allocations must be approved by the UVSS Board of Directors after the applicable council has voted in favour of the allocation.
- i.** Late received applications may be considered at the discretion of the Director of Student Affairs. If an application is not brought to the relevant council meeting occurring within less than one week of the application submission, the application shall be presented at the following meeting, so long as the additional funding stream has funds remaining to be allocated.
- j.** Applications will be considered on a rolling basis, beginning at the second Clubs or Course Unions council meeting of every term and subsequent meetings, until funds allocated for each type of additional funding for that term have been dispersed.

3.7 ADDITIONAL FUNDING REIMBURSEMENT REQUIREMENTS

- a.** Upon completion of the project, conference, event, or publication, the Director of

Student Affairs reserves the right to request that a Club or Course Union executive produce a written summary, presentation, or other back-up documentation of the project, conference, event, or publication.

- i. Failure to meet this requirement will remove eligibility for funding of any kind in the following semester.
 - ii. Expenses will not be reimbursed until the summary has been presented.
- b. Clubs and Course Unions seeking reimbursement must submit their original receipts. Receipts must be dated, itemized, and show final charges after delivery (if applicable). Shipping notifications will not be accepted.

PART 4: ACCOUNTING

4.1 BUDGET ACCOUNTS

- a. A budget account contains funds that are allocated to a Club or Course Union by either the Clubs or Course Unions Council (whichever is applicable) and the Board of Directors.
- b. No funds shall be expended from a Club or Course Union's budget account without the written authorisation of the Director of Student Affairs, or their designate at the UVSS.
- c. At the end of each fiscal year, all unspent funds in Clubs budget accounts shall be returned to the Clubs control account and added to the Clubs Base Funding for the following fiscal year.
- d. At the end of each fiscal year, all unspent funds in Course Unions budget accounts shall be returned to the Course Unions control account and then held for dispersal as the Publication Fund (this does not add to the Course Unions Base Funding for the following year).
- e. Base Funding shall roll over in both the summer and fall semesters but will not in the spring semester at the end of the fiscal year.
- f. Clubs and Course Unions may spend a maximum of \$500 on a single capital expense from the Base Funding in their budget account.
 - i. For clarity, this restriction only applies to the purchase of a single, physical item. This restriction does not apply to events, venue rentals, or other such activities.
 - ii. Any Club or Course Union may apply for an exemption to this restriction by bringing forward an appeal to their relevant council.

4.2 TRUST ACCOUNTS

- a. A trust account contains the revenues of a Club or Course Union held in trust by the UVSS.
 - i. No other organization or financial institution may hold these funds.
- b. No funds shall be expended from a Club or Course Union's trust account without the written authorisation of the Director of Student Affairs, or their designate at the UVSS.
- c. Any monies that a Club or Course Union raises through fundraising shall

be deposited in that Club or Course Union's trust account.

- d. Clubs and Course Unions may spend trust account funds on any capital expense as it relates to their group.
- e. The UVSS is not responsible for any items purchased from a Club or Course Unions' trust account; the UVSS may investigate any reported thefts of items purchased from trust accounts but will not reimburse a Club or Course Union for any losses incurred.

4.3 CONTROL ACCOUNTS

- a. The Club control account is the account from which all Club budget account funds are allocated.
- b. Any funds remaining in Club budget accounts at the end of the fiscal year are deposited into the Club control account.
- c. The Course Unions control account is the account from which all Course Union budget account funds and all Travel Pool funds are allocated.
- d. Any funds remaining in Course Union budget accounts at the end of the fiscal year are deposited into the Course Union control account and are then held for use as publication funds.

4.4 SIGNING AUTHORITY

- a. Each Club and Course Union must provide a list of no more than three, and no less than two, signing authorities.
- b. All signing authorities shall be executive members of the Club or Course Unions.
- c. Signing authorities shall not be recognized until their name and information has been submitted to the Director of Student Affairs.
- d. Only signing authorities are permitted to book rooms, audio/visual equipment, and sign off on requests for reimbursements
- e. All signing authorities of a Club or Course Union are accountable to both the Club or Course Union membership and the UVSS for the activities of the Club or Course Union, including financial mismanagement.
- f. An individual may not be a signing authority for multiple UVSS student groups concurrently.
 - i. An individual who becomes a signing authority for a Club or Course Union voids any previous signing authority status they may have held for any other Club, Course Union, advocacy, affiliated, and/or service group, or vice versa.

4.5 SPENDING

- a. Clubs and Course Unions must spend any monies allocated to them in a responsible manner that adheres to UVSS policies and bylaws, and all applicable legislation.
- b. Reimbursement of Club or Course Union 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 or Course Union.
- d. The UVSS does not pay for the purchase of alcohol or gift cards.

4.6 DEBT

- a. No Club or Course Union shall have a negative balance in their budget account or trust accounts.
- b. In the event that a Club or Course Union 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 or Course Union incurs a negative balance against their trust account, the balance will be recovered from their budget account until it is paid in full.
- d. If, through no fault of their own, a Club or Course Union overdraws their budget or trust account, and the other account does not have sufficient funds to cover the balance, the Club or Course Union may apply for any applicable stream of additional funding to assist in covering the balance owed.
 - i. In such a circumstance, a Club or Course Union may retroactively apply for additional funding to cover the costs from a previous semester. If successful, the amount of funding allocated to a Club or Course Union would still count toward their annual funding maximums.

4.7 ABANDONMENT OF FUNDS

- a. When a Club or Course Union is inactive and has not withdrawn or deposited funds for a period of more than two [2] years and attempts to contact all interested parties have been exhausted, the relevant council may declare that Club or Course Union to be abandoned and transfer all assets/liabilities to the applicable control account.

PART 5: INSURANCE

5.1 OVERVIEW

- a. Clubs and Course Unions are considered UVSS entities and thus are usually covered under our existing insurance, at no additional charge to Clubs and Course Unions.
- b. Clubs and Course Unions should not seek to obtain external insurance, except in the case where an event or activity is hosted in collaboration with another organization and that external organization holds its own insurance.
- c. Clubs and Course Unions must submit applications for all events; special events (higher risk) will be assessed for insurance risks and liability prior to approval.
- d. Examples of special events requiring approval from UVSS' insurer include:
 - Camping trips

- Holiday parties
- Curling tournaments
- Business conferences
- Performance nights
- And/or any other off campus events.

5.2 INELIGIBLE ACTIVITIES AND DECLINED INSURANCE COVERAGE

- e. If an event or activity is deemed outside the scope of the UVSS insurance, the UVSS will offer the Club or Course Union the opportunity to purchase any available additional insurance coverage through our usual provider.
- f. If additional insurance coverage is not possible, or a Club or Course Union does not want to pay the additional fees, the UVSS will work with the Club or Course Union to find a solution to modify the event or activity to be within scope of the regular insurance coverage.
- g. If an activity or event is outside the scope of insurance coverage, and additional insurance is not an option or is declined by the Club or Course Union, and the event or activity cannot be modified to fit within regular coverage, then the event or activity will be declined by the UVSS in writing.
- h. Declined events or activities are not endorsed or supported by the UVSS in any way. The applicant assumes all liability should they proceed.
 - If an individual or group of individuals proceed with a declined event, that event cannot be advertised on any official Club or Course Union channels and no expenses relating to the event or activity may be reimbursed. This event can not be held on UVSS premises (i.e. room bookings).
- i. The following activities are considered higher risk and will require greater consultation if a Club or Course Union wishes to incorporate any of these into their events or activities:
 - Physical activities that require greater physical exertion and/or have a greater risk of injury
 - Alcohol
 - Travel or transportation
- j. The following activities cannot be approved in any capacity, and if a Club or Course Union is found to have engaged in one or more of these activities, that Club or Course Union may face sanctions, including losing their good standing:
 - Pub crawls
 - Liquor licenses obtained by a UVSS Club or Course Union (all events involving serving and/or selling alcohol must be done in partnership with an external organization that holds the liquor license)
 - Events where Club or Course Union members are responsible for selling or serving alcohol (all events involving serving and/or selling alcohol must

be done in partnership with an external organization that provides the labour for selling and serving alcohol)

- International travel to any location designated “avoid all travel” or “red zone” by the Government of Canada.

5.3 ADDITIONAL INSURANCE REQUIREMENTS

- a. Signed waivers are required from all participants for special events, and these waivers must be sent to the UVSS upon completion of the event.
- b. Any events where liquor will be served requires additional information and submission of a liquor license held in the name of the external, partner organization. The UVSS does not provide special event insurance for pub crawls. If insurance cannot be arranged for an event the event cannot proceed.
- c. All events or activities involving renting a venue, entering into a contract with another organization, or obtaining a permit must be between the external organization and the UVSS.
 - Clubs and Course Unions may list their Club and Course Union name on such contracts as: “[Club/Course Union name] on behalf of the UVSS”.
 - All such contracts must be submitted with other event approval materials for consideration by the UVSS’s insurer.
- d. Some events or activities will require a Club or Course Union purchase additional insurance. The Club or Course Union will be responsible for covering the entirety of that extra expense, should they opt into it. Additional funding grants may be used to offset the addition insurance expenses, if applicable.

PART 6: COMPLAINTS

6.1 INITIATING A COMPLAINT

- a. All written complaints received regarding Clubs, Course Unions, and/or Club/Course Union 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. If a breach is found, the complaint will receive further attention.
- b. For a complaint to be considered by the UVSS it needs to be submitted in writing using the UVSS Complaint Form with a clear complainant.
 - i. Anonymous complaints will not be accepted.
- c. Clubs and Course Unions who receive complaints against them may, in serious circumstances, be suspended on a preliminary basis until an investigation can be completed.
- d. Club and Course Union members who receive complaints against them may, in serious circumstances, be suspended from Club activity until an investigation can be completed.
- e. In situations wherein a specific member cannot be identified in a complaint, the Club or Course Union executive shall be held accountable for the actions of the

Club or Course Union as a whole.

6.2 COMPLAINT REFERRALS

- a. If a matter is more appropriately resolved under a UVic policy, such as the Discrimination and Harassment policy, the Sexualized Violence Prevention and Response Policy, and/or the Non-Academic Student Misconduct policy, the Director of Student Affairs will make the appropriate referral.
- b. The Director of Student Affairs has the discretion to make the appropriate referral depending on the complaint received.
- c. The UVSS does not investigate Club or Course Union complaints on harassment related to prohibited grounds, sexualized violence, and discrimination and will refer the complaint as appropriate

6.3 RIGHTS OF PARTIES INVOLVED IN COMPLAINTS

- a. Nothing in the UVSS complaint processes limit Club or Course Union members and/or the UVSS executive members rights to seek outcomes through UVic policies if appropriate.
- b. Complaints that relate to sexualized violence, discrimination, and harassment can be made to the University's Equity and Human Rights (EQHR) Office.
- c. Individuals are encouraged to seek appropriate resources to support their wellbeing throughout and after the complaint process. Common forms of on campus supports include:
 - i. Anti-Violence Project (AVP): help for gender-based/sexualised violence.
 - ii. Campus Security: operates SafeWalk; has a personal safety manager for creating individualised safety plans.
 - iii. Centre for Accessible Learning (CAL): UVic support for students with disabilities.
 - iv. Equity and Human Rights (EQHR): UVic mediation and/or investigation of discrimination and harassment complaints
 - v. Indigenous Academic and Community Engagement (IACE): UVic supports for Indigenous students.
 - vi. Office of Student Life (OSL): UVic department responsible for mediating conflicts between students.
 - vii. Peer Support Centre (PSC): peer support for a wide range of mental health and academic concerns.
 - viii. Student Wellness Centre (SWC): medical doctors, nurses, counsellors, and spiritual care providers. Confidential support option available.
- d. The UVSS reserves the right to engage legal counsel.
- e. Clubs, Course Unions, and individual members also have the right to pursue legal counsel, however the UVSS will not cover any legal fees or expenses for any Club, Course Union, or individual. Clubs, Course Unions, or individuals who engage legal counsel during the complaints process must disclose this to the UVSS. Failure to do so may result in being found non-compliant with this

policy.

- f. Clubs, Course Unions, and any member acting as a representative of a Club or Course Union may not bring forward BC Human Rights Tribunal complaints against other UVSS entities or individuals, as Clubs and Course Unions are not distinct legal entities and individual members are not representatives of the UVSS with the authority to bring forward such complaints.
 - i. Nothing in this policy shall be seen to limit or restrict individuals from acting in their own capacities and pursuing whatever legal avenues they deem fit.

6.4 COMPLAINT PROCESS

- a. After receiving a valid complaint, the Director of Student Affairs will bring the complaint to the attention of the Club or Course Union and any individuals named in the complaint.
- b. The Director of Student Affairs, or their designate, will first seek to resolve the matter informally, through mediation between the two parties.
 - i. This informal process requires cooperation from both parties.
- c. If this informal process is unsuccessful, the Director of Student Affairs will bring the matter forward to the Board of Directors for adjudication.
 - i. The Board may choose to establish an ad hoc complaints committee if it deems necessary.

PART 7: COMPLIANCE

7.1 REQUIREMENTS FOR MAINTAINING ACTIVE STATUS

- a. Each Club and Course Union must be and remain in compliance with the following requirements in order to continue to be recognized and have status:
 - i. Adherence to all aspects of this policy.
 - ii. Adherence to the Constitution and Bylaws of the UVSS, and all other UVSS policies.
 - iii. Adherence to UVic's policies of general application, including Discrimination and Harassment Policy, Sexualized Violence Prevention Policy, and the Non-Academic Misconduct Policy, or such policies as may be in force from time to time. The UVic's EQHR department reserves the right to rule on Club and Course Union's adherence to governing UVic policies and the UVSS will recognize those rulings.
- b. Clubs or Course Unions that choose to operate official Club/Course Union social media accounts (using the name, logos, or other identifying features of an active UVSS Club or Course Union) must refrain from creating, generating, posting, sharing, or positively engaging with content or other accounts that involve:
 - i. Disparaging other Clubs, people, or communities
 - ii. Engaging in discriminatory or harassing behaviour

- iii. Hate speech
- c. All usage of official Club or Course Union social media accounts will be subject to UVSS' discretion, which may be revoked at any time when it is in the best interests of UVSS. Use of an official Club or Course Union account is conditional upon the Club or Course Union and its members being in good standing.

7.2 CONSEQUENCES AND RECOURSE FOR NON-COMPLIANCE

- a. If a Club or Course Union is found by the Board of Directors to be non-compliant with this or any other UVSS or UVic Policy, the Club or Course Union may be subject to discipline by the Board of Directors who may direct or order any of the following in relation to the Club or Course Union's activities and status as a UVSS Club or Course Union:
 - i. An order to cease the violation and to refrain from committing the same or similar violation again.
 - ii. Ordering the cessation of Club or Course Union run social media accounts
 - iii. The suspension of Club or Course Union activities while the manner is addressed
 - iv. Public censure
 - v. Freezing of accounts, denial of funding or withdrawal of unspent funds for no more than one year.
 - vi. Withdrawal of room or AV booking privileges for no more than one year.
 - vii. Withdrawal of postering and bannerer privileges for no more than one year.
 - viii. Withdrawal of Club or Course Union status for no more than one year, at which point the Club or Course Union may re-apply for status.
 - ix. Other actions that the Board of Directors find appropriate.
- b. If a Club or Course Union is found by the UVic'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 at the discretion of the Board of Directors.
- c. If a Club or Course Union member is found to have violated any UVSS or UVic policies while engaged in Club or Course Union activities or acting as a representative of their Club or Course Union, the UVSS may issue a warning requiring that the individual refrains from committing the same or similar actions again.
 - i. In serious cases, an individual may be suspended or banned from participation in one or more Clubs and/or Course Unions before receiving a warning. In this case, the individual will be informed as to the nature of the complaint brought against them.
 - ii. If an individual commits the same offense after a warning has been issued, that individual may be suspended or banned from Club or

Course Union participation, and their Club or Course Union may face additional consequences, depending on the circumstances.

- d.** Clubs, Course Unions, or individual members who face UVSS-imposed sanctions and who believe there has been an error in the judgement or unfairness in the punishment may submit a written request for appeal to the UVSS Board of Directors. This request for appeal must contain specific references to the points of disagreement and explanation about why the case deserves reconsideration.