



Students' Union of Vancouver Community College
Local 73 – Canadian Federation of Students

CLUBS POLICY

Part 1: Preamble

Clubs are designed to enhance the post-secondary education experience by offering members the opportunity to pursue their interests beyond strictly academic endeavors. Clubs are intended to foster a positive environment for members to express themselves and to join in activities within the diverse community at Vancouver Community College.

Part 2: Categories

There shall be three (3) categories of clubs:

- i) Academic
- ii) Activist/Political
- iii) Interest

A list of all officially recognized clubs under each category shall be kept in the Students' Union office, and made available to members upon request.

Part 3: Official Recognition

- a. To become an officially recognized club, each club must fully complete and submit to the Students' Union the official Club Recognitions Request Form, as designated by the Board of Directors. The club must provide the following information on the form:
 - i) the name of the club;
 - ii) the purposes, goals and objectives of the club;
 - iii) a copy of the club's constitution (if one exists);
 - iv) names, student numbers and contact information of the club's executive;
 - v) names and student numbers of the club's members;
- b. Each club must be in compliance with all policies of the Students' Union of Vancouver Community College.
- c. Each club must notify the Organiser of any changes in the club's executive and membership at least once a month.
- d. The Board of Directors has the right, in its sole discretion, to refuse any application.

Part 4: Harassment and Discrimination

- a. For the purpose of this policy, harassment is defined as the abusive, unfair, or demeaning treatment of a person or group of persons that has the effect or purpose of unreasonably creating a hostile, intimidating, threatening, or humiliating environment.
- b. Clubs shall promote and maintain a harassment-free environment in the conduct of their activities. In executing this responsibility, club executive committee members shall practice due diligence in avoiding and preventing situations in which harassment may occur.

- c. Clubs shall refrain from any activity or the publication of literature that promotes hate or the discrimination against a person or groups of persons based on their ethnicity, ancestry, place of origin, nationality, religion, family or marital status, physical or mental disability, age, sex, sexuality, gender, or gender identity.

Part 5: Membership

- a. Each club must allow any interested member of the Students' Union to join.
- b. No club shall have fewer than five (5) active members.
- c. All members of the club must be members in good standing of the Students' Union.

Part 6: Club Executive

- a. Each club shall have an executive consisting of no less than three (3) positions consisting of a Chairperson, Treasurer, and one other position as determined by the membership of the club.
- b. The executive of each club shall be elected by the membership of the club as per the constitution of the club. No members of a club shall be denied the right to vote in the election of the executive of the club.
- c. Each club will select a representative from their executive to be an official liaison with the Students' Union Organiser on the club's compliance with this policy.

Part 7: Club Funding

- a. A club will be eligible for funding only if they are officially recognized after meeting the requirements under Part 3, section a and b.
- b. Notwithstanding the amount budgeted for clubs in a particular fiscal year, upon acceptance of a written request a club shall be entitled to an initial Basic Operating Grant of one hundred dollars (\$100.00) per academic year. Further requests for Matching Grants (grants to match money made by fundraising) of up to two hundred dollars (\$200.00) per academic year may be considered if the club:
 - i) can clearly demonstrate a need for the additional funds; and
 - ii) has collected at least an equal amount of funds through fundraising during the current academic year.
- c. The Board of Directors has the right, in its sole discretion, to refuse any application.
- d. In order to be eligible for the Basic Operating Grant and/or Matching Grants each club must fully complete and submit to the Organiser the official Club Funding Request Form, as designated by the Board of Directors, detailing the following information:
 - i) name of the club;
 - ii) names, student numbers and contact information of the club's executive;
 - iii) a brief description of activities already completed in the current academic year (if any);
 - iv) an outline of proposed activities for the remainder of the current academic year; and
 - v) a copy of financial records or statements that indicate the current financial status of the club.
- e. If the club is applying for a Matching Grant, a detailed explanation of why the club needs the additional funds must also be provided. The Matching Grant will be approved after the club has fundraised at least the same amount of money as the amount being requested.

- f. All requests shall be reviewed by the Board of Directors at the next regularly scheduled Board of Directors meeting.
- g. Students' Union members shall have the right to view all funding requests (except for the names, personal contact information and student numbers of club members) from clubs during normal office hours provided that twenty-four (24) hours written notice is given. The names, personal contact information and student numbers of club members shall be considered confidential and may only be accessed by those individuals as designated by the Board of Directors.
- h. The Students' Union has allocated a fixed annual amount for club funding, and no further clubs will be funded in the year once the funds are exhausted.

Part 8: Financial Management

- a. Funds will only be reimbursed upon the submission of a cheque request with receipts. No funds will be disbursed before the presentation of the cheque request. Receipts must be submitted to the Organiser.
- b. Clubs shall be required to provide copies of all receipts incurred from Basic Operating grant or Matching Operating Grant funding within one (1) month of use.

Part 9: Authorized Expenditures

- a. Clubs are authorized to spend their Basic Operating Grants and Matching Grants only as outlined in their proposals to the Board of Directors.
- b. Clubs may not spend Basic Operating Grants and Matching Grants on the following:
 - i) Capital Expenditures: the purchase of items including, but not limited to, furniture and classroom equipment;
 - ii) Individual Gain: any activities that result in the personal benefit of individuals members as opposed to providing a benefit to all club members;
 - iii) Funding Political Parties: while activist/political clubs may exist, no funds shall be diverted in any manner to political parties or other similar organizations.
 - iv) Election Campaigning: funds shall not be used to assist members running for a position on the Executive Committee of the Students' Union, the College Board of Governors or the Education Council.
 - v) Referendum Campaigning: funds shall not be used to lobby or support any side in an official Students' Union referendum.
- c. Clubs that violate this policy are required to return the Basic Operating Grant and Matching Grants they have received during the academic year in full.

Part 10: Complaints Against a Club

The Students' Union shall maintain a procedure for hearing and adjudicating complaints made by a member of the campus community against a club or club members in relation to a club event or activity.

Part 11: Club Discipline

- a. Where a club has been found in violation of this policy by the Board, the following discipline may be applied by the Organiser:
 - i) An order in writing to cease the violation and to refrain from committing the same or similar violation again;
 - ii) Denial of funding;
 - iii) Withdrawal of room or equipment booking privileges for the remainder of the year;
 - iv) Withdrawal of postering privileges for the remainder of the year;
 - v) Withdrawal of club status for up to 18 months; or
 - vi) Other such discipline within the scope of the forgoing.

Part 12: Acknowledgment of Liability and Club Policy

- a. Before funds are released to a club, the club is required to have an official representative sign on the club's behalf a waiver stating that the club understands and will obey the Students' Union's policies, and declaring the Students' Union free of any and all liability in relation to the club and its activities.
- b. Clubs shall be legally liable for any unauthorized or illegal actions and/or expenditures carried out by any of its' members.
- c. The Students' Union takes no responsibility and accepts no liability for any actions and/or expenditures made by clubs.

UPDATED August 3, 2011