

PART III: CLUBS

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PART A: PREAMBLE:

Clubs are designed to enhance the university experience by offering students the opportunity to pursue their interests beyond strictly academic endeavours. 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.

PART B: STRUCTURE

1. CATEGORIES

There shall be five categories of Clubs, as follows:

- a. Interest
- b. International / Cultural
- c. Political
- d. Religious
- e. Athletics

2. RECOGNITION

To be considered a club of the UVSS the following must be met:

- a. Have a constitution, duly approved by Clubs Council and ratified by the Board of Directors that must be in compliance with this clubs policy.
- b. Must complete a "Club Status Verification Form" for each semester of activity.
- c. Submit a report of activities each active term to the Director of Services, which includes any constitutional changes.
- d. Submit a copy of the membership list and each member's status (member/non-member) to the Director of Services annually.

3. EXCLUSIONS

Athletics and Recreation Clubs are established under the Athletics and Recreation Department, which falls under Student and Ancillary Services. All regulations governing them and all funds allocated to them must come from that department. Athletic and Recreation Clubs shall be granted full access to the facilities of the SUB on the same basis as other clubs.

4. STATUS

- a. A club that has submitted a "Club Status Verification Form" in at least two of the previous three semesters will be considered an 'established club' and active.
- b. A club that has not submitted a "Club Status Verification Form" in at least two of the previous three semesters but has in the current semester will be considered a 'probationary club' and active.
- c. An 'established club' that does not meet the requirements of recognition in Part B, section 2 for two consecutive semesters will be considered 'inactive' and must apply under probationary status.

- d. A club which is considered 'inactive' for two consecutive years is subject to abandonment under Part D, section 5.
- e. A club shall not be granted status until such time that the club's signing officers have read Clubs Policy Part F: Harassment and have signed a form verifying that this section has been read, understood and communicated to the club's entire membership.

5 MEMBERSHIP

Each club must adhere to the following membership rules:

- a. Each club must allow any interested student to join the club.
- b. No club shall have fewer than 10 active members.
- c. No less than two-thirds of the members of a club shall be UVic students.

6. GOVERNANCE

Each club must meet the following governance requirements:

- a. Each Club shall have an executive of not less than three; at least two of who must be UVic students.
- b. The executive of each club shall be elected by the membership of the club as per the constitution of said club. No members of a club shall be denied the right to vote in the election of the executive of the club.

7. CONSTITUENCY GROUP CAUCUSES

Where not less than five percent and at least two of the active members of an individual club belong to, or identify as a group which faces systemic discrimination (women, queer people, people of colour, First Nations people, and people with disabilities) and has the purpose of ameliorating that condition of discrimination, and where they wish to form constituency group caucuses, they shall be entitled to do so. This list is not limited to the above groups. Any groups not specifically mentioned above must have the approval of clubs council. Constituency group caucuses shall be entitled to:

- a. Use the name of their club along with their constituency name (ex. The UVic New Democrat's Women's Caucus or Queer People of the UVic New Democrat's).
- b. Meet as a caucus, exclusive of the other members of the organisation.
- c. Produce reports on issues important to their constituency act in any manner which does not contravene the Society's Constitution, Bylaws and Policy.
- d. Fair access to funding and resources of the club.
- e. Appeal to the appropriate level should they feel that they are not being treated fairly.

PART C: FUNDING

1. ELIGIBILITY

- a. To be eligible to receive funding grants from the UVSS a club must fill out a budget request form obtained from the Director of Services.
- b. No club shall receive funding if:
 - i. It has not met the requirements of Recognition under Part B, section 2
 - ii. It has not met the requirements of Membership under Part B, section 4
 - iii. It has not met the requirements of Governance under Part B, section 5

2. FORMULA

- a. The annual committed allocation for clubs shall be divided as follows:
 - i. 20% for the summer term
 - ii. 40% for the winter term
 - iii. 40% for the spring term
- b. The Director of Services shall withhold 5% of each terms committed allocation in a contingency fund for new clubs funding mid-term
- c. The base funding level is determined by subtracting the '5% contingency fund' from the term allocation and then dividing the remainder by the number of active clubs who submit a 'Budget Request Form' to the Director of Services by the term deadline as determined by the Director of Services
- d. Fund dispersal to clubs will commence as follows:
 - i. 'Established clubs' will receive the base level
 - ii. 'Probationary clubs' will receive 50% of the base level
 - iii. All remaining funds will be distributed among all active requesting clubs evenly
- e. The Director of Services will produce and present a spreadsheet of the funding dispersal to Clubs Council and the UVSS Board of Directors.

3. DEBT

- a. No club shall incur debt, negative balances or loans against budget and or trust accounts without the express written approval of Clubs Council and the UVSS Board of Directors.
 - b. In the event that a club incurs a debt, negative balance or loan 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 debt, negative balance or loan against their trust account, they will receive 50% of their total determined budget allocation while the remainder is withheld to pay the incurred debt until it is paid in full.
4. **FUNDRAISING**
- a. Clubs are encouraged to raise additional funds beyond their budget allocation. As stated in Part D, section 2 those funds will be deposited into the clubs trust account and are at the clubs disposal subject to Part D, section 2.
5. **SPENDING**
- a. Each club must submit a budget request form with all expenses for the upcoming semester which must be approved by the Director of Services. If a club is planning an event not listed on its budget request form, they need to seek prior approval from the Director of Services.
 - b. 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.
 - c. The UVSS does not pay for the purchase of alcohol.

Amended BOD

08/06/16

PART D: ACCOUNTING

1. **BUDGET ACCOUNTS**
 - a. A budget account contains funds that are granted to the club by the Clubs Council and the UVSS.
 - b. Clubs are authorised to spend their budget allocations only as itemised and approved by clubs council and are legally liable for unauthorised expenditures but may with approval from the director of services make unbudgeted expenditures.
 - c. No funds shall be expended from a clubs budget account without the written authorisation of the Director of Services.
 - d. The UVSS does not pay for the purchase of alcohol.
 - e. 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.

- f. At the end of each fiscal year, all unspent funds in the clubs budget accounts shall be returned to the clubs control account.

2. TRUST ACCOUNTS

- a. A trust account contains self-generated revenue of a club held in trust by the society and no other organisation 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 Services.
- c. The UVSS does not pay for the purchase of alcohol.
- d. Trust accounts may not be used to 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.
- e. Clubs may otherwise spend any monies in their trust accounts as they see fit, provided such expenditures are not for a purpose repugnant to the clubs constitution, this policy, or the objectives and constitution of the UVSS.

3. CONTROL ACCOUNT

- a. The control account is where clubs budgets are funded from and where unspent or unbudgeted funds are deposited; and
- b. Clubs Council may authorize expenditures from the clubs control account for items of general interest and benefit to all clubs, but any such expenditure shall require the final approval of the UVSS Board of Directors.

4. SIGNING AUTHORITY

- a. Each Club must provide a list of no more than three and no less than two signing officers. All signing officers shall be executive members of the club. No signing officer shall be recognised until her / his name and sample signature have been submitted to the Director of Services and the SUB General office
- b. Only signing officers will be allowed to book rooms, audio / visual equipment and acquire E-mail and other electronic media services with the UVSS general office.
- c. All executive members of a club are accountable to both the club membership and the UVSS for the activities of the club including financial mismanagement and bad debts.

5. ABANDONMENT OF FUNDS

- a. Where, in the opinion of the Director of Services, there is no evidence of any activity within the last two years by a

- particular club, the Director of Services may declare the registration of a club to be abandoned.
- b. The Director of services shall have a copy of a declaration of de-registration be posted on the Clubs and Course Union notice board, the notice section of the official campus student newspaper and sent to the last known executive members of the club.
 - c. After a period of 30 working days and with no response from any members of said club the club shall be considered no longer in existence and all assets / liabilities of the club shall be transferred to the Clubs Control account.

Amended BOD

08/06/16

PART E: DISCIPLINE

1. ACTIONS

Clubs having been found to violate Clubs policy may be disciplined in the following manner:

- 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 Clubs Status for no more than one year.

2. REINSTATEMENT

Where status has been withdrawn, after the expiry of the period of withdrawal the disciplined club may re-apply for status.

PART F: HARASSMENT

1. PURPOSE

The purpose of Part F: HARASSMENT is as follows:

- a. To prevent behaviour by clubs that has the effect or purpose of creating a hostile, intimidating, threatening, or humiliating environment;
- b. To support ideological diversity;
- c. To promote an environment within which all members of the University Community can fully participate in respectful debate and the sharing of ideas;

- d. To create a campus environment that is free of discrimination and harassment.

Further to Club's harassment policy as stated in PART F, as members of the University Community and as agreed to under the terms of the UVSS' lease agreement with UVic for the Student Union Building, UVic's Discrimination and Harassment Policy will apply.

2. DEFINITIONS

Clubs shall not engage in harassment. 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. It is not necessary for the club or club representative to intend for the conduct to produce feelings of fear or intimidation, only that the club or club representative reasonably ought to have known that the conduct would cause such feelings. Further to these definitions, the following is also identified as constituting harassment:

- a. Abuses of the power that one holds over another or the misuse of authority;
- b. Behaviour that discriminates against a person or group of persons on the basis of race, colour, ancestry, place of origin, nationality, religion, family or marital status, physical or mental disability, age, sex, sexuality, gender, gender identity, pregnancy, medical operation, or conviction for a criminal charge;
- c. Attempting to proselytise members of other religious clubs through membership lists, or during club meetings or other organised functions;
- d. Communicating with another person or group of persons by verbal, electronic, telephonic, written or visual means in a manner that harasses, which includes:
 - i. Disseminating print materials, including but not limited to posters, notices, leaflets, signs or symbols that unfairly target persons or groups listed in PART F.2.b, or that compares abortion to genocide, war or child abuse.

Amended BOD 10/04/21

PART G: COMPLAINTS

1. PROCESS

The process for reviewing and adjudicating complaints against a UVSS club shall proceed as follows:

- a. Members of the UVSS who have a complaint against a UVSS club may present their complaint to the Director of Services. The Director of Services shall then call a meeting of the Complaints Committee – an ad hoc, closed committee of the UVSS Board with closed membership.
- b. The Complaints Committee shall hear any complaints and investigate the allegations against a given club and make recommendations to the Board of Directors.
- c. Clubs or club representatives against whom complaints are brought shall be considered innocent until the allegations made in the complaint have been shown to:
 - i. be factually accurate; and
 - ii. meet sufficient criteria to be classified as harassment.
- d. The burden of proof shall not be placed on the accused, but rather on the complainant and/or the body investigating the complaint.
- e. Clubs and complainants must be given one week notice of any Board of Directors meeting where a complaint involving them is to be heard.
- f. The UVSS Board of Directors shall have the authority to make the final decision in dealing with any complaints subject to Part E.
- g. Complainants and respondents must provide a written submission to the Complaints Committee.
- h. The Complaints Committee shall encourage complainants and respondents to meet with the committee as a whole. If a complainant or respondent does not wish to meet with the committee as a whole, they may meet with the three voting members of the Complaints Committee instead.
- i. In meetings with the Complaints Committee or with the three voting members of the Complaints Committee, the complainant and respondent shall be represented by no more than three (3) representatives at one time.

Amended BOD 10/04/21

PART H: APPEALS

- 1. PROCESS
 - a. Club members who do not accept a decision by the UVSS Board of Directors with respect to their Club may appeal the decision in the following order:
 - i. Board of Directors

bylaw(s)

- ii. General Meeting of the Society, as per Society
- b. At any point during the appeal process, both sides may agree to mediation and use a mutually chosen and agreed to mediator (eg. UVic Ombudsperson).

Adopted BOD

02/08/08

Amended BOD

06/04/04

Amended BOD

07/10/01

Amended BOD

08/01/28