

# BCIT STUDENT ASSOCIATION Clubs Guide

(2015/2016)



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## WELCOME

Being part of a student club is a great way to hone leadership skills, practice organizing events, and participate in the BCIT community. Student clubs play a big role in enhancing the quality of student life for its members and the student body as a whole.

Clubs get to jump right in during the first week of school with Orientation Day and Clubs Fair—two events that give students an opportunity to showcase their clubs, recruit new members, and generate interest in upcoming events. This sets the stage for the various initiatives, networking events, social gatherings, workshops, and seminars that clubs organize throughout the year.

The BCIT Student Association (BCITSA) works in partnership with student clubs to provide guidance and support for them in their initiatives.

Although student clubs interact with many facets of the BCITSA, the main point of contact will be the Clubs Coordinator, whose role it is to assist and direct clubs.

## WHAT'S IN THIS GUIDE?

This guide highlights the policies and procedures needed to successfully operate a BCITSA Club. All club executives should be familiar with the material outlined here to help them navigate policy and make informed and empowering decisions for their club.

# CLUBS GOVERNANCE

Effective governance is the foundation of a successful and accountable club. Effective governance means:

- defining proper roles for members
- defining performance expectations
- defining responsibilities/functions
- accountability to the student membership, parent organization, and the BCITSA
- accountability for implementing a strategic plan if one is created
- responsible management of organizational resources and finances
- having a democratic process which allows all members to have the opportunity to run for an executive/board position

Regardless of the size of the club, complexity or structure, all executive boards need to incorporate key governance principles into their everyday operations. These principles include:

- ensuring that the vision and mission of the organization is in line with the needs of the students at BCIT
- focusing on the organization as a whole rather than a single issue or a particular member
- working together as a whole, and not as individual members. The board should speak as one voice
- practicing responsible self-management. This includes recruitment, orientation, agenda development, evaluation, and meeting management

## LEGALITY, LIABILITY, AND ETHICS

Student clubs are an extension of the BCITSA and must adhere to the BCITSA Constitution & Bylaws and Policies & Procedures documents which can be found on the BCITSA website ([www.BCITSA.ca](http://www.BCITSA.ca)).

All student clubs may create their own constitution and bylaws, and may also create their own operational policies, which can include requirements that have been laid out by the governing parent organizations (i.e. American Marketing Association, Institute of Electrical and Electronics Engineers Canada, et cetera).

It is important to note, however, that the BCITSA's Constitution & Bylaws and Policies & Procedures supersede all other documents relating to the club and its parent organization

As a club, there is a moral responsibility to the student body as well as a responsibility to maintain public trust. A club does not represent only its members but rather the people it serves: the students.

In serving the students, a club must realize and heed potential liability issues. These are most prevalent in cases where there are events catered to the student body. Personal liability can be minimized when club members are acting prudently, within their own authority, and are not negligent. Actions can affect students, the club, BCITSA, and BCIT.

Primary concerns with liability would include:

- student clubs signing contracts
- bringing third party organizations on campus
- events being held both on and off campus

Guidelines for running events are listed in the "Events" section of this guide (p.9).

# CREATING A NEW CLUB (7 Steps)

## Step 1:

Complete the BCITSA's New Clubs Proposal Package for applying to be a new club.

## Step 2:

Submit completed package to the Club Program Coordinator at [clubs@bcitsa.ca](mailto:clubs@bcitsa.ca). This will be reviewed with the VP Campus Life.

## Step 3:

Next, you will be invited to represent the interests of your club at a Student Council meeting (see steps 3-5). At least one member must represent your club at the Student Council meeting.

## Step 4:

After a brief five-minute presentation about your club and its general operations, the BCITSA Student Council will approve, reject, or further question/ request information regarding your club.

## Step 5:

Next, a vote will take place to sanction your club and once approved you may begin running your clubs operations.

## Step 6:

You will be contacted by the VP-Campus Life or the Club Program Coordinator for a mandatory training session where you will be lead through club By-Laws and Procedures regarding clubs rights and responsibilities of operations. You will also be assisted with creating your Club's Constitution document in which you will operate under.

## Step 7:

Submit constitution document to VP-Campus Life for approval, before receiving any BCITSA benefits/funding. This must be submitted within 30 days after sanctioning from council. If not received, the issue will be brought forward to council.

## THE CLUBS FUNDING COMMITTEE

Beginning in 2014, the committee's purpose will be to allocate annual funds provided by the BCITSA to clubs. The committee meets once a month, following the monthly deadline for clubs to submit their funding requests. The review process is used to ensure that each club is meeting the needs of BCIT students. This review will look at what the club has contributed to enhancing the lives of the student body in terms of academic opportunities as well as social events, and whether the club's account is in good standing.

- All decisions made by this committee are final, and cannot be appealed.

## CLUB FUNDING

Each year the BCITSA allocates a set amount of funds to be distributed to BCITSA Clubs on campus. Significant changes to the way clubs are funded through BCITSA will begin in September of 2014.

## EVENTS FUNDING (NEW)

Clubs will no longer need to apply for the upcoming year's funding. Funding considerations will be made on an event-by-event basis. There will be a deadline each month of the regular school year in which clubs can apply for funding for their upcoming events.

- Event funding applications must be completed at least three weeks prior to the event, and must be submitted by the monthly deadline in order to be considered for that month's funding review.
- Applications will be reviewed by the Clubs Funding Committee once a month following the application deadline, and funds will be issued based on the decision of the committee.
- Clubs will receive the full amount granted up front.
- Should a club fail to comply with the accounting procedures in a timely manner after an event that has received funding, the club may not be considered for further funding until they are in good standing.

*Clubs Funding cont...*

## **NEW CLUBS INITIAL FUNDING**

BCITSA newly sanctioned clubs are eligible to receive initial funding. Initial funding is a resource for clubs to be used primarily for start-up expenses. Items eligible for funding include, but are not limited to: equipment, supplies, advertising and other operations expenses.

## **CLUBS COMPETITION FUNDING**

Funding is available to clubs wishing to participate in competitions in which at least one other post-secondary school is involved. Please ask the clubs coordinator for more information.



## EVENTS

Events are a great way to engage members, connect the BCIT community, and fundraise for future initiatives.

### The basics

When planning an event, it is best to have as much lead time as possible. Allow a minimum of two to three weeks to obtain permits and licenses. For example, if you plan a barbecue you will require a temporary food permit and at least one person with FoodSafe certification.

### Event requests

Event request forms are available for pickup from the Club Program Coordinator's office and online. Fill out and submit the form to the Club Program Coordinator at least two weeks prior to your event.

### Food

Professor Mugs Pub and Chartwells are the exclusive food providers on campus. Clubs may only use the exclusive food providers and may not bring outside food on campus.

### Off-campus events

All events held off-campus must have a signed contract or memorandum of understanding with clearly defined expectations of the vendor and the student club involved. This contract must be signed by one of the BCITSA signing officers. A contract draft is available from the Club Program Coordinator.

### Bookkeeping

Within a week after the event, clubs must submit all income information to the Club Program Coordinator.

*Events cont...*

## Equipment available from the BCITSA:

- tropical decor\*
- ice bins
- pipe and draping for booth effect\*\*
- sound equipment (mixing board, two powered amplifiers with stands, sub-woofer, microphone stands, XLR cables, snake, wireless microphone)
- staging (15 sections of 4' x 4' specs on 3' high legs with skirting)\*\*
- barbecue (Deposit is required. Propane is not supplied)
- tables with cloths and skirting (Charges will apply if clothes are not cleaned and folded prior to return.)

\* subject to availability

\*\* charges may apply

## **Food on campus**

Professor Mugs Pub and Chartwells are the exclusive food providers for all on-campus events. Food from outside sources for your events is expressly forbidden in accordance with the contractual agreement between BCIT, BCITSA, and their food providers. If you are organizing a barbecue, all food must be ordered from the food providers indicated above. This includes (but is not limited to) patties, buns, meat, salad, dressings, condiments, et cetera

*Bake sales are exempt from these requirements.*

## **Ordering catering from Professor Mugs Pub:**

- The club must specify their catering needs to the Pub Manager, and CC the Club Program Coordinator.
- All orders must be confirmed by the club at least 48 hours before the event is scheduled to begin. Failure to do so will result in catering cancellation.
- The club may not request any last minute or previously undeclared food, facilities, or services on the day of the event.

## **Cancellations**

Professors Mugs Pub will not accept returns of unused food. A cancellation fee of \$100 must be paid to the pub for any order that is cancelled with less than 48 hours notice.

## OFF-CAMPUS EVENTS

All events held off-campus must have a signed contract or memorandum of understanding with clearly defined expectations of the vendor and the club involved. This contract must be signed by one of the BCITSA signing officers. Only BCITSA signing officers (President, VP-Finance, and/or Controller) can endorse a contract or memorandum of understanding.

No student club is authorized to sign an event contract on behalf of the BCITSA. The Club Program Coordinator can provide you with the draft of the contract, which you can use to prepare your own. All advertising and promotion for events are governed by related BCIT and BCITSA advertising policies. These policies are part of the BCITSA Policies & Procedures manual.

## EVENTS INVOLVING ALCOHOL

Events where alcohol is served are governed by — and must adhere to — B.C. Liquor regulations and the BCITSA Policies & Procedures manual. Student clubs must ensure that companies providing rental space during events serving alcohol off-campus have procedures to prevent underage drinking, servers with Serving It Right certification, non-alcoholic drinks available, and designated drivers or other safe means of transportation accessible to attendees.

All on-campus events involving alcohol must take place at Professor Mugs Pub.

## ON-CAMPUS VENUES

The Great Hall (SE2) at the Burnaby campus is designed as an informal student space. As a campus centre it also welcomes all members of the BCIT Community including faculty, staff, and visitors. It is the primary facility used by external groups to access the student demographic. External groups must go through the BCITSA Sales and Marketing Coordinator for access to this area. It is a great venue for networking events, tradeshow, and staged events such as fashion shows and auctions. Student clubs primarily use the Great Hall for:

- membership drives
- ticket sales for upcoming events
- build awareness and support for fundraisers
- work with external groups to promote their club

**Note:** The Great Hall is governed under the Master Agreement between the BCITSA and the BCIT. For external groups to access students, both the BCITSA and BCIT have developed specific procedures to ensure that external groups are not contravening either the BCITSA or BCIT Policies. Specific BCITSA and BCIT staff govern access to the Great Hall. As such, no club has the authority to bring an external group on campus without the knowledge and consent of the BCITSA. All external groups are governed by the policies outlined in the Third Party Exhibiting Agreement.

**Refer to Appendix A – BCITSA CORPORATE SCREEN & EXHIBITING**

## **CLUBS SPACE AND STORAGE**

The Clubs Space in SE2 is a specifically designated area for clubs to use for meetings and storage. Each club will have a locker assigned to them, and there is shelving for additional storage. Student Clubs can book this space through the BCITSA main office. (See contacts, Administrative Assistant)

### **BCITSA Council Chambers**

The BCITSA Council Chambers is a formal space that can be converted for a number of different uses. From a presentation set up to a formal board room display, the Council Chambers is designed to be used for events in which aesthetic and space is key to the success of the event. Student clubs may book this space for their events through the BCITSA main office. (SE-2)

### **Uconnect meeting room**

The Uconnect meeting room is located to the left of the Uconnect Resource Centre and is a small study room that seats approximately seven people. This room can be booked during office hours, which are 8:00am to 4:00pm daily.

### **Professor Mugs Pub**

Student Clubs may use Professor Mugs Pub for events. Arrangements and scheduling is limited due to the regular operation of the pub. The Club Program Coordinator will be the point of contact when booking this space.

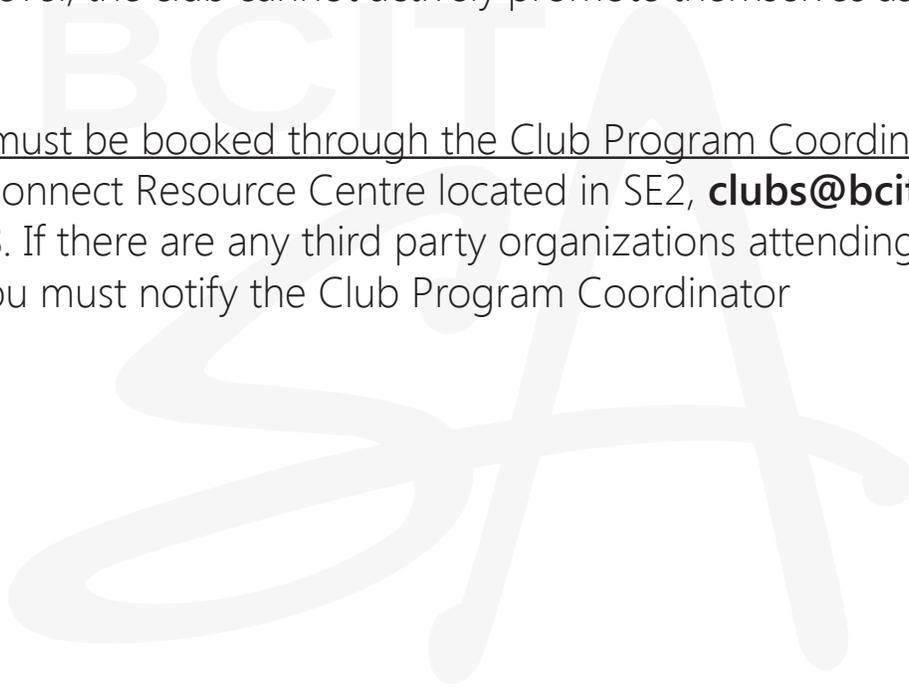
### **Town Squares A, B, C, or D**

Student clubs may book Town Square A, B, C, or D for their events. Please contact the Club Program Coordinator for more information.

## Academic spaces

Academic spaces, such as the SE6 TELUS Theatre, should be used for educational or social purposes. Please remember that these spaces are focused on educational opportunities only, so clubs are discouraged from bringing any third party groups and organizations into these spaces. Should clubs wish to proceed, the approval process remains the same; only the BCITSA can authorize an external group for a BCITSA student club event. If the event is strictly academic, student clubs can go to their faculty advisor and request that they organize the event through BCIT's channels; however, the club cannot actively promote themselves as affiliated with the event.

These rooms must be booked through the Club Program Coordinator at the BCITSA Uconnect Resource Centre located in SE2, **clubs@bcitsa.ca** or **778.331.1328**. If there are any third party organizations attending your event or meeting, you must notify the Club Program Coordinator



## SPONSORSHIPS

Sponsorships are an excellent way for student clubs to partner up with companies who have common goals. Detailed information about sponsorship and the limitations attached can be found in the Policies & Procedures Manual on the BCITSA website.

The BCITSA corporate screen was approved by Council and was created as a way to distinguish companies who add value to student life from companies who merely seek to promote from the student market. **Please refer to Appendix A** (p.28).

Keep in mind that the BCITSA's marketing department is a great resource for student clubs seeking sponsorship. The BCITSA staff can work with you to develop your proposal and help you approach companies.

The BCITSA is involved a number of development related activities and has the responsibility and authority to manage how all BCITSA groups source and procure relationships with external groups. Student clubs interested in working together with the BCITSA can benefit from the expertise and resources that we offer.

### **BCITSA marketing resources**

The BCITSA also has some additional marketing resources available to Student Clubs to assist clubs in promotion and events. To request additional assistance, please contact the BCITSA Club Program Coordinator. These resources are as follows:

- promotion on the BCITSA website/social media
- dissemination of materials to Set & Class Reps
- 25% discount on all printing related to Student Club initiatives

## ADVERTISING

Options for advertising on campus are restricted to the marked posting board on campus. Any direct marketing such as brochures, pamphlets, or leaflets can only be distributed directly to students through the Great Hall. In order to reduce the clutter of advertising, under no circumstance can collateral materials be left in lecture halls or classrooms at BCIT.

### Advertising procedure

- All posted materials must be approved and the date must be stamped by the Club Program Coordinator.
- Posted materials may be posted for up to four weeks.
- Affiliated groups are responsible for the removal of their postings. Failure to remove postings may jeopardize future posting privileges.
- The BCITSA and BCIT Facilities Management reserve the right to remove any materials that cause unnecessary levels of congestion or pollution.
- Posted materials cannot compete/conflict with BCITSA activities, those of its tenants, or BCIT.
- Any posted materials found covering other posted materials will be removed by the BCITSA or BCIT without notice or compensation.
- Posted materials are not permitted on any surfaces other than posting boards, with the exception of building SE2, where printed materials may be posted on concrete surfaces as well as the BCITSA poster boards.
- Materials may only be affixed with masking tape, unless they are posted on BCITSA bulletin boards, at which time thumbtacks must be used.
- The BCITSA and BCIT Facilities Management may remove postings that do not adhere to this policy without notice or reimbursement. Further, groups affiliated or otherwise may be charged with any costs associated with the removal of postings failing to meet these requirements.
- Promotion of your events can also be relayed through the BCITSA Chairs via the Set & Class Reps. This is a fast and effective tool to quickly convey any upcoming events or pieces of information relating to your club activities. Ensure that you give the BCITSA Club Program Coordinator advance notice of any events that you wish to promote through this medium.

# ACCOUNTING

All sanctioned clubs are eligible to have a chequing account through the BCITSA if a need is demonstrated. Each bank account will have at least one representative as a signing authority for the club, which by default falls on the President or the Treasurer. The VP Campus Life and the Controller are the two signing authorities that represent the BCITSA.

## Deposits

- All funds (from the membership, ticket sales, sponsorship and donations, fundraising, bake sales, et cetera) must be deposited in the club's account. It is important to remember that funds must be deposited before the club is eligible to them. For example, if a club has an event and needs to reimburse somebody, they must make sure the money is deposited first and then the reimbursement may be issued with a cheque.
- Funds must be deposited seven days after the day of the event.
- If a club provides services to a company/organization, an invoice must be sent to the BCITSA Accounting Supervisor at [accounting@bcitsa.ca](mailto:accounting@bcitsa.ca). Receipt of funds may only be administered if information is shared as described above.
- The club must be prepared to provide the Club Program Coordinator with details regarding sources of the revenue and funds.
- All donations which require tax receipts must be approved by the BCITSA first.
- The BCITSA does weekly deposits to Vancity on Thursdays.
- In order for a deposit to be included it must be delivered to the Club Program Coordinator before 1:00 p.m. on Thursdays.

## Cheques

Cheques must be cashed/deposited in a timely manner, no later than six months to avoid losing, washing, etc.

### To issue a cheque:

- The President or the Treasurer must fill out a cheque and sign their name.
- An internal reimbursement form must be filled out and signed by two club executives, one of whom must be a signing authority.
- Original backup documents must be attached to the internal reimbursement form and submitted them to the Club Program Coordinator. **Note:** Only originals (no photocopies) are permitted.
- Original receipt must have itemization of the purchased items and a line for GST. A credit/debit transaction slip with the receipt (some merchants, especially pubs and restaurants, use cash register and credit/debit machine) may be submitted. However, the credit card machine slip without the actual receipt is not permitted.
- A cheque will be reviewed and signed by the VP Campus Life or the BCITSA Controller.
- The cheque will be available for pick up from the Club Program Coordinator or the BCITSA main office. The original backup documentation will be filed in the BCITSA office.
- This process should take up to two days.
- Additional cheques can be reordered through the Club Program Coordinator at **clubs@bcitsa.ca**. The clubs must provide the number of the last cheque in this case.

## **Issuing cheques for t-shirts, cards, and other orders**

To simplify the reimbursement process, clubs are encouraged to pay directly to the company/firm that is executing an order for a club (business cards, t-shirts, room booking, etc.)

A club representative must request an invoice in the name of the club in advance to ensure that in a time of payment a cheque is able to pay for goods or services. The invoice may be sent by email to [accounting@bcitsa.ca](mailto:accounting@bcitsa.ca) or by mail to BCITSA office.

## **Issuing cheques for the Professor Mugs Pub and Campus Print & Copy**

Clubs are encouraged to use BCITSA's facilities for their printing and catering needs. To avoid extra paperwork and to streamline processing times between the clubs and Professor Mugs Pub or Campus Print & Copy, the following must be in place:

- A designated club member must be selected to liaise with the Campus Print & Copy Supervisor
- A catering request must be emailed to the Professor Mugs Manager and CC'd to the Club Program Coordinator.
- After the job completion, the club's Treasurer/ VP-Finance must write a cheque to the BCITSA based on an invoice from Campus Print & Copy and/or Professor Mugs pub.

## Issuing cheques for the parent organization

If a club is part of a parent organization and would like to send the membership fees to this organization, the club must present the following documents in order for their request to be processed:

- meeting minutes, according to which the club has agreed to send the membership money to the parent organization
- a list of the full names of those (preferably in an Excel spreadsheet) from whom the money was collected via club membership fees
- the sum of money (including which currency — usually CAD or USD) as indicated by the parent organization
- a cheque with the letter to the parent organization asking the parent organization to submit a receipt as confirmation that
- must specify the sum of money it has received and the number of people that were accepted as new members.

**The club must ensure to indicate in the letter that all receipts should come to:**

BCITSA [name of the club]  
ATTN: Accounting Supervisor,  
3700 Willingdon Ave., SE2 bldg.  
Burnaby, B.C. V5G 3H2

or by email to [accounting@bcitsa.ca](mailto:accounting@bcitsa.ca)

## Changing a signing authority

Changing a signing authority, such as when a new executive takes a position, requires a few pieces of information and is handled by the BCITSA Club Program Coordinator. It is recommended that there be two signing authorities from the club, though one is allowed. The Club Program Coordinator will need the following:

- Photocopies of two pieces of the new signing authority's ID (Student ID, and one piece of picture ID), which can be made by the Club Program Coordinator.
- A copy of club meeting minutes in which the proposed signing authority was voted into their position.
- The following details for both the President and VP-Finance/Treasurer:

Name/ position  
Birthday  
Address  
Email(s)  
Telephone

Any deferral of signing authority to a member of the executive other than the Club President or Treasurer/VP-Finance must come with the written approval of the President and Treasurer of that club, stating the change and the reasoning behind the switch.

## DONATIONS

These are some points regarding donations noted directly in the BCITSA Policies & Procedures Manual (found on [www.bcitsa.ca](http://www.bcitsa.ca)):

- To receive a tax receipt as a result of a donation to a club, executives of that club must contact the Club Program Coordinator to obtain approval.
- No student may do anything that leads a potential donor, who requires a tax receipt, to believe that a donation has been accepted until the approval from the Director or Controller is received.
- Only the BCITSA may issue tax receipts for cheques, cash, or gifts. NOTE: The BCITSA does not issue tax receipts for services.
- If a donor requires a tax receipt, the cheque must be written for the BCITSA, and not for a student club. Cash must be deposited to the bank account of the BCITSA and then transferred to the clubs account without any fee.
- Student club executives may participate and solicit donations on behalf of the student club to which they belong.
- If a third party sends a cheque to a club, the address must be correctly indicated. The BCITSA is *not* BCIT or any of its departments. The address must be written in the following way:

BCITSA [name of the club]  
 ATTN: Accounting Supervisor  
 3700 Willingdon Ave, SE2 bldg.  
 Burnaby, B.C. V5G 3H2

*Donations cont...*

## When the club makes the donation

In the event that a club would like to donate money to a charitable organization, the backup documentation should be the clubs meeting minutes. The minutes should state the following:

- That the club is going to donate money
- A list of the people who attended the meeting, their signatures, the name of the organization, and the amount of money which is going to be donated
- The cheque must be sent with a letter to the charitable organization asking for a tax receipt. No cheque will be issued without the letter for a tax receipt.

All tax receipts should be issued to the following address:

BCITSA [name of the club]  
3700 Willingdon Ave, SE2 bldg.  
Burnaby, B.C. V5G 3H2

*Note: A tax receipt is needed from the party which accepts the donation.*

## MONTHLY REPORTS

The following documents can be received by request only:

- balance sheets
- income statements
- copies of bank statements
- balance of accounts

Requests should be sent the BCITSA Accounting Supervisor at [accounting@bcitsa.ca](mailto:accounting@bcitsa.ca)

**Note:** If there is any doubt about procedure or the best way to deal with a situation, please, contact BCITSA Club Program Coordinator and/or BCITSA Accounting Supervisor.

## CLOSING STATEMENTS

These policies and procedures are a means to create a relevant and sustainable future for BCITSA Clubs in order to generate a meaningful experience for all BCIT students. All applicable forms are available in this document or at the our website at [www.bcitsa.ca](http://www.bcitsa.ca)

The BCITSA believes in providing students with opportunities to enhance their lives during their post-secondary education. A major part of that process is ensuring that students have a chance to improve themselves as individuals as well as to create that balance between school and social wellbeing. Each club under the BCITSA is a vital part in that process.

# CONTACTS

**Bradley Lindsay**  
**Vice President, Campus Life**

vpcampuslife@bcitsa.ca

**Amy Smith**  
**Club Program Coordinator**

778.331.1328 | Fax: 604.434.3809  
clubs@bcitsa.ca

**Anna Bratslavskaya**  
**Accounting Supervisor**

604.432.8335  
accounting@bcitsa.ca

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**Administrative Assistant**

604.432.8600 | Fax: 604.434.3809  
mainoffice@bcitsa.ca

**Caroline Gagnon**  
**Director**

604.432.8600  
director@bcitsa.ca

**Evan Findlay**  
**Vice President, Student Affairs**

vpstudentaffairs@bcitsa.ca

## **AV Services**

Please direct all AV Services requests to the Club Program Coordinator, who will then relay the request to AV Services. AV services loans various types of audio/visual equipment, and is responsible for installed equipment in traditional classrooms. Instructions and demonstrations are provided.

## **Chartwells Catering**

604.451.6720  
catering@bcit.ca

## **Professor Mugs Pub**

604.431.4918  
pubmgr@bcitsa.ca



## **APPENDIX A:**

### **BCITSA CORPORATE SCREEN & EXHIBITING INFORMATION**

The BCIT Student Association (BCITSA) attempts to govern and balance access to BCIT students through established organizational standards. These standards represent the marketing and advertising values of the BCITSA and symbolize our commitment to represent the interests of BCIT students and enhance the quality of student life. BCITSA sources and procures relationships with external groups that increase our ability to engage with our student members in ways that are consistent with their educational goals and that supplement the financial stability of the BCITSA.

#### **Related BCITSA Policies:**

- 3.0 Advertising Standards
- 4.0 Commercial Advertising
- 5.0 Non-Commercial Advertising
- 6.0 Sponsorship
- 7.0 Donations

#### **For more on BCITSA Policies & Procedures:**

<http://www.bcitsa.ca/about/policies-procedures/>

#### **To view the BCITSA exhibiting package:**

<http://www.bcitsa.ca/services/clubs-groups/>

## **APPENDIX B: DEFINED TERMS**

### **STUDENT COUNCIL**

The governing body of the BCITSA that represents all BCIT students.

### **ASSOCIATION BYLAWS**

The governing rules and regulations approved through the annual general meeting concerning powers and duties of the BCITSA, all officers, committees, and clubs.

### **POLICIES & PROCEDURES**

The prescribed matters of procedure not covered in the Societies Act or the BCITSA's bylaws generally dealing with operational standards and practices of the BCITSA.

### **VICE PRESIDENT, CAMPUS LIFE**

The student executive position responsible, among other duties, to oversee and provide assistance to all student clubs and report to the Executive and Student Council on clubs related activities.

### **STUDENT CLUBS**

Subsidiary student groups of the BCITSA that work to enhance the experience of the student body by meeting untapped needs and opportunities for BCIT students. These needs can come in the form of support, recreation, or even just social aspects.

### **CLUBS COMMITTEE**

A formal committee, defined in the BCITSA's bylaws, which is chaired by the VP-Campus Life with a representative from each student club. The main purpose of the committee is to bring forward issues related to club activities and events and to recommend how funding is distributed from the BCITSA to the student clubs.

## **BCITSA EVENT**

Any activity which is led by students and approved and/or insured by the BCITSA that is open to students.

## **BCIT EVENT**

Any activity which is led by faculty and or staff for educational purposes and approved and/or insured by BCIT that is open to students.

## **INSURANCE**

Third Party Liability Insurance, in respect of any injury sustained by any member or other person participating in any BCITSA activity.

## **EXTERNAL GROUP**

Any company, agency, proprietor, not-for-profit, et cetera wishing to gain access to BCIT students to promote products and/or services.

## **DEVELOPMENT**

Any activity including but not limited to the sourcing, procurement, and stewardship of funds relating to advertising, sponsorship, donations, and direct marketing strategies.

## **BCITSA PREMISES**

Any space exclusively managed by the BCITSA. These spaces include services and operations, offices, Council Chambers, Uconnect meeting room, and the clubhouse.

## **COMMON SPACES**

Spaces jointly managed by the BCITSA and BCIT, including but not limited to the Great Hall

**ACADEMIC SPACES**

Spaces used primarily for academic purposes that are exclusively managed by BCIT, including but not limited to classrooms, theatres, and labs.

**BCIT CORPORATE SPACES**

Spaces used primarily for revenue generation through external use that are exclusively managed by BCIT, including but not limited to BCIT cafeterias and Town square meeting rooms.





@bcitsa • [www.bcitsa.ca](http://www.bcitsa.ca)