

<b>SUBJECT:</b> Clubs Policy	<b>POLICY NO:</b> SL – 1	<b>LAST REVIEWED:</b> 19 March 2018
<b>APPROVED BY:</b> Council	<b>MANAGED BY:</b> Clubs Committee	<b>NEXT REVIEW:</b> 12 Months Post Approval

**SUMMARY**

**Policy Statement**

The Club Program at BCITSA promotes campus life by facilitating student-led activities and opportunities both in educational and professional growth, and in social connectedness. BCITSA recognizes the need to promote, support and facilitate both academic and non-academic clubs at BCIT.

Clubs provide students with many benefits, including networking with students and alumni, gaining leadership experience, and providing students with a change to broaden and explore their interests with like-minded individuals.

In keeping with BCITSA’s commitment to effective student self-governance, this Policy and the Club Program at large are ultimately interpreted and enforced by the Clubs Committee.

**Purpose of This Policy**

The purpose of this Policy is to:

- Outline the purpose of clubs
- Outline procedures for employees and Club Executives to follow to ensure efficient operations of all Clubs
- Inform Club Executives of their rights and responsibilities, as well as about any potential liability as a result of not complying with this Policy.

**Application of This Policy**

This Policy applies to all students and employees who are involved in the Club Program at BCITSA, as well as any external parties that are affiliated with a Club.

**Related Documents and Legislation**

BCIT

- Policy 5102 – Student Code of Conduct (Non-Academic)
- Policy 7504 – Liquor Consumption on BCIT Campus
- Policy 7200 – Safety and Security

BCITSA

- Bylaw 19 – Clubs
- SL-6 - Privacy
- SL-4 - Posters

**Forms Associated With This Policy**

- Clubs Guide
- Club Event Booking Form
- Club Event Funding Form
- Club Space Booking Form
- Post-Club Event Form
- Club Sanctioning Form
- Club Constitution Template

**Amendment History**

- Created 19 March 2018

**DEFINITIONS**

**Active Member**

An Active Member is a member of a Club who is a BCIT student who has successfully applied for membership of a club, and has paid the required Membership Fee to the respective Club.

**Associate Member**

An Associate Member is a member of a Club who is not a BCIT student that has successfully applied for membership of a Club, and has paid the required Membership Fee to the respective Club.

**Campus Print and Copy**

Campus Print and Copy is the operation of the BCITSA that offers printing and photocopying services.

**Casual Club**

A Casual Club means a classification of Club that is less regimented and requires fewer responsibilities from its members than a General Club. Casual Clubs shall have limited access to Club Resources as outlined in this Policy, and no access to funding of any kind.

**Club**

A Club is a student organization that has been sanctioned by the Council, pursuant to the procedures set out in Bylaw 16

**Club Constitution**

A Club Constitution is a document produced and maintained by a Club that outlines the structure and purpose of the Club, and includes certain information about the Club as per this Policy.

**Club Executive**

A Club Executive is an elected representative that serves as a decision maker for a Club, and shall be subject to certain responsibilities and obligations as per this Policy.

**Club Executive Forum**

A Club Executive Forum is a forum chaired by the Vice President Campus Life that is meant to provide Club Executives with an opportunity to meet and share ideas with other Clubs, and to receive information and provide input on the Clubs Program.

**Club Funding**

Club Funding is funding or monies provided to a Club by BCITSA through the Clubs Committee.

**Clubs Guide**

The Clubs Guide is a resource created and maintained by the Club Program Coordinator that contains information related to BCITSA Clubs, including but not limited to:

- How to start a club
- Available Resources for Clubs
- All Club forms and documents
- Important dates
- Important contacts

In the event that there is a discrepancy between the Clubs Guide and this Policy, this Policy shall govern.

**Club President**

A Club President is the most senior elected representative of a Club and has specific responsibilities and obligations as per this Policy.

**Club Storage Area**

A Club Storage Area is a space or spaces as designated by the Club Program Coordinator for the purpose of storing Club Property.

**Club Treasurer**

A Club Treasurer is an elected representative of a Club and has certain responsibilities and obligations as per this Policy, and is ultimately responsible for the financial operations and integrity of the Club.

**Designated Clubs**

A Designated Club means a classification of Club that bears the name of and professes the policies of a political party, religious organization, or similar. Designated Clubs shall normally have all the rights and responsibilities as a General Club, except as otherwise specified in BCITSA Policy. Designated Clubs shall not have access to funding of any kind.

**External Partner**

An External Partner is defined as an organization that works alongside or in collaboration with a Club to provide additional resources or networking opportunities.

**Fiscal Year**

A Fiscal Year is a 12-month period that an organization bases its finances and accounting off of. A Clubs Fiscal Year shall normally align with the BCITSA Fiscal Year, but may be altered to accommodate the needs of the Clubs. Any deviation from the BCITSA Fiscal Year shall be noted in the Club Constitution and approved by the Club Program Coordinator.

**General Club**

A General Club mean a classification of Club that has all the rights and responsibilities as a Club outlined in this Policy and in the BCITSA Bylaws. A General Club shall also have full access to all Club Resources.

**Initial Funding**

Initial Funding is a type of Club Funding that is intended to finance the initial costs associated with starting a Club.

**Probation**

Probation means that a Club has been identified as not complying with this Policy, or is otherwise required to correct their behaviour.

**Sanctioning**

Sanctioning is the process, outlined within BCITSA Bylaws and this Policy, by which students officially create a Club.

**DUTIES AND RESPONSIBILITIES****Clubs Committee**

The Clubs Committee is responsible for the interpretation and enforcement of this Policy. The Clubs Committee is also responsible for reviewing all funding and sanctioning requests in accordance with BCITSA Bylaws and Policy. The Clubs Committee is also responsible for the general oversight of the Clubs Program, and will make reasonable efforts to hear concerns from Club Members and Executives.

**Club Program Coordinator**

Club Program Coordinator is responsible for the general administration of Clubs, providing assistance to all Club Executives, and creating and maintaining the Clubs Guide.

**Event Manager**

The Event Manager is responsible for assisting the Club Program Coordinator in the successful execution of Club Events.

## **Marketing & Communications Manager**

The Marketing & Communications Manager is responsible for responding to all inquiries related to Club marketing and promotions, solicitation of donation, and affiliation with External Partners.

## **Vice President Campus Life**

The Vice President Campus Life is responsible for chairing the Clubs Committee, and providing all Clubs-related information to the Council.

## **POLICY**

### **1. Club Classifications**

#### **1.1. Classes**

- a.** All Clubs shall fall under one of the following classifications:
  - i.** General Club
  - ii.** Casual Club
  - iii.** Designated Club

#### **1.2. Unspecified References**

- a.** All unspecified references to Clubs in this Policy and other BCITSA documents shall automatically refer generally to all classifications of Clubs, unless explicitly stated otherwise.
- b.** In the event of a dispute of interpretation, the Vice President Campus Life shall make the ultimate determination.

### **2. Club Sanctioning**

#### **2.1. General Clubs**

- a.** Students seeking to create a General Club shall be required to obtain and complete the applicable sections of the Club Sanctioning Form from either the Club Program Coordinator or the BCITSA website.

#### **2.2. Casual Clubs**

- a. Students seeking to create a Casual Club shall be required to obtain and complete the applicable sections of the Club Sanctioning Form from either the Club Program Coordinator or the BCITSA website.

### **2.3. Designated Clubs**

- a. Students seeking to create a Designated Club shall follow the same Sanctioning process as General Clubs.
- b. No Club that meets the definition of a Designated Club shall be permitted to be Sanctioned under any other classification.

### **2.4. Club Sanctioning Form**

- a. The Club Sanctioning Form may be altered from time to time, but at all times shall collect the following information from General and Designated Clubs:
  - i. Club Name
  - ii. Club Acronym or Initialism (If applicable)
  - iii. Which classification the proposed Club falls under
  - iv. Primary Contact Information of the Club
  - v. A list of Club Executives
  - vi. A list of at least 10 members who are current students
  - vii. A Club Constitution
- b. The Club Sanctioning Form may be altered from time to time, but at minimum shall collect the following information from Casual Clubs:
  - i. Club Name
  - ii. Statement of Intent
  - iii. Primary Contact Information of the Club
  - iv. List of at least 5 members who are current students.
- c. Subject to the requirement of the BCITSA Bylaws and this Policy, the Clubs Committee may, at its discretion, amend the Club Sanctioning Form from time to time.
- d. The Club Sanctioning Form shall clearly denote which sections of the form are required for each classification of Club.

### 3. De-Sanctioning and Suspension

#### 3.1. Reasons for De-Sanctioning and/or Suspension

- a. Clubs may be subject to De-Sanctioning or Suspension for any of the following infractions:
  - i. Abuse of any BCITSA service or privilege
  - ii. Violation of BCIT policies
  - iii. Fraudulent representation of the club's financial assets
  - iv. Expenditure of approved funding other than the purpose for which it was approved
  - v. Discriminatory behaviour of any kind including but not limited to exclusion of students or Members of a Club from a Club Event.
  - vi. Violence and/or harassment towards any student or Member of the Club
  - vii. Execution of a Club Event that has not been approved prior by the Club Program Coordinator.
- b. All alleged infractions shall be brought to the attention to the Clubs Committee, who shall make the final decision on whether or not to take action against the Club in question.

#### 3.2. Dissolution of Clubs

- a. Once a Club is De-Sanctioned or otherwise dissolved, any assets paid for through the use of Club Funding, as well as any funds contributed by BCITSA shall be recovered by BCITSA.
- b. All other assets, whether monetary or capital, shall be held in trust by BCITSA for the benefit of a future Club with substantially similar purposes

### 4. Probation

#### 4.1. Probation of Clubs

- a. Any Club that is not in compliance with this Policy may be placed on Probation as per this Policy, at the discretion of the Clubs Committee.



- b.** Any Club on Probation that does not remedy its non-compliance with this Policy in the 12 months after the initial notification of Probation shall be automatically De-Sanctioned.
- c.** Clubs on Probation shall not be eligible for funding of any kind until it has remedied its non-compliance with this Policy, and fulfilled all other applicable requirements to be taken off Probation.
- d.** Clubs on Probation shall have access to other Club Resources as per this Policy.
- e.** Clubs shall remain on Probation until such time that they remedy the non-compliance with this Policy that resulted in them being put on Probation. At such time, they must also have remedied any acts or omissions of non-compliance with this Policy that may have arisen after they were placed on Probation.

  - i.** Where the circumstances of non-compliance are such that a remedy is both impractical and the offence is deemed minor by the Clubs Committee, the Clubs Committee may remove such a Club from Probation.

## **5. Club Funding**

### **5.1. Funding Budget**

- a.** Council shall determine on an annual basis the total amount of money allocated for Club Funding through its annual budgeting process.
- b.** The Clubs Committee shall have the authority and discretion to divide the total amount of Club Funding as they deem fit.

### **5.2. Event Funding**

- a.** The Clubs Committee shall review all Event Funding Requests.
- b.** Any Club seeking Event Funding shall submit an Event Funding Application Form to the Club Program Coordinator following the outlined procedure in this Policy.

- c.** All Event Funding Application Forms shall be submitted no later than 14 days prior to the event.
- d.** The maximum amount for Event Funding a General Club may receive for a single event shall be no more than \$1000.00.
- e.** The maximum amount for Event Funding a General Club may receive over one BCITSA Fiscal Year shall be no more than \$2,500.00.
- f.** Casual Clubs shall not be eligible for Event Funding.
- g.** Designated Clubs shall not be eligible for Event Funding.
- h.** All decisions for Event Funding by the Clubs Committee shall be final.

### **5.3. Initial Funding**

- a.** Upon initial Sanctioning, General Clubs shall be eligible for up to \$500.00 of Initial Funding,
- b.** The items that may be purchased through Initial Funding shall include but not be limited to:
  - i.** Specialty equipment, such as multi-use materials as required by the Club for its normal operations.
  - ii.** Office supplies
  - iii.** Advertising, such as banners
  - iv.** Generic business cards that identify the Club name, but not an individual's name or position.
- c.** For further clarity, the following items shall not be purchased through initial funding:
  - i.** Name specific business cards
  - ii.** Expenses related to an event, including event-specific posters
  - iii.** Food or drink of any sort
- d.** Casual Clubs shall not be eligible for Initial Funding.
- e.** Designated Clubs shall not be eligible for Initial Funding.

#### **5.4. Improper Use of Club Funding**

- a.** Club Funding shall be only used for the purpose or purposes it is provided for.
- b.** If it is found that a Club uses Club Funding for a purpose or purposes other than what it is intended for, but is related to the Club's activities, the Club Program Coordinator shall notify the Clubs Committee.
  - i.** The Clubs Committee shall take any misuse of Club Funding into consideration for future Club Funding Requests.
- c.** If it is found that a Club uses Club Funding for a purpose or purposes other than what it is intended for, and said purpose was not related to the Club's activities, the Club Program Coordinator shall notify the Clubs Committee.
  - i.** The Club Executives of a Club shall be responsible for reimbursing the Club for any Club Funding that was used for anything outside of Club activities.
- d.** The final interpretation and determination of any allegations of improper use of Club Funding, as well as what it considered to be a Club activity, shall rest with the Clubs Committee.

### **6. External Sponsorship and Donations**

#### **6.1. Funding from BCIT**

- a.** Clubs are encouraged to seek out relevant BCIT departments for incoming donations and sponsorships.
- b.** Clubs shall not require pre-authorization from the Club Program Coordinator prior to soliciting any sponsorship or donation from BCIT.
- c.** Clubs shall notify the Club Program Coordinator of all received donations and sponsorships from BCIT, both in-kind and monetary, no later than 14 days after a donation or sponsorship commitment is made or secured.

## 6.2. Funding from other Third Parties

- a. Clubs are encouraged to seek out relevant third parties for incoming donations and sponsorships.
- b. Clubs shall notify the Club Program Coordinator of all received donations and sponsorships from third parties other than BCIT, both in-kind and monetary, no later than 14 days after a donation or sponsorship commitment is made or secured.
- c. In order to protect the integrity of BCITSA sponsorship efforts, all Clubs shall require pre-authorization from the Club Program Coordinator for all potential solicitations over \$100.00 in value.

## 6.3. Outgoing Donations

- a. Clubs shall not have the authority to donate Club Funding to any organization.
- b. Clubs wishing to make a donation shall inform the Club Program Coordinator. The Club Program Coordinator shall forward all requests to the Controller.
- c. The Controller shall approve the request if the following criteria is met:
  - i. The donation is going to a non-profit organization.
  - ii. The money being donated has not been granted to the Club by BCITSA.
  - iii. The Club Executives of the Club have provided the Club Program Coordinator with a copy of the minutes from the meeting in which the Club Executives have agreed to donate the money.
- d. Any donation of over \$300 dollars must be motioned for and approved at a General Meeting.
  - i. Notwithstanding the foregoing, if the donation in question is the direct result of a specific fundraising drive or effort, such a motion is not required.

## 7. Affiliation with External Partners

**7.1. Right to Affiliate**

- a. BCITSA recognizes the right of Clubs to affiliate with an External Partner, whether that is by becoming a chapter of a larger organization, or by collaborating with another organization either on a regular basis or for a single event.

**7.2. Club Autonomy**

- a. External Partners, or any agent thereof shall be restricted from the following responsibilities and activities of the Club:
  - i. Decision Making at Club Meetings and Annual General Meetings.
  - ii. Completing and submitting forms on behalf of the Club
  - iii. Requesting Space bookings on BCIT Campuses
  - iv. Managing Club finances

**7.3. For Profit External Partners**

- a. Clubs shall require authorization from the Marketing & Communications Manager prior to affiliating with External Partners that are for-profit organizations.
- b. Activities such as the selling of tickets or memberships shall require an authorization from the Marketing & Communications Manager. External Partners may be subject to vending fees for any selling of the same on BCIT campuses.

**7.4. BCITSA Right to Protect Clubs**

- a. BCITSA has the right and has the obligation to protect Clubs from liability when External Partners do not act in the best interests of a Club, or if the affiliation with an External Partner seems like it may result in a financial loss to the Club.
- b. The Club Program Coordinator shall consult with the Executive Director when they suspect an External Partner not acting in the best interest of the Club, and shall make a recommendation to the Clubs Committee to resolve the issue.

**8. Club Constitution**

**8.1. Application**

- a. All General and Designated Clubs shall be required to create and maintain a Club Constitution in compliance with this Policy.
- b. Casual Clubs shall not be required to have a Club Constitution.

**8.2. Mandatory Requirements**

- a. Clubs shall include the following sections within their Club Constitution:
  - i. Club Name
  - ii. Club Mandate
  - iii. Club Membership Fees and Requirements
  - iv. Club Executive Members and their individual responsibilities
  - v. Election process for Club Executives
  - vi. Annual General Meetings
- b. Clubs shall include the following clauses within their Club Constitution:
  - i. A clause defining which Club Executive shall take on the role of Club President as per this Policy, if necessary.
  - ii. A clause defining which Club Executive shall take on the role of Club Treasurer as per this Policy, if necessary.
  - iii. A clause stating that the Club does not have the agency or authority to sign contracts on behalf of the Club, or the BCITSA.
  - iv. A Quorum for Annual General Meetings.
- c. All sections of the Club Constitution shall be in compliance with all applicable BCITSA Bylaws, Policies, Procedures, and Regulations.

**8.3. Club Constitution Template**

- a. The Club Program Coordinator shall create and maintain a Club Constitution Template, which shall contain all mandatory sections as required in this Policy and related procedures.

- b.** Clubs may elect to create their own Club Constitution in a format of their choosing. Regardless of the format, all Club Constitutions must contain the mandatory sections as described in Sections 8.2(a) and 8.2(b) of this Policy.

#### **8.4. Failure to Comply**

- a.** Clubs that are found to not be in compliance with their Club Constitution shall be suspended until such time that their Club President meets with the Clubs Committee to discuss and correct the alleged infraction.
- b.** If following the meeting referenced in Section 8.4(a) of this Policy the infraction is not resolved, the Clubs Committee may, at their discretion, impose further discipline, up to and including De-Sanctioning, depending on the severity of the infraction.

### **9. Club Membership**

#### **9.1. Eligibility**

- a.** No General or Casual Clubs shall restrict membership based on a students' program of study, race, age, gender, sexuality, religion, ethnicity or any other class protected under the Human Rights Code of British Columbia.
- b.** Designated Clubs may restrict Club Membership only where such restrictions relate directly to the mandate, purpose, or affiliation of the Club.
  - i.** Any restrictions for Club Membership must be stipulated in the Club Constitution.
- c.** All Club Membership shall be valid for the entirety of the Fiscal Year that they are purchased in.

#### **9.2. Active Members**

- a.** Any members of BCITSA in good standing as per BCITSA Bylaws, with the exception of any BCITSA Executive, shall be eligible to become an Active Member of a Club.

- b. At no time shall the number of Active Members of a Club drop below 10 for General and Designated Clubs.
- c. There shall be no required minimum number of Active Members for Casual Clubs.

### **9.3. Associate Members**

- a. Any individual who is not a member of BCITSA in good standing, as well as any BCITSA Executive, shall be eligible to become an Associate Member of a Club.
- b. At no time shall Associate Members account for more than 30% of the total Club Membership.

### **9.4. Honorary Members**

- a. Individuals shall become Honorary Members of a club upon a two-thirds majority resolution at an Annual General Meeting.
- b. Honorary Members shall hold full speaking rights at Annual General Meetings, but shall not have the right to vote in any part of Annual General Meeting, or in any part of a Club Executive Election.

### **9.5. Membership Fees**

- a. All Active Members shall be subject to a mandatory yearly membership fee of at least \$1.00, and not to exceed \$50.00.
- b. All Associate Members of a Club shall be subject to a mandatory yearly membership fee of no less than one and one-half times the Active Member fee.
- c. Honorary Members shall not be required to pay a yearly membership fee.
- d. The Yearly Membership Fee amounts shall be stipulated in the Club Constitution of the respective Club.
- e. Casual Clubs shall not be permitted to collect membership fees from its members.

### **9.6. External Partner Membership Fees**



- a. When a Club ties its Club membership with the membership of an External Partner, it must be stated in their Club Constitution.
- b. The Club Constitution shall state that any External Partner membership fees shall be charged in addition to, and not in substitution for, Membership fees required pursuant to Sections 9.5(a) and 9.5(b) of this Policy.
- c. There shall be no limit to the cost of an External Party Membership Fee.

### **9.7. Membership Lists**

- a. A Membership list of all Active and Associate Members shall be created and maintained at all times by a Club Executive designated in the Club Constitution of that Club.
- b. Clubs shall submit their Membership list yearly to the Club Program Coordinator no later than the end of their Fiscal Year. This list shall include the name, e-mail address, telephone number, School, and program of each Active Member, as well as the name, e-mail address, and telephone number of each Associate Member, along with their School and program where applicable.
  - i. Upon the request of the Club Program Coordinator, Clubs shall be required to provide a current list of all members of their Club to ensure the eligibility of all Active Members, and to ensure that the percentage of Associate Members remains in compliance with this Policy.
- c. Any Club that does not maintain the minimum number of Active Members as per section 9.2(b) or the ratio of Active and Associate Members as per section 9.3(b) shall be put on probation until such time that they can provide a Membership list that complies with the relevant provisions of this Policy.

## **10. Club Governance**

### **10.1. Club Executive Structure**

- a. All General and Designated Clubs shall include at minimum a Club President and a Club Treasurer within their Club Executive structure.
  - i. Clubs may wish to adopt a naming convention for their Club Executive positions that do not include Club President or Club Treasurer. In this case, there shall be an article within the Club Constitution stating which Club Executive positions shall take on the responsibilities of both Club President and Club Treasurer for the purposes of this Policy.
  - ii. For further clarity, no Club Executive shall take on the responsibilities for both the Club President and Club Treasurer concurrently.
- b. General and Designated Clubs shall not be restricted as to how many Club Executives they wish to have in their Executive Structure, provided that they meet the minimum requirement laid out in section 10.1.a of this Policy.
- c. As Casual Clubs are not required to hold elections, they shall not be required to uphold a strict Club Executive structure, but shall be responsible for designating a member of their Club to serve as the main contact between the Club and BCITSA.

**10.2. BCITSA Executives**

- a. If a Club Executive takes office as a BCITSA Executive, they shall automatically cease to be a Club Executive.
  - i. Upon taking office as a BCITSA Executive, such a Club Executive may pay the difference of Membership Fees between an Active Member and an Associate Member to become an Associate Member of the Club for the remainder of the Fiscal Year of that Club. Should such a Club Executive decline to make such a payment, their Club Membership shall be terminated.

**11. Club Elections**

**11.1. Elections for Club Executives**

- a. General and Designated Clubs shall be required to hold an election for all positions within their Club Executive structure.
- b. Casual Clubs shall not be required to hold an election.

**11.2. Nominations for Club Executive Elections**

- a. The process for nominating Club Executives shall be included in the Club Constitution of each Club.
- b. Nominations shall be open to all Active Members of the Club.
  - i. A Club may impose in its Club Constitution a restriction that any Active Member seeking nomination must have been an Active Member of the Club for a minimum period of time, such period lasting up to 30 days before the commencement of the voting period.
- c. The nomination period shall be open for a minimum of 7 calendar days.

**11.3. Club Executive Elections**

- a. Club Executive elections shall be held at a minimum of once per Fiscal Year.
- b. Club Executive Elections shall be held at an Annual General Meeting, or held separately through a process as stipulated in the Club Constitution.

**11.4. Voting in Club Executive Elections**

- a. All Club Executive Elections, regardless of form, shall be conducted by secret ballot.
- b. A Club may impose in its Constitution a restriction that only Active Members that have been Active Members for a minimum of 30 days before the commencement of the voting period shall be eligible to vote in Club Executive Elections.
- c. Associate and Honorary Members shall not be eligible to vote in Club Executive Elections.

**11.5. Failure to Comply**

- a. A Club that has not conducted a Club Executive Election by the end of their Fiscal Year shall be put on Suspension until such time that a Club Executive Election has been conducted in accordance with this Policy.

## **12. Annual General Meetings**

### **12.1. Timing**

- a. All General and Designated Clubs shall be required to hold a minimum of one Annual General Meeting per Fiscal Year.
- b. Annual General Meetings shall normally be held within the last three months of their Fiscal Year.
  - i. Clubs seeking to hold their Annual General Meeting outside of the last three months of their Fiscal Year shall request prior approval to do so from the Vice President Campus Life.
- c. General and Designated Clubs that do not hold an Annual General Meeting in accordance with this Policy shall be subject to discipline, up to and including De-Sanctioning.

### **12.2. Member Rights at an Annual General Meeting**

- a. Active Members shall have full speaking and voting rights at an Annual General Meeting, with the exception of voting in Club Executive Elections as outlined in section 11.4b of this Policy.
- b. Associate Members and Honorary Members shall have full speaking rights, but shall not have voting rights at an Annual General Meeting.
- c. A motion may be made at an Annual General Meeting to grant speaking rights to an individual who does not hold speaking rights as per this Policy.
- d. Under no circumstances shall voting rights at an Annual General Meeting be granted to an individual who is not an Active Member.

## **13. Club Executive Forum**

**13.1. Notice**

- a. The Vice President Campus Life, in conjunction with the Club Program Coordinator, shall schedule a minimum of two, and a maximum of 4 Club Executive Forums per year.
- b. Notice of Club Executive Forums shall be given at least 30 days prior by the Vice President Campus Life to all Clubs.
  - i. Club Executive Forums where notice is given less than 30 days prior shall not be considered mandatory to attend.

**13.2. Attendance**

- a. The Club Program Coordinator and the Vice President Campus Life shall be required to attend every Club Executive Forum.
- b. The Club President and Club Treasurer of every General and Designated Club shall be required to attend every Club Executive Forum.
  - i. In the event that either the Club President or the Club Treasurer is unable to attend, they shall designate another Club Executive from their Club to attend in the place of the absent Club Executive. Where a Club only has two Club Executives, they may designate an Active Member to attend in place of the absent Club Executive.
  - ii. Clubs that do not have the required representatives in attendance may be subject to discipline, such as the withholding of Club Funding.
- c. Active Members and other Club Executives of Clubs are not required to attend Club Executive Forums, but are encouraged to do so.
- d. Casual Club members are not required to attend Club Executive Forums, but are encouraged to do so.
- e. All other individuals seeking to attend a Club Executive Forum shall request prior permission from the Vice President Campus Life.

**14. Club Finances**

**14.1. Bank Accounts**

- a. General Clubs shall be provided with a bank account upon Sanctioning and if a need for a bank account is identified. BCITSA shall hold these accounts on behalf of the Clubs for as long as they are Sanctioned.
- b. Casual Clubs shall not be provided with a bank account.
- c. All Club bank accounts shall be created and maintained by the BCITSA Accounting Department.
- d. Any General or Designated Club seeking to create and maintain an external bank account shall first obtain the authorization of the Controller to do so. Such permission shall only be granted based on exceptional circumstances. Any Club found to be maintaining an unauthorized external bank account shall be subject to discipline, up to and including De-Sanctioning.
  - i. Clubs maintaining authorized external bank accounts shall be subject to additional financial reporting requirements, and shall be made aware of any such requirements by the Controller on a case by case basis.

**14.2. Cheques**

- a. All Club chequebooks shall be kept in the office of the Club Program Coordinator.
- b. General and Designated Clubs requiring cheques from their chequebook shall coordinate with the Club Program Coordinator as per the Club Procedures.

**14.3. Signing Authority**

- a. The Club President and the Club Treasurer shall both be the signing authorities of their respective Club.
- b. The Vice President Campus Life and the Controller shall both be the signing authorities of Club cheques on behalf of the BCITSA.

- c. Each Club cheque shall require one signature from either the Club President or the Club Treasurer, and one signature from the Vice President Campus Life or the Controller.

**14.4. Reports from BCITSA**

- a. Clubs with bank accounts held by the BCITSA shall receive a yearly report from BCITSA by August 1<sup>st</sup> of every year outlining the financial position of each Club.
- b. The yearly report shall contain the following information:
  - i. A balance sheet
  - ii. An income statement
  - iii. Original and copy of bank reconciliation
- c. Casual Clubs shall not receive yearly reports.
- d. A copy of the yearly report shall be signed by the Club Treasurer, and returned to the Club Program Coordinator no later than October 1<sup>st</sup> of every year, or two months after the yearly report was received, whichever is later.

**15. Reporting**

**15.1. Annual Report**

- a. All Clubs shall be required to submit an Annual Report to the Club Program Coordinator no later than the end of their Fiscal Year.
- b. The Annual Report shall include, at a minimum:
  - i. The names and contact information of the outgoing and incoming Club Executives
  - ii. A summary of all Club Events
  - iii. A list of all Members current to the end of the Fiscal Year.
- c. The Club Program Coordinator shall create and maintain an Annual Report Template.
- d. Casual Clubs shall not be required to submit an Annual Report.

**16. Club Communications**

**16.1. Anti-Spam Legislation**

- a. Clubs are subject to the Canadian Anti-Spam Legislation, and as such shall ensure that all their communications comply with the same, as well as with Policy GOV-1 - Privacy.

**17. Club Advocacy**

**17.1. Advocacy for Club Executives and Members**

- a. Clubs requiring advocacy as it relates to conflict resolution between Club Executives or Members are encouraged to speak with an Advocate.
- b. Any Club Executive or Member may seek assistance or guidance from an Advocate if they are unable to resolve an issue related to another Club Executive or Member.

**18. Additional Club Resources**

**18.1. Space Bookings for Clubs**

- a. BCITSA shall work with BCIT to ensure that Clubs can utilize spaces on all BCIT campuses for Club Events and Club activities.
- b. Club Executives seeking a room or space on campus shall submit a Room Booking Form to the Club Program Coordinator.
- c. The Club Program Coordinator shall coordinate with the appropriate BCIT department regarding all space requests for BCIT spaces.
- d. The Club Program Coordinator shall contact the Event Manager regarding all space requests for BCITSA spaces.
- e. The Club Program Coordinator shall not be responsible for finding alternative spaces when a requested space is not available.

**18.2. Club Storage**

- a. Clubs shall be permitted to store Club Property within the Club Storage Areas.



- b.** Whenever practicable, all items purchased through Club Funding, and all other Club Property shall be stored within the Club Storage Areas.
- c.** No alcohol or liquor shall be permitted to be stored or consumed within the Club Storage Areas.
- d.** BCITSA is not responsible for Club Property, or other items stored within the Club Storage Areas.

**18.3. Club Mail**

- a.** BCITSA shall permit Clubs to use BCITSA's address when sending and receiving mail.
- b.** BCITSA agrees to notify all Clubs of any incoming mail.

**18.4. Equipment Rentals**

- a.** BCITSA shall provide Clubs with certain materials and equipment to rent for Club Events, free of charge.
- b.** Clubs shall inquire with the Event Manager to learn what equipment and materials are available for rent.
- c.** Certain equipment may require a deposit prior to rental, at the discretion of the Event Manager.
- d.** Equipment rentals for Off Campus Club Events may be subject to a fee, to be determined by the Event Manager on a case-by-case basis.
- e.** All equipment shall be subject to availability.

**18.5. Printing Discounts**

- a.** BCITSA shall provide General Clubs with a 25% discount for all printing done at the Campus Print and Copy Centre on 8.5x11" and 11x17" sized sheets, either in colour or B&W.
- b.** As printing discounts are considered an in-kind form of Club Funding, Designated and Casual Clubs shall not be eligible for printing discounts of any kind.

- c. General Clubs that are on Probation or Suspension shall not be eligible to receive any printing discounts until they are no longer on Probation or Suspension.
- d. The discount shall only be provided for printing that is directly related to the operations of the Club.
  - i. Any discrepancies as to which print requests are eligible for the printing discount shall be decided by the Marketing & Communications Manager.
- e. The Club Program Coordinator shall provide the Campus Print and Copy Centre with a list of General Clubs that are eligible for the printing discount.
  - i. Any General Club that is not listed must contact the Club Program Coordinator before they receive any printing discounts.
- f. It is the responsibility of the Club to ensure that any materials are approved by BCITSA prior to printing. Clubs shall not be reimbursed for any printing due to the non-compliance of the materials.
- g. Discounted printing shall not be prioritized over other orders. Clubs are encouraged to submit their requests well in advance of their requested pick up time to avoid delay due to high customer traffic.

## **19. Club Events**

### **19.1. Club Event Liability Insurance for On-Campus Events**

- a. Clubs shall be covered under the BCITSA general liability insurance for all approved Club activities and Club Events that occur on BCIT campuses.
- b. In certain circumstances, additional insurance may be required for exceptional events. In these circumstances, the Club Program Coordinator shall notify the Club of any additional insurance requirements deemed necessary, and if practicable, a list of pre-approved insurance providers.

- c. Additional coverage shall be required for any Club Event that involves alcohol as per Policy SL-8 - Alcohol.
- d. Any additional insurance requirements shall be the financial responsibility of the Club.

**19.2. Club Event Liability Insurance for Off-Campus Events**

- a. Clubs shall be solely responsible to identify the insurance requirements of, and obtain adequate liability insurance for any off-campus venue intended for a Club Event.

**19.3. Proof of Purchase of Liability Insurance.**

- a. Clubs seeking to host an event must provide the Club Program Coordinator with proof of purchase for the required insurance a minimum of one week prior to the start of the event.
  - i. The Club Program Coordinator reserves the right to revoke the approval of a Club Event if it is found that there is not adequate liability or event insurance. Any Club proceeding with any event without approval shall be subject to discipline, up to and including De-Sanctioning.

**19.4. Event Restrictions**

- a. The following types of Club Events shall not be approved for any reason:
  - i. Club Events that encourage illegal activities
  - ii. Club Events that involve gambling
  - iii. Club Events for a specific commercial nature, with the notable exception of fundraisers
  - iv. Club Events that present a high chance of personal harm to its Members
- b. BCITSA reserves the right to manage the level of competition regarding Club Events.
- c. For all BCITSA premises, BCITSA Events shall take priority over Club Events.

- d. Clubs reserve the right to limit participation of any on-campus Club Event to their Members.
- e. Clubs reserve the right to limit participation of any off-campus Club Event to their Members.

**19.5. Multi-Club Events**

- a. Club Events that are hosted by two or more Clubs shall only require a single Event Request Form.
- b. Each Club shall be responsible for submitting an individual Post-Club Event Form.

**19.6. Off Campus Events**

- a. All off-campus Club Events shall require a signed contract or memorandum of understanding, stating the expectations of the vendor and the Club.
  - i. All contracts or memorandums of understanding must be signed by the Controller on behalf of the Club.
- b. Clubs shall ensure that the venue of the event has a minimum of two million dollars of liability insurance.
  - i. If the venue does not have the required insurance, the Club shall be responsible for purchasing the required insurance.

**19.7. Food and Beverage Catering**

- a. The Club Program Coordinator shall work with Club Executives for all required food and beverage catering requests for on-campus Club Events.
- b. Club Executives shall be solely responsible for any food and beverage requests for off-campus Club Events

**19.8. Event Promotion**

- a. Approved Club Events shall be eligible to submit materials through BCITSA communication mediums, such as the BCITSA bulletin boards, and BCITSA Social Media.

- b.** All materials submitted for BCITSA communication mediums are subject to the approval of the Marketing & Communications Manager, or designate.

**19.9. Events Involving Alcohol**

- a.** Clubs that are hosting Club Events that involve the sale and consumption of alcohol shall comply with all applicable legislation, and shall be required to be housed in a licensed establishment, or have a Special Event Permit as per BCITSA Policy SL-8 – Alcohol.
- b.** Club Executives do not have the authority to sign for a Special Event Permit. All Special Event Permits shall be signed by the Controller.
- c.** Clubs are encouraged to use venues with an existing liquor permit, such as the Campus Pub.
- d.** Under no circumstances shall a Club Event where the main advertised purpose is the consumption of liquor be approved or funded.
- e.** All inquiries regarding Special Event Permits for Club Events shall be directed to the Club Program Coordinator.

**20. BCITSA Logo**

**20.1. Use of the BCITSA Logos**

- a.** Any Club wishing to use the BCITSA Logo, or the logo of any BCITSA department or program, must first obtain the express consent of the Marketing & Communications Manager.
- b.** After obtaining approval the Club shall be provided with the acceptable formats for the requested logos by the Marketing & Communications Manager or designate.
- c.** Any altering of the provided logos is prohibited, and Clubs found doing so shall be subject to discipline, up to and including De-Sanctioning.

## **PROCEDURE**

### **1. Club Sanctioning Procedure**

#### **1.1. Submitting a Club Sanctioning Package**

- a.** Prospective Clubs shall obtain a Club Sanctioning Package either online or from the Club Program Coordinator and fill out the appropriate sections. Any questions may be directed to the Club Program Coordinator.
- b.** All Club Sanctioning Forms shall be provided to the Club Program Coordinator, who shall check it for completion.
  - i.** All Club Sanctioning Forms shall be submitted to the Club Program Coordinator no later than 5 business days prior to the Clubs Committee meeting that will review the application.
  - ii.** It shall be the responsibility of the proposed Club Executives to ensure that the Club Sanctioning Form is complete and correct prior to submission. Incomplete or incorrect forms may delay the review until a subsequent meeting.
- c.** Once the Club Sanctioning Form is completed to the Club Program Coordinators satisfaction, it shall be approved and added to the agenda of the next applicable Clubs Committee meeting.

#### **1.2. Clubs Committee Presentation**

- a.** At least one representative of the prospective Club shall be required to present at a meeting of the Clubs Committee.
- b.** The Club Program Coordinator shall notify the proposed Club of the time and date of the Clubs Committee meeting that their application will be discussed.
- c.** The representative of the prospective Club shall present on the Club for a maximum of 10 minutes, in a format of their choosing, with the purpose to give the Clubs Committee a better understanding of the Club.

- d. The Club may present on any of the following topics:
  - i. The purpose of their Club
  - ii. How many Club Events they plan of hosting
  - iii. Who would likely be interested in the Club
  - iv. Any other information that would be helpful to understand the nature of the Club
- e. The Clubs Committee shall ask any questions of the representative of the proposed Club.
- f. After the Clubs Committee is finished questioning, the representatives of the Clubs shall leave the room.
- g. If there are multiple proposed Clubs, they shall all present consecutively before the Clubs Committee moves to approval.

### **1.3. Clubs Committee Approval**

- a. Once all representatives of proposed Clubs have left the room, the Clubs Committee shall discuss the decision to approve of each Club Sanctioning that presented at the meeting.
- b. The Clubs Committee shall vote on the approval of each Club separately, and shall be decided by a simple majority.

### **1.4. Notice of Club Sanctioning Decision**

- a. The Club Program Coordinator shall record whether the Club Sanctioning Applications were approved or defeated, and notify the respective Clubs of their Club Sanctioning decision the next business day following the Clubs Committee meeting.

### **1.5. Re-Application for Club Sanctioning**

- a. Clubs that had their Club Sanctioning application initially defeated shall be provided the reasons of the Clubs Committee by the Club Program Coordinator.
- b. Proposed Clubs that wish to reapply shall be given the opportunity to address the reasons for their original Club Sanctioning application being defeated by submitting a revised Club Sanctioning Form to the Club Program Coordinator, along

with any additional information as required to supplement the application.

- c.** The revised materials shall be provided to the Clubs Committee at their next meeting. A representative of the Club shall not be required at this subsequent meeting.
- d.** The Clubs Committee shall vote on the approval of the Club approval, and shall be decided by a simple majority.
- e.** Clubs that have had their Club Sanctioning application defeated a subsequent time are encouraged to repeat the above procedure until such time that they have satisfied the Clubs Committee.

## **2. Club Financial Procedures**

### **2.1. Changing of Signing Authority**

- a.** Clubs shall be responsible for notifying the Club Program Coordinator of any changes within the Executive Structure that would require a changing of signing authority.
- b.** The Club Program Coordinator shall require the following from the new signing authorities:
  - i.** Photocopies of two pieces of identification, one of which is government-issued photo identification
  - ii.** A copy of the Annual General Meeting minutes in which the proposed signing authority was voted into their position
  - iii.** Name and Club Executive position
  - iv.** BCIT Student Number
  - v.** Date of birth
  - vi.** Mailing address
  - vii.** Email address
  - viii.** Telephone number
- c.** The Club Program Coordinator shall coordinate with the Accounting Department to ensure that the signing authority is changed within 30 days of the receipt of all required information.



**2.2. Deposits**

- a.** All deposits into Club bank accounts shall be done with a deposit book.
- b.** Clubs shall be required to deposit all Membership Fees or other self-funded sources of funds before using them for Club activities or Club Events.
- c.** All funds that were the result of a Club Event shall be deposited no later than 7 days after said Club Event.

**2.3. Cheque Issuing**

- a.** This procedure shall only apply to General and Designated Clubs.
- b.** Every cheque must be signed by either the Club President or the Club Treasurer.
- c.** All cheques issued for reimbursements shall adhere to the following procedure:
  - i.** An internal reimbursement form shall be filled out and signed by two Club Executives, one of whom must be either the Club President or the Club Treasurer.
  - ii.** All original documents pertaining to the reimbursement shall be attached to the internal reimbursement form.
  - iii.** If there are receipts, they shall each include an itemized list of items, as well as a line for GST (if applicable).
  - iv.** The Club President or the Club Treasurer shall submit all documentation, along with the signed cheque for reimbursement, to the Club Program Coordinator.
  - v.** The Club Program Coordinator shall coordinate with the Accounting Department to ensure there are adequate funds to complete the payment.
  - vi.** The Vice President Campus Life or the Controller shall review the cheque and documentation, and sign the cheque if the documentation complies with this Policy and Procedure.

- vii.** The cheque shall then be kept in the office of the Club Program Coordinator for the Club Executive who is being reimbursed to pick up.
  - viii.** The Club Executive must provide 2 pieces of identification, one of which is valid government issued photo identification, to the Club Program Coordinator prior to picking up the cheque.
  - ix.** All relevant documentation shall be kept on file in the Accounting Department.
- d.** All cheques issued for direct payments shall adhere to the following procedure:
- i.** A Club Executive shall provide the Club Program Coordinator with an invoice from the company or organization they are ordering from, as well as any other documentation as is required.
  - ii.** The Club Program Coordinator shall coordinate with the Accounting Department to ensure there are adequate funds to complete the payment.
  - iii.** The Vice President Campus Life or the Controller shall review the invoice and documentation, and sign the cheque.
  - iv.** The cheque shall then be kept in the office of the Club Program Coordinator for the Club President or Club Treasurer to sign.
  - v.** After the cheque is signed by the Club President or Club Treasurer, the Club Program Coordinator shall send the cheque to the intended recipient.

### **3. Club Event Procedure**

#### **3.1. Submission of Club Events**

- a.** All Clubs wishing to host or co-host an event shall submit an Event Request Form, as well as any Room Booking Forms as required no later than 21 calendar days prior to the event.

#### **3.2. Approval of Club Events**

- a. The Club Program Coordinator shall review all Event Request Forms and Room Booking Forms for completion. Event Request forms will then be sent to the Events Manager for approval.
- b. The Event Manager shall not approve any Club Event that is for a purpose that is restricted as per section 20.3 of this Policy.
- c. All approvals from the Event Manager shall be subject to adhering to this Policy (such as liability requirements), and shall be revoked at any time by the Club Program Coordinator if these requirements are not met or are no longer being met.
- d. Clubs that host a Club Event without the proper submission of an Event Request Form shall bear sole responsibility for the Club Event and may be subject to further discipline from the Clubs Committee
- e. Approval of a Club Event by the Event Manager is in no way an indicator of Club Funding being provided to the Club Event.

### **3.3. Club Event Funding Request Requirements**

- a. All Club Events for which BCITSA Club Funding accounts for over 50% of the total event budget shall require an indication on all posters and major pieces of promotional material (including web based promotions) which states "Funding provided by the BCITSA."
  - i. In the event of a disagreement as to whether or not such a statement is required with respect to a piece of promotional material, the Marketing & Communications Manager shall have the final say.

### **3.4. Submitting an Club Event Funding Request**

- a. Clubs wishing to receive Event Funding for a Club Event shall submit a Funding Request Form to the Club Program Coordinator.
- b. The Club Program Coordinator shall review all submitted Funding Request Forms for completion and accuracy. If they require more information or clarification, they shall advise the Club of what is required.

- i. Club Executives shall be ultimately responsible for ensuring that Funding Request Forms are complete to prevent delays in the process.
- c. Once a Funding Request Form is considered complete by the Club Program Coordinator, they shall forward the request to the Clubs Committee.

**3.5. Funding for Multi-Club Events**

- a. Club Events that are hosted by two or more Clubs shall only require a single Funding Request Form.
- b. All of the Clubs hosting the Club Event shall be collectively responsible for separating the Club Funding amongst the Clubs. No expense shall be claimed more than once.

**3.6. Event Funding Decision**

- a. The Club Program Coordinator shall provide the Clubs Committee with a summary of all Event Funding Requests at every Clubs Committee meeting, along with a financial summary which includes the following:
  - i. The amount of the Club Funding budget that has been spent to date.
  - ii. The amount of the Club Funding budget has yet to be spent.
  - iii. The amount of Club Funding that each Club has received for the Fiscal Year, as well as how much funding can be provided before they reach their individual funding maximums.
- b. The Club Committee shall decide on all submitted Event Funding Requests in conjunction with the Clubs Committee guidelines outlined in the Clubs Committee Policy.

**3.7. Notification of Club Funding Decisions**

- a. The Club Program Coordinator shall notify all Clubs who submitted Funding Request Forms of the decision of the Clubs Committee no later than 5 days after the Clubs Committee Meeting.

**3.8. Funding Pick-ups**

- a.** Upon approval of Event Funding, funding shall be issued to the respective Clubs.
  - i.** Club Funding shall not be distributed by petty cash. Club Funding shall be deposited into the respective bank accounts by the Club Coordinator.
- b.** Cheques shall be made available for pick up in the office of the Club Program Coordinator or the front desk of the SA Centre.
- c.** Cheques shall only be distributed after they have been signed by a Club President or Club Treasurer.
  - i.** The Club Program Coordinator may request photo identification of the Club President or Club Treasurer to confirm their identity.
- d.** Clubs are required to pick up their cheques within 6 months of issuance.
- e.** Cheques that are not picked up within 6 months of issuance shall be made void and shall not be reissued.

**3.9. Post-Club Event**

- a.** All Clubs shall submit a Post- Club Event Form to the Club Program Coordinator no later than 14 days after the completion of the event.
- b.** The Post-Club Event Form shall include:
  - i.** A detailed financial statement of total expense and revenues
  - ii.** Itemized receipts of all expenses
  - iii.** A brief description of the event, including the number of attendees
- c.** All receipts shall include a separation between the total cost and the amount of GST included.

- d.** Clubs that fail to submit a complete Post-Club Event Form by the deadline shall be put on Probation until such time that they complete the submission.

**3.10. Applicable uses for Event Funding**

- a.** Applicable uses for Event Funding shall include, but not be limited to, the following:
  - i.** Room rental costs
  - ii.** Catering costs
  - iii.** Door prizes
  - iv.** Liability or event insurance
- b.** Non-applicable uses for Event Funding shall include, but not be limited to, the following:
  - i.** Subsidizing of event tickets
  - ii.** Honorariums
  - iii.** Alcohol
  - iv.** Transportation fees