



SUO

Students' Union
UBC Okanagan

WELCOME TO
STUDENT ASSOCIATION ORIENTATION
September 2024



AGENDA

Welcome from President: Land Acknowledgement

Events and Finances: SA Basics with Izzy

Oversight Committee: VP Internal

Funding: VP Finance

Rubric

Questions



SUO

Students' Union
UBC Okanagan

We would like to acknowledge that we are on
the **traditional ancestral unceded territory of the
Syilx Okanagan Nation.**

We would like to recognize that learning happened here long
before this institution was established. It is important to
understand the privilege we hold to be living, working and
learning on
Syilx territory.





SUO

Students' Union
UBC Okanagan

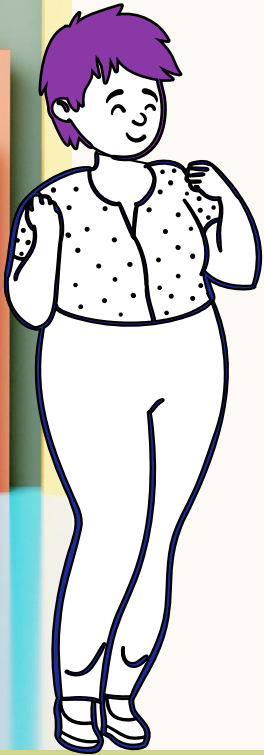
From the President:

Dear Course Union and Club Executives,

Welcome to a new year at UBCO! As President of the SUO, I'm excited to work alongside all of you to foster an engaging and vibrant campus community. Our course unions and student associations are key to shaping the student experience. Your leadership is vital to driving that success.

This year, we will focus on strengthening the campus community, improving event planning resources, and ensuring every club and course union has what it needs to thrive. Together, we can make this year one to remember for all students at UBCO.

INTRODUCTION



OFFICE HOURS FOR TERM 1

- The SUO office is open Monday through Friday from 8am-4pm
 - Please note that our office is closed weekends, statutory holidays and during all university closures.
- Drop-In Hours are Monday through Friday 9-11am (Kayla) and 1-3pm (Izzy)
 - This includes phone calls!

Membership Outreach Drop-In Hours

Monday	Kayla: 9:00-11:00am; Izzy 1:00- 3:00pm
Tuesday	Kayla: 9:00-11:00am; Izzy 1:00- 3:00pm
Wednesday	Kayla: 9:00-11:00am; Izzy 1:00-3:00pm
Thursday	Kayla: 9:00-11:00am; Izzy 1:00- 3:00pm
Friday	Kayla: 9:00-11:00am; Izzy 1:00- 3:00pm
Saturday	Closed
Sunday	Closed

For an appointment or all other inquiries please reach out to membership.outreach@suo.ca

Please note that our office will be closed for statutory holidays and all University closures.

ON CAMPUS EVENTS

Academic Spaces, Non-
Academic Spaces, The Well and BBQ's



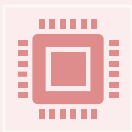
ACADEMIC SPACES



For room booking requests (ex. club meeting in a classroom) please allow a minimum of three business days for a booking confirmation. During our busy times (September and January) allow five business days to process booking requests. Keep in mind that our office, which means staff is closed weekends, statutory holidays and all university closures.



For larger events, make sure to request your booking well in advance; it can take at least two weeks for a Safe Event Form to be processed by UBC! Booking confirmations are sent to the Student Association email as soon as we receive them from the Central Booking Office.



The Central Booking Office (CBO) provides an [online timetable](#). UBC CWL authentication using [UBC VPN](#) required to view availability of academic spaces.



Please confirm availability BEFORE you submit your On-campus event form and make sure that you include extra time for event set up and clean up if needed. Facilities workorders need to be emailed to Izzy more than 14 days before the event, including a map or diagram of set up.

DANCE AND MUSIC IN ACADEMIC SPACES

- Due to new regulations from UBCO, music and dance clubs will be sharing time slots in EME 1202 during the weekends this term. We will be sending out a poll so that clubs can register for times that work for them.
 - When the event is finished, the student association is responsible for putting the room back to its original set up.
 - For example: Moving desks and chairs back for class the following day.



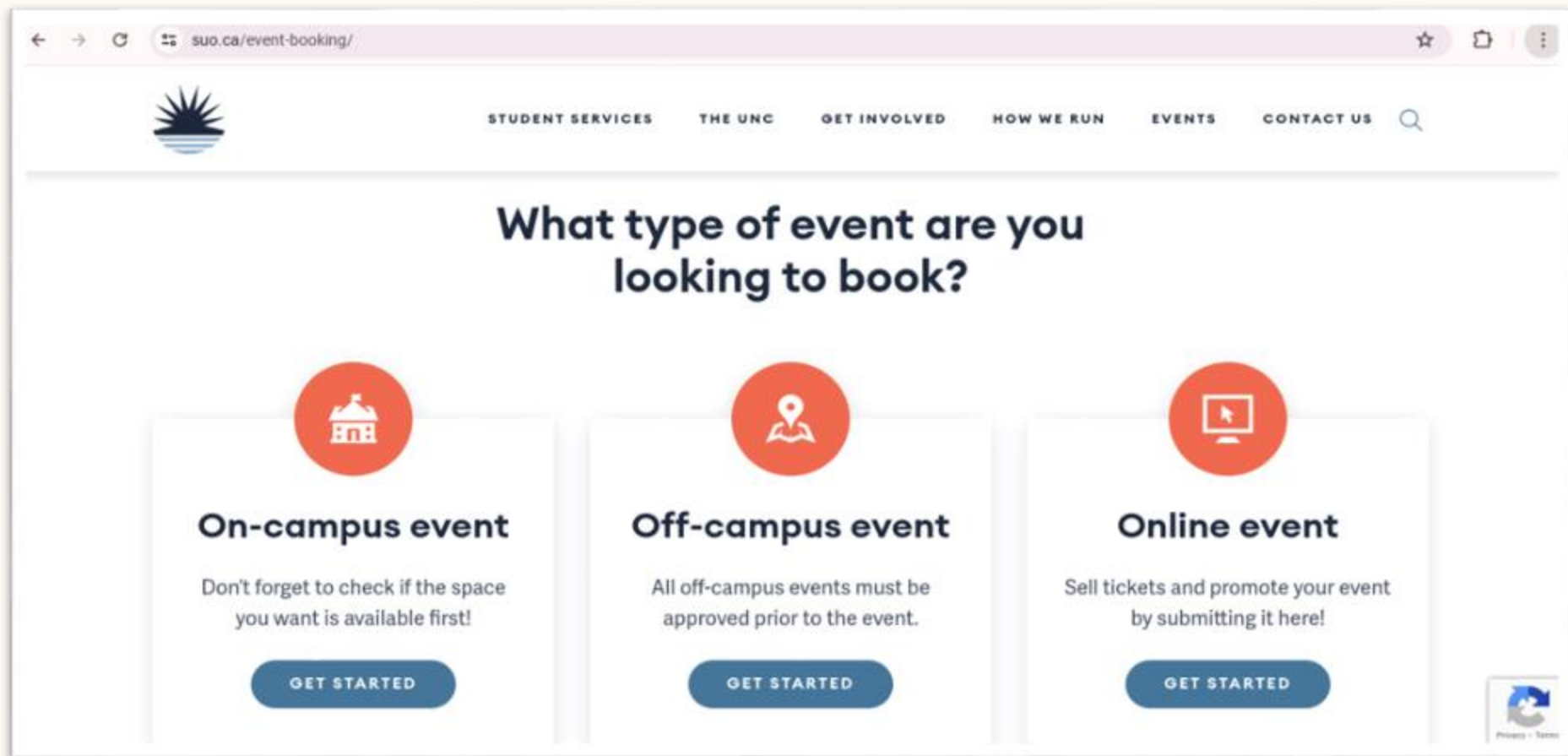
ACADEMIC BOOKINGS CONT...

SUO spaces in the UNC are also available to student associations on campus including the UNC 105 boardroom, UNC 106 Theatre, links to submit booking requests are in the SA Handbook or the booking request landing page.

Please note, the following spaces are not available to Student Associations

- **ADM 026** (Unless a sponsor from the FCCS will book the space and be present at event)
- **COM 201**
- **FIPKE Foyer**

CHECK OUT THE EVENT BOOKING LINK HERE!



NON-ACADEMIC SPACES

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- Unfortunately, foyer spaces, outdoor spaces and the UNC 200 Ballroom availability are not viewable on any timetables on the UBC website.
 - Please submit booking requests in our system with your preferred request.
 - Large events require a request well in advance – **four weeks for an event without alcohol** served and **six weeks if you are planning to serve alcohol**.
 - Liquor permits are acquired by Campus Security (see UBCO Campus Event Form).
 - If you will be hosting a large event on campus, follow these steps:
 - Submit a room booking request with the on-campus event form, including time to set up before and clean up after the event.
 - Include alternative dates and times in information. Bookings cannot be viewed when submitting request.
 - Receive confirmation of your booking.
 - Submit a Campus Event Form (formerly the Safe Event Plan) to the Safe Event Committee **at least 30 days in advance**. This is now a Qualtrics form!
 - Complete the SA Event Set Up Facilities Work Order Form, including a map or diagram of set-up a minimum of 21 days before the date of the event and send it to Membership Outreach Coordinator.



All non-academic space bookings for clubs and course unions are completed by the Membership Outreach Coordinator at this time.

EVENT SET UP

If your event requires tables, chairs or a particular lay out you will need to submit an Event Set Up Facilities Work Order Form to the Membership Outreach Coordinator.

- This workorder must be submitted to Membership Outreach 21 days prior to the event date.
- Maps or diagrams must be included for set-ups. Please include a copy with your workorder form.
- Room Bookings: Please ensure your room is booked no less than 2 (two) hours prior to an event and 2 (two) hours after an event for set-up and take-down.

If your event falls on a Statutory Holiday event set up is not be possible, UBC facilities staff do not work on these days.

- If an event is in any space on a statutory holiday, you will have to use it as it is, mess and all.

Incomplete facility work orders will be sent back to update, no exceptions.



CAMPUS EVENT PLAN

- Certain activities require additional measures to ensure safety and prevent unreasonable disruptions to teaching, learning and research on the UBC Okanagan Campus. To respond to these concerns student association are expected to fill out a [UBCO Campus Event Form](#).
- These events must receive approval from Campus Operations and Risk Management for the event to proceed.
- The committee only meets once a week so get your form in earlier than later.
- The committee includes UBCO staff from many departments including security, IT, custodial, food services and management.



THE WELL PUB



- All ages events in the Well do have some fees attached to them,
 - The fee will depend on the needs of the event.
 - As there is no alcohol at the event there is usually a staffing fee, as well as an overall booking fee. This fee is arranged between The Well Pub Manager and the Student Association putting on the event.
- 19+ events typically do not incur fees as bar sales cover the costs.
- Since the event is in Students' Union space, there are no extra insurance costs or waivers to sign for All Ages and 19+ events.
- If someone wants to inquire about booking the space, they can contact the Well Pub Manager.

The SUO no longer has a small BBQ for student associations to rent. You can arrange to rent the large BBQ from by The Well .

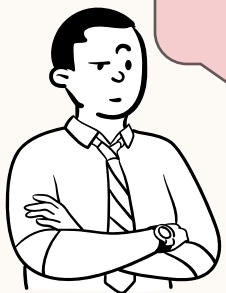
- If you are hosting a BBQ event, you must book the UNC WS or WE outdoor space using our On-campus Event Form.
- Fire extinguishers are available from the Campus Security Dispatch office.
 - There is a rental fee to use the large BBQ.
 - If the grill is not cleaned appropriately your club may be charged a \$49.00 clean-up fee.
 - You must submit a Campus Event Form and receive approval from Campus Operations prior to the event.
 - You must provide proof of event approval or your space booking may be cancelled 48 hours before the date.

BBQ'S



OFF-CAMPUS EVENTS

- SUO Student Associations are required to obtain pre-approval for all off-campus events and activities.
- We recommend that off-campus event requests are submitted **at least two weeks in advance of the date the event will be advertised.**
 - Last minute submissions may not be able to be approved.
- Events involving physical risk or alcohol may require waivers to be signed and submitted to the Membership Outreach Coordinator prior to the event.
 - In certain circumstances, there may also be extra insurance coverage required at the expense of the Student Association.
 - Once the Off-campus Event Form has been submitted, our office will respond with notice of approval or a request for more information.



Why does it take so long?

Risk & Safety



OFF-CAMPUS CONT..

- If an off-campus event has not been sanctioned by the Membership Outreach team you **CANNOT** use your club's name or affiliation.
 - Promotion of a non-sanctioned event on student association social media platforms is risking consequences.
 - If there is risk such as a skiing trip, the board may de-ratify your student association and all the funds linked to the club or course union would be lost.
 - Expense reimbursement forms submitted for non-sanctioned events may not be processed.
 - Please don't risk paying for an event yourself due to lack of communication with Membership Outreach. Groceries and rent are more important.
- *** Non-sanctioned events are not covered by our insurance.

EXPO AND WINTER EXPO

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- Expo is a large outdoor event held in the courtyard that provides Student Associations with the opportunity to promote themselves and encourage incoming or returning students to experience clubs and course unions at UBCO.
 - Make new friends, network, and make connections with local community partners!
 - Room for all Student Associations!
 - Big barbeque with a complimentary meal and a table to meet your Students' Union crew and *pause for effect* free swag!

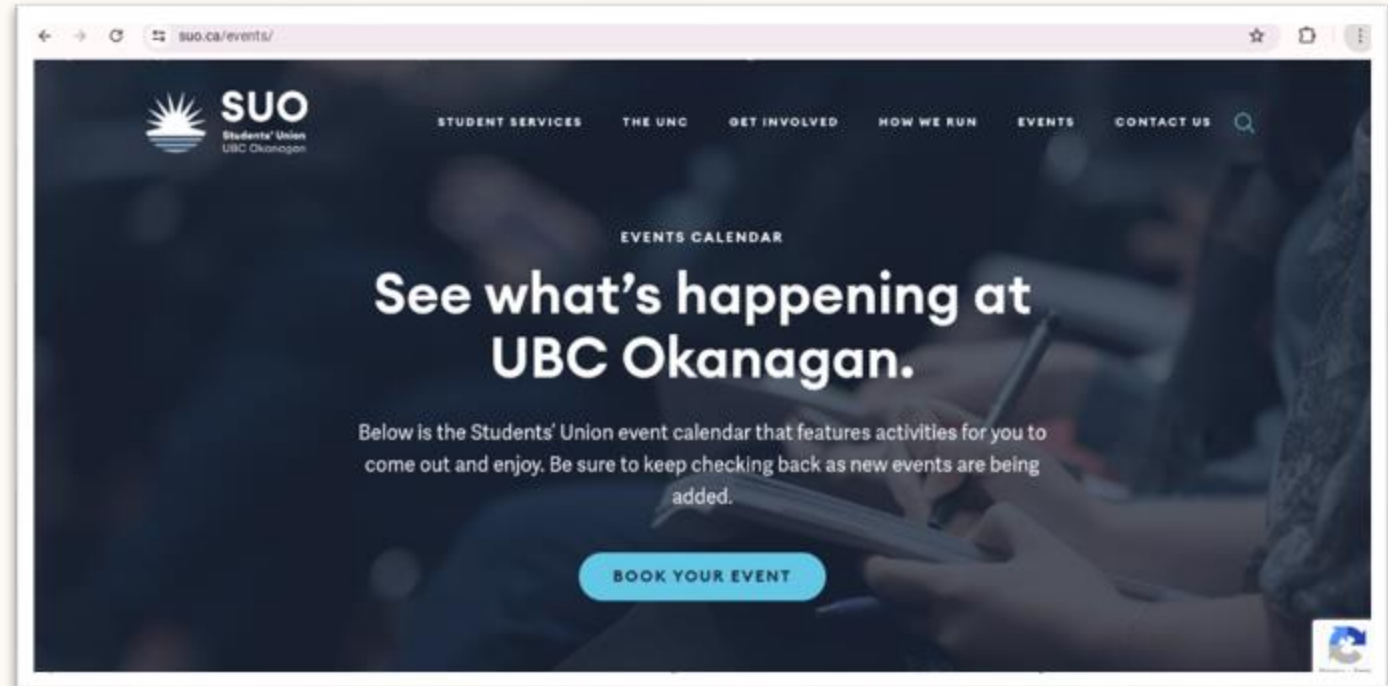


Winter EXPO in January

- **2-day event in 2025**
- More low-key event (usually held in EME Foyer)
- Space is limited and spots fill up quickly.
- Registration mid to late November.

PROMOTION, POSTERS AND PRINTING SERVICES

1. **The Event Calendar:** Student Association Events can be posted on the SUO Events Calendar to promote it and increase exposure.
 - When submitting a booking request on our website, you click on **Yes** to add it to our calendar and write up the description that you would like added to the post in the description area under the Event Name. Once the booking request is confirmed, we will add the event to our calendar and email you a link for approval and edits.
 - If you chose **No** to the Event Calendar or changed your mind, email the [Membership Outreach Coordinator](#) with the event name, description, date, time, location and any other details such as ticket cost or registration information. The event will be added to the calendar and a link emailed to you.



PROMOTION, POSTERS AND PRINTING SERVICES CONT...

- **Event Posters:** Each Student Association is eligible for up to twenty (20) posters printed per event.
- Send poster requests to the Front Desk at office@suo.ca through link on “Submit an Booking” landing page.
- If more than one group is partnering together for an event, a maximum of forty (40) posters total will be printed.
- Note the following when designing your poster:
 - Your Student Association name or logo must be clearly displayed.
 - The SUO name or logo must be displayed (available for download on website – [light background](#) or [dark background](#)).
 - Do not use the UBC logo on the poster.
 - All event details such as date, time and location must be listed correctly. We will not reprint posters as a result of mistakes in your poster design.
 - Each poster design must have at least 3" x 2" of *negative/light-coloured space* for our SUO date stamp. Posters without this stamp may be removed by campus cleaners.
 - Posters cannot be posted on walls, windows, doors or outdoors. The SUO has exception permissions from UBCO for elections only.

SUO STUDENT ASSOCIATION DIRECTORY

Create an interactive directory listing!

New one on our website through Rubric

- Logos, acronyms and Discord are under profile settings. (Logos are round and maximum 2MB)
- Write ups and links to social media are under Links in Bio

The screenshot displays the SUO Student Association Directory website. At the top, the navigation bar includes the SUO logo and menu items: STUDENT SERVICES, THE UNC, GET INVOLVED, HOW WE RUN, EVENTS, and CONTACT US. The main content area features a grid of eight organization profiles, each with a circular logo and text identifying the organization and its affiliation with the University of British Columbia Okanagan. The organizations listed are: Student Fencing Club, Students' Union Okanagan of UBC (SUO of ...), SUO Graduate Student Committee, SUO Indigenous Peoples Collective, SUO Okanagan Music, SUO Peer Support Network, SUO Pride Resource Centre, and SUO Sex Positivity Centre. The footer contains contact information, including the office address, hours of operation, and email address (office@suo.ca).

STUDENT ASSOCIATION NAMING RESTRICTIONS

When creating your student association directory and social media platforms please remember the following!

- **Do not** use the letters “UBC” or “UBCO” in an email address, student association name, logos, domain names or social media handles. Student Associations are part of the SUO that is a separate entity from UBC. The club or course union will have events and meetings on the campus **but is not an entity within the university.**
- Think twice before you use "Okanagan" in your name! While the Okanagan is a beautiful place to live and work, if all student associations fall under the "O" tab on the directory, students will not be able to find you easily. No one likes searching through a phone book!



RAFFLES



ThePhoto by PhotoAuthor is licensed under CCYYSA.

- Student Associations are **not allowed** to have a raffle or draw that would require them to procure a gambling license due to the stringent government reporting that would be required and the fines that are involved if not followed correctly. **If it is a game of chance, that anyone can win – you need a gambling license.**
- A game that needs a gaming license has the three elements listed below. Any student association contests or raffles **must be exempt from one of the three criteria** below and be considered a game of skill.
 1. There is a prize.
 2. Contestants are required to pay to enter.
 3. It is a game of chance.

FUNDRAISING

Get creative with ways to raise money for your favourite CRA certified charity.

- Book space in front of the UNC, borrow a table to have a bake sale or sell Krispy Kreme donuts.
- Book space in the courtyard and raise funds having a BBQ.
- Book the UNC Ballroom, organize a fun event and sell tickets on Rubric to raise money.
- SUO funding can be used to cover expenses for holding events or purchasing fundraising products, not to make the donation specifically.



EQUIPMENT AVAILABLE TO STUDENT ASSOCIATIONS

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Do you need some extra equipment for your event?

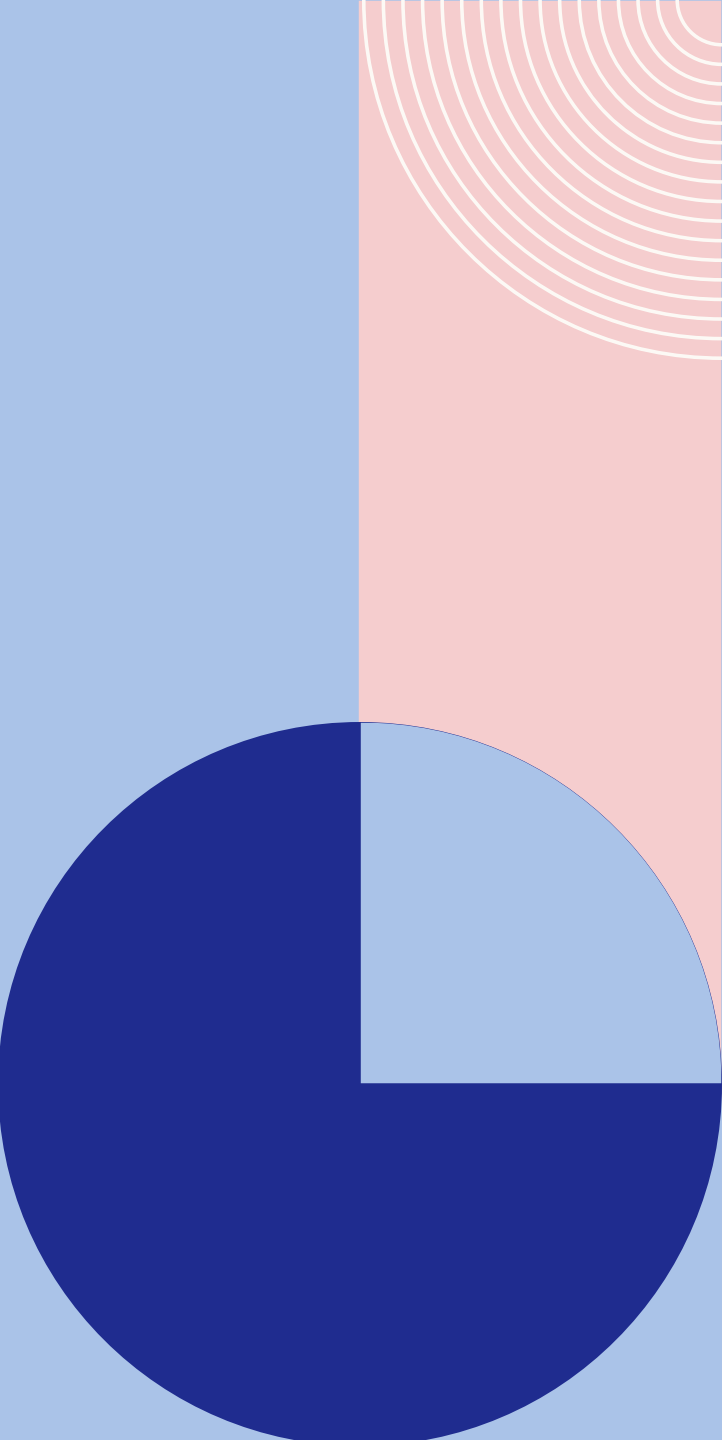
- We have fold up tables and chairs
- Can be borrowed during SUO office hours only (M-F 8-4).
 - (Maximum 2 tables & 2 chairs)
- We have:
 - Extension cords 60' & 25'
 - Student association branded tablecloths
 - Student association branded banner
 - Student association branded 10' square tent

New this year

We have an A-frame to promote events with 24" x 32" posters printed at [paper & supply co](#)



HOW TO BE REIMBURSED



HOW TO BE REIMBURSED CONT...

- All Student Association funds must be processed directly within the SUO account (deposits, ticket sales and reimbursements).
 - All expenses or payments must be prepaid by student association members or made directly to a supplier or vendor.
- Reimbursements will be made via direct deposit after submitting an **Expense Reimbursement Form (ERF)** with supporting receipts or invoices in hardcopy at the SUO office in UNC 133 or by email to the Membership Outreach Coordinator.
- Make sure the payee knows to check all Inbox folders including Spam or Junk.
 - An email will be sent to the email address listed for the recipient with the subject line “There is a Student Association payout waiting for you”. To protect the privacy of the recipient, do not send personal banking information until contacted.



HOW TO BE REIMBURSED CONT...

Supporting documentation for an ERF will be required if you...

You must have a receipt or invoice. We will not reimburse expenses without proper documentation under any circumstance. A screenshot of your credit card or bank statement is not proof without matching receipts or invoices.

Submitting an invoice. You need to include a bank statement or credit card statement proving that payment has been made if the information is not clearly visible on the invoice.

If payments are made by debit or credit. The reimbursement must be made to the person whose card was used. Verification of card with matching number may be requested for our auditors. (Even Izzy must provide proof as staff when making purchases)

A debit slip is not a receipt. Debit slips without matching **itemized receipts** from restaurants or pubs are not valid.

If you pay with cash. Make sure the receipt or invoice says that it is paid and there is no balance owing. If you can't prove it is paid, we can't payout the reimbursement.

IMPORTANT ERF INFORMATION

- Any ERF's that do not have both pages completed will be returned to be resubmitted.
- The name and email address of the person/business the reimbursement is being made out to must be completed.
- An explanation of what the purchase was for, items that are referenced in Student Association Regulation #17 will not be reimbursed.
- DO NOT send ERF's twice, unless requested by the Membership Outreach Coordinator.
 - If both ERF's get paid out, it is a matter of fraud and reflects badly on the student association. This will affect future funding and events.
 - This includes cc'ing Izzy and Membership in the same email.
- Do not include banking information with the ERF, we take an individual's privacy very seriously .
 - We will send an email with a link to a form to submit banking information once the ERF is submitted to our finance manager to pay out.
- Do not submit more than one ERF for the same person at the same time, or in the same email.
 - Consolidate receipts for the same person into ONE ERF.



Tax Invoice

DOMINO'S PIZZA - NILAI PT 7437 Jln BBN 1/2F, Putra Nilai, 71800 Nilai, N. Sembilan
GST REF NO: 001694261248

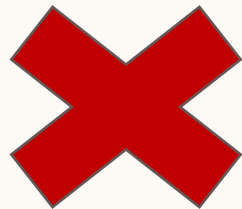
Order Type: DELIVERY
Pay By: CASH
Order Id: 4322640
Order Time: 17:41:57
Order Date : 02/DEC/2015
Name: MRS AMBIGA JAYAPALAN
Pickup Time: 11:45:35 AM
Delivery Date: 03/DEC/2015
Ordering Channel: Online Ordering
Delivery Address: PERIDENT STAR SDN BHD, PT 16034, Block PT, Level 16034, Unit, OFF BANDAR NILAI, JLN NILAI IMPIAN 3, NILAI IMPIAN, NILAI, 71800, NEGERI SEMBILAN

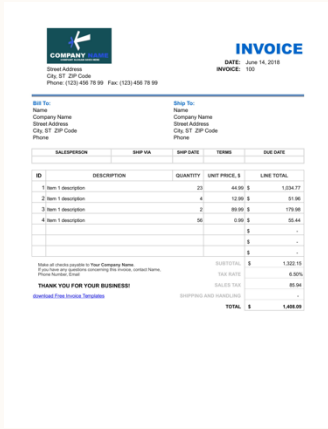
Quantity	Menu Description	Coupon Saving	Price
1	12" Large Pizza - New York Crust - Tuna Extreme	0.00	36.80
1	12" Large Pizza - Crunchy Thin Crust™ - Smoky Beef & Chick	0.00	36.80
1	12" Large Pizza - Classic Hand Tossed™ - Prawn Sensation	0.00	42.80
Sub-Total			116.40
Coupon Discount			0.00
Grand Total (6% GST Included)			116.40
6% GST			6.59
Net Grand Total			116.40

Itemized Receipts

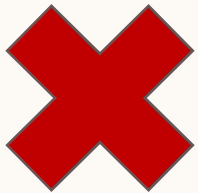


DEBIT SLIP WITH NO ITEMIZATION





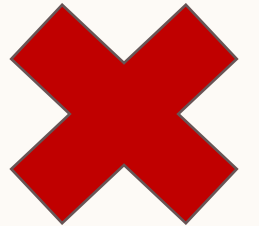
Images Saved in Different Sizes



Page 2 Not Filled Out

Please include the breakdown of your itemized receipts using the table below.

Receipt Date	Vendor	Description	Receipt Amount	Receipt in CAD Currency?	Total CAD Charged (proof required)	Total Claiming for Reimbursement (if claiming different \$ from receipt total)
				CAD Other		
				CAD Other		
				CAD Other		
				CAD Other		
				CAD Other		
				CAD Other		
				CAD Other		
				CAD Other		
				CAD Other		
				CAD Other		
				CAD Other		
				CAD Other		
Grand Total:						
<i>This total will automatically appear on page 1</i>						



PRE-PAID GIFT CARDS

- Recipients of pre-paid gift cards at events must be named on the record form and they must sign to confirm that they were given the card as a prize at a specific event.
- The pre-paid gift cards can only be used as a prize at a specific event with dollars raised by ticket sales from the specific event.
- Pre-paid gift cards cannot be purchased with SUO funding.
- Pre-paid gift cards cannot be used as a means to supply food or supplies for an event.
- Purchases of gift cards \$200 or more must be pre-approved by the MOC and either the VP Finance or VP Internal
 - See Student Association Regulations on our website.
- Expense Reimbursements for pre-paid gift cards must include a Pre-Paid Gift Card Purchasing Record Form.
 - Reimbursements for pre-paid gift cards will not be processed if the forms are not completed with form.

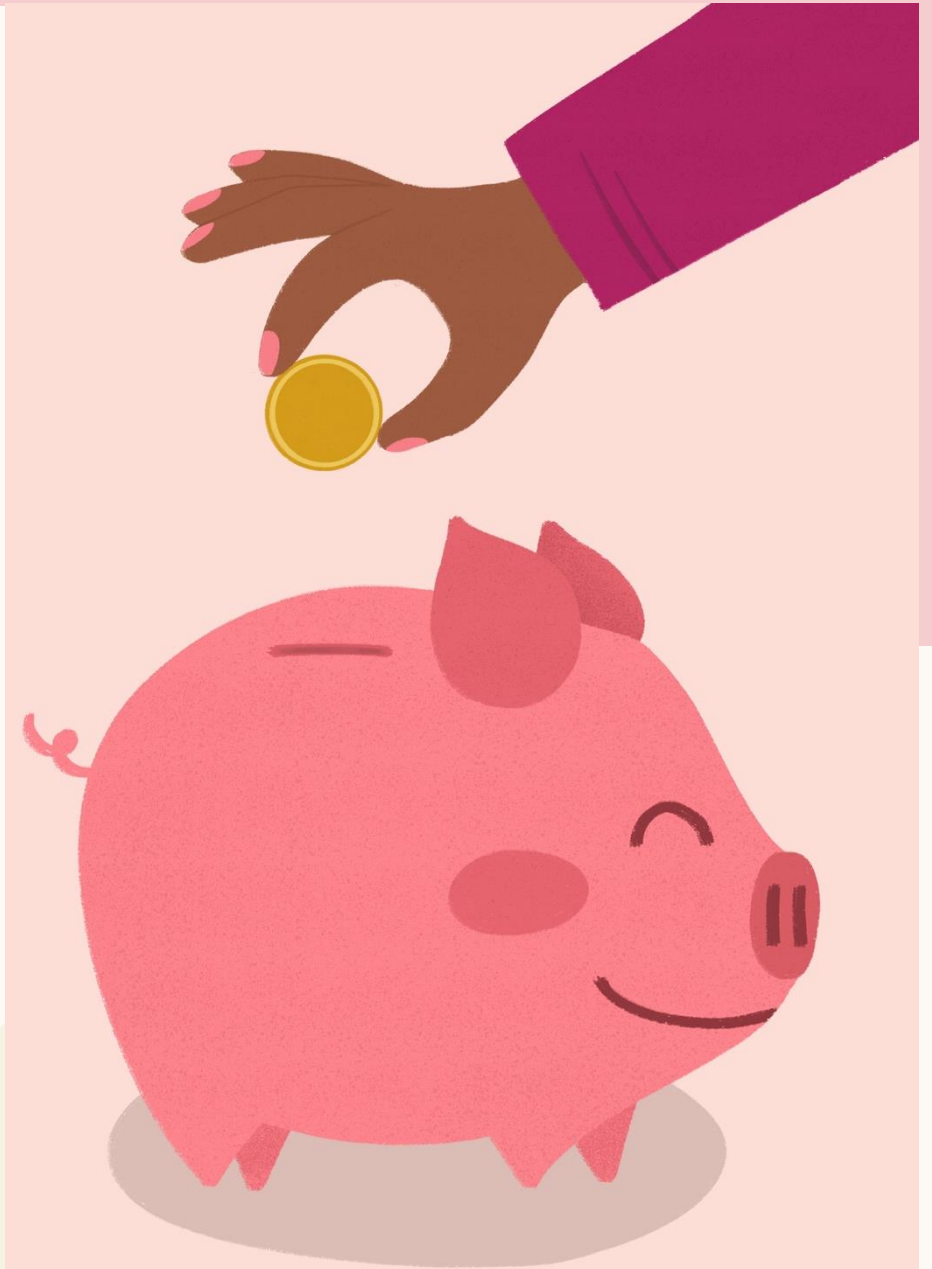
PRE-PAID GIFT CARDS CONT...

- The combined value of pre-paid gift cards and prizes over two hundred (200) dollars, per event, are ineligible for reimbursement.
- If a Student Association wishes to spend more than two hundred (200) dollars on pre-paid gift cards or prizes, they must submit an expense request to the SUO, through the Membership Outreach Coordinator, prior to purchase, the SUO may approve or deny requests. Upon approval, Student Associations must submit a completed Expense Reimbursement Form and a Pre-Paid Gift Card/Price Item Purchasing Record Form.



HOW TO DEPOSIT FUNDS

Your SUO "Piggy Bank"



HOW TO DEPOSIT FUNDS CONT...

- All cheques must be made payable to the “Student Union of UBC Okanagan” with your Student Association name noted in the memo, no exceptions.
- If a business is mailing a cheque to the Students’ Union, provide them with our mailing address and ensure you list your Student Association name and the Students’ Union of UBC Okanagan.
- Cash or cheque deposits are processed through paper & supply co.
 - If you are depositing coins, pre-roll if possible.
 - Your Student Association account will be updated the following business day.

Person Sending
Street address
City, Province
Postal Code



Student Association Name
c/o SUO of UBC
3272 University Way, UNC133
Kelowna, BC
V1V 1V7

HOW TO DEPOSIT FUNDS CONT..

- To obtain an itemized PDF financial statement or balance inquiry, email the Membership Outreach Coordinator from your Student Association email account requesting one.
- For privacy and protection of a student association's funds, we will not send account statements to personal email addresses.
- All Student Association funds must be processed directly within the SUO account (deposits, ticket sales and reimbursements).
- **Student Associations may not hold external bank accounts or move funds through a personal or external account for student association operations.**
 - This includes E-Transfers!

This may get your student association deactivated for the academic year or permanently!



FINAL TIPS & TAKEAWAYS

- If you want to be a part of EXPO or Winter EXPO you must register.
- Use of personal or external bank accounts and other sale platforms are strictly prohibited.
- Check the Student Association Handbook for clarification!
- **Remember, Membership Outreach processes requests first-come-first-served! This includes all booking requests.**
 - We DO NOT play favourites!





**OPERATIONS AND
REGULATIONS**



Student Association Funding and Clubs Oversight Committee

- The Student Association Funding and Clubs Oversight Committee [Regulations I: 85-93] will be here to help student associations promote accountability, oversee club activities and ensure compliance with all current SUO Regulations.
- It will also be the responsibility of this committee to review submitted Student Association funding applications, determine the allocation of funding for the existing Student Associations, and present these funding recommendations to the Board of Directors.
- Please reach out to the following committee representatives should your student association require consultation, assistance, or information regarding funding.
 - a. Vice President Finance (Chair);
 - b. Vice President Internal (Club Oversight Officer);
 - c. Membership Outreach Coordinator;
 - d. General Manager; and
 - e. One (1) Director at Large

Executive Responsibilities and Accountability

- Every executive member of a student association must be fully informed of and adhere to all relevant rules and regulations.
- Executives are obligated to report any violations of these regulations by fellow executives to the Student Union.
- Executives will be held personally accountable if they are aware of violations and fail to report them, or if they are unaware of these regulations.
- The Board is responsible for determining appropriate actions in response to any wrongdoing by student association executives.





Limitations of a Student Association

REGULATION VIII: 15

Student Associations are not permitted to accept any legal obligation for the Student Union including any of the following:

- a. entering into contracts either on behalf of the Student Union or the Student Association;
- b. hiring employees;
- c. open an account with a financial institution; or
- d. use a personal account or external account with a financial institution to process Student Association transactions.

Non-Sanctioned expenditures

REGULATION VIII: 18

Funding directly provided by SUO shall not be used for the following expenses:

- a. alcohol and illegal substances;
- b. wages such as but not limited to staff expenses and honorariums;
- c. fundraising purposes such as but not limited to donations, activities, raffles or events that require a gaming license;
- d. direct contributions to external organizations activities, operations or fundraisers related to groups not registered under the SUO Student Associations policy;
- e. off campus events held without prior approval through the Off-Campus Event Application request form;
- f. events not Insured through the SUO;
- g. lottery tickets and raffle tickets; and/or
- h. pre-paid gift cards.



Can Ratification be lost?

- If members of the Student Association do something that violates the [UBC Student Code of Conduct](#), the Student Association will be immediately terminated. This includes, but is not limited to...
 - **Misconduct against persons**, which includes:
 - (a) physically aggressive behaviour, assault, harassment, intimidation, threats or coercion;
 - (b) conduct that creates conditions that endanger the health, safety, property or well-being of any person;
 - (c) engaging in a course of vexatious conduct, harassment or discrimination that is directed at one or more specific persons and that is based on any of the protected grounds under the BC Human Rights Code; and
 - (d) engaging in unwelcome or persistent conduct that the student knows, or ought to reasonably know, would cause another person to feel demeaned, intimidated or harassed.
 - **Misconduct involving property**, which includes:
 - (a) taking without authorization, or misusing, destroying, defacing or damaging University property or property that is not their own, or information or intellectual property owned by the University or by any of its members;
 - (b) possessing University property or property that is not their own, if the student knows, or ought to reasonably know, that property to have been taken without authorization; or
 - (c) creating a condition that unnecessarily endangers or threatens destruction of University property or property that is not their own.
 - **Disruption**
 - **Unauthorized Use of University Facilities, Equipment or Services**

When Can Ratification be lost?

- If violation of the [Student Associations Regulations](#) occurs.
- If Student Association opens an external bank account or operates financially using external sources; including cash transactions and e-transfers.
- If a Student Association opens an online account that deposits into an external account.
- Student Associations will be dissolved by the Board of Directors after remaining inactive for over 12 months.
- All incidents concerning student associations will be directed to the Membership Outreach Coordinator, and VP Internal.
 - Suspected non-academic misconduct breaking UBC Okanagan's Code of Conduct will be reported to Campus Security, who will then bring the matter to the attention of the Student Conduct Manager.
 - If, upon the conclusion of an investigation of a complaint the University finds that misconduct has occurred, the Student Union may suspend or revoke the privileges of a Student Association or otherwise take remedial action in accordance with the findings of the University.



Enhancing Club Oversight through Case Management Form

- Objective: To streamline the process for reporting and addressing complaints against student associations and ensure adherence to regulations.
- Features of Rubric's Case Management Form
 - Anonymous Reporting
 - Detailed Submission
- Expected Outcomes
 - Improved Safety
 - Increased Accountability
- <https://www.suo.ca/case-management/>





Final tips & takeaways

- Student Association Ratification will be terminated if one violates the UBC Student Code of Conduct or Student Association Regulations.
 - Bullying, harassment, hazing and all forms of prohibited conduct will not be tolerated.
- Do not use the letters “UBC” or “UBCO” in an email address, student association name, logos, domain names or social media handles.
- No special treatment will be tolerated. All student associations will follow the same rules, including SUO board members who are part of a club.
- Students cannot be an executive signing authority for more than one Student Association due to the inherent responsibility of the position.
 - Please reach out to Membership Outreach if you would like to change your signing authorities.
 - SUO Board of Director executives cannot be an executive of a student association due to conflict of interest.



**STUDENT ASSOCIATION
FUNDING**

Student Association Funding – New SAs

- New Student Associations that have just been ratified will receive an application form for funding.
 - Your student association will have 10 days from the date of receiving the email to submit the application.
 - You may receive up to \$500.00 in funding in your first term to help you until the next funding period.
 - You can apply for funding of more than \$500 starting in term 2.
 - **Funding applications submitted after the specified deadline will not be considered!**

Student Association Funding – Renewed SAs

- For pre-existing clubs and course unions there are two annual funding request opportunities.
 - Funding application details and deadlines are sent out to registered Student Associations email addresses when the funding process starts in each term (September and January).
 - Your student association will have 10 days from the date of receiving the email to submit the application.
 - **Funding applications submitted after the specified deadline will not be considered!**

STUDENT ASSOCIATION FUNDING AMOUNT

- **One of your signing authority executives must attend Orientation to qualify for funding.**
 - **Yahoo! You qualify for funding!**
- **At the end of Term 1, you are expected to complete an End of Term Report to report on events and spending during the term.**



Any requests over \$1500 may require an in-person or Zoom meeting with the VP Finance & Administration and one other member of the Club Oversight and Funding Committee to discuss the needs of the request.



Requested amounts that are \$2000 and under can be approved by the Club Oversight and Funding Committee. Any approved requests over \$2000 during one funding period must be ratified by the SUO Board of Directors at a board meeting.



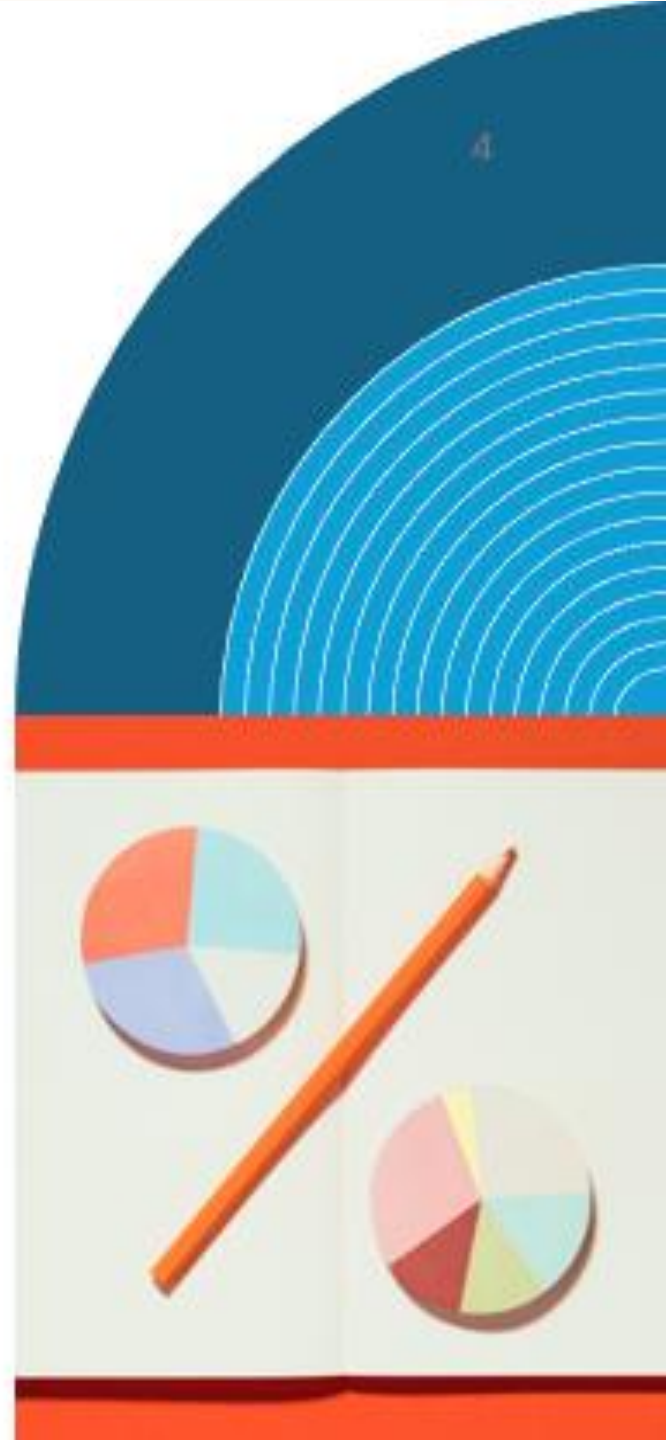
A student association can request up to \$3500 total per academic year.

Student Association Funding

If funds go into a negative balance, the student association will not be able to operate until the balance is returned to at least a zero (\$0.00) balance.



- The application form does not guarantee you will receive the requested amount.
- Do not spend funds your student association does not currently have available.
 - Funds must be approved by the Club Oversight and Funding Committee or the SUO Board of Directors.



Funding Process – Term 1

- The funding form will be online tomorrow, September 16th and we will email out the link tomorrow at 8 AM.
- The deadline for submitting applications is September 26th, 11:59 PM.
- The Student Association Funding and Oversight Committee will review all funding applications.
- **Account for every dollar you ask for (state how it will be used clearly)!**



Student Association Name*

Vice President Finance Name *

First, Last Name

Phone Number*

Email Address*

Current Amount of Student Association Funding Available*

What is the current balance of funding available for your student association?

\$

How much funding would you like?*

\$

Please enter a brief description for your grant*

Please provide a brief description of the goals or plans you have for your Student Association this semester/year, and how you believe this will have a positive impact on the UBC Okanagan community.

Event, initiative, project or conference #1

Amount Requested for #1

\$

Projected Budget #1

Provide a detailed budget and include all revenues and expenses

STUDENT ASSOCIATION FUNDS DONTs

Funding directly provided by SUO shall not be used for the following expenses:

- a. alcohol and illegal substances;
- b. wages such as but not limited to staff expenses and honorariums;
- c. fundraising purposes such as but not limited to donations, activities, raffles or events that require a gaming license;
- d. direct contributions to external organizations activities, operations or fundraisers related to groups not registered under the SUO Student Associations policy;
- e. off campus events held without prior approval through the Off-Campus Event Application request form;
- f. events not insured through the SUO;
- g. lottery tickets and raffle tickets; and/or
- h. pre-paid gift cards.



HOW TO STAY ACTIVE YEAR TO YEAR

If your team is graduating this year and you are passing the club or course union on to other students, make sure they know they have to renew before a deadline in September.



THE RESPONSIBILITIES OF A STUDENT ASSOCIATION

a. The Student Union has been notified of their intent to maintain their Student Association status;

b. A Student Association renewal application form has been submitted to renew this status after July 1st; and

c. A membership of a minimum of thirty-two (32) members, excluding executives

d. Total Membership is 100% current Students' Union Members; as per Students' Union Okanagan of UBC - Regulations 68

e. Course Unions ratified before April 1, 2023, can renew each academic year with a minimum membership of three (3) executives and fifteen (15) members;

f. Course Unions may submit their renewal application form starting May 1, once the Course Union annual election has been carried out and results confirmed during Term 2

IMPORTANT REMINDER

If a non-member attends a Student Association event, they are not permitted into restricted spaces on campus!

This includes Teaching labs, computer labs, restricted spaces and rooms that Membership Outreach cannot book.

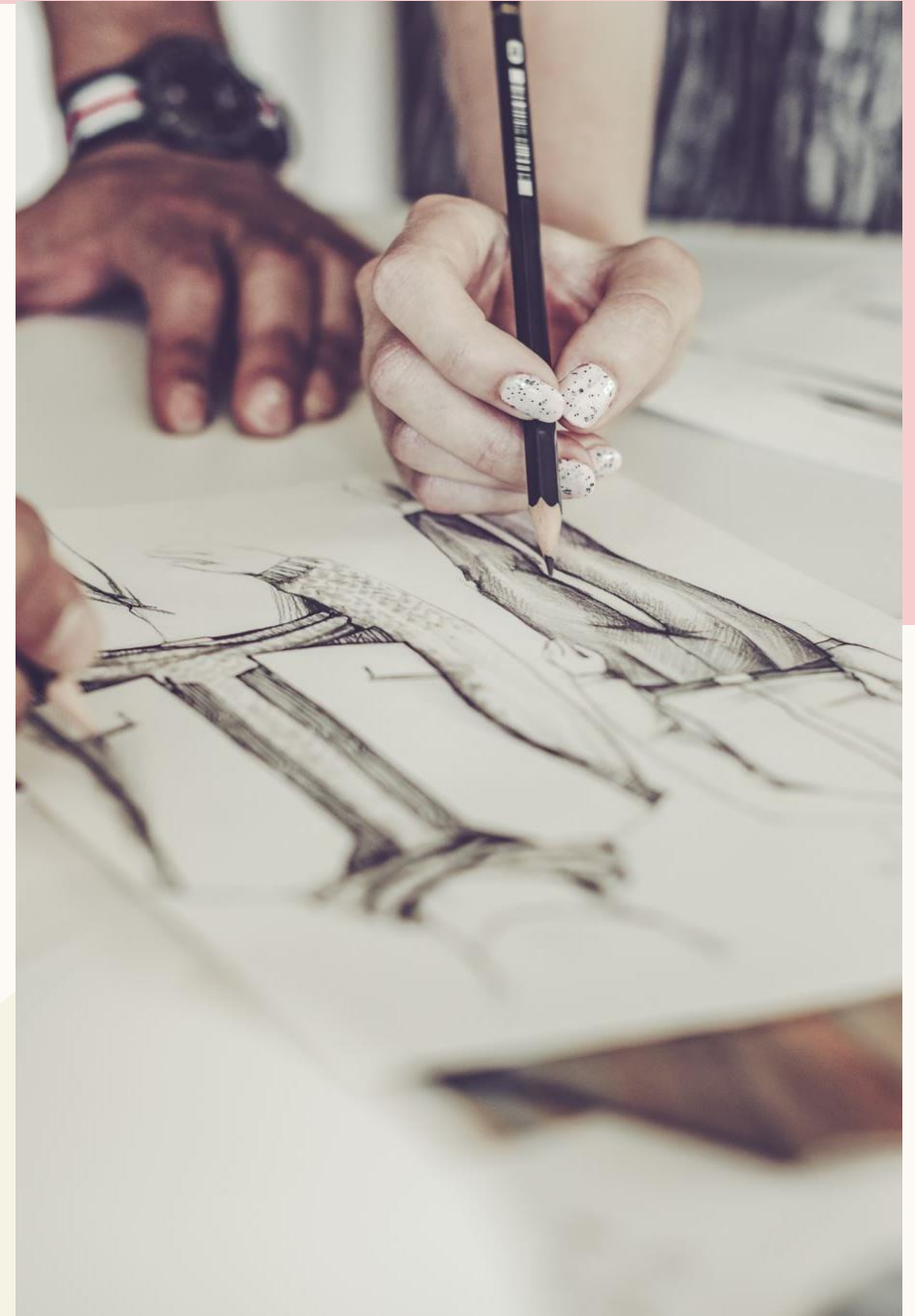


REGULATIONS

A Few Important Regulations

REGULATION BASICS

- It is the responsibility of every executive of every student association to be aware of the rules and regulations you are required to follow.
- All Executive Members of a Student Association have a fiduciary duty to report to the Student Union any activities by fellow Executives which violate any part of these regulations.
- Executive Members shall be held personally accountable if it is revealed they had knowledge of such an activity and chose not to report it to the Student Union, or if they were unfamiliar with this regulation.
 - It is the responsibility of the SUO Board of Directors to determine the appropriate response to instances of wrongdoing by Executive Members of Student Associations.



CAPITAL PURCHASE

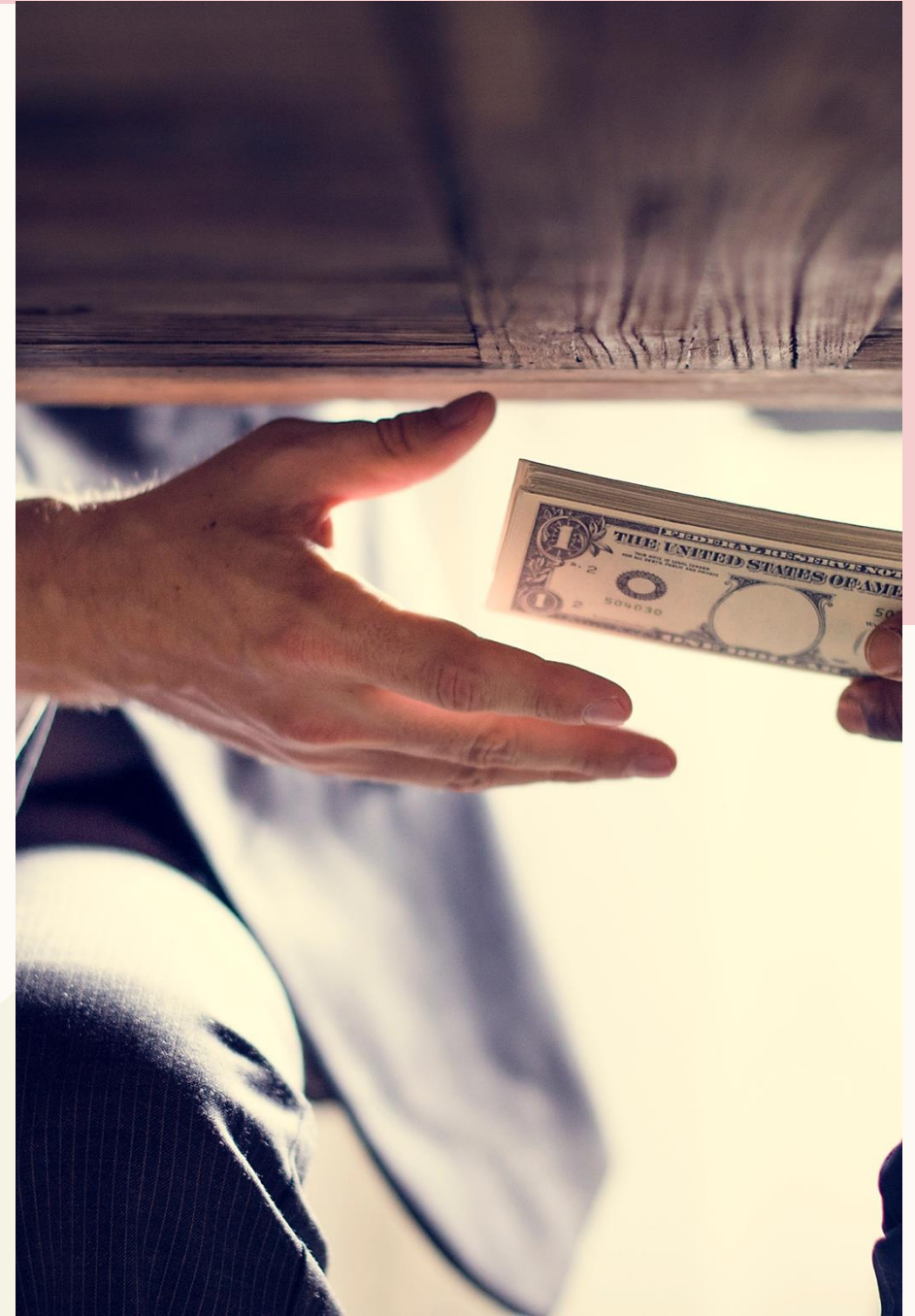


- A capital purchase is defined as a purchase of a tangible asset (equipment or inventory).
 - A Student Association may make a purchase of a tangible asset up to three hundred and fifty (350) dollars, per item, without requiring authorization from the Membership Outreach Coordinator, Vice-President Internal, or Vice-President Finance and Administration.
 - A Student Association shall clarify their intent of purchase of a tangible item priced higher than three hundred and fifty (350) dollars on their Student Association term funding application to be considered for the authorization of purchase by the Membership Outreach Coordinator, Vice-President Internal, or Vice-President Finance and Administration
- **The Student Association will be required to provide a detailed written description of the item, need of the item for the Student Association, cost, storage plans, along with any other information requested by the Membership Outreach Coordinator and Vice-President Internal, or Vice-President Finance and Administration.**
REGULATION VIII: 20

NON-SANCTIONED EXPENDITURES

Funding directly provided by SUO shall not be used for the following expenses:

- a. alcohol and illegal substances;
- b. wages such as but not limited to staff expenses and honorariums;
- c. fundraising purposes such as but not limited to donations, activities, raffles or events that require a gaming license;
- d. direct contributions to external organizations activities, operations or fundraisers related to groups not registered under the SUO Student Associations policy;
- e. off campus events held without prior approval through the Off-Campus Event Application request form;
- f. events not Insured through the SUO;
- g. lottery tickets and raffle tickets; and/or
- h. pre-paid gift cards.



CLUBS

A Club may be constituted for a purpose directly arising from the shared interests of students in connection with:

- a. organizing and participation in social, leisure, and recreational activities; or
 - b. the expression of social, political, and religious opinions or causes.
- Every SUO Member is eligible for, and entitled to, membership and participation in the activities of every Club, subject to this Regulation.
 - Clubs may require a membership fee of up to forty dollars (\$40). Any amount exceeding \$40 in membership must first be approved by motion in an SUO Executive Committee meeting.
 - Executive Members shall either be elected or appointed in a manner consistent with their mandate and have the continued support of the majority of the Club's members.
 - At least one Executive Member shall have the power and duty to represent the Student Association when required by the Students' Union.
 - Clubs are required to hold at least two meetings per semester.



COURSE UNIONS

- The purposes of Course Unions are to assist the Student Union in advocating for the specific needs of the members of a given Academic Department and provide for extracurricular opportunities for members of the Course Union that:
 - enhance their learning experience
 - provide for social occasions; and
 - create leadership opportunities; and otherwise serve the purposes of the students.
- Course Unions must have copies of their constitution available for members upon request and must be able to provide such copies through the following means: hyperlink, email, paper copy, or pdf.



COURSE UNIONS CONT...

- The Course Union President or designate shall serve as a liaison between the Course Union and the Student Union.
- At least one Course Union Executive Member is required to attend every Course Union Council meeting.
 - **Voting membership of a Course Union includes both undergraduate and graduate.**
 - Course Unions shall be required to hold an Annual General Meeting (AGM) once every Winter Term, and executives shall advertise to members at least ten (10) days in advance the, location, date, agenda and time of this meeting.
 - The following business shall be conducted at a Course Union AGM:
 - receiving and approving the preceding year's financial statement;
 - presenting the annual operating budget of the Course Union;
 - receiving the report of the President with respect to the activities of the Course Union in the present academic year of the University;
 - special Resolutions and/or Ordinary Resolutions per the agenda; and
 - receiving motions from the floor.

COURSE UNION WORKSHOP

The course union workshop was a great success last year.

Course unions who attended had more interactive elections with their members.

This year, we plan to have the workshop in November sometime to prepare for elections, AGMs and constitutions.



FINAL TIPS & TAKEAWAYS



Don't wait until the last minute! Membership Outreach assists all clubs and course unions on campus, so our office is first-come-first-served.



We are not able to deposit cheques that are not properly filled out.



Fill out all forms completely. Incomplete forms will not be processed; delaying you and the payee.



We cannot reimburse expenses without valid receipts or invoices. If you lose the receipt, we cannot reimburse from a bank or credit card statement alone.



Do not share membership information with other student association without the permission of each individual member. Protect their privacy!



All information presented can be found in your **Student Handbook**


IMPORTANT CONTACTS

Contact	Email	Phone Number
Membership Outreach Coordinator Izzy Rusch	membership.outreach@suo.ca	250-807-9259
Rachel Fortin	advocate@suo.ca	N/A
Vice-President Internal: Rajat Arora	vpinternal@suo.ca	250-807-8842
Vice-President Finance & Administration: Aryan Arora	vpfinance@suo.ca	250-807-8842
SUO Office	office@suo.ca	250-807-8842
Assistant to Membership Outreach Coordinator: Kayla Schuster	assistant.kayla@suo.ca	250-807-9259

Recreation wants to support SUO clubs that offer physical activity or sport initiatives through

- ✓ **Intercultural Activity Series** – join this series to showcase cultural physical activity
- ✓ **Move UBC Grants** – receive up to \$1,500 in grant funding
- ✓ **Space bookings** – Studio, Gymnasium and Nonis Field bookings (rental fees may apply)
- ✓ **Marketing** – elevate your clubs reach by tagging @ubco_recreation
- ✓ **Event/operations assistance** – assistance with tournament draws, lending equipment, etc
- ✓ **Impact UBCO Physical Activity Strategy** by joining UBCO Physical Activity Committee

Email physicalactivity.ok@ubc.ca for more details



**RUBRIC
TRAINING**

DEFINITIONS

- **Affiliated**

Ratified and/or renewed

- **Not Affiliated**

New student associations not ratified yet

Student associations that did not renew at the beginning of the academic year

Executive Portal

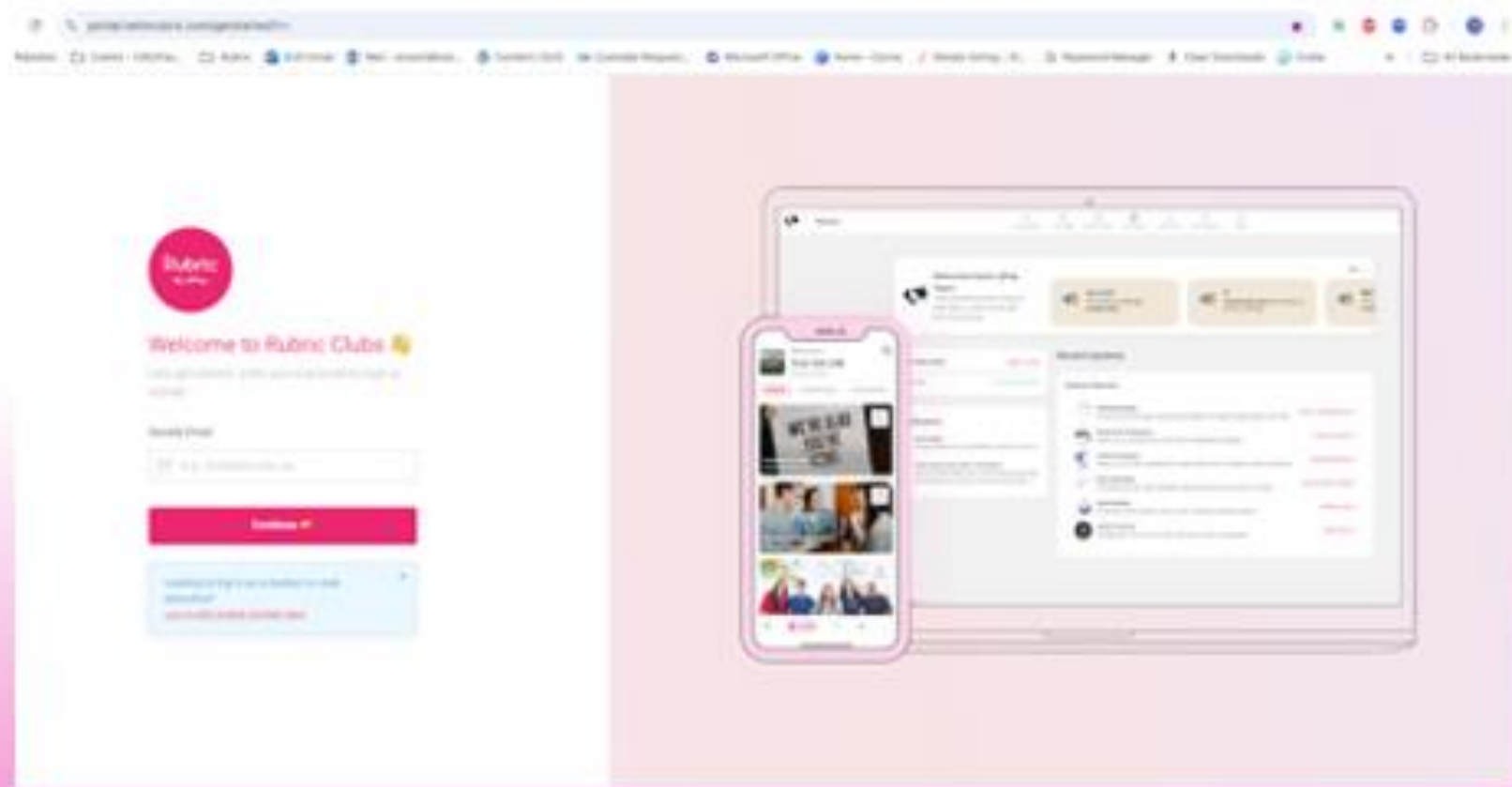
Your portal made with your personal email address

Club Portal

Club or course union portal linked to the primary email for your student association

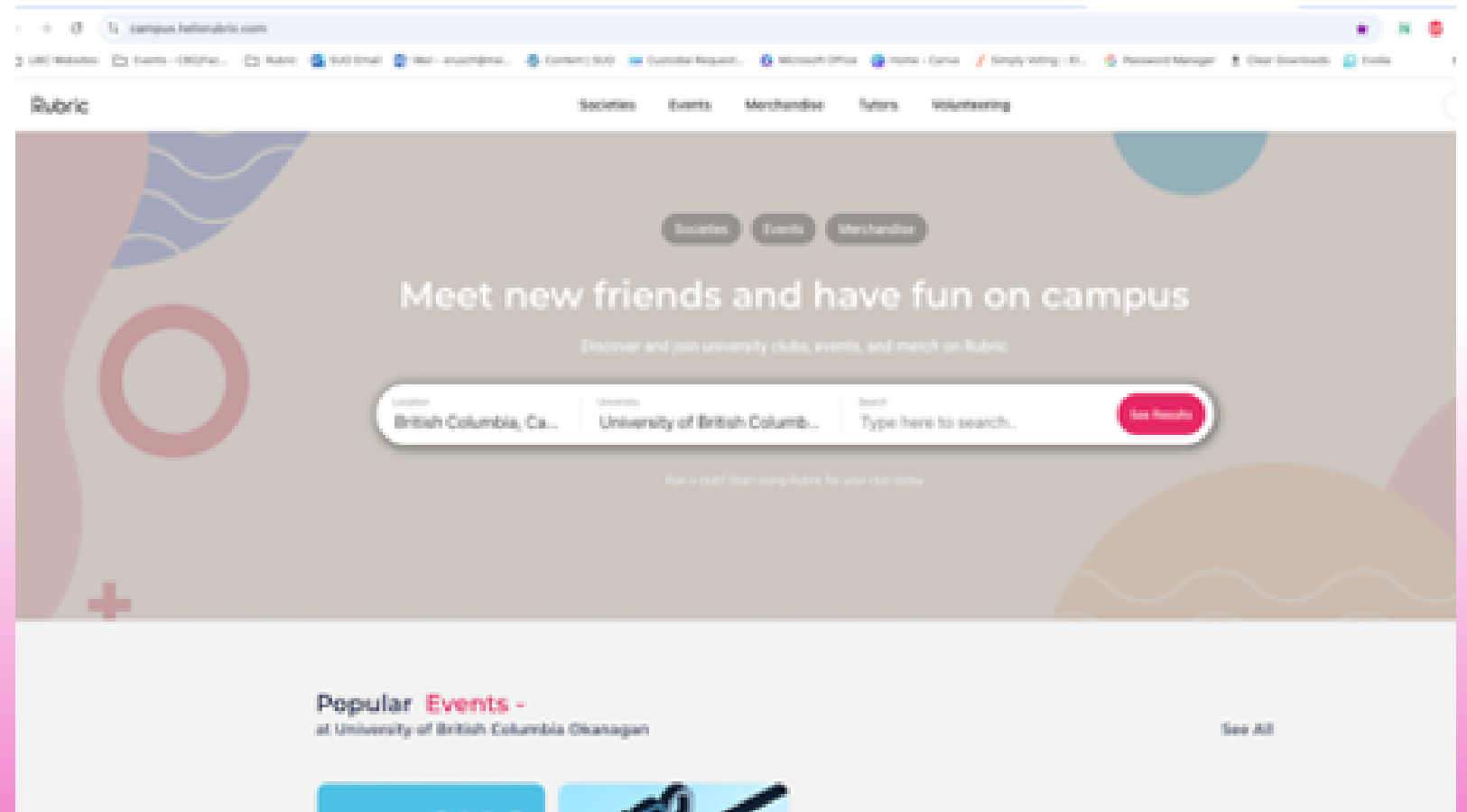
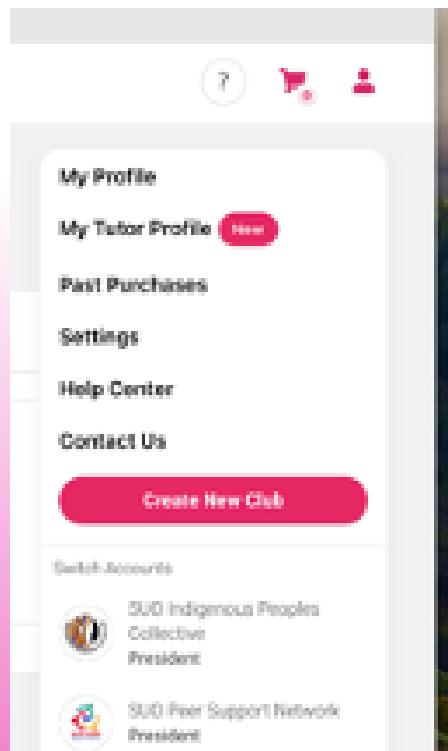
LOGGING IN FROM CLUB PORTAL

- Enter the primary email that was written on your renewal form
- Click “Continue”
- Click “Forgot Password”



LOGGING IN FROM STUDENT PORTAL

- Enter your email address that was listed in the executive table on the renewal form
- Press “Continue”
- Click on “Forgot Password”
- Go to Profile
- You should see the SA listed



HAVING ISSUES GETTING INTO CLUB PORTAL

- Email: support@hellorubic.com

- ***apologies to course unions for always saying club



[LINK TO RUBRIC VIDEOS](#)



THANK YOU!

We look forward to working with you.
Have a great year!

