



SUO

Students' Union
UBC Okanagan

**WELCOME TO
STUDENT ASSOCIATION ORIENTATION**

January 2025





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.





Why are we here? We already had an orientation in September

- We have new student associations who were recently ratified .
- To learn how to submit a good quality booking form so it can be processed faster.
- To learn how to submit an expense reimbursement form without mistakes.
- Course unions, we have an upcoming workshop about elections.
- Rubric updates and updated procedures.
- To learn about upcoming SUO elections and referendums.
- To voice your questions and concerns.

Robyn Boffy, Security Manager, Community Relations

Why do we have regulations and procedures?

UBC Regulations that are upheld in student association activities

- Student Code of Conduct
- SC 17 Sexual Violence
- SC 18 Retaliation Regulation

- Check the **UBC Student Code of Conduct** and **Respectful Environment regulation** for acceptable behaviours on the UBCO Campus.
- Consequences may include non-academic misconduct



**STUDENT OVERSIGHT
COMMITTEE**

Mandate

Regulation I – Committees

93 The mandate of the Committee is to oversee student association activities and handle complaints regarding student associations and their executives, ensuring compliance with SUO regulations and promoting accountability within Student Associations.

94 The Committee shall meet on an as-needed basis.

MEMBERSHIP

95 The Committee Members shall consist of the:

- a. Vice President Internal;
- b. Membership Outreach Coordinator;
- c. Students' Advocacy Coordinator
- d. General Manager; and
- e. Two (2) Directors at Large

96 The Vice President Internal shall serve as the chair of the Committee.

POWER AND DUTIES

97 The Committee shall have the power and duty to:

- a. conduct regular audits of student association activities to ensure adherence to SUO regulations;

- b. investigate, substantiate and determine the validity of a complaint against a Student Association or its executives; during investigation, operations of the student association may be suspended.

c. determine what disciplinary action shall apply to the Student Association after verifying the validity of a complaint; The committee has the power to remove or replace the executives of the Student Association;

d. take necessary actions to ensure free and fair election of the Student Association;

e. respect and apply the principle of confidentiality when dealing with issues of a sensitive nature, in accordance with the Students Union Privacy Regulation;

98 The Committee has the additional power and duty to hold part or all of a meeting in camera as necessary.

CODE OF CONDUCT FOR STUDENT ASSOCIATIONS

10

Why a Code of Conduct?

- To align Student Associations with SUO's core values.
- To ensure ethical, transparent, and inclusive operations.

Who is it for?

- Clubs and Course Unions under the SUO.

KEY PRINCIPLES OF THE CODE OF CONDUCT

Fairness:

- Equal treatment for all members.
- Impartial decision-making.

Transparency:

- Open communication and accessible documentation.

Inclusivity:

- Welcoming underrepresented groups.
- Creating a sense of belonging.

Engagement:

- Actively involving members in activities.
- Gathering feedback to improve initiatives.

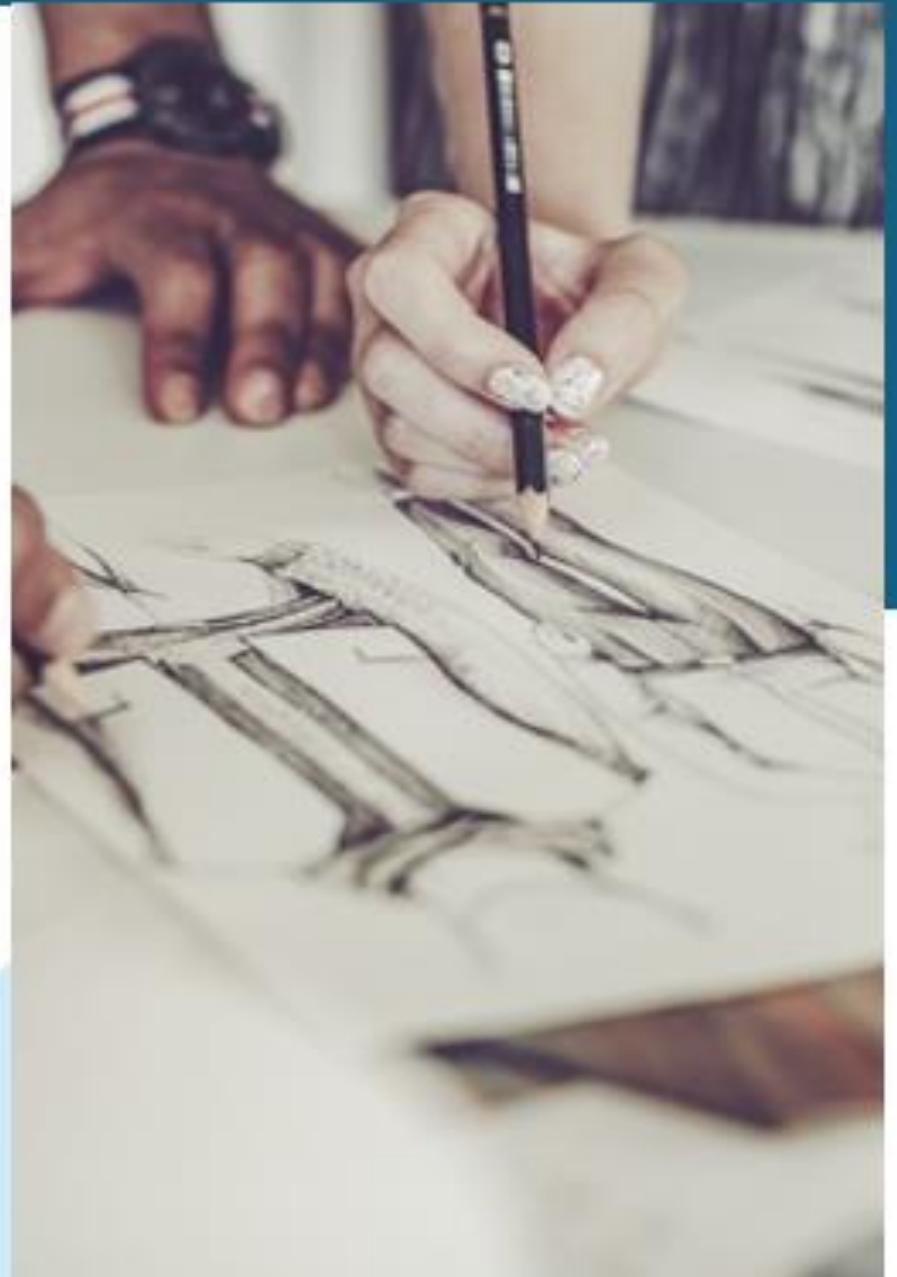
Enhancing Club Oversight through Case Management Form

- 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/>



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.



Important Regulation Updates

- Regulation VIII.10 A student may be a signing authority to a maximum of one Student Association per academic year
 - VIII.9: Two of the three signing authorities must be the President and VP Finance

- Only current UBCO students with confirmed student numbers, whose names and information have been submitted to the Membership Outreach Coordinator, shall be recognized as signing authorities.

Important Regulation Updates

- All club members (100%) must be registered students at UBCO, as per updated regulations. Alumni students are not eligible to be executives or members.
- Regulation VIII.10.f states that the 3 signing authorities must sign a student association code of conduct. These 3 executives will be responsible for making sure the entire executive team is following the code of conduct.
 - The code of conduct will be attached to renewal and registration forms before the 2025-26 academic year.
 - If necessary, we will ask current executives to sign it to continue being active this year.



Student Association Handbook

SUO strives to enhance the student experience by effectively coordinating the collective resources of our student body.

The greatest resource our students have is their passion. The purpose of our student associations is to facilitate the discovery, pursuit, and sharing of those passions.



Important Information!

Term 1 Orientation Presentation slides!

UPDATES TO PROCEDURES RELEVANT TO THE RUBRIC ONLINE PLATFORM ARE IN PROGRESS! If you can't find the guidance you need or the information seems confusing, email us and let us know so we can fix it!

*Please note that all services provided by Membership Outreach are on a first-come-first-served basis.

Booking classroom space on campus? Check the [online timetable](#) for availability first!

SUO Spaces: UNC106 Theatre; UNC105 Boardroom

Want to book non-academic space on campus? OR

Do you have questions about event planning?

Your answers are in the [Student Association Handbook](#).

Types of Events

What type of event are you looking to book?



On-campus event

Don't forget to check if the space you want is available first!

[GET STARTED](#)



Off-campus event

All off-campus events must be approved prior to the event.

[GET STARTED](#)



Online event

Sell tickets and promote your event by submitting it here!

[GET STARTED](#)

SUBMITTING A BOOKING REQUEST FORM

Remember to include dates, the correct time and end date (if it is a reoccurring event) and multiple room preferences should the first request not be available!

- **The Nechako Gathering Room is not a bookable space for Student Associations.**
- **COM 201 can be booked by us for special circumstances.**
- **See “Non-academic spaces available for booking” in the Handbook. It includes rooms that Kayla and I don’t book**

Important Links



[UBCO Online
room timetable](#)



[Find A Space](#)



[SUO Handbook](#)



[Collegia spaces](#)

EVENTS CALENDAR

See what's happening at UBC Okanagan.

Below is the Students' Union event calendar that features activities for you to come out and enjoy. Be sure to keep checking back as new events are being added.

[BOOK YOUR EVENT](#)

Expense Reimbursement Forms

STUDENT ASSOCIATION EXPENSE REIMBURSEMENT FORM

Students' Union of UBC Okanagan
3272 University Way, UNC133
Kelowna, BC V1V 1V7



Business/Organization/Person's
Name To Receive Payment (Payee):

first name	last name
------------	-----------

Description of Expenses / Event:

EFT Payment

Payee understands that payment will be made by EFT. The payee will be required to submit EFT documents to the Students' Union in order to process the payment. Payee has confirmed that the payee does have a current and valid Canadian bank account.

Personal email address of the payee:

Student Association Name:

Total Amount Requested: \$ 0.00
(sum of all receipt/invoice amounts)

* attach receipts

Approval:

Must be approved by two Student Association signing authorities and these must match signatures on file. An executive with signing authority can not sign for their own reimbursement.

(1) _____
Signature - Signor #1 Print Name - Signor #1

(2) _____
Signature - Signor #2 Print Name - Signor #2

Documentation:

- All original receipts / invoices must be attached, no duplicates or photos.
- Receipts must show the individual expense incurred and any included taxes.
- The total amount requested must equal the sum of attached receipt amounts, or a full written explanation must be attached.

Submission:

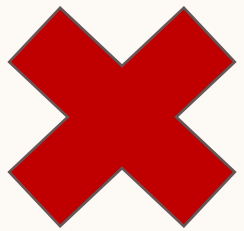
Submit your completed expense reimbursement form to the Students' Union main office. If you have any questions while filling out this form, please email (izzy.rusch@suu.ca).

We will email the payee with the necessary EFT paperwork for final processing.

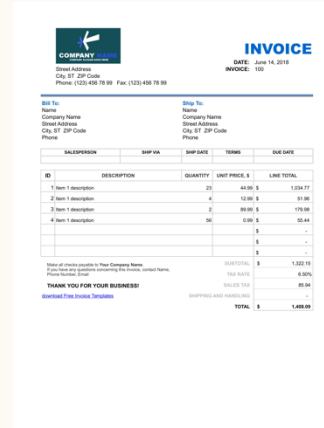
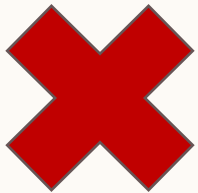
Back Page Not Filled Out

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		
				CAD Other		
Grand Total:						
<i>This total will automatically appear on page 1</i>						



Images Saved in Different Sizes





Tax Invoice

DOMINO'S PIZZA - NILAI PT 7437 Jln BBN 1/2F, Putra Nilai, 71800 Nilai, N. Sembilan

GST REF NO: 001694261248

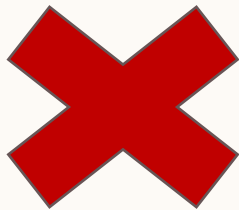
Order Type: DELIVERY
Pay By: CASH
Order Id: 4322640
Order Time: 17:41:57
Order Date : 02/DEC/2015
Name: MRS AMBIGA JAYAPALAN
Pickup Time: 11:45:35 AM
Delivery Date: 03/DEC/2015
Ordering Channel: Online Ordering
Delivery Address: PERIDENT STAR SDN BHD, PT 16034, Block PT, Level 16034, Unit , OFF BANDAR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



Pizza Hut #744007
870 W Rusk St
Rockwall, Tx 75087
(000)000-0000
SALE

Server: JAGDESH
10/15/09
Batch # 393

Ticket #66
06:30PM

V
*****2957
APPR CODE: 173501

Invoice #35

AMOUNT: 23.24

TIP: _____

Total: _____

I agree to pay above total amount

Event set up by the facilities department

- Anyone outside of the facilities team cannot have access to the equipment.
- The staff are trained and liable of damage so that we aren't.
- Pipe & Drape equipment breaks easy so you must show on a map or diagram where you want it set up and you cannot move it.

Effective Immediately!



Facilities set-up pricing has been updated to \$72/hour. We completely understand the frustration that this may cause but it has been 12 years since they adjusted their fees.

- **This will include UNC 200 Ballroom set up!**
- We have been advised that this change is intended to align labour rates with chargeable maintenance services at UBC Vancouver.

Facilities Cont...

- When planning for an event plan for any necessary set up and clean up time.
- The facilities department works 6:00am – 4:00pm and only until noon on weekends.
- When booking space, if you need set up of tables and chairs, plan and submit bookings based on these hours.
- We have limited inventory of extension cords and power bars. They are no longer available through facilities.
- The *Campus Event Set Up Work Order Form* can be found in your Rubric Portal under the "Forms" tab.



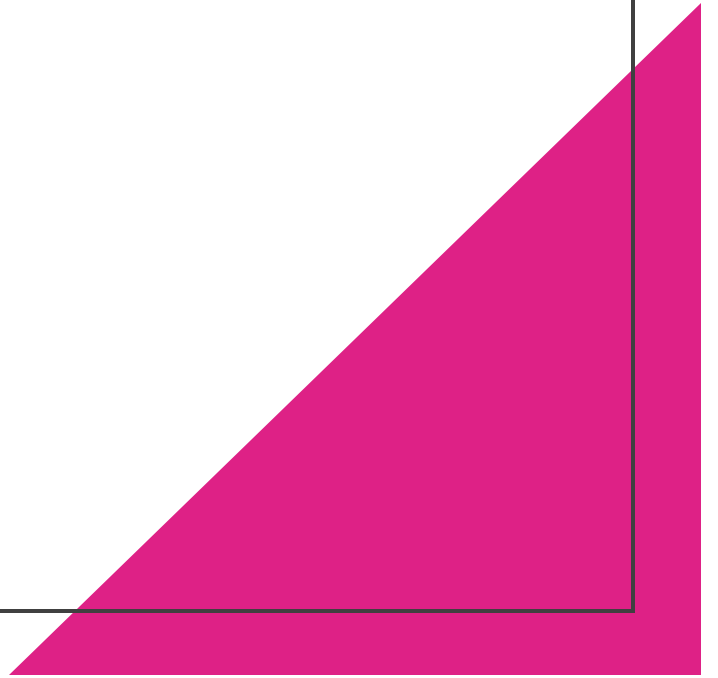
BUT WHAT ABOUT EVENT EQUIPMENT FROM THE SUO?

- Event equipment from the SUO is not a replacement for a Facilities Work order.
- Tent, tables and chairs can only be reserved during SUO office hours (8:30am-4:00pm) and **must be returned before the SUO office closes!**
- Requests are now submitted on Rubric. Make sure that your request form on Rubric has been approved before you come to the office to pick up!



SUO
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UBC Okanagan

Rubric Review



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

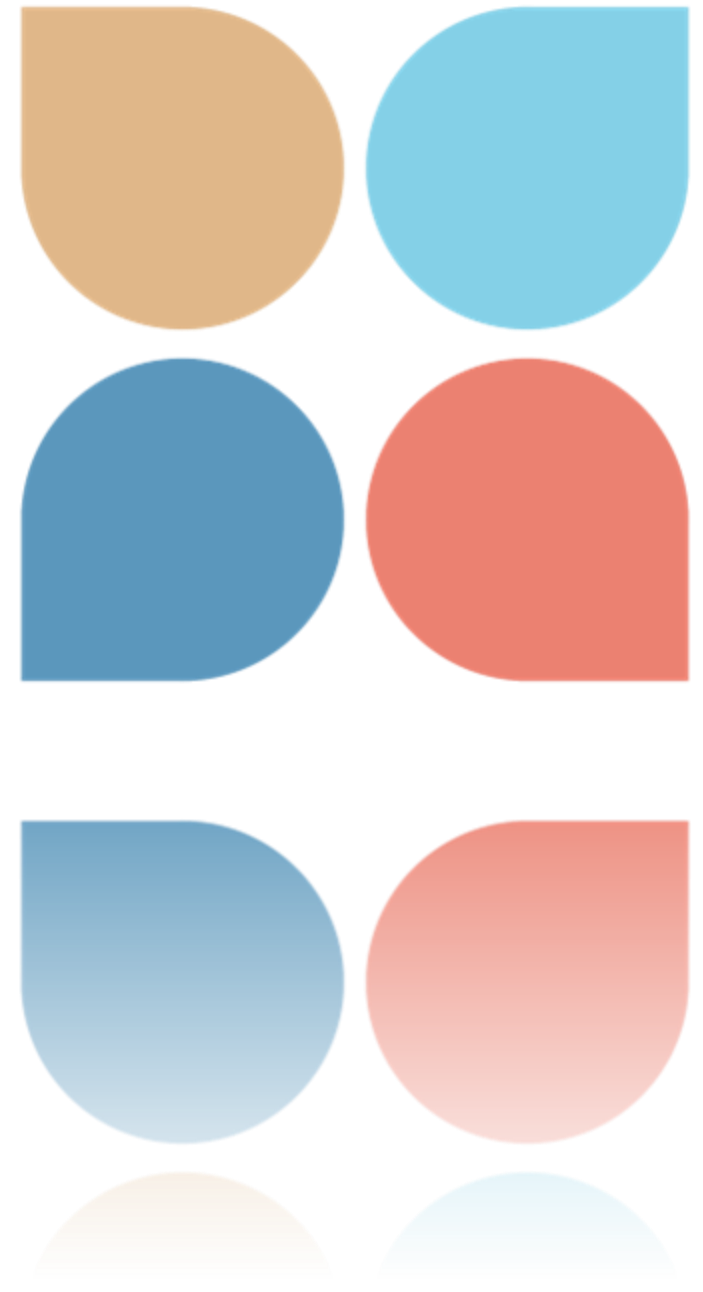


Executive VS Club Portal

- DO NOT make a club portal account using your personal email address!
 - We will not accept any forms submitted from a non-affiliated portal.
 - You cannot create events for ticket sales on a non-affiliated portal.
- The executive team must be on the portal.
 - Executives can access the club portal from their student account
 - All positions must be listed and can be customized for access to information.

Student Association Directory

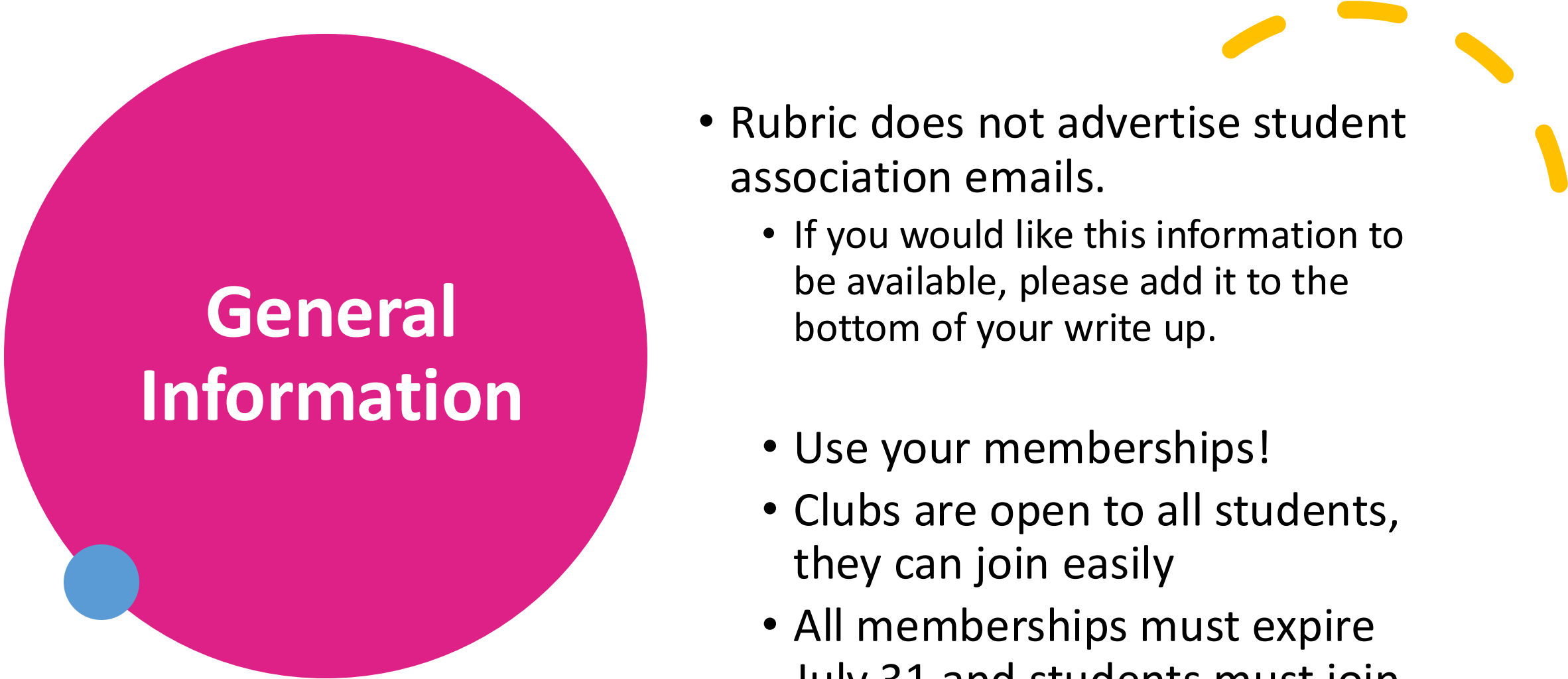
- Customize your student association information in your Rubric portal.
- Make a logo and/or a banner!
- Write a caption of what your club is about.
- Add photos or videos!
- Add links to your social media platforms



Keeping Your Information Up To Date

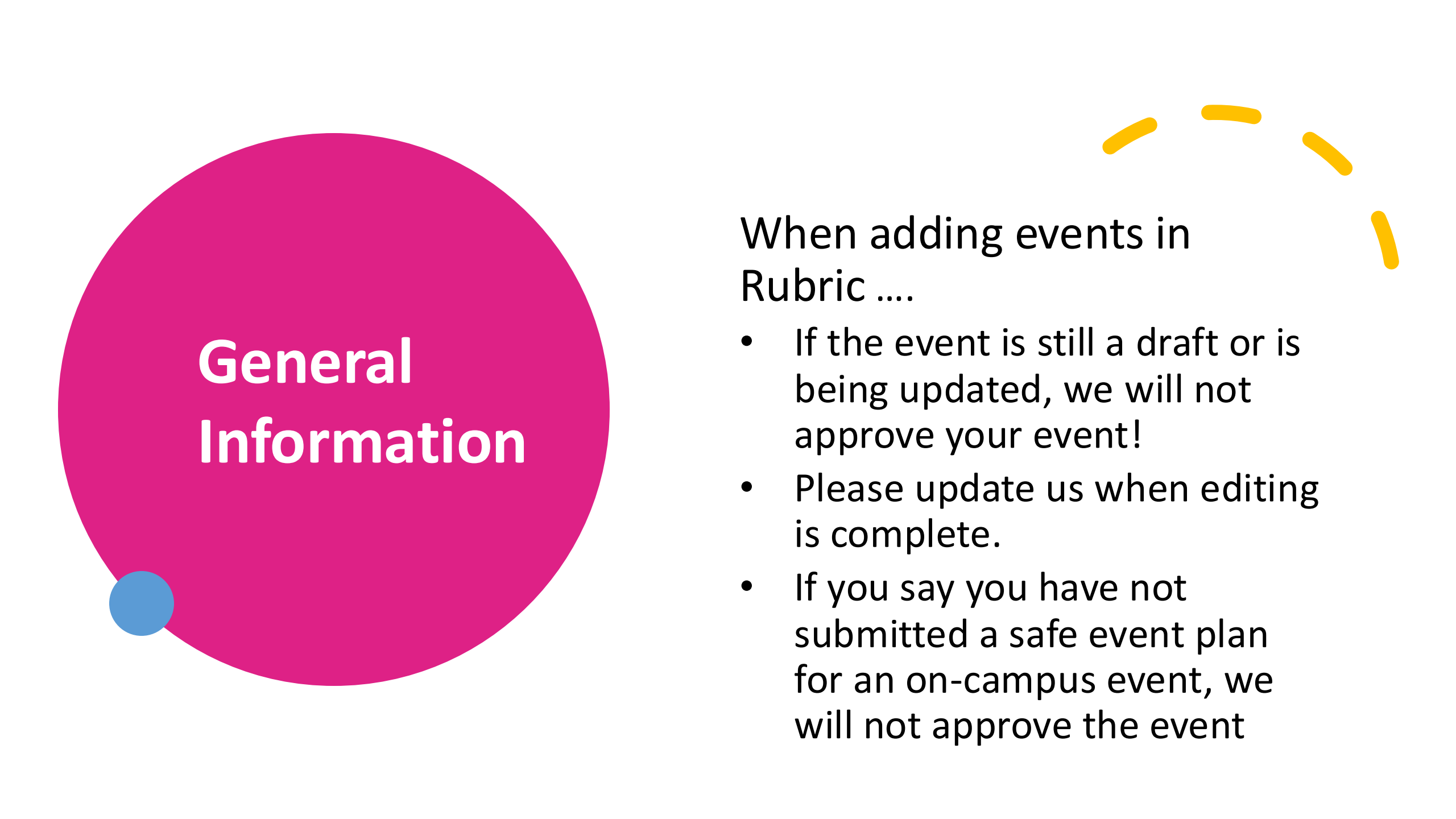


- Please make sure that all your social medias are up to date!
 - Expired links and inactive accounts have been reported for multiple clubs and course unions.
 - Please update these links on Rubric under settings or Link in Bio tab!



General Information

- Rubric does not advertise student association emails.
 - If you would like this information to be available, please add it to the bottom of your write up.
- Use your memberships!
- Clubs are open to all students, they can join easily
- All memberships must expire July 31 and students must join each year



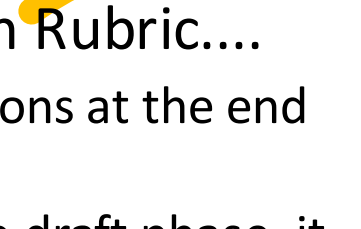
General Information

When adding events in Rubric

- If the event is still a draft or is being updated, we will not approve your event!
- Please update us when editing is complete.
- If you say you have not submitted a safe event plan for an on-campus event, we will not approve the event



Events

- When creating events on Rubric....
 - Please answer all questions at the end of the set up.
 - If your event is still in the draft phase, it will not be approved. Please notify us when it is complete.
 - If we reject an event in the draft phase, you will need to recreate the event from scratch.
 - Reviews are coming in!
 - People can review your events and your student association. Our directory even sorts by student association ratings.
- 



Events



Breaking News!

- Say goodbye to physical waivers (if you want to)!
 - Risk and Alcohol Waivers can now be added to event tickets on Rubric.
 - Attendees must purchase a Rubric ticket and agree to the terms & conditions to "sign" waiver.
 - Remember that tickets can still be free.



Club Handover Guide

Are multiple executives from your club graduating this year?

- Check out the club handover guide on help.hellorubric.com or this [link](#).
- This guide will help you chart the responsibilities and activities on the Clubs portal when onboarding new executive team!



Earth & Environmental Science Course Union (EESC)

University of British Columbia Okanagan

5.0 ★★★★★

The Earth and Environmental Science Course Union is a course union and interest group for students in the Department of Earth Environmental and Geographical Sciences at UBCO. Our goal is to cater to the wellbeing, academic, and career development of our membership by offering events and services that are based on our three founding principles: Professional and Academic Development, Community Engagement, and Student Advocacy. By hosting interdisciplinary events, workshops, and study sessions representing the interests of students, we hope to foster a space of inclusivity, friendship, and lifelong learning. Follow us on our social media to stay connected for upcoming events, scholarships, job opportunities and more!



On Rubric since 2024



Merchandise

Events

Memberships

Committee

News

Deals

Reviews

Overall

5.0 ★★★★★ (11 ratings)

Memberships

-

Merchandise

5.0 ★

Events

5.0 ★

All Reviews ▾

Highest Rating ▾

Isaac A ✓

EESC PUBCRAWL

★★★★★ 10 Nov 2024

Lit af

Madison D ✓

EESC Interest Field Trip: Pelme wash Parkway Fault

★★★★★ 29 Oct 2024

Informative and fun

Amy C ✓

EESC Annual Stream Clean Up

★★★★★ 8 Oct 2024

This was FIRE free coffee was so good too ❤️❤️



Filipino Student Association

University of British Columbia Okanagan

5.0 ★★★★★

The FSA @ SUO is a community celebrating diversity and Filipino culture! PH



On Rubric since 2023



Events

Memberships

Merchandise

Committee

News

Deals

Reviews

Overall

5.0 ★★★★★ (8 ratings)

Memberships

-

Merchandise

-

Events

5.0 ★

All Reviews ▾

Highest Rating ▾

Sharvani S ✓

Halo Halo Brain Freeze!

★★★★★ 2 Oct 2024

I absolutely enjoyed the Halo-Halo event. I met new people and gained more connections. Being new to Kelowna, I've felt more connected and a part of a community after attending the event. I told my... [Read More](#)

Gabrielle D ✓

Halo Halo Brain Freeze!

★★★★★ 2 Oct 2024

Loved making new friends and how interactive the whole event was set up to be!

Shayne P ✓

Halo Halo Brain Freeze!

★★★★★ 30 Sep 2024

Sarap and saya:))



Grow n Glow Club

University of British Columbia Okanagan

5.0 ★★★★★

Welcome to the Grow n Glow Club! We host self-care events for UBCO students. Become a member to get all the latest updates on our events! We are happy to have you :)



On Rubric since 2024



THE SELF CARE CLUB

Events

Memberships

Merchandise

Committee

News

Deals

Reviews

Overall

5.0 ★★★★★ (6 ratings)

Memberships

5.0 ★

Merchandise

-

Events

5.0 ★

All Reviews ▾

Highest Rating ▾

Hans Q ✓

Pumpkin Painting Night

★★★★★ 18 Oct 2024

The event was very well organized and the GGC members made it really fun and enjoyable



Memberships

- 
- All clubs and course unions will be expected to have a Membership option available.
 - Memberships will be made active from August 1st until July 31st (one year based on SA renewals).
 - This is a great way to encourage membership and promote yourself!
 - Benefits of Membership is up to you; it could be discounts on event tickets, merch or discounts at community businesses.



Forms and Documents

- Now that we have had a semester to get used to Rubric **all form submissions must be through the club portal.**
 - Please request a Moneris machine or event equipment through your booking form. We will email if there is a machine available and request that you fill out the necessary form on Rubric.
 - If the forms are not completed before you come to pick up, we will not provide the machine or equipment!
 - Remember Membership Outreach only has four Moneris machines, and they are very popular. As always, requests are first come first served.

Having an overnight event or ballroom event

- Submit a SALTO Access form on your Rubric portal to request a key; that way you don't need to call security for access!
- You can request a maximum of 4 keys for event organizers to access the space early for set up or decorating.
- We can have the doors and elevators programmed to be accessible for attendees at the start and end of event time.
- You will pick them up and return them to us at UNC 133. They can be reprogrammed so we want them back to "recycle"

LINK TO RUBRIC VIDEOS

Having technical difficulties? Reach out to Rubric...

Support@hellorubric.ca

[Support Solutions Webpage](#)



Rubric Clubs

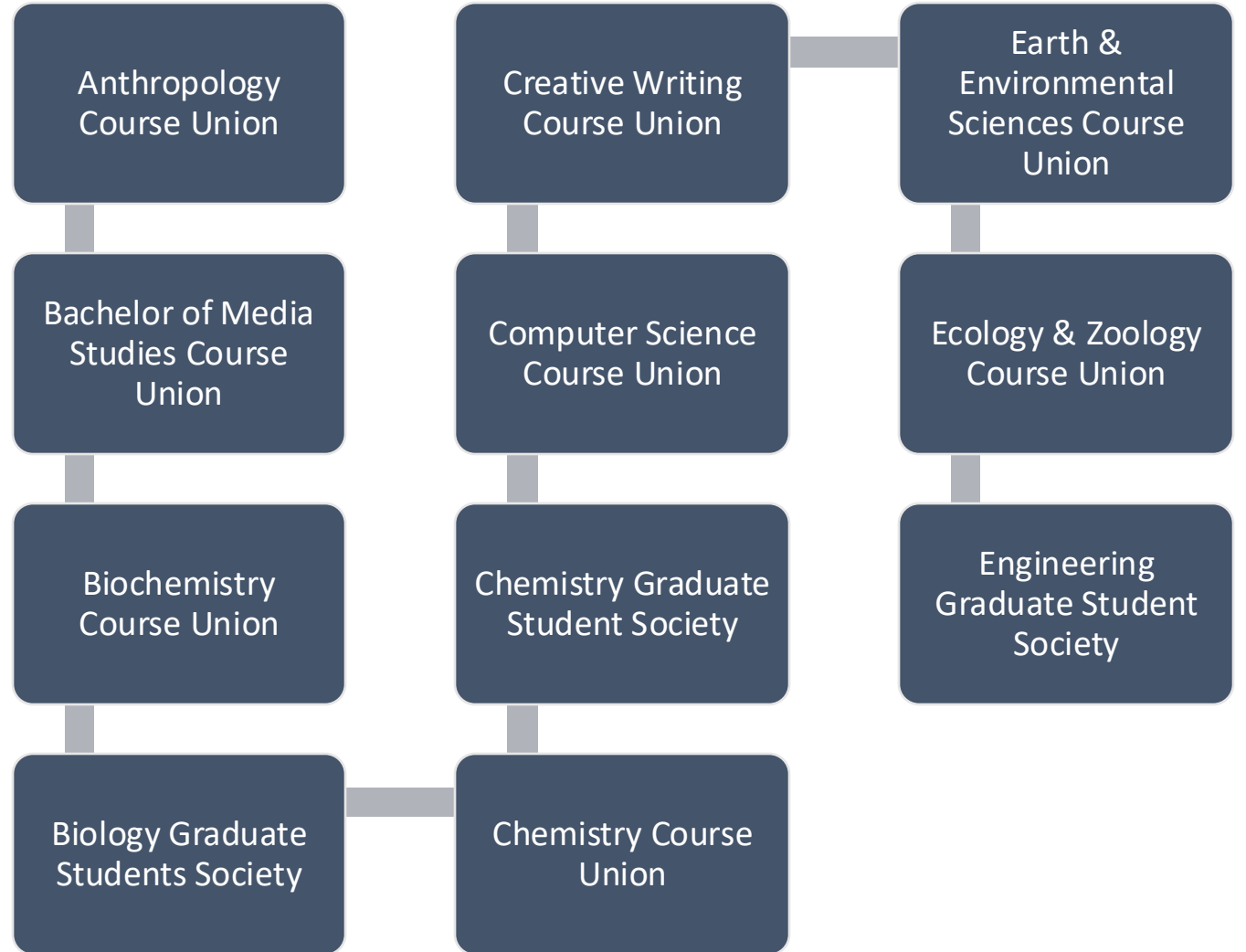
COURSE UNIONS

- Every student who is part of the faculty or department is an automatic member.
- Students who are not part of the faculty can join and be honorary members however they do not have voting rights.
- Course union executives are elected to their positions each year.
- Elections are done by the SUO through the Simply Voting platform with complete privacy.

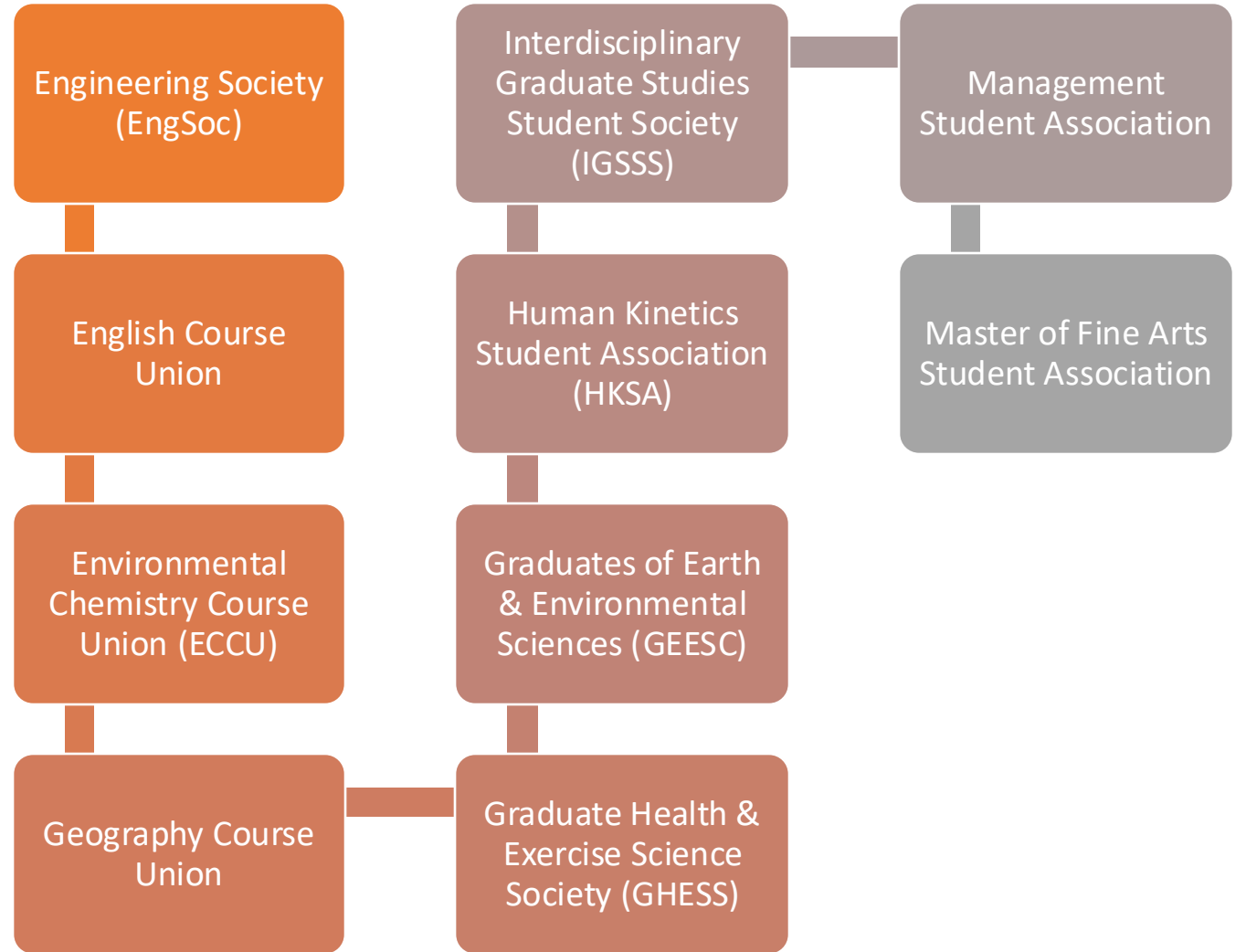
★ A workshop for Course Unions will be coming on January 30th with more information and how to set up your Rubric Elections.

★ Reminder: Any clubs that are holding elections, make sure your membership is uploaded to your Rubric Portal, and we can proceed with your election easily!

Course
Unions of
SUO



More Course
Unions of
SUO...



Even More
Course
Unions of
SUO!

Microbiology Course Union (MCU)

Nursing Course Union (NCU)

Psychology Course Union (PCU)

Psychology Graduate Students Association (PGSA)

Quantitative Sciences Course Union (QSCU)

Social Work Course Union (SWCU)

Sociology Course Union

Sustainability Course Union

Visual Arts Course Union (VACU)



Course Union Workshop

Course Union workshop
happening Thursday
January 30th, 2025;
10:00am-12:00pm or
2:00-4:00pm.

Come join us to learn all
about constitutions and
AGM's!

EXECUTIVE CODE OF CONDUCT

- Executives of a student association are a team.
 - One position does not, and should not, have authority over the team.
 - Remember that true leadership encourages community and social skills while respecting the membership. It is not superior or controlling.
- Clubs and course unions should aim to provide welcoming, friendly and respectful spaces for students.



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FUNDING PROCESS

- The funding application period ended on January 10th, 2025.
- The Student Association Funding Committee will review all funding applications and end of term reports in the coming week.
- Our VP Finance may reach out to meet in person with student associations asking for more than \$1500
- The funding will be presented to our board of directors at the end of January and emails will go out the in the following days with funds in the account shortly after.

AD-HOC FUNDING COMMITTEE

Consists of

- Vice-President Finance (chair of committee)
- Vice-President Internal
- Membership Outreach Coordinator
- General Manager
- 1 Director-at-Large



SUO
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Updated Renewal Process



Fill out a [Student Association Renewal Form](#):

- Log into the [club portal](#) on our Rubric online platform using the primary student association email address. Make sure you have access to the email inbox so you can reset the password if unknown.

Complete the online renewal form which includes uploading a pdf of the completed Student Association Renewal Form.

- Once the student association is renewed, the executives will be able to access the SA portal from their personal account.

For every Student Association you will need:

- Three executive members, President, Vice President Finance and Vice President Events (see definitions in the [Student Association Regulations](#)).
- Three signing authorities (President, VP Finance and 3rd executive of the team's choosing if you have more than 3 executives).
- Thirty-two regular members.

Once a [Student Association Renewal Form](#) has been submitted via our online Rubric platform, the Membership Outreach team will create memberships on the Rubric club portal as required. We will send an email to let you know when the memberships are created and your general members can join.

Once the minimum membership has been reached, the application will be reviewed by the Membership Outreach Coordinator. If we have questions, we will reach out via the Student Association email address specified on the form.

How to Prepare For 2024/25 Renewals



Renewal forms are due between July 1st and the first Friday of classes which is September 5th, 2025



After July 1st, you must submit the renewal before you can access SUO services



If it's a new team next year, pass along the email address and password to them



Every renewal form must be completed showing membership still has a minimum of 15 members plus 3 executives



All student associations will be removed from the SUO website directory on July 1st until the renewal is received and confirmed



Course unions who have completed their elections can submit renewal forms as of May 1st

SUO Elections

Our annual Election is the time when the new SUO board gets elected.

The term is from May 1st to April 31st.

Keep an eye on our social media pages for dates and more information!

Voting



It is very important for everyone to vote. Everyone has the right to express their opinion, and it is very important to choose your leaders.



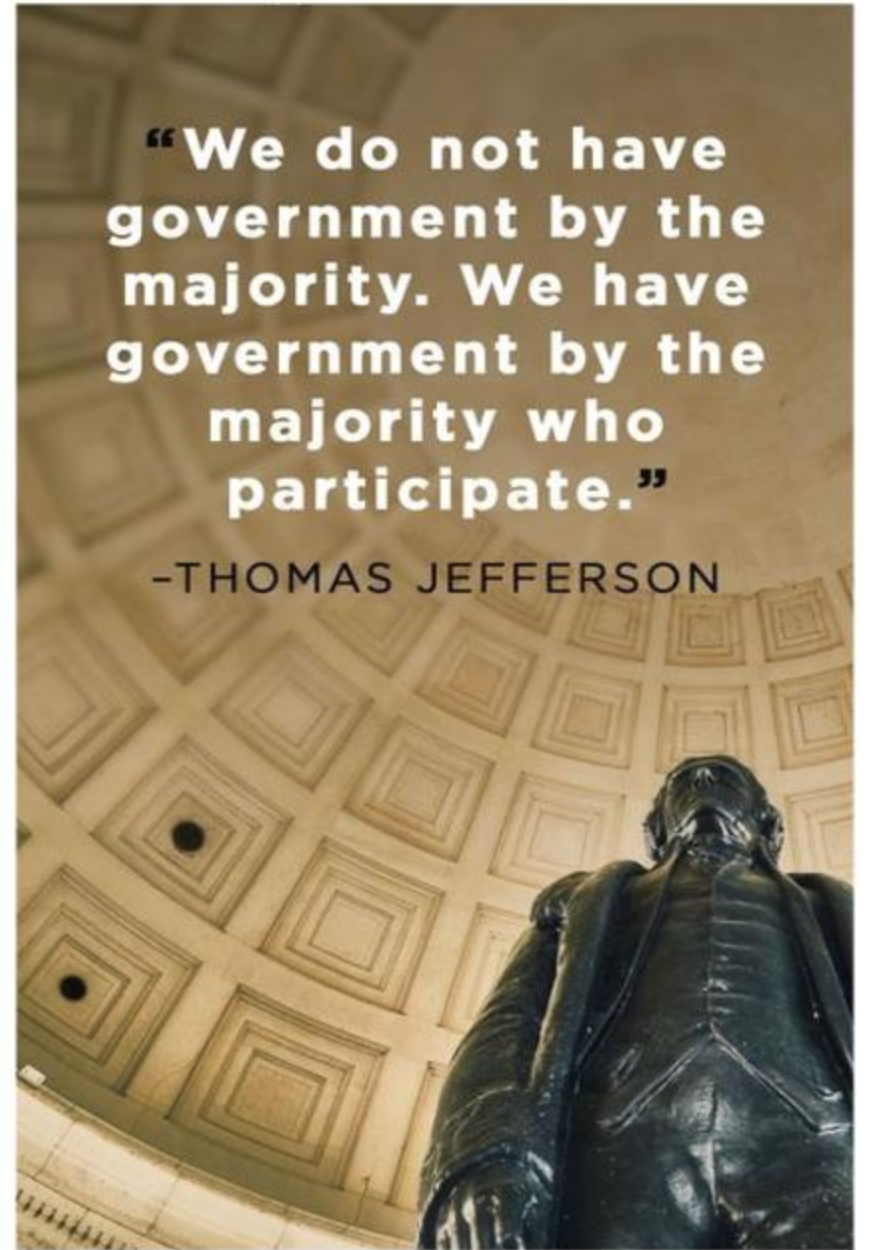
Have your voice heard by choosing your Student Union leaders.



Attend the debates and forum nights where everyone participating in the elections talk about their goals!

“We do not have government by the majority. We have government by the majority who participate.”

-THOMAS JEFFERSON



Being a Part of the SUO

Not just voting but you can be a part of the board too. If you think you can be a good leader, then this is the platform where you can prove yourself

It is great platform to express your ideas, opinions and do some great things for the campus

Keep an eye on our social media page for more information on when the applications will be open and how you can apply

Also check out our website for the regulations and bylaws which describes how the elections are conducted



Positions Available

- **President**
- **VP Internal**
- **VP External**
- **VP Finance**
- **VP Campus Life**
- **Directors at Large (4 seats available)**
- **Faculty of Management Student Representative**
- **Faculty of Science Student Representative**
- **Faculty of Applied Science Representative**
- **Faculty of Education Student Representative**
- **Faculty of Creative and Critical Studies Representative**
- **Faculty of Arts & Social Sciences Student Representative**
- **Faculty of Health & Social Development Student Representative**
- **College of Graduate Student Representative**

Engaging with Alumni

Planning an event with UBC alumni guest speakers?
The alumni UBC Okanagan team can help!



LEADERSHIP LUNCH

An event for Club & Student Association leaders

January 30th, 5pm – 7:30pm

Registrater today, spaces limited!

What to expect:

- Time to connect with other student leaders and build your networks
- Dinner 🍽️
- Discussion on goal setting & succession planning for your student group
- A workshop on successfully finding sponsorship for your group's events/initiatives



Office Hours For Term 2

- The Membership Outreach 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.

The graphic features a large white circle centered on an orange background. A dashed yellow line follows the top-left curve of the white circle. A solid blue circle is positioned at the bottom-right edge of the white circle. The text 'TOWNHALL' is centered within the white circle in a large, bold, black font. Below it, the text 'Hit us with your questions and concerns!' is centered in a smaller, black font.

TOWNHALL

Hit us with your questions and concerns!