
Committee Responsibility:	Budget and Operations Committee	Adopted:	February 2011
Procedure:	-	Last Amended:	August 2021

PREAMBLE

Clubs are designed to enhance the post-secondary education experience by offering students the opportunity to pursue their learning through extra-curricular activities. Clubs are intended to foster a positive environment for students to express themselves and to join in activities within the diverse community of Douglas College students. Clubs are voluntary organizations formed by members of the College community and are a traditional part of campus life, contributing in a significant way to its intellectual, political, social and cultural diversity.

Clubs and course unions are sub-organizations of the Students' Union and as such, exist at the behest of the Students' Union. Clubs must adhere to this and other policies and procedures of the Students' Union and of Douglas College, the Douglas Students' Union Communicable Disease Safety Plan and the Douglas College Communicable Disease Safety Plan and such directives as may be resolved by the students' union's board of directors or membership.

While all requests by clubs for recognition and funding will be considered, the Students' Union reserves the right to deny recognition and funding for any reason, within its sole discretion.

STATEMENT

1. DEFINITIONS

Board: The Board of Directors of the Students' Union.

Committee: The Budget and Operations Committee of the Students' Union.

Club Registration Package: An information package, submitted by clubs when they are chartered and each September thereafter, which contains a list of active members, and a list of current club executive members.

Academic/Fiscal Year: References to "year" in this policy will mean the academic and fiscal year, which begins each September 1, and concludes on August 31 of the following calendar year.

Director of Finance: References to the Director of Finance shall mean the Students'

Union's Board member responsible for Clubs or their designate.

Club Coordinator: References to the Students' Union staff member responsible for overseeing and supporting the Clubs Program.

2. CATEGORIES

There shall be Five (5) categories of clubs, as follows:

Religion/Partisan: clubs organized to support and participate in an established religions structure or political party, or those organized to achieve a political or religious goal, and not affiliated with a specific political party.

Sport/Recreation: Clubs organized to facilitate participation in a sporting or recreational activity that involves physical exertion.

Academic: clubs formed to represent and organize on behalf of students in a particular Douglas College program or faculty. These clubs may identify themselves as course unions.

Grad Association: club formed to create an association of classmates in a certain course union who also share the same graduation date and may also be raising funds for their graduation event.

General Interest: clubs organized around a particular interest or activity that does not require physical exertion.

3. REQUIREMENTS FOR CLUB CHARTER

3.1 Application for Active Status

To apply for active status, a club must complete the following:

- a. Complete and submit a Club Registration Package for approval by the Board by the last Thursday of September (Fall ratification) or January (Winter ratification).
- b. Fulfill a role and purpose not already fulfilled by an existing club.
- c. Have their constitution, which must be in compliance with this Policy, approved by the Board.
- d. Have one (1) of their executives attend a meeting of the Club Council, which occurs the 1st Friday after club ratification.

3.2 Maintenance and Loss of Active Status

- a. A club that has submitted a Club Application Package in the current year, and has been ratified by the Board will be considered active until the end of that year.
- b. Previously active clubs that fail to submit a Club Application Package

following the start of a new year will be considered inactive.

- c. Those clubs that remain inactive for the duration of two consecutive years may be deemed abandoned, and lose their charter by resolution of the Board.

3.3 Membership Regulations

- a. Sport/Recreation, General Interest and Religious/Partisan clubs must be open to all students' union members and therefore, must allow any interested member to join. Academic and Grad Association clubs may restrict membership to those students' union members in the particular program, department or faculty around which the course union is being organized.
- b. Sport/Recreation, General Interest and Religious/Partisan clubs shall maintain a list of not less than fifteen (15) active members of whom ninety percent (90%) must be Students' Union members. Academic clubs and Grad Associations shall maintain a list of not less than thirty (30) active members of whom ninety-five percent (95%) must be Students' Union members. Non-Students' Union members may include Douglas College alumni, faculty, staff or members of the community.
- c. To be considered a club member, an individual must sign the membership list form. Per Article 3.6 below, for Sport/Recreation clubs and certain other clubs, an individual seeking to be a member of the club must also sign a liability waiver indemnifying the Students' Union and Douglas College from any injury arising from the Club's activities.

3.4 Club Governance Requirements

All clubs shall be governed democratically by an executive committee that is drawn from, and responsible to, the club membership. Club executives shall have the ability to govern the affairs of their club, subject to the following:

- a. Club executive committees shall have no fewer than three members elected by the club membership, and shall meet no fewer than once per month for each month between September and April. Clubs executive positions shall be elected at least once per year, or more frequently subject to a club's bylaws.
- b. All club executive members must be members of the Students' Union.
- c. Each club executive is responsible for ensuring that the club operates democratically in accordance with the club's constitution, the bylaws of the Students' Union, the policies of Douglas College, the relevant health and safety plans, and the relevant laws of the federal, provincial and municipal government. Academic clubs and Grad Associations shall maintain a set of bylaws and may either develop their own unique set of bylaws or choose to use the Default Constitution provided in the Club Registration Package.
- d. Members of the club executive shall bear joint and several liability for

damages arising for the actions of the club where such actions are in violation of this policy, the bylaws of the Students' Union, the policies of Douglas College or any other law or regulation of the jurisdiction in which the actions took place.

- e. Members of the club executive are responsible for avoiding, and when unavoidable, disclosing any conflicts of interest that may arise in relation to a club executive member's duty of care to the club and some other duty or interest. Where such conflicts exists, a club executive member must take appropriate action to abstain from participating in any decision on, or discussion of, a matter in which their interests are conflicted.

3.5 Club Legal Status

Clubs of the Students' Union are not legal entities, and exist as informal sub-entities of the Students' Union. Clubs may not enter contracts or incur debt, nor can they bind the Students' Union to a contract or debt. Clubs do not have the authority to, and thus must not, apply for a liquor license or a gaming license.

3.6 Exclusions and Restrictions

Douglas College maintains a risk assessment tool that categorizes activities as either low, moderate, high, or extreme risk. The Students' Union shall use this risk assessment tool in assessing exclusions and restrictions to club status and club activities. Clubs whose purpose is to engage in activities defined by the risk assessment tool as extreme risk shall not be ratified, and no club may engage in an activity that would qualify as extreme risk under the risk assessment tool.

Douglas College maintains a Minors on Campus policy that governs minors involvement with activities and programs on campus. Minors are defined as individuals under the age of 19. Minors enrolled as students may take part in all College activities and activities held on Douglas College campuses. Minors not enrolled in Douglas College are restricted from being members of Douglas Students' Union clubs and restricted from taking part in club activities.

All clubs with a purpose defined as high or moderate risk shall be required to have all members sign a liability waiver indemnifying the Students' Union and College from any injuries arising from a club's activities. Any club wishing to undertake an activity that qualifies as moderate or high risk shall be required to get the express permission of the Students' Union prior to undertaking that activity.

The Douglas Students' Union and Douglas College maintain Communicable Disease Safety Plans that outline safety requirements for the Douglas College community. All clubs must read and understand the safety plans.

They must agree to follow the guidelines during all club activities while maintaining social distancing measures.

4. CLUB RESOURCES

4.1 Office Services

Active clubs will be provided access to the office services listed below at rates equal to those charged to members:

- a. printing and photocopying;
- b. banner printing;
- c. button making;
- d. digital storage (via Microsoft OneDrive)

4.2 Space Use

Active clubs will be provided the ability to book space for meetings, events and other gatherings in the Students' Union Building, and where made available by the College, in spaces owned, operated or controlled by Douglas College. Clubs may also book space for tables or kiosks in the Coquitlam Campus atriums and the Concourse of the New Westminster Campus, subject to availability and any rules, regulations, safety plans, or policies of Douglas College.

4.3 Sign Language Interpretation

Active clubs may receive assistance from the Students' Union in securing sign language interpretation for their events or meetings.

4.4 Digital Services

All clubs shall be listed club on the Students' Union's website, and shall have access to information, services and communication through the Students' Union's online club portal. All clubs will also be provided with an official DSU club email address. Clubs shall also have access to Virtual/Digital meeting and communication platforms (ex: Zoom & Slack)

4.5 Equipment Rentals

Active clubs will be provided access to the equipment listed on the DSU Equipment Rental form. Equipment rentals must be pre-approved by the Club coordinator at least 3 business days prior to the request date. Rental Requests can be for up to 48 hours at a time, or as approved by the Club Coordinator. All equipment will be sanitized before use and must be properly sanitized before returning to the DSU.

5. FUNDING AND FINANCIAL MANAGEMENT

Clubs receive funding in three ways: basic annual club grants and budget allocations from the Students' Union, and fundraising. Each club will be granted two accounts with the Students' Union: one to maintain and draw expenses from budget allocations from the Students' Union, and a second account for fundraised money held in trust.

5.1 Basic Annual Club Grant

Each year, upon being granted active club status, a club becomes eligible for a basic annual club grant from the Students' Union of one hundred dollars (\$100). The basic annual club grant is meant to aid the club in basic operations as it establishes its plan or activities for the year ahead.

5.2 Club Budget Allocations

- a. Clubs become eligible for budget allocations from the Students' Union each year upon being granted active status. Club Budget Request Forms will be available as part of the Club Registration Package, and must be completed and submitted on a timeline prescribed by the Board. The Form provides each club space to describe their plans for the coming year, and the associated cost of each initiative.
- b. Budget Request forms will be due within two (2) weeks after the scheduled Clubs Council meeting.
- c. Funding for the club beyond the Basic Annual Club Grant is based on a club's budget request proposal. The following maximum funding allocations apply to each category of club respectively:
 - The maximum budget allocation for General Interest, Sport/Recreation, Partisan/Religious, and Academic Clubs shall be \$500 per year.
 - The maximum budget allocation for a Grad Association shall be \$500 per year, and \$1000 in total budget allocation over the life of the Association.
- d. In recognition that most clubs apply for active status in the fall semester, 75% of available club funds will be allocated to fund clubs seeking funding in the fall semester, and 25% of funds allocated to clubs seeking funding in the winter semester.

5.3 Club Budget Accounts

Each club shall be granted a Budget Account that shall contain a club's annual basic grants and budget allocation, as well as any other funds that may be donated or supplied by the Students' Union. The following terms shall apply to funds held in budget accounts:

- a. Budget Account funds may only be used for expenditures designed to advertise the club to Students' Union members, expenses associate with

conducting the club's meetings, locker rental costs, and for such other expenses note in a club's accepted Budget Request Form.

- b. No funds shall be expended from a Club budget account without appropriate documentation.
- c. At the end of each fiscal year, all unspent funds in a club's budget account shall be returned to the Club Fund's general account.
- d. Budget account funds may not be used to make a donation to a third-party organization, except as may be approved by the Committee.

5.4 Fundraising

Clubs are encouraged to raise additional funds beyond their basic annual club grant and budget allocation, and may participate in fundraising activities or seek sponsorships for events and activities. Clubs may not undertake commercial operations, nor any forms of gaming (raffles, 50/50 draws, etc). Funds raised by clubs shall be held in trust by the Students' Union. Clubs may receive in-kind donations of services, but may not accept capital items without the consent of the Committee.

5.4 Club Trust Accounts

Each club shall be granted a Trust Account that shall contain any other funds raised independently by the club. The following restrictions apply to funds held in trust accounts:

- a. No funds shall be expended from a club trust account without appropriate documentation.
- b. All funds generated by fundraising and sponsorship must be first deposited to the DSU trust account before being used to fund club activities. Failure to do so may result in disciplinary action set in 8.1.
- c. Clubs may use trust account funds as they see fit, provided that the purposes are germane to the Club Constitution, not prohibited by the statutes of the Students' Union, and have been duly approved by the club's executive committee.
- d. Clubs deemed to have been abandoned due to two years of inactivity shall have their trust accounts terminated with remaining funds transferred to the Club Fund's general account.

5.5 General Financial Restrictions

The following shall restrict clubs' financial activities and expenditures:

- a. Clubs may not engage in activities resulting in the personal benefit of individual members, but rather activities that benefit the majority of members of a club.
- b. Clubs may not purchase alcohol with club funds.

- c. Events funded by clubs must be open to all club members, except where restrictions are applied by the laws of British Columbia.
- d. Clubs may not use funds or access to facilities to directly support a candidate or candidates for election in a federal, provincial or municipal electoral process but may produce materials and host events in support of a recognized political party. No club may make direct donations to a political party or candidate for election to a governmental or legislative body. Partisan Clubs must refrain from third party campaigning as defined by Elections Canada and Elections BC.
- e. Clubs may not sell general sponsorships or advertising on campus, but may seek sponsorship donations to support their events and activities provided that the club follow a formalized process that has the prior expressed approval of the Director of Finance.
- f. Clubs may not purchase gift cards, vouchers or other transferable certificates of value.
- g. All reimbursements must be pre-approved expenditures and will require original and itemized receipts for disbursement of funds by the DSU. Receipts must be received by the office within two (2) months of purchase/event.

5.6 Signing Authority

As part of the Club Registration Package, each club shall provide a list of three signing officers authorized to approve expenditures and make bookings on the club's behalf. The authorization of expenditures from club accounts shall require the signature of two recognized signing officers of the club. The booking of equipment and rooms shall require the written consent of one signing officer.

No signing officer shall be recognized by the Director of Finance until they have received a sample signature. All signing authorities of a club are accountable to both the club membership and the Students' Union for the financial activities of the club including prohibited expenditures and debts incurred.

5.7 Debt

Clubs are prohibited from issuing financial commitments that exceed their available funds, resulting in a negative balance in either their trust or budget accounts. If a negative balance in either account is incurred, the Students' Union shall use available funds from the other account to produce a zero balance in the account overdrawn. If insufficient funds are available in either of a club's accounts to satisfy a financial commitment, that club may face the withholding of future budget allocations or the removal of club status. Notwithstanding the above, where a negative balance has been produced by the negligence or wrongdoing of club signing officers, the Students' Union reserves the right to pursue repayment

from those individuals responsible.

6. CLUB CONDUCT

For the purpose of this policy, harassment is defined as the abusive, unfair, or demeaning treatment of a person or group of persons that has the effect or purpose of unreasonably creating a hostile, intimidating, threatening, or humiliating environment. Clubs shall promote and maintain a harassment-free environment in the conduct of their activities. In executing this responsibility, club executive committee members shall practice due diligence in avoiding and preventing situations in which harassment may occur.

Club communications and publications shall be respectful of the rights and interests of all students, regardless of their race, colour, ancestry, place of origin, nationality, religion, family or marital status, physical or mental disability, age, sex, sexuality, gender, gender identity, or conviction for a criminal charge. Clubs shall refrain from the publication of literature that is untruthful or misleading; that perpetuates gender, cultural or racial bias; that interferes with safety and security of the campus community; that injures the public reputation of the Students' Union; or that demeans a person or group.

7. COMPLAINTS AGAINST A CLUB

The Students' Union shall maintain a procedure for hearing and adjudicating complaints made by a member of the campus community against a club or club members in relation to a club event or activity. Procedure 40.02-01 shall describe the process for receiving and adjudicating complaints.

8. CLUB DISCIPLINE

8.1 Actions Giving Rise to Discipline

Discipline of a club may occur following an investigation of a complaint about a club's conduct received as per Article 6 of this policy, or following an investigation initiated by the Committee or Board. If a club has been found in violation of this policy by the Committee, discipline shall be applied based on the severity and nature of the violation and shall include the following:

- a. An order in writing to cease the violation and to refrain from committing the same or similar violation again;
- b. Freezing of accounts, denial of funding, or withdrawal of unspent funds for the remainder of the year;
- c. Withdrawal of room or equipment booking privileges for the remainder of the year;

- d. Withdrawal of advertising privileges for the remainder of the year;
- e. Withdrawal of club status for up to 18 months; or,
- f. Other such discipline within the scope of the forgoing.

8.2 Appeal of Discipline

A disciplined club shall have the ability to appeal to the Board to have discipline reduced or eliminated. A club seeking to appeal shall send correspondence electronically or in hard copy to the Students' Union Director of Finance outlining the nature of their appeal, and the reasons they believe the discipline was misapplied. The Board shall consider the appeal within thirty (30) days of its receipt, and respond to the appealing club within that period. The Board may ask club representatives to appear before a meeting of the Board to answer questions about their appeal prior to making a determination on the appeal.

9. MEMBERSHIP OUTREACH AND DEMOCRATIC PARTICIPATION

9.1 Participation in Students' Union Structures

Recognizing that the Students' Union is a democratic organization that relies on the participation of members to be effective, clubs shall be expected to take a leadership role in promoting participation in the Students' Union and demonstrating their affiliation with the Students' Union as follows:

- a. Every club shall participate in the Club Council by sending a representative to meetings of the Council.
- b. Every Club shall participate in the Students' Union's general meeting by sending at least one representative to participate in the meeting.

9.2 Membership Awareness and Online Outreach

Clubs are an important part of campus life, and a central element of the Students' Union's work. To ensure that members are aware of clubs' relationship with the Students' Union and have access to club events, services and advocacy, the clubs shall undertake the following:

- a. All advertising and promotions for the club must include the DSU logo and the club's full name (DSU _____ club), and must be pre-approved by the DSU.
- b. All clubs shall be advertised and listed on the DS App and website. Clubs are encouraged to use the DS app to recruit club members, post and advertise for events and other club initiatives.
- c. Any clubs that wish to create and maintain social media accounts for their clubs must include the clubs full name, ex: DSU History Club. The Students' Union is not responsible for maintaining any clubs' social media accounts, and the content of social media accounts created by clubs shall be the

responsibility of the club executives and any administrator of a club's social media account as defined by the relative social media platform. Clubs must have all social media posts approved by the Students' Union prior to posting.

- d. All clubs shall be listed on the Students' Union website's club portal as outlined in Article 4.4 above.
- e. All clubs must share all club events and initiatives with the Students' Union happening on and off campus.

END OF DOCUMENT