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Adopted by:	Board of Directors	Last Amended:	November 2022
Executive Responsibility:	Internal Relations & Community Directors	Next Review:	November 2025

PREAMBLE:

Clubs are voluntary organisations formed by members of the college community and are a traditional part of campus life, contributing in a significant way to its intellectual, educational political, social, and cultural diversity.

In supporting a system of clubs, the Students' Union is guided by a commitment to the right of college students to communicate, discuss, and explore ideas; to organise groups for any lawful purpose; to distribute on campus, in a responsible way, published material providing it is respectful and legal; to hold meetings; to debate and engage in peaceful demonstrations; and to enjoy freedom from discrimination.

Under the terms of this policy, the Students' Union will not attempt to censor, control or interfere with any group on the basis of its philosophy, beliefs, interests or opinions expressed; unless they are illegal, hateful or could reasonably lead to illness, injury, or death, or which infringe the rights and freedoms already mentioned.

DEFINITIONS:

Activist Club – clubs organised to achieve a political goal and are not affiliated with any political party.

Board – the Board of Directors of North Island Students' Union.

Club Executive – the students elected by club members who are responsible for the activities and administration of Executive Clubs.

Club Manager – the student responsible for the activities and administration of General clubs.

Club Registration Package – an information package submitted to the Board by clubs each year. In the case of Executive Clubs, the Club Executive will submit its Bylaws, Constitution, Club Executive list, membership list, Budget Request Form, and Signing Officer Designation Form.

Course Union – clubs formed to represent and organise on behalf of students in a particular North Island College program.

Interest Club – clubs organised around a particular interest.

President - Executive Club elected member responsible for submitting club application package each year. Also responsible for submitting grant and loan applications.

Religious/Partisan Club – clubs organised to support and participate in an establish religion or political party.

Secretary-Treasurer -Executive Club elected member responsible for financial work and recording meeting minutes.

Services – any services which students may use or provide for the community it serves

Student – an individual who is a member of North Island Students' Union, as per Union bylaw II.

Vice President - Executive Club elected member responsible for chairing the Annual General Meeting and maintaining an up-to-date members list.

CLUB POLICY AND PROCEDURE:

1. TYPE

There shall be two types of clubs, as follows:

1.1 General Clubs

These are clubs which are subject to the General Clubs Regulation. All clubs shall start as General Clubs.

1.2 Executive Clubs

These are clubs which are subject to the Executive Clubs Regulation.

After a minimum of 60 calendar days as a General Club, members may elect to become an Executive Club by following the guidelines in section 4.

2. ADMINISTRATION OF CLUBS

2.1 Club Approval Process

Every club must submit a registration package to the Board, at a regularly scheduled Board meeting, which includes club manager declaration, club purpose, membership list.

The Board will either accept or reject the club application.

The Board will accept every club application that is complete and fulfils the requirements of this and other Students' Union regulations.

If a club application is rejected, the Board will issue a written statement explaining its decision. The applicant club has 30 calendar days to appeal the decision of the Board.

2.2 Club Purpose

No two clubs may have the same purpose.

The club purpose, constitution and/or bylaws must not violate any regulation of the Students' Union, policy of North Island College or any law in British Columbia or Canada.

2.3 Every club must allow any interested student to join, except in the case of course unions, where students must be in the program of study the club supports.

3. CLUB RESOURCES & SUPPORTS

3.1 Clubs can print up to 15 pages of club provided posters or documents per month, per campus.

3.2 Clubs may book Union items to facilitate Club activities, such as beverage services, snacks, safer sex supplies, menstrual products, and Resource Lending Library materials.

3.3 Clubs can request campus space to facilitate Club meetings & events. To be considered

requests including date, time, and preferred location must be submitted to NISU via email, no later than the first day of the month.

3.4 Clubs can be listed in the Union app, Union website & social media channels.

3.5 Clubs can have a Clubs channel in Discord.

4. GENERAL CLUBS REGULATION

4.1 Every General Club must have at least one Club Manager and Club Managers must be students.

4.2 Club Managers are accountable for the activities of the club.

4.3 The Club Manager shall submit a completed club package, including a written club purpose stating the general purpose of the club that must be approved by the Board.

4.4 The Club Manager must maintain an attendance sheet for each meeting & Club event.

4.5 General Clubs are not required to have bylaws.

5. EXECUTIVE CLUBS REGULATION

A General club can be converted to an Executive club and elect a democratic Club Executive by means of a club conversion vote after a minimum of 60 calendar days as a General Club.

Only clubs with 10 or more student members may initiate a club conversion vote.

A club may hold only one club conversion vote per semester.

There are two ways to initiate a club conversion vote:

The Club Manager may submit a written request to the Board asking for a club conversion vote; or

20% or more of the student club members must sign a petition asking for a club conversion vote and submit it to the Board. Only students shall be counted toward the petition percentage.

Once the petition or request has been validated by the Board, a vote will be held and not less than 7 calendar days notice must be given to the club members, using the contact information from the club membership list.

5.1 Membership

a. Every Executive club must have at least 10 student members.

b. At least two-thirds of the members of an Executive club must be students.

c. Every Executive club must charge a membership fee which must be at least \$2 per student per semester, and at least \$5 per non-student per semester.

5.2 Executive Club Administration

a. Following success of a conversion vote an election will be held at the same meeting where candidates can be nominated from the floor or self-nominate for a role of Club Executive; President, Vice President, Secretary-Treasurer and Executives-at-Large.

b. A chief electoral officer (Executive Director or Organiser - Services) & either the Internal Relations Director or Community Director shall oversee the electoral process.

c. Following a nomination each candidate may give a 2-minute speech.

d. Voting will be held by secret ballot or by voting software to be supplied by North Island Students' Union.

e. Every Executive club must have an elected Club Executive comprised of at least 3 students, with a maximum of 6 students.

- f. Every Executive club will be governed by the Students' Union's example club bylaws until such time as the bylaws are amended by the club membership.
- g. The Club Executive must submit to the Board an updated copy of the club bylaws and constitution within 30 days of when an amendment is made.
- h. Club members must never be denied the right to vote in a Club Executive election.
- i. All members of the Club Executive are accountable to the club membership and the Students' Union for the activities of the club including any financial mismanagement and bad debts.

5.3 Executive Club Finances

- a. Every Executive club must have two accounts with the Students' Union:
 - A Budget Account for funds that are granted to the club by the Students' Union;
 - AND
 - A Trust Account for funds raised by the club through membership fees, donations, and other revenues.
- b. Clubs may not hold money in outside accounts.

5.4 Students' Union Funding Grants

- a. The Students' Union will provide funding in a manner designed to maximize the overall contribution to community. To this end, Executive clubs will be provided the maximum funding allowed by this policy on a rolling, first-come-first-serve basis until such time as the overall demand requires that the Board implement a club funding schedule with fixed application for funds date and /or a lesser amount of funding be given to facilitate more clubs.
- b. To receive funding, the Club Executive must submit a Budget Request Form. Based on the Budget Request Form received, the Internal Relations or Community Director will prepare a draft club funding allocation proposal to be presented to the Board for approval.
- c. Clubs which fail to meet the requirements of this and other Students' Union regulations will not receive funding.
- d. At the end of the fiscal year, all unspent funds in the Executive clubs' Budget Accounts shall be returned to the Students' Union operational account.
- e. Clubs must not incur any debts, negative balances, or loans against Budget Accounts without the approval of the Board.
- f. Executive clubs are encouraged to raise additional funds beyond their budget allocations. All funds raised in this manner shall be deposited in the club's Trust Account until the funds are to be spent.
- g. The maximum grant amounts available, per semester to clubs are as follows:
 - \$80 for religious/partisan clubs.
 - \$130 for interest, service, and activist clubs.
 - \$250 for course unions.

5.5 Approved Budget Account Expenses

- a. Funds in the Budget Account are only to be used for the items listed in the Board-approved Budget Request Form, and clubs are legally liable for any unauthorized Budget Account expenses, unless approval has been granted by the Internal Relations, and/or Community Director.
- b. The Students' Union will not pay for the following expenses:
 - Accommodation: The Students' Union does not pay for accommodation expenses

incurred by the club or club members during their activities.

Food and Beverages: The Students' Union does not pay for the purchase of any food or beverages to be used in any 'party-like' event that is exclusive to club members, nor for any event that is of limited access to students. However, funding may be available for hosting events that are open to all students.

Individual Gain: The Students' Union does not pay for any activities that benefit the financial, business, or personal interests of individual members.

Political Parties: The Students' Union is a non-partisan organisation and does support donations either financial or in-kind to any political party.

5.6 Approved Trust Account Expenses

- a. Clubs may use their trust accounts for any expenses incurred during club business.
- b. Trust Accounts are not for any purpose contrary to any regulation or objective of the Students' Union.

5.7 Signing Authority

- a. Every Executive club must submit to the Board a Club Signing Officers Form which lists either two or three signing officers.
- b. No signing officer shall be recognized until their name and sample signature have been submitted to the Board.
- c. The signatures of two signing officers shall be required for all financial expenditures from Budget and Trust Accounts.

5.8 Club Ownership Transfer

- a. The Club Executive may submit a written request to the Board asking to transfer club ownership to a new Club Executive by way of vote for full or partial replacement.
- b. Following approval from the Board, an election will be called for the next regular meeting of the Club.
- c. Candidates can be nominated from the floor or self-nominate for the role of Club Executive.
- d. Following a nomination each candidate may give a 2-minute speech.
- e. Voting will be held by secret ballot or by voting software to be supplied by North Island Students' Union.
- f. The new Club Executive/Club Executives must submit an updated club contract that must be approved by the Board, and the new Club Executive/Club Executives will assume all the responsibilities listed under this policy.

6. CLUB ABANDONMENT

The Club Executive must submit an up-to-date membership list, and a club registration package each year.

If the Board does not receive the membership list or the club registration package, the club will be deemed abandoned and will be struck from the club registry.

And abandoned club can be reinstated in the following way:

If within 14 days of the club being deemed abandoned, the Club Executive submits an up-to-date membership list and club registration package: OR

If after 14 days of the club being deemed abandoned, another student submits an application for the same club or for a club with a similar purpose as defined by its constitution.

If the Board does not receive a renewal or application for an Executive club with a

similar purpose within 2 years, the remaining funds in the Budget and Trust Accounts will be returned to the Students' Union operating budget. In 4.4-4 it says that the Budget account will be returned to NISU after end of club's fiscal year.

7. VIOLATIONS

All alleged clubs violations will be investigated by the Executive Director and either the Community or Internal Relations Director.

If a club commits a violation, the Board will issue a written warning explaining the violation or if deemed necessary will suspend the clubs activities until further notice is given.

If a club commits a second violation, the Board will issue a written decision and may suspend the club's activities until the next meeting of the Board.

If a club commits any further violations, the Board will issue a written decision and may suspend the club's activities, up to the remainder of the current semester or may disband the club entirely, depending on the severity of the violation.

The Board will refer violations of the law and North Island College policy to the appropriate agencies.

SCHEDULE OF REVIEW

The Clubs Policy shall be reviewed on a two-year cycle.

END OF DOCUMENT