



**SUO**

**Students' Union**  
UBC Okanagan

# WELCOME TO STUDENT ASSOCIATION ORIENTATION

FALL 2023





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.

If you are currently not on Okanagan land, you may want to consider looking into the ancestry of the land you are on.

# AGENDA

9:15 AM

**REGISTRATION**

**OPENING/ LAND ACKNOWLEDGEMENT**

**SVPRO- UBCO**

**SUO PROCEDURES AND REGULATIONS**

12:30- 1:30 PM

**LUNCH**

**FUNDING & FINANCES**

**BOOKINGS & EVENTS/ MEDIA**

**Q-PAY**

3:00 PM

**QUESTIONS PERIOD/ CLOSING SESSION**

# VP INTERNAL

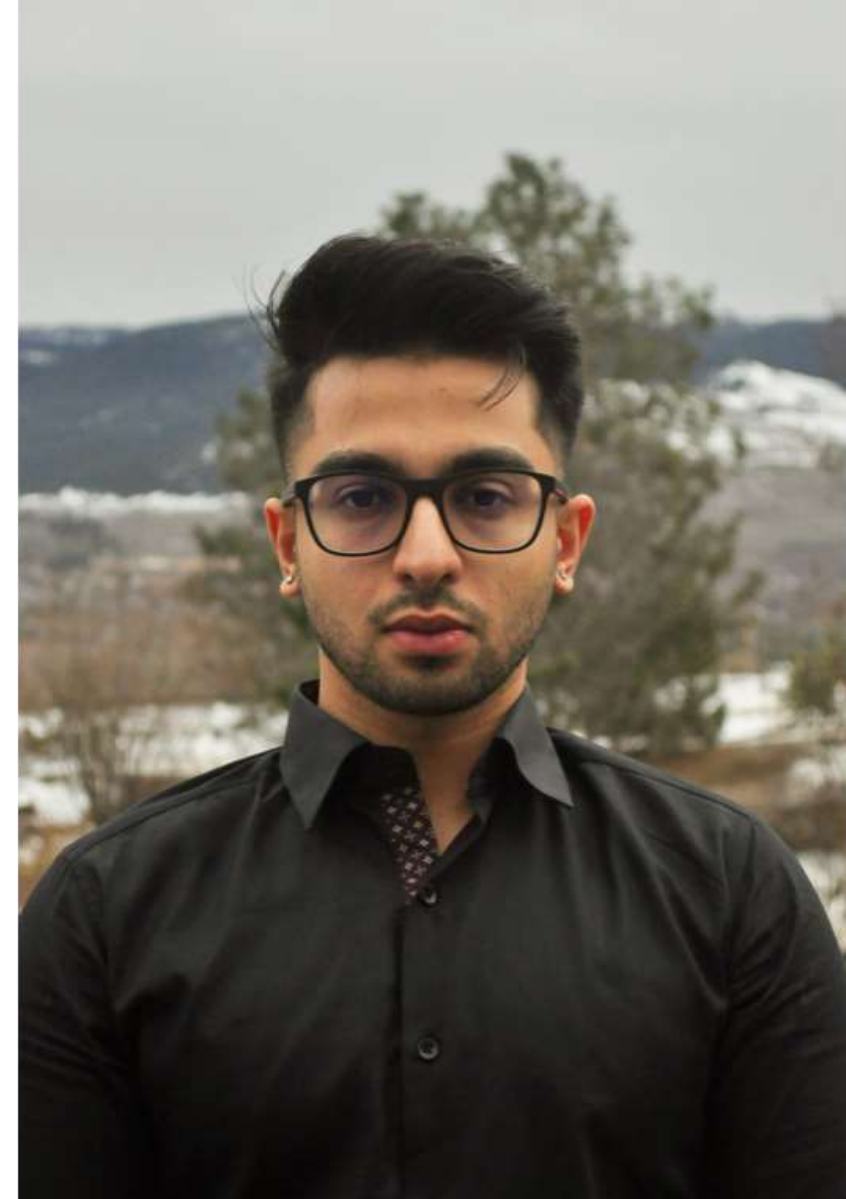
## Shreyansh M.

vpinternal@suu.ca

I am Shreyansh, currently serving as the Vice President Internal within your esteemed Student Union. As a dedicated third-year student pursuing a degree in Economics, I am committed to fostering a vibrant and inclusive campus community.

Beyond my academic pursuits, I am passionate about music and fitness. Playing the guitar is a creative outlet that I deeply cherish, allowing me to express myself through melodies and rhythms. Additionally, I find motivation in maintaining a disciplined gym routine, which not only keeps me physically active but also fosters mental well-being.

I look forward to the opportunity to contribute my skills and dedication to enhancing the student experience and ensuring the welfare of our student body. Thank you for entrusting me with this role within the Student Union.



# Why are we here?



- To understand how student associations and course unions are going to operate this academic year
- To learn about how the SUO will support the Student Associations and Course Unions
- To understand how you can apply for funding
- To get informed about the SUO By-laws and Regulations
- To discuss new booking procedures
- To discuss your questions and concerns

# MEMBERSHIP OUTREACH COORDINATOR

IZZY RUSCH

[izzy.rusch@suu.ca](mailto:izzy.rusch@suu.ca)

Drop In Office Hours

Monday-Friday

11:00am – 12:00pm

2:00pm – 3:00pm



# WEBSITE AND DIRECTORY



[www.SUO.ca](http://www.SUO.ca)

- Student Association information under **“Get Involved”**.
- All forms are found in the Handbook under the relevant topic.
- **FAQ’s for quick answers.**
- **If you can’t find an answer to your question, let Izzy or me know and we will guide you.**

[Student Association Directory](#)

- Interact with students by doing a write-up of why they want to get involved.
- Create a 276px x 172px logo and have links to social media.
- Add photos or videos to the landing page.
- Email Izzy the content you want added.

# STUDENT ASSOCIATION HANDBOOK

## Top Things Every Student Association Needs to Know

- Full of all needed information, everything from how to submit an expense reimbursement to the rules for having a fundraiser.
- Check the information and plan ahead so that all your needs can be provided.
- The last page of the Handbook is now a shortcut to all forms
- New updates added this summer



**SUO**  
Students' Union  
UBC Okanagan



# NEW REGULATIONS

[Regulation VIII:1]:

- **"President"** means the Executive Officer and primary contact of a Student Association;
- **"VP Finance"** means the Executive Officer responsible for the finances of the Student Association;
- **"VP Events"** means the Executive Officer who is the main contact for event planning;
- **"Event"** is any gathering of 2 members or more for the purpose of a meeting or social gathering in relation to the purpose of the specific Student Association;

**Make sure all executives know where to find the Student Association Regulations on our website! Not knowing does not excuse any SA from breaking regulations!**

# NEW REGULATIONS

## **[Regulation VIII:9]:**

An application for ratification of a proposed Student Association must include:

- the proposed name;
- the name of the first President, VP Finance, and VP Events ;
- the name and signatures of three signing authorities;
- the purposes of the Student Association; and
- A petition of at least thirty-two (32) Members who are currently attending UBC-O in support of the proposed Student Association

# NEW REGULATIONS

## **[Regulation VIII:17]:**

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

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

# NEW REGULATIONS

## **[Regulation VIII:20]:**

Starting August 1st of every year, all student Associations shall cease to receive support from the Student Union until:

- notifying the Student Union of their intent to maintain their Student Association status;
- submitting a Student Association renewal application form to renew this status after July 1st; and
- maintaining a membership of a minimum of thirty-two (32) members, excluding executives;
- Total membership is 95% current registered UBC-O students;
- Course Unions ratified before April 1, 2023, can renew each academic year with a minimum membership of three (3) executives and fifteen (15) members;
- Course unions may submit their renewal application form starting May 1, once the Course Union annual election has been carried out and results confirmed by VP Internal or Membership Outreach Coordinator during Term 2.

# NEW REGULATIONS

## **[Regulation VIII:24]:**

A minimum of one (1) signing executive officer from each Student Association must attend Student Association Orientation meetings in Term 1 and Term 2 to retain active status.

## **[Regulation VIII:25]:**

A Student Association must operate with a minimum financial balance of Zero (0) to have access to SUO Student Association Services.

## **[Regulation VIII:33]:**

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. Student Associations will only be eligible for funding once the Membership Outreach Coordinator confirms the receipt of the list of signing authorities.

# NEW REGULATIONS

## **[Regulation VIII:39]:**

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.

## **[Regulation VIII:60]:**

Executive members shall serve a twelve (12) month term starting May 1 to April 30 for each year.



# Pantry Food Bank and Picnic Wellness Hub

## How you can get involved!

The Wellness Hub will be an inclusive, dynamic space available for presentations, talks, and events that contribute to student Wellness.

Picnic will be the location of the Food Hub, which will hold weekly events providing meals, food workshops, breakfast programs, and a variety of other events to address food insecurity on campus.

Email our Food Security and Nutrition Manager at [stephanie.patterson@suu.ca](mailto:stephanie.patterson@suu.ca), to discuss how you can book the space or get involved in food security programming!

# EVENTS

- All booking requests are done through our website.
- CBO will not respond to booking requests directly to students
- Bookings are now 2 different departments
- The Online timetable for academic spaces is BACK!
- Non-academic spaces are no longer visible to general population.
- UNC Ballroom, foyers and outdoor spaces in outlook calendars
- Non-academic space codes are found in the Handbook



# EVENTS

- COM 201 is not bookable with less than 350 attendees. Currently **unavailable, it's not on either** calendar system.
- ADM 026 is not available at this time. It is academic space for FCCS. New sound system installed
- Commons foyer and Nechako room not bookable for Student Associations
- UNC 105 & 106 book through paper & supply co
- UNC 200 must include 2 hours before event for set up and a facilities work order, even with no set up needed
- We need to know actual time of event in ballroom and set up time

# EVENTS

- Off-Campus Events must be pre-approved to be able to submit ERF's.
- Off-Campus events involving physical risk or alcohol require signed waivers for all attendees.
- Insurance companies will not provide insurance for halls or gathering spaces that do not have their own alcohol license.
- Laurel Packinghouse is a great option. Has liquor license but you bring in bartender and alcohol.



**SUO**  
Students' Union  
UBC Okanagan

# SECURITY

- Regular weekly events that require special room and building access on evenings and weekends **need Salto's which takes a few days to organize.**
- Evening and weekend bookings for the UNC 200 Ballroom is accessible by an outside door on the second floor between UNC and Nechako
- For random events, security will open doors with proof of booking (confirmation email) and ID. Due **to shift change they won't open doors between 6:00-7:00 AM & PM.**
- Facility Work Orders must be submitted 2 weeks prior to the date for event set up. Link now in ***Handbook so you don't have to wait for booking confirmation***

# POSTERS

- Our logo is on our website for posters! It must be included on all posters
- Using Heat, UBC or UBC-O branding is not allowed. Student Associations are part of the SUO, not UBC-O
- REQUEST A POSTER found on landing page of “Submit a booking request”
- Limit of 20 posters free from SUO per event
- Posters are allowed on bulletin boards only campus wide (university regulation)
- UNC 1<sup>st</sup> floor is SUO space – We allow posters on the round cement pillars! You must use painter’s tape or masking tape or the poster will be removed.

# PRINTING NEEDS



- You can still consign your used textbooks and borrow cash boxes for ticket sales.
- Deposit any cash into your student association account.
- Can print business cards and posters, or spiral binding for presentations. They even make buttons for campaigns!
- Direct billing to your SA account if +\$10
- Book the UNC theatre and boardroom

# EVENT CALENDAR



- Now on SUO main page
- If you have a logo, we feature it in the listing
- We can share links to register or Eventbrite
- At the end of September, we are moving to a new platform called Bounce for ticket sales
- Promote our calendar on your social media listings

# COURSE UNIONS

- All graduate and undergraduate students within your faculty are automatically voting members of your course union.
- Non-faculty students can be honorary members and attend events, however **they can't run or vote for executive positions.**



# COURSE UNION ELECTIONS

- Connect with your members, ask professors if you can do a 5 minute classroom talk.
- Make sure you and all the executives know the Regulations that are specific to Course Unions
- One meeting to make plans a month
- Hold study sessions for your members



# CONSTITUTIONS

---

- Every Course Union must have one
- We have a sample constitution to help you get started in the Handbook
- It should be driving force of how each team operates year to year
- Changes should only happen at the AGM or a special meeting through motions passed by majority vote

# ALL THINGS FUN DING RELATED

VP Finance and Administration

Osho Gnanasivam

[vpfinance@suu.ca](mailto:vpfinance@suu.ca)



**SUO**  
Students' Union  
UBC Okanagan

# STUDENT ASSOCIATION FUNDING

- SA Funding Form available from today till 26<sup>th</sup> September 11:59 PM
- Late applications will be rejected (non-negotiable)
- The S.A Funding Committee evaluates applications and reports to the Board of Directors
- Potential outcomes of evaluations:
  - **Approved**: you will be notified via email, and the funds are transferred to your respective account by Oct 15
  - **Pending**: you might be required to meet with the VP Finance to clarify details OR Board approval required
  - **Rejected**: applications not in good standing/funds planned to be used for items considered ineligible (see form)

In the case your application is rejected[appeal], you will be notified via email.

You may only apply for funding in January (Term 2 Funding Process)



**SUO**  
Students' Union  
UBC Okanagan

# STUDENT ASSOCIATION FUNDING COMMITTEE

- Committee Membership consists of:
  - Vice-President Finance: Osho
  - Vice-President Internal: Shreyansh
  - Membership Outreach Coordinator: Izzy
  - General Manager: Jason
  - 1 Director-at-Large: Twinkle



**SUO**  
Students' Union  
UBC Okanagan

# INFO FOR NEW CLUBS

- New Clubs get a maximum funding of \$500 till Term 2
- Do not spend with expectation to be reimbursed until you are notified of funding approval
- Note that this amount is meant for your Club to kickstart operations through welcome events, fundraising and outreach
- Do not rely on this amount to get you through the term!
- Ensure that you are spending this amount on what you list in your funding application form
- Set up meetings with VP Internal or me for help with Club fund management/questions regarding regulations
- Register for EXPO!



**SUO**  
Students' Union  
UBC Okanagan

# POINTERS FOR ALL CLUBS

- Large expenses that you are unable to pay for (conferences/hotels/flights) -> At least 2 weeks of notice through meeting with Izzy/me
- **Do not spend an amount that you can't afford assuming a waiting period of 6 weeks**
- Keep a copy of all itemized receipts (debit receipts will not be accepted) until you have received reimbursement
- Know what you can and cannot spend on before you make any purchases. Read the regulations!
- Be extremely detailed in your funding application form



**SUO**  
Students' Union  
UBC Okanagan

# FUNDING FORM ESSENTIALS

- SA Bio: Your goal as a student association this year, how you contribute to the student community
  - Account for every dollar you ask for (state how it will be used clearly)
  - Include the following details of your event/initiative/project under **"Budget"**:
    - What the event is about
    - Breakdown of cost for each event – what items are you buying and an approximated price
    - How many people do you expect in the event
-

# EXPENSE REIMBURSEMENTS

## Do's & Don'ts

- Person being reimbursed cannot authorize their own reimbursement
  - Signatures of signing authorities must match what is on file or I will email for a new form which delays reimbursement
  - **Do not** send personal banking information with ERF
  - You must have a Canadian bank account
  - Look out for an email from the SUO requesting banking information
  - You are required to provide the banking information even if you have done so before!
  - The biggest delay on processing ERF's is the person answering email from our Finance Manager to provide banking information
  - Send ERF with file name: letter of first name/last name\_Student association initials\_month\_year
  - Example JSmith\_MSA\_Sept\_2022 (if you have similar SA initials expand such as MuslimSA)
  - Don't send large jpeg or png files for receipts
  - Itemized receipts (for food expenses) only!
-



# OTHER IMPORTANT DETAILS

- You may be re-imbursed for expenditures between date of ratification till October 15th. Some reasons why you may not:
  - New clubs with unreasonable expenditures
  - Not following regulations
  - Events that have not been approved
- Maximum funding provided for the whole year: \$3,500
- If you receive funding, you will be required to provide the VP Finance and Administration with a report at the end of each semester (due December 21st).
- Expect delays in expense reimbursements for at least a month
  - Highest amount of activity in September and October
  - Be assured that any expenditures in good standing will be reimbursed once processed



**SUO**  
Students' Union  
UBC Okanagan

# FINAL POINTS

- Make sure you read the preface of the funding form AND the Regulations (SA-related)
  - Support your Student Association with fundraising, member fees or ticket sales.
  - Track spending and keeping records for End of Term reports due in December. Reports from first semester will be posted online and second semester funding will only be provided to Student Associations that submit their first semester report on time.
  - Email Izzy if you want an itemized PDF of the SA account. – We only email PDFs to the SA email account for security purposes. Please expect delays due to a high activity in the following months.
-

# QUESTIONS?

## Thank you and good luck!

[vpfinance@suo.ca](mailto:vpfinance@suo.ca)

---

# Q-PAY

- Platform for Student Associations to connect with their membership
- This platform can do many amazing things but it is a slow process to incorporate into our procedures
- At this time, sign up your members and use it as a form of communication
- All students sign up for a student account and then connect to Student Association portals for Clubs or Course Unions they want to join
- One day we will be able to do ERFs and merchandise sales

# Student Association Orientation

QPay Student Account App Download



QPay Student Association Signup



# QUESTIONS FOR Q-PAY





*THANK YOU!*



**SUO**  
Students' Union  
UBC Okanagan