



SUO

Students' Union
UBC Okanagan

WELCOME TO STUDENT ASSOCIATION ORIENTATION

Term 2, 2024





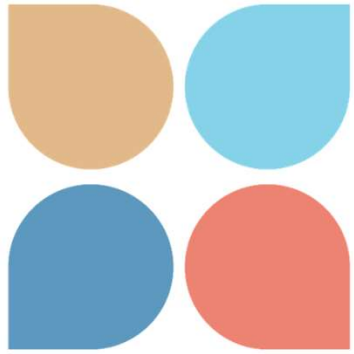
We would like to acknowledge that we are on the **traditional ancestral unceded territory of the Syilx Okanagan Nation.**

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.**



AGENDA

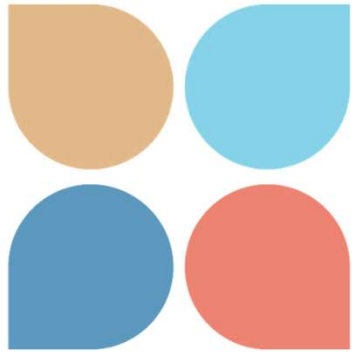
- ❖ OPENING/ LAND ACKNOWLEDGEMENT
- ❖ PRESENTATION BY TARYN DICKENS
- ❖ PRESENTATION BY SUO PRESIDENT
- ❖ SUO PROCEDURES & REGULATIONS
- ❖ FUNDING & FINANCES
- ❖ QUESTIONS PERIOD/ CLOSING SESSION



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

- We have new student associations who were recently ratified.
- To learn about how to submit a good booking form so it can be processed faster.
- To understand how to submit an expense reimbursement form.
- To learn about the new student association regulations.
- To learn about upcoming SUO elections and referendums.
- Term 2 funding.
- To voice your questions and concerns.

HARMONY 2024



If you want to participate, come up with ideas & start thinking of what you want to do.



Harmony is a celebration of culture, and we want our Student Associations (YOU) to participate!!!



The idea is to collaborate and make this event an Annual Occurrence

- This event usually happens in the second term and our campus life committee is starting to plan the event.
- Please send an email to vpinternal@suo.ca with Student Association name & personal name if interested in participating.
- The event in previous years has lasted for 2 days and spread all over campus.
- The VP Campus Life and VP Internal will send out emails for registration and details once the event logistics are confirmed.

Membership Outreach Coordinator

IZZY RUSCH

izzy.rusch@suu.ca

Drop In Office Hours

Monday-Friday

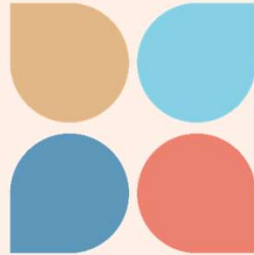
11:00 am – 12:00 pm

2:00 pm – 3:00 pm





WEBSITE AND DIRECTORY



www.SUO.ca

- Student Association information under Get Involved.
- FAQ's for quick answers.
- If you can't find an answer to your question, let Izzy or myself 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 so that all your needs can be fulfilled.
- The last page of the Handbook is now a shortcut to all necessary forms.



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New Regulations:

[Regulation VIII:21]:

Effective immediately, all club members (100%) must be registered students at UBCO

- Total membership is **100%** current Students' Union members.

[Regulation VIII:1]:

- "Member" means any student who is enrolled in a UBCO degree or program and/or has paid the Students' Union of UBC Okanagan student fee for the current academic year;

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

New Regulations:

[Regulation VIII:21]:

- 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.

[Regulation VIII:25]:

- 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.

New Regulations:

[Regulation VIII:26]

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

[Regulation VIII:35]

- 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.

[Regulation VIII:41]

- 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.

New Regulations:

- Any complaints involving clubs, course unions, or their members, will now be directed to the Students' Advocate. They will be responsible for the investigation process in coordination with UBCO.
- Any executive not following the Student Code of Conduct will be removed from their position until the investigation has been completed.
- Check the **UBC Student Code of Conduct & SUO Regulations** to note respectful conduct and environment for students, staff and faculty on the UBCO campus.



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.



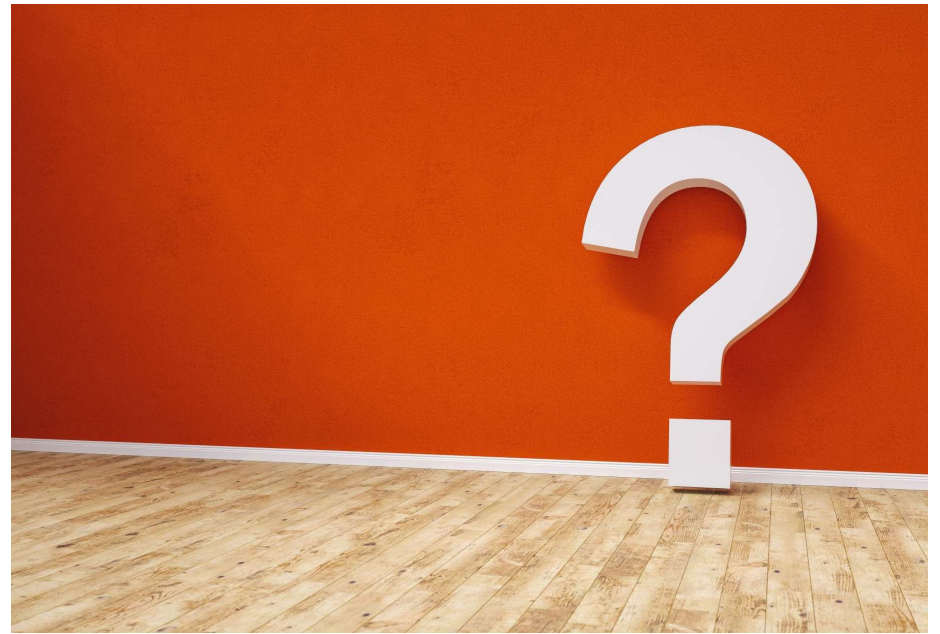
Picnic will be the location of the Food Hub, which will hold weekly events providing meals, food workshops, breakfast programs, and a variety of other events to address food insecurity on campus.

Email our Food Security and Nutrition Manager at stephanie.patterson@suo.ca, to discuss how you can book the space or get involved in food security programming!



YOUR TURN!

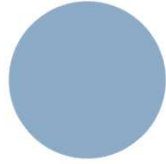
Hit us with
your
questions



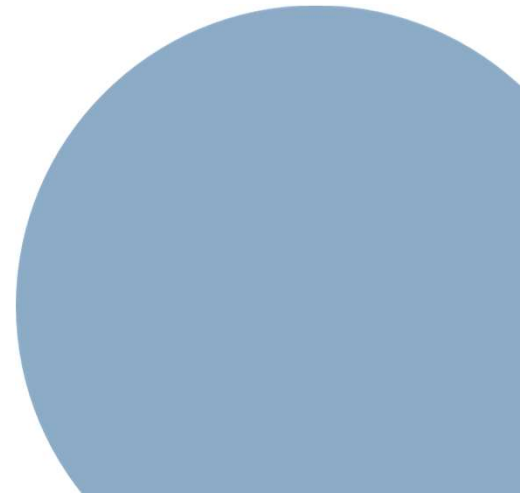


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THANK YOU



Membership
Outreach
Coordinator

Izzy.rusch@suo.ca

Drop In Office Hours

Monday-Friday

11:00am – 12:00pm

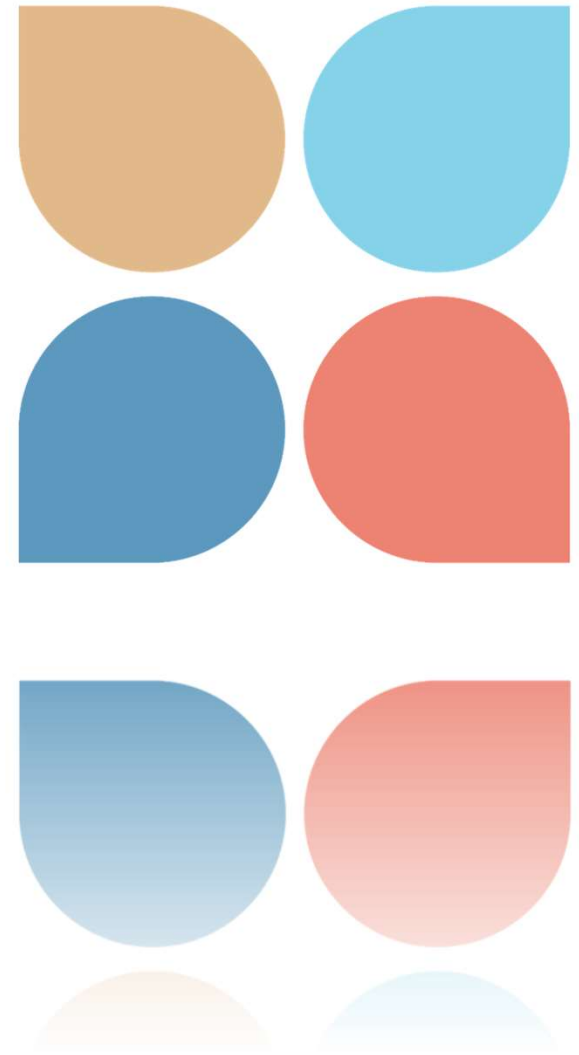
and

2:00pm – 3:00pm



Student Association Handbook

it's available 24/7



[STUDENT SERVICES](#)[THE UNC](#)[GET INVOLVED](#)[HOW WE RUN](#)[EVENTS](#)[CONTACT US](#)

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.

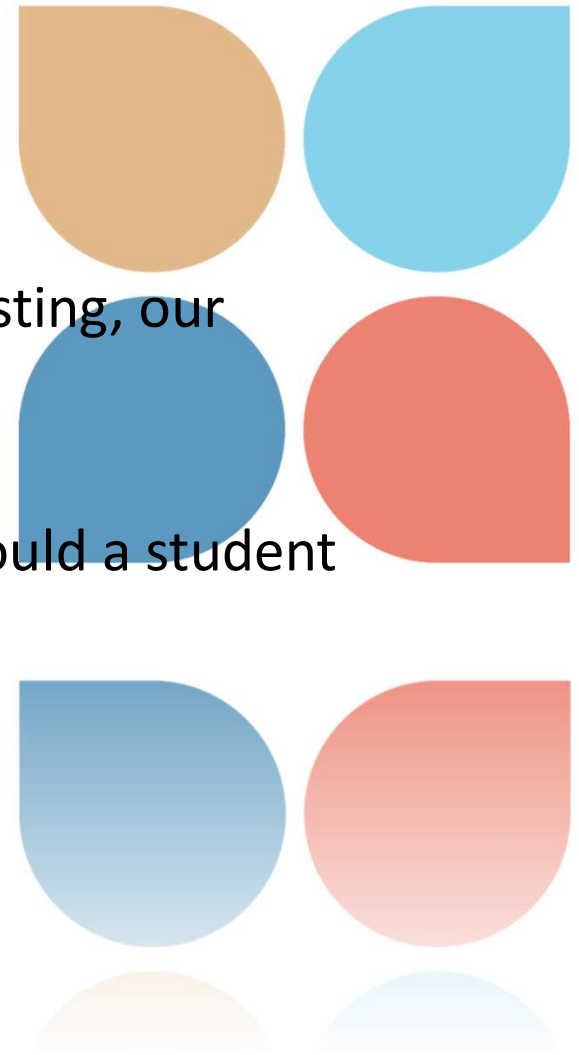


Term 1 September 2022 Orientation Presentation Slides

Attendees of our September 2022 Orientation have asked for access to our presentation slides for reference. Here you go!

Student Association Directory

- If every student association creates an interactive listing, our directory would be engaging and amazing!
- Make a logo!
- Write a caption of what your club is about. Why would a student want to join your club?
- Add photos or videos!
- Email your creations to Izzy



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

Recurring Events

On-campus event details

Event name *

Please provide a description of the event to be posted on our Event Calendar *

Estimated number of people attending the event *

Will there be alcohol at this event? *

☐ Yes ☐ No

Start Date *

Start Time *

End Date *

End Time *

Is this a recurring event? *

Will you need some time to setup or cleanup before/after the event? Select all that apply.

☐ 2 hour setup ☐ 2 hour cleanup

UNC200 require mandatory 2hr minimum setup.
Include potential setup in the Provide additional notes field below.

Please select the preferred room or outdoor space code requested to host your event. Requests for academic spaces that are not available on the Online Timetable, will not be processed. *

If your preferred location isn't available, what would be your second choice? *

On-campus event details

Event name *

Please provide a description of the event to be posted on our Event Calendar *

Estimated number of people attending the event *

Will there be alcohol at this event? *

☐ Yes ☐ No

Start Date *

Start Time *

End Date *

End Time *

Is this a recurring event? *

Recurring event notes

Will you need some time to setup or cleanup before/after the event? Select all that apply.

☐ 2 hour setup ☐ 2 hour cleanup

Foyers

- **UNC Foyer has 2 bookable spots with 2 tables and chairs**
- **Commons foyer is now bookable for student associations.**
- **EME Foyer, both levels booked for each group, cannot separate**
- **ART & FIPKE foyer no longer bookable due to study pods.**
- **ADM foyer near UBC bookstore is bookable however facilities must put up dividers in front of offices with glass doors and walls. There may be costs involved.**
- **SCI foyer small and dingy**
- **ASC Foyer is bookable**

UBCO Non- Academic Spaces

- UNC 200 Ballroom – very popular
 - One booking per week per student association, going forward
- ADM 026 – very limited access
- EME foyer – dependent on event type, no loud music due to study rooms nearby
- Outdoor spaces
- Nechako Room not bookable to student associations
- Sunroom – booked the UBC Food services! I don't know anything about the process but plan to research if I ever have time. Let me know if you try and learn something!**ace for**

SUO EVENT EQUIPMENT

- Event equipment from the SUO is not a replacement for a Facilities Work order.
- Currently these can only be reserved during SUO office hours (8:30am-4:00pm) No overnight use
- **Fold-up tables (maximum 2)**
- **Fold-up chairs (maximum 2)**
- **Branded tablecloths**
- **Branded 10' x 10' tent**
- **Extension cords – still trying to figure out safety protocols)**
- **Wagon & dolly for carting equipment**



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Bounce (no more Eventbrite)

- Bounce only charges \$1 processing fee plus taxes.
- Each student must set up a personal account on the Bounce app.
- DO NOT set up a Bounce app in student association name!!
- There are two different roles a member can be designated.
 - a. Organizers can see ticket sales and download guest lists. Only executives should be designated as organizers.
 - b. Scanners can scan tickets at the door. These can be any volunteers.

[STUDENT SERVICES](#)[THE UNC](#)[GET INVOLVED](#)[HOW WE RUN](#)[EVENTS](#)[CONTACT US](#)

EVENTS CALENDAR

See what's happening at UBC Okanagan.

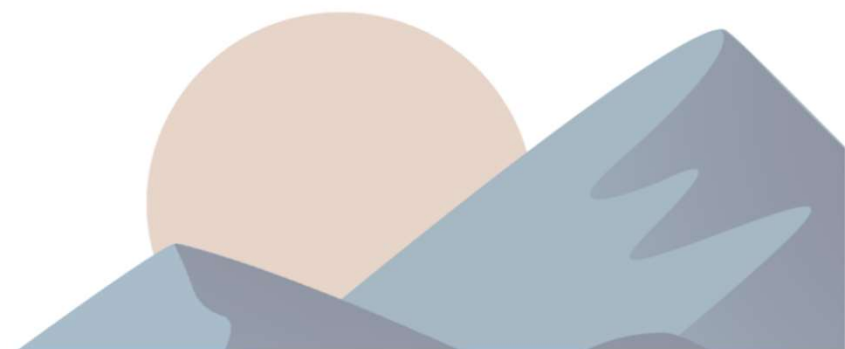
Below is the Students' Union event calendar that features activities for you to come out and enjoy. Be sure to keep checking back as new events are being added.

[BOOK YOUR EVENT](#)

POSTERS



- Our logo is on our website for posters! It must be included on all posters
- Using Heat, UBC or UBCO branding **is not allowed**. Student Associations are part of the SUO, not UBCO
- Limit of 20 posters free from SUO per event
- Posters are allowed on General bulletin boards only campus wide (university regulation)
- UNC 1st 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.



**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:

(sum of all receipt/invoice amounts)

\$ 0.00

* 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.

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

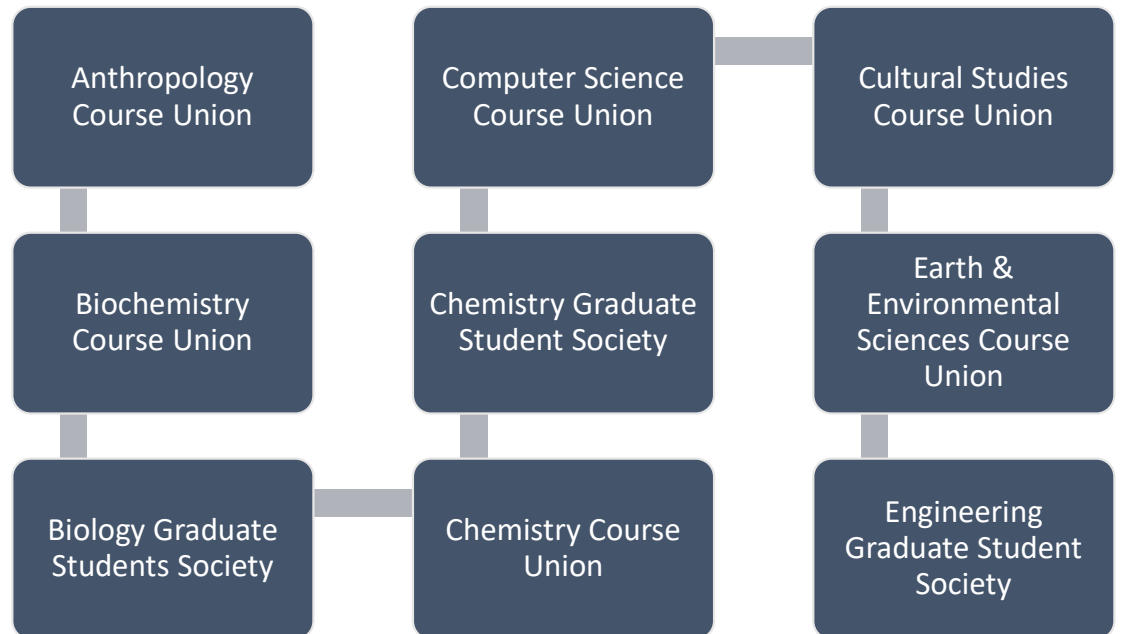
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COURSE UNIONS

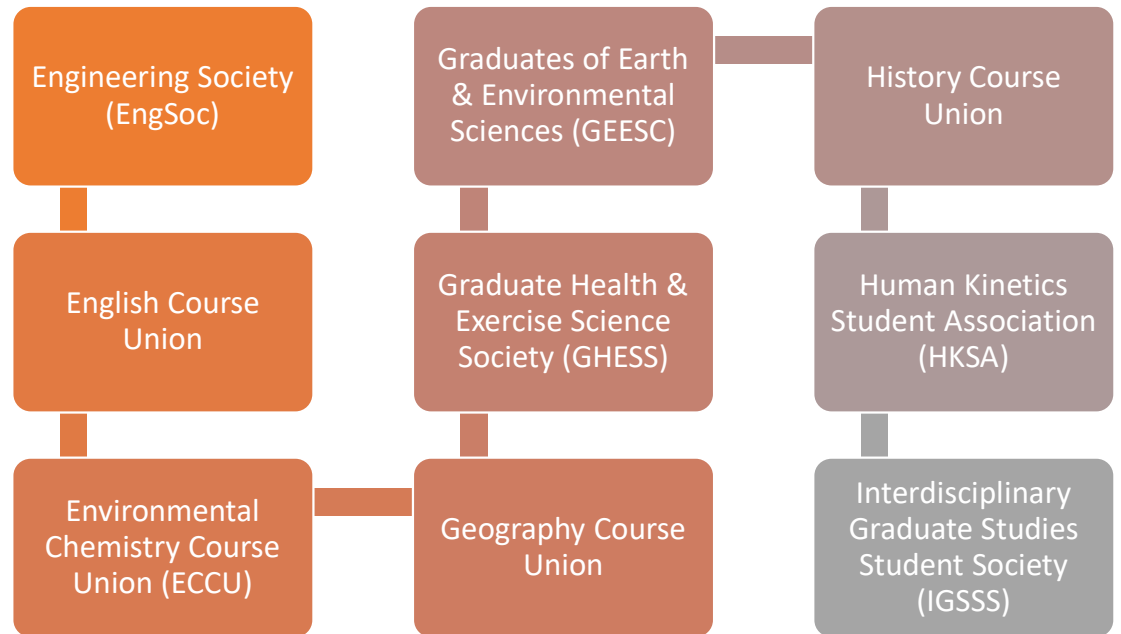
- The number of course unions we have are growing!
- Every student who is part of the faculty or department is an automatic member.
- Students who are not part of the faculty can join and be honorary members however they do not have voting rights
- Course union executives are elected to their positions each year
- GET INVOLVED!




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More Course Unions of SUO...





Even More
Course
Unions of
SUO!

Management Student Association (MSA)

Master of Fine Arts Student Association

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)

Sustainability Course Union

Visual Arts Course Union (VACU)

Course Union Term 2 Planning

- We will be having a meeting for course unions only
- AGM planning
- Election planning
- Basics of “Roberts Rules of Order”



QPAY

Over the summer, we will be creating Qpay accounts for every student association.

Now that membership is 100% UBCO students, having them register on Qpay will be part of renewal process.

A general waiver will be included for each student to sign that covers most events.

Members may be required to provide proof of enrollment when registering.

We will have a designated section & QR codes for the app in the SA Handbook before July 1.

Mish Mash

- Student association executives should be the only ones with access to the specific club or course union email account.
- When sending an email and signing off, please include your name so I know who I am talking to.
- Be patient with us and know that we are trying our best! We want you to have successful events but we are only human and we have lives outside of this world.
- E-transfers are a big no-no!! DO NOT use e-transfers for ticket sales, bake sales etc. If we find out, we will have to enforce our regulations for using external financial institutions.
- ATTITUDE IS EVERYTHING! One of my goals for 2024!



Prepare for 2023/24 renewals

Renewal forms are due between July 1st and the first Friday of classes which is September 6th, 2024

After August 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 32 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



Any questions?



TERM 2 FUNDING

VP Finance and Administration

Osho Gnanasivam

vpfinance@suu.ca



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STUDENT ASSOCIATION FUNDING

- S.A Funding Form available from 15th to 25th January 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 Feb 15th
 - **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.



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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



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INFO FOR NEW CLUBS

- New clubs get a maximum funding of \$500 until the next funding period
- Note that this amount is meant for your club to kickstart operations through welcome events, fundraising and outreach
- 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
- Focus on recruiting and finding club leadership for next year



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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
- 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!
- Ensure a solid transition of leadership to next year!



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Important Upcoming Email Requirements

Starting February 2024, email providers such as Google and Yahoo! will be enforcing stronger SPAM protection to help reduce people impersonating your email address and sending SPAM.

If your Student Association is one of the 15% that have your own domain name (e.g. msasuo.ca), you will need to make changes to ensure that your email is not marked as SPAM starting in February. Even if you use Google Workspace (paid version).

<https://blog.google/products/gmail/gmail-security-authentication-spam-protection/>

If your Student Association email address is one of the 85% that ends in either @gmail.com, @outlook.com, or @yahoo.com, you do not have to take these additional steps, as the email providers themselves will look after that for you.



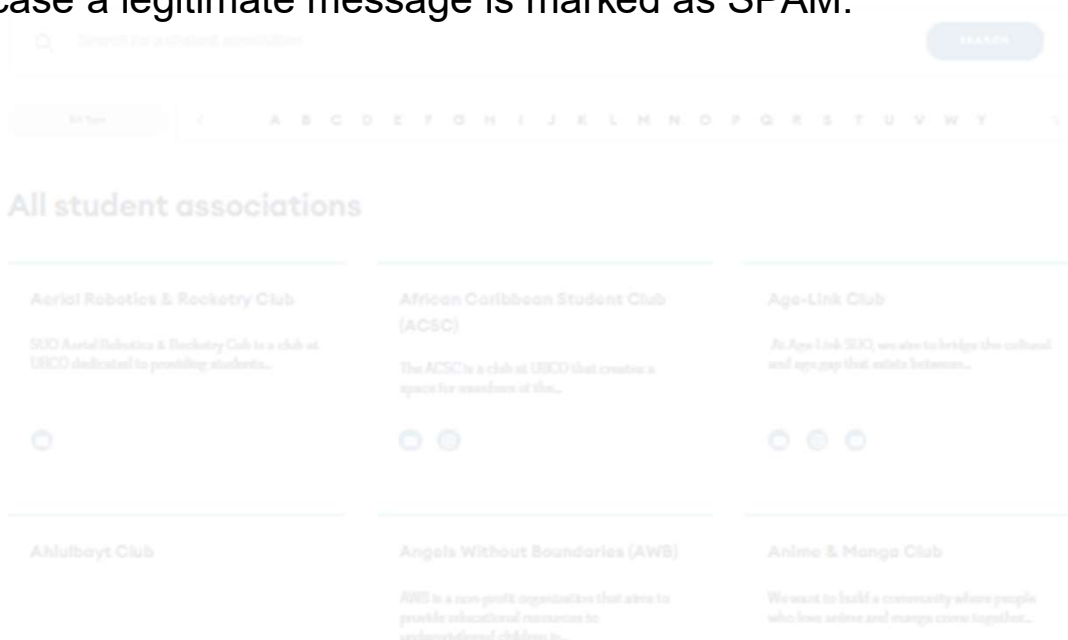
STUDENT SERVICES THE SUO GET INVOLVED HOW WE RUN EVENTS CONTACT US

Review your Student Association listing on the SUO Directory

<https://www.suo.ca/student-associations/>

Confirm that all of the links to your email, website, and social media platforms are correct and up-to-date and let the SUO know if you have any changes

Let your members know to check their SPAM/Junk folder more frequently at the beginning of February, just in case a legitimate message is marked as SPAM.



If you have your own domain name:

The three primary requirements of every domain name will need to have at least the following:

- SPF record
- DKIM record
- DMARC record

Even if your domain name does not send any email, you will need to have these records. You can verify your domain by going to the website below, or a similar website, and complete a “SPF Record Lookup” as well as a “MX lookup” to scan your domain name has these three records.

<https://mxtoolbox.com>

The SUO can assist your Student Association with these email changes.

Along with your Student Association name and domain name(s), the SUO will need to know if you use any mailing service such as Mailchimp; Emma; Sendgrid; etc... to send out information or newsletters to your members, or if your website has a “contact us” form on it that sends you a email from the website. Common providers that require additional changes are SquareSpace; Wix; WordPress; GoDaddy; or Bluehost.

Domain name records are complicated, and you may or may not have someone who looks after your email/website. If someone has access to the passwords for those accounts, please have them contact SUO Project Manager, Aaron at aaron.white@suo.ca for assistance.

Final points

- Make sure you read the preface of the funding form AND the Regulations (S.A-related)
- Support your Student Association with fundraising, member fees or ticket sales.
- Track spending and keeping records for End of Term reports due in April. These reports are mandatory for consideration in the next year!
- Email Izzy if you want an itemized PDF of the SA account. – We only email PDFs to the S.A email account for security purposes.

Questions?

Thank you and good luck!

vpfinance@suo.ca