



Academic Year: 2024-2025

Student Association Name: Course Union  Club

SUO \_\_\_\_\_ Student Association

Do not use the letters "UBCO" anywhere in email address, logos or social media handles.

**Aims and Purposes:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Executive Position	Student Name and Student #	Signature	Phone #	E-mail
President				
Vice-President Finance				
Vice-President Events				

Membership Fee Amount: (if charged) \$ \_\_\_\_\_

Primary Student Association E-mail Address: \_\_\_\_\_

Is this the same email as 2023-2024.  Yes  No

Faculty Advisor: (optional) \_\_\_\_\_

## Agreement

**Please read the *Student Association Regulations* carefully.** These are the regulations by which you will govern your Student Association.

*If you are a Course Union, submit a constitution and/or by-laws during the 1<sup>st</sup> year of ratification.*

**Renewals are accepted July 1, 2024 to September 6, 2024 at 11:59pm. Term 2 renewals can be submitted January 6, 2025 to January 10, 2024 at 11:59pm.**

**Late submissions will not be processed.**

**Course unions can submit renewals after May 1 if elections were completed in Term 2.**

**A minimum of one executive of your Student Association must be present at the Orientation Day held at the beginning of Term 1 and Term 2 each academic year.**

## Student Association Signing Authorities

*Your signing authorities are the executive members of your Student Association who oversee and approve the spending of Student Association funds. You are required to list no more/less than three signing authorities who are also the executive members listed on page 1.*

*The Students' Union will confirm that the signatures below match on every expense reimbursement form submitted. A signing authority cannot sign for their own reimbursement.*

*If you need to change the Signing Authorities, please e-mail [izzy.rusch@suo.ca](mailto:izzy.rusch@suo.ca) from the student association email address and let her know who will be removed and who will be replacing them.*

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President Signing Authority Name\*  
(Please Print)

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Full Signature  
Created by hand, no initials or computer fonts

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VP Finance Signing Authority Name\*  
(Please Print)

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Full Signature  
Created by hand, no initials or computer fonts

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VP Events Signing Authority Name\*  
(Please Print)

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Full Signature  
Created by hand, no initials or computer fonts

**\*\*\*The MOC team will create memberships in the Rubric club portal and email you when your members can sign up to be part of the student association. We will not review the application until there is a minimum of 32 members.**