



UBCSUO Board of Directors

Meeting Minutes

WEDNESDAY AUG 7, 2013

1:00 PM @ UBCSUO BOARDROOM

5.0 Call to Order

1:12 PM: The Interim Meeting Chair calling the meeting to order at

Attendance was as follows:

Board of Directors Present

Mr. McLean (Internal Coordinator & UBCSUO CFS Rep.)

Mr. Gula (External Coordinator)

Mr. Dodds (Services Coordinator)

Ms. Giffen (Graduate Student Representative)

Mr. Alnaar (Interim Meeting Chair)

Mr. Macauley (Advocacy Representative)

Board of Directors Absent

Mr. Tim Krupa (Financial Coordinator & Executive Chair)

Board of Directors w/ Leaves of Absences

Mr. Layne Richardson (Director at Large)

Ms. Sarah Trudeau (Director at Large)

Ms. Alejandra Garcia (Director at Large)

Ms. Sara Wahedi (Director at Large)

Mr. Oliver Eberle (Advocacy Representative)

Staff Members Present

Mr. Bob Drunkemolle (General Manager)

Ms. Kathy Gilleran (Executive Assistant)

- Mr. Tim Krupa had emailed his regrets to attend the meeting via email to the Interim Meeting Chair, as he was out on business.

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5.1 Recognition of Okanagan People's Territory

It was recognized that the meeting was being held on the Okanagan First Nations territory

5.2 Speaker's Business

- Resignations
 - Financial Coordinator – Mr. Tim Krupa
The Interim Meeting Chair indicated that the board was in receipt of a resignation email from the Financial Coordinator of the UBCSUO.

5.3 Approval of Meeting Minutes & Agenda

M2013-08-7/01

Be It Resolved That the attached July 10th Board of Directors Meeting Minutes be approved as presented

Moved by: Mr. McLean

Seconded by: Mr. Gula

CARRIED

M2013-08-7/02

Be It Resolved That the attached agenda be approved as presented

Moved by: Mr. Macauley

Seconded by: Ms. Giffen

CARRIED

5.4 Club and Course Union Ratification

Please note: Clubs and Course Unions looking to be ratified under the UBCSUO Club and Course Union policy must first be adopted by council. Documents must be filled in full. Clubs and Course Unions may not mimic another already existing Club or Course Union. Clubs and Course Unions may not be something that could be funded by the university or are for academic credit

- Association for Bangladeshi Students at UBCO

M2013-08-7/02 Be It Resolved That the ratification of the Association for Bangladeshi Students at UBC's Okanagan campus be ratified.

Moved by: Ms. Giffen

Seconded by: Mr. McLean

CARRIED

5.5 Presentations

None

5.6 Executive and General Managers Committee Report

General Manager Report – Update by Mr. Drunkemolle
Executive Committee Report – Update
Financial Coordinator Report – Update
Internal Coordinator Report – Update by Mr. McLean
Services Coordinator Report – Update by Mr. Dodds

5.7 LEGAL UPDATES

None

5.8 Question Period

None

5.9 General Orders

M2013-08-7/03 BIRT the UBCSUO Club manual be amended as attached, including:

- Removing policies 5.4.1.2, 5.4.2, 5.4.3, and 5.4.4 be removed from the Club Policy
- Adding sections:

5.1 Membership

5.2 Executives

5.3 Governance

5.4 General Meetings

5.6 Elections

5.6 Reporting

5.12 Privileges

5.13 Breaches of Policy

- Renumbering sections 5.1, 5.2, 5.3, 5.4, and 5.4.5 to 5.7, 5.8, 5.9, 5.10, and 5.11 respectively.
- Renumbering and renaming section 5.4.6 "Barbecue Usage" to 5.12.6 "Booking of the UBCSUO Barbecue"
- Amending the following policies:

(5.0.1.) to

5.1.1

Club membership must be open to all members of the University of British Columbia, including students, staff, and faculty. 2/3rds of membership must be members of the UBCSUO.

(5.0.3.) to

5.2.1

Clubs must have a minimum of 3 executives

(5.0.3.) to

5.2.2

All Club Executives must be members of the UBCSUO.

(5.0.5.) to

5.2.3

The Club executive must include 3 signing authorities

(5.0.5.) to

5.2.4

A person selected as a signing authority cannot be signing authority for any other purpose under the UBCSUO

(5.0.5.) to

5.2.5

The president and treasurer of the Club shall be two of the signing authorities

(5.0.5.) to

5.2.6

The third signing authority must be an executive member.

(5.5.1.) to

5.4.12

At a Club General Meeting, the Club members may vote on a motion of non-confidence in either individual or multiple Club executives. If a 3/4 majority of members support a motion of non-confidence, the executives in question will be removed from their positions.

(5.5.1.) to

5.4.13

Following a successful motion of non-confidence in a Club General Meeting a call for nominations will be made for the vacant positions. A nominee becomes a candidate when their nomination is seconded and they accept the nomination. The Assembly at the Club General meeting will vote by secret ballot to fill the vacant positions.

(5.0.6.) to

5.6.2

Written Minutes from any Club Executive Meetings will be forwarded to the Services Coordinator Upon the request of the Services Coordinator

(5.1.0.) to

5.7.1

Members interested in organizing a new Club should meet with the Services Coordinator to discuss the feasibility of the club and receive the registration form, Signing authorities form, a Club Constitution and Bylaws outline, an Executive members form, a membership list, a proposed budget for the first year of the club, and a development plan.

(5.1.3.) to

5.7.6

At least one club executive must be present when their Club registration is brought before the Board of Director for Ratification.

(5.1.4.) to 5.7.9

Appeals of decisions by the Board of Directors can be made through any Board of Directors member or by an executive member of the proposed Club at any meeting of the Board of Directors.

(5.2.1.) to 5.8.1

New executives must update Executive member forms, signing authority forms, contact information, and submit an Annual Club Summary Report (see policy 5.6.10) and A Club Financial Summary (see policy 5.6.6) each fiscal year prior to May 1st in order to renew the Club's status.

(5.2.1.) to 5.8.2

If a Club does not renew within the fiscal year, it will be considered dissolved (unless it is in debt), and all remaining funds will be transferred to the UBCSUO Club and Course Union account.

(5.2.2.) to 5.8.3

A Club cannot be renewed if the Club was forcibly dissolved due to a serious breach against policy unless a new Executive for that club has been elected.

(5.3.2.) to 5.9.2

To access the Club account, Club signing authorities shall be authorized to fill out UBCSUO cheque requisition forms, which shall be submitted to the UBCSUO Financial Manager along with appropriate documentation identifying and explaining the expenditure. The cheque shall be made ready, pending final approval by UBCSUO executive signing authorities.

(5.3.3.) to 5.9.3

Any Club maintaining a separate bank account will be dissolved by the UBCSUO Board of Directors (unless it is in debt), and any moneys remaining in the UBCSUO account or the external account will be forfeited to the UBCSUO.

(5.3.4.) to

5.9.4

Any Club in debt will forfeit 25% of all revenue until a balance of zero is achieved.

(5.3.5.) to

5.9.5

Any moneys remaining in the Club account at the end of the academic year will not be carried over until the Club renews their club status (see policy 5.8)

(5.4.1.1.) to

5.10.2

Only UBCSUO Clubs are eligible for UBCSUO Club funding grants.

(5.4.1.3.) to

5.10.13 Club Renewal Grant

Any renewing Club shall receive a yearly start-up grant of \$35.00 upon completion of a club renewal

(5.4.1.4.) to

5.10.14 Club Start Up Grant

Any new Club shall receive a onetime start-up grant of \$50.00 upon ratification of the club.

(5.4.5.2.) to

5.11.2

Any material posted or distributed by a Club must be cleaned up / removed within three days following the event.

(5.0.4.) to

5.11.3

Any materials produced by a Club must bear the Name and/or Logo of a Club and the name and/or Logo of the UBCSUO visibly.

(5.5.2.) to

5.13.1

If a Club does not comply with the above stipulations, shows a lack of responsibility or financial accountability, or behaves in a manner that is detrimental to or jeopardizes the reputation of the UBCSUO, The UBCSUO Board of Directors has the authority to take measure it deems necessary to rectify the situation.

5.13.2

The UBCSUO Board of Directors must deliver a written warning to the Club, and give the Club an opportunity to correct the situation within a reasonable period of time, where “reasonable” is left to the discretion of the UBCSUO Board of Directors.

5.13.3

If the Club fails to rectify the situation, then the UBCSUO Board of Directors may, at the earliest possible convenience and with reasonable evidence, freeze all funds the Club has on account with UBCSUO, and withhold all club privileges until the situation is deemed resolved by the UBCSUO Board of Directors.

5.13.4

If the situation is unable to be resolved, the UBCSUO Board of Directors may dissolve the Club by attaining a 3/4 majority vote at a UBCSUO Board of Directors meeting (unless the Club is in debt)

- Adding the following policies:

5.0.1

UBCSUO Clubs exist for the purpose of allowing Members of the UBCSUO to develop, pursue, and share their passions for activities that are beyond the scope of academics

5.0.2

All Students are eligible to be members of any/and all Clubs

5.0.3

Each Club shall operate democratically and in line with the policies of the UBCSUO

5.1.3

Membership in a club requires submission of a member’s name, student number, and email address and payment of the Club membership fee outlined in their respective Club constitution.

5.1.4

Membership fees shall be no less that \$1 per member per year, and no more than \$50 per member per year unless approved in an annual general meeting of the club and ratified by the UBCSUO Board of Directors.

5.1.5

Documentation of membership must be submitted to the UBCSUO in a digital format and the corresponding membership fees must be deposited in the UBCSUO Club account.

5.1.6

A Club must have a minimum of 15 registered members.

5.1.7

All members are eligible to participate in Club activities, run for executive positions, and vote in the Club's annual general meeting and elections of their club.

5.2.7

The Executive of a club must include a President, Treasurer and Secretary; Treasurer and Secretary may be the same position and may have a different name, but the duties as they appear in this policy must be clearly outlined in the club's constitution

5.2.8

The role of the president is to oversee the operations of the club and act so that those operations ultimately achieve the aims and purposes of the Club. Their duties include:

- a. Must be familiar with Robert's Rules of Order
- b. Scheduling and chairing club executive meetings
- c. Scheduling and chairing club annual general meetings
- d. Approving all Club expenditures (except when the president is the recipient of club expenditures)
- e. Assisting the Treasurer in preparing the annual budget
- f. Communicating with the UBCSUO Services Coordinator and the UBCSUO Board of Directors

5.2.9

The role of the Treasurer is to oversee the finances of the club. Their duties must include:

- a. Preparing the Annual Budget for the Club and submitting it to the UBCSUO Services Coordinator
- b. Preparing a financial Summary at the end of each year and submitting it to the UBCSUO Services Coordinator
- c. Keeping the club Executive informed about club finances and adherence to the budget

5.2.10

The role of the Secretary is to oversee the governance of the club. Their duties must include:

- a. Recording accurate minutes of all Club Executive and Club Annual General meetings and submitting them to the UBCSUO when required
- b. Assist the President in preparing agendas for executive and Annual General Meetings

- c. Insuring adherence to all policies relevant to the Club, including but not limited to the Club's constitution, the UBCSUO Policies, UBCSUO Constitution and Bylaws, The Society Act, the University Act, and provincial and federal law, as well as a motion at a regularly scheduled UBCSUO Board of Directors meeting or the UBCSUO Annual General Meeting.

5.2.11

All Club executives must be elected by the membership of the club in an annual election.

5.2.12

The length of the term for all executive positions must not be greater than 12 months

5.2.13

The executive of a club is responsible for upholding all club policies

5.3.1

Each Club shall have a Constitution and Bylaws specific to the needs of that Club and a copy shall be held in the UBCSUO office

5.3.2

The Constitution and Bylaws of a club shall include:

- a. The Name of the club
- b. The date of the ratification of the Club
- c. The last date the constitution and Bylaws were modified
- d. The aim(s) and/or Purpose(s) of the Club
- e. Requirements for membership which including fees, required information, submission of waivers or other documentation, and may include different types of membership
- f. Statement that all Club moneys will be deposited in trust into the UBCSUO Club and Course Union account. (policy 5.9.1)
- g. The title of the Executive positions and all corresponding duties
- h. The policy on Club General meetings (policy 5.4)
- i. The Policy on Club General Elections (policy 5.5)
- j. The policy on Club Reporting (policy 5.6)

5.3.3

A club's Constitution and Bylaws may only be amended by a motion at an annual general meeting of the club with a 2/3rds majority.

5.3.4

The contents of a Club's Constitution and Bylaws may be superseded by the policies of the UBCSUO including but not limited to the UBCSUO Policies, UBCSUO Constitution and Bylaws, The Society Act, the

University Act, and provincial and federal law, as well as a motion at a regularly scheduled UBCSUO Board of Directors meeting or the UBCSUO Annual General Meeting.

5.4.1

Each club shall have an Annual General Meeting during the Winter Session of the academic year

5.4.2

Special General Meetings may be called by a successful motion of the executive of the Club or a petition representing at least 25% of the Club membership

5.4.3

The Club President or a designate shall chair any General Meeting of the Club

5.4.4

Notice of a General Meeting must be emailed to all club members and the UBCSUO Services Coordinator, and posted outside of the Student Union office no less than 14 days prior to the meeting.

5.4.5

The meeting agenda must be emailed to all members of the Club, as well as the UBCSUO Services Coordinator and posted outside of the Student Union office no less than 24 hours prior to the meeting.

5.4.6

The Annual General Meeting agenda shall include:

- a. Recognition that proceedings are on the Okanagan people's territory
- b. Speaker's business
- c. Approval of minutes from the previous General Meeting
- d. Approval of Agenda
- e. Presentation of a financial report for the previous year allowing for questions from the club membership
- f. Presentation and ratification of a budget for the current year
- g. Presentation and ratification of the Clubs Summary Report for the previous year
- h. Presentation and ratification of the Club's Development Plan Report
- i. Old business from the previous General Meeting
- j. New business including any motions served to the Meeting Chair by any Club Member with due notice
- k. Any and all additional documentation attached in an information package

5.4.7

A General Meeting agenda shall include:

- a. Recognition that proceedings are on the Okanagan people's territory
- b. Speaker's business
- c. Approval of minutes from the previous General Meeting
- d. Approval of Agenda
- e. Old business from the previous General Meeting
- f. New business including any motions served to the Meeting Chair by any Club Member with due notice
- g. Any and all additional documentation attached in an information package

5.4.8

For clubs with fewer than 100 members quorum for a General Meeting of a club must be at least 10 Club members or 25% of the club membership, whichever is greater

5.4.9

For clubs with greater than 100 members quorum for a General Meeting of a club must be at least 25 Club members or 25% of the club membership, whichever is less

5.4.10

Minutes of a General Meeting must be recorded and submitted to the UBCSUO for approval by the Board of Directors.

5.4.11

Minutes must include:

- a. The meeting agenda including all additional documents
- b. Time meeting was called to order
- c. Time meeting was adjourned
- d. Names, position, and student number of executives in attendance
- e. Name and student number of the chair if they are not an executive
- f. Student numbers of all members in attendance
- g. All motions, and the corresponding result of the vote including any objections or abstentions which wish to be noted
- h. Any amendments to motions and the corresponding result of the vote including any objections or abstentions which wish to be noted
- i. Anything said in the meeting that members specifically ask to have noted

5.5.1

Each club shall hold an annual election to fill executive positions of that Club.

5.5.2

Elections must be completed, and results submitted to the UBCSUO by the 3rd week in March.

5.5.3

Voting shall be done by secret ballot

5.5.4

For clubs with fewer than 100 members at least 10 Club members or 25% of the club membership, whichever is greater, must vote for the election results to be ratified.

5.5.6

For clubs with greater than 100 members at least 25 Club members or 25% of the club membership, whichever is less, must vote for the election results to be ratified.

5.5.7

Only UBCSUO members who are also members of the Club are eligible to be candidates for an executive position of that club.

5.5.8

A designated member of the executive of a Club who is not a candidate in the election, or a designated executive from another Club (in cases where all executives are running in the election) shall act as Chief Returning Officer (CRO).

5.5.9

The CRO may appoint any member(s) of the UBCSUO who are not candidates in the election as Deputy Returning Officer(s) (DRO)

5.5.10

CRO duties include:

- a. accepting nominations, and verify that all nominees are eligible before they are declared candidates
- b. Email notice of the election to all members of the club and the UBCSUO Services Coordinator no less than 14 days prior to the election
- c. Ensure that notice of the election is posted outside of the UBCSUO no less than 14 days prior to the election
- d. Email the list of candidates, the position they are running for, and their campaign paragraph (if there was no campaign period) to all members and the UBCSUO Services Coordinator at the beginning of the campaign period, or if there is no campaign period, 24 hours prior to the election
- e. Oversee and assist in the administration of ballots by DRO(s) to ensure that only registered members of the club who are also members of the UBCSUO are voting
- f. Counting the ballots
- g. Record the vote counts and submit them to the Club executive and the Services Coordinator of the UBCSUO
- h. Submit the official results to the UBCSUO Services Coordinator

5.5.11

Notice of election must include:

- a. The Name of the club
- b. Name, position, and contact information of the CRO
- c. The date, time, and Location of the election
- d. Policy number 5.5.1, 5.5.3, 5.5.7, 5.5.12, and 5.5.13

5.5.12

Submission of nomination must be given to the CRO of the Club election and include:

- a. Nominee's name
- b. Nominee's student number
- c. Position being nominated for
- d. The option of submitting a short paragraph to serve as their campaign if there will be no campaign period

5.5.13

Registered members of a Club who are also members of the UBCSUO are entitled to one vote for each executive position in a Club's elections.

5.5.14

If fewer than 3 executive positions are filled by an election, the previous executive may appoint members to executive positions until 3 positions are filled

5.5.15

If at least 3 executive positions are filled, those executives may appoint members to executive positions

5.6.1

All Clubs are responsible for ensuring that their contact information is up to date, and that all communication from the UBCSUO is responded to in a timely manner

5.6.3

Minutes from all general meetings will be sent to the Services Coordinator upon approval by the executive of the club.

5.6.4

Each Club must submit an annual budget to the UBCSUO in order to be eligible for UBCSUO Grant Funding.

5.6.5

A Club's annual budget must include:

- a. Budgeted Revenue from:
 - i. Membership fees
 - ii. UBCSUO Grants
 - iii. Sponsorship
 - iv. Fundraisers
 - v. Other
 - vi. Total
- b. Budgeted Expenses from
 - i. Equipment/Materials (specific to the aims and purposes of the club)
 - ii. Insurance
 - iii. Events
 - iv. Promotion and marketing(of events or the club itself)
 - v. Skill development (that enhance the clubs ability to achieve its aims and purposes)
 - vi. Other
 - vii. Total
- c. Budgeted Net Total

5.6.6

Each Club must submit a Financial Summary by April 30th

5.6.7

A Club's Financial Summary must include:

- a. Budgeted and actual revenue from:
 - i. Capital Assets
 - ii. Membership fees
 - iii. UBCSUO Grants
 - iv. Sponsorship
 - v. Fundraisers
 - vi. Other
 - vii. Total
- b. Budgeted and actual expenses from
 - i. Amortization
 - ii. Equipment/Materials (specific to the aims and purposes of the club)
 - iii. Insurance
 - iv. Events
 - v. Promotion and marketing(of events or the club itself)
 - vi. Skill development (that enhance the clubs ability to achieve its aims and purposes)
 - vii. Other
 - viii. Total
- c. Budgeted and actual Net Total

5.6.8

Each Club must have an Annual Development Plan approved by their executive and submitted in order to be eligible for UBCSUO Grant Funding

5.6.9

The purpose of the Annual Development Plan is to ensure that all club executives are considering the aims and purposes of that club, making goals to achieve those purposes, and recording these plans for future executives to reference.

5.6.10

A Club's Annual Development plan should include:

- a. The Club's name and current executive members' names and positions
- b. The Club's aims and purposes as they appear in the Club's Constitution
- c. At least one but no more than 5 goals, and clear methods for assessment of the goals, decided by the executive that will allow the club to achieve its aims and purposes in their term
- d. A brief description of how a goal will contribute to achieving the club's aims and purposes, no more than 100 words each, for a maximum of 500 words
- e. A detailed outline of the club's plan to meet those goals, which may include adjustments to the Club's structure, hosting of events, fundraising efforts, improvement to communication with members, or other strategies.

5.6.11

An Annual Club Summary Report must be approved by the club executive and submitted to the UBCSUO by April 30th of each year.

5.6.12

The purpose of the Summary report is to assess the club's development over the previous year in order to produce the most effective and realistic development plan the following year, and prevent the repetition of the same mistakes, by providing future Executive members of the club with this documentation.

5.6.13

The Annual Club Summary report must include:

- a. The name of the Club
- b. The current Executive members names and positions
- c. The aims and purposes of the club as they appear in the club's constitution
- d. An assessment of the goals in the club's most recent Annual Development Plan

- e. A description of successes in achieving the aims and purposes the Club experienced that year, whether or not they are related to the goals
- f. A description of challenges in achieving the aims and purposes the club experienced that year, whether or not they are related to the goals
- g. Recommended goals for the following year
- h. Other recommendations for the incoming executive members
- i. Recommendations for the UBCSUO Services Coordinator in administrating Clubs

5.7.2

A proposed club must have the names, email addresses, student numbers, and signatures of at least fifteen members including at least 3 Executive members in order to be ratified.

5.7.4

Proposed Clubs must submit all forms (policy 5.7.1) as well as an annual budget (see policy 5.6.4) and development plan (see policy 5.6.9) to the UBCSUO Services Coordinator

5.7.5

The UBCSUO Services Coordinator will ensure their inclusion in the next possible Board of Directors meeting, and make the executives aware of the meeting's date and time

5.7.7

The board of directors will vote to ratify a club or not.

5.7.8

The Board of Directors will consider the following in the decision to ratify a Club or not:

- a. All forms and documents are submitted and complete
- b. To what degree the club furthers the mission of the UBCSUO
- c. The feasibility of the Club achieving its aims and purposes
- d. There is adequate justification for requiring Club status
- e. Demonstration of future membership and financial sustainability
- f. Other concerns of the Board of Directors

Statement of purpose

The UBCSUO recognizes that in order for Clubs to achieve their purpose (policy 5.0.1) they require some financial capital. The UBCSUO also recognizes that the funding needs of clubs surpasses the funding available from the UBCSUO, and the amount of financial capital each club requires in order to achieve the same level of excellence is not equal. Therefore the UBCSUO will provide funding to clubs in order to promote the equal excellence of all clubs, while encouraging clubs to seek out other opportunities for sustainable revenue.

5.10.1

Clubs are encouraged to seek out other revenue sources including, but not limited to:

- a. Membership Fees
- b. Sponsorship
- c. Fundraising

5.10.3

A Club must have renewed and submitted an Annual Budget and Development Plan to be eligible for UBCSUO Club funding grants

5.10.4

The Services Coordinator will inform all Clubs of any new UBCSUO Club Funding Grant application deadlines at least 6 weeks before the deadline via email

5.10.5

The maximum Grant funding a Club may receive in a year (excluding funding from the Skill and Development Grant) shall be equal to double the membership fees that club has collected that year, at the time of the funding application.

5.10.6

Priority for all Grants that require applications will be given to those clubs which submit clear and thorough Budgets and Development plans, demonstrate sustainable long term planning, and have demonstrate reliable spending in the past.

5.10.7

All Club Grants will be approved by the Board of Directors.

5.10.8

The UBCSUO shall have 5 types of Club Funding Grants that include:

- a. Equipment Funding Grant
- b. Skill and Development Funding grant
- c. General Projects funding Grant
- d. Renewing Grant
- e. Start Up Grant

5.10.9 Equipment Funding Grant

5.10.9.1

The purpose of the equipment funding grant is to aid clubs in compensating for disproportionate cost of equipment to achieve the aims and purposes of a Club.

5.10.9.2

The equipment Grant shall be awarded annually in November

5.10.9.3

To be eligible for the Equipment Grant a Club must submit an application by the deadline chosen by the services coordinator. If the Services coordinator fails to set a deadline, all applications received prior to November 1st will be considered.

5.10.9.4

The Equipment grant application must include:

- a. The completed UBCSUO Equipment Grant Application Form
- b. Documentation of the full cost of all items for which the request is being made.

5.10.9.5

Priority for the Equipment Grant will be given to clubs which:

- a. Demonstrate the need for the equipment in order to achieve the aims and purposes of the Club
- b. Provide strong justification for purchasing a specific item over similar items on the market

5.10.9.6

Equipment Funding Grants will be awarded upon submission of a receipt of sale for the piece of equipment matching that documented in the application.

5.10.9.7

In cases where unforeseen circumstances require a different piece of equipment to be purchased, clubs may present their case to the UBCSUO Executive Committee, including updated documentation. The Executive Committee may chose to change the allocation of their grant or not at the Executive Committees sole discretion.

5.10.10 Skill and Development Grant

5.10.10.1

The purpose of the skill and development grant is to give Clubs incentive for accessing opportunities to acquire knowledge that will promote the development of the club and/or its members in a way that furthers its aims and purposes. Funding from this grant will not contribute to the maximum grant funding cap of a club in order to potentially give clubs that have low membership, the opportunity to seek out education to improve the Club, and increasing membership.

The Skill and development grant shall be awarded once per semester of the winter academic session

5.10.10.2

To be eligible for the Skill and Development Grant a Club must submit an application by the deadline chosen by the services coordinator. If the Services coordinator fails to set a deadline, all applications received prior to October 1st will be considered in the first semester, and all application received prior to January 1st will be considered in the second semester.

5.10.10.3

The Skill and Development grant application must include:

- a. The completed UBCSUO Skill and Development Grant Application Form
- b. A budget, including all revenue and expenses, for the skill and/or development opportunity
- c. As much documentation supporting the proposed budget as possible

5.10.10.4

Priority for the Skill and Development Grant will be given to clubs which:

- a. Demonstrate the contribution the skill and/or Development opportunity will make towards the Club achieving its aims and purposes
- b. Provide strong justification for pursuing the proposed opportunity over other methods of acquiring the same knowledge
- c. Proposal is for opportunities that are likely to benefit the Club as a whole over those that exclusively benefit current members that participate

5.10.10.5

Skill and Development Grants will be awarded upon submission of receipts for approved expenses

5.10.10.6

In cases where unforeseen circumstances require alterations to necessary expenses, clubs may present their case to the UBCSUO Executive Committee, including updated documentation. The Executive Committee may allow a change to the allocation of their grant or not, at their sole discretion.

5.10.11 General Projects Grant

5.10.11.1

The purpose of the General Projects Grant is to provide Clubs with funding for the diversity of their needs and on a timeline that allows for increased flexibility.

5.10.11.2

To be eligible for the General Projects Grant a Club must submit an application to the Services Coordinator at least 21 days prior to a Board of Directors meeting.

5.10.11.3

The application may be reviewed by a UBCSUO committee, prior to going to the board of directors

5.10.11.4

The General Projects grant application must include:

- a. The completed UBCSUO General Projects Grant Application Form
- b. A budget, including all revenues and expenses for the project
- c. As much documentation supporting the proposed budget as possible

5.10.11.5

Priority for the General Projects Grant will be given to clubs which:

- a. Provide strong justification for pursuing the proposed project over other projects to pursue the same purpose
- b. The budget shows a positive Net total
- c. The number of students who will likely receive benefits from the project
- d. Demonstrate the contribution the project will make towards the club achieving its aims and purposes if the Net total of the project is not positive

5.10.11.6

General Project Grants will be awarded upon submission receipts of approved expenses

5.10.11.7

In cases where unforeseen circumstances require alterations to necessary expenses, clubs may present their case to the UBCSUO Executive Committee, including updated documentation. The Executive Committee may then chose to change the allocation of their grant or not at the Executive Committees sole discretion.

5.11.4

Clubs may not post materials for durations greater than 1 month.

5.11.5

Clubs may not post on glass or wood surfaces

5.11.6

Breach of this policy may result in printing privileges being suspended

5.12.1

Clubs may be afforded the following privileges:

- a. Access to Club Funding Grants (see policy 5.10)
- b. Room and Space booking
- c. Booking the Well Student Pub
- d. Printing of club materials
- e. Insurance Coverage under the UBCSUO
- f. Booking of the UBCSUO Barbeque

5.12.2 Room and Space Booking

5.12.2.1

To book rooms or spaces a signing authority for a club must fill out a room booking form at the Front Desk of the UBCSUO office.

5.12.2.2

Any expenses for the room or space bookings will be paid by the club, including cost for damages.

5.12.2.3

A club may not book a room or space with a frequency greater than once every fourteen days more than one month in advance.

5.12.3 Booking The Well Student Pub

5.12.3.1

To Book the Well for an event a club must complete and submit a Well booking application form to the Services Coordinator.

5.12.3.2

Priority will be give to application which:

- a. Are for clubs who have demonstrated adherence to The Well booking policy in the past
- b. Have a clear and detailed plan for the event

- c. Are for the purposes of fundraising for the Club over other purposes
- d. Allow for the public to access the pub over events exclusive to a certain club or group
- e. Are thought, at the discretion of the Services coordinator, to be well received and/or positive for the student community

5.12.3.3

All Well events booked by clubs must have posters and Facebook event pages no fewer than 14 days prior to the event.

5.12.3.4

Posters and Facebook events must include the title of the event; the name and/or logo of the Hosting Club and the UBCSUO; The Name and Logo of The Well Pub; the date and start time of the event; ticket prices (if applicable); and any prearranged drink specials

5.12.3.5

All drink specials and prices must be approved by The Well Pub Manager

5.12.3.6

Any ticketed events must make tickets available at the used bookstore no later than 7 days prior to the event.

5.12.3.7

No club shall receive any portion of the sales of alcohol.

5.12.3.8

Clubs retain all revenue from ticket sales and/or cover charges at the door

5.12.3.9

It is the club's responsibility to collect all moneys for ticket sales and/or cover charges, and to verify tickets at the door

5.12.3.10

It is the clubs responsibility to arrange any entertainment for the event

5.12.3.11

Pre-arranged set up by any member of the UBCSUO Board of Directors, their volunteers, or the Well Pub Staff will only be conducted if representatives of the hosting club are present to assist, and arrangements must have been finalized at least 7 days in advance

5.12.3.12

It is the clubs responsibility to remove any of their decorations immediately after the event

5.12.3.13

No Club event, at the discretion of the Services Coordinator, shall interfere with Well Wednesdays

5.12.3.14

The Well Pub Manager has final authority on all activity in the Well during events.

5.12.4 Printing of Club Materials

5.12.4.1

Each Club is entitled to have 20 copies of any necessary printed materials per event, project, or initiative printed for them by the UBCSUO.

5.12.4.2

All printing for clubs will be completed by noon of the last business day of each week

5.12.4.3

All printed materials must be sent to the services coordinator in a digital file at least 7 days prior to the printing date

5.12.4.4

The UBCSUO will not make any alterations, adjustments, or corrections to the format of any documents files to be printed for Clubs

5.12.4.5

All printed materials must include the name and/or logo of the Club and the name and/or logo of the UBCSUO

5.12.5 Insurance Coverage under the UBCSUO

5.12.5.1

UBCSUO Insurance policy extends to UBCSUO Student Associations

5.12.5.2

Some Club activities may not be covered by the UBCSUO Insurance policy

5.12.5.3

If a club activity presents a particularly high level of risk the club should contact the UBCSUO General Manager to verify whether the activity is covered

5.12.5.4

It is the Club executive's responsibility to ensure that the activities of the Club are properly insured

5.12.6 Booking of the UBCSUO Barbeque

5.12.6.1

Any Club may book the Club Barbeque having a club signing authority fill out the Club Barbeque form at the front desk of the UBCSUO.

5.12.6.3

The Club will be charged for any damages to the barbeque

- And renumbering the remaining policies as they appear in the attached document

~~Moved by: Mr. Dodds~~ ~~Seconded by: Mr. McLean~~

~~M2013-08-7/04 Motion to Amend~~

~~BIRT section 5.12.2.3 be removed from the proposed changes~~

~~Moved by: Mr. Dodds~~ ~~Seconded by: Mr. Gula~~

~~DEFEATED~~

~~*The main motion was back on the table~~

~~CARRIED by a unanimous vote~~

RECORDS INCOMPLETE

5.10 Discussion and General Announcement

- The Internal Coordinator and CFS-BC Representative for Local 3 informed the board that a delegation of two was being sent to the Semi-Annual General Meeting of the Canadian Federation of Students British Columbia at the end of August at Vancouver Island University. The Internal Coordinator wanted the opinion of the Board on a specific motion that was being presented to the membership of CFS-BC (Motion N03) which would change the way executive committee members were ratified (Local Representatives) and sought the opinion of the Board. Member Macauley suggested bringing a motion at this time, to which the chair opined that a special order is in order and would be entertained.

- **M2013-08-7/05 Motion to Adopt**

- **BIRT** the Local 3 Representative to CFS-BC be directed to vote against motion N03 as presented, or attempt to amend it.

- Moved by: Mr. Macauley

Seconded by: Mr. Gula

CARRIED

5.11 Adjournment

M2013-08-7/06

BIRT that the meeting be adjourned to Aug 15

- Moved by: Mr. Gula

Seconded by: Mr. Dodds

CARRIED