## Student SUO Students' Union **UBC** Okanagan Association 2025-26 Intation

WELCOME! WE'RE GLAD YOU'RE HERE



### LAND ACKNOWLEDGMENT

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

We 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.

# Introduction

- Manages relationships with members and gathers feedback on SUO and universityrelated issues.
- Serves as the primary link between the SUO and Student Associations, offering assistance.
- Promotes communication among campus student groups.

Email: vpinternal@suo.ca



VP INTERNAL
SHREYA PATNAIK

# Today's Agenda

## **EVENTS AND FINANCE**



**SVPRO** 

OVERSIGHT AND LEADERSHIP

CAMPUS LIFE

THE WELL PUB

GLOBAL ENGAGEMENT **RUBRIC** 

**FUNDING** 

# Introduction



- Plans student events, including lectures, workshops, speakers, and mental health activities.
- Organizes entertainment events like concerts and trivia nights to enhance student life.
- Manages the SUO volunteer program.
- Works with the Vice-President Internal to foster communication among campus societies for a stronger community.

Email: vpcampuslife@suo.ca

# Why Plan Events?

### **Why They Matter**

- Build community & belonging
- Attract & retain members
- Showcase culture, passions & creativity
- Create memorable student experiences

### **Event Planning Basics**

- Start early (2–3 weeks minimum)
- Secure venue & approvals
- Logistics: AV, catering, volunteers
- Promotion: social media, posters, classroom shoutouts, word-of-mouth



### Collaboration & Outreach

### **External Sponsors**

- Provide funds & resources
- Offer discounts & perks for members
- Build lasting partnerships with local businesses/community
- Win-win: visibility for them, support for you

### Work with Campus Life

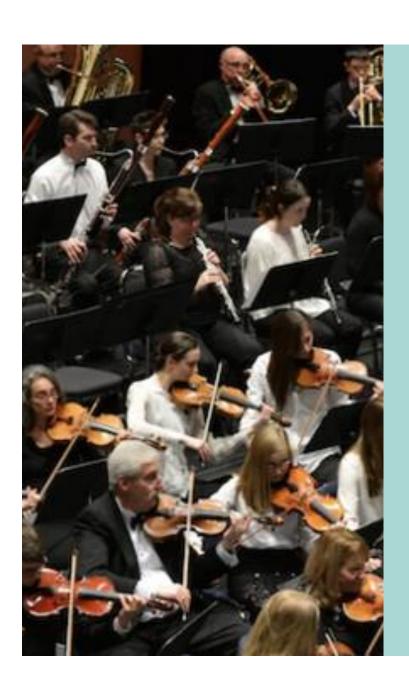
- Co-host events → shared resources & visibility
- Promotion through Campus Life channels = higher turnout

#### Collaborate with Other Clubs

- Pool funds & resources
- Create multi-club events with wider appeal
- Build stronger student networks & cross-community bonds

# Interested in collaborating? Reach out to me: vpcampuslife@suo.ca

# Upcoming Events from the Student Experience Office





# Music Night with the Okanagan Youth Symphony Orchestra:

Sept 12, 4-6pm in the Ballroom. Auditions open for UBCO students, if your club is music—themed and you'd like to attend and network with students, please email <a href="mailto:lindsay.farrugia@ubc.ca">lindsay.farrugia@ubc.ca</a> for details





#### **Leadership Launch:**

Coming later this year, a workshop specifically for club, student association, and course union leaders: join us for an evening of discussion, professional development, and a free dinner. Details to be shared on the Events Calendar

### Your Membership Outreach Team



Izzy Rusch

Membership Outreach Coordinator



Seiret Sandhu

Membership Outreach Assistant

membership.outreach@suo.ca



# Membership Outreach Office Hours



# The SUO office is open Monday to Friday from 8:30am-4pm

Our office is closed weekends, statutory holidays and during all university closures. The staff are not working these days.

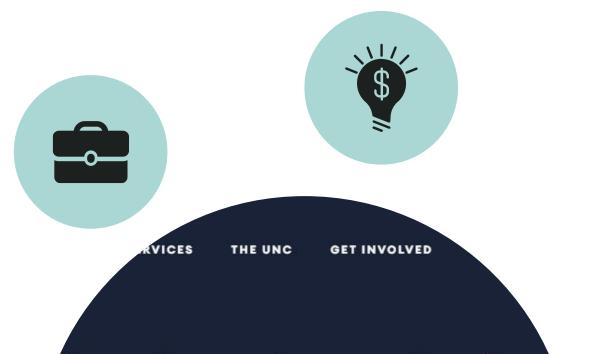


Drop-In Hours are Monday through Friday 1-3pm (Izzy)

This includes phone calls!

# Student Association Handbook

- This is your tool for all things related to student association operations!
- It is available 24/7 on our website
- We are expanding this resource this year! If the information you seek is missing, let us know and we will put it in there.
  - For example: sponsorship and merch sales
- Answering emails when the answer is in the handbook slows up the processing of booking requests, expense reimbursements, event approvals and so on! Please use the handbook and make sure every executive knows where to find it



# Student Association Handbook

rives to enhance the student experience by effectively coordinat collective resources of our student body.

test resource our students have is their passion. The purpo ociations is to facilitate the discovery, pursuit, and sho passions.



Save your time by reading this!

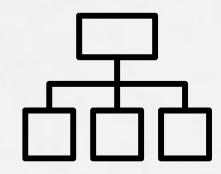
# Patience is a virtue!



There is only **2 members** of the Membership Outreach team, one full time and one seasonal full time



There are **165 student associations** and more getting ratified each term.



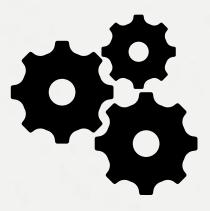
We also look after the **5 resource centres** 



Last minute emergency requests due to lack of planning affects every student association and resource centre



Plan for the future, not next week!



We are **highly efficient** if we don't have to stop what we are working on to fix your emergency!

# Services we offer

- Renewal processing
- New student association applications
- Expo planning and execution
- Orientation planning and execution
- Room bookings for almost every bookable space on campus
- Event calendar postings
- Event approvals in Rubric
- Lending out tables, chairs, tent, extension cords and so on
- Scheduling BBQ bookings
- Salto keys from security for after hour building access
- Submitting work orders to facilities department so your event can be set up
- Processing expense reimbursements
- Answering hundreds of emails

# Services we offer continued

- Drop in hours
- Assisting with event hiccups
- Last minute emergencies
- Reviewing and processing funding requests
- Improving regulations and policies to protect you and the SUO so we are here to serve you!
- Working with UBCO staff and management to create a healthy partnership so there is spaces on campus for student associations to! Using space on campus is a privilege not a right! Respect it!

## Moneris Machine

We have invested in the Tap & Pay system with Rubric!

#### You must

- set up a student account with Rubric
- be listed as an executive in the club portal
- download the rubric app to collect payments on behalf of the club



It turns your phone into a debit machine!

We will be phasing out the Moneris machines before the end of Term 1

### Academic Spaces



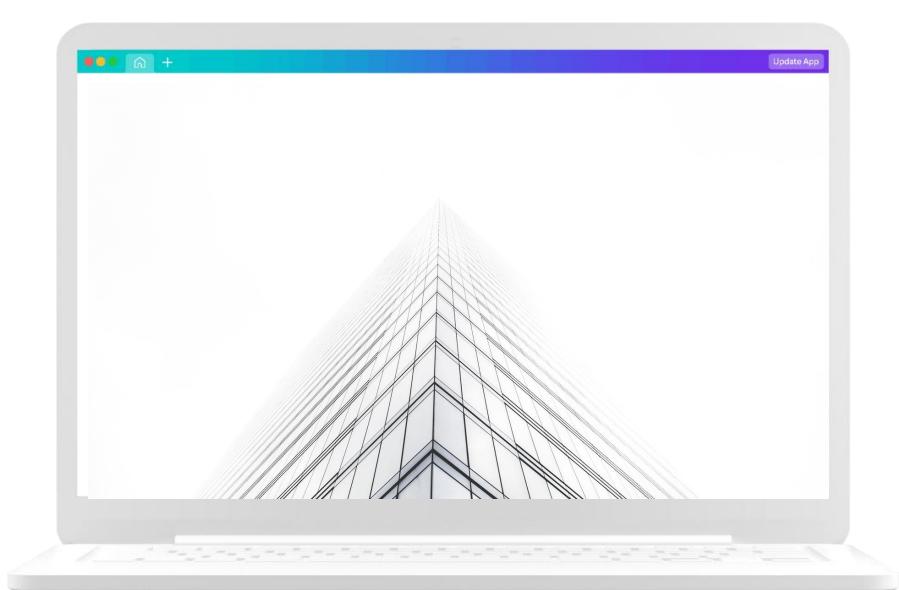
- For room booking requests, it will always take 3-5
   business days for a booking confirmation.
- During our busy times (September and January) it will take 5-7 business days to process booking requests.

Remember that we work Monday - Friday; 8am - 4pm

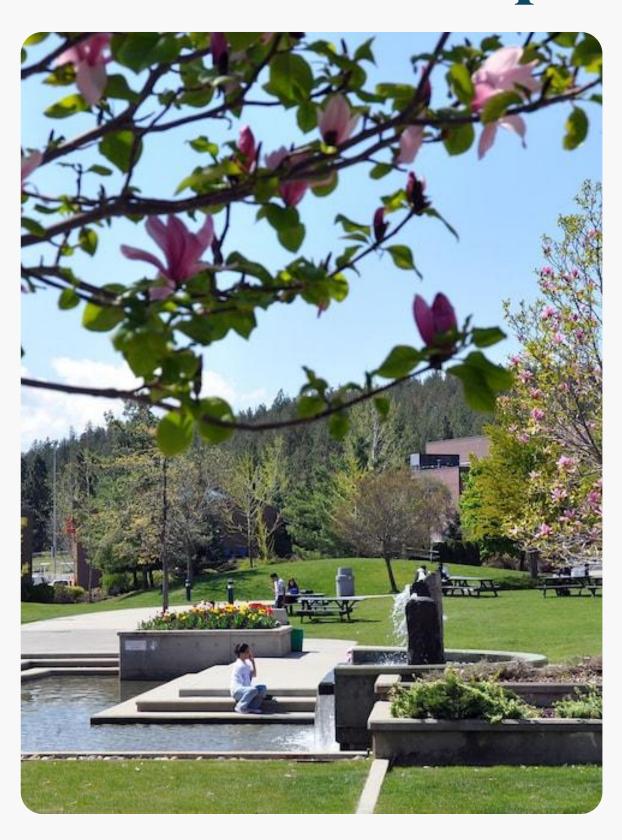
- The 3-5 days to process starts Monday if you submit a booking request at 6pm on a Friday!
- The Central Booking Office (CBO) provides an <u>online</u>
   <u>timetable</u>.
- You must have the booking confirmed before submitting the safe event plan to CORM so book early!

# Happy Professors are our Friends

- For academic spaces, clean up after your event!
- Put garbage and recycling in bins outside the classroom
- Put the tables, desks and chairs back to the original set up when you arrived
- Submit a custodial request if your event includes food or craftmaking
- Do not mess with the computer, audio or visual equipment other than turning it on using it and turning it off. Don't touch the cables or remove them.



### Non-Academic Spaces



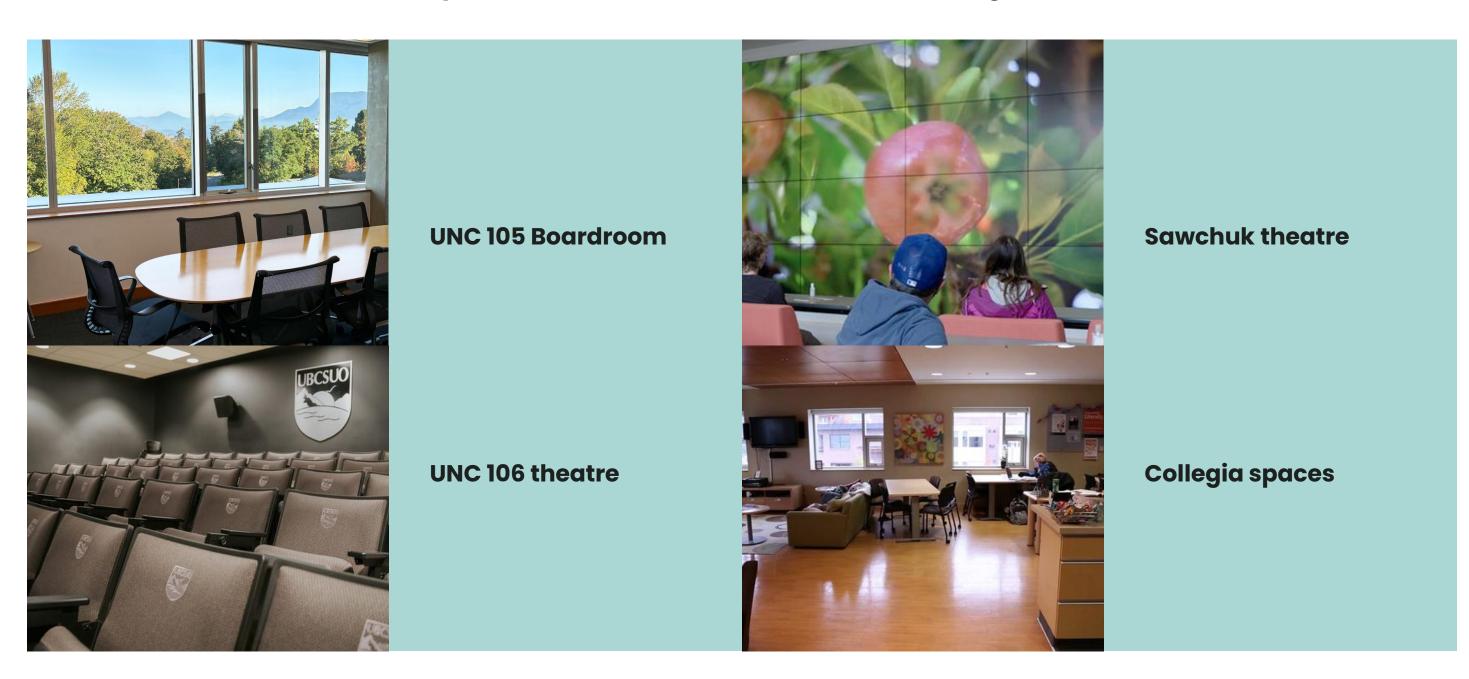
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## Alternate Spaces

Spaces that can be booked but not by us!

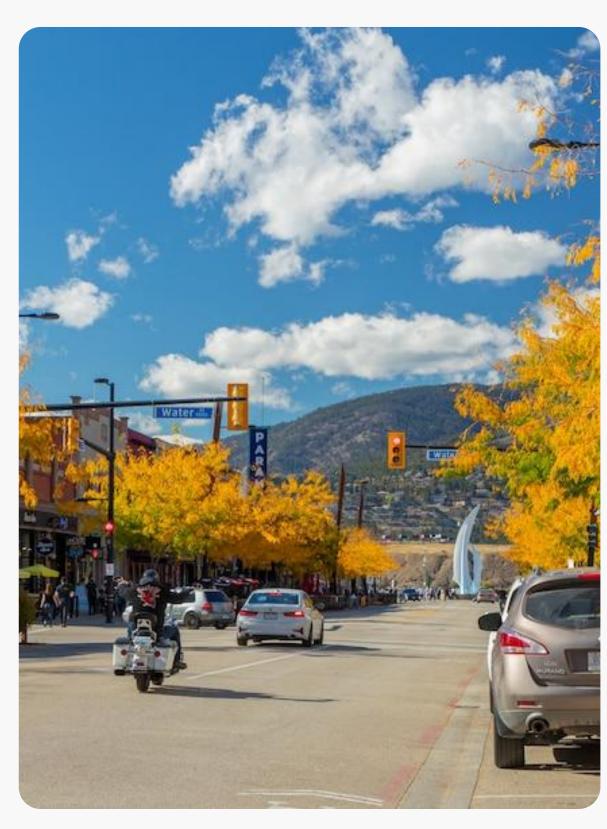


Find information on how to book them in the Student Association Handbook

# Event set up from the facilities department

- We have 2 fold up tables and 2 chairs you can borrow during office hours for small events
- Set up for anything more or outside of office hours requires a work order to the facilitiesdepartment.
- The On Campus Event Set-up Work Order form is found in the Rubric portal.
- It must be submitted 21 days before the date of the event. You need a booking confirmation first!
- Due to liability to equipment or floors, you cannot set up your event yourself.
- The cost is \$72 per hour per staff person for set up and clean up.
- Include the cost in your budgeting when applying for funding

### Off-campus Events

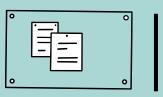


- All off campus events must be pre-approved! It protects club operations, the attendees and the SUO!
- Expenses for non-sanctioned events will be denied
- If waivers are required, make sure you get them signed and returned to the SUO within 2 business days of the event
- We have a list of clubs who did not pick up waivers last year!
- If you are one of these clubs, future off campus event requests may be denied.
- Waivers are scanned and kept on file for 7 years for liability
- Some events will require extra insurance from our provider, especially when alcohol is involved

# Poster Policy

#### Know the rules!

- We will print 20 posters for free for each event
  - letter or tabloid size
- Poster submissions are printed as is
  - We will not fix them. Make sure your formatting is correct
- UBCO Postering policy!!!
  - There are clubs in here who are on Robyn's hit list for not following the policy!



Posters can go on general bulletin boards ad the roads pillars on the first floor of the UNC only!



Use painters' tape preferably but masking tape is okay! No scotch tape or packing tape!



Posters must be stamped by our office or the custodial staff will remove them to recycle

## UBCO Naming Agreement

- SUO must proceed the name of your student association to be allowed to follow with @UBCO
- Student associations are part of the SUO, not UBC
- This agreement took 1½ years to get approved by UBC's legal department and they take the liability seriously.
- Bad press about a SUO student association does affect the image of UBC.
- In Rubric and when submitting forms, don't use SUO in your name!
  - We don't want the entire student association directory to be under the letter S
  - Processing funding forms is faster if we know it is the Unicorn Club, not the SUO Unicorn Club when viewing excel spreadsheets



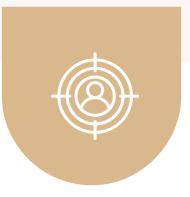
### **EXPENSE REIMBURSEMENT FORMS**

There is a new process coming in Rubric very soon! We are currently testing it out before launching it!



Student Association Handbook

Read it!



Accuracy

**Faster Processing** 

=

getting your money faster!



Check Your Math

Fill out page 2 correctly



Make sure all invoices show proof

proof of payment or provide proof.

An invoice that says "Total" does not tell me it is paid



Members who need to be reiumbursed

must have a Rubric student account and be a member of the student association

### Pre-Paid Gift Cards

- See details in the Student Association Handbook
- Gift cards are equivalent to cash
- Gift cards can be used as prizes only for events
- To get reimbursed, you must have the prize winners sign a form to verify they received the card.
- This form must be submitted with the expense reimbursement, or we will not reimburse the cost of the gift cards. No exceptions!
- Do not use gift cards as a form of honoraria or payment.



### TIPS & TAKEAWAYS



- Know your student association regulations! Don't break them!
- Read the Student Association Handbook!
- Plan ahead! Don't submit last minute bookings!
- Processes are done **first come, first serve** for booking requests and expense reimbursements.
- **Details are important!** If we don't understand what you want, your request goes to the bottom of the request pile.
- Expense reimbursements submitted with missing information go to the bottom of the problem pile! If you want your money quickly, refer to the handbook and double check the details!
- When submitting ERF's, we will only process one payout per student per batch! Don't send me 3 ERF's for the same person in a very short period of time or in the same email.



# The Well Student Pub



# The Well Pub



### **Booking the Well**

- All ages events in the Well require a booking and staffing fee. This fee is arranged between The Well Pub Manager and the student association putting on the event.
- 19+ events do not require a booking fee.

To book, please contact the Well Pub Manager:

wellpubmanager@ubcsuo.ca



# Oversight and Leadership

## Student Association Oversight Committee

[Regulation I: 93-98]

The mandate of the Committee is to oversee student association activities and handle complains regarding student associations and their executives, ensuring compliance with SUO regulations and promoting accountability within Student Associations. The committee shall have the power and duty to:

- a. Conduct regular audits of student associations activities to ensure adherence to SUO regulations;
- b. Investigate, substantiate and determine the validity of a complain against a student association or its executives; during investigation, operation of the student association maybe suspended;
- c. Determine what disciplinary action shall apply to the Student Association after verifying the validity of a complaint; The committee has the power to remove or replace the executives of the Student Association; and d. take necessary actions to ensure free and fair election of the Student Association.

## **Executive Responsibilities and Accountability**

### Compliance

 Every executive member must know and follow all rules/regulations.

### Reporting

 Executives are required to report violations made by fellow executives to the Student Association Oversight Committee.

### Accountability

 Executives are personally liable for failing to report or for ignorance of rules.

### Oversight

 Committee is responsible for determining appropriate actions decides actions for executive misconduct.



### Limitations of a Student Association

### **REGULATION VIII: 16**

Student Associations are not permitted to accept any legal obligation for the Student Union including any of the following:

- a. entering into contracts either on behalf of the Student Union or the Student Association;
- b. hiring employees;
- c. open an account with a financial institution; or d. use a personal account or external account with a financial institution to process Student Association transactions.



### Can Ratification Be Lost?

Any Student Association found violating the UBC Student Code of Conduct will be **immediately terminated.** 

- Aggression & Threats assault, harassment, intimidation, coercion
- **Endangerment** actions that risk health, safety, property, or well-being
- Harassment/Discrimination targeting based on protected grounds under the BC Human Rights Code
- Persistent Misconduct repeated unwelcome behaviour causing others to feel demeaned or intimidated

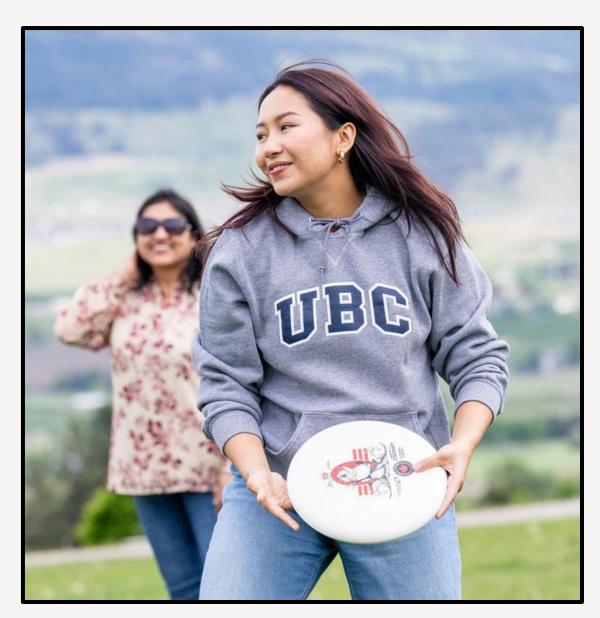


## Misconduct Involving Property

- Theft/Misuse unauthorized taking, damaging, or defacing property (including intellectual property)
- **Possession** holding property known (or reasonably known) to be unauthorized
- Endangerment creating risks to University or others' property

### **Other Misconduct:**

- **Disruption** interfering with University operations or activities
- Unauthorized Use misuse of University facilities, equipment, or services



### When Can Ratification Be Lost?

### **Grounds for Dissolution / Disciplinary Action**

- Regulation Violations breaching Student Association Regulations
- Financial Misconduct opening/using external bank or online accounts, or processing transactions via cash/e-transfer
- Inactivity dissolved if inactive for 12+ months

### **Oversight & Reporting**

- All incidents should be reported to the Membership Outreach
   Coordinator and VP Internal
- Suspected non-academic misconduct breaking UBCO's Code of Conduct will be reported to Campus Security, who will report to the Student Conduct Manager.
- If, after investigation of a complaint the University finds that misconduct has occurred, the Student Union may **suspend** or **revoke** the privileges of a Student Association or otherwise take remedial action in accordance with the findings of the University.



# Case Management Form for Club Oversight

#### Objective:

- To streamline the process for reporting and addressing complaints against student associations and ensure adherence to regulations.
- Features of Rubric's Case Management Form
  - Anonymous Reporting
  - Detailed Submission
- Expected Outcomes
  - Improved Safety
  - Increased Accountability



https://www.suo.ca/case-management/

# Final Tips & Takeaways

- Ratification ends if UBC's Student Code of Conduct or Association Regulations are violated.
- Bullying, harassment, hazing, or prohibited conduct are not tolerated.
- Do not use "UBC" or "UBCO" in emails, names, logos, domains, or social handles.
- All associations follow the same rules; no special treatment, including for SUO board members.
- Students may only be a signing authority for one association. Contact Membership Outreach to change signing authorities.
- SUO Board executives cannot serve as executives in student associations due to conflict of interest.





# Student Association Leadership

#### Working Together as Executives:

- Respect each other's ideas and contributions
- Communicate openly and resolve conflicts constructively
- Share responsibility and executive powers
- Support each other and lead by example
- Create a welcoming, inclusive environment for all members



Supporting Survivors of Sexualized Violence





# Community Agreement:

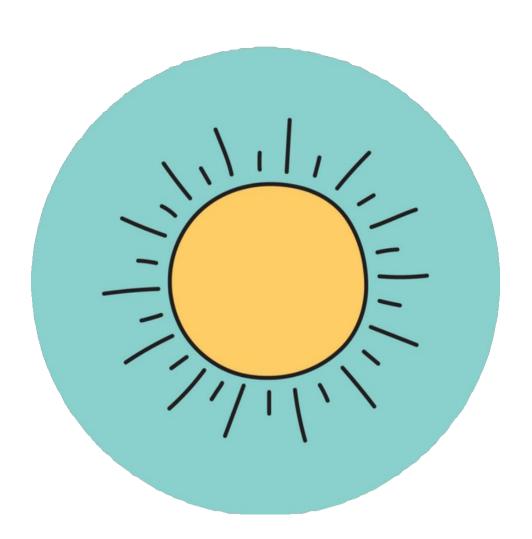


This is a space for learning. We learn collectively through questions, discussions, and disagreement.

Learning can only happen if we treat each other with respect and dignity. Lead with empathy.

Give yourself permission to centre your own wellbeing. Take care of yourself.

# Agendat



- All about SVPRO & SC17
- What is Consent Culture?
- Consent and Coercion
- Defining Sexualized Violence
- Addressing the Root Causes
- Your Role as Student Leaders



Shilo St. Cyr Director



The SVPRO TEAM



Johannah May Black
Education Specialist



Meaghan Duckett
Support
Specialist



Karen Chhabra-Dhoot Support Specialist



Jannah Jais Support Specialist





### Support

We offer a wide range of supports for survivors of sexualized and gender-based violence.

### Reporting

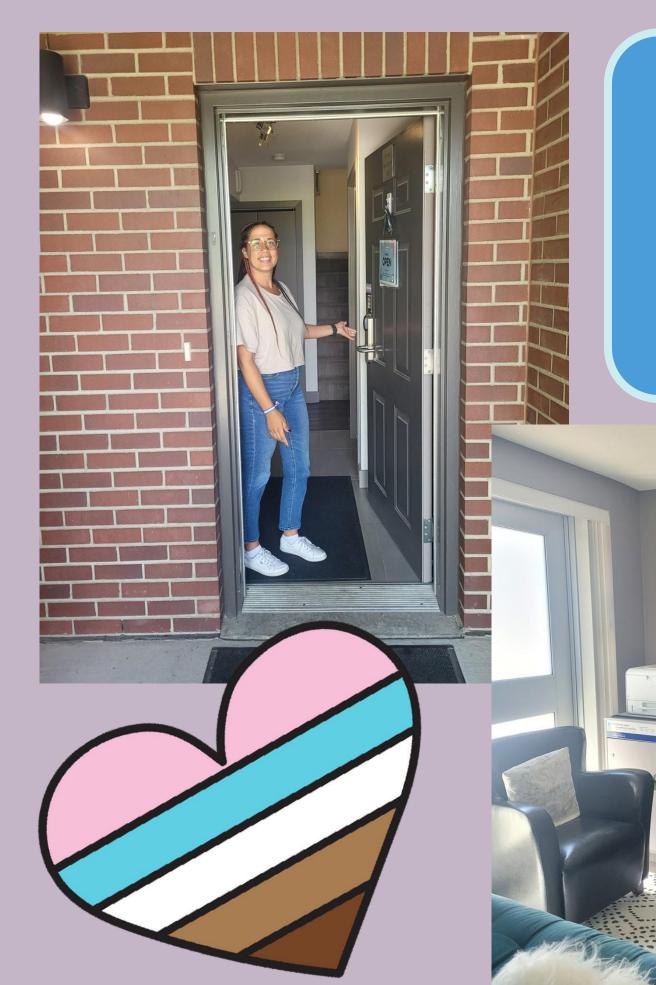
We can assist with exploring different reporting options and accompany or advocate for survivors along the way.

#### Consultation

We are here to answer questions related to the SC17 policy or the topic of sexualized or gender-based violence more broadly.

#### Education

We offer trainings and education on a wide variety of topics related to sexualized violence. We host campaigns and events.

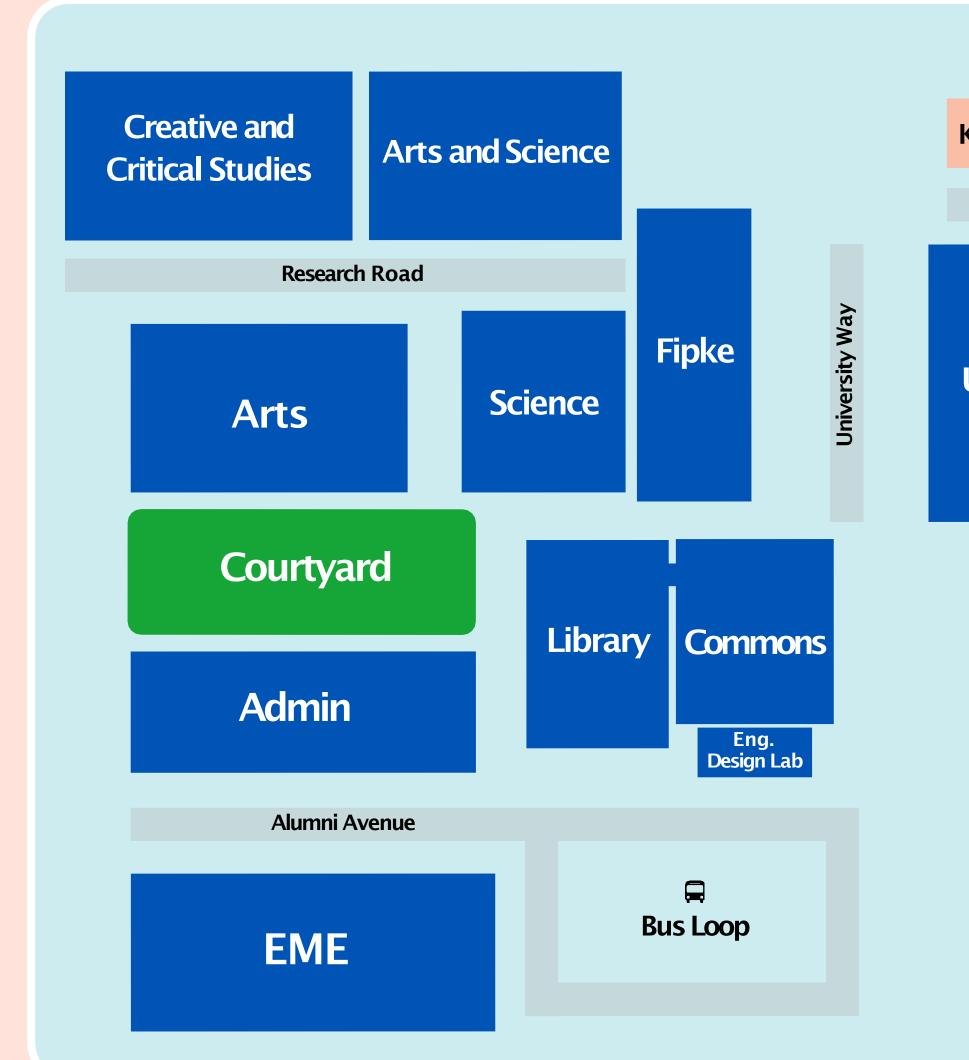


# Welcometo

# our space!

120 Nicola Townhome (across from Nechacko) Open daily 8:30AM - 4:30PM we believe you







**International Mews** 

UNC

Nechako Residence The Commons Field



SVPRO's confidential space is located in Nicola Townhome 120-1270 International Mews

svpro.okanagan@ubc.ca | 250-807-9640

# The Sexual Misconduct Policy:

#### Also called SC17

- Applies to everyone on campus
- Helps to create a safe campus environment
- Has alternative dispute options
- Sets out procedures for reporting harmful behaviours

#### Did you know...

Your safety from sexualized and gender based violence will always be our first concern.

If you experience sexualized
violence and come to us to get
support, you will not get in
trouble for breaking other
campus rules such as
drinking underage,
drinking in residence,
or using drugs.











# What values do you want to promote and encourage?











## What is consent culture:

- Consent is highly valued and prioritized in all relationships and groups
- An inclusive and supportive culture
- We believe and support survivors
- A culture of accountability and ongoing learning

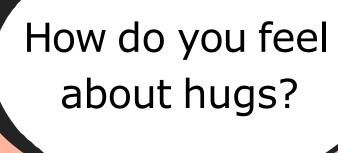


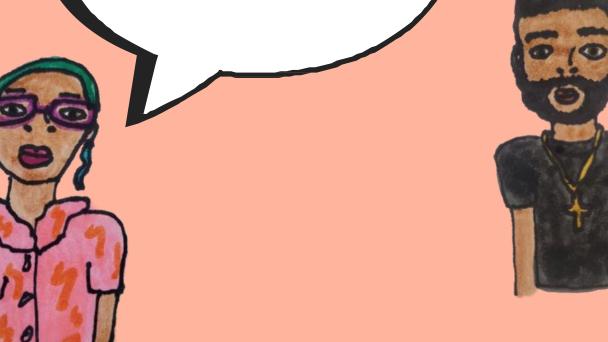
### Content Note:

- Breaking down consent and coercion
  - Includes examples of things people can say to pressure others

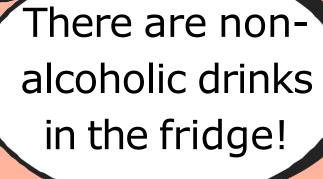


# Consent in Everyday Life





What pronouns do you use?



Can I post this photo of us on Insta?





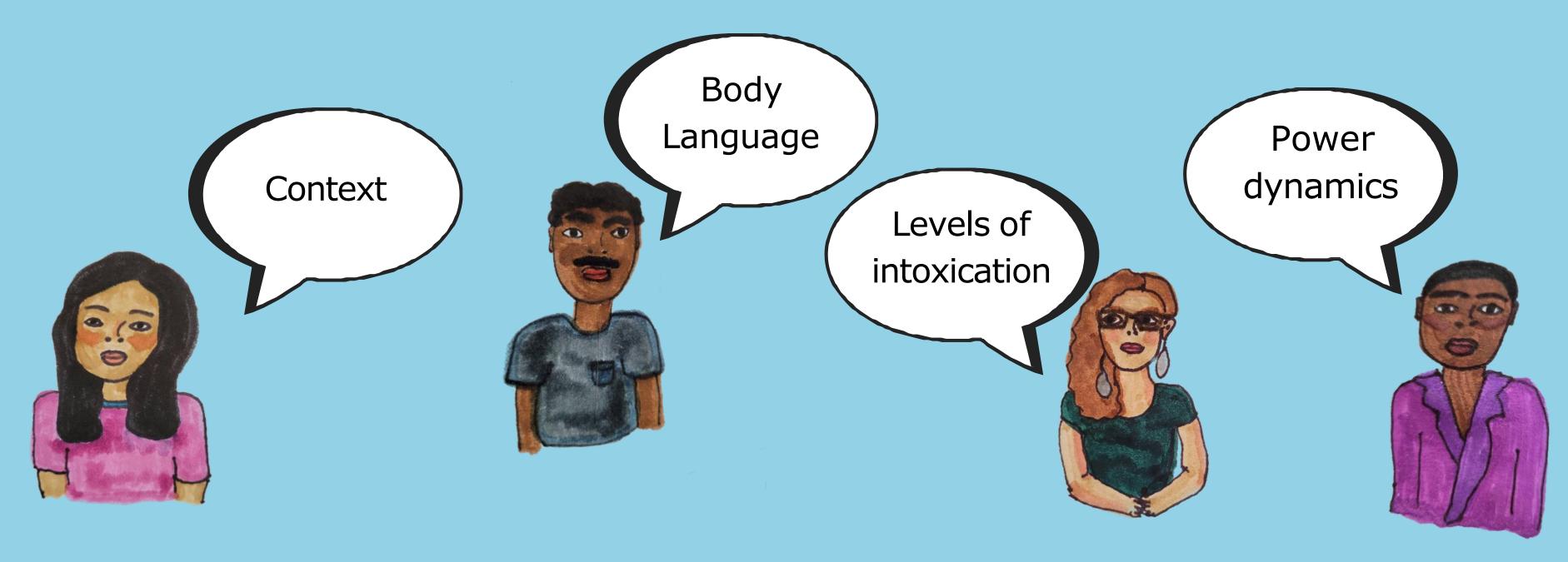
## Consent



- Freely Given
- Reversible
- Informed
- Enthusiastic
- Specific

# Getting consentisabout more thanwords!

Words are important, but you also need to pay attention to:



Everyone else is doing it...



Coercion is when a person or group of people use **pressure** in order to get another person or people to do something that they might not otherwise do.

# Goercion is NOT consent

### Coercion can look like many different things, including...

If you don't want to do this then we should break up...

Threats...

But they do it in porn all the time...

You'd do it if you weren't so insecure...



Comparisons...



Manipulation...

## Goercion can also look like...

Please!
What about now?
but I really want to...
Can we at least just try?
come ON!



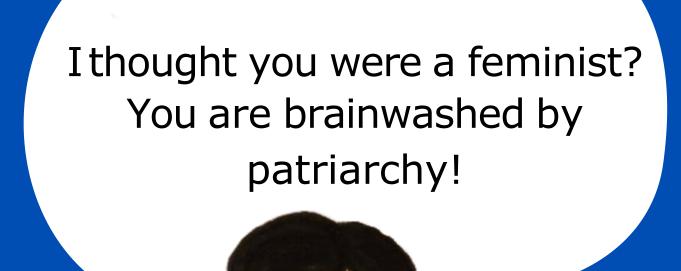
Asking over and over again until the other person finally breaks down and says, "yes"

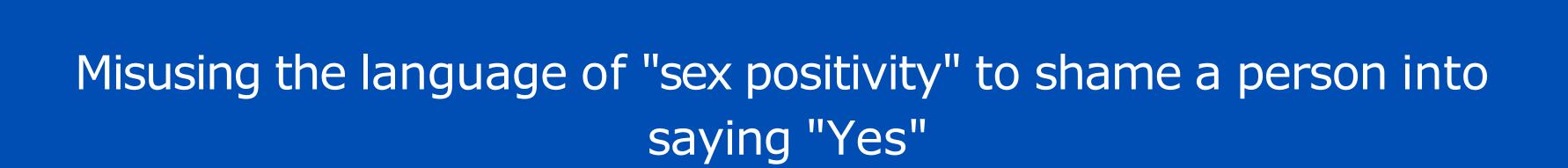
# Goereion can also look like...

This is how ALL gay men have sex!
Are you saying "no" because of your religion? Think for yourself!
You would say "Yes" if you were over your trauma.

Using a person's identity or experience against them so that they feel pressured to prove themselves

# Coercion can also look like...

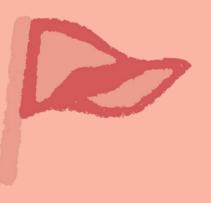




# Goercion in group settings:

Most of us learn about coercion for the first time in discussions about peer pressure as teenagers. Coercion can also play a role in post-secondary settings:

- Harmful behaviours can become community norms
- This can create a poisoned working, learning, or living environment
- Specific people end up isolated
- People who are isolated are targeted for harm





Your club or organization is organizing an event. You want to take photos at this event so that you can use photos of people at your event to promote your club or organization on social media.

What are some steps you can take to build in consent

culture?



# Content Note:

- Definition of sexualized violence
- Examples of types of sexualized violence
- No graphic details or descriptions



### Sexualized Violence

- A broad term encompassing a continuum of violence.
- Any sexual act that happens without consent
- OR any violent/harassing act that targets an individuals sexuality, gender identity, or gender expression
- Can be physical or psychological in nature
- Indudes threats and attempts

### Sexualized Violence:

Anti-trans harassment

Sexist Comments or Jokes Removing Condoms Without Consent

**Hazing Rituals** 

Stalking

Spying/Filming in washrooms or changerooms

Sending unwanted nudes

### Sexualized Violence



- Some of the incidents listed on the previous slide are crimes
  - e.g. stalking, voyuerism, removing condoms without consent
- Other incidents are human rights related
  - e.g. anti-trans harassment, sexist comments or jokes in educational or workplace setting
- ALL types of sexual violence are prohibited by UBC's SC17 policy

# Sexual assault is NEVER the fault of the survivor!



### Scenario:

Maryam is a vice president in your club. She has been so dependable and shown up for all of the meetings and events.

She all of sudden is not coming to the club events or meetings. You reach out to her to check in. She shares that she was sexually assaulted by another member of the club and no longer wants to be a part of the organization.

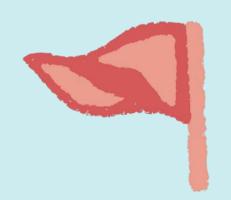
How should you respond to Mariam?



### Content Note:

- Discussions of power, privilege, oppression,
   and inequality at the societal level
- Definition of the term "rape culture"





# The root causes of sexualized violence are power, inequality, and oppression.

# What is a Rape Culture?

- A society or culture where sexualized violence is normalized and common
- Victim-blaming myths offer excuses to people who cause harm
- Inequality and hierarchy in society make it easier for those with more power to harm those with less

## Scenario:

Your club has a strong core team who work well together. You also have newer members who have recently joined. During one of your meetings, Jenae, a new member asked if she and her friend Sara could take on more responsibility planning an upcoming event. The core team is reluctant because they already have a strong vision in mind and have built the skills to carry out this type of organizing. They suggest instead that Janae and Sara volunteer to help out the day of the event. Janae becomes upset and points out that the core organizing team is all men and says that the group is being sexist by not allowing her and Sara more opportunities to get involved. The group is taken aback because they did not mean to be sexist, they just have more planning experience. One guy in the group laughs and tells Janae to stop "playing the feminist card"





What is happening here? How should you respond?

### Your role as Student Leaders:

- To be good role models for incoming students
- To interrupt harmful comments or behaviours
- To direct incoming students to campus resources
- To create safe and inclusive spaces
- Allow space for difference, disagreement, and dissent
- To share power, decision making, planning, and responsibility as much as possible

YOU ARE **NOT** 

ALONE

## SVPRO Trainings Available to Glubs:

- **Safer Partying** 2 hours. A harm reduction approach to planning safer parties and events.
- **Responding to Disclosures** 3 hours. A skills building workshop about supporting survivors.
- **Bystander Intervention** 2 hours. How to interrupt harmful behaviours or group norms. Develop leadership skills to set a good example.
- **Setting Boundaries** 2 hours. An arts based training to explore how to set good boundaries, how to communicate about boundaries, and what to do when other people will not respect your boundaries.
- Trans Allyship 15 hours. How to create gender-inclusive spaces and support your trans friends and family members.

Email: johannah.black@ubc.ca to arrange an SVPRO training for your team.

#### Rubric

- We have completed our first full year using Rubric!
- Thank you for your patience as we build new systems to serve you better.
- Year #2 will be easier and less confusing!

## Rubric

Clubs

# Funding Overview

Funding – New Student Associations Newly ratified SAs receive application form by email

10 days to submit application

Up to \$500 available in your first term

More funding available starting Term 2

Late applications cannot be reviewed

Funding –
Renewed
Student
Associations

Two funding periods each year (September & January)

Funding applications details emailed to your SA email address

10 days to submit application after email

Late applications cannot be reviewed

## Funding Process – Term 1

Funding form goes live September 8, 8 AM

Deadline: September 18, 11:59 PM

Reviewed by the Student Association Funding Committee

Account for every dollar you request!

Student Association Name\* Vice President Finance Name \* First, Last Name **Phone Number\* Email Address\* Current Amount of Student Association Funding Available\*** What is the current balance of funding available for your student association? How much funding would you like?\* \$ Please enter a brief description for your grant\* Please provide a brief description of the goals or plans you have for your Student Association this semester/year, and how you believe this will have a positive impact on the UBC Okanagan community. Event, initiative, project or conference #1 **Amount Requested for #1** Projected Budget #1 Provide a detailed budget and include all revenues and expenses

At least one signing authority must attend Orientation to qualify

How do you qualify for funding

Submit the funding application on time

At the end of Term, you are expected to complete an End of Term Report to report on events and spending during the term.

STUDENT ASSOCIATION FUNDING AMOUNT

A student association can request up to \$3500 total per academic year.

Requested amounts that are \$2000 and under can be approved by the Student Association Funding Committee.

Any approved requests over \$2000 during one funding period must be approved by the SUO Board of Directors at a board meeting.

Student Association Funding

If funds go into a negative balance, the student association will not be able to operate until the balance is returned to at least a zero (\$0.00) balance.

Do not spend funds your student association does not currently have available.

The application form does not guarantee you will receive the requested amount.

### STUDENT ASSOCIATION FUNDING DON'TS

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

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

We're Here to Help!

Questions? Emailvpfinance@suo.ca

Check your SA email for deadlines & forms

Work with your executives to plan ahead

Remember: Funding is here to support you!

## Thankyou very much!

LET'S WORK TOGETHER FOR A GREAT YEAR!