SUO
Students' Union
UBC Okanagan

Student Association Orientation 2026/2027

Olivia Lai - President

Land Acknowledgment

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OVER 11,500 MEMBERS

Serving one of the fastest-growing campuses in Canada, the Students' Union Okanagan has been advocating for its student members since 1982.

OVER 175+ CLUBS ON CAMPUS

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FIVE RESOURCE CENTRES

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DISABILITY UNITED COLLECTIVE OKANAGAN
est 2025

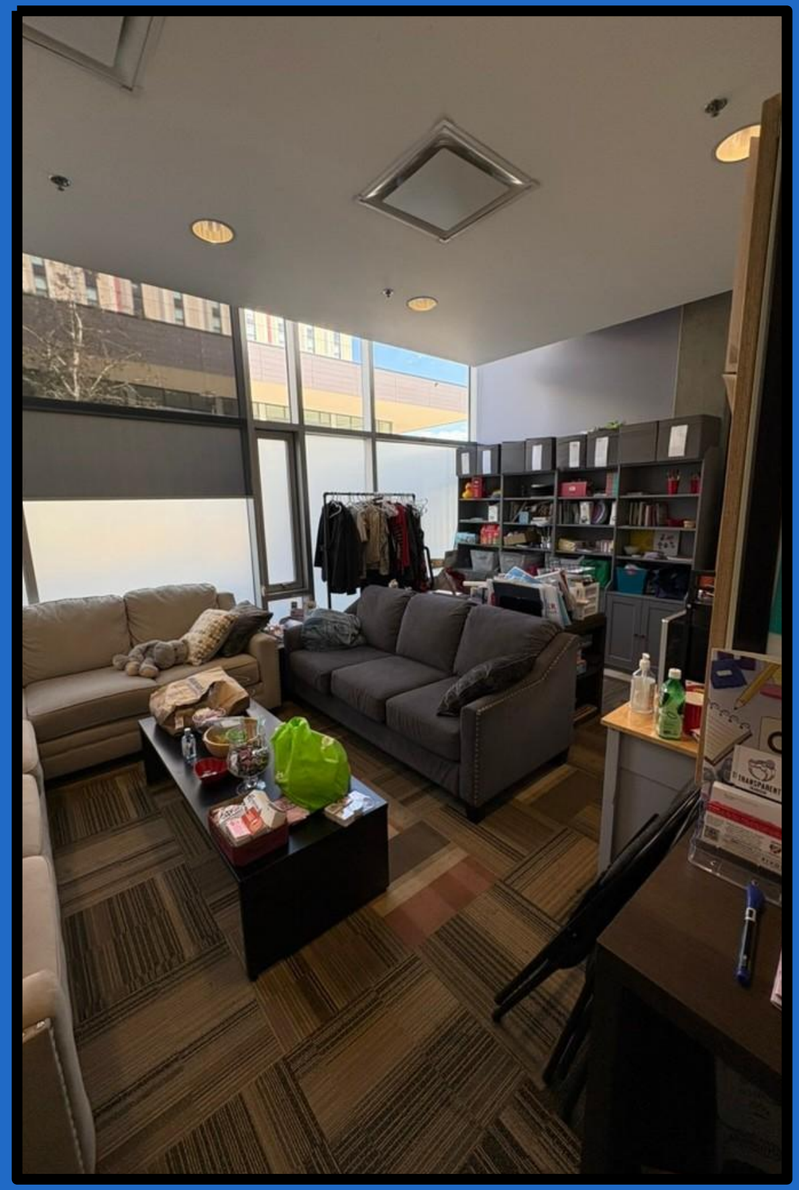
INDIGENOUS PEOPLES COLLECTIVE

SUO PEER
Support Network

SUO
Women's
Resource
Centre

pride
resource centre





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EXECUTIVE TEAM



President
Olivia Lai



VP Internal
Quinlin Osadczuk



VP External
Naden Qually



VP Finance
Shreya Patnaik



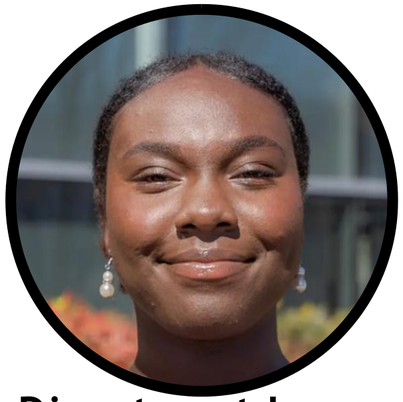
VP Campus Life
Guransh Sandhu

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BOARD OF DIRECTORS



Director at Large
Jenna Bierwerth



Director at Large
Laisa Pertet



Director at Large
Oliver Hale



Director at Large
Tim Liao



Applied Science
Krishansh Dhawan



Arts & Social Sciences
Liam Wallace



Health & Social Development
Ali Wasti



Management
Mansi Sharma



Science
Amanda Bolton



Creative & Critical Studies
Neela Rader



Education
Marci Brooks

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CORE PILLARS

SERVICES

ADVOCACY

CAMPUS LIFE

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STUDENT-LED FOOD SUPPORTS

UBCSUO pantry
a student food bank
est.2019



SUO COMMUNITY MEALS

In Partnership with PICNIC



PICNIC
Community. Gathering.
Food. Learning. Life.













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STUDENT IMPACT

As one student shared:
“I would not be adequately fed if these programs were not running”
(Third Year Student, 2026).

SUO BUSINESSES

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THE WELL
student pub
est. 1995

paper & supply co.
est. 2022





COMMITTMENT AND COLLABORATION

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On The Basics

A quick review on the basics of leading a student association

Simple Tips:

- Don't use your personal email for student association activities.
- Avoid association with "UBCO," use "SUO" instead.
- Please plan ahead and start early, just generally. Events, complaints, reservations, etc. Book rooms 3-5 days ahead of time during slow months, and 5-7 ahead of time in busier months, i.e. September, December, January, and April.
- Things take time.

Izzy Rusch is a Human Being

Or: What To Send Quin vs. Izzy

Izzy Does This:

Staffperson.

- Anything to do with reimbursements.
- Student Association Renewals.
- Bookings.
- Most things.

Quin Does This:

Student elected to office.

- Student Association Oversight Committee chairing.
- Policy committee chairing.
- Assisting student associations in projects and events.
- Helping YOU with anything you're unsure about!

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 asscociation 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/

Course Unions

Demands and Requirements

- Required to hold monthly council meetings, announced at least a week in advance, open to all members.
- Must host at least 5 meetings per term (incl. council meetings).
- All course unions must hold an AGM in term 2 to report to membership.
- Executive teams are elected each second term in conjunction with the SUO.

"President" Doesn't Mean "In Charge of Everything."

Bookings

UBCO Booking Timelines

Month of Event	Weekday Bookings (8:00 AM – 6:30 PM)	Evening (after 6:30 PM) & Weekend Bookings
September to December – Winter Term 1	August	Mid-May (after the Academic Schedule is published)
December (Exam Period)	November	November
January to April – Winter Term 2	December	November
April (Exam Period)	March	March
May to June – Summer Term 1	March	March
June (Exam Period)	Mid-May	Mid-May
July to August – Summer Term 2	March	March
Late August (2 weeks prior to Labour Day)	Mid-April	Mid-April
August (Exam Period)	Mid-July	Mid-July

Cooking

Food Safety

- All food served must be bought by vendors with liability insurance.
- Food prepared in private homes cannot be served to the public.
- All student associations must comply with the BC Food Premises Regulation.
- You CAN purchase and serve individually wrapped foods SO LONG as they are properly stored and refrigerated if necessary. You can't leave turkey sandwiches in a hot car all day and still serve them.

Base Requirements

- Specifics for the following can be found on the SUO website.
- All volunteers serving food must receive adequate training as described at length in the SUO Student Handbook.
- All safety regulations must be followed as described at length in the SUO Student Handbook.
- If you fail to comply with regulations and somebody gets sick, then that could prohibit the future distribution of food at the SUO completely.

Barbecues (BBQs)

- Permitted, so long as you:
- Plan the purchasing and storing of food products, and discuss that plan with the SUO.
- Have executives involved in planning the event who are FoodSafe certified.
- Have someone FoodSafe certified at the event.
- Store temperature-controlled food according to FoodSafe requirements.

Potlucks

- Please don't.

Bake Sales

- Only homemade baked goods THAT DON'T REQUIRE TEMP CONTROL can be sold to the public.
- A visible sign that states "items for sale were not prepared in a commercial kitchen and thus may have a higher risk of allergens associated with foodborne illness" is required.
- A visible sign describing ingredients and potential allergens for products on sale isn't required, but saves an unbelievable amount of time.

Thank You!

Please take care, and enjoy the rest of the show.



Robyn Boffy

1. Campus Community Safety Manager
2. Campus Security
3. Security contact for clubs and course unions
4. Beekeeper
5. Donkey Mom

Taryn Dickens

Student Leadership and Engagement Coordinator Student Experience Office

Membership Outreach Coordinator

izzy.rusch@suo.ca

Drop-In Office Hours

Monday – Thursday

10:00am – 12:00pm

and

2:00pm – 3:00pm



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Student Association Handbook & so on



- New information under the “Get Involved” tab on our website.
- New quick look access to our Student Association Regulations
- Updated and hopefully easier to reference Handbook
- FAQ’s
- Directory
- Membership link
- Student Association Event calendar – populated by Rubric events

On Campus Booking Procedures

1 of every 2 booking forms has missing information, wrong dates or no room information. This slows up the processing time and affects everyone's requests! Don't be sloppy!

Bookings & Events

- **Every event on campus must be submitted via a Campus Event form to CORM (Campus Operations Risk Management)**
- A lot of events get pre-approved during the submission process
- Events that require pre-approval from CORM involve food, alcohol, noise or music or access to buildings after hours

Booking Timelines

- Bookings must be submitted and confirmed before submitting the Campus Event form
- Due to schedules for final exams, December and April can't be booked until the month prior
- Bookings for non-academic spaces can be booked 200 days prior to the date.

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EVENTS

SUO Students' Union UBC Okanagan

- All booking requests are done through our website.
- CBO will not respond to booking requests directly to students
- Check the Online timetable for dates and times
- Outdoor spaces and codes are found in the Handbook
- Commons foyer and Nechako room not bookable for student associations
- COM 201 is not bookable with less than 350 attendees
- UNC 105 & 106 book through paper & supply co
- UNC 200 must include 2 hours before event for set up and a facilities work order, even with no set up needed
- You must specify which rooms you want that are available. Requests submitted without specific rooms will be rejected

ADM 026

We are on the verge of signing a MOU with the Faculty of Critical and Creative Studies for student associations to be able to book the space without a sponsor.

If all goes well, you will be able to book this space just like you book the ballroom

There may be costs involved due to the maintenance of the high-end sound system.

Students may have to go through training on the equipment before being allowed to book and use the space.

Decorating Do’s & Don’ts compliments of CORM

- · Displays or decorations must not obstruct people from entering or exiting the space (leave a minimum 2 meter corridor for foot traffic to pass through).
- · Displays and decorations must be placed in a way that does not damage the paint or fixtures, for example using painters' tape or Command strips. In some areas, push pins may also be appropriate – consult with Facilities via work request to determine best methods.
- · Do not hang decorations on sprinklers, light fixtures, projectors, or other infrastructure.
- · Do not place decorations over existing artwork or posters.
- · Displays and/or decorations may only be placed in spaces you have booked, and may not be left in place after your room booking ends.
- · After removing displays/decorations at the end of an event, dispose of any waste in the appropriate hallway bins.
- NO CONFETTI



Off-Campus Events

- **Off-Campus events MUST be pre-approved**
- **Pre-approval is not only for being able to submit expense reimbursements but also for liability.**
- **We need to know what you are doing so you and the SUO is protected.**



Couple of key points!

- Do not promote events on student association social media platforms that are not SUO or ratified student association associated! – Unfortunately, promoting events creates liability
- Any event that would involve bringing a food business to campus must be approved by UBC Food Services – Food businesses including food trucks have contractual rights with the university
- We are planning a Safe Party training session with SV Pro in October. We will share details when available!
- Executive Code of Conduct forms will be coming out soon! The regulation was ratified by the board a couple of years ago and has never been enforced.
- Due to an increase in bad behaviour such as harrassment in executive teams, the need for a code of conduct has become very necessary
- Who wants co-presidents?

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

EXPENSE REIMBURSEMENT FORMS

Proper completion of forms and valid receipts and invoices are crucial to fast processing! Help us help you get your $$$



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 being reimbursed

MUST be the ones who made the purchases!
Do not e-transfer someone and submit the ERF in your name

TIPS & TAKEAWAYS



- **Know** your student association **regulations**! Don't break them!
- **Debit slips are not receipts!**
- **Don't buy stuff off of Facebook Marketplace or pumpkins from farms that can't provide receipts!**
- Processes are done **first come, first serve** for booking requests and expense reimbursements. **Plan ahead!**
- 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 unless it is for different student associations!** Don't send 3 ERF's for the same person in a very short period of time or in the same email.

Gift Cards

- Pre-paid Gift Cards can only be used as prizes at events.
- Pre-paid gift cards are the equivalent of cash and cannot be used as a means to buy event attendees food or items at an event.
- All students who receive a pre-paid gift card must sign a form that they received it as a prize.
- Reimbursement of pre-paid gift cards for any other means will not be reimbursed, no exceptions. Include the form with receipts and an ERF.
- Pre-paid Gift Card Purchasing Record Form

SUO



Lockers/Storage UNC & EME

- All lockers in the UNC are currently assigned to clubs and course unions.
- The only time they become available is if a club does not renew for an academic year.
- We are updating our waitlist!
- Lockers in EME are small and each student association is assigned 2.
- Not big enough to fit banners of signs.
- Submit a locker form in Rubric if you want to be added to the waitlist or be assigned EME lockers.

Check Junk & Spam folders often!

Due to security measures taken by UBC, Google and Yahoo, emails may go to spam. Check often, at least once a month.

Emails that we send from Rubric with important communication may go to the spam folder.

Sometimes emails even go to the folder named “Important” if you use Gmail.

PRINTING NEEDS

paper & supply co.
est. 2022

- Borrow cash boxes and floats for ticket sales or selling Krispy Kreme donuts.
- Deposit cash or cheques into your student association account.
- Print business cards, brochures and posters or spiral binding for presentations. They even make buttons!
- Direct billing to your student association funds if over $10 and not last minute
- Book the UNC theatre and boardroom

SUO

Course Unions

AGM, CONSTITUTION, ELECTIONS

- We will have an information session just for course unions in November
- Constitutions should only be changed by a motion and majority vote at AGMs or Special Meetings
- Election processes are getting better each year.
- This year, we may introduce a Rubric form that will allow members to submit election or candidate-related concerns directly to the Student Association Oversight Committee

PURPOSE

Academic based

All students majoring or minoring in the specific program or faculty is automatically a voting member.

Course unions are open to all students (just like our clubs), however non-voting members cannot be an executive or participate in elections.

Course unions should have 2 different memberships in the Rubric portal

Rubric

- Promote events!
- Students can give reviews!
- Sell t-shirts or stickers to fundraise for events and initiatives
- Submit forms for operational needs
- Use the “Link in Bio” to build engaging directory listing



Rubric

- Executive Team
- Every student association MUST have 1 President, 1 Vice President Finance, 1 Vice President Events
- Only the President & VP Finance should have access to club administration, refunds and settlements
- All positions need access to forms



Vice-President Finance and Administration, SUO



Shreya Patnaik

vpfinance@suo.ca

- Chairs Finance & Funding Committees
- Supports financial stability & Annual Budget
- Prepares statements for Board & Executives
- Monitors budgets & supports annual audit
- VP Finance & Administration — overseeing SUO financial operations, budget planning, and reporting.

Funding Overview

Funding – New Student Associations

- Newly ratified SAs submit the new funding form in Rubric.
- 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
- **Late applications cannot be reviewed**

Funding Process – Term 1

- Funding form goes live September 11, 8 AM
- Deadline: September 20, 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

How do you qualify for funding

- At least one signing authority must attend Orientation to qualify
- 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? Email- vpfinance@suo.ca

Check your SA email for deadlines & forms

Work with your executives to plan ahead

Remember: Funding is here to support you!

SUO

EST. 1982

Thank you!

Questions?

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Q&A Townhall

- *Thank you for listening to us and all of our information!*

Now it is your turn! Stick around and ask questions. We are here until 8PM!



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THANK YOU

Don't forget to check out so your attendance for the full event is documented