

CCSS Policy XI - Clubs

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I. Preamble

The Camosun College Student Society (CCSS) supports self-organized student activities through a Clubs Program. The CCSS provides logistical and financial support to facilitate groups who contribute to student life by forming inclusive Student Groups with a defined purpose at Camosun College. This policy defines the Clubs Program of the CCSS.

II. Definitions

1. *Group Organizers* - Current students who plan and communicate all group activities.
2. *Member* - person who participates in the regular activities of the Student Group.
3. *Community member* - person who is not a current student or employee of Camosun.
4. *Clubs Coordinator* - an employee of the Camosun College Student Society.
5. *Budget* - a detailed allocation of funding for specific items of future expense.
6. *Base-Funding* - an amount that is automatically allocated to each club per semester.
7. *Public Seminar* - a guest speaker or lecture on a topic that anyone may attend.
8. *Travel* - any distance beyond the Greater Victoria area.

III. General

1. The CCSS provides support and funding for Student Groups who share a common interest, activity, identity, cause, or objective.
2. Student Groups can exist in one (1) of the following categories:
 - i. Common-Interest Clubs;
 - ii. Recreation Clubs;
 - iii. Course Unions;
 - iv. Class Projects.
3. This policy defines the academic year to begin in September and the semesters as: Fall (September-December), Winter (January-April), and Summer (May-August).
4. To be in "good standing" with the CCSS, a Student Group must:
 - i. Be registered or renewed during the current semester;
 - ii. Meet the established requirements for recognition (Section II);
 - iii. Be in compliance with the CCSS Clubs Policy.
5. The CCSS reserves the right for Clubs Council to reject any application.

IV. Requirements

A. All Student Groups

1. Must be registered or renewed during each semester of activity by two (2) students who are currently attending, or have attended in the past four (4) months, credit courses at Camosun College.
2. Are registered using an application that includes:
 - i. Student Numbers;
 - ii. Contact Information;
 - iii. Description of the Student Group.
3. Must comply with all current Terms of Conduct.
4. Must meet the Clubs Coordinator for a brief orientation.
5. Are 'abandoned' if not registered or renewed for two (2) consecutive semesters.

B. All Clubs and Course Unions

1. Must submit renewal forms within the first 60 days of each semester.
2. Must submit meetings and activities to the CCSS Website Calendar.
3. Must participate in their campus' Clubs Day each semester.
4. Must submit an activity report upon request.

C. All Clubs

1. Must submit a membership form within the first 60 days of semester.
2. Must have at least five (5) current Camosun student members.
3. Must maintain two (2) Group Organizers listed with the Clubs Coordinator.
4. Cannot have a membership exceeding one-quarter (25%) community members.
5. Cannot have a membership exceeding one-quarter (25%) college employees.
6. Must post all club meetings, in advance, to the CCSS website calendar.
7. Must hold at least one (1) advertised meeting per month to maintain funding.
8. Must comply with requirements of: Section VI, B - Group Insurance.
9. May collect a membership fee with written permission of the Clubs Council.

D. Common-Interest Clubs

1. Must have a clear common-interest, religious, or political affiliation.
2. Cannot duplicate an existing club's common-interest.
3. Cannot duplicate any current Camosun course or Course Union.
4. Cannot duplicate any current CCSS Constituency groups or College programs.
5. Must hold at least one (1) monthly meeting at a Camosun campus.
6. Must also meet the requirements of A, B, and C.

E. Recreation Clubs

1. Must perform a specific sport or activity.
2. Cannot duplicate an existing Club's Recreation activity.
3. Cannot duplicate paid programs offered by Camosun Recreation.
4. Must also meet the requirements of A, B, and C.

F. Course Unions

1. Represent a department in a school, or a program by exception only.
2. Cannot duplicate existing Course Unions' academic coverage.
3. Must have a faculty sponsor to attend all meetings and provide support.
4. Must hold at least one (1) public seminar per academic year.
5. Do not have any minimum membership requirements.
6. Must also meet the requirements of A and B.

G. Class Projects

1. Must have membership who are all registered in the same Camosun course.
2. Must assist in achieving a graded requirement of a specific Camosun course.
3. Must submit a written summary upon completion of Class Project.
4. Must also meet the requirements of A.

V. Funding

A. Basics

1. Funding issued will only be available during that semester.
2. Common-Interest and Recreation Clubs will receive Club Base-Funding.
3. Course Unions and Class Projects may not receive any Club Base-funding.
4. Additional funding will be provided to Student Groups who demonstrate a clear need, and preference will be given to Student Groups who fundraise.
5. The Clubs Council has the right to refuse any application at its discretion.

B. Limits

1. Student Groups cannot exceed annual Limits.
2. Semester Limits may be exceeded with approval from the Board of Directors.
3. Club base-funding may not be exceeded and is included in semester limits.
4. "Travel Funds", "Events Funds", "Trust Funds", and any auxiliary donations from the Board of Directors do not count against Student Group funding limits.
5. Funding Limits for Student Groups are defined by the following amounts:

	Semester Limit	Annual Limit	of Clubs Budget
Common-Interest	400	1200	12,000
Recreation	400	1200	
Course Unions	400	1200	
Class Projects	300	600	3,000
Travel Fund	300	300	3,000
Events Fund	-	-	4,000

	Per Member	Semester Limit	Annual Limit
Club Base-Funding	-	200	600
Travel Funds	25	300	300

C. Process

1. Applications may be submitted by any Student Group in good standing.
2. All funding applications must include a clear and itemized budget.
3. Applications may require up to three (3) weeks for approval.
4. Applications are reviewed and approved by Clubs Council.
5. Amounts over 500\$ require additional approval by the Board of Directors.
6. Class Projects require a Course Union or School Committee recommendation.
7. Applications cannot be made for expenses incurred before registration.
8. Inquiries or changes to applications must be submitted to the Clubs Coordinator.

D. Reimbursement

1. **Requirements**
 - i. Any reimbursed expense requires an itemized point-of-sale receipt;
 - ii. Reimbursement requests may only be submitted by a Group Organizer;

- iii. Group Organizers must use their Student Card to pick-up reimbursements;
 - iv. Student Groups must be in good standing to receive reimbursements.
2. **Pre-Approved Expenses**
 - i. Clubs may be reimbursed from their available base-funds for:
 - (a) Advertising Costs - including posters, t-shirts, materials;
 - (b) Up to 25\$ in food and beverage per meeting;
 - (c) Meeting supplies that enable or increase participation.
 - ii. Any items approved in writing by the Clubs Coordinator.
 3. **Prohibited Expenses**
 - i. Student Groups will not be reimbursed for:
 - (a) Items not included in their approved budget;
 - (b) Expenses that do not have an itemized/detailed receipt;
 - (c) Expenses incurred prior or after the appropriate semester.
 - ii. Student Groups cannot, for any reason, be reimbursed for:
 - (a) Alcohol, Tobacco, Drugs, or Dangerous Goods;
 - (b) Restaurant Receipts, excluding take-out under 25\$ per meeting;
 - (c) Individual Gain - to the financial benefit of any member;
 - (d) Donations - including to political parties, individuals, groups;
 - (e) CCSS Elections or Referendum campaigns;
 - (f) Driving expenses - including fuel, parking, and fines;
 - (g) Utility services - including phone and internet.

E. Finances

1. Student Groups cannot operate an independent bank account.
2. Student Groups will have access to a budget account:
 - i. The budget account will contain funds available to the Student Group as funding approved in application or club base funds;
 - ii. Any unused funds in the budget account will be returned to the Clubs Program at the end of the semester;
 - iii. Budget account funds cannot be provided to Student Groups as cash.
3. Student Groups will have access to a trust fund:
 - i. Funds held in trust are fundraised or collected through other means;
 - ii. Trust funds will be held beyond the semester for the Student Group;
 - iii. Student Groups must be in good standing to access Trust Funds;
 - iv. Trust funds of 'abandoned' Student Groups will be retained for the group for up to 36 months after the semester it was last actively registered;
 - v. Any monies raised must be deposited to the CCSS;
 - vi. Trust Funds cannot be provided to Student Groups as cash.
4. Club Organizers are responsible for maintaining an approved budget and understanding their Student Group's financial position at all times.
5. The Clubs Coordinator may provide expense summaries on request.

F. Class Projects

1. Part of the Clubs Program will be allocated for Class Projects.
2. Class Project funds are available on a first-come basis.

3. Class Projects must receive a written recommendation from their Course Union.
4. If no course union is available, a School Committee will review applications.
5. School committees will be established for the schools of:
 - i. Access;
 - ii. Arts and Science;
 - iii. Business;
 - iv. Health and Human Services;
 - v. Indigenous Education;
 - vi. Sport and Exercise Education;
 - vii. Trades and Technology.
6. School Committees are ad-hoc and comprised of a faculty chairperson and at least five (5) students who are not members of the applying group.

G. Travel Fund

1. Part of the Clubs Program will be allocated for a Travel Fund.
2. Travel Funds will be available as the amounts defined by Section V, B-5.
3. Travel funds will be available on a first-come basis.
4. Travel funds cannot be used for driving expenses, including: fuel, parking, fines.
5. Driving costs are reimbursed \$0.15 per kilometer for an estimated distance.
6. Student Groups must apply for travel funds at least one (1) week prior to travel.

H. Events Fund

1. Part of the Clubs Program will be allocated for an Events Fund.
2. Any club or course union may apply for Event Funds.
3. Funds are available for student-organized events held at Camosun College.
4. Any events must comply with CCSS requests and College regulations.
5. Applications are reviewed and approved by the Clubs Council.
6. Event funding is available at the discretion of the Clubs Council.
7. Amounts over 500\$ must also be approved by the Board of Directors.

VI. Activity

A. Logistical Support

1. The CCSS will provide endorsement and logistical support to Student Groups in good standing with the society.
2. The CCSS reserves the right to refuse any service on reasonable grounds.
3. Any services for Student Groups are organized through the Clubs Coordinator.
4. Any eligible services are exclusively limited to the function of a Student Group.
5. Registered Student Groups are eligible to access the following basic services:
 - i. Printing;
 - ii. Room Booking;
 - iii. Reimbursement processing;
 - iv. Advertisement on the CCSS Clubs webpage;
 - v. An email address and use of the CCSS shipping address.

6. Groups who require services beyond these basic services may request specific services from the Clubs Coordinator, e.g. banner and t-shirt printing, support for campus activities, material ordering, coffee and tents for campus events, etc.

B. Group Insurance

1. Student Groups who are actively registered and in good standing with the society are covered by, and limited to, the Society's insurance policy and are subject to the following conditions:
 - i. Any off-campus or higher risk activities require the explicit written consent of the Clubs Coordinator;
 - ii. Higher risk activities require liability wavers be signed by all participants;
 - iii. Any activities that fail to receive the required approval, or complete waiver forms when required, are not covered by the CCSS' insurance policy.
2. Insurance coverage is only provided to registered members of a Student Group.

C. Terms of Conduct

1. **Definition**
 - i. Compliance with all municipal, provincial, and federal laws.
 - ii. Compliance with the Camosun College Student Conduct Policy.
 - iii. The CCSS will not tolerate harassment, which is the abusive, unfair, or demeaning treatment of individuals or groups and which may or may not have the effect of unreasonably creating a hostile and/or intimidating environment by engaging in:
 - (a) Abuse of power or authority as a Group Organizer;
 - (b) Behavior that discriminates against a person or group;
 - (c) Behavior that has the effect of threatening or intimidating others;
 - (d) Physical interactions with another person without explicit consent;
 - (e) Any other behavior outlined in the Student Conduct Policy.
 - iv. Respectful behavior is required when dealing with any member of the Student Group, the CCSS, Camosun College, or the General Public.
2. **Requirement**
 - i. All members of registered Student Groups must comply with the Terms of Conduct when engaged in Student Group or any other CCSS activities.
3. **Violations**
 - i. Group organizers are responsible for the actions of their membership and should take necessary steps to prevent violations.
 - ii. The Clubs Council will review all violations and make disciplinary decisions.
 - iii. The Clubs Council may exercise its right to revoke group registrations, withdraw or reduce prior funding agreements, and revoke or prohibit the registration status of other groups, based on the severity of the violation.

D. Verification

1. The Clubs Coordinator may verify any aspect of a group without notice.
2. Any Student Groups who intentionally provide misleading information may be revoked or lose access to funding through a review by the Clubs Council.

3. Items which can be verified include:
 - i. Membership;
 - ii. Meetings;
 - iii. Expenses.

VII. Clubs Council

A. Overview

1. The Clubs Council is the primary, but not exclusive, review and democratic decision making body for the CCSS Clubs Program.
2. The Board of Directors may perform the role of Clubs Council if it lacks quorum.
3. The Clubs Council is composed of one (1) staff and two (2) board members: the Clubs Coordinator (staff) and both Campus Executives or designates (board).
4. Group Organizers may be invited to participate in Clubs Council meetings.

B. Function

1. **Funding Applications**
 - i. Which are for Student Group Funds, Travel Funds, or Event Funds.
 - ii. Amounts over 500\$ must also be approved by the Board of Directors.
 - iii. A review and recommendation from the Clubs Council to provide funding is required for applications to be considered by the Board of Directors.
 - iv. Applications that are unsuccessful may be modified and resubmitted by Student Groups, incorporating any feedback from the Clubs Council.
2. **Violations and Discipline**
 - i. Clubs Council will review any reported violation of the Terms of Conduct.
 - ii. Clubs Council will review any reported violation of Student Group requirements, upon verification by the Clubs Coordinator.
 - iii. The Clubs Council may exercise its authority in disciplining Student Groups.
3. **Program Budget**
 - i. The Clubs Council is responsible for the Clubs Program Budget.
 - ii. Any changes to the budget must be approved by the Board of Directors.
 - iii. A statement of the program budget will be available at every meeting.
4. **Communication**
 - i. Communication by the Clubs Council is delegated to the Clubs Coordinator.
 - ii. Any funding application decision will be sent to the applying Student Group within three (3) weeks of submission, and include a rationale if declined.
 - iii. Any relevant information will be promptly communicated to Student Groups.
5. **Clubs Day**
 - i. Plan a showcase event that will be held on separate days at the Lansdowne and Interurban campuses in the first month of each semester.

C. Authority

1. The Clubs Council is authorized by the Board of Directors to:
 - i. Approve or Reject any Student Group application;
 - ii. Approve funding amounts under 500\$;
 - iii. Approve, Deny, and Revoke Student Group status;

- iv. Approve the implementation of Student Group membership fees;
- v. Approve Travel Fund and Event Fund requests;
- vi. Withdraw any prior Student Group funding agreements;
- vii. Prevent participation of any member who violates any Terms of Conduct.

D. Appeals

1. Appeals of Club Council decisions may be submitted by a Group Organizer to the CCSS Executive Director for an evaluation by the Board of Directors.
2. All appeals must be submitted in writing with a clear reason for the request.
3. Appeals can be requested for Clubs Council decisions concerning:
 - i. Declined Funding, Registration, or Renewal;
 - ii. Disciplinary Actions.
4. Appeals consist of:
 - i. Examination of the request, application, or issue;
 - ii. Clubs Council decision review;
 - iii. Appeal decision;
 - iv. Response within three (3) weeks of the appeal submission.