

PREAMBLE – STUDENT CLUBS

Be It Resolved That:

1. Any student organization applying for recognition by the Okanagan College must do so through the Vernon Students' Association – Okanagan College (VSAOC); and
2. The Vernon Students' Association – Okanagan College reaffirms the rights of students to form associations without undue interference from the Okanagan College or the Vernon Students' Association – Okanagan College; and
3. The Vernon Students' Association – Okanagan College encourages contributions to the college community in the form of various student interest groups.

Be It Further Resolved That:

The Vernon Students' Association – Okanagan College adheres to the following principles in dealing with Clubs:

1. The Vernon Students' Association – Okanagan College encourages the expression of thought and belief by members of the college community. Although the views expressed by members of our community are diverse and sometimes diametrically opposed, we respect the opinions of all those who respect the rights of others.
2. We believe that, as well as developing academically, the students of our campus should have forums in which to develop socially, politically, spiritually, and culturally. By providing opportunities to experience different ways of life and different sets of opinions, the Vernon Students' Association – Okanagan College can aid in this social and cultural development.

MEMBERSHIP OF STUDENT CLUBS

1. Any and all members of the Vernon Students' Association – Okanagan College shall be eligible for club membership upon recognition given by the Vernon Students' Association – Okanagan College. A Club will be permitted to restrict its membership only in a limited number of cases where such limitation is necessary to avoid a complete undermining of the Club's mandate. Such restriction must be approved by the Vernon Students' Association – Okanagan College.
2. All members of a Club shall be fee-paying members of the Vernon Students' Association – Okanagan College. Clubs may charge a membership fee, as approved by the Vernon Students' Association – Okanagan College. Also, any changes to the fee structure must be approved by the . Vernon Students' Association – Okanagan College.
3. Faculty, Staff and members of the community-at-large may be recognized as Club members under the designation of associate club members. Associate members may not vote or hold executive positions.
4. The membership of a club shall normally be no fewer than seven (7).

CLUB CONSTITUTION AND EXECUTIVE OFFICERS

1. Each club is required to have a constitution which meets the following minimum requirements:
 - a. Is approved by the Vernon Students' Association – Okanagan College;
 - b. States clearly that it is not an agent or a representative of the Vernon Students' Association – Okanagan College and that its views and actions in no way represent the Vernon Students' Association – Okanagan College;
 - c. Clearly outlines the following areas:
 - I. Name of the club
 - II. Purpose of the club

- III. Membership criteria, roles, and duties
 - IV. Executive positions
 - V. Executive duties
 - VI. Meeting requirements and procedures
 - VII. Election procedures
 - VIII. Amendments
 - IX. Signing officers
 - X. Membership fees
- d. Must be consistent with both the College's and the Vernon Students' Association – Okanagan College mission and mandate
2. A template of a club constitution can be made available to new clubs through the VSAOC office.
3. Executive Officers
- a. Executive members of a club must be students of the Okanagan College who are fee-paying members of the Vernon Students' Association – Okanagan College, who remain in good standing. Each club must be comprised of at least three (3) executive officers.
 - b. All Clubs must hold an election for the Executives at least once a year. Elections must be called for all club executive positions at a general club meeting that is open to all club members. Voting for executive positions can take place at the same meeting that nominations are called. If the elections take place at a time after nominations are called, the elections must take place in a general club meeting that is open to all club members.
 - c. A list of the executive officers including names, ID numbers, titles, telephone numbers, and e-mail addresses must be provided to the Vernon Students' Association – Okanagan College. Any change in the club executive must be communicated to the Vernon Students' Association – Okanagan College within one week of the change. It is the responsibility of the Vernon Students' Association – Okanagan College to verify that all club executives meet the eligibility requirements.

RECOGNITION OF NEW CLUBS

1. The Vernon Students' Association – Okanagan College will accept proposals for new clubs on an ongoing basis throughout the academic year.
2. A club may be recognized by the Vernon Students' Association – Okanagan College if it:
 - a. Opens its membership to all individuals as defined under Section "*Membership of Student Clubs*";
 - b. Intends to carry on activities which do not violate any federal or provincial laws, municipal by-laws, college regulations, or the Vernon Students' Association – Okanagan College Constitution; and which do not infringe upon the rights and privileges of others. These rights include, but are not limited to, the rights to privacy and freedom of expression and association;
 - c. Has a mandate which is not duplicated by any other club ratified by the Vernon Students' Association – Okanagan College on the same campus; and
 - d. Submits a constitution which adheres to the constitutional requirements, as outlined in Section "*Club Constitution and Executive Officers*".
3. The Vernon Students' Association – Okanagan College will not ratify any clubs which practice any form of coercive (persistent mental, social, and emotional pressure to join the group) techniques on their membership or potential membership, nor any clubs who are found to be associated with an outside body which practices coercion, or knowingly violates any of the procedures contained herein.
4. The Vernon Students' Association – Okanagan College will not recognize any club which practices discrimination in the acceptance of its members or executive members, or knowingly violates any of the procedures contained herein.
5. In the event that a club is not recognized by the Vernon Students' Association – Okanagan College, a club may request an appeal before Students' Council.

6. To be considered for ratification, the applicant club must submit a package containing the following items to the Vernon Students' Association – Okanagan College:
- a. A typed cover letter stating the club's desire to be ratified along with the names, student numbers, telephone numbers, email addresses, and signatures of the past and present club Executives;
 - b. A typed copy of the proposed constitution for the club;
 - c. A typed list containing the names, student numbers and up to date telephone numbers of no fewer than seven students interested in joining the club; and
 - d. A line item budget for proposed expenses during the upcoming academic term, along with any proposed membership fees.

ACTIVE STATUS

1. Clubs must complete and submit the required forms (as per Section "*Recognition of New Clubs #6*") in order to be considered an active club for the academic term. These forms must be submitted to the Vernon Students' Association – Okanagan College at a time designated by the Vernon Students' Association – Okanagan College. Each student group, applying for club ratification, will be given an equal opportunity to submit the required forms to the VSAOC office on a timeline determined by the VSAOC.
2. The Vernon Students' Association – Okanagan College shall consider any club which is not active for three consecutive academic terms to be dissolved.
3. Clubs registration and ratification with the Vernon Students' Association – Okanagan College shall expire on April 30th of each year. Clubs will be required to apply for ratification and registration on a yearly basis.

RIGHTS OF VERNON STUDENTS' ASSOCIATION – OKANAGAN COLLEGE RECOGNIZED CLUBS

1. Upon recognition, a club is entitled to access certain Vernon Students' Association – Okanagan College and Okanagan College services. These include:
 - a. Be listed as an official Vernon Students' Association – Okanagan College Club;
 - b. Solicit members and to collect membership fees;
 - c. Use Okanagan College facilities, subject to regulations of the Administration (e.g. Audio-Visual, Graphic Services, Bookings) and to existing agreements between the Okanagan College and the Vernon Students' Association – Okanagan College for provision of facilities and services;
 - d. Request assistance from the Vernon Students' Association – Okanagan College office to assist with any general problems during the year;
 - e. Apply through the Vernon Students' Association – Okanagan College for Campus Life funding;
 - f. Have its mail, faxes, and other like forms of communication sent in care of the Vernon Students' Association – Okanagan College;
 - g. Have a mailbox in the Vernon Students' Association – Okanagan College office;
 - h. Have a link posted on the Vernon Students' Association – Okanagan College world wide web home page;
 - i. Use the names and logos of the Vernon Students' Association – Okanagan College.

RESPONSIBILITIES OF VERNON STUDENTS' ASSOCIATION – OKANAGAN COLLEGE RECOGNIZED CLUBS

1. Every Vernon Students' Association – Okanagan College Ratified Club has important responsibilities to the Vernon Students' Association – Okanagan College and to its membership. These responsibilities shall include, but not be limited to a club's duty to:
 - a. Abide by all Vernon Students' Association – Okanagan College and Okanagan College administrative policies and procedures.
 - b. Have all events and publications approved by the Vernon Students' Association – Okanagan College.
 - c. Undertake all financial dealings in accordance with Section "*Club Financing*";
 - d. Collect the contents of their mailbox located in the Vernon Students' Association – Okanagan College office at least once per week;
 - e. Adhere to the mandate as stated in the club's constitution;
 - f. Inform the Vernon Students' Association – Okanagan College of any sponsors that they plan to bring onto campus prior to the event. Sponsorship is subject to approval by the Vernon Students' Association – Okanagan College such that sponsors do not conflict with Vernon Students' Association – Okanagan College or Okanagan College businesses and services;
 - g. Reply to all correspondence within seven (7) days;
 - h. Send an Executive member to all Vernon Students' Association – Okanagan College club meetings each term in which the club is active;
 - i. Hold at least one general meeting per active term;
 - j. Take a detailed set of minutes at each club general meeting, and present them to the Vernon Students' Association – Okanagan College;
 - k. Forward all constitutional amendments to the Vernon Students' Association – Okanagan College within seven (7) days. The new constitution is subject to the

- approval of the Vernon Students' Association – Okanagan College;
- l. Seek the approval of the Vernon Students' Association – Okanagan College before using the Vernon Students' Association – Okanagan College logo or name;
 - m. Have all advertising and publications clearly stating the name of the Club publishing the material;
 - n. All publications produced by the club must clearly state the name of the club sponsoring the material and include the Vernon Students' Association – Okanagan College;
 - o. Ensure that all advertising material meet the requirements outlined in the appropriate Council policies and procedures;
 - p. Not misrepresent or slander the Vernon Students' Association – Okanagan College or the Okanagan College;
 - q. Consult with the Vernon Students' Association – Okanagan College prior to hosting or participating in any high risk or liability event, in order to obtain advice on minimizing risk;
 - r. Consistently use the club's recognized name; and
 - s. Hold ticketed events in accordance with Vernon Students' Association – Okanagan College policy and procedure.
2. The failure of a club to uphold its responsibilities will result in disciplinary action taken against the club
- a. Failure of a club to send an executive representative to mandatory Vernon Students' Association – Okanagan College club meetings may result in forfeiture of financial sponsorship.

CLUB FINANCING

1. All clubs shall:
 - a. Use the Vernon Students' Association – Okanagan College accounting department for all financial dealings;
 - b. Adhere to all accounting procedures and policies as determined by Vernon Students'

Association – Okanagan College;

- c. Hold all monies within an account held within the Vernon Students' Association – Okanagan College.
- 2. All Vernon Students' Association – Okanagan College -recognized Clubs shall be sponsored equally by the Vernon Students' Association – Okanagan College. All receipts for expenditures that are to be paid for through this sponsorship must be provided to the Vernon Students' Association – Okanagan College for approval. All expenditures must be justified via receipts or in writing.
- 3. The Vernon Students' Association – Okanagan College shall be responsible for providing clubs with an update on their financial balance upon request.
- 4. Clubs may apply to the Vernon Students' Association – Okanagan College for Campus Life funding.
- 5. The Vernon Students' Association – Okanagan College reserves the right to conduct reviews of any club ratified by the Vernon Students' Association – Okanagan College in order to determine the integrity of the finances and general operations of the club.
- 6. Vernon Students' Association – Okanagan College ratified clubs will not be permitted to operate in debt. Any club having a deficit in its account will be dissolved unless it proves to the Vernon Students' Association – Okanagan College Executive Council that it has a viable plan to return to financial solvency within the time frame outlined below. The onus falls on the club to demonstrate this ability to the Vernon Students' Association – Okanagan College Executive Council.

SEVERITY of Club DEBT	FINANCIAL SOLVENCY TIMELINE
\$1.00 - \$49.00	Thirty (30) days
\$51.00 - \$300.00	Fourteen (14) days
\$301.00 - greater	Seven (7) days

- 7. All clubs may request a cash float from the Vernon Students' Association – Okanagan College office. Such requests shall be made no less than 5 business days before it is needed for an event. These cash floats will only be available to clubs when the money exists in their financial account.

RECRUITING

Club recognition brings with it a set of responsibilities to the Vernon Students' Association – Okanagan College, the Okanagan College, and to other recognized clubs and their members. Respect for the individuality and independence of each member of the college community is of paramount importance.

1. The following are acceptable means of recruiting:
 - a. Posters or banners inviting prospective members to information meetings, social gatherings and other events;
 - b. Accepting members through the Clubs sign-up campaign;
 - c. Awareness days or weeks which are focused on highlighting various themes; and
 - d. Offering flyers whereby the individual has the option to accept or deny the invitation.
2. The following are not acceptable means of recruiting:
 - a. Repeated individual solicitation either in writing or in person;
 - b. Deliberate misrepresentation of a club's mandate or goals; and
 - c. Solicitation of membership with the intention of garnering total adherence attached to cultural values and religious beliefs.
3. Anything not in the 'accepted' list above is not an acceptable means of recruiting unless approved by the Vernon Students' Association – Okanagan College.
4. For the duration of Orientation Week, posters or banners inviting prospective members to events and web sites are the only acceptable means of recruitment.

DISCIPLINARY PROCEDURES

1. Probation

- a. The following will be cause for clubs to be placed on probation by the Vernon Students' Association – Okanagan College:
 - i. Breach of any of the responsibilities outlined in this resolution; or
 - ii. Misuse of Vernon Students' Association – Okanagan College services or privileges.
- b. While on probation, a club may:
 - i. Have its Vernon Students' Association – Okanagan College account frozen; and
 - ii. Be suspended from all rights outlined in Section "*Rights of Vernon Students' Association – Okanagan College Recognized Clubs*" of this resolution.
- c. A club which fails to rectify its probationary status with the Vernon Students' Association – Okanagan College within the timeline designated by the Vernon Students' Association – Okanagan College Executive Council will be scheduled for dissolution at the discretion of the Vernon Students' Association – Okanagan College Executive Council. The onus falls on the club to take all necessary measures to rectify its probationary status.
- d. When placed on probation, a club will be notified by one notice in its Vernon Students' Association – Okanagan College office mailbox and each club executive member will be notified by one notice via telephone or email.

2. Dissolution

- a. Should a club fail to rectify its probationary status, a Vernon Students' Association – Okanagan College Executive Council meeting may be called to consider dissolution of the club. This entails:
 - i. Loss of any or all privileges conferred on the club by the Vernon Students'

- Association – Okanagan College; and
 - ii. Recovery of any of the clubs' monies by the Vernon Students' Association – Okanagan College.
- b. When scheduled for dissolution, a club will be notified by one notice in its Vernon Students' Association – Okanagan College mailbox and each club executive member will be notified by email.
- c. Upon notice of dissolution, a maximum of three delegates from the club in question will be given the opportunity to explain to the Vernon Students' Association – Okanagan College Executive Council why the club should not be dissolved. The onus rests on the club to demonstrate this to the Vernon Students' Association – Okanagan College Executive Council.
- d. Conditions for dissolution include, but shall not be limited to:
- i. Abuse of Vernon Students' Association – Okanagan College services;
 - ii. Violation of the terms or spirit of this procedure, as determined by the Vernon Students' Association – Okanagan College;
 - iii. Breach of the procedures as outlined in Section "*Responsibilities of Vernon Students' Association – Okanagan College Recognized Clubs*" of this procedure;
 - iv. Failure to abide by the club's own constitution;
 - v. Failure to take adequate precautions to limit liability while hosting or participating in high risk events or activities;
 - vi. Committing an offence which is contrary to federal or provincial laws, municipal by-laws, Okanagan College regulations, or Vernon Students' Association – Okanagan College policy or procedure.
- e. Any member of the Vernon Students' Association – Okanagan College may bring to the attention of the Vernon Students' Association – Okanagan College Executive Council any club to be considered for dissolution which appears to be in breach of the terms or spirit of this procedure.
- f. Any club may be dissolved without having previously been on probation provided the Executive members of the club have been afforded the opportunity to come before the Vernon Students' Association – Okanagan College Executive Council and plead the club's case.

- g. Should a club not be satisfied with the decision of the Vernon Students' Association – Okanagan College Executive Council, the club may request an appeal before the Vernon Students' Association – Okanagan College Council. Students' Council may grant or deny leave to the appeal.