

# Clubs Policy

*Last Updated April 4<sup>th</sup>, 2011*



commerce  
undergraduate  
society

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As per Article XVI of the CUS Constitution, relations and responsibilities of CUS Recognized Clubs are defined by this Clubs Policy. CUS Recognized Clubs are responsible for catering towards the specific needs of students within the specific specializations of the Bachelor of Commerce degree and expose students to unique areas of business that are outside of the academic realm. Deviations from this policy shall be the decision of the CUS Board of Directors or the Vice-President Internal.

## **1) Club Classification**

- a) All clubs classified as a “CUS Recognized Club” shall be sub-classified based upon their status within the CUS and each sub-classification shall have different requirements to maintain their status as a CUS Recognized Club
- b) All clubs shall be sub-classified as one of the following:
  - i) A CUS Affiliated Club
  - ii) A CUS Industry Club
  - iii) An Inactive Club
- c) Any club that is listed as “Inactive” must be sourced with a reason for classifying the clubs as inactive
- d) Club Classification will be granted by the Executive Council by simple majority vote

## **2) Club Roster (SECTION PENDING CLUB CLASSIFICATION – LIST BELOW IS NOT FINAL)**

- a) The following clubs, in conjunction with their club status, are considered to be CUS Recognized Clubs:
  - i) CUS Affiliated Clubs
    - (1) Accounting Club
    - (2) Business Communications Club (BizzComm)
    - (3) Business Technology Club (BizTech)
    - (4) Consulting Club
    - (5) Co-op Student Association of Sauder (COSAS)
    - (6) E-Business Club



- (7) Finance Club
- (8) Human Resources Management Club (HRMC)
- (9) International Business Club (IB Club)
- (10) Marketing Association (UBCMA)
- (11) Real Estate Club
- (12) Students in Free Enterprise (SIFE UBC)
- (13) Transportation and Logistics Club (TLog Club)
- (14) Venture Capital and Private Equity Club (VCPE)
- ii) CUS Industry Clubs
- iii) Inactive Clubs
  - (1) Management Information Systems Club (MIS Club)
    - (a) Reason for classification: Merged with E-Business Club (2007)
  - (2) Venture Capital and Private Equity Club (VCPE)
    - (a) Reason for classification: Acquired by Finance Club (2011)
- b) Section 2 of the Clubs Policy may be updated without the approval of the CUS Board of Directors

### **3) Requirements, Responsibilities, and Approval Process of a CUS Recognized Club**

- a) To become a CUS Recognized Club, all applying clubs must meet the following requirements:
  - i) Be registered as an AMS club, where they are considered to be a subsidiary organization of the UBC Alma Mater Society as per the AMS Clubs Policy.
  - ii) Have a purpose that is in line with the CUS Mission Statement
  - iii) Not controlled financially or operationally by an external organization
  - iv) Not a for-profit business or recruiting students for employment
  - v) Executives for the club must be at least 2/3 Commerce students, where the number of executives does not exceed the following:
    - (1) 10% for clubs with 150 members or more
    - (2) 20% for clubs with less than 150 members, but more than 60 members
    - (3) 30% for clubs with 60 members or less
  - vi) A minimum club membership of 20 members
  - vii) All materials as outlined in Section 4 of the Clubs Policy are submitted and approved by the CUS VP Internal

- viii) A presentation must be made to the Executive Council outlining the club and purpose, stating whether they would like to be classified as an Industry Club or an Affiliated Club
  - (1) Final classification status will be given by the Executive Council
- b) Approval to become a new CUS Recognized Club will be granted by the Executive Council
  - i) Approval for a CUS Industry Club must be ratified by the CUS Board of Directors
- c) Clubs may apply for exemption to Section 3v or 3vi of the Clubs Policy with justification to the CUS Board of Directors

#### **4) Materials Submission for Approval Process**

- a) To be recognized as a CUS Affiliated Club, the following materials must be submitted to the VP Internal seven days prior to the Executive Council meeting where approval may be granted:
  - i) A one-page statement of purpose
  - ii) A list of the current Executive Committee, including name, position, student number, faculty, and contact information
  - iii) A statement of the club membership and club membership fees
- b) To be recognized as a CUS Industry Club, all materials as described in Section 4A of the Clubs Policy must be submitted to the VP Internal in addition to the following materials seven days prior to the Executive Council meeting where approval may be granted, unless specified:
  - i) A yearly programming plan outlining club activities and social events for the coming year
  - ii) A one-year budget requested from the CUS
  - iii) A brief marketing plan outline how the club and their events will be promoted
  - iv) A copy of the club's current constitution

#### **5) CUS Industry Club Approval and Subsequent Operations**

- a) All operations of the club will be independent of the Commerce Undergraduate Society
- b) Oversight of finances, sponsorship transactions, and club membership fees transactions will be handled by the Commerce Undergraduate Society
  - i) The Commerce Undergraduate Society shall maintain a policy of "intervention if necessary" for issues that arise in all operations of clubs
  - ii) The Commerce Undergraduate Society shall work with the club to determine the appropriate course of action if an issue arises

- iii) Issues must be substantial in nature beyond a reasonable doubt
- c) CUS Industry Clubs shall be consider a part of the UBC Commerce Undergraduate Society

#### **6) Approved Benefits for CUS Affiliated Clubs**

- a) All CUS Affiliated Clubs will be entitled to the following:
  - i) A financial subsidy as outlined in Section 8 of the Clubs Policy
  - ii) 2<sup>nd</sup> priority on all marketing via CUS official marketing channels as outlined in the Branding and Communication Policy
- b) All CUS Affiliated Clubs will be not be entitled to the following:
  - i) Access to CUS Corporate Relations or the ability to contact any type of sponsor the CUS, as outlined in the CUS Corporate Relations Policy
  - ii) Liability approval and room bookings on behalf of the CUS via Sauder Learning and Technology Services
  - iii) Any funding above and beyond the financial subsidy provided by Section 8 of the Club Policy
  - iv) Storage space with the Commerce Undergraduate Society
  - v) A mailbox in the CUS offices
  - vi) The ability to use the CUS offices as the official mailing address of the club

#### **7) Approved Benefits for CUS Industry Clubs**

- a) All CUS Affiliated Clubs will be entitled to the following:
  - i) A financial subsidy as outlined in Section 8 of the Clubs Policy
  - ii) 1<sup>st</sup> priority on all marketing via CUS official marketing channels as outlined in the Branding and Communication Policy
  - iii) Access to CUS Corporate Relations and the ability to send a representative to the CUS Corporate Relations Team
  - iv) Liability approval and room bookings on behalf of the CUS via Sauder Learning and Technology Services
  - v) The ability to request additional funding above and beyond the financial subsidy provided by Section 8 of the Club Policy
  - vi) Storage space with the Commerce Undergraduate Society
  - vii) A mailbox in the CUS offices

- viii) The ability to use the CUS offices as the official mailing address of the club
- ix) The President, or an official designate, will be an official member of the Student Council and Clubs' Council and be eligible to participate in all activities of each respective council

#### **8) Financial Subsidy for Clubs**

- a) CUS Affiliated Club will be entitled a \$1000 fixed contribution towards the club and \$2 for every member of the club, delivered at the end of September
- b) CUS Industry Clubs will be entitled to submit a budget to the Commerce Undergraduate Society outline a subsidy request and/or membership subsidy, where the total does not exceed the following:
  - i) \$1750 and \$5 per member for clubs between 20-100 members
  - ii) \$2500 and \$2.50 per member for clubs between 101-200 members
  - iii) \$3000 and \$2 per member, to a maximum of \$4000, for clubs with over 201 members
- c) The fixed portion of the financial subsidy shall be delivered upon approval of the line item in the CUS annual budget, and the variable portion shall be delivered at the end of September
  - i) If club membership increases during the course of the year, it is the responsibility of the club to apply for the additional variable funding
- d) The Commerce Undergraduate Society shall assume no financial liability of the operations of the club
- e) Funding for CUS Industry clubs shall go towards the primary operations of the club and not towards any substantial conference or event beyond traditional operations of the club

#### **9) CUS Responsibility to a CUS Affiliated Club**

- a) The CUS shall be responsible for the following;
  - i) Ensuring that all financial subsidies are delivered in a timely manner as outlined in the Clubs Policy
  - ii) Ensuring access to CUS marketing channels
  - iii) Providing a copy of the CUS Restricted List of Sponsors
  - iv) Providing a copy of the Branding and Communications Policy, the Corporate Relations Policy, and the Clubs Policy

## **10) CUS Responsibility to a CUS Industry Club**

- a) The CUS shall be responsible for the following;
  - i) Ensuring that all financial subsidies are delivered in a timely manner as outlined in the Clubs Policy
  - ii) Ensuring access to CUS marketing channels
  - iii) Providing a copy of the CUS Restricted List of Sponsors
  - iv) Providing a copy of the Branding and Communications Policy, the Corporate Relations Policy, and the Clubs Policy
  - v) Allocate time for additional funding requests at CUS Executive Council meetings and/or CUS Board of Director meetings
  - vi) Freely accessible storage space for club materials
  - vii) An accessible mailbox in the CUS offices
  - viii) Inclusion of the President or the official designate of each Industry Club on the activities of Student Council and Clubs' Council

## **11) Clubs' Council**

- a) The Clubs' Council shall advise the Executive Council in areas of concern of CUS Recognized Clubs
- b) Membership on the Clubs' Council shall consist of the Vice-President Internal and the Presidents or official designates of all CUS Industry Clubs
- c) Clubs' Council procedures shall be as follows:
  - i) Quorum is achieved by a majority (50%) of the members of the Clubs' Council.
    - (1) All Clubs' Council members have the right to one (1) vote.
    - (2) No Clubs' Council member shall hold more than one (1) voting position on the Clubs' Council.
    - (3) The Chair of the Clubs' Council shall be the Vice-President Internal of the CUS.
      - (a) The Chair may only vote to break a tie.
    - (4) Clubs' Council meetings may be called by the Vice-President Internal of the CUS at any time.
    - (5) The Clubs' Council Chair shall convene a Clubs' Council meeting if petitioned to do so by a quorum of Clubs' Council members.

- (6) Clubs' Council meetings must be convened at least once per semester during the academic year (with the exception of exam periods).
- (7) All Clubs' Council meetings shall be opened to all members of the CUS unless specifically deemed in camera.
- (8) Only a two-thirds (2/3) majority vote of Clubs' Council can deem a meeting to be in camera

## **12) CUS Policy Application**

- a) CUS Policies shall be enforced on CUS Industry Clubs, subject to specific application within the Clubs Policy and the constitution of a CUS Industry Club

## **13) Annual Registration of Clubs**

- a) All CUS Recognized Clubs must be registered on an annual basis after approval
- b) To be re-registered as a CUS Industry Club, each club must submit the following to the Vice-President Internal no later than May 31<sup>st</sup> of the upcoming fiscal year:
  - i) An operating budget for the next fiscal year and a summary of revenue and expenses from the previous fiscal year
  - ii) A yearly programming plan outlining club activities and social events for the coming year
  - iii) A one-year budget requested from the CUS
  - iv) An brief marketing plan outline how the club and their events will be promoted (updated versions of the previously submitted copies will be accepted)
  - v) A copy of the club's current constitution
  - vi) A list of the new Executive Committee, including name, position, student number, faculty, and contact information
  - vii) A statement of the club membership and club membership fees
- c) CUS Affiliated Clubs will not be eligible to be re-registered as a CUS Affiliated Club and must be re-apply for approval by the submission date
- d) If a club fails to re-apply or re-register as a CUS Affiliated Club or CUS Industry Club, the club will be considered an Inactive Club, subject to the opinion of the Executive Council

#### **14) Industry Club Sponsorship of Other Events or Initiatives**

- a) CUS Industry Clubs are free to sponsor other events or initiatives with financial resources and enter into sponsorship agreements
- b) If a CUS Industry Club decides to sponsor an event or initiative, the CUS does not assume any liability, financial or otherwise
- c) Benefits of CUS Industry Clubs are non-transferable and shall not be used for the benefit of events or initiatives beyond the CUS Industry Club

