

## **BY-LAW #37: ASSOCIATE RECOGNITION AND OPERATING POLICIES**

By: Lucinda Qu

### **CONSTITUTIONAL AMENDMENT #1**

#### **Original:**

S5) Ongoing Oversight and Assistance by the VUSAC a) The VUSAC President is directly responsible for ensuring that the constituent organizations can and do fulfil their mandates, serve the VCU, and practice financial responsibility. b) The Vice-President Student Organizations shall be responsible for liaising with constituent organizations throughout the year. c) The Vice-President Student Organizations shall be responsible of monitoring the attendance and performance of all Constituent Organization heads, including regular attendance at VUSAC meetings, attendance at Vic Caucus meetings (two representatives) and attendance at Wymilwood House Committee meetings (once per semester). d) The directors shall submit all necessary documentation and information to the VUSAC to assist with ssa above. This documentation includes but is not limited to mid-term and year-end reports; minutes from meetings of the organization; membership lists; and accounting records and financial statements. e) The VUSAC may not take a binding vote on a matter concerning the operation of constituent organization without the consent of its directors, except as explicitly defined in this constitution above or in the constitution of the organization.

S6) Constituent Organizations must meet the following minimum requirements in order to receive levy payments:

- a) Actively and effectively recruit members from within the Victoria Community.
- b) Submit an updated constitution as per S3 of this By-Law.
- c) Have an executive or board of directors that is entirely made up of members of the VCU, one of which is highly recommended to be a first or second year student.
- d) Have a membership at least 70% of which is composed of members of the VCU.
- e) Provide the Vice-President Student Organizations with at least one contact person for the organization (the Director), including name and e-mail address (to be made public).
- f) Submit a full list of the organization's executive officers for the current year to the VUSAC Judiciaryt
- g) Send a representative to the VUSAC Clubs Brunch during Orientation Week. The VUSAC VicePresident Student Organizations shall be responsible for informing all Constituent Organization Heads of the time and place of the VUSAC Clubs Brunch within a reasonable period of time.
- h) Check the organization's VUSAC mailbox on a weekly basis.
- i) Constituent Organization Heads must meet with the VUSAC Judiciary at the beginning of each term.
- j) Submit a written report to the Judiciary at the end of each term detailing the following: finance, description of events (including participation), upcoming plans, and a summary of its relationship with the VUSAC.

k) Constituent Organization Heads must submit a 100-150 word report by the third Friday of May, detailing their organization's function and the contact information of the incoming executive for use in the Victoria University Handbook.

**New:**

S5) Ongoing Oversight and Assistance by the VUSAC

- a) The VUSAC President(s) is directly responsible for ensuring that the constituent organizations can and do fulfill their mandates, serve the VCU, and practice financial responsibility.
- b) The Vice-President Student Organizations shall be responsible for liaising with constituent organizations throughout the year.
- c) The Vice-President Student Organizations shall be responsible of monitoring the attendance and performance of all Constituent Organization heads, including regular attendance at VUSAC meetings, attendance at Vic Caucus meetings (two representatives) and attendance at Wymilwood House Committee meetings (once per semester)
- d) The directors shall submit all necessary documentation and information to the VUSAC to assist with ssa above. This documentation includes but is not limited to mid-term and year-end reports; minutes from meetings of the organization; membership lists; and accounting records and financial statements.
- e) The VUSAC may not take a binding vote on a matter concerning the operation of a constituent organization without the consent of said organization's directors, except as explicitly defined in this constitution above or in the constitution of the organization.

S6) Constituent Organizations must meet the following minimum requirements in order to receive levy payments:

- a) Actively and effectively recruit members from within the Victoria Community.
- b) Submit an updated constitution as per S3 of this By-Law.
- c) Ensure that at least 80% of its executive or board of directors be composed of members of the VCU.
- d) Ensure that at least 60% of its membership be composed of members of the VCU.
- e) Provide the Vice-President Student Organizations with at least one contact person for the organization (the Director), including name and e-mail address (to be made public).
- f) Submit a full list of the organization's executive officers for the current year to the VUSAC Judiciary, and immediately inform the Vice-President Student Organizations of any changes made outside of standard transition periods
- g) Send a representative to the VUSAC Clubs Brunch during Orientation Week. The VUSAC Vice-President Student Organizations shall be responsible for informing all Constituent Organization Heads of the time and place of the VUSAC Clubs Brunch within a reasonable period of time.
- h) Submit any materials related to transitions or Orientation Week (e.g. description of group for the annual Orientation handbook) requested by the Vice-President Student Organizations in a timely manner.

i) Check the organization's VUSAC mailbox on a weekly basis.

Reason: cosmetic changes; changes to unrealistic/ limiting VCU membership requirements; deleting of unnecessary bureaucratic measures (which either need not/ have not happened in practice, or have since been replaced by similar measures listed elsewhere in the constitution)

### **BY-LAW #19: CLUB RECOGNITION AND OPERATING POLICIES**

By: Lucinda Qu

### **CONSTITUTIONAL AMENDMENT #2**

#### **Original:**

S3) To be recognized by the VUSAC, a club must meet the following minimum requirements.

The club must:

- a) Actively and effectively recruit members from within the Victoria community.
- b) Submit a fully completed Victoria Club Recognition application form and submit it to the VUSAC office. The application will be considered at the VUSAC meeting following the receipt of the application assuming all minimum requirements for recognition have been met. All information on the form must be accurate and current.
- c) Submit an updated constitution.
- d) Have an executive that is entirely made up of members of the VCU, one of which must be a first or second year student.
- e) Have a membership at least 70% of which is composed of members of the VCU.
- f) Provide the Vice-President Student Organizations with at least one contact person for the club, including name and email address (to be made public) as well as a phone number. The contact person must be a member of the VCU and must provide the information to the Vice-President Student Organizations.
- g) Submit a full list of the club executive officers for the current year.
- h) Send a representative to the VUSAC Clubs Brunch during Orientation Week, and to the VUSAC Clubs Fair during the week of Winterfest. The VUSAC Vice-President Student Organizations shall be responsible for informing all club contact persons of the time and place of both events within a reasonable period of time.
- i) Check the individual VUSAC mailbox designated to the club as well as the email address provided by the club to the Vice-President Student Organizations on a weekly basis.
- j) Send club head, or appointed representative, to the mandatory clubs meeting; occurring once each term. Meetings are to be scheduled by the Vice-President Student Organizations, a minimum of two weeks in advance.
- k) Submit a written report at the end of each term detailing the following: finance, description of events (including participation), upcoming plans, suggestions pertaining to the structure and function of the club, and a summary of its relationship with the VUSAC.

l) Club heads must submit a 100-150 word report by the third Friday of May, detailing their club's function and the contact information of the incoming club executive for use in the Victoria University Handbook.

[...]

**S7) Membership:**

Membership may not be denied to any member of the VCU except for the following circumstances:

- a) The nature of the club requires special talents or abilities which are not held in the applicant (e.g. musical talent).
- b) The applicant has demonstrated disruptive tendencies which would seriously undermine other students' enjoyment of the club. In such a case the applicant should be informed in writing of the clubs' reasons for rejecting the application. All such rejections may be appealed to the VUSAC and the rejected applicant must be informed in writing that (s)he has the right to make such an appeal.
- c) 70 % of Club membership and 100 % of the executive must consist of Victoria University students, with exceptions to be granted only by the VUSAC.

**New:**

S3) To be recognized by the VUSAC, a club must meet the following minimum requirements. The club must:

[...]

- c) Ensure that at least 80% of its executive be composed of members of the VCU.
- d) Ensure that at least 60% of its membership be composed of members of the VCU.

[...]

- j) Send at least one exec to the mandatory club heads meeting each term. Meetings are to be scheduled by the Vice-President Student Organizations a minimum of two weeks in advance.
- k) Submit any materials related to transitions or Orientation Week (e.g. description of group for the annual Orientation handbook) requested by the Vice-President Student Organizations in a timely manner.

[...]

**S7) Membership:**

[...]

- c) At least 60 % of a club's general membership and 80 % of its executive must consist of VCU members

**Reason:** cosmetic changes; reasons for prior levy changes