
Type:	Campus Life	Created:	January 2012
Adopted by:	Board of Directors	Last Amended:	
Executive Responsibility:	Director of Internal Relations	Procedure:	

PREAMBLE

Internal organisations are similar to clubs in that they seek to enhance the post-secondary education experience by offering students the opportunity to pursue learning, representation and social engagement through extra-curricular activities within the diverse community of Vancouver Island University. However, the membership of internal organizations includes the entire Students' Union membership and a fee is paid by Students' Union members to fund the work of each internal organization.

Internal organisations are sub-organisations of the Students' Union and as such, exist at the behest of the Students' Union and must adhere to this and other policies of the Students' Union, as well as the constitution and bylaws.

1. DEFINITIONS

- a. **Board** – the Board of Directors of the Students' Union.
- b. **Budget and Operations Committee** – a sub-committee of the Students' Union Board as per policy 10.08 with authority over budgetary matters.
- c. **Director of Internal Relations** – The Director of Internal Relations of the Vancouver Island University Students' Union or her/his designate.
- d. **University** – Vancouver Island University.

2. MEMBERSHIP

2.1 Voting Members

The voting members of internal organisations shall be all members of the Students' Union as defined by Students' Union Bylaw II. Voting member shall have full and unlimited rights of participation in internal organisations.

2.2 Non-Voting Members

Internal organisations may establish an additional category of membership for those persons who are not Students' Union members and such persons may include Vancouver

Island University faculty or staff, or members of the external community. Non-voting members shall not be granted voting rights within the governance and meeting structures of internal organisations.

3. FEES

3.1 Setting of Membership Fees

Fees for internal organisations shall be set out in the governing bylaws of each organization, which may be amended from time-to-time as per article 8.3 of this policy. The establishment or increase of fees for internal organization must be adopted by Students' Union members voting in a general meeting or referendum held in accordance with Students' Union Bylaw IV.

3.2 Collection and Remittance of Fees

The Students' Union shall direct the University to collect all duly approved fees for internal organisations in accordance with the Students' Union Bylaws and the University Act. Fees will be distributed to each internal organisation as per Students' Union Policy 20.02.

4. GENERAL MEETINGS

4.1 Types of General Meetings

There shall be two types of general meetings:

- Annual General Meetings; and,
- Special General Meetings.

4.2 Annual General Meetings

Each internal organisation shall hold an annual general meeting between September 15 and November 30 or between January 15 and March 30.

4.3 Special General Meetings

Special General Meetings may be called by either:

- A majority vote of an internal organisation's executive committee; or,
- By a two-thirds (2/3) majority vote of the Students' Union's Board of Directors.

4.4 Annual General Agenda

The respective executive committee of each internal organisation shall set the agenda for the general meetings of their internal organisation. Notwithstanding the foregoing, the Board of Directors may, by a vote of two-thirds (2/3), place an item on the agenda of an internal organisation general meeting.

4.5 Notice of General Meetings

Sufficient notice of a general meeting shall be the served by:

- the posting of not less than fifty (50) posters on the Nanaimo Campus of the University not less than fourteen (14) days in advance of the date of the general meeting;
- the provision of written notice to the Director of Internal Relations.

General meeting notices shall include the date, time and locations of the meeting as well as a draft agenda.

4.6 Quorum

Quorum for an internal organization general meeting shall be fifteen (15) voting members.

4.7 General Meeting Chairperson

The Director of Internal Relations, or their designate, shall chair each internal organization general meeting.

4.8 Minutes of a General Meeting

Each internal organization shall file a copy of the minutes of every general meeting with the Director of Internal Relations.

5. EXECUTIVE COMMITTEE

5.1 Role of the Executive Committee

The executive committee shall oversee the affairs of the internal organization on behalf of the membership and shall have the responsibility for financial management, communication with the membership, statutory compliance and general organizational oversight. The bylaws of each internal organization shall outline the collective responsibilities of the executive committee.

5.2 Composition of the Executive Committee

The executive committee of each internal organization shall be comprised of not less than five (5) members elected from the membership by a general meeting or general election process. The bylaws of each internal organization shall outline each position on the executive committee and the associated duties and responsibilities. Notwithstanding the forgoing, each internal organization executive committee shall have a position corresponding to the following key responsibilities:

- Financial management and oversight (such as a treasurer);
- Internal coordination and record keeping (such as a secretary); and,
- Meeting coordination, oversight and coordination (such as a chairperson)

5.3 Meetings of the Executive Committee

The executive committee shall meet at least once per month during the fall semester and spring semester, and at least twice during the summer semester. Quorum for executive committee meetings shall be 51% of the elected members of the executive committee, but may never be less than 3 persons. Notice of executive committee meetings shall be deemed to have been delivered by an email to each executive committee member not less than 48 hours prior to the meeting identifying the date, time, location and expected agenda for the meeting.

5.4 Minutes the Executive Committee Meetings

Each executive committee shall keep minutes of meetings and, once adopted, a copy of each shall be filed with the Director of Internal Relations.

5.5 Remuneration for Executive Committee Members

Each executive committee member shall be reimbursed for out-of-pocket costs incurred in executing their duties to provided that the financial capacity of the internal organization can afford such expenses. Internal organizations may adopt a system of stipends for executive committee members provided that such a system is codified in the bylaws of the internal organization.

5.6 Director of Internal Relations Participation

Each internal organization shall be encouraged to add the Director of Internal Relations as an ex-officio, non-voting member of their executive committee.

6. ELECTIONS

6.1 Schedule and Form of Election

Internal organisations may schedule elections in either the fall or spring semester, and may conduct elections at a general meeting or through a campus-wide voting process. Irrespective of the form, notice of election must be provided and shall consist of the posting of not less than fifty (50) posters on the Nanaimo Campus of the University not less than fourteen (14) days in advance of the date of the general meeting or the closing of nominations. Should an internal organization opt for a campus-wide voting process, the following minimum schedule shall apply:

- Not less than one week of nominations;
- Not less than one week of campaigning; and,
- Not less than 14 hours of voting, with not less than 6 hour of voting per day.

6.2 Election Oversight

Internal organisations shall assemble a three (3) person committee to establish rules for the election and to oversee the election process. No member of the committee may be seeking office in the election overseen by the committee. One member of the committee shall be selected as the Chief Returning Officer and shall be responsible for implementing the rules and the decisions of the committee.

6.3 Election Report

Following each election, an internal organisation's electoral committee shall provide a written report on the results of the election to the respective executive committee with a copy of the Director of Internal Relations.

7. FUNDING AND FINANCIAL MANAGEMENT

Clubs receive funding in three ways: fees from members, external grants and fundraising. The Students' Union will establish a separate bank account for each internal organization in the name of the Students' Union and all funds, regardless of their source, must be deposited to said account.

7.1 Budgeting

Each internal organization executive committee shall create, and present to the Board of Directors for adoption, an annual budget. The annual budget shall be for a period of June 1 to May 31 to mirror the fiscal year of the Students' Union and shall be presented to the

Board of Directors by May 15 of each year. The Board of Directors may specify the format of internal organization budgets.

7.2 General Spending Restrictions

The following shall restrict financial activities and expenditures:

- a. Internal organisations may not engage in activities resulting in the personal benefit of individual members, except where the purpose of the organization relates to funding individuals' study.
- b. Internal organisations may not, without the prior consent of the Director of Services, purchase alcohol for resale as part of a licensed special event; and may not, under any circumstance, purchase alcohol for consumption or distribution at an event not covered by a special event license.
- c. Events funded by internal organisations must be open to all members, except where restrictions are applied by the laws of British Columbia.
- d. Internal organisations may not use funds or access to facilities to directly support a candidate or candidates for election in a federal, provincial or municipal electoral process but may produce materials and host events in support of a recognized political party. No internal organisation may make direct donations to a political party or candidate for election to a governmental or legislative body.

7.3 Signing Authority

As part of the annual budget presentation, each internal organisation shall provide a list of no more than three, but no less than two, signing officers authorized to approve expenditures and make bookings on the organization's behalf. The authorization of expenditures shall require the signature of two recognized signing officers. The booking of equipment and rooms shall require the consent, verbal or written, of one signing officer.

No signing officer shall be recognized by the Director of Internal Relations until she has received a sample signature. All signing authorities are accountable to both the membership and the Students' Union for the financial activities of the club including prohibited expenditures and debts incurred.

7.4 Debt and Mismanagement

Internal organisations are prohibited from issuing financial commitments that exceed their available funds, resulting in a negative balance in their account. If insufficient funds are available in the organisation's accounts to satisfy a financial commitment, a report to the Board will be issued and the internal organisation's executive committee will be notified. Continued financial mismanagement may result in the Board calling a special general meeting of the internal organization to address the issue. Notwithstanding the above, where a negative balance has been produced by the negligence or wrongdoing of individual signing officers, the Students' Union reserves the right to pursue repayment from those individuals responsible.

8. INTERNAL ORGANISATION BYLAWS AND CONSTITUTION

8.1 Constitution

The constitution of each internal organization must contain the name of the organization and the purposes. The establishment or amendment of an internal organization constitution must be adopted by Students' Union members voting in a general meeting or referendum held in accordance with Students' Union Bylaw IV.

8.2 Bylaw Components and Form

The bylaws of each internal organization must contain provisions for the following:

- the rights of members and when they cease to be in good standing;
- the conditions under which membership is obtained and ceases;
- the procedure for calling a general meeting and the rights of voting at general meetings;
- the appointment and removal of executive committee members and their duties, powers and remuneration, if any;
- the procedures for financial management and oversight, and the fees charged to members; and,
- the preparation and custody of minutes and other records of the organization.

The form of internal organization bylaws shall be consistent with the bylaw template listed in Procedure 40.03-01.

8.3 Adoption and Amendment of Bylaws

The bylaws of each internal organization may be adopted and amended by a vote held at a general meeting of the respective organization in which no less than 25 members participate and no less than 2/3 of voting members vote in favour of the resolution. Notice of a general meeting at which bylaws are proposed for adoption or amendment must contain a draft of the proposed bylaws for adoption or amendment.

9. HARASSMENT AND DISCRIMINATION

For the purpose of this policy, harassment is defined as the abusive, unfair, or demeaning treatment of a person or group of persons that has the effect or purpose of unreasonably creating a hostile, intimidating, threatening, or humiliating environment. Internal organisations shall promote and maintain a harassment-free environment in the conduct of their activities. In executing this responsibility, internal organization executive committee members shall practice due diligence in avoiding and preventing situations in which harassment may occur.

Internal organization shall refrain for any activity or the publication of literature that promotes hate or the discrimination against a person or groups of persons based on their race, colour, ancestry, place of origin, nationality, religion, family or marital status, physical or mental disability, age, sex, sexuality, gender, gender identity, or conviction for a criminal charge.

10. COMPLAINTS AGAINST AN INTERNAL ORGANIZATION

The Students' Union shall maintain a procedure for hearing and adjudicating complaints made by a member of the campus community against an internal organization in relation to an event or activity of the organization. Procedure 40.03-02 shall describe the process for receiving and adjudicating complaints.

11. DISCIPLINE AND RELIEF OF DUTIES

Where an internal organization has been found in violation of this policy by the Budget and Operations Committee, the following discipline may be applied by the Director of Internal Relations:

- An order in writing to cease the violation and to refrain from committing the same or similar violation again;
- A meeting between representatives of the Students' Union Board and the internal organization Executive Committee to discuss modifications to the organisation's practices;
- A special general meeting called by the Students' Union Board to discuss modifications to the organisation's practices;
- A special general meeting called by the Students' Union Board to seek the removal and replacement of the organisation's executive committee;
- Other such discipline within the scope of the forgoing.

Notwithstanding the above, an internal organization may apply for reconsideration of discipline at a quorate general meeting of the Students' Union.

12. DEMOCRATIC PARTICIPATION

Recognizing that the Students' Union is a democratic organization that relies on the participation of members to be effective, internal organizations shall be expected to take a leadership role in promoting participation in the Students' Union where possible.

END OF DOCUMENT