

STUDENT CLUBS AND ORGANIZATIONS

Effective Date: September 1, 2013

Responsibility: VP Student Services

Amends Policy dated: January 8, 2004
Merges the “Clubs” and “Student Organizations”
Policies

Policy Number:

Scope: All Students, Faculty and Staff

Student Clubs and Organizations

1. Official Clubs and Organizations

A club is not officially registered by Burman University until registration is approved by Campus Life Committee and Cabinet. It is their mandate to ensure that all aspects of campus life comply with the University values, policies and procedures as incorporated in the Student Handbook, the Faculty and Staff Policies, the Seventh-day Adventist Church Manual and the North American Division Working Policy.

Clubs not officially registered will not have the privileges of a registered club as defined on the website under Clubs and Organizations.

2. Membership

The University encourages students to join one or more academic department clubs, special interest clubs, or performing organizations on campus. However, membership in such organizations is voluntary.

3. Officers and Advisors

Clubs and organizations, referred to as “organizations” from here on, must have at least a president, a treasurer and a faculty/staff advisor. It may choose to have additional officers, such as social activities vice president, spiritual vice president or communications vice president. The advisor will submit the list of elected officers, none of whom may be on academic probation, to the Campus Life Committee before its last scheduled meeting in Winter Term for approval.

Only registered organizations are to select officers or plan functions. Students wishing to organize a new organization on campus should file a request at the Student Services Office as outlined online at <http://www.cauc.ca/studentervices/clubs>.

4. Dues and Fees

Organization members must pay all dues and fees directly to the organization treasurer. They may not charge such expenses to their accounts.

5. Finances

The organization treasurer is responsible for collecting fees, issuing receipts, and accounting for the receipt and disbursement of funds. The treasurer must keep all cash on deposit at the Accounting Services Office. Under no circumstances are treasurers to keep cash in their rooms or at home.

All expenditures of the organization shall be authorized by purchase orders signed by an organization advisor and shall be paid through the Accounting Services Office. If items are purchased by cash, reimbursement will be made only upon the presentation of receipts attached to a Student Expense Reimbursement Form and signed by the advisor.

Financial statements for the organizations are distributed to the advisors on a monthly basis from the Vice President for Student Services.

6. Year-End Funds

At the end of each academic year all organization account balances, whether credit or debit, shall remain with the corresponding organization for the next academic year.

7. Dispersion of Funds at the Dissolution of an Organization

If an organization plans to dissolve and anticipates that it will have surplus funds at the time of dissolution, it should take an action in a general organization meeting providing for the disposition of such funds. The advisor must provide a copy of such an action to the Vice President for Financial Administration and to the Vice President for Student Services. If the organization fails to designate the use of the remaining funds, the Cabinet of the University will determine the disposition.

8. General and Committee Meetings

At least one advisor must be present at each general organization meeting or committee meeting.

9. Functions

Organizations may not normally have more than one function per month, apart from regularly scheduled activities. All functions must be approved by the Campus Life Committee. Requests for functions involving food from the cafeteria must bear the signature of the Director of Food Services. Organization members who miss work appointments to attend a function must make prior arrangements with their work superintendent even if the Campus Life Committee has approved the function.

Prior to any function, the treasurer must obtain a quotation on the anticipated cost and ensure that the organization has adequate funds. The treasurer must present this information to the advisor for final approval of the function.

The cafeteria will provide food for off-campus meals if the organization submits a request to the Director of Food Services at least two weeks prior to the date of the function.

10. Administrative Liaison

The advisors of academic department clubs, special interest clubs, and the advisors of performing organizations are responsible to the Vice President for Student Services.

Merged and revised May 27, 2013