

UPEI SU SUB-ORGANIZATION BY-LAW

Amended March 18th, 2001
Amended March 17th, 2002
Amended April 1st, 2007
Amended April 6, 2008
Amended February, 2011

I PROCEDURES FOR SUB-ORGANIZATIONS

1. A Sub-Organization is a chartered subsidiary organization, officially recognized and affiliated with the University of Prince Edward Island Student Union (UPEI SU).
2. Sub-Organizations are to be made up of groups of UPEI students who have organized to pursue a common interest or goal.
3. Membership in UPEI SU Sub-Organizations shall be as follows:
 - A. all Executive members of a Sub-Organization shall be Active UPEI SU members, and;
 - B. membership composition requirements can be waived in special circumstances with the approval of the UPEI SU Council (Council).
4. All Sub-Organizations of the UPEI SU shall be responsible to the UPEI SU Council through the Vice President Activities (VP Activities) for:
 - A. proper conduct of their affairs in accordance with the objects, purposes and procedures as outlined in their constitution;
 - B. the proper management of finances granted to them by the UPEI SU;
 - C. reports on their operations when requested by Council and/or the VP Activities; and
 - D. the annual renewal of their registration form.
5. To receive Sub-Organization status for the first time, a group must apply to Council through the VP Activities by presenting them with:
 - A. a request signed by fifteen (15) UPEI SU members, requesting UPEI SU affiliation, and;
 - B. a sub-organization registration form, including a proposed constitution.
6.
 - A. The VP Activities shall ensure that all existing Sub-Organizations are renewed with the UPEI SU each year by September 30. Extensions to this deadline shall be approved by Council.
 - B. Sub-organizations wishing to renew shall present to the VP Activities:
 - i. A complete registration form containing the names of the Executive members or Steering Committee;
 - ii. a copy of the previous year's financial statements;
 - iii. a sub-organization waiver form, and;
 - iv. an updated Constitution;
 - C. In the case that a previously existing Sub-Organization fails to re-register, the VP Activities shall notify the listed officers of said group. Upon failure to act on such notification, the Sub-Organization's affiliation with the UPEI SU shall be considered to have lapsed.
7.
 - A. Should a Sub-Organization fail to comply with the UPEI SU By-Laws or abuse any privileges granted to it by the UPEI SU, Council shall be empowered to:
 - i. suspend all such privileges of a Sub-Organization;
 - ii. remove Sub-Organizational status of the said group upon a majority decision, and;
 - iii. notify members and appropriate administrative body.
 - B. Upon any action of Council toward a Sub-Organization, the VP Activities shall:
 - i. give a written report of the reasons for the Council's decision to the officers of the group, and;
 - ii. inform the group of the right to appeal any decision to Council if the group has new information regarding the previous decision.
 - C. Any requests for financial assistance shall be directed to the VP Finance.

8. Further information and specifics regarding Sub-Organization within the UPEI SU may be obtained in the Policy Manual.

II. Sub-Organization Status System

A Sub-Organization's status is determined by the UPEI SU following a two-tier system:

1. Tier 1: These groups shall be called Societies. These include groups who represent distinct academic faculties, departments and schools at UPEI.
2. Tier 2: These groups shall be called Clubs. These include all groups which are not representative of a faculty, department or school but who may represent any body that has a defined interest in student life at UPEI.

III Privileges of Registered Sub-Organizations

1. Administrative Privileges

- A. Business services are available at a reduced cost in the SU office and include:
 - i. Societies and Clubs will receive 200 black-and-white photocopies on white paper free of charge, any photocopies beyond this 200 will be made at a cost of 5¢ per sheet.
 - ii. Photocopying should be for Sub-Organization/Club on campus activities and events.
 - iii. outgoing faxes, free plus any applicable long distance charges
 - iv. incoming faxes, 5¢ per page
- B. Display areas allotted in the SU building during the Sub-Organization Fair in October to publicize the Sub-Organizations and help recruit members.
- C. Listing in the SU handbook.
- D. Contact information on the UPEI SU website.
- E. A secure upeisu.ca email address.

2. Building Privileges

- A. Sub-Organizations may rent tables in the W.A. Murphy Student Centre Concourse free of charge through the UPEI SU Administrative Assistant.
- B. Sub-Organizations may rent the Day Lounge and McMillan Hall facilities free of charge through the Operations Manager pending availability and approval of the event by the UPEI SU Executive. Sub-Organizations will still be responsible for fees associated with hosting an event such as security services as per the UPEI SU Policy Manual, section 403.
- C. Sub-Organizations may book the UPEI SU boardrooms free of charge through the UPEI SU Administrative Assistant.
- D. Rooms around campus may be booked free of charge by contacting UPEI Facilities Management.

3. Audio Visual Equipment

- A. Sub-Organizations may rent various types of audio visual equipment from the University Audio Visual Department. Arrangements must be made through:
UPEI Audio Visual Services
AVC Building
566-0434

4. Advertising Privileges

- A. Sub-Organizations can advertise their events and activities free of charge through UPEI SU campus communication methods. These methods include: The Cadre, Campus Screens, and the UPEI SU website, UPEI Societies website, and are subject to availability and content guidelines.

5. Financial Assistance

A. Start Up Monetary Support

This money is not available annually and shall be credited to the Sub-Organization account by the Vice President Finance.

- i. Tier 1: a maximum start-up amount of one-hundred dollars (\$100.00)
- ii. Tier 2: no initial monetary support but may apply to Council for funds if they feel it is essential to the existence of the group.

B. Donations

The Vice President Finance shall suggest that donations be granted to a Sub-Organization if it meets the following criteria:

- i. the money is to be allocated for an activity of an educational nature;
- ii. the expense falls outside of the annual budget of the group, and;
- iii. the Sub-Organization can demonstrate that attempts have been made to raise the funds elsewhere or have sufficient reason as to why this could not be done.

C. Entertainment Support

Societies (Tier 1 Sub-Organizations) will be provided with the opportunity to book entertainment to host a "Society Night" at The Wave. Societies must have current Sub-Organization status with the UPEI SU in order to maintain their eligibility for this service. Interest groups (Tier 2 Sub-Organizations) will not be eligible for this entertainment support.

- i. The type of entertainment provided will be negotiated between the Society Executive and the Vice President Activities, in consultation with the UPEI SU Operations Manager. Each Society will provide the Vice President Activities with a short-list of five suggested acts, within the parameters agreed upon, and five dates on which they would prefer to hold their event. The final decision for the type of entertainment to be booked and the date on which it is to be provided will rest with the Vice President Activities. The UPEI SU reserves the right to alter entertainment dates at any time.
- ii. Should a Society wish to book entertainment beyond the events parameters, the Society may provide the additional funding required by way of payment, by cash or cheque payable to the UPEI Student Union. Should two or more Societies wish to pool their resources with the goal of negotiating a larger event they may do so pending the approval of the Vice President Activities in consultation with the UPEI SU Operations Manager.
- iii. Each Society will be provided with the opportunity to exclusively sell advance tickets for their "Society Night" event. Tickets will be printed by the UPEI SU and will be provided free of charge to the Society by the Administrative Assistant. The Vice President Activities, in consultation with the UPEI SU Operations Manager, will provide the society with a ticket price. Societies will be permitted to keep all revenue from any advance tickets they may sell. Advance tickets may be sold until 4 p.m. the day of the event. All unsold tickets must be returned to the UPEI SU Administrative Assistant no later than 4 p.m. on the day of the event. Revenue from tickets sold at the door will be maintained by the UPEI SU.
- iv. Advertising done for "Society Nights" must be approved by the UPEI SU Operations Manager and comply with PEILCC regulations.

v. Those Societies wishing to hold a dry event may book McMillan Hall without bar service through the Operations Manager.

D. Food Sales

Societies may seek permission from the VP Activities to sell food items at UPEI SU events. This opportunity will be available on a first come first serve basis and subject to approval of the VP Activities.