

STUDENT GROUP
BYLAWS & POLICIES
of the

BUSU

BRANDON UNIVERSITY
STUDENTS' UNION

August 2022

BYLAW #3200 – BUSU STUDENT GROUPS

COLLECTIVES

1. BUSU recognizes that the student population on campus is diverse and advocates for providing equal opportunities for all students; this includes dedicating student space and funding to the Collectives whose goal is to advocate and represent a stigmatised group on campus.
2. BUSU pledges to guarantee \$2,000 to each of BUSU's Collectives per fiscal year, as per the BUSU Policies.
3. Funding requests must include a cover letter, a budget outlining any income including fundraising and any expected expenses, and proposal of fund usage.
4. BUSU collectives include:
 - a. Gender Empowerment Collective;
 - b. Indigenous Students' Collective;
 - c. International Students' Collective;
 - d. LGBTTQ* Collective; and
 - e. Racialized Students' Collective

CLUB REGISTRATION

1. Student Clubs registered with BUSU, are entitled to be considered for:
 - a. Inclusion on the Student Club Registry on the BUSU website;
 - b. Funding as allocated by the SCAC Committee;
 - c. Involvement in BUSU run initiatives, including Club Day(s).
2. To be considered for registration as a Student Club, the club must fill out a formal 'Student Club Registration Form' that provides BUSU with the following:
 - a. A unique name;
 - b. A current email address;
 - c. A current contact person's name;
 - d. Signatures from a minimum of five (5) current student members;
 - e. A 50-100 word description of the club's goals and intent, for promotional material;
 - f. A guarantee that the Student Club is not currently in violation nor will violate any of either Canada's or Manitoba's protected Human Rights, University policies and procedures or BUSU's Governing Documents, Campaigns, or Ratified Stances.

CLUB REGISTRATION REVOCATION

1. BUSU advocates and protects the members fundamental right to live and learn in a safe and non- judgmental environment. As such, the BUSU Executive Committee can revoke, for the remainder of the academic year, a Student Club's registration and entitlements for the following:
 - a. Slanderous and or false accusations of BUSU or BUSU representatives.
 - b. Any violation of either Canada's or Manitoba's protected Human Rights, University policies and procedures or BUSU's Governing Documents, Campaigns, or Ratified Stances.

CLUB FUNDING

2. Student Clubs registered with BUSU are entitled to be considered for funding as outlined in the BUSU policies.
 - a. No Student Club shall receive more than \$300 per academic term.
3. Applications shall be reviewed by the SCAC Committee within 30 days of receipt. Funding for applications reviewed at the same meeting will be awarded on a needs and merits basis relative to the aims and objectives of the student club
4. The SCAC Committee decision on funding requests are considered final unless referred to the BoardCouncil.
 - a. In the event that a recommendation is referred to the BUSU BoardCouncil for further review, contact between the funding applicant and BUSU shall be through the Chair of the BUSU BoardCouncil instead of the Chair of SCAC.
5. Student groups and/or students who are involved in the funding application processes that owe outstanding fees to BUSU must pay those fees before funding can be received.
 - a. If the group and/or student cannot immediately pay the fees out of pocket, a subtotal will be deducted from any funding request to pay the fees. In such a case, the Vice-President EngagementExternal will inform the contact persons for the student group prior to the funding being processed and paid out.

- i. Providing support for any student council and student group events when appropriate;
- ii. Serving as a liaison between BUSU and administration of the University, developing and maintaining a good working relationship, and when appropriate lobbying them on behalf of BUSU
- iii. Serving as a liaison between BUSU and external organisations in conjunction with the President.

Policy #3004 – Student Clubs, Activities, & Campaigns Committee (SCAC)

COMMITTEE PROCEDURES

1. SCAC has the delegated authority to:
 - a. Allocate funding to student clubs;
 - b. Examine any proposed initiatives, plans, campaigns and consider direct or indirect impacts on members of BUSU;
 - c. Consult members on issues and items under its jurisdiction to gather input and gauge support;
 - d. Consider events and activities related to: culture, education, entertainment, orientation and other events throughout the year.
2. SCAC shall report to the Board:
 - a. All expenditures relating to funding to date;
 - b. Details of decisions made.
3. The Chair of SCAC has a fiduciary duty to ensure the SCAC Committee does not allocate more than \$4,000 annually on student club funding over the course of any fiscal year.
4. The Chair of the SCAC Committee shall be responsible for minuting, compiling decisions and keeping records related to the SCAC Committee on an ongoing basis.
5. Therefore, student group funding requests will be evaluated by, but not limited by, each of the following, where applicable:
 - a. How does the intent of the funding request fit within the mandate of the student club and BUSU;
 - b. The number of students included in the conference, event or project;
 - c. Availability of other sources of funding.
6. After reviewing an application, the following shall be written on the front page of the application;
 - a. Whether it was approved or denied;
 - b. The date on which it was reviewed;
 - c. The funding amount approved, if applicable.

7. The front page of the application as detailed in point 14 must be provided to the BUSU Executive Director, in electronic or physical form, before funding cheques are processed.
8. Decisions of funding applications, or reason for denial if applicable, will be communicated to the student group within one week of the decision being made and will be documented in the SCAC minutes.
9. If the application was approved, the chair of the SCAC committee shall inform the student(s) of the date and location at which their cheque(s) shall be available for pickup.
10. Any cheques that are not deposited or picked up by the student club and become stale dated shall not be rewritten for the club.
 - a. Student group funding must be used for the intention stated in the application;
 - i. Failure to comply with the original intent of the funding constitutes fraud and will result in the student group and/or any student who personally benefited from the fraud being prohibited from applying for BUSU funding in the future;
 - b. Any student group receiving funds from BUSU for an event regardless of event location should at any possibility acknowledge the Brandon University Students' Union as a co- sponsor in advertising for the event.
11. Student groups and/or students who are involved in the funding application processes that owe outstanding fees to BUSU must pay those fees before funding can be received.
 - a. If the group and/or student cannot immediately pay the fees out of pocket, a subtotal will be deducted from any funding request to pay the fees. In such a case, the Vice-President Engagement will inform the contact persons for the student group prior to the funding being processed and paid out.

APPEALS

1. BUSU Members are entitled to file a complaint regarding funding to the Chair of the SCAC Committee who in turn must bring it to the Executive Committee.
 - a. Reputable complaints will be reviewed by the BUSU Board. The decision regarding the reputation of the complaint lies with the Executive Committee.
 - i. Criteria of what is considered a reputable complaint includes:
 1. Allegations concerning anything that could be reasonably seen to violate the outlines of this bylaw;
 2. Allegations that a decision violates a human right or enables a human right to be threatened or unduly questioned;

3. Allegations that a SCAC committee decision violates a University policy or enables such a policy to be threatened;
 4. Allegations that are considered reputable to any of the members with whom a decision rests;
 5. Allegations that a decision could be considered harmful to the union's image or violate the expressed stances or governing documents of the Union.
2. When a complaint is considered reputable it becomes an appeal that must be taken to the next meeting of the BUSU Board, regardless of whether the agenda has been set.
3. If an appeal is not considered reputable the Executive Committee shall give a written statement to the complainant within fourteen (14) days of receiving their complaint. The statement must include a reason(s) why the complaint was not considered reputable.
4. A successful appeal may only request that the recommendation be reconsidered. The BUSU Board may only consider an appeal for any single complaint once, and for an appeal to be considered successful it must be first moved and then voted for by a 2/3rds majority of the BUSU Board.