

# SABVC Clubs Manual

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2017-2018

Club Information, Policies and Procedures  
STUDENTS' ASSOCIATION OF BOW VALLEY COLLEGE



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## SO YOU WANT TO START A CLUB?

That's great! Clubs are an excellent way to bring together people with similar interests in an organized way with support from the Students' Association of Bow Valley College (SABVC). Registering—or “ratifying”—your club with the SABVC has a lot of benefits!

This manual will help you get orientated to all that's involved in running a club and will teach you about the support you'll have as a ratified SABVC club.

First things first. You'll need to ratify.

### **Step One: Envision a New Club**

Plan out the purpose and vision for this new club. What will the goal of your club be? How is it different from existing clubs?

### **Step Two: Find Members and Elect Executives**

Complete the application and develop a constitution using our template. If you have any questions, feel free to use our SABVC Clubs Representative as a resource.

### **Step Three: Pick Up an Application Package**

A total of eight SABVC student members are required to ratify. Hold an election to select at least three executive members, such as a President, Secretary, and Treasurer. Be sure the Executives read the full Club Policy and Procedure documents.

### **Step Four: Meet with SABVC Staff**

Bring in your application package and we'll help make sure everything is accurate and that you understand all you need to know in the Club Agreement Form.

### **Step Five: Await Approval by Student's Council**

Club representatives are welcome to attend the Students' Council meeting where your application will be reviewed. Provided you've followed the policies and procedures, your application will be approved.



### Minimum Requirements for Ratification

In order to ratify, there are a few requirements that all clubs must meet. A club must:

1. Have at least eight Bow Valley College student members
2. Not limit or discriminate membership on any basis except on their status as members of the SABVC
3. Have a common purpose or mandate which serves some or all of the Bow Valley College student community or the general welfare of students
4. Have a purpose that is either benevolent, philanthropic, charitable, provident, scientific, artistic, literary, social, educational, agricultural, sporting or other useful purpose, but not for the purpose of carrying on a trade or business
5. Not directly duplicate the purpose of an existing club
6. Submit a current copy of their constitution with their fully completed registration package
7. Not include the terms "Students' Association", "Students' Union" or "Students' Council" in their name

### Start-Up Grant

Just for ratifying, your club may be eligible for \$200! Suggested uses for this grant include:

- Club start-up event
- Club t-shirts
- Printing posters for advertising your club
- Investing in some fundraising—use your \$200 to grow into even more money!
- Covering some expenses of your activities and events... but don't forget to also apply for the Events and Activities Grant. We may help pay for more of your activities! Look under the "Running an Event Section" for more information.

## CLUB EXECUTIVE RESPONSIBILITIES

Each club must have at least three "Executive" members—the President, Secretary, and Treasurer. Each Executive is a signing authority for the Club and its functions.

One Executive of the club must be designated as the SABVC liaison who will be the main contact for the SABVC Club Representative.



### **President**

A President does not hold power to make decisions for the whole group but rather ensures that:

- The club operates according to the guidelines of its constitution, and some agreed upon guidelines for running a meeting, such as Robert's Rules of Order;
- The club works towards its objectives as agreed upon by the membership; and
- That the next President is trained.

### **Secretary**

Secretaries ensure that:

- Records of what the group has done are maintained, distributed and are accessible to all the members;
- Minutes/notes are taken at all meetings;
- All club correspondence is monitored, and brought to the attention of the appropriate person(s);
- The duties of the President are undertaken in his/her absence; and
- That the next Secretary is trained.

### **Treasurer**

The Treasurer is responsible for:

- The account and distribution of grant money from SABVC and all financial transactions for the Club;
- Ensuring timely submission of all receipts to the Club's SABVC bank account;
- Balancing withdrawals from and deposits to the Club's SABVC bank account; and
- Ensuring that the next Treasurer is trained.

## **YOUR CLUB'S CONSTITUTION**

Your Club's constitution is your guideline for how you will function and organize yourself. It is important for incoming Executives to be familiar with your constitution. The SABVC Club's Representative should be informed of any changes to your Constitution when you file your Semesterly Report. We've made writing your constitution easy. Fill in the blanks or use our template included in the Application Package as a guide.



## EXCLUSIVE CLUB BENEFITS

Running a club has many perks including meeting friends, contributing to your school culture, developing your organizational skills, and building your resume. To support you in this venture, the SABVC can provide:

- A Start-Up Grant and funding for other events and activities
- Exposure and advertising assistance to SABVC members through our website, Facebook, email, and poster distribution
- Table bookings
- A bank account
- Meeting space
- Free printing
- Support and advice on club governance
- A club mailbox
- Access to bulletin boards
- Insurance coverage for events approved by the SABVC

## CLUB BANKING

Each club will have an account with the SABVC. Transactions can be done at the SABVC office with the assistance of the SABVC Club's Representative.

### General Banking Regulations

Please inform the SABVC Clubs Representative if there are any changes to the Club Executives who are the club signing authorities. At the end of each semester, the Semesterly Report must show a balancing account, meaning that all withdrawals are matched with receipts. Club executives will be held responsible if the club does not maintain a positive bank account (for example, if a club needs to pay a vendor for more than they have in their club's bank account). If club finance policies and procedures are not adhered to, the SABVC Clubs Representative may administer disciplinary action.

### Putting Money Into Your Account

A deposit slip will be available for a Club Executive to complete at the SABVC reception desk. All deposits must be made within seven days of receiving the funds. Cheques must be made out to SABVC—we cannot deposit cheques written out to Bow Valley College or your club.



### **Getting Money Out of Your Account**

Two club signing authorities (Executives) must sign the Account Withdrawal or the Cheque Requisition forms.

### **Receipts**

For auditing purposes and to show where the funds were used, *receipts must be submitted for all purchases*, even if the money has already been withdrawn from the bank account.

If a receipt is misplaced, a memorandum explaining the expense must be signed by three club signing authorities.

Failure to submit receipts may result in disciplinary action including a verbal warning. Repeatedly losing receipts may result in expenses being reimbursed through a cheque requisition instead of allowing for preliminary withdrawals using the withdrawal slips.

## **CLUB MEETINGS**

Plan regular meeting times. Create an agenda in advance and follow Roberts Rules of Order to run the meetings in an orderly fashion. If you would like to use the SABVC meeting space, be sure to arrange this in advance with the SABVC Clubs Representative.

## **ADVERTISING**

The SABVC can help your club advertise, whether you're looking for more members or promoting an event. Here are some ways we can help:

**Table Bookings:** Please submit an Activity Application and Agreement Form if you would like to book a table. This must be done at least two weeks in advance.

**Posters:** We can display posters for your club or event on each of our four bulletin boards. Submit up to four posters to reception for approval—make sure posters have your name and reference to being an SABVC club, the time, date and location of the activity, and contact information. Liquor related events must include the phrase, "No minors, picture I.D. required, please don't drink and drive." Do NOT include the Bow Valley College logo or name.

**Website and Facebook Posts:** Talk with our SABVC Clubs Representative if you want your club or event talked about on our website or Facebook page.



**Free Printing:** If your club would like handbills or information sheets printed (on regular 8 ½ by 11 inch paper), we can do that for you at no cost! Bring your document on a memory stick to our office.

*Club advertising and promotions **MUST NOT** include the Bow Valley College logo or name under any circumstances.*

## **RUNNING AN EVENT OR ACTIVITY**

This is perhaps the most exciting aspect of participating in a club! While it may seem intimidating to organize an event, we are here to help.

Complete the Activity Application and Agreement Form and submit it to the SABVC Clubs Representative or the SABVC reception desk. This form will help you think through the logistics of your event and is also the application for the Events and Activities Grant.

Events and activities outside of regular meetings **MUST** be approved by the SABVC Clubs Representative at least two weeks in advance. SABVC is not liable for events and activities that do not have preapproval. Running an event without permission may result in the club being de-ratified.

### **Examples of Club Events**

There are many types of events and activities that clubs may wish to organize, including:

- Fundraisers (for the club or for a charity)
- Graduation parties
- Awareness events for a particular issue, topic, cause, etc.
- Meet and greets (help students in a program or with similar issues get to know one another)
- Networking events (bring in industry representatives to mingle with or present to students)
- Sport events (hiking, skating, skiing, etc.)
- Meet and greets (help students in a program or with similar issues get to know one another)
- Sales (bake sales, book swaps, chocolates, etc. ... just not for the profit of club members)
- Collection initiatives (food drives, clothing collections, toy drives)
- Field trips (Banff tours, University trips, industry related company tour, etc.)



### **Ticketed Events**

Some events may require tickets or pre-purchased passes. Be sure to number each ticket and keep track of who in your club is selling what ticket numbers and how many everyone has sold. Reconcile the tickets with the cash afterwards so that none are lost or misplaced. Treat tickets like cash. Losing them or giving them away will de-value the tickets that were sold for full price and you may risk having more attendees than you planned for. Give yourself at least three weeks to sell tickets.

### **Risk Management**

All events and activities come with some form of risk. Adequate pre-planning can ensure that you, your club, and the SABVC are protected. SABVC provides insurance for club activities both on and off campus (one of the great benefits!), but additional insurance and waivers may be necessary for high risk activities and activities with alcohol if the venue is not licensed.

SABVC will not approve pub crawls as the risk is too great.

Speak with the SABVC Club's Representative to find out if your club needs additional coverage.

### **Signing Contracts**

It's important to note that a club may not bind the SABVC in anyway. So if, for example, the club wishes to enter into a contract, the club must have the contract signed by a signing authority of the SABVC (the General Manager, a Vice President, or the President.

### **Events and Activities Grant**

Funding is available to support the cost of club events and activities up to a maximum of 80%. The exact amount is determined based on the club's projected need, the benefit to the student, other available funding opportunities for the club, and the availability of funds in the Students' Council grant budget.

Applying is simple - it's included on the Activity Application and Agreement form so you can't miss it!



## SEMESTERLY REPORT

At the end of April and December, your club will be responsible for filling in a report. This report will inform the SABVC of the club's intention to continue and of any changes in your Executives and constitution. It also helps club members to reflect on their activities and provide advice for incoming club leadership.

A template is provided for your convenience.

This report serves many purposes including:

- Helping club executives reflect on what they've done and learned
- Helping transition in new executives
- Balancing the club's bank account
- Updating the constitution
- Most importantly: the report indicates the club's desire to maintain its active ratified status!

## CLUB DOS AND DON'TS

The following highlights some of the important do's and don'ts for student clubs; it is important that clubs be familiar with all club policies. These constitute only a brief summary of club obligations.

*Do:*

- Abide by their own approved constitution;
- Comply with Students' Association policies and bylaws found on the USB stick provided upon ratification. The club policy and procedures must be read by each club executive member;
- Designate at least three signing authorities from their executive officers;
- Make deposits of all event or activity proceeds to the club's bank account within 7 days of the event using the deposit form;
- Submit a Semesterly Report using the available template outlining the club's events and activities, which includes financial statements for the year. Failure to do so will make the club ineligible for renewal of ratification;
- Ensure that all promotional materials and tickets for events involving alcohol comply with the SABVC Clubs Policy. In particular these must not mention drinking games, below cost drink specials, or free drink offers and must include:
  - No Minors, Picture I.D. Required. Please don't drink and drive
  - The time, date and location of the activity



- Submit all appropriate paperwork, especially the Activity Application & Agreement Form, a minimum of two weeks prior to all club events.

*Do Not:*

- Abuse the Students' Association's services, privileges or funding;
- Use all or part of the corporate name, symbol, and/or initials of the Students' Association of Bow Valley College without written consent of the SABVC Clubs Representative;
- Use Bow Valley College's corporate name, symbol, and/or initials;
- Use the corporate name and/or symbol of any outside organization without written consent;
- Recruit members to any outside organization (Chapters are excluded from this prohibition – please see the Clubs' Procedures for details);
- Participate in or arrange activities which are deemed by the Students' Association as blatantly disregarding public safety, violating the bylaws or policies of the Students' Association, or damaging the Students' Association, its facility, or its staff or representatives;
- Enter any obligation or contract without the signature of three Students' Association signing authorities. Club executives may not bind the Students' Association or the student club to any contract whatsoever;
- Hold any events or activities outside of regular meetings that have not been expressly approved. If this does occur, the planners will not be acting as members of the student club but as individuals and will be held individually liable for any damages, costs, suits or claims resulting;
- Hold a pub crawl, as they are strictly prohibited by SABVC.



## CLUBS POLICY

POLICY: AD-08

ADMINISTRATION

Reviewed

Approved

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### INTENT

A student club is defined as a group of current Bow Valley College students that has been ratified by the Students' Association of Bow Valley College (SABVC) under this policy. The group will have a common academic, representational, recreational, or other interest.

Clubs are created to optimize students' ability to learn, grow, and develop within their expressed fields of interest and to enhance student life at Bow Valley College. The SABVC supports ratified clubs by providing staff support, infrastructure, and resources.

Club policies and procedures exist to:

- regulate which clubs are ratified;
- assess the activities of clubs in order to protect club executives, the Students' Association of Bow Valley College, and Students' Council from liability;
- assist clubs in achieving their objectives;
- provide benefits to ratified clubs;
- protect students from club mismanagement;
- ensure that all relevant provincial and federal legislation and Students' Association bylaws, policies, and procedures are followed;
- protect the assets of the SABVC; and
- provide a framework for the successful development and maintenance of clubs.



## POLICY

### 1 Club Ratification

1.1 Students' Council reviews all Club Application and Agreement forms. To be eligible for ratification, clubs must meet the standards established in this policy and the associated procedures.

1.1.1 Councilors shall not refuse to ratify a club based on their own personal interest or opinions of the club's purpose.

#### *Standards for Club Ratification*

1.2 In order to be considered for ratification, clubs must meet the following standards:

1.2.1 The "Student Club Ratification Application" must be fully completed;

1.2.2 The student club must submit a current copy of their constitution with their registration package;

1.2.3 The student club must have at least 8 members and these must be current students of Bow Valley College;

1.2.4 The student club must not limit or discriminate membership on any basis except on their status as Members of the SABVC;

1.2.5 The student club must have a common purpose or mandate which serves some or all of the Bow Valley College student community or the general welfare of students and is consistent with the principles established by the Students' Association of Bow Valley College in its bylaws, objects, policies, and procedures.

1.2.6 The student club's purpose must be any benevolent, philanthropic, charitable, scientific, artistic, literary, social, educational, agricultural, sporting or other useful purpose.

1.2.7 The club must not directly duplicate the purpose of an existing club.

1.2.8 The name of the club must not include the terms "students' association," "students' union", or "students' council" so as to avoid confusion with the SABVC and to avoid purporting itself as a separate entity as per SABVC bylaws.

#### *Council's Right to Refuse Ratification*

1.3 Students' Council has the right to refuse to ratify a club if it does not meet the standards established in this policy, *Clubs Procedures*, any and all relevant



provincial and federal legislation, or the SABVC's bylaws, policies and procedures. **A request for club ratification may be refused by council if:**

- 1.3.1 Membership in the club is limited on any basis other than status as a Member of SABVC.
- 1.3.2 The club's proposed mandate and governing documents contradict the principles established in any policy or bylaw of the SABVC or any provincial or federal legislation.
- 1.3.3 The purpose of the club involves carrying on a trade or business for the profit of the club members.
  - 1.3.3.2 Clubs may use entrepreneurial means to fundraise for approved purposes of the club or approved club activities.
- 1.3.4 The purpose of the club directly duplicates the purpose of an existing club. Students' Council has the authority to determine whether a new club's purpose differs substantially from an existing club and to approve or disapprove ratification based on this assessment.
- 1.3.5 The name of the club includes the terms "students' association", "students' union" or "students' council" so as to avoid confusion with the SABVC and to avoid purporting itself as a separate entity as per SABVC bylaws.
- 1.4 Any club ratification request that meets the above standards in 1.2 shall be ratified by Students' Council. A request for ratification shall be refused for no other reason than outlined in 1.3.
- 1.5 Clubs that have worked in good faith to fulfil all requirements of eligibility, but are experiencing a delay of ratification due to internal SABVC processes, may qualify for provisional ratification, if approval is pertinent and such procedures have been determined in the *Clubs Procedures*.

## 2 Club De-Ratification

- 2.1 Students' Council has the authority to de-ratify clubs if the club:
  - 2.1.1 Fails to meet the standards of this policy, *Clubs Procedures*, any and all relevant provincial and federal legislation, the SABVC's bylaws, policies and procedures, Bow Valley College policies, bylaws or procedures, or for any reason deemed important to protect the interests of the Students' Association, Bow Valley College or the general welfare of students.
  - 2.1.2 Chooses to dissolve itself by providing the SABVC with a letter and a copy of the minutes, signed by at least three executive officers of the student club, of the meeting where the dissolution was approved.
  - 2.1.3 Participates in or arranges any activities which are deemed by the Students' Council as blatantly disregarding public safety, violating the bylaws or policies of the SABVC, violating the bylaws or policies of Bow Valley College, or



damaging to the SABVC, its facilities or its staff. An example of such an event would be a pub crawl.

2.1.4 For any other reason determined by Students' Council to warrant de-ratification.

2.2 A student club may appeal their de-ratification by providing a letter of intent to appeal to Students' Council within three (3) business days of the de-ratification.

2.3 Clubs may be subject to other disciplinary action as deemed appropriate by the General Manager as per *Clubs Procedures*.

2.4 If a club remains inactive—that is not providing reports or planning events—for one year, SABVC holds the right to automatically disband the club.

2.5 Clubs must submit reports as requested by SABVC staff and as outlined in the *Clubs Procedures*. In the event that clubs do not submit required reports, the club may risk sanctions, up to and including de-ratification.

### **3 Benefits and Services for Clubs**

3.1 Ratified student clubs have special access to SABVC services and resources as outlined in the *Clubs Procedures*.

3.2 Support is offered to student clubs by an assigned staff member of SABVC.

### **4 Club Events and Activities**

4.1 All events and activities hosted by a club must be approved in advance by the Students' Association in accordance with the *Clubs Procedures*.

4.2 Approval of club activities at Council is for the purpose of protecting SABVC from potential issues of liability. Council shall not make judgments, comments, or reject events based on their perception of the value of the activity, the use of the Club's money, or the benefit of the activity.

### **5 Club Funding through the Students' Association**

5.1 Funding from the Students' Association in the form of grants may be available for eligible clubs and/or club events in accordance with the *Clubs Procedures*.

### **6 Club Advertising and Promotions**

6.1 All Clubs advertising, promotions, and communications, including tickets, must comply with the *Clubs Procedures* and the *Communications Policy* and procedures as



well as any applicable laws and regulations or general policies of Bow Valley College or the SABVC.

- 6.2 Clubs must not include the Bow Valley College's logo, name, symbols, or initials on any of their documents, advertising, promotions, or websites.

## **7 Club Finances**

- 7.1 All Clubs shall maintain a bank account through the SABVC.
- 7.2 Clubs have responsibilities and rights relating to their finances. These are outlined in the *Clubs Procedures*.

## **8 Liability**

- 8.1 The SABVC is not responsible or liable for any damages, costs, suits, or claims arising solely through the unapproved actions of any student club.
- 8.2 Clubs shall under no circumstances have any authority to bind the SABVC in any manner whatsoever. Any arrangements or agreements of any nature whatsoever to be entered into by any Club, when approved according to *SABVC Club Procedures*, shall be executed by the authorized signing officers of the SABVC or their designate(s) in accordance with Students' Association bylaws and financial policies.
- 8.3 SABVC provides insurance for approved club activities on and off campus; however, Club members must sign waivers and assume personal risk for high risk activities and events. Liquor licenses must be purchased for events held at non-licensed venues.

## **9 Clubs Policies and Procedures**

- 9.1 Any portion of this policy which does not meet or exceed the standards required in legislation or regulation and comply with all applicable contracts and agreements as well as the Bylaws of the Students' Association shall automatically be deemed invalid. Changes that are required to have policy comply with legislation or regulation only need the General Manager's approval, but will be reported to the Students' Council or its designate.
- 9.2 The board or its designate will approve all other changes to this policy.



# CLUBS PROCEDURE

REFERENCE TO POLICY: AD-08

ADMINISTRATION

Reviewed

Approved

## 1 Club Ratification

### Eligibility

- 1.1 Eligibility for club ratification can be found under section 1.2 of the *Clubs Policy*

### Ratification Process

- 1.2 Prior to submitting the Clubs Application Package, a representative of the club must meet with a SABVC Club's Representative to ensure proper completion and to review all applicable procedures and policies of the SABVC
- 1.3 Once the application is submitted to the Club's Representative, the application will be submitted to Students' Council for approval.
- 1.4 If the criteria in the *Clubs Policy* 1.2 have been met, the club shall be ratified by Students' Council and thus have access to all club benefits outlined in this document

## 2 Club De-ratification and Disciplinary Proceedings

- 2.1 Students' Council has the authority to de-ratify a club based on section 2 of the *Clubs Policy*.

### Possible Infractions

- 2.2 A student club will be subject to disciplinary proceedings and may be de-ratified if:
  - 2.2.1 The student club fails to comply with any of the Students' Association of Bow Valley College's bylaws, policies, or procedures.
  - 2.2.2 The student club does not abide by the group's own constitution as ratified.
  - 2.2.3 The student club abuses the SABVC's services, privileges or funding.



- 2.2.4 The student club uses the corporate name, logo, and/or initials of the SABVC without the written consent of the General Manager, the SABVC Clubs Representative, or designate.
- 2.2.5 The student club uses the corporate name and/or symbol of any outside organization, including Bow Valley College, without written consent.
- 2.2.6 The student club recruits members to any outside organization. Chapters are excluded from this prohibition; however, in the case of Chapter groups of other national, provincial or municipal organizations, the Students' Association's rules/regulations, policies and procedures and bylaws will take precedence over any corresponding rules imposed by the "parent" organization.
- 2.2.7 The student club enters into any contract which is not duly authorized and endorsed by the appropriate SABVC signing authorities or designate(s).
- 2.2.8 The student club fails to make deposits and provide proof of deposit of event proceeds within seven (7) business days following the event.
- 2.2.9 The club does not abide by the "General Student Club Requirements" section below or any other section of the *Clubs Policy* or these procedures.
- 2.2.10 The club fails to comply with standards for human rights and anti-discrimination.
- 2.2.11 For any other reason deemed by the General Manager or SABVC Club Representative to warrant disciplinary proceedings.

#### **Disciplinary Proceedings**

- 2.3 Disciplinary proceedings may range from verbal warnings to recommendations for de-ratification depending on the severity of the infraction and the perceived intent behind it. The following list is only a guideline for the application of disciplinary proceedings and does not diminish the authority of the General Manager and the SABVC Club Representative to use judgment in individual cases or the authority of Students' Council to de-ratify a club for any reason:
  - 2.3.1 For minor infractions with no negative consequences to SABVC or BVC and with no perceived malintent, a verbal warning may be issued by the SABVC Clubs Representative to the club representatives.
  - 2.3.2 For more severe infractions with minor negative consequences to SABVC or BVC with no perceived malintent, a written warning may be issued to the club representatives and placed in the club's file.
  - 2.3.3 For more severe infractions with significant negative consequences to SABVC or BVC with no perceived malintent, actions may be taken which restrict the club's access to some or all SABVC benefits entirely or for a period of time and may result in de-ratification. A club may be



required to replace one or more executive members to maintain their ratification.

- 2.3.4 For any infractions with perceived intent, more severe disciplinary proceedings will be applied up to an including de-ratification.
- 2.4 In the event that a club is subject to disciplinary proceedings more severe than a verbal warning, the SABVC Clubs Representative will prepare a written document outlining the discipline and the reasons for it which will be given to the club executives, placed in the club's file, and provided to Students' Council as information.
- 2.5 In the event that discipline includes a recommendation to Students' Council for de-ratification, the SABVC Clubs Representative will provide a written document outlining the recommendation and the reasons for it to the club executives and the club file in addition to forwarding the recommendation to Students' Council.
- 2.6 A student club that has been de-ratified will be notified by the SABVC President within three (3) business days of the de-ratification. Included in this notice will be the reasons for de-ratification and information regarding the appeal process.
- 2.7 A student club may appeal their de-ratification by providing a letter of intent to appeal to Students' Council within three (3) business days of the de-ratification.
- 2.8 BVC may pursue misconduct proceedings for any unacceptable actions of club members as determined by BVC independent of the above disciplinary actions.

### **3 Student Clubs Representatives**

- 3.1 Each student club shall elect at least three (3) club executives during its annual elections to represent its respective club. The three positions will be President, Secretary, and Treasurer, or positions with similar content but different names. Elections shall be conducted in a fashion outlined in the constitution of the student club.
  - 3.1.1 A student may not be the President of more than one club; however, a President may be a member of another club.
- 3.2 At least three (3) of the elected student club executives shall be registered with the SABVC as signing authorities for the student club. These club signing officers are not signing officers for the SABVC and their authority is limited to their own club functions in accordance with the Clubs Policy and these procedures.
- 3.3 Clubs are volunteer groups and not businesses. Therefore, all club executive positions shall be voluntary and have no remuneration associated with them. Club executives shall not charge a fee for regular services to their club. Occasional extraordinary services unrelated to their positional duties in the club may be remunerated (i.e. performing as a member of a musical act) as long as



the club executive receiving the payment is not involved in approving the purchase of the service. In other words, a club executive facing a potential conflict of interest must declare the conflict of interest to the club members and abstain from any decision where there is a potential for personal gain.

- 3.4 One (1) of the elected student club executives shall be designated as the student club's SABVC Liaison and will be the main point of contact and communication between the club and SABVC.

#### 4 General Student Club Requirements

- 4.1 Each student club shall serve the needs of their members and shall:
  - 4.1.1 Be required to have an executive officer of the student club present at all club meetings.
  - 4.1.2 Submit appropriate forms to the SABVC Clubs Representative for event approvals, bank withdrawals, or grant applications
  - 4.1.3 Receive approval for all club events. Activities undertaken without Students' Association approval may lead to de-ratification of the club. The organizing individuals of unapproved events will hold personal liability for the activity as the activity will not be covered under Students' Association liability insurance.
  - 4.1.4 Submit receipts for expenses incurred as proof of expenditures.
  - 4.1.5 Have no authority or power to bind the Students' Association or the individual student club to a contract of any nature whatsoever. Any contract which the student club wishes to enter into must be executed on behalf of the student club by the authorized signing officers or designate(s) of the Students' Association in accordance with the *Clubs Policy* section 8.2.
  - 4.1.6 Under no circumstances spend or attempt to spend funds in excess of the amount available in the student club's account. On no account will the Students' Association be bound for any expenditure in excess of the account balance.
  - 4.1.7 Submit a semesterly report to the SABVC Club Representative upon request. This report must include at a minimum: a list of all of the student club's events and activities for the year; a list of the student club's current executive officers; a detailed financial report that shows the group's financial position; a list of the semester's general and executive meetings; a current copy of the club's constitution; and a general description of the clubs continuity plan. This shall serve as the club's request to maintain their ratified status.



- 4.1.8 Be present or represented at all required meetings of the Students' Association including the Annual General Meeting and any Special General Meetings.
- 4.1.9 Recruit members for their own student club but not as members to any outside organization.

## 5 Benefits and Services for Clubs

- 5.1 Ratified student clubs have special access to Students' Association services and resources subject to availability and approval if required. These are:
  - Funding
  - Participation in Community Events
  - Event Assistance
  - Table Bookings
  - Free printing
  - Advertising Assistance and Mediums
  - Meeting space with enough notice
  - Club mailboxes
  - Insurance

## 6 Club Events and Activities

### Activity Approval

- 6.1 All events and activities hosted by a club must be approved in advance by the SABVC Clubs Representative. An activity can be defined as any event (except meetings) held on or off campus by the members of a student club. The following requirements must be met for club events:
  - 6.1.1 All student club activity requests must be made through an "Activity Application & Agreement Form" and received by the SABVC Clubs Representative a minimum of two (2) weeks in advance of the date of their proposed activity and no more than two (2) months in advance of the proposed activity. This is to ensure a timely event approval and room booking if applicable.
  - 6.1.2 All activities must follow the various guidelines of the following agencies or organizations in order to be considered for approval: Federal, Provincial and Municipal regulatory bodies dealing with that particular activity; BVC policies and procedures; the SABVC bylaws and policies; and any other guidelines set up by Bow Valley College or the SABVC.
- 6.2 The SABVC Clubs Representative will assist clubs in booking appropriate on-campus spaces for approved events and activities if the approved events and



activities meet the criteria established for use of those spaces including all applicable BVC and SABVC policies and procedures.

- 6.3 The SABVC holds adequate insurance coverage for most events student clubs may wish to hold both on and off campus.
- 6.4 Club members will be required to sign waiver forms to assume personal liability for high-risk activities.
- 6.5 Students' Council shall approve Club Events without personal judgment on the use of the Club's Funds.

#### **Alcohol Use at Events**

- 6.6 The organizers of all activities where alcohol is to be served, including activities off campus, must adhere to these requirements:
  - 6.6.1 Liquor shall only be served in licensed venues. If a venue is not licensed to serve alcohol, the club must purchase a liquor license and submit proof of the license with their Activity Application.
  - 6.6.2 The organizers of activities are responsible for every aspect of that activity.
  - 6.6.3 At any outside event, the student club is responsible for ensuring the Alberta Gaming and Liquor Control rules, and the rules of the premises are properly enforced. This means the student clubs are responsible for door control, coat check, liquor ticket sales, and security throughout the night if applicable.
  - 6.6.4 Student clubs are responsible for ensuring that food is available to their patrons until the bar closes. Under no circumstances are volunteers allowed to consume or serve any alcohol, at any time during the event before or during each volunteer's shift.
  - 6.6.5 No liquor may be served to anyone who arrives intoxicated and it is in the student club's best interest not to allow him or her in. Under the Alberta Gaming and Liquor Commissions provisions, the student club has a right to prevent entry of an intoxicated person even if the guest has a valid ticket.
  - 6.6.6 The organizers of the student club hosting the event are personally responsible for anyone allowed to become intoxicated at the event.
  - 6.6.7 The student club organizers are responsible for any person attending their event who appears to be intoxicated until that person is sober. If anyone drinks, drives and is involved in an accident, those organizers may also be held accountable in law for contributing to the incident through allowing the driver to become intoxicated.
  - 6.6.8 The Students' Association does not approve of pub crawls under any circumstances, and their organization or promotion by a ratified student club is not permitted.



6.6.9 Members of the campus who choose to organize pub crawls should be aware that they, as individuals and independent agents, assume responsibility and potential personal liability for the event and should be aware of all ramifications therein. The organization and implementation or promotion of pub crawls will result in de-ratification of the student club.

#### **Tickets and Ticket Sales**

- 6.7 It is recommended that clubs number and carefully track the distribution and sale of event tickets so as to not lose or de-value the tickets and to accurately project attendance.
- 6.8 All tickets must state:
- 6.8.1 Club name and reference to being a SABVC Club, example "Club Name – An SABVC Club".
  - 6.8.2 The time, date, and location of the activity must be clearly visible.
  - 6.8.3 For liquor related events you must include: "No Minors, Picture I.D. Required Please don't drink and drive."
- 6.9 The club executives are responsible for all money collected for tickets. The club executives are personally responsible for any discrepancies in the accounting of ticket revenues.

#### **Booking Tables**

- 6.10 Student clubs are entitled to book tables inside Bow Valley for promoting activities, events, fundraising drives or membership sales according to these requirements:
- 6.10.1 Student clubs must indicate on their Activity Application Form the preferred dates and times for tables, but the date must not be prior to two weeks after the date that the form is submitted. Every effort will be made to accommodate requests; however, booking is subject to availability. A club representative may work with the General Manager to arrange an available date and time.
  - 6.10.2 Tables can be used for the purpose of recruiting members, promoting activities, or raising funds for the student club but at no time can they be used as a means to recruit membership to any outside organization. Violation of this rule will lead to immediate de-ratification of the student club.
  - 6.10.3 Clubs that do not leave the tables clean will be responsible for paying the costs for cleaning the area.
  - 6.10.4 The frequency of table bookings will be at the discretion of the SABVC Clubs Representative.
  - 6.10.5 Signs or posters may only be attached to tables and not on painted surfaces.



6.10.6 The presence of special guests or celebrities at your table must be approved at the time of your table booking. The SABVC may monitor your activity. If these rules are violated, the SABVC reserves the right to deny further table bookings.

6.10.7 According to BVC Policy, tables may not be used to:

- Fundraise or campaign for a political party or candidate
- Sell goods in direct competition with BVC stores/vendors

### **Working with Vulnerable Populations**

6.11 Club activities that involve working with vulnerable populations, such as youth, are only permitted with approved external organizations that specialize in these areas.

6.12 Potential organizations will be thoroughly researched and assessed to make sure they have the proper insurance and policies and procedures in place for screening volunteers before the organizations are considered approved.

## **7 Advertising and Promotions**

7.1 SABVC will not allow clubs to advertise drinking games, below cost price specials on alcoholic drinks, free drink offers, or any other type of promotion prohibited by applicable laws or regulations.

7.2 Organizers must submit posters and handbills for approval.

7.3 Posters may be given to the SABVC for displaying on bulletin boards.

7.4 Any advertising, including posters, handbills, tickets, or other promotions for an event or activity must have the following information printed on them so that the information can be clearly read:

7.4.1 Club name and reference to being a SABVC Club, example "Club Name – An SABVC Club".

7.4.2 The time, date, and location of the activity must be clearly visible.

7.4.3 For liquor related events you must include: "No Minors, Picture I.D. Required Please don't drink and drive."

7.5 Clubs must obtain written permission from the SABVC Clubs Representative or designate to use part or all of the corporate name, symbol, and/or initials of the Students' Association of Bow Valley College

7.6 Clubs may not use part or all of the corporate name, logo, symbols, and/or initials of Bow Valley College.

7.7 Clubs may not use the corporate name and/or symbol of any outside organization without written consent

7.8 The SABVC will prevent the distribution of any club advertising, promotions and communications that can be reasonably assumed to be discriminatory, as defined by the Alberta Human Rights, Citizenship and Multiculturalism Act.



## **8 Club Sponsorship and Fundraising**

- 8.1 Clubs are encouraged to fundraise. Fundraising activities could include, but are not limited to, on-campus fundraising events (provided that activity approval has been given for events), coupon book sales, ticket sales, candy sales, soliciting local businesses for donations, etc.
- 8.2 Clubs are not allowed to participate in licensed gaming fundraising including but not limited to raffles, 50/50 draws, casinos, bingos, pull tickets and cash prizes.

## **9 SABVC Letterhead**

- 9.1 Clubs must seek approval from the SABVC Clubs Representative before printing any document on SABVC Letterhead. The document must be for a pre-approved event or activity of the club.

## **10 Club Start-Up Grant**

- 10.1 New clubs may be eligible for a Start-Up Grant in the amount of \$200 if the club is newly ratified and provides an explanation of the intended use of the grant.
- 10.2 Funding is subject to the availability of funds in the Students' Council grant budget at the time of ratification.
- 10.3 Funding will be deposited into the club's bank account.
- 10.4

## **11 Activity and Event Grant**

- 11.1 Funding is available to support the cost of club events and activities up to a maximum of 80%. The exact amount is determined based on the club's projected need, the benefit to the student, other available funding opportunities for the club, and the availability of funds in Students' Council grant budget.
- 11.2 Clubs must indicate on the Activity Application Form and to the SABVC Clubs Representative that they would like to be considered for the Activity and Event Grant.
- 11.3 The Activity Application Form will be brought before Students' Council for a decision. At least one representative from the club must be present at this Council meeting.
- 11.4 All expenses directly related to the event or activity are eligible for the Grant upon Students' Council approval and will be reimbursed to the club when all expense receipts have been submitted to the SABVC Clubs Representative.



## 12 Club Finances

12.1 All Clubs have the following responsibilities and rights relating to their finances:

12.1.1 All ratified clubs must maintain a bank account with the Students' Association.

12.1.2 The Students' Association shall have a list of authorized signing authorities for each student club who act on behalf of the student club to receive money or authorize expenditures for that student club. These signing authorities are not the signing officers of the Students' Association and shall have no authority to bind the Students' Association in any manner whatsoever.

12.1.3 If for any reason a club does not maintain a positive bank account balance, the Executive Officers of that club will become personally responsible for financially covering any charges in excess of the club's bank account balance.

### Inactive or De-Ratified Clubs

12.2 If a club is not re-ratified and becomes inactive for more than one semester, any balance in the club's bank account will be credited towards the Club Funding Budget to be used for future clubs' Start-Up Grants or Activity and Event Grants.

12.3 If a currently un-ratified or de-ratified Club has unpaid invoices or other financial obligations remaining from club activities which occurred while the club was ratified, the SABVC Clubs Representative may authorize payment of those invoices or other financial obligations from the SABVC club account. Reasonable steps will be taken to contact the last known club executives to communicate this and/or authorize the transaction.

### Withdrawals

12.4 Cheque requisition forms for club accounts, signed by at least two registered club signing authorities, must be provided to the SABVC Clubs Representative or the General Manager. Allow two weeks for processing time.

12.5 Withdrawal slips must be filled out, signed by two club signing authorities, and submitted to the General Manager or an Executive.

### Receipts

12.6 Receipts must be submitted for all purchases, even if the money has already been withdrawn from the bank account for auditing purposes.

12.6.1 Failure to submit receipts may result in disciplinary action including a verbal warning. Repeatedly losing receipts may result in expenses being reimbursed instead of allowing for preliminary withdrawals using the withdrawal slips.



12.6.2 If a receipt is misplaced, a memorandum explaining the expense must be signed by all three club signing authorities.

12.7 Semesterly Reports must show all deposits, withdrawals, and expenses balancing. Assistance for this reporting system is available through the SABVC Clubs Representative.

#### **Deposits**

12.8 Should any student club make a profit on any event, activity, or fund drive, the profit shall be deposited with the clubs bank account at the Students' Association. Such deposits are to be made within seven (7) business days of the event. Failure to do so may result in the de-ratification of the student club.

12.9 Undistributed profits of any student club shall be available to the executive of that student club for their use to further the club's work in subsequent academic years, provided that the student club remains ratified with the Students' Association.

12.10 All fund shall be kept in the SABVC safe until deposited into the club's bank account through the SABVC bank.

### **13 Contracts**

13.1 Any contract that a club wishes to sign such as for hiring a guest speaker, renting equipment, or selling goods, must be submitted to the SABVC Clubs Representative.

13.2 Ratified student clubs have no authority to bind the SABVC to any contract or agreement, oral or written of any nature whatsoever.

13.3 The SABVC Clubs Representative will consider the following items in determining whether or not to recommend a contract on behalf of a student club for signing: the event or activity has been approved; the student club has, or is likely to have, sufficient revenues in its bank account to cover the cost of the contract; and the request to sign the contract has been ratified by three (3) authorized signing officers from the student club.

13.4 Any student club who signs a contract on its own behalf will be subject to disciplinary action up to and including de-ratification.

### **14 Clubs Policies and Procedures**

14.1 All substantial policy changes require board approval. Insubstantial changes that do not alter the intent of the policy may be approved by the General Manager.

14.2 All procedure changes require the General Manager's approval. This document and all matters related to organizational policy and procedure are interpreted by the General Manager and the President of the SABVC.