



Clubs
Application

Name It

Get a name and decide on your mandate.

Fill out the Application

Fill out the Club Application Form (attached).

Fill out the Agreement

Fill out the SABVC Ratified Club Agreement Form (attached).

Get members

Gather your membership list. To become a club on campus, you have at least 8 members

Are they Students?

All members must be currently registered students of Bow Valley College. Collect first name, last name and student ID numbers to verify student status.

Write a constitution

Write the Club's constitution. Every club must have a common purpose or mandate in order to be ratified and the constitution should state it. Attached is a sample constitution that serves as a guideline.

Submit it

Submit the following to the SABVC Office, Room N-374, 3rd Floor North Campus:

Club Application Form
SABVC Ratified Club Agreement Form

Membership List
Constitution

We will get in touch!

You will be notified once your application has been reviewed as to the status of your club.

NOTE: All sections must be completed in FULL before the application will be considered for ratification.

Part A: Name of the Club

To prevent confusion with the SABVC, the club name may not contain the words, "Students' Association," "Students' Union," or "Students' Council."

Club Name _____

Acronym _____

Part B: Club Executives

At least three are mandatory: President, Secretary, and treasurer (or position with similar content). These students are deemed the "signing officers" for the 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 Procedures.

Name _____	Name _____
Student ID _____	Student ID _____
Phone _____	Phone _____
Email _____	Email _____
Position _____	Position _____

Name _____	Name _____
Student ID _____	Student ID _____
Phone _____	Phone _____
Email _____	Email _____
Position _____	Position _____

Name _____	Name _____
Student ID _____	Student ID _____
Phone _____	Phone _____
Email _____	Email _____
Position _____	Position _____

The Club, _____ understands that in order to become and remain a ratified club, the Club shall:

- 1 Operate the club in a manner that will not contravene the Policies and Procedures of the Students' Association of Bow Valley College, Bow Valley College, or federal, provincial and municipal law.
- 2 Be bound by any rulings of the Students' Association of Bow Valley College and/or Bow Valley College.
- 3 Be responsible for the maintenance and security of all space and property, real or personal, assigned by Bow Valley College.
- 4 Maintain a bank account through the SABVC office, providing all receipts within one week of purchase.
- 5 Submit receipts for expenses incurred as proof of expenditures.
- 6 Be required to have an executive officer of the student club present at all club meetings.
- 7 Submit appropriate forms to the VP Student Life for event approvals, bank withdrawals, or grant applications
- 8 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
- 9 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.
- 10 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.
- 11 Submit a semesterly report to the VP Student Life. 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.
- 12 Be present or represented at all required meetings of the Students' Association including the Annual General Meeting and any Special General Meetings.
- 13 Recruit members for their own student club but not as members to any outside organization.
- 14 Obtain, at its own expense, insurance for any off-campus events as required by the Students' Association of Bow Valley College.



The Club, _____ also understands and acknowledges that:

- 1 Any abuse of space and/or other benefits provided by the Students' Association of Bow Valley College and/or Bow Valley College shall be the Club's responsibility.
- 2 The Club may NOT collect fees from members unless explicitly authorized by the College to do so.
- 3 The club has read and understands the Clubs Policy and Procedures of the Students' Association of Bow Valley College and agrees to all terms and conditions imposed by these documents.
- 4 Any violation by the Club of any clauses of this agreement or the policies and procedures of the SABVC or BVC, actual or implied, may render this agreement void at the discretion of the Students' Association of Bow Valley College and may expose the Club to disciplinary measures up to and including de-ratification.

Club Signing Officer Name

Club Signing Officer Name

Signature

Signature

Date

Date

Club Signing Officer Name

Club Signing Officer Name

Signature

Signature

Date

Date

Club Constitution

Student Club Name

To prevent confusion with the SABVC, the club name may not contain the words "Students' Association," "Students' Union," or "Students' Council"

The name of the club will be _____.
We are not an agent or representative of the Students' Association of Bow Valley College (SABVC), and our views and actions in no way represent SABVC.

Purpose

The purpose of the club is to

Membership Structure

Could be targeted to all students, just students in a specific program, or students who have a specific interest e.g. dancing. Membership may but is not required to include staff, faculty, and community members in addition to a minimum of eight (8) Bow Valley College student members.

Membership comprises of

Only SABVC students are eligible to vote on club decision making measures and make up the majority of all club positions.

Membership Fee

Required only if the Club intends to charge a fee to its members.

\$ _____

Executive Officers

Please outline the duties and responsibilities of each Executive Officer and any other regularly held position.

President - A President does not hold power to make decisions for the whole group 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.
- It is important to ensure that the person with the most information and/or knowledge in the club is not the full-time chairperson – therefore the club will occasionally rotate the role of chairperson among members.
- Other Duties:

Secretary - Ensures 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
- Other Duties:

Treasurer - Is responsible for:

- Records of what the group has done are maintained, distributed and are accessible to all the members;
- The account and distribution of grant money with SABVC and all financial transactions for the Club;
- Balancing withdrawals from and deposits to the Club’s SABVC bank account; and
- That the next Treasurer is trained.
- Other Duties:

Meetings

We will hold _____ general meetings and _____ Executive meetings per semester. The first meeting of the following term will be set up by outgoing Executive. At that meeting, subsequent meeting times and locations will be set. Meeting times and dates will be forwarded to members via email. Quorum will be 51% for general and Executive meetings. An emergency meeting can be called by any Executive via email and must be sent at least 48 hours prior to the meeting time.

Election Process

Elections shall take place _____. Nominations for Executives can be made from any Club member. Only SABVC student Club members can vote. Club members must be notified, by email, two weeks in advance of the meeting where Executive elections will take place. The term of office shall be for one _____ (semester or year). An Executive can only hold office (any position) for a total of ____ terms.

The successful candidate will be the one with the most votes. In the case of a tie, _____.

Impeachment and Disciplinary Procedures

A movement to impeach an Executive officer may be made by any Executive officer or by petition of at least _____ voting members.

When the motion is made, SABVC's VP Student Life or designate will be informed. A general meeting will be called as soon as is reasonably possible. No club funds will be spent until the issue is resolved.

At the impeachment meeting, the person or persons that initiated the process will state their case. Afterwards, the officer under impeachment will have an opportunity to reply.

There will be a question period after which a vote will be taken by a unbiased Club member or a third party (such as the VP Student Life) designated by a Club Executive member who is neither initiator nor subject of the impeachment.

The vote will be by yes/no secret ballot. If at least two thirds of the votes are for impeachment, the officer will immediately be stripped of his or her position. The remaining Executive may choose to call an immediate by-election to replace that officer.

Amendments

Constitutional amendments may be proposed by any officer. The amendment will then be voted on by members using the same voting procedure as the impeachment process.

If the vote passes, the amendment and the vote count will be passed to SABVC's VP Student Life or Designate for final approval from SABVC Students' Council. Upon approval the constitution will be amended and a note describing the amendment and the date it was made will be inserted in the constitution.

Affiliations

(Leave blank if not applicable)

We are affiliated with or are a chapter of _____. The SABVC Bylaws, Policies, and Procedures take precedent over any corresponding rules imposed by the "parent" organization.