

Clubs

Rationale

Clubs play a vital, extracurricular role at MacEwan University by providing an engaging environment for students to interact, create community, and build their skills.

SAMU provides clubs with basic funding to assist them in facilitating activities and events that align with SAMU's mission and vision, and serve to bring a sense of community to the student population. SAMU is responsible for governing and supporting clubs by overseeing their startup and appeals processes; membership eligibility and recruitment; constitutions and executive officers; rights and responsibilities; grants, events, travel and finances; disciplinary measures and club closure.

Definitions

An **Activity** is an internal or external event or club meeting.

Approval is the process by which a club is formally approved by Executive Committee, is insured by SAMU, and is recognized as a legitimate club.

An **Event** is an organized occasion that is marketed by a club to the MacEwan University community.

Sponsorship is receiving any benefit from an organization or business in return for access to the student market or resources. This may come in the form of, but is not limited to, money, or in-kind donations.

Regulations

Starting a Club

1 A club may be approved by SAMU if it:

1.1 is open to all MacEwan University students;

1.2 proposes carrying out activities that obey federal or provincial laws, municipal bylaws, MacEwan University regulations, SAMU bylaws, policies, and procedures, is non-commercial, and does not infringe on the rights or privileges of others;

1.3 does not duplicate an existing MacEwan University or SAMU service or SAMU club;

1.4 submits a completed club application form to the Clubs Department.

2 Clubs will be notified of the Executive Committee's decision by the Clubs Department within one week of a decision being made.

Appeal Process

- 3** In the event that an applicant club is not approved, the club may appeal to Executive Committee for reconsideration of the application.
- 4** A applicant club must have addressed the concerns outlined by the Executive Committee and must have taken steps to rectify these concerns prior to requesting an appeal.
- 5** The Executive Committee must respond to an appeal in writing and inform the Clubs Department of its decision within 30 days.
- 6** The result of the appeal process is final.
- 7** Clubs may re-submit an application one year from the date of the original submission.

Club Naming

- 8** Clubs will include the word “club” in their name.
- 9** Clubs are not permitted to use the word “association”, “society”, or “union” in their name.

Membership Eligibility

- 10** All SAMU members are eligible for club membership.
- 11** 60% of club members must be MacEwan University students.
- 12** Clubs may charge a membership fee if the fee is approved by both the club executive and the Clubs Department.

Membership Recruitment

- 13** Acceptable recruitment methods include:
 - 13.1** advertising at SAMU's Club Days event;
 - 13.2** distributing posters, banners, or fliers adhering to MacEwan University and SAMU guidelines, with general information or inviting prospective members to information meetings, social gatherings, and other events;
 - 13.3** accepting members through sign-up campaigns;
 - 13.4** awareness days or weeks;
 - 13.5** participating in MacEwan University events;
 - 13.6** promotion in classrooms (instructor pre-approval is mandatory); and

13.7 other methods approved by the Clubs Department.

Membership Records

14 Clubs must provide a current membership list to the Clubs Department upon request.

15 Membership records may only be used for club business by the club executive officers and the Clubs Department.

Club Constitutions

16 A club's constitution must:

16.1 outline the name and purpose of the club, descriptions of its executive positions, meeting requirements and procedures, procedures for the democratic election of club executives, a constitutional amendment process, a list of which executives may act as signing authorities, and a breakdown of any applicable membership fees.

16.2 be filed within six months of approval;

16.3 be approved by the Clubs Department;

16.4 adhere to federal and provincial laws, municipal bylaws, MacEwan University regulations, and SAMU bylaws, policies, and procedures; and

16.5 state that it is not an agent or representative of SAMU and that its views and actions in no way represent SAMU.

Executive Officers

17 Each club is required to have a minimum of four Executive Officers.

18 An individual student may not occupy more than one executive position.

19 A current list of the Executive Officers including names, enrollment verifications, titles, telephone numbers, and email addresses must be provided to the Clubs Department. Any changes to the Executive Officers must be submitted, via an Executive Officer Update Form, to the Clubs Department within one week of the change.

20 All clubs must hold elections for the Executive Officers at least once per year.

21 Elections must be conducted at a meeting that is open to all members.

22 Voting for Executive Officers can take place at the same meeting that nominations are called.

23 Executive Officers must be MacEwan University students.

24 SAMU Executives and staff who have signing authority with SAMU are not permitted to be

signing authorities for clubs.

Rights of Approved Clubs

25 Upon approval, and subject to meeting all appropriate guidelines and requirements of the Clubs Department, a club is entitled to:

- 25.1** advertise as an official SAMU club;
- 25.2** be advertised on the SAMU website;
- 25.3** recruit members and collect membership fees;
- 25.4** receive assistance from the Clubs Department in accessing MacEwan University facilities (as per university regulations and existing SAMU/university agreements) for provision of facilities and services;
- 25.5** participate in SAMU's Club Days;
- 25.6** request assistance from the Clubs Department for club events or consultation on any club-related issues or concerns;
- 25.7** request SAMU club locker space;
- 25.8** request access to club funding;
- 25.9** post approved materials on designated club posting boards;
- 25.10** create its own website, social media accounts, or logos; and
- 25.11** apply for insurance coverage through SAMU's insurance agent for approved activities.

Responsibilities of Approved SAMU Clubs

26 Upon approval, a club must:

- 26.1** undertake all dealings in accordance with applicable SAMU bylaws, policies, and procedures;
- 26.2** adhere to its mandate as stated in its club constitution;
- 26.3** abide by the Clubs Handbook;
- 26.4** abide by municipal and provincial regulations regarding alcohol;
- 26.5** inform the Clubs Department of Executive changes to the club;

26.6 inform the Clubs Department of any fundraising activities or sponsorship they are applying for;

26.6.1 Sponsorship must be approved by the Clubs Department.

26.7 reply to all correspondence within ten business days;

26.8 hold at least one general membership meeting per fall and winter semester;

26.9 forward all constitutional amendments to the Clubs Department within ten business days of being approved by the club membership;

26.10 ensure the club's name is clearly visible on all club advertising or publications;

26.11 only host inclusive activities and events;

26.12 work respectfully with the MacEwan University community;

26.13 send one Executive Officer and one club delegate to the annual club training;

26.14 keep financial records;

26.15 pay debts within thirty days of notification;

26.16 receive approval from the Club Manager before entering into contracts;

26.17 receive appropriate permission(s) when using any logo;

26.18 meet with the Clubs Department at least once per academic year; and

26.19 file a year-end report by June 15.

Club Grants

27 Clubs may apply for funding as outlined in the Grants procedure.

27.1 An event grant expires three months after the event has occurred.

27.2 A club that receives an event grant must submit an Event Grant Evaluation within 30 days after the event has occurred.

27.3 Failure to submit an Event Grant Evaluation makes a club ineligible for further event grant funding for a period of four months.

Club Events

28 Clubs must receive approval from the Clubs Department prior to hosting or advertising an event.

29 Clubs are permitted to host bake sales or potluck events on campus, provided that they follow the guidelines established in MacEwan University policy and in the Clubs Handbook.

30 Clubs that are purchasing food for their events must follow MacEwan University food service requirements.

Club Fundraising

31 Clubs must receive approval from the Clubs Department prior to engaging in fundraising.

32 Clubs may hold raffles after receiving approval from the AGLC.

32.1 The club is responsible for all obligations arising from a raffle license.

32.2 A copy of the raffle license must be provided to the Clubs Department prior to a raffle taking place.

Clubs Travel

33 Clubs must adhere to university regulations regarding travel.

34 Clubs are not covered under SAMU insurance for travel.

35 Clubs are responsible for acquiring the personal insurance necessary to adequately account for all of their travel insurance needs.

Clubs and Movies

36 Clubs must receive approval for any movie or video showings to ensure that license requirements are met.

Club Advertising

37 Clubs must receive approval of advertisement from the Clubs Department before advertising.

38 Club promotions, advertising, and communications must comply with SAMU's Advertising Standards procedure.

Club Finances

39 Clubs must use SAMU's Finance Department for all financial transactions and follow the club accounting practices outlined in the Clubs Handbook.

40 A completed SAMU Club Cheque Requisition Form must be submitted to the Clubs Department for reimbursement. The Club Cheque Requisition Form must have supporting documentation and itemized receipts attached. Funds are not disbursed until the appropriate documentation has been submitted to the Clubs Department.

40.1 A Club Lost or Missing Receipt form must be completed prior to an expense being process for any missing receipt.

40.2 Grant funding cannot be used to reimburse expenses that use this method of documentation.

41 SAMU reserves the right to conduct financial reviews periodically, at the discretion of the Finance Department, to examine the financial integrity and operations of a club.

42 Any unused SAMU event grant money is withdrawn from a club's account and returned to the SAMU grant fund.

43 Clubs cannot operate in a deficit position.

44 The SAMU Finance Department withdraws funds from a club account that owes a debt for any NSF cheque. It is the club's responsibility to re-solicit or acquire funds from an individual or business that has written them an NSF cheque.

45 If a club goes into debt, they are not eligible to receive further grant money until their debt has been repaid.

46 Funds remaining in a closed or de-ratified Club Account will be transferred into the Club Holding Account after 30 days unless otherwise directed by the club's executive.

Clubs and Liability

47 SAMU clubs must purchase appropriate liability insurance for any approved events requiring additional coverage.

48 SAMU clubs must obtain this insurance at least two weeks prior to the event and file a copy of the insurance with the Clubs Department. Failure to provide such insurance will result in immediate cancellation of the event.

Room Bookings

49 All club classroom and venue bookings are vetted through the Clubs Department.

Club Disciplinary Action

50 The Clubs Manager reviews breaches of this procedure and makes recommendations as to how a club must rectify errors and timelines within which these changes must be made.

51 Appendix A: SAMU Club Disciplinary Guidelines provides examples and guidelines but is not to be considered exhaustive.

52 Executive Committee may place a club on probation.

53 Clubs that are placed on probation are notified of their probationary status, in writing, within five business days of Executive Committee's decision.

54 While on probation a club has their financial account frozen and no longer has the rights and privileges of a SAMU approved club.

55 Any club that fails to rectify the issues for which it was put on probation, within a timeframe recommended by the Clubs Manager, has its approval revoked.

Renewal of Club Status

56 All clubs must renew their intention to keep their club active by October 31 of each year by submitting to the clubs department:

56.1 an updated club membership list;

56.2 a signed SAMU Club Renewal Agreement;

56.3 a copy of the existing club constitution, signed and dated by the club's president; and

56.4 proof that the club was in attendance at club training the previous year.

57 Failure to renew its status will result in the club being put on inactive status until the documentation is completed.

De-ratified Club

58 A written request to de-ratify a club must be submitted to Executive Committee.

59 Executive Committee has the final authority to de-ratify a club.

60 De-ratified clubs will be notified of de-ratification by email within five business days.

60.1 Reasons for de-ratification will be communicated in this email.

61 De-ratified clubs may appeal this decision in writing to the Executive Committee within ten business days of notification of de-ratification.

62 De-ratified clubs must wait one year before re-applying for club status.

Club Closure

63 A club may dissolve itself by completing a Club Closure Form.

64 The Clubs Department may initiate club closure due to one year of inactivity.

65 Executive Committee has the final authority to close a club.

66 The Clubs Department communicates closed status to a club's Executive Officers by email within two weeks of the closure decision.

67 Unused funds from a club account may be used toward the original club mandate or be donated to a not for profit organization.

67.1 Unused club funds left in a club account for more than 30 days after club closure will be transferred to the club holding account.

67.2 Unused SAMU grant funds left in a club account after closure will be transferred back to the grant fund account.

67.3 Student Led Grant funds will be returned to the university upon request.

68 A closed club cannot be re-opened, but a new club may use a closed club's former name.

Appendix A:

SAMU Club Disciplinary Guidelines

Type of Infraction	Example of Infraction	Corrective Action Required
Minor Infraction means that there is little or no negative consequences to the University	Failing to submit documentation on a cheque requisition. Failing to respond to emails. Interfering in the business of another club. Being a nuisance towards another club	Only three verbal warnings will be given for this behavior after which discipline will escalate to the next level.
Severe Infractions with major consequences and no perceived malintent.	Not paying club expenses in a 30 day time frame Mismanaging the club. Not fulfilling the club's mandate. Not abiding by club rules with regards to space. Not complying with instructions from the clubs department. Being unprofessional towards SAMU staff.	Written Notice will be sent to the club president and kept on the club file. A club receives a second written warning the clubs department will meet with the club president and a written plan will be submitted outlining how they are going to deal with these issues in the future. The plan will be supervised by the Clubs Manager for 1 year. The club may approach the Clubs Manager after 1 year to have the written warning(s) removed from the club file. Only three written warnings will be given after which discipline will escalate to the next level.
Severe Infractions with major consequences to SAMU and the University	Holding a club event without approval or without the correct insurance or endangers the safety or security of any person or property. Contravening SAMU or University policy Committing an offence that contravenes Federal, Provincial, or Municipal regulations.	Probations, suspension, loss of booking space privileges for 3months or loss of club status for 1 year, as determined by Clubs Department

Fact Sheet

Approvals:

First Approval – December 19, 2013

Last Approval – December 14, 2016

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Source and Updates:

December 19th, 2013: *Clubs* approved by Executive Committee motion E2013-12-19-1. Source material drawn from *Procedure 19 – Clubs*.

July 12th, 2014: *Clubs* approved by Executive Council motion E2014-07-12-2. Minor updates to terminology as recommended by the Clubs Manager.

October 22nd, 2015: *Clubs* approved by Executive Committee motion E2015-10-22-8 upon the recommendation of the Procedure Sub Committee. Major updates made in consultation with the Clubs Manager.

December 14th, 2016: *Clubs* approved by Executive Committee motion E2016-12-14-9 upon the recommendation of Procedure Sub Committee. Major updates made in consultation with the Clubs Department.

Applicable Forms:

Club Status Renewal Agreement

Club Closure Form

Bake Sale / Fundraising Approval Form

Club Cheque Requisition Form

Club Deposit Form

Club Executive Update Form

Club Event Grant Evaluation Form

Club Incident / Emergency Report Form

Club Post Event Summary Form

New Club Application Form

Club Event Approval Form

Club Year-End Report Form

Club Lost or Missing Receipt Form

Club Operational Grant Application Form

Club Move/Film Approval Form

Waiver of Liability Agreement

Clubs Coordinator Monthly Report Form