

Club Manual

2019-2020

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\*All forms are available in this guide, as well as in the SA Office (G123).

**Introduction**

The Students’ Association of Grande Prairie Regional College (SAGPRC) recognizes the importance of Clubs in enhancing student life and the need to promote, support and facilitate both academic and interest-based Clubs at Grande Prairie Regional College (GPRC).

A Club refers to a group of students who have a specific interest or are registered in a specific program or department at Grande Prairie Regional College, who formally meet and/or organize and participate in activities together. A Club with formal **ratification** is one which has been approved to operate under the bylaws of SAGPRC.

The development of Clubs must adhere by SAGPRC’s rules as follows:

1. A total of five founding members are required, with three members acting as executives, in order to fill out a Request for Ratification.
2. All Club executives must be current GPRC students in good academic standing, as defined by Grande Prairie Regional College.
3. All Clubs are required to submit a Club application package for SAGPRC Executive Council approval.
4. Each Club must have a unique purpose in order to be approved. Check our Club List to see if any Clubs already exist to meet a specific interest.
5. Only SAGPRC approved Clubs are permitted the following:
   1. To apply for Club funding through the Club Funding Request Form.
   2. To hold a Club event or function on or off the campus (whereas, SAGPRC holds no liability and involvement for such events).
   3. To request SAGPRC social media promotion.
   4. To print and post materials on designated SAGPRC posting boards.
   5. To request the use of Howlers Lounge or Notley Square as a meeting/ event space.
   6. Non-ratified Clubs are not permitted to any SAGPRC Club privilege, such as booking Club space. In circumstances where a non-ratified College Club seeks space, a proposal must be presented to the EC at the next Executive Council meeting.
6. At the end of each year, Clubs are required to submit a Year End Report to the VP Social.
7. Fraternities and sororities are strictly prohibited.
8. Club members may choose to dissolve a Club at any time.
9. If a Club decides to dissolve, a letter of official disbandment must be sent to the Vice President Social no later than 24 hours after the last Club meeting.
10. The SA will host an Organizational Meeting in September for Club Executives.

**Frequently Asked Questions**

**How do I start a club?**

Read the club manual, round up some friends or classmates with a similar interest, and fill out a Club Application Package.

**Can I be a part of more than one club?**

Absolutely! We encourage you to join as many clubs as you have time for!

**How do I join an existing Club?**

Check out the Club List on our website to find the Club(s) for you and/ or stop by the SA office and we will forward your contact info to that Club’s President.

**How do Clubs receive funding?**

Clubs can receive funding from the SAGPRC on a reimbursement only basis, and are free to fundraise within the policies of GPRC and SAGPRC.

**Does it cost money to run or join a club?**

A Club may choose to charge a membership fee, which you will pay upon joining. To run a Club there is no personal cost associated unless you choose to purchase anything that the SA cannot reimburse, for example, alcohol.

**What if I am on the Fairview Campus?**

Our Fairview Manager will be your primary contact! Submit all forms, deposits, etc. through the Fairview Manager, instead of the Vice President Social or Department Assistant, and they will ensure materials are forwarded to council for approval.

**Club Registration**

In order to register a Club with SAGPRC, Club executives must complete the following process.

1. Create a name which includes “SAGPRC” to recognize that the Club operates under the Students’ Association.
2. Select three Club members to serve as Executives and establish responsibilities. All Club Executives will have signing authority. Suggested Executive roles are:
   1. President- oversees the Club and its activities, is the liaison to the SAGPRC Vice President Social and Executive Council, and acts as chair for all meetings.
   2. Vice President- assists the president with all duties, chairs any meeting the President is unable to attend, and ensures the objectives of the Club are being met.
   3. Treasurer/ Secretary- takes minutes at all Club meetings and distributes them to Club members, responsible for financial record keeping including the intake of all receipts and invoices, responsible for depositing all funds through the Students’ Association, records and reports all relevant financial information.
3. It is recommended that all Clubs have a staff/ faculty advisor to provide continuity and assist with administrative duties.
4. Fill out a Club Registration Package fully and truthfully. The package includes:
   1. Request for Ratification
   2. Membership Roster (To be updated at the end of each semester)
   3. Club Responsibility Form
   4. Code of Conduct
5. The Executive Council will review all Requests for Ratification and within 14 days reach a decision regarding a Club’s status. Returning Clubs must also submit an updated application package in order to maintain their Club status.
6. A mandatory Organizational Meeting for all Clubs will be held in September. This meeting will lay out all necessary information for new and returning Clubs. In order to qualify for the first round of grants, at least two Club executives must be present for training.

**Membership**

SAGPRC will only formally recognize Clubs that are open to the entire student, staff, and faculty body at GPRC. Clubs that exclude any identifiable group will not be recognized by SAGPRC. **This does not apply to department Clubs**, which are by nature only open to people in those departments. (E.g. Animal Health, Nursing, Business, etc.)

1. Prohibited grounds for discrimination include all those laid out in the Canadian Charter of Rights and Freedoms, including, but not limited to, race, gender, age, religion, sexual orientation, etc.
2. Clubs must also be open to all. However, Clubs reserve the right to decide what criteria can distinguish Club members from observers. Should an observer act in a way that is aggressive, offensive or oppositional to the Club and/ or its members, the Club executives may ask them not to attend any further Club activities.
   1. A MEMBER is defined as someone who pays membership fees (if applicable), has voting rights, and actively participates in the decision making process.
   2. An OBSERVER is someone who is welcome to all Club meetings and events, but is not a voting member, and has no role in the decision making processes of the Club.
3. At least five Club members must be students contributing to SAGPRC fees.
4. At least 50% of all members must be students. The balance may consist of staff, faculty, alumni or community members.
5. A Club Roster must be submitted with the Club application package, and updated at the end of every semester.
6. Clubs may choose to charge a membership fee in order to cover expenses such as equipment rental. The Executive council will not approve of a Club charging membership fees as a source of income for Club executives.

**Banking**

All Club banking MUST be conducted through the Students’ Association of GPRC.

1. All ratified Clubs will receive a Club account under the SAGPRC.
2. No Club shall:
   1. Maintain a bank account outside of SAGPRC.
   2. Have funds in any name other than that of the ratified Club.
3. Only Club executives have financial signing authority and may participate in any financial activities on behalf of the Club.
4. All Club funds must be submitted to the SAGPRC Department Assistant/ Fairview Manager to be deposited into the Club account by the Executive Director. An explanation of how the funds were generated is also required.
5. To receive money from a Club account, two Club executives with signing authority must submit a Funding Request Form (available online and in the SA office) to the VP Social. The form will be reviewed by the SAGPRC Executive Council. If approved, a cheque will be made available for pick up within ten business days of the request. Funds can be received by reimbursement **only**, with exceptions made for special cases.
6. Account statements will be available at any time upon request to the VP Social.
7. The Students’ Association reserves the right to withdraw funds from a Club account if a Club refuses to pay any outstanding debts. SAGPRC shall provide one week’s notice to the Club executives before any such withdrawal is made.
8. It is encouraged that either the President or Treasurer of a Club keeps copies of all receipts and invoices to create their own reconciliation of funds. Any discrepancies between Club records and SAGPRC records should be brought to the attention of the VP Social **immediately**. The VP Social will then work with the SAGPRC Executive Council to find the source of the discrepancy. An open investigation may take place.
9. Any money left in a Club’s bank account shall be forfeited to SAGPRC after either one academic year of inactivity or upon removal of the Club’s status. These funds will be redirected into the Students’ Association’s Club budget for future use by ratified Clubs.
10. A Club may choose to either spend, donate, or carry over any leftover fundraised revenue at the end of the academic year.
11. SAGPRC reserves the right to perform a financial audit of any SAGPRC ratified Club at any point throughout the year.

**Grants**

The Students’ Association of Grande Prairie Regional College (SAGPRC) recognizes the need to provide financial assistance to its Clubs.

1. Each Club wishing to receive grant funding from SAGPRC must complete the Club Funding Request Form, available online or in the SA office. The Executive Council will decide on the request within fourteen days. The Council may decide to approve a request as presented, approve a modified or reduced request, or deny a request.
2. A budget and proposal estimating how funds will be spent must be submitted with the request for funding.
3. Funding will only be available if it is related to special projects such as travel to conferences or events that are fundraisers, socials or networking nights for the Club members and students of Grande Prairie Regional College.
4. All Clubs must, on the Club Funding Request Form, disclose the amount of monetary or in-kind sponsorship already asked for and received by external sources with the permission of the SAGPRC Executive Council.
5. Copies of all receipts and invoices from Club events that receive grant funding must be submitted to the Vice President Social a maximum of five business days after the event.
6. The Students’ Council may request to be informed of all outside donations and grant funding that has been made to Clubs.
7. A Funding Follow-Up Form must be submitted within fourteen days of spending the funds, including any relevant receipts and invoices.

**Sponsorships**

1. All Clubs must obtain permission from the SAGPRC Executive Council before soliciting any sponsorship.
2. Clubs cannot request, nor accept sponsorship from organizations that conflict with Grande Prairie Regional College or SAGPRC affiliated sponsors.
3. Clubs cannot approach or accept sponsorship from an organization, business, person, etc. that conflicts with GPRC or SAGPRC values.

**Events**

1. All Club events must be approved by the Executive Council. Clubs must submit a Club Event Proposal Form a minimum of two weeks prior to each event to the Vice President Social. Club Event Proposal Forms will be available to Clubs online or in the SA office.
2. If a Club exceeds the approved budget for an event, owed funds are the responsibility of the Club executives from the Club account. If the Club account cannot cover the expenses, Club executives are held liable.
3. It is encouraged that one Club Executive member (or delegate) shall formally assume responsibility to act as a point of contact for the duration of the event in question.
4. Clubs are required to fill out a Post Event Summary Form up to 14 days after the event, which will be available online or in the SA office.
5. No Club will be allowed to use SAGPRC funds for the purchase of alcohol. Special circumstances may apply, at the discretion of the Executive Council.
6. Clubs must provide taxi vouchers for their members and/or guests when an event involves the consumption of alcohol, as per the following:
   1. For every four guests there must be one taxi voucher available.
   2. All taxi vouchers must be used to leave from the location of the event in question.
   3. The Vice President Social will record the taxi vouchers given to the Club prior to the event.
   4. Unused taxi vouchers must be returned to the Vice President Social no later than two business days after the event in question.

**On-campus Events**

1. Upon event approval, the Vice President Social will book the appropriate room on-campus for a Club event. Clubs should book all rooms for on-campus events through the Vice President Social.
2. If a room has already been booked by a Club’s academic department, the Club must include this information in the Club Event Proposal Form.
3. All on-campus Club events that include alcohol service (in a licensed area) must adhere to the rules and regulations outlined by the Alberta Gaming and Liquor Commission.
4. All liquor and food service must follow GPRC requirements, as per GPRC policy AD.2.2: Alcohol Service and Consumption on Campus and procedures AD.2.2.1: Alcohol Service and Consumption on Campus.
5. A receipt will be provided to a Club Executive after an Event Follow Up form is submitted along with the deposit. The Department Assistant is responsible for collecting all deposits.
6. The following business day, all monies given to the Department Assistant will be credited to the Club’s account by the Executive Director.
7. Clubs are required to return all GPRC and/or SAGPRC equipment in its original condition and clean up all areas used for an event.
8. All clean up must be done immediately after the event is finished. Prior arrangements must be made with proof via email if an extension is required.
9. Clubs will be charged from their Club account at market value for any GPRC and/or SAGPRC equipment and/or property that is damaged or stolen during an event.
10. Should the cost of any damage and/or theft of any GPRC or SAGPRC equipment and/or property be more than the funds available in the Club’s account, the Club Executive who submitted the Event Proposal Form shall be held personally responsible for all costs incurred.

**Off Campus Events**

1. Clubs may hold off campus events with special permission from the Executive Council.
2. All off campus events must adhere strictly to AGLC guidelines and the policies of the venue.
3. If a Club has received approval for an event and has booked an off-campus venue (e.g. bar, hotel, etc.) they must adhere to the following procedures:
   1. The Club must email the Vice President Social with proof of the venue’s existing general liability insurance, which must provide coverage for a minimum of $2,000,000 CAD, prior to the event.
   2. If the venue does not have general liability insurance, the Club must purchase a onetime Alberta Party Alcohol Liability insurance policy, with a minimum of $2,000,000 CAD in coverage. The Club must email proof of purchase to the Vice Social President prior to the event.
   3. Failure to secure appropriate insurance coverage will result in the event being officially cancelled.
   4. Club executives will be held personally liable if they do not secure the appropriate insurance coverage and continue with the event against SAGPRC’s policies and procedures.

**Liability**

1. SAGPRC ratified Clubs have no authority to bind SAGPRC to any contract or agreement. Only the SAGPRC Vice President Social and Executive Director may sign a contract or agreement on behalf of a Club, with prior consultation from the Executive Council. Contracts or agreements include, but are not limited to, the following:
   1. Hotel contracts
   2. Banquet room contracts
   3. Venue contracts
   4. Sponsorship agreements
2. Club executives will personally assume responsibility for loss or damage in the event they sign a contract or agreement.
3. SAGPRC is not responsible or liable for any damages, costs, suits or claims arising as a result of the actions of any Club or Club member for any Club events.
4. Should a Club book a space on-campus without approval from the Executive Council, the Club executives will automatically be liable for any damages and/or fees incurred.
5. Clubs will be liable for any damages and/or fees that may be incurred during Club events. If damages and/or fees exceed the funds available in the Club’s bank account, Club executives will be held personally responsible.
6. Before the SAGPRC Executive Council will grant approval of any event, Enterprise Risk Management must be consulted by a Club Executive and the Vice President Social.

**Insurance**

1. All Clubs are insured under the policies of SAGPRC. For questions about insurance or to see a copy of the policies, contact the SAGPRC Executive Director.

**Online Presence**

As representatives of SAGPRC, no Club shall post any offensive material online. Offensive material includes, but is not limited to, all material deemed inappropriate within the context of Grande Prairie Regional College policies and procedures, SAGPRC policies and procedures and the Canadian Charter of Rights and Freedoms.

1. In cases where a formal complaint regarding offensive online material posted by a Club has been made, the complaint shall be brought to the Executive Council who will determine subsequent consequences, if necessary.
2. All online presence by a Club must be approved by the VP Social prior to posting.
3. All Clubs will be required to use the SAGPRC logo on any of their websites or online content. Clubs can request a copy of the SA logo from the Vice President Social.
4. All inquiries related to a Club’s online presence are to go through the Vice President Social.
5. The Vice President Social, in consultation with the Department Coordinator, will review all online content before the Club’s website is linked to www.sagprc.com.

**Posters and Advertising**

As representatives of SAGPRC, no Club shall produce any offensive material. Offensive material includes, but is not limited to, all material deemed inappropriate within the context of Grande Prairie Regional College policies and procedures, SAGPRC policies and procedures and the Canadian Charter of Rights and Freedoms.

1. All posters and advertising materials must be approved by an Executive Council member prior to being distributed, including but not limited to posters, promotional clothing, swag, etc.
2. All posters, advertising, clothing and swag must include the SAGPRC logo.
3. The SAGPRC logo must be included in its original form and must not be altered in any way, such as stretched, cropped or experience a change in colour without approval from the Vice President Social.
4. Clubs can request a copy of the SAGPRC Club logo from the Vice President Social.
5. All Club posters must be submitted to the Vice President Social or Department Assistant in the form of a pdf.
6. Clubs will be permitted to display posters on campus only on designated SAGPRC posting boards or anywhere on campus that SAGPRC is permitted to advertise and promote (Pillars, etc.)
7. All Clubs are offered a maximum of fifteen free 11 x 17 posters per semester. All other posters will be printed at fair price as determined by SAGPRC.
8. All Club posters must be sent to the Vice President Social for approval, a minimum of 24 hours prior to expected time of printing.

**Disciplinary Action**

The Students’ Association of Grande Prairie Regional College (SAGPRC) recognizes the need to reserve the right to impose disciplinary actions where necessary.

1. Disciplinary action will be taken against a Club and/ or individual Club members if:
   1. The Club fails to follow SAGPRC and/or Grande Prairie Regional College (GPRC) policies and procedures.
   2. The Club abuses GPRC or SAGPRC services, privileges or funding.
   3. The Club is found to have their own bank account.
2. If a Club violates one of the SAGPRC policies or procedures, the Vice President Social shall notify the Executive Council no later than 24 hours after the violation is discovered.
3. The Executive Council shall meet and determine the necessary disciplinary actions. Disciplinary actions may include, but are not limited to, the following:
   1. Suspending funds
   2. Revoking Club membership
   3. Restricting Club benefits, etc.
   4. Any sanction applicable under GPRC Policies
4. In certain circumstances, disciplinary action may include the suspension of SAGPRC ratification and its privileges.
5. A Club may only officially lose SAGPRC ratification status by a vote cast by the Executive Council.
6. If a Club is deemed to lose SAGPRC ratification status by the Executive Council, it will:
   1. Surrender all assets to SAGPRC.
   2. Forfeit its right to be a Club on campus for one academic year following the decision of the Executive Council, except in cases where Club members voluntarily choose to remove the Club’s SAGPRC ratification status.
7. A Club may appeal the decision made by the Executive Council to remove its SAGPRC ratification status by providing a Letter of Appeal to the Student Council outlining their case. The Student Council will make the final decision on the appeal.
8. The Letter of Appeal is to be submitted to the Vice President Social who will ensure it reaches the Executive Council.
9. When the letter is presented to the Executive Council, a maximum of two Club members may be invited to speak directly to the Executive Council on the decision regarding the alleged violations.

**Contacts**

Grande Prairie







Fairview

