

## Clubs

### *Purpose:*

All student Clubs shall be responsible to ASA for the goal of providing extracurricular activity and personal enrichment to the student body at large, the fulfilment of the objectives and purposes for which they were established, and for the proper management of the ASA finances granted to them and for the proper conduct of their affairs.

### *Policy:*

- By the 4<sup>th</sup> Friday of the academic year, all Clubs must report to the Vice-President Student Life and the Vice-President Finance with their Executive membership list, current constitution/purpose, and completed budget form for the academic year before they will be recognized as an active ASA Club. Incomplete forms will not be accepted.
- Voting members of ASA Clubs must be members of the Students' Association and ex-officio members may come from the community at large. Club executive members may not hold executive positions on the ASC.
- A President, Vice President, Secretary, and Treasurer shall be elected, and such persons may be full-time or part-time students of the Augustana Faculty, and as such shall be elected in accordance with the constitution/purpose of the said Club. Further positions may also be elected as per the Clubs' regulations.
- Clubs must be required to make application to the appropriate office for any facilities or permits required by said organization when Augustana Campus property is involved. Clubs will be charged for all equipment rentals from Augustana, if applicable.
- New and Suspended Clubs must have their constitution and club applications agreed to by the ASA President, Vice-President Student Life and before they will be recognized as official Augustana Faculty Clubs.
- Clubs must hold annual Executive elections before March 31<sup>st</sup> of each academic year.
- It is mandatory for clubs to create and pass on a Club Transition Binder to the incoming club executive each year. This binder would include what the club did in the past year, outline club assets, and give suggestions on how to improve the club. This binder is due to the VP Student Life by the last day of classes in April.
- It is mandatory for at least one (1) representative from each Club to attend all SACC meetings.
- 

### Obligation

- The Students' Association acts as an umbrella organization for all Clubs. The ASA shall abide by the Alberta Human Rights Guidelines and shall not discriminate against any group on the basis of religion, sex, sexual orientation, age, or disability. In turn, the Club must meet the following criteria:
  - o Club membership shall be open to all students
  - o the Club must comply with all procedural requirements and policies of the ASA and Augustana Faculty;
  - o the Club must not demonstrate a danger or violence against or disruptions of the educational purpose of the Augustana Faculty or against any Augustana

## Clubs

Faculty student or staff;

- o neither the organizations nor any of its members may violate either federal or provincial law throughout a group function; and
- o abide by the regulations of the Club Survival Guide

### Privileges

- Clubs will receive as privileges:
  - o Rent-free use of Augustana Campus rooms as per booking policy;
  - o opportunity to use campus media;
  - o free banking services with the ASA;
  - o opportunity to set up a club website that links to the ASA website;
  - o opportunity to use club mailboxes in the ASA office; and
  - o opportunity to use fax services at a rate of .25 cents per page in North America and \$1.00 per page International. It will cost .10 cents per page to receive faxes. If this policy is abused, the club shall forfeit their discount for the year.
- Clubs that are intending to exist in the next school year must:
  - o submit a letter of intent to the VP Student Life by the last day of classes in April;
  - o plan a re-organizational meeting for the next school year to be held before September 15<sup>th</sup>; and
  - o hand in all equipment/supplies purchased with funds allocated by the SA. Said items shall be turned in by April and stored in the Students' Association offices.
- Clubs that will be disbanding for the following school year shall forfeit all equipment and assets purchased/accumulated with SA funds back to the SA where said equipment/assets will be held in trust.

### **A. Accountability**

- There shall be at least two (2) Club Fairs per school year; one to be held before the end of October, and one to be held in the second semester before the end of January. Clubs who do not set up a booth or advertise at the Club Fair's as deemed sufficient by ASC will be subject to non-compliance.
- The Club Fair is reserved for clubs that are registered and/or in the process of registering with the Augustana Students' Association.
- If there is space permitting, a third party group can attend Club Fair at the discretion of the VP Student Life.
- Monthly financial reports must be submitted at the SAC meeting.
- Optional bi-weekly reports may be submitted for earlier reimbursement of funds.
- After the first incident of non-compliance, a written warning shall be issued by the VP Student Life. After the second incident of non-compliance, the club shall be ineligible to apply for the next initiative funding round. After the third incident of non-compliance, the club shall be ineligible to apply for two additional consecutive funding rounds, as well as being unable to receive 50% of the next operating budget.
- The Club Budget Committee may alter the penalties following non-compliance incidents.

## Clubs

### B. Club Funding

- In order to receive funding, all Clubs of the ASC must complete the appropriate application and initiative budget forms as deemed by the Vice-President Finance and Vice-President Student Life. Expenses must be of benefit to the students of Augustana Campus.
- If applying for special funding outside the Initiative Fund deadlines, clubs shall submit a one page written request to the VP Student Life, who will then bring the request to the Club Budget Committee for review.
- Clubs are not eligible to fill out grant applications. The ASA will fund Clubs under the registration and funding principles in Bylaw 14.

### Operating Budget

- Clubs of four years or less shall receive \$100.00 a year, half of which (\$50.00) is given in the first semester, and half (\$50.00) in the second semester.
- Clubs of five years or more shall receive \$200.00 a year, half of which (\$100.00) is given in the first semester, and half (\$100.00) in the second semester.
- This budget funds the day to day activities of the Club.

### Initiative Budget

- The Initiative Budget is a fund that shall be applied to by clubs wishing to hold events or other initiatives. Applications shall be approved based on merit, feasibility, alignment with club purpose, financial need, track record/non-compliance history, and club history.
- The total amount of funds in the Initiative Budget shall equal the total amount of funds in the total club budget, minus funds allocated to the Operating Budget, and shall vary slightly from year to year.
- There shall be two application periods per semester, totalling four per year. They shall take place on the last Friday of September, the last Friday of October, the second last Friday of January, and the last Friday of February.
- Initiative funds will be split equally between funding rounds. However, the Club Budget Committee may, at its discretion, redistribute funding from one round to another.
- Approved funds can be used at any time in the given school year. However, rationale must be given for receiving funds in a given funding round rather than a later funding round (ie deadlines for bookings, advertising, etc.).
- Unused initiative funds shall revert to the ASA upon initiative completion.

### Expenses

- All equipment purchased must be available to all members and pertain to the clubs function.
- Alcohol is not an allowable expense, and the ASA shall not be responsible/liable for club events where alcohol is served.
- Only approved items in initiative requests shall be reimbursed. If an expense request

## Clubs

does not contravene expense restrictions contained within this policy, it can be reimbursed through the operating fund.

- These funds are not a grant to the registered club. No club can receive cash up-front from the ASA.
- Clubs will be reimbursed for club expenses up to the allowable expense maximum when receipts for these expenses are received and approved by the ASA Executive Director.
- Clubs are encouraged to seek funding from sources outside the ASA.
- Clubs are expected to utilize services that are available on campus. The ASA shall not reimburse clubs for expenditures on products when the service is accessible (eg. Office products, software, etc.).

### Internal Accounts

- Clubs will be provided an internal account with the ASA. Allowable expenses may be reimbursed equal to the amount in the club's internal ASA account.
- Funds from the operating budget and alternative revenue sources shall be stored in the internal accounts and carried over from year to year.
- Clubs are encouraged to deposit fundraising monies into their internal accounts.

### Transportation

- Bus transportation may be allowed at the discretion of the Club Budget Committee. All other travel requirements must make application to the VP Student Life for approval.
- For personal vehicle transportation costs, mileage will be reimbursed at \$.25 per kilometer from the club's internal account.

### Risk

Gambling is not permitted by any clubs.

- Alcohol Event
  - A club executive must consult with the VP Student Life and Executive Director at least one month prior to holding an alcoholic event.
  - It is required for club alcohol events that at least two executive members (who will be attending the event) must attend an Alcohol Awareness Seminar. This training will be valid for two years upon completion.
  - All clubs planning to have an alcohol event must follow the risk management guidelines as presented by the University of Alberta. Only one club member should be responsible for handling the risk management application process.
- Waivers
  - If your club holds events with risk of physical injury or if you plan any off campus travel in personal vehicles, each club member must sign a waiver. There are no

## **Clubs**

exceptions to this regulation, and if it is not followed or complete by the timeline set out, the ASA reserves the right to revoke club status.

### **C. The Climbing Club**

The ASA shall not be responsible for providing essential equipment (i.e. ropes, harnesses, chalk, holds, etc.) to the Augustana Faculty Climbing Wall through any ASA sponsored club budget, in particular a Climbing Club. These items are the responsibility of the Athletics Department as per the signed contract with the ASA.

### **D. Club Posters**

Any poster or other media produced by a club for promotion must feature either the ASA logo or the 'Augustana Students' Association' name in visible text.

The Vice-President Student Life must be made aware of any violations to this policy. The Student Activities Coordinating Committee shall be informed and will be the ultimate deciding body in club governance.