

EVENTS POLICY

POLICY: AD-06

ADMINISTRATION

Reviewed	Governance Committee	March 2020
Approved	Students' Council	March 2020

POLICY INTENT

This policy intends to guide the event process to ensure successful planning, budgeting, internal coordination, and implementation of SABVC events. This policy applies to all Councillors, Executives, Executive Director, Staff, and Volunteers.

CONTEXT

Promoting the integration of engagement, awareness, campaigns, and volunteering to enhance the student experience is foundational to the work at the Students' Association of Bow Valley College (SABVC). This is done by SABVC programming and through partnerships with other institutions that can benefit SABVC's Membership.

PURPOSE OF SABVC EVENTS

- 1.0 SABVC events and activities should be planned strategically with a holistic perspective on the entire SABVC Membership. Events should be scheduled on a yearly events calendar.
- 2.0 While SABVC should stay active among students, the goals of SABVC staff and Executives should not focus on a quantity of events but rather on providing a quality student experience and increasing engagement on campus.
- 3.0 SABVC events should be open to all Members, be representative of the diverse student population at SABVC, and not be focused exclusively on any particular group.
- 4.0 Events, programs, and initiatives of SABVC should collectively support a student's physical, social, emotional, spiritual, and mental wellbeing and should aim to create a fun, healthy, and positive student experience.
- 5.0 SABVC may engage in partnerships for events so long as the partnership is beneficial to SABVC Membership.

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- 6.0 Events scheduled monthly between September and May shall normally be Annual Events scheduled in a yearly events calendar.
- 6.1 Some months may have more than one event when an Annual Event (refer to items 7.0 to 12.0) and a Signature Event (refer to items 13.0 to 19.0) are planned for the same month.

ANNUAL EVENTS

- 7.0 Annual Events are events planned by SABVC that are established on the yearly events calendar.
- 8.0 Annual Events are primarily organized by SABVC staff and happen year after year unless deemed irrelevant or unsuccessful.
- 9.0 Although Annual Events are primarily organized by SABVC staff, Executives and *ad hoc* committee(s) can also participate pointing out suggestions, recommendations, concerns, and improvements for Annual Events.
- 10.0 Executive Committee and Council may propose new Annual Events to the calendar. New Annual Events shall be approved by Council by a Simple Resolution.
- 11.0 Executives and Councillors shall support Annual Events. They shall also assist SABVC to promote these events with the Membership.
- 12.0 The budget for Annual Events is accounted for in the annual budgeting process and shall not be dedicated to other purposes such as Signature Events as described below.

SIGNATURE EVENTS

- 13.0 Signature Events are special events, not included in the yearly events calendar, initiated by the Executive Committee during Summer. They are primarily planned by Executives with staff's support, then submitted to Council's approval. They shall be approved by Students' Council with a Special Resolution at least 45 days prior to the event date.
- 14.0 Signature Events could be, but not limited to, short trips, events, or any off-site activities.
- 14.1 Off-site parties are not allowed and are not considered Signature Events.
- 14.2 Executives must assess if the Event is financially feasible, always respecting the signature events' budget approved by Membership in the previous Annual General Meeting.
- 15.0 In order to make Signature Events possible, the following mandatory steps shall be followed:
- 15.1 Executive Committee will discuss and write a Signature Event Proposal during Summer. The proposal shall describe:
- 15.1.1 Signature Event's purpose, estimated budget, and predetermined date(s);

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- 15.1.2 Space/room booking, any service(s) to be hired, any necessary purchase(s);
- 15.1.3 Advertising plan.
- 15.2 The Signature Event's purpose described in item 15.1.1 should be aligned with SABVC Strategic Plan and respect SABVC's mission and core values.
- 15.3 Signature Events must be open to all learners, including regional students, always promoting effective representativeness.
- 15.4 The Signature Event Proposal shall be scheduled on the yearly events calendar.
- 15.5 Once Students' Council takes office, the Signature Event Proposal will be presented to Councillors by the Executive Committee at a Students' Council Meeting. Councillors will vote to approve or not the Event using a Special Resolution.
 - 15.5.1 Executives are allowed to vote.
- 15.6 Council may appoint an *adhoc* committee to discuss and plan the Signature Event with Executives and staff.
- 15.7 If the proposal is approved, the Director of Internal Affairs will be responsible to inform the Executive Director and plan the event details with SABVC staff.
- 15.8 Executives and staff are responsible for promoting the event and implement the event plan.
- 15.9 If the proposal is not approved, the Signature Event Proposal shall be removed from the yearly events calendar.
- 16.0 The approved budget for the Signature Event shall be respected. Extra costs or expenses will be analyzed by Council.
 - 16.1 Executives and Councillors are accountable for the event.
- 17.0 Executives and Councillors shall support Signature Events. They shall also assist SABVC to promote these events with the Membership.
- 18.0 Executive Committee shall plan no more than two Signature Events per year-term.
- 19.0 Signature Events are not expected to repeat year after year, although SABVC staff may adopt successful Signature Events as Annual Events in the SABVC yearly events calendar.

RELATED POLICIES

AD-03 Communication Policy

AD-05 Social Media Policy

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FN-02 Money Management Policy

FN-04 Expense Claims and Credit Card Policy