

CLUBS PROCEDURES

POLICY: AD-07-A
ADMINISTRATION

Reviewed	Finance Committee	March 2024
Approved	Students' Council	March 2024

CONTEXT

A club is defined as a group of current Bow Valley College students that has been ratified by the Students' Association of Bow Valley College (SABVC) under the Clubs Policy. The group will have a common academic, representational, recreational, or other interest. Clubs are created to optimize students' ability to learn, grow, and develop within their expressed fields of interest and to enhance student life at Bow Valley College. The SABVC supports ratified clubs by providing staff support, infrastructure, and resources. All clubs must follow the Clubs Procedures.

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1.0 CLUB RATIFICATION

1.1 Eligibility for club ratification can be found under section 1.2 of the Clubs Policy.

- 1.2 Prior to submitting the Clubs Ratification Application Package, a representative of the club must meet with a SABVC Clubs Representative to ensure proper completion and to review all applicable procedures and policies of the SABVC.
 - 1.2.1 SABVC Clubs Representative is the staff member of SABVC responsible for managing and guiding clubs and club's activities.
 - 1.2.2 This is a mandatory meeting for all new clubs as part of their ratification process.
- 1.3 Once the application is submitted to the SABVC Clubs Representative, the application will be submitted to Students' Council for approval.
- 1.4 If the criteria in the Clubs Policy 1.2 have been met as well as item 1.2 of these Procedures, the club shall be ratified by Students' Council and thus have access to all club benefits outlined in this document.

2.0 CLUB DE-RATIFICATION AND DISCIPLINARY PROCEEDINGS

- 2.1 Students' Council has the authority to de-ratify a club based on section 2 of the Clubs Policy.
- 2.2 A club will be subject to disciplinary proceedings and may be de-ratified if:
 - 2.2.1 The club does not abide by the group's own constitution as ratified.
 - 2.2.2 The club abuses the SABVC's services, privileges or funding.
 - 2.2.3 The club uses the corporate name, logo, and/or initials of the SABVC without the written consent of the SABVC Executive Director, the SABVC Clubs Representative, or designate.
 - 2.2.4 The club uses the corporate name and/or symbol of any outside organization, including Bow Valley College, without written consent.
 - 2.2.5 The club recruits members to any outside organization. Club Chapters must seek approval from Executive Director or SABVC Clubs Representative.
 - 2.2.6 The club enters into any contract which is not duly authorized and endorsed by the appropriate SABVC signing authorities or designate(s).
 - 2.2.7 The club fails to make deposits and provide proof of deposit of event proceeds within ten (10) business days following the event.
 - 2.2.8 The club does not abide by the "General Club Requirements" section below or any other section of the Clubs Policy or these procedures.
 - 2.2.9 The club fails to comply with standards for human rights and anti-discrimination.
 - 2.2.10 For any other reason deemed by the SABVC Executive Director or SABVC Clubs Representative to warrant disciplinary proceedings.

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- 2.3 Disciplinary proceedings may range from verbal warnings to recommendations for de-ratification depending on the severity of the infraction and the perceived intent behind it. The following list is only a guideline for the application of disciplinary proceedings and does not diminish the authority of the Executive Director and the SABVC Clubs Representative to use judgment in individual cases or the authority of Students' Council to de-ratify a club for any reason:
- 2.3.1 For minor infractions with no negative consequences to SABVC or BVC and with no perceived malintent, a verbal warning may be issued by the SABVC Clubs Representative to the club representatives.
 - 2.3.2 For more severe infractions with minor negative consequences to SABVC or BVC with no perceived malintent, a written warning may be issued to the club representatives and placed in the club's file.
 - 2.3.3 For more severe infractions with significant negative consequences to SABVC or BVC with no perceived malintent, actions may be taken which restrict the club's access to some or all SABVC benefits entirely or for a period of time and may result in de-ratification. A club may be required to replace one or more executive members to maintain their ratification.
 - 2.3.4 For any infractions with perceived intent, more severe disciplinary proceedings will be applied up to an including de-ratification.
- 2.4 In the event that a club is subject to disciplinary proceedings more severe than a verbal warning, the SABVC Clubs Representative will prepare a written document outlining the discipline and the reasons for it which will be given to the club executives, placed in the club's file, and provided to Students' Council as information.
- 2.5 In the event that discipline includes a recommendation to Students' Council for de-ratification, the SABVC Clubs Representative will provide a written document outlining the recommendation and the reasons for it to the club executives and the club file in addition to forwarding the recommendation to Students' Council.
- 2.6 A club that has been de-ratified will be notified by the SABVC Director of Internal Affairs within three (3) business days of the de-ratification. Included in this notice will be the reasons for de-ratification and information regarding the appeal process.
- 2.7 A club may appeal their de-ratification by providing a letter of intent to appeal to Students' Council within three (3) business days of the de-ratification.
- 2.8 BVC may pursue misconduct proceedings for any unacceptable actions of club members as determined by BVC independent of the above disciplinary actions.

3.0 CLUBS REPRESENTATIVES

- 3.1 Each club shall be responsible for filling at least three (3) club executive positions in a manner outlined by the club's constitution. The three positions will be President, Vice-President, and Treasurer.

- 3.1.1 A student may not be the President of more than one club; however, a President may be a member of another club.
- 3.2 At least three (3) of the elected club executives shall be registered with the SABVC as signing authorities for the club they represent. 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 these procedures.
- 3.3 Clubs are volunteer groups and not businesses. Therefore, all club executive positions shall be voluntary and have no remuneration associated with them. Club executives shall not charge a fee for regular services to their club. A club executive facing a potential conflict of interest must declare the conflict of interest to the club members and abstain from any decision where there is a potential for personal gain.
- 3.4 One (1) of the elected club executives shall be designated as the club's SABVC Liaison and will be the main point of contact and communication between the club and SABVC.

4.0 GENERAL CLUB REQUIREMENTS

- 4.1 Each club shall serve the needs of their members and shall:
 - 4.1.1 Be required to have an executive officer of the club present at all club meetings.
 - 4.1.2 Submit appropriate forms to the SABVC Clubs Representative for event or activity approvals, bank withdrawals, or grant applications.
 - 4.1.3 Receive SABVC approval for all club events and activities. 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.
 - 4.1.4 Submit receipts for expenses incurred as proof of expenditures.
 - 4.1.5 Have no authority or power to bind the Students' Association or the individual club to a contract of any nature whatsoever. Any contract which the club wishes to enter into must be executed on behalf of the club by the authorized signing officers or designate(s) of the Students' Association in accordance with the Clubs Policy section 9.3; and item 13.0 of these Procedures.
 - 4.1.6 Under no circumstances spend or attempt to spend funds in excess of the amount available in the club's account. On no account will the Students' Association be bound for any expenditure in excess of the account balance.
 - 4.1.7 In accordance with the Clubs Policy section 5.0, ratified clubs shall submit the Fall Activity Report by November and Winter Activity Report by March to the SABVC Club Representative. The reports must include at a minimum: a list of all of the club's events and activities for that period; a list of the 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

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continuity plan. This shall serve as the club's request to maintain the basic grant and benefits.

4.1.7.1 For the financial position section, SABVC will provide a finance report to each club informing their current situation based on bank statements and receipts provided. SABVC will provide the reports by the first week of November and the first week of March.

4.1.8 Be present or represented at all required meetings of the Students' Association including the Annual General Meeting and any Special General Meetings.

4.1.9 Recruit members for their own club but not as members to any outside organization.

5.0 BENEFITS AND SERVICES FOR CLUBS

5.1 Ratified clubs have special access to Students' Association services and resources subject to availability and approval if required. These are:

- Funding to support the cost of club events up to a maximum of 80%
- Event Advice
- Free printing for club's activities – up to 20 colour copies per event
- Assistance to share club's information on SABVC Social Media
- Meeting space with enough notice & Table bookings
- Club email account
- Insurance coverage for events

6.0 CLUB EVENTS AND ACTIVITIES

Activity Approval

6.1 All activities hosted by a club must be approved in advance by SABVC. An activity can be defined as any event (except meetings) held on or off campus by the members of a club. The following requirements must be met for all club activities:

6.1.1 All club activity requests must be made through a "**Club Activity Application**" and received by the SABVC Clubs Representative a minimum of two (2) weeks in advance of the date of their proposed activity and no more than two (2) months in advance of the proposed activity. This is to ensure a timely event approval and room booking if applicable.

6.1.2 Travel Authorization requests must be made through a "**Club Travel Authorization Application**" and received by the SABVC Clubs Representative a minimum of three (3) weeks in advance of the date of their

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proposed domestic travel; and a minimum of three (3) months in advance of the date of their proposed international travel. This is to ensure a timely travel approval.

- 6.1.3 All activities must follow the various guidelines of the following agencies or organizations in order to be considered for approval: Federal, Provincial and Municipal regulatory bodies dealing with that particular activity; BVC policies and procedures; the SABVC bylaws and policies; and any other guidelines set up by Bow Valley College or the SABVC.
- 6.2 The SABVC Clubs Representative will assist clubs in booking appropriate on-campus spaces for approved events and activities if the approved events and activities meet the criteria established for use of those spaces including all applicable BVC and SABVC policies and procedures.
- 6.3 The SABVC holds adequate insurance coverage for most events clubs may wish to hold both on and off campus. For more information about insurance coverage, clubs should contact SABVC Clubs Representative.
- 6.4 Club members will be required to sign waiver forms to assume personal liability for high-risk activities.
- 6.5 Students' Council shall approve Club Events without personal judgment on the use of the Club's Funds, in accordance with Clubs Policy section 3.2.2.

Alcohol Use at Events

- 6.6 The organizers of all activities where alcohol is to be served, including activities off campus, must adhere to these requirements:
 - 6.6.1 Liquor shall only be served in licensed venues.
 - 6.6.2 No minors are allowed to participate, either as a guest or as a volunteer.
 - 6.6.3 The organizers of activities are responsible for every aspect of that activity.
 - 6.6.4 At any outside event, the club is responsible for ensuring the Alberta Gaming and Liquor Control rules, and the rules of the premises are properly enforced. This means the clubs are responsible for door control, coat check, liquor ticket sales, and security throughout the night.
 - 6.6.5 Clubs are responsible for ensuring that food is available to their patrons until the bar closes. Under no circumstances are volunteers allowed to consume or serve any alcohol, at any time during the event before or during each volunteer's shift.
 - 6.6.6 No liquor may be served to anyone who arrives intoxicated and it is in the club's best interest not to allow them in. Under the Alberta Gaming and Liquor Commissions provisions, the club has a right to prevent entry of an intoxicated person even if the guest has a valid ticket.

- 6.6.7 The organizers of the club hosting the event are personally responsible for anyone allowed to become intoxicated at the event.
- 6.6.8 The club organizers are responsible for any person attending their event who appears to be intoxicated until that person is sober. If anyone drinks, drives and is involved in an accident, those organizers may also be held accountable in law for contributing to the incident through allowing the driver to become intoxicated.
- 6.6.9 The Students' Association does not approve of pub crawls under any circumstances, and their organization or promotion by a ratified club is not permitted.
- 6.6.10 Members of the campus who choose to organize pub crawls should be aware that they, as individuals and independent agents, assume responsibility and potential personal liability for the event and should be aware of all ramifications therein. The organization and implementation or promotion of pub crawls will result in de-ratification of the club.

Tickets and Ticket Sales

- 6.7 It is mandatory that clubs number and carefully track the distribution and sale of event tickets so as to not lose or de-value the tickets and to accurately project attendance.
- 6.8 All tickets must state:
 - 6.8.1 Club name and reference to being a SABVC Club, example "Club Name – An SABVC Club".
 - 6.8.2 The time, date, and location of the activity must be clearly visible.
 - 6.8.3 For liquor related events you must include: "No Minors; Picture I.D. Required; Please don't drink and drive."
- 6.9 The club executives are responsible for all money collected for tickets. The club executives are personally responsible for any discrepancies in the accounting of ticket revenues.

Booking Tables

- 6.10 Clubs are entitled to request to book tables inside Bow Valley College for promoting activities, events, fundraising drives or membership sales according to these requirements:
 - 6.10.1 Clubs must indicate on their Club Activity Application the preferred dates and times for tables, but the date must not be prior to at least two (2) weeks after the date that the form is submitted. Every effort will be made to accommodate requests; however, booking is subject to availability. A club representative may work with the SABVC Clubs Representative to arrange an available date and time.

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- 6.10.2 Tables can be used for the purpose of recruiting members, promoting activities, or raising funds for the club but at no time can they be used as a means to recruit membership to any outside organization. Violation of this rule will lead to immediate de-ratification of the club.
- 6.10.3 Clubs that do not leave the tables clean after using will be responsible for paying the costs for cleaning the area.
- 6.10.4 The frequency of table bookings will be at the discretion of the SABVC Clubs Representative.
- 6.10.5 Signs or posters may only be attached to tables and not on painted surfaces.
- 6.10.6 The presence of special guests or celebrities at your table must be approved at the time of your table booking. The SABVC may monitor your activity. If these rules are violated, the SABVC reserves the right to deny further table bookings.
- 6.10.7 According to BVC Policy, tables may not be used to:
- Fundraise or campaign for a political party or candidate;
 - Sell goods in direct competition with BVC stores/vendors.

Working with Vulnerable Populations

- 6.11 Club activities that involve working with vulnerable populations are only permitted with approved external organizations or BVC departments specialized in these areas.
- 6.11.1 For the purpose of the Clubs Procedures, it is considered vulnerable population any persons or communities such as, but not limited to, children; survivors of domestic violence; survivors of sexual assault; survivors of human trafficking; persons with a disability; persons at risk of or experiencing homelessness; people in addiction recovery; etc.
- 6.11.2 Potential organizations will be thoroughly researched and assessed to make sure they have the proper insurance and policies and procedures in place for screening volunteers before the organizations are considered approved.
- 6.11.3 Club activities involving vulnerable populations shall follow the same instructions for Activity Approval as described in item 6.1.

7.0 ADVERTISING AND PROMOTIONS

- 7.1 SABVC will not allow clubs to advertise drinking games, below cost price specials on alcoholic drinks, free drink offers, or any other type of promotion prohibited by applicable laws or regulations.
- 7.2 Organizers must submit to SABVC Clubs Representative posters and handbills for approval. Allow one (1) week for analysis and approval.

- 7.2.1 Clubs are responsible for creating their own advertising material. SABVC will offer event advice and assistance to share club's information on SABVC Social Media in accordance with item 5.1; however, SABVC shall not create any kind of advertising or promotion material to clubs.
- 7.3 Posters may be given to the SABVC Clubs Representative for displaying on bulletin boards. Allow one (1) week for displaying unless otherwise negotiated with SABVC Clubs Representative.
- 7.4 Any advertising, including posters, handbills, tickets, or other promotions for an event or activity must have the following information printed on them so that the information can be clearly read:
 - 7.4.1 Club name and reference to being a SABVC Club, example "Club Name – An SABVC Club".
 - 7.4.2 The time, date, and location of the activity must be clearly visible.
 - 7.4.3 For liquor related events you must include: "No Minors; Picture I.D. Required; Please don't drink and drive."
- 7.5 Clubs must obtain written permission from the SABVC Clubs Representative or designate to use part or all of the corporate name, symbol, and/or initials of the Students' Association of Bow Valley College.
- 7.6 Clubs are not to use part or all of the corporate name, logo, symbols, and/or initials of Bow Valley College.
- 7.7 Clubs may not use the corporate name and/or symbol of any outside organization without written consent.
- 7.8 The SABVC will prevent the distribution of any club advertising, promotions and communications that can be reasonably assumed to be discriminatory, as defined by the Alberta Human Rights, Citizenship and Multiculturalism Act.

8.0 CLUB SPONSORSHIP AND FUNDRAISING

- 8.1 Clubs are encouraged to fundraise. Fundraising activities could include, but are not limited to, on-campus fundraising events (provided that activity approval has been given for events), coupon book sales, ticket sales, candy sales, soliciting local businesses for donations, etc.
- 8.2 Clubs are not allowed to participate in licensed gaming fundraising including but not limited to raffles, 50/50 draws, casinos, bingos, pull tickets and cash prizes.
- 8.3 If the club proposes to promote a fundraising activity on or off-campus, club executives shall submit the Clubs Activity Application to the SABVC Clubs Representative a minimum of four (4) weeks in advance of the date of their proposed fundraising activity.

9.0 SABVC LETTERHEAD AND LOGO

- 9.1 Clubs must seek approval from the SABVC Clubs Representative before printing any document on SABVC Letterhead or logo. The document must be for a pre-approved event or activity of the club.

10.0 CLUB START-UP GRANT

- 10.1 According to the Clubs Policy section 6.0, new clubs may be eligible for a Start-Up Grant in the amount of two hundred (200) dollars if the club provides an explanation of the intended use of the grant.
- 10.2 Applications for the start up fund must be submitted to SABVC no later than two (2) months after Students' Council approves the Club Application.
- 10.2.1 To apply for the start up fund, clubs must submit the Start Up Fund Application to SABVC via email or in person.
 - 10.2.2 If the fund is approved by SABVC, clubs have up to three (3) months after Students' Council approves the Club Application to use the start up funds according to items 6.2 and 6.3 of Clubs Policy.
 - 10.2.3 Start Up Fund Application may not be approved if the application violates SABVC Bylaws and policies; or goals described in items 6.2 and 6.3 of Clubs Policy.
- 10.3 Approved funding will be deposited into the club's bank account.
- 10.4 Funding is subject to the availability of funds in the Students' Council grant budget at the time of ratification.

11.0 ACTIVITY AND EVENT GRANT

- 11.1 Funding may be available to support the cost of club events and activities up to a maximum of 80%. The exact amount is determined based on the club's projected need, the benefit to the students and student members, other available funding opportunities for the club, and the availability of funds in Students' Council grant budget.
- 11.2 To request the fund, clubs will add this information in the Club Activity Application and submit the application to the SABVC Clubs Representative a minimum of four (4) weeks in advance of the date of their proposed activity or event.
- 11.2.1 Requests up to two hundred (200) dollars can be approved by the Executive Director or SABVC Clubs Representative **and** Director of Internal Affairs.
 - 11.2.2 Requests over two hundred (200) dollars will be send to Students' Council meeting for approval, in accordance with item 3.2 of Clubs Policy. Club Executives can choose to attend this Council meeting if they understand this will be beneficial to their request.

- 11.3 All expenses directly related to the event or activity are eligible for the Grant upon Students' Council approval and will be reimbursed to the club when all expense receipts have been submitted to the SABVC Clubs Representative.

12.0 CLUB FINANCES

- 12.1 All clubs have the following responsibilities and rights relating to their finances:
- 12.1.1 All ratified clubs must maintain a bank account with the Students' Association.
 - 12.1.2 The club Executives are responsible for managing their club's bank account.
 - 12.1.3 The Students' Association shall have a list of authorized signing authorities for each club who act on behalf of the club to receive money or authorize expenditures for that club.
 - 12.1.4 If for any reason a club does not maintain a positive bank account balance, the Executives of that club will become personally responsible for financially covering any charges in excess of the club's bank account balance.

Inactive or De-Ratified Clubs

- 12.2 If a club is de-ratified and/or becomes inactive for more than one semester, any balance in the club's bank account will be credited towards the Club Funding Budget to be used for future clubs' Start-Up Grants or Activity and Event Grants.
- 12.3 If a currently un-ratified or de-ratified Club has unpaid invoices or other financial obligations remaining from club activities which occurred while the club was ratified, the SABVC Clubs Representative may authorize payment of those invoices or other financial obligations from the SABVC club account. Reasonable steps will be taken to contact the last known club executives to communicate this and/or authorize the transaction.
- 12.3.1 If for any reason the SABVC club account does not have enough bank account balance to cover the unpaid invoices or any other financial obligations, the Executives of that club will become personally responsible for financially covering the charges.

Withdrawals

- 12.4 Cheque requisition forms for club accounts, signed by at least two registered club signing authorities, must be provided to the SABVC Clubs Representative or the Executive Director. Allow two (2) weeks for processing time.
- 12.5 Withdrawal slips must be filled out, signed by two club signing authorities, and submitted to the Executive Director or to the SABVC Clubs Representative.

Receipts

- 12.6 All receipts must be submitted to SABVC for all purchases and/or provided services, even if the money has already been withdrawn from the bank account for auditing purposes.
- 12.6.1 In accordance to items 2.2.8 and 4.1.4, failure to submit receipts may result in disciplinary actions.
 - 12.6.2 Clubs that fail to submit receipt(s) of paid transactions will not get the reimburse(s). Clubs have up to two (2) weeks to submit their receipt(s) to SABVC Clubs Representative after the receipt's date.
 - 12.6.3 Repeatedly losing receipts may result in expenses being reimbursed instead of allowing for preliminary withdrawals using the withdrawal slips.
 - 12.6.4 If a receipt is misplaced, a memorandum explaining the expense must be signed by all three club signing authorities.
- 12.7 The mandatory Activity Reports must show all deposits, withdrawals, and expenses balancing, in accordance with section 4.1.7. Assistance for this reporting system is available through the SABVC Clubs Representative.

Deposits

- 12.8 Should any club make a profit on any event, activity, or fund drive, the profit shall be deposited with the club's bank account at the Students' Association. Such deposits are to be made within seven (7) business days of the event. Failure to do so may result in the de-ratification of the club.
- 12.9 Undistributed profits of any club shall be available to the executive of that club for their use to further the club's work in subsequent academic years, provided that the club remains ratified with the Students' Association.
- 12.10 All fund shall be kept in the SABVC safe until deposited into the club's bank account through the SABVC bank.

13.0 CONTRACTS

- 13.1 Any contract that a club wishes to sign such as for hiring a guest speaker, renting equipment, or selling goods, must be submitted to the SABVC Clubs Representative for analysis and approval.
- 13.2 Contract(s) shall be submitted to SABVC Clubs Representative allowing one (1) week for analysis.
- 13.3 The SABVC Clubs Representative will consider the following items in determining whether or not to recommend a contract on behalf of a club for signing: the event or activity has been approved; the club has, or is likely to have, sufficient revenues in its

bank account to cover the cost of the contract; and the request to sign the contract has been ratified by three (3) authorized signing officers from the club.

- 13.4 If the contract submitted is approved, the contract will be signed by the Executive Director of SABVC. In the absence of the Executive Director, the Director of Internal Affairs can sign the contract on behalf of the club.
- 13.5 Although SABVC signs the contract, club executives are totally responsible for the product purchased or the service hired as soon as the contract is signed for both parts (SABVC and the provider).
 - 13.5.1 Clubs have no authority to sign contracts.
 - 13.5.2 In some cases, depending on the service indicated in the contract and/or the amount charged, the Executive Director or the SABVC Clubs Representative may choose to bring the contract analysis to Students' Council approval.
- 13.6 Ratified clubs have no authority to bind the SABVC to any contract or agreement, oral or written of any nature whatsoever.
- 13.7 Any club who signs a contract on its own behalf will be subject to internal and external disciplinary action(s):
 - 13.7.1 Internal actions are up to and including de-ratification.
 - 13.7.2 External actions include, but are not limited to:
 - 13.7.2.1 The SABVC could pursue any legal recourse from the club.
 - 13.7.2.2 SABVC reserves the right to seek legal assistance to protect itself from any legal action that may occur. SABVC has no responsibility for contracts that are not signed by its representatives.

14.0 CLUBS PROCEDURES AMENDMENTS

- 14.1 Any portion of these policy / procedures which does not meet or exceed the standards required in legislation or regulation and comply with all applicable contracts and agreements as well as the Bylaws of the Students' Association shall automatically be deemed invalid.
- 14.2 Changes that are required to have policy / procedures comply with legislation or regulation only need the Executive Director's approval but will be reported to the Students' Council.
- 14.3 The Students' Council or its designate will approve all other changes to these policy / procedures.

RELATED POLICIES

AD-03 Communication Policy

AD-05 Social Media Policy

AD-07 Clubs Policy

GV-01 Policy on the Role of Students' Council

GV-01-A Students' Council Procedures

TR-03 Travel and Arrangements Policy