

CLUBS POLICY

**POLICY: AD-07
ADMINISTRATION**

Reviewed Executive Director April 2022

Approved Executive Committee May 2022

CONTEXT

A student 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 this 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.

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1.0 CLUB RATIFICATION

- 1.1 Students' Council reviews all Club Application and Agreement forms. To be eligible for ratification, clubs must meet the standards established in this policy and the associated procedures.

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- 1.1.1 Councillors shall not refuse to ratify a club based on their own personal interest or opinions of the club's purpose.

Standards for Club Ratification

- 1.2 In order to be considered for ratification, clubs must meet the following standards:
 - 1.2.1 The "Student Club Ratification Application" must be fully completed;
 - 1.2.2 Club executives shall be SABVC Active Members.
 - 1.2.3 The student club must have at least 5 members and these must be current students of Bow Valley College;
 - 1.2.4 The student club must not limit or discriminate membership on any basis except on their status as current BVC students;
 - 1.2.5 The student club must have a common purpose or mandate which serves some or all of the Bow Valley College student community or the general welfare of students and is consistent with the principles established by the Students' Association of Bow Valley College in its bylaws, policies, and procedures.
 - 1.2.6 The student club's purpose must be any benevolent, philanthropic, charitable, scientific, artistic, literary, social, educational, agricultural, sporting or other useful purpose that is not commercial.
 - 1.2.7 The club must not directly duplicate the purpose of an existing club.
 - 1.2.8 The name of the club must not include the terms "students' association", "students' union", "students' council", or "affiliation" so as to avoid confusion with the SABVC and to avoid purporting itself as a separate entity.

Council's Right to Refuse Ratification

- 1.3 Students' Council has the right to refuse to ratify a club if it does not meet the standards established in this policy, Clubs Procedures, any and all relevant provincial and federal legislation, or the SABVC's bylaws.

2.0 CLUB DE-RATIFICATION

- 2.1 Students' Council has the authority to de-ratify clubs if the club:
 - 2.1.1 Fails to meet the standards of SABVC Bylaws; Clubs Policy; Clubs Procedures; BVC policies; any and all relevant provincial and federal legislation;
 - 2.1.2 Has no club executive left;
 - 2.1.3 Fails to submit its Mandatory Activity Reports;

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- 2.1.4 Acquires a debt;
 - 2.1.5 Promotes events, meetings, campaigns, or any type of activities not approved by Council;
 - 2.1.6 Violates SABVC or BVC's rules and regulations, damaging spaces, facilities, furniture, walls, flooring, equipment, etc. on campus or outside;
 - 2.1.7 Promotes, participates in or arranges any activities which are deemed by the Students' Council as blatantly disregarding public safety or offends or demeans a person, or group of persons, on the basis of race, colour, ancestry, place of origin, nationality, religion, family or marital status, physical or mental disability, age, gender, sexual orientation, or conviction for a criminal charge;
 - 2.1.8 Chooses to dissolve itself by providing the SABVC with a letter and a copy of the minutes, signed by at least three executive officers of the student club, of the meeting where the dissolution was approved;
 - 2.1.9 If a club remains inactive – that is not providing reports or planning events – for one year, SABVC holds the right to automatically disband the club;
 - 2.1.10 For any other reason determined by Students' Council to warrant de-ratification.
- 2.2 The de-ratification process follows SABVC Clubs Procedures.

3.0 EVENTS AND ACTIVITIES

- 3.1 All events and activities hosted by a club must be approved in advance by the Students' Association in accordance with the Clubs Procedures.
- 3.2 All club activity requests equal or over two hundred (200) dollars should be approved by Council.
 - 3.2.1 Approval of club activities at Council is for the purpose of protecting SABVC from potential issues of liability.
 - 3.2.2 Council shall not make judgments, comments, or reject events based on their perception of the value of the activity, the use of the Club's money, or the benefit of the activity.
- 3.3 SABVC has no liability or responsibility whatsoever for any club activity that was not approved by SABVC or Students' Council.

4.0 TRAVEL AUTHORIZATION

- 4.1 All events and activities hosted and/or promoted by a club that involve traveling of one or more members must be approved by Students' Council in advance in accordance with the Clubs Procedures.

- 4.2 SABVC has no liability or responsibility whatsoever for any club traveling (domestic and/or international travel) that was not approved by Students' Council.

5.0 MANDATORY ACTIVITY REPORTS

- 5.1 All ratified clubs shall submit Fall Activity Report by November and Winter Activity Report by March.
- 5.2 Failure to comply with item 5.1 will result in a deduction of the club's basic grant and benefits.

6.0 START-UP GRANT

- 6.1 Funding from the Students' Association in the form of grants may be available for eligible clubs and/or club events in accordance with the Clubs Procedures.
- 6.2 Clubs may be eligible for a two hundred (200) dollars start up fund. The fund must be used for starting up the club, aiming two specific goals: (I) to gain new members; or (II) to generate revenue for the club.
- 6.3 Start up fund may be used for the following activities or others if respecting goals mentioned in item 6.2:
- 6.3.1 Club start-up event;
 - 6.3.2 Club t-shirts;
 - 6.3.3 Marketing materials for advertising the club;
 - 6.3.4 Investing in some fundraising.
- 6.4 Applications for the start up fund must be submitted to SABVC no later than two (2) months after Students' Council approves the Club Application.
- 6.5 The process for the start up fund application is described in the Clubs Procedures.

7.0 COMMUNICATION AND BRAND GUIDELINES

- 7.1 All Clubs advertising, promotions, and communications, including tickets, must comply with the Clubs Procedures and the Communications Policy as well as any applicable laws and regulations or general policies of Bow Valley College or the SABVC.
- 7.1.1 Refer to Clubs Procedures.
- 7.2 Clubs must not include the Bow Valley College's logo, name, symbols, or initials on any of their documents, advertising, promotions, or websites.

8.0 FINANCES

- 8.1 All Clubs shall maintain a bank account through the SABVC.

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8.2 Clubs have responsibilities and rights relating to their finances. These are outlined in the Clubs Procedures.

9.0 HONORARIUM FOR EXECUTIVES

9.1 Clubs that comply with item 5.0 and offer at least 1 event or activity per term (1 for Fall and 1 for Winter) will receive an honorarium from SABVC.

9.2 SABVC will pay the honorarium to only 2 club executive members.

9.2.1 The club is responsible for informing SABVC which executive members will receive the honorarium.

9.2.2 Honorarium will be paid by the end of each term, Fall and Winter, after the activity report is submitted to SABVC.

10.0 LIABILITY

10.1 SABVC shall have no liability or responsibility whatsoever for any group or club that has not been ratified by the SABVC.

10.2 The SABVC is not responsible or liable for any damages, costs, suits, or claims arising solely through the unapproved actions of any student club.

10.3 Clubs shall under no circumstances have any authority to bind the SABVC in any manner whatsoever. Any arrangements or agreements of any nature whatsoever to be entered into by any club, when approved according to SABVC Club Procedures, shall be executed by the authorized signing officers of the SABVC or their designate(s) in accordance with Students' Association bylaws and financial policies.

10.4 SABVC provides insurance for approved club activities on and off campus; however, Club members must sign waivers and assume personal risk for high risk activities and events. Liquor licenses must be purchased for events held at non-licensed venues.

11.0 CLUBS POLICY AMENDMENTS

11.1 Any portion of this policy 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.

11.2 Changes that are required to have policy comply with legislation or regulation only need the Executive Director's approval but will be reported to the Students' Council.

11.3 The Students' Council or its designate will approve all other changes to this policy.

RELATED POLICIES

AD-03 Communication Policy

AD-05 Social Media Policy

AD-07-A Clubs Procedures

GV-01 Policy on the Role of Students' Council

GV-01-A Students' Council Procedures

TR-03 Travel and Arrangements Policy