

Club Startup & Policy Manual

2019 / 2020



Date of MANDATORY Club President Meeting: September 26, 2019

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SAMHC copy



1. Getting Started

a. First things first:

Collect your friends, classmates and anyone who may be interested in your club idea. Do not discriminate; include everyone (that means first year students).

Schedule a meeting or group huddle and create a vision for your club. What is your purpose? Get input from everyone who wants to be involved. Discuss ideas with all potential members and allow input from everyone

- **Create a club name** – it is important that your club name reflects its purpose, however, the following terms cannot be used: **Association, Union or Society**. (*SEUS & VASS are allowed the term society under the Grandfather Clause.*)
- Start recruiting members. A member is someone who joins the club and pays their membership dues, if you are charging them. Remember to make a list of your members. **Minimum membership of six (6) is required to apply for status.**
- Have a meeting and elect an executive team.
- Open an account through the Students' Association office once you've handed in your club registration form. **Although not required**, you have the option of an on-campus account or you can open your own account at any local banking institution.
- Deposit all your dues through the Students' Association office.
- Determine who will have signing authority on your account. At least 2 signatures are required to issue cheques from your on-campus account (**this is to protect your club from fraud**).

b. Obtaining SAMHC Recognition

In order for your club to be formally recognized the following must be adhered to:

1. Complete the **Club Registration Form and Constitution** then submit them along with a copy of your **Request for Formal Recognition** to the VP External.
2. Your registration form along with your Constitution will then be taken to the next Students' Association Council meeting for approval (depending on when we receive your Club Registration Form). Ensure you have submitted correct information, to speed up the approval process.

A MEETING WILL BE HELD IN SEPTEMBER FOR ALL CLUBS. THIS MEETING WILL EXPLAIN ALL NECESSARY INFORMATION TO SUCCESSFULLY RUN YOUR CLUB

EVERY CLUB MUST RE-REGISTER WITH THE STUDENTS' ASSOCIATION AT THE BEGINNING OF EACH SCHOOL YEAR IF THEY WANT TO CONTINUE THEIR CLUB MEMBERSHIP.

CONGRATULATIONS! Now that you have made it this far, you are eligible to do a variety of activities. Along with having fun, it will be a valuable learning experience.

c. Suggested positions & responsibilities

PRESIDENT

This position is to oversee the club in general and ensure that all club executives carry out their responsibilities. He/She shall be the liaison with the Students' Association VP External. He/She will keep the Students' Association apprised of all its activities. The President shall act as Chair for all meetings and is a non-voting member. If there is a tie, only then is the President given the deciding vote.

VICE PRESIDENT

He/She shall assist the President with all duties the President deems necessary. Shall assist in relaying information and shall work closely with the President to ensure that the objectives of the club are being adhered to. VP Must take the place of the President if the President cannot attend the meeting.

SECRETARY

Shall be responsible for the recording of the minutes of each meeting and distribution to all club members. Secretary shall be responsible for communicating all information to members that the club deems necessary.

TREASURER

Shall be responsible to see that all the funds from the club are deposited in the designated Students' Association account under the club's name. A financial report should be given at each meeting, including all income and expenditures.

Any membership fees that are collected shall be recorded and deposited into your on-campus account or local bank and any funds made through events, dances, etc. shall be deposited as well.

ANY POSITION CAN BE FILLED BY A 1ST YEAR STUDENT

Staff/faculty club advisor

CLUB ADVISOR

Every SAMHC recognized club has at least one faculty/staff advisor. The advisor is chosen by the club, and is required by the Students' Association.

Faculty/Staff at MHC often have experience that can be helpful to student clubs. They can provide advice and problem solving skills that may prove to be extremely beneficial to the success of the group.

1. **Advisors do not run the meetings.**
2. **Advisors do not vote.**
3. An Advisor should help the club identify and negotiate the roles and contributions of club members, and help the executives get and keep club members active.
4. The Advisor should act as a positive critic for the club and give feedback on how to improve.
5. The Advisor serves as a resource for alternate ideas or solutions.
6. The Advisors' prime area of responsibility is ensuring that the club keeps records and evaluations. Even if the club is doing this, the advisor might want to keep his/her own notes on programs, events, problems etc.
7. Advisors can and should suggest different methods of making the club succeed. Try to utilize only those methods, which encourage group independence.
8. Advisors should attend regular meetings of the club and/or have regular informal meetings with the Club President or Executives to keep the advisor informed.
9. The Advisor should be considered the first checkpoint for anything important. The Advisor is there to help.

“MAKE USE OF THE ADVISOR”

e. Drafting a constitution

Constitutions are a very important document and a necessity to governing a club. It can be a simple document, which will state the overall rules of the club and why it has been formed.

A Constitution should consist of the following 3 components:

- **Membership** – must be open to all College students (don't forget your 1st year and exchange students)
- **Objectives** – these are the focal points of your club and areas you want to succeed in.
- **Administration** – how will the club be ran, election process and resignation guidelines.

f. Basic rules

The following are basic, common rules for clubs that are active on campus:

1. Clubs cannot compete with Students' Association functions; this will result in removal of the College Club status by the SAC. **Be sure to ask the SAMHC about events before planning your own.** It is important that Clubs understand that off-campus events must have insurance and proof of insurance can be requested by the SAMHC for an event that is being held off-campus. **It is advised that Clubs hold their activities on campus.**
2. **Club financial records must be accurate and complete.** Remember, you are handling other people's money, not your own, and you are responsible for it.
3. **ALWAYS GIVE AND GET RECEIPTS!** Avoid paying in cash.
4. **DEPOSIT ALL MONEY.** Do not use it to pay bills or for petty cash.
6. **PAY BILLS PROMPTLY.** Do not run up bills you cannot pay. If your club does run into trouble, see the Students' Association before it becomes problematic.
7. **Clubs must be recognized each year.** No club shall accumulate debts, or commitments on the assumption that next year's club can handle it. Clubs intending to continue functioning over the summer months must file a summer registration for approval by the Students' Association. Clubs that have an on-campus account will need to contact the SAMHC if they have any outstanding bills that they will need paid from their club account.
8. **Keep Records!** Financial records and event records are both important. At the end of your term in office for your club, this information is to be left with the club to pass onto incoming members.

g. Finances

SAMHC Clubs are independent of the Students' Association; however, the Students' Association Council (SAC) does have the power to revoke club status if rules and regulations are not strictly adhered to.

Should a club that has an account with the Students' Association not register in a given academic year and its account remains inactive for a 2- year period that account will be closed and the funds turned over to the SAC.

If funds are received from the Students' Association Council, the Council reserves the right to set conditions of funding.

SAMHC will do their best to meet on a regular basis with Clubs and it is expected that Clubs will send a representative to that meeting. If Clubs want to meet sooner, they can contact the VP External who will make the necessary arrangements.

h. Service items

Mailbox

There is a mailbox located in the Students Association office that you can have inter-office mail sent to your club. It is the club's responsibility to check for their mail. The SAMHC Administrative Assistant can help you locate your mailbox.

Photocopying

All recognized clubs are allowed a maximum of 50 copies per month. Photocopies are to be made in the Students' Association office. Again, the SAMHC Administrative Assistant can assist you with this.

i. Students' Association Boardroom

The S.A. Boardroom can be used for Club meetings and/or projects. The SAMHC Administrative Assistant will book these spaces for you depending on availability*.

j. Promotions

One of the main functions of the Students' Association VP External is to assist student clubs, as well as the Association overall, in promoting any special events. Executives are encouraged to stop by and see the VP External or phone 403-529-3924 for possible ideas on how you can promote your event. Remember, you must register all club activities with the VP External at least one (1) month in advance.

*** SEE THE STUDENTS' ASSOCIATION EXECUTIVE DIRECTOR FOR ASSISTANCE WITH PLANNING FOR ALCOHOL AT YOUR EVENT.**

**If you have any questions do not hesitate to contact the Students' Association office.
Contact info page 9.**



2. Services Available to Recognized Campus Clubs

a. Financial Services

SAMHC offers clubs separate bank accounts in which we hold your funds, saving you the hassle of setting up an account off campus. This makes it more convenient for the club to process their financial transaction while attending classes. Please see the SAMHC Administrative Assistant for more information regarding club financials.

Enclosed in this package are: a Financial Schedule detailing the cut off and check request deadlines, a Club Deposit Form, and a Club Cheque Request Form.

b. Insurance

SAMHC Recognized Campus Clubs are covered by SAMHC's insurance policy. For further information, please contact the Executive Director of SAMHC at rrothfus@mhc.ab.ca, call 403-504-3696 or stop by the SA office.

c. SAMHC Boardroom

If a club requires more space, the SAMHC Boardroom may be available. Please see the SAMHC Administrative Assistant to book either of these spaces.

Campus Clubs are able to use many services offered by MHC. If a club would like to setup a table in campus hallways to promote an event, there are guidelines that must be followed. A copy of these guidelines is included in this package. To book space at MHC (classrooms, hallways, tables, chairs, etc) please contact De Matthews at Facilitybookings@mhc.ab.ca or 403-529-3822.

Campus clubs can also use equipment provided by MHC. There is a list of Equipment for Student Use provided by Library Services attached in this package. To book equipment, please contact multimedia@mhc.ab.ca, call 403-529-3868, or visit the AV Bookings desk in the Vera Bracken Library.

d. Events

When a club wants to host an event, they are required to complete a SAMHC Club Event Risk Management Form ten (10) days prior to the event. A copy of this form is attached in this package. Clubs must return all parts of this form to the VP External to get their approval, as well as approval from the SAMHC Executive Director.

Any events that include food sales (barbeques, bake sales, etc) require the club to complete a Notification of Community Organization Function from Alberta Health

Services. This form must be completed and submitted to Environmental Public Health at least fourteen (14) days prior to the event. A copy is included in this package.

e. Fundraising Opportunities

Contact the VP External in the Students' Association for up to date fundraising opportunities

f. Contact Information

VP External
403 529 3924
sa_external@mhc.ab.ca

Executive Director
403 504 3696
rrothfus@mhc.ab.ca



3. Club Registration Form

NAME OF CLUB _____

CURRENT YEAR _____

EXECUTIVE MEMBERS:

PRESIDENT: _____ Student ID # _____

PHONE: _____ EMAIL: _____

VICE PRESIDENT: _____ Student ID # _____

PHONE: _____ EMAIL: _____

SECRETARY: _____ Student ID # _____

PHONE: _____ EMAIL: _____

TREASURER: _____ Student ID # _____

PHONE: _____ EMAIL: _____

OTHER: _____ Student ID # _____

PHONE: _____ EMAIL: _____

Is a copy of your **Request for Formal Recognition** attached?

YES NO

How many members does your club have? _____

Membership fees (please circle, if yes, how much?) Yes _____ No: _____

Name of staff advisor(s) _____ & _____

Name of members with signing authority:

NAME: _____ NAME: _____

POSITION: _____ POSITION: _____

Date submitted: _____

Submitted by: _____

PLEASE RETURN TO THE SA OFFICE – Attention: VP External



4. Request for Formal Recognition

We have read and agree with the criteria and benefits associated with the Clubs Policy Manual of the Students' Association of Medicine Hat College. Please accept this form as our request for formal recognition.

Date of submission: _____

Club Name: _____

Club Type:
Recreational _____ Wellness/Educational _____ Religious _____

Club purpose:

Primary activities:

Please provide a breakdown of what the membership fees are for (SAMHC will not approve clubs charging membership fees that are used as a source of income for the club or its' officers, fees to cover legitimate expenses such as provincial/national body memberships are acceptable).

Club President Signature: _____

Date approved: _____

CLUB RESPONSIBILITY

A club is ultimately responsible for any loss/damages to MHC equipment (TV's, VCR's, overhead projectors etc.) and the room in which the club takes place. A club is instated from September to April 30th. A request for formal recognition must be made again if a club wants to continue during the summer months (May to August).

Please sign below acknowledging that you understand the above statements.

President/Chair: _____ Date: _____

PLEASE RETURN TO THE SA OFFICE – Attention: VP External



5. Event Risk Management Form

You must complete a Club Event Risk Management (CERM) Form for each event that you wish to hold. The form will be reviewed by the VP External and the Executive Director to assess the level of risk associated with the proposed event. If the level of risk is deemed to be acceptable then the VP External and Executive Director will approve the event and place a copy of the form in your club file and also provide a copy to the Primary Event Organizer (PEO). You will be notified within 3 business days as to the status of your event (approved/not approved/additional info required, etc). Events that are not approved cannot be carried out under any circumstances.

This form must be submitted at least 10 days prior to your event.

Please remember to complete all sections.

Part A – Notice of Event Information

Part B – Risk Assessment:

1. Alcohol
2. Travel
3. Personal Safety
4. Community Relations

Part C – Primary Event Organizer Contract

PART A – NOTICE OF EVENT INFORMATION

CLUB INFORMATION

Club Name: _____

Contact Person #1-Primary Event Organizer Name:

Phone Number: _____ Email: _____

Contact Person #2 Name:

Phone Number: _____ Email: _____

EVENT INFORMATION

Title of Event:

Date: _____ Start Time: _____

End Time: _____ Location of Event: _____

Estimated Number of Participants: _____ Capacity of Venue: _____

Description of Event:

(Attach additional documentation)

PART B – RISK ASSESSMENT

SECTION 1 – ALCOHOL

Will alcohol be served?

Yes No

Will Alcohol be served by club members (if yes attach pro serve certification)

Yes No

If No, skip to Section 2 – Travel

Is this event **ON CAMPUS**:

Yes No

If No, skip to OFF CAMPUS SECTION in this section

Has SAMHC been contacted?

Yes No

If No, contact SAMHC

(All events on campus involving alcohol must be arranged through SAMHC)

Have non-drinking volunteers been designated to monitor attendees:

Yes No

How many non-drinking volunteers: _____

Will attendees bring their health card?

Yes No

Will attendees bring government issued photo ID:

Yes No

Is the event all-ages:

Yes No

Will all-ages events have a wristband policy to prevent underage drinking?

Yes No

Number of members of club with Pro-Serve Certification (attach proof if shooter bar is to be utilized) _____

Is the event **OFF CAMPUS?**

Yes No

If No, skip to SECTION 2 – TRAVEL

Will alcohol be served by the venue?

Yes No

Name of Venue: _____

Venue bartenders are aware of their responsibility not to over serve or serve minors:

Yes No

Will entrance/ticket cost include alcohol?

N/A Yes No

Have non-drinking volunteers been designated to monitor attendees:

Yes No

How many non-drinking volunteers: _____

Will attendees bring their health card?

Yes No

Will attendees bring government issued photo ID:

Yes No

Is the event all-ages:

Yes No

Will all-ages events have a wristband policy to prevent underage drinking?

Yes No

SECTION 2 – TRAVEL

Will travel be required?

Yes No

If No, skip to SECTION 3 – PERSONAL SAFETY

Will group transportation be arranged?

Yes No

Will you rent cars/trucks/vans?

Yes No

Is insurance included in the rental cost?

Yes No

Name of company you will rent from:

Will you rent a bus?

Yes No

Is insurance included in the rental cost?

Yes No

Name of company you will rent from:

Will you be traveling by airplane?

Yes No

Will you be using personal vehicles?

Yes No

Is each driver covered for at least \$1,000,000.00 in liability insurance?

Yes No

Have travel arrangements been made for attendees with special needs:

N/A Yes No

Do attendees know the arrival/departure times?

Yes No

Is there a contingency plan for persons missing return transportation?

Yes No

Will alcohol be permitted on the bus and/or rental van?

Yes No

Will intoxicated individuals be permitted to travel?

Yes No

Will there be a designated monitor in each vehicle who will not consume

alcohol during the event/trip:
Yes No

If yes, name of monitor(s):

Will you be travelling outside of the province/country?

Yes No

If NO, skip to SECTION 3 – PERSONAL SAFETY

Out of province, does each attendee have adequate out-of-province health coverage:

Yes No

Out of country, does each attendee have adequate out-of-country health coverage:

Yes No

Out of country, does each attendee have a passport and necessary travel documents:

Yes No

Out of country, have all international students contacted the International Education Department office to ensure all details and documents are in order:

Yes No

SECTION 3 – PERSONAL SAFETY

Will physical activity or personal safety risks be involved:

Yes No

If No, skip to SECTION 4 – COMMUNITY RELATIONS

Moderate physical activity: (ex. dancing, running, skating, etc.)

Describe _____

High physical activity: (ex. Hockey, paintball, rock climbing, etc.)

Describe _____

Equipment involving degree of risk: (ex. Hot tubs, trampolines, electrical, etc)

Describe _____

Personal safety issues: (ex. Walking after dark, soliciting, "at risk" persons, etc)

Describe _____

Will approved St. John's Ambulance first-aid kits be on site:

Yes No

Will there be trained volunteers (CPR, First-aid, etc) on site:

Yes No

If yes, how many: _____

Will attendees bring their health cards and identification?

Yes No

Will crowd control measures be put in place?

Yes No

In case of emergency, have arrangements been made for evacuation of persons with disabilities:

N/A Yes No

Will college security be aware of your event and any circumstances? (including minors' attendance):

Yes No

Are the organizers aware of the important information regarding the nearest hospital and means for transport:

Yes No

(ex. Location, nearest phone, etc)

SECTION 4 – COMMUNITY RELATIONS

Will there be risks of negative or public perception issues involved when relating to the community, on and off campus: Yes No

If No, skip to PART C – PRIMARY EVENT ORGANIZER CONTRACT

Will there be amplified music/speeches:

Yes No

Have you checked for adherence to noise bylaws?

N/A Yes No

Are you hosting the event in a residential neighborhood?

Yes No

Has a letter of notice been sent to neighbors and surrounding businesses:

Yes No

PART C – PRIMARY EVENT ORGANIZER CONTRACT

I, _____ hereby agree to act as the
(Print name)

Primary Event Organizer on _____ for the
(Date)

_____'s _____
(Club Name) (Event)

I am fully aware that:

1. I will be responsible for organizing the event and providing Event Design Contract to the SA external.
2. I will ensure that the planning of the event complies with the risk management procedures and alcohol policy.
3. I will ensure that the rules/procedures for the event are posted in a visible location for all participants to see.
4. I will ensure that all monitors are aware of their responsibilities.
5. Should an incident occur, I will complete a DETAILED incident report and submit a copy to the SAMHC VP External within one working day of the incident.
6. I will ensure the event will not compromise the dignity or general well being of participants.
7. I am responsible to ensure that all advertising will be consistent with the information I submit on the CERM form.
8. I will ensure any advertising on campus remains within all SAMHC and Medicine Hat College rules, policies and regulations.
9. I will return the event venue to the original state I received it in.
10. I am accountable to the President of my club, SAMHC, and Medicine Hat College.
11. If I break the Alcohol Policy or the Risk Management procedures, I will be in violation of SAMHC and will jeopardize the ratification of my club.
12. I am aware of all SAMHC, Medicine Hat College, municipal, provincial, federal and international rules, regulations, procedures and laws relating to the legality of the event and hence will ensure this event falls within these parameters.
13. I will in no way misrepresent my club, SAMHC or Medicine Hat College.

I agree to uphold all the requirements of the Primary Event Organizer and agree not to consume any alcohol on the day of the event until the event has ended and all the participants have safely dispersed.

Signature: _____ Date: _____

Position in club: _____ Student ID#: _____

Local address: _____

Phone number: _____ Email: _____

FOR ADMINISTRATIVE PURPOSES ONLY

SAMHC VP External Approval: _____ Date: _____

SAMHC Executive Director Approval: _____ Date: _____



6. Event Collaboration Proposal Form

The **Event Collaboration Proposal Form** is your clubs chance to officially pitch itself to the Students Association as a partner on one of our Pre-Planned events over the school year. It can be as detailed or just meet the minimum requirements below. Keep in mind there may be other clubs entering a proposal form for the same event and the best pitch will be chosen. (Attach any information additional information)

Club Name: _____

Event Proposed: _____

Why is your club the best fit:

How do you plan to make this event successful:

What additional assistance can you offer? IE. DJ, security, set-up:



7. Sample Constitution

Medicine Hat College

Full Club Name

Date

CONSTITUTION OF RIGHTS AND RESPONSIBILITIES

ARTICLE I

NAME

The name of the organization is shall be [the] "**Full Club Name**", and may also be referred to as "**FCL**". No other name will be used in the advertisement or representation of this club.

ARTICLE II

PURPOSE

1.1 The purpose of the '**Full Club Name**' is to be an example constitution for upcoming and reinstated clubs alike

ARTICLE III

MEMBERSHIP

1.1 Those who wish to be a part of the '**Full Club Name**' are able to join, it is open to all Students. Get out there and recruit!

1.2 Members must understand that there are four positions they can run for or be nominated to it's your clubs choice.

1.2.1. President

- i. Oversee the other members to make sure they are doing their job
- ii. Have official signing authority
- iii. Runs official meetings
- iv. Helps find volunteers for fundraising events.

1.2.2. Vice President

- i. This person is second to the President; if the President is absent and an official document must be signed they have official signing authority.
- ii. They must also run meetings if the President is absent
- iii. If the Treasurer is missing when important documentation is needing to be signed they officially have second signing authority
- iv. They promote the club.

1.2.3. Treasurer

- i. This person accounts for all funds that come into and out of the club account, they keep records of any donations made.
- ii. They have official second signing authority when the President is present; when the President is not present they still have official second signing authority.
- iii. They keep full records of all financial and donations given to the club.
- iv. They are to promote the club.

1.2.4. Secretary

- i. Record minutes and votes of all official meetings.
- ii. They are to promote the club.

1.2.5. Members may only consist of students that currently go to Medicine Hat Community College, but the club is open to all undergraduate students and non-undergraduate students (for example, continuing studies students and international students).

1.3 All members have voting ability.

1.4 The professor who advises over the club does not have a voting ability, and he/she does not belong to the club as a member. They are an advising entity.

ARTICLE IV

DUES

1.1 Choose whether or not your club will have fees associated to it.

ARTICLE V

VOTING

1.1 For someone to be voted in they must have a nomination by a separate party

1.2 Then the votes of the mass of members write down who they feel would best suit the job description

1.3 The advisor of the '**Full Club Name**' will then announce the members who are to be the President, Vice President, Treasurer, and Secretary.

ARTICLE VI

ETC.

Any other information that your club deems necessary and wants included in your and the Students Association records for future years follow this formatting and you'll have a successful properly functioning organization!