

# ACC STUDENTS' ASSOCIATION CLUB MANUAL

CLUB MANUAL  
2016/2017



ACC Students' Association



@ACCSA\_MB



accsa@assiniboine.net



[www.accstudents.com](http://www.accstudents.com)

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## So You Want to Start a Club?

The Assiniboine Community College Students' Association (ACCSA) provides a variety of services and events that are available to all ACC students. Our mission is to encourage student success by being the voice of the students while enhancing the student life experience.

Clubs (an association or organization dedicated to a particular interest or activity) are a great way to get out and meet new people who have common interests and to spend time with like-minded individuals. Clubs also help to give you some hands on experience from event planning, to volunteer management.

### **Step One**    Define Purpose

Plan out the purpose and vision for this new club. What will the goal of your club be? How is it different from existing clubs?

### **Step Two**    Recruit Members and Select Executives

A minimum of three (3) members are required in order to ratify (sign or give formal consent to a club making it officially valid). Select at least three executive members, President, Secretary and Treasurer. Executives must be full time students. Be sure the Executives read the full Club Policy and Procedure documents.

### **Step Three**    Meet with the ACCSA VP Events & Marketing

Bring in your club application into the SA office and we will set up a meeting with you and the ACCSA VP Events & Marketing. They will make sure everything is accurate and that you understand all you need to know. Contact: [savpem@assiniboine.net](mailto:savpem@assiniboine.net) or (204) 725-8710 ext.7504

### **Step Four**    Complete and Submit a Club Application and Read the By-laws

You can pick up a club application at the Student Association, or a copy is available online for you as well at [www.accstudents.com/events](http://www.accstudents.com/events)

### **Step Five**    Attend a Students' Association General Council Meeting and Present Your Club to the Council

The meeting schedule is available online at [www.accstudents.com/events](http://www.accstudents.com/events) Join us for supper and find out how we can make the best of your college experience!

Your application will be reviewed at a Students' Association general council meeting. At least one executive member of your club must be in attendance and present your club to the council. Provided you have followed the policies and procedures, your application will be approved.

## Minimum Requirements for Ratification

- 1 Have at least three (3) full-time Assiniboine Community College student members
  - 2 Not limit or discriminate membership on any basis
  - 3 Have a common purpose or mandate which serves some or all of the Assiniboine Community College student community or the general welfare of students
  - 4 Create a club name
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## Club Start-Up Funding

Just for ratifying, your club is provided with a \$200.00 start-up fund! This money is intended to help with supplies, promotion, events, etc. To receive this funding you will need to hold your first meeting, and provide the minutes to the ACCSA; as well as fill out a club funding proposal form indicating how the funds will be used and how it will benefit the club. When you present your club to the council, we will give you the funding request form. This form must be submitted to the ACCSA Accounting and Administrative Assistant either by email, [accsa@assiniboine.net](mailto:accsa@assiniboine.net) or be dropped off at the SA.

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## Club Executive Responsibilities

Each club must have at least three "Executive" members – the President, Secretary, and Treasurer. Only full-time students can hold an Executive Role. Each Executive has signing authority for the club and its functions.

The President of the club will be designated as your ACCSA club liaison who will be the main contact for the ACCSA.

### President

A President does not hold the power to make decision for the whole group rather, ensures:

- Club organizes according to the by-laws
- Acts as club liaison with the ACCSA
- Club works towards its objectives as agreed upon by the membership; and

### Secretary

- Maintains the minutes of all club meetings along with all records, reports and correspondence
  - Provides a copy of the club minutes to the ACCSA Accounting and Administrative Assistant
  - Fulfills the duties of the President in his/her absence
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## Treasurer

- Maintains the accounting and distribution of start-up funds from the ACCSA and all financial transactions for the club
- Keeps accurate accounts of all club transactions and ensure all disbursements are authorized and properly documented with appropriate receipts or invoices
- Responsible for all documentation needed to withdraw and deposit funds

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## Club Banking

Each club will have an account with the ACCSA. All transactions must be recorded by the club treasurer for the ACCSA Accounting & Administrative Assistant.

### General Banking Regulations

Please inform the ACCSA Accounting and Administrative Assistant if any changes have been made to the list of executives and signing authority on the club finances. Club executives are financially responsible if the club does not maintain a positive bank account. If club finance policies and procedures are not adhered to, the ACCSA may administer disciplinary action.

### Requesting Additional Funds

To request additional funds, fill out the Club Funding Proposal and submit to the ACCSA. It must be submitted 2 weeks before the events. The proposal will be reviewed at the next general council meeting.

### Putting Money into Your Account

A club deposit form must be completed and returned to the ACCSA. The ACCSA staff member will verify the deposit and update your balance sheet. The balance sheet and club deposit form will be photocopied for club records and- originals will be kept with the ACCSA. All cheques must be made out to the ACC Students' Association and will be deposited into the club's bank account within five (5) business days.

### Getting Money Out of Your Account

The Club Treasurer must fill out a club cheque requisition form. This must be completed and submitted at least two (2) weeks' before the cheque is required.

### Left Over Funding

If there is funding left at the end of the year, it will be held for the following year's club, unless otherwise specified.

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## Club Meetings

Clubs are required to hold a minimum of two (2) meetings per academic year to maintain their club status. The Secretary is responsible to take minutes of the meetings. Additional meetings are encouraged.

Each club may have access to the ACCSA Boardroom (room 415) to hold meetings. Clubs must leave the rooms they use in the same condition they were found in.

If you would like to use ACCSA meeting space, be sure to arrange this in advance with the ACCSA Accounting and Administrative Assistant.

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## Advertising

Clubs are responsible for developing their own promotional items such as posters and signs. These items may be printed through the ACCSA if emailed to [accsa@assiniboine.net](mailto:accsa@assiniboine.net).

Advertising may also be placed on the Student Intranet by emailing [accsa@assiniboine.net](mailto:accsa@assiniboine.net)

The Events and Communications Co-ordinator is available to assist you, if requested.

Clubs must allow for three (3) business days for printing and a maximum of 10 copies per promotional item per (event). Clubs have a designated bulletin board located in the games room (room 416) on the north wall. Events may be posted on any ACCSA events bulletin board with prior approval from the ACCSA VP Events & Marketing.

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## Running an Event or Activity

Club activities and events are strongly encouraged to create a sense of community, belonging and to improve the campus life experience. Events may also act as a fundraiser for the club.

An event proposal must be submitted to the ACCSA Accounting and Administrative Assistant with two (2) weeks' notice prior to the proposed activity date. The ACCSA reserves the right to approve or deny the event proposal in the event that it conflicts with any ACCSA or ACC event or activity.

If a club would like to host a social, they must hold it at Houston's. Please contact the ACCSA Accounting and Administrative Assistant for more information. Approved club events & activities will be covered under the ACCSA blanket liability policy.

## Example of Club Events

There are many types of events and activities clubs may wish to organize, including:

- Fundraisers
- Awareness events for a particular issue, topic, cause, etc.
- Sport events (skating, skiing, etc.)
- Bake sales
- Food drives, clothing collections, toy drives
- Field trips

There are also opportunities for clubs to volunteer with ACCSA events such as Sun of a Beach, Road Bash and the Halloween Food Drive.

## Raffles, Bingos, 50/50 Draws

The Liquor and Gaming Authority of Manitoba (LGA) are responsible for administering the Liquor & Gaming Control Act, regulation and related policy. Gaming includes raffles, bingos, and 50/50 draws. A community raffle, bingo and 50/50 draw application can be picked up at the ACCSA office, or online at [www.accstudents.com/clubs](http://www.accstudents.com/clubs).

Completed applications must be submitted to the Director of Events and Marketing for submission to the LGA.

Once the proposal has been approved all documentation must be presented to the ACCSA and posted during the event/activity.

## Ticketed Events

Some events may require tickets or pre-purchased passes. Be sure to keep track of who in your club is selling what ticket numbers and how many everyone has sold. Reconcile the tickets with the cash afterwards so that none are lost or misplaced. Treat tickets like cash. Losing them or giving them away will de-value the tickets that were sold for full price and you may risk having more attendees that you planned for.

Give yourself at least three weeks to sell tickets.

## Risk Management

All events and activities come with some form of risk. Adequate pre-planning can ensure that you, your club, and the ACCSA are protected. The ACCSA provides liability for ratified clubs on-campus events, but additional insurance and waivers may be necessary for activities held off-campus and/or for activities with alcohol.

ACCSA will not approve pub crawls, due to liability risks.

Contact the ACCSA Accounting and Administrative Assistant to find out if your club needs additional coverage

## Club Dissolution

If a complaint is brought forward concerning a club acting outside the set out by-laws and policies, the club will automatically come under review by the ACCSA Executive. A decision will be made within one week following the review. Clubs may be placed probation or immediately dissolved.

In the event that a club is inactive for one year, reinstatement may only happen through completing the formal application process again.



## Club By-Laws

### Student Club Name

*To prevent confusion within the ACCSA, the club name may not contain the words "Students' Association", "Student council: or "Students' Union"*

The name of the club will be \_\_\_\_\_. We are not an agent or representative of the Assiniboine Community College Students' Association (ACCSA), and our views and action in no way represent the ACCSA.

### Purpose

The purpose of the club is to:

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### Membership Fee

Required only if the club intends to charge a fee to its members.

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### President

A President does not hold the power to make decision for the whole group rather, ensures:

- Club organizes according to the by-laws
- Acts as club liaison with the ACCSA
- Club works towards its objectives as agreed upon by the membership; and

### Secretary

- Maintains the minutes of all club meetings along with all records, reports and correspondence
- Provides a copy of the club minutes to the ACCSA Accounting and Administrative Assistant
- Fulfils the duties of the President in his/her absence

### Treasurer

- Maintains the accounting and distribution of start-up funds from the ACCSA and all financial transactions for the club
- Keeps accurate accounts of all club transactions and ensure all disbursements are authorized and properly documented with appropriate receipts or invoices
- Responsible for all documentation needed to withdraw and deposit funds

We will hold a minimum of two (2) meetings per academic year. Quorum is 51% for all meetings for motions/changes to move forward.

## **Assigning Executive Roles**

Executive positions will be appointed when the club is formed. Only full-time students can hold an Executive Role. The terms of office shall be for one academic year (September – May). The club must all be in agreement of the assigned positions.

## **Impeachment and Disciplinary Procedures**

A motion to impeach (remove) an executive member may be made by any executive member or by petition of at least 2 voting club members.

When the motion is made, the ACCSA Accounting and Administrative Assistant will be informed. A general meeting will be called as soon as reasonably possible. No club funds will be spent until the issue is resolved.

Any impeachment or disciplinary procedures must be documented in the clubs minutes.

At the general meeting, the person or persons that initiated the process will state their case for impeachment, followed by a reply from the accused member.

There will be a question period after which a vote will be taken, officiated by a third party (ACCSA executive or general council member) designated by the ACCSA Accounting and Administrative Assistant.

The vote will be by yes/no secret ballot. If at two thirds of the votes are for impeachment, the member will immediately be stripped of his or her position. The remaining executive may choose to call an immediate by-election to replace that Executive member.



