

Club Application

All sections must be completed in full before the application will be considered.

Part 1 | Club Name and Purpose

Club Name

To prevent confusion with the ACCSA, the club name may not contain the words, "Students' Association," "Students' Union," or "Students' Council."

Purpose

The club purpose must be inclusive to all students at the college, and abide by the Assiniboine Community College Respectful College policy. This policy can be found on the ACC website under Academic Policies.

Part 2 | Club Executives

Three executives are mandatory. These students are deemed the “signing officers” for the club. These club signing officers are not signing officers for the ACCSA and their authority is limited to their own club functions.

Name	
Student #	
Phone	
Email	

Name	
Student #	
Phone	
Email	

Name	
Student #	
Phone	
Email	



Part 3 | Club Members

Please print all information clearly.

Name	Position	Email	Signature

Part 4 | Club Funding

New clubs are eligible for a start-up grant of \$250 to assist with club expenses such as supplies, promotion, events, and other club costs. If your club desires additional funds from the ACCSA, you may fill out a Club Funding Proposal form, which can be found in the ACCSA office or on our website.

Is your club interested in receiving start-up funding? (Circle one) YES NO

Explain how your club may use the grant:

Club Signing Officer Name

Signature

Club Signing Officer Name

Signature

ACCSA Staff Member Name

Signature

Date

Club Agreement

The Club, _____, understands that in order to become and remain an official club, the Club shall:

- 1 Ensure that the club activities abide by the Policies and Procedures of the Assiniboine Community College Students' Association, Assiniboine Community College, or federal, provincial and municipal law, and city by-laws.
- 2 Abide by the decisions of the Assiniboine Community College Students' Association and/or Assiniboine Community College.
- 3 Be responsible for the maintenance and security of all space and property, real or personal, assigned by Assiniboine Community College Students' Association.
- 4 Maintain a bank account through the ACCSA office, providing all receipts.
- 5 Submit receipts for expenses incurred as proof of purchase.
- 6 Be required to have an executive officer of the student club present at all club meetings.
- 7 Submit appropriate forms to the ACCSA Office Coordinator for event approvals, bank withdrawals, or grant applications.
- 8 Ensure all club events are approved according to the guidelines set out in the event proposal document. Unapproved events will be ineligible for expense reimbursement, and may result in disciplinary actions.
- 9 Not have the authority to bind the Students' Association or a student club to a contract of any kind.
- 10 Under no circumstances spend or attempt to spend funds in excess of the amount available in the student club's account. On no account will the Students' Association be bound for any expenditure in excess of the account balance.
- 11 Complete and submit a Club Year-End Report to the ACCSA Office Coordinator. This shall serve as the club's request to maintain their active status.
- 12 Be present or represented at all required meetings of the Students' Association including the Annual General Meeting and any Special General Meetings.
- 13 Recruit members exclusively from Assiniboine Community College student body.
- 14 Obtain, at its own expense, insurance for any off-campus events as required by the Assiniboine Community College Students' Association.



Club Agreement

The Club, _____, also understands and acknowledges that:

- 1 Any abuse of space and/or other benefits provided by the Assiniboine Community College Students' Association and/or Assiniboine Community College shall be the Club's responsibility.
- 2 The Club may NOT collect fees from members unless explicitly authorized by the College.
- 3 The club has read and understands the Clubs Policy and Procedures of the Assiniboine Community College Students' Association and agrees to all terms and conditions imposed by these documents.
- 4 Any violation by the Club of any clauses of this agreement or the policies and procedures of the ACCSA or ACC, actual or implied, may render this agreement void at the discretion of the Assiniboine Community College Students' Association and may expose the Club to disciplinary measures up to and including de-ratification.

Club Signing Officer Name

Club Signing Officer Name

Signature

Signature

Date

Date

Club Signing Officer Name

Signature

Date