

# Club Application

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

**Club Name:** \_\_\_\_\_

## Club Application Checklist

*Please ensure each of the following is provided with your Club Application to ensure there are no delays in processing*

### Mandatory

- Completed all parts of the Club Application
  - Part 1: Club Name & Purpose
  - Part 2: Club Executive
  - Part 3: Club Members
  - Part 4: Terms & Conditions
- Club Bylaws (*attached separately if not using the template in Appendix A*)

### Optional

- Advisor Agreement (*Appendix B*)
- Initial Start-up Funding Proposal (*Can also be submitted after Club Approval*)

## Part 1 | Club Name and Purpose

### Club Name

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

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### 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.

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### Club Type

Please circle the Club Type that best describes your Club. Refer to the Clubs Guide for more information and definitions of Club Types.

**General Club**

**Fundraising Club**

**Religious/Political Club**

### Description

Please provide a short, 150 words or less, description of your Club. This description will be used by the ACCSA to promote your Club and the overall Clubs Program

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## Part 2 | Club Executives

Three executives are mandatory. If more than three (3) Club Executives are desired, please print multiple copies of this page as needed.

The first three Club Executives listed on this Application are deemed the "signing officers" for the Club. Please note these signing officers are not signing officers for the ACCSA and their authority is limited to their own club functions.

Title: \_\_\_\_\_

Name	
Student #	
Phone	
Email	

Title: \_\_\_\_\_

Name	
Student #	
Phone	
Email	

Title: \_\_\_\_\_

Name	
Student #	
Phone	
Email	



## Part 4 | Terms & Conditions

The Club, \_\_\_\_\_, understands that in order to become and remain an official club, and in addition to abiding by their Club Bylaws and other applicable policies as determined by the Assiniboine Community College Students' Association, 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 all 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 to ACCSA within 7 days of purchasing.
- 5 Submit receipts for expenses incurred as proof of purchase.
- 6 Hold a minimum of two Club Meetings per year, and be required to have an executive officer of the Club present at all Club Meetings.
- 7 Submit appropriate forms to the ACCSA office in a timely manner for event approvals, bank withdrawals, or grant applications.
- 8 Ensure all club events are approved according to the guidelines set out by the ACCSA. Unapproved events will be ineligible for expense reimbursement, and may result in disciplinary actions on the Club.
- 9 Not have the authority to bind the ACCSA or a Club to a contract of any kind.
- 10 Under no circumstances spend or attempt to spend funds in excess of the amount currently owned by the Club, and under no circumstances borrow funds from any organization other than the ACCSA. 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 every year. 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.
15. Shall take responsibility for damage caused to any space and/or other assets provided to them by the Assiniboine Community College Students' Association and/or Assiniboine Community College for the purpose of Club activities.
16. Read and understand the Clubs Guide of the Assiniboine Community College Students' Association and understands that all terms and conditions imposed by these documents are enforceable by the ACCSA.

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.

By signing this agreement, Club Executives acknowledge that they have thoroughly read the terms and conditions of this Club Application, and that all information provided in this Club Application is true and correct.

\_\_\_\_\_  
**Club Signing Officer Name**

\_\_\_\_\_  
**Club Signing Officer Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Club Signing Officer Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

# Club Bylaws

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## Bylaw 1. Name

- 1.01.** The name of this Club will be \_\_\_\_\_. This Club is not an agent or representative of the Assiniboine Community College Students' Association (ACCSA), and the views and actions of this Club in no way represent the ACCSA.

## Bylaw 2. Purpose

- 2.01.** The purpose of this club is to \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Bylaw 3. Authority

- 3.01.** This Club is subject to the rules and requirements in the following documents, listed in order of priority:
- a. Assiniboine Community College Policies
  - b. ACCSA Bylaws
  - c. ACCSA Policies
  - d. Club Bylaws
  - e. Club Agreement
  - f. Clubs Guide
  - g. Club Application
- 3.02.** This Club, and all Clubs Executives, shall not have the authority to sign contracts, or enter into agreements, on behalf of this Club or the ACCSA. All contracts and agreements must be signed by the ACCSA signing authorities.

## Bylaw 4. Members

- 4.01.** The Membership of this Club shall be open to any Member of the Assiniboine Community College Students' Association (ACCSA), as per the Bylaws of the same.
- 4.02.** In order to officially become a member of this Club, one must contact any Club Executive and submit their membership information in the Club membership list.
- 4.03.** Members shall have full voting rights in this Club after seven (7) days of becoming a member.
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- 4.04.** If a Member is no longer a Member in good standing of the ACCSA, they shall also no longer be a Member of this Club.

## Bylaw 5. Club Executives

- 5.01.** The following three (3) positions shall constitute the Club Executives of this Club:

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

- 5.02.** Club Executive positions shall be appointed by the Assiniboine Community College Students' Association Council by virtue of an approved Club Application.

- 5.03.** Only full-time students of Assiniboine Community College are eligible to hold executive role.

- 5.04.** The terms of office shall be for one academic year, from September to the following May.

- 5.05.** In the event of an interim vacancy of any Club Executive position, the remaining Club Executives shall fill the vacant position from within their current membership at their earliest convenience.

- 5.06.** The following three (3) positions shall be signing officers of this Club:

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

## Bylaw 6. Meetings

- 6.01.** Clubs shall host a minimum of two Club meetings every year.

- 6.02.** Club meetings shall be open to all Members of this Club and the ACCSA.

- a. Only Members that have full voting rights as per section 4.03 of these Club Bylaws shall be eligible to vote on Club matters

- 6.03.** All Club meetings shall, at minimum, be communicated to every Member of the Club no later than 48 hours before the meeting date, through a method or medium deemed appropriate by the Club Executive.

- 6.04.** Quorum for a Club meeting shall be a simple majority of all current voting Club members, of which a minimum of one must be a Club Executive

- 6.05.** The Chair of all Club Meetings shall be the Club President, or in the absence of the Club President, another Club Executive as designated by the Club Executives.
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## Bylaw 7. Impeachment & Disciplinary Procedures

- 7.01.** A motion to impeach a Club Executive may be made by petition of at least 2 voting Club Members.
- 7.02.** When the motion is made, the Clubs Coordinator will be informed. A General Club Meeting will be called as soon as reasonably possible.
  - a.** No funds will be spent by this Club until a General Club Meeting has occurred to resolve any motions to impeach.
- 7.03.** Any impeachment or disciplinary procedures must be documented in club meeting summary.
- 7.04.** 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 Club Executive.
- 7.05.** There will be a question period after which a vote will be taken, officiated by a third party (Clubs Committee member or general council member) designated by the Clubs Coordinator.
- 7.06.** The vote will be by yes/no secret ballot. Upon a successful two-thirds majority vote, the Club Executive will immediately be stripped of their position as a Club Executive.

## Bylaw 8. Finances

- 8.01.** All funds and assets of this Club shall be held in trust by the ACCSA, who shall handle all the administration of funding disbursements and deposits.
- 8.02.** Under no circumstance shall this Club or any Club Executive have the authority to open a bank or chequing account on behalf of this Club.
- 8.03.** All requests for funding must be authorized by at least two Club Executives who are signing officers.

## Bylaw 9. Dissolution

- 9.01.** Upon the dissolution of this Club, all funds and assets shall be distributed to the Assiniboine Community College Students' Association's to be held in trust for one 12 month period,
    - a.** If, during the 12 month period outline by Bylaw 6.01, a new Club with a comparable mandate to this Club is approved by the ACCSA, all funds and assets held in trust by the ACCSA for this Club shall be distributed to the new Club.
    - b.** If, after the 12 month period outlined in Bylaw 6.01, no new Club with a comparable mandate to this Club is approved by the ACCSA, all funds and assets held in trust by the ACCSA for this Club shall be distributed to the ACCSA Capital Reserve.
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# Club Advisor Agreement

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As a Club Advisor to the following ACCSA Club, I agree to offer guidance and support to all Club members, and agree to assist in the transition of Club Executives from one year to the next, to ensure the overall success and longevity of said Club.

I also agree to be contacted by ACCSA staff on an occasional basis regarding matters of the following ACCSA Club, and acknowledge that I can contact the ACCSA with matters relating to ACCSA Clubs.

Finally, I understand that at any time, I may choose to terminate my role as a Club Advisor, and will do so in writing to the ACCSA Director.

**Name of Club:** \_\_\_\_\_

**Advisor:** \_\_\_\_\_

Name	Email	Position
_____	_____	_____
_____	Signature	
Phone Extension	_____	

**Club Executive:** \_\_\_\_\_

Name	Signature
_____	_____

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## FOR ACCSA OFFICE USE ONLY

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Received by: \_\_\_\_\_

Signature: \_\_\_\_\_

**Clubs Coordinator** **Clubs Committee Member**

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