



# *STUDENTS' ASSOCIATION COUNCIL*

## Clubs Manual

**ASSINIBOINE**  
COMMUNITY COLLEGE  
STUDENTS' ASSOCIATION



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# Table of Contents

Introduction.....	4
Important Contacts.....	5
ACCSA Office .....	5
Club Contacts.....	6
Clubs Program Coordinator (CPC).....	6
Office and Services Administrator (OSA) .....	6
Vice President Engagement (VPE) .....	6
Engagement Committee (EC).....	7
Club Membership .....	7
How to Join an Existing Club .....	7
Who can Join an Existing Club?.....	8
Limitations of Public Memberships .....	8
How to Start a Club – In 5 Easy Steps!.....	8
Step 1   Meet with an ACCSA Staff Member or Executive.....	8
Step 2   Define Your Club's Purpose.....	9
Step 3   Recruit Members and Select Signing Officers .....	9
Step 4   Complete a Club Application .....	9
Step 5   Once Approved.....	9
Types of Clubs .....	9
General Clubs .....	10
Fundraising Clubs .....	10
Political or Religious Clubs .....	10
Notes for all Clubs .....	11
Club Resources .....	12
Free Club Printing .....	12
Other Advertising .....	12
Free Arts & Crafts Supplies .....	12
Room Bookings.....	13
BBQ Rental.....	13
Popcorn Machine Rental .....	13
Professional Development Opportunities.....	13
Sports Equipment Rentals .....	13

## ACCSA Club Guide – 2023/2024

Spotify Subscription .....	14
And More! .....	14
Club Governance .....	14
Club Executive Responsibilities.....	14
Club Bylaws .....	15
Club Meetings .....	15
Club Advisors .....	15
Club Transition .....	16
Club Renewal.....	16
Club Dissolution .....	16
Club Discipline .....	17
Probation .....	17
Policies to Keep in Mind.....	18
Clubs Appeals .....	19
Conflict Resolution .....	19
Club Finances .....	19
General Club Finances.....	19
Asset Acquisition.....	20
Club Start-Up Funding.....	20
Additional Club Funding.....	20
Making a Withdrawal or Purchase .....	21
Reimbursements.....	21
Make a Deposit .....	22
Receiving a Cheque.....	22
Leftover Funding & Rollover .....	22
Club Events .....	23
Event Approval Process.....	23
Example of Club Events .....	23
Serving Liquor on Campus .....	24
Serving Liquor off Campus .....	25
Raffles, Bingos, & 50/50 Draws.....	25
Bake Sales .....	25
Ticketed Events.....	26
Risk Management, Required Insurance, & Permits .....	26

Frequently Asked Questions (FAQ).....	26
Who approves my club applications? .....	26
How long will it take to approve my club application?.....	26
How do I receive club funding? .....	27
How long will it take to approve club funding? .....	27



## Introduction

Welcome to the Club Guide, all access pass to the world of Clubs at the Assiniboine Community College Students' Association (ACCSA)!

By definition, a Club is “**an association or organization dedicated to a particular interest or activity**”. In practice, Clubs come in all shapes and sizes, as small as 3 students to potentially hundreds, and for a near limitless number of interests or activities. Most importantly, Clubs are led and organized exclusively by students!

Clubs are a great way to meet like-minded individuals and bond over common interests and ideals. Clubs also offer many professional development and leadership opportunities with responsibilities like event planning, budgeting, marketing, and volunteer management. Finally, forming a Club **allows the ACCSA to support you with funding**, services, promotion, and events.

In this Club Guide, students will be able to:

- discover how to join or start a Club;
- determine what services and supports are available for Clubs;
- learn about requirements that all Clubs need to follow; and
- explore many helpful tips for running a Club.

If you have any additional questions about Clubs, please reach out to the ACCSA staff or the Vice President Engagement and they will be happy to assist you!

Here's to a great 2023/2024 year, with lots of Club activities and memories for students to remember for years to come!

# Important Information

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## Important Contacts

### ACCSA Office

P: (204) 725-8710

Email: [accsa@assiniboine.net](mailto:accsa@assiniboine.net)

Room 413

1430 Victoria Ave East

Brandon, MB R7A 2A9

### Clubs Program Coordinator

Phone: 204-725-8700 EXT. 6645

Email: [accsa.advocate@assiniboine.net](mailto:accsa.advocate@assiniboine.net)

### Office and Service Administrator

P: (204) 725-8710

Email: [accsa@assiniboine.net](mailto:accsa@assiniboine.net)

### Vice President Engagement

Email: [savpeng@assiniboine.net](mailto:savpeng@assiniboine.net)

## Quick Links

### Start A Club Documents:

[Start a Club Documents](#)

### Members Documents:

[Members](#)

### Meetings Documents:

[Meetings](#)

### Financial Documents:

[Financials](#)

### Other Documents:

[Other Forms](#)

## Club Contacts

### Clubs Program Coordinator (CPC)

The purpose of the Clubs Program Supervisor is to be the point of contact for all clubs related inquiries. The Clubs Program Supervisor is an ACCSA staff member and therefore works in a non-political capacity. Their responsibilities focus on providing the resources and supports that ACCSA offers to clubs. If any club or individual wishes to have a concern addressed about the operation of club services, applications, or appeals, they may contact the Clubs Program Supervisor for advice.

The Clubs Program Supervisor shall be responsible for the following items:

- The collection of all student group forms;
- Ensuring that all forms are completed and have necessary documentation before they are processed;
- Processing applications;
- Acting as a liaison between clubs and the governance of ACCSA;
- Determining status of ACCSA Clubs (registration and renewal);
- In conjunction with the Engagement committee chair, organize and facilitate regular Clubs President Forum;
- Reviewing and evaluating Club compliance and bringing any concerns to the Engagement Committee;
- Reporting club-related matters to the Engagement Committee as required;
- Producing the ACCSA Student Clubs Manual and Clubs Forms in consultation with the Vice President Engagement.

### Office and Services Administrator (OSA)

The purpose of the Office and Services Administrator is to be the point of contact for all clubs' financial inquiries and needs. The Office and Services Administrator is an ACCSA staff member and therefore works in a non-political capacity. Their responsibilities focus on providing all financial requests that are made by clubs.

- Maintaining asset database;
- Collect Club Funding Proposal Request Form;
- Fulfil Club Funding Proposal Requests;
- Collect Club Cheque Requisition Forms;
- Fulfill Club Cheque Requisition;
- Collect Club Deposit Forms and make deposits;

### Vice President Engagement (VPE)

The Vice President of Engagement (VPE) also serves as an important contact for clubs related inquiries. The VPE works closely with the Clubs Program Coordinator and is the

chair of the Engagement Committee to oversee all student clubs to ensure that concerns and issues related to the clubs' programs are handled.

The Vice President Engagement shall be responsible for the following items:

- Bring forward all club applications to the Engagement Committee for approval;
- Acting as a liaison with student clubs and other student groups on campus;
- Oversees the day-to-day activities of the clubs' programs, including club orientation and club training;
- Reviews and enforces all policies related to the club's program;
- Brings forward issues, concerns, and complaints relating to student clubs to the Engagement Committee and Clubs Program Coordinator;
- Enforces club discipline in consultation with the Engagement Committee and Clubs Program Coordinator;
- Producing the ACCSA Student Clubs Manual and Clubs Forms in consultation with Clubs Program Coordinator.

## Engagement Committee (EC)

The Engagement Committee (EC) works closely with the Vice President Engagement to engage members in the clubs' programs at the ACCSA by encouraging student leadership. The EC in consultation with the VPE ensure that concerns and issues related to the clubs' programs are handled with.

The Engagement Committee shall be responsible for the following items:

- Review and approve club funding requests;
- Reviews issues, concerns, and complaints related to the clubs' programs;
- Enforces ACCSA policies on all clubs to assess appropriate club discipline in consultation with the VPE;

## Club Membership

### How to Join an Existing Club

Joining an existing club is simple! Individuals who wish to join an existing club can visit the ACCSA website at [accstudents.com/clubs](https://accstudents.com/clubs) to discover what clubs are currently running. The ACCSA website contains a direct list of contact information for each club, from there individuals can contact the club they wish to join to find further information on how to get involved or gain membership.



## Who can Join an Existing Club?

Students, ACC staff, alumni and public members are all eligible to join clubs on campus. It is important to note that Assiniboine Community College students' must make up at least 60% of the club members in all ACCSA clubs.

## Limitations of Public Memberships

Although ACC staff, alumni, and public members are all eligible to join clubs on campus, they are required to abide by the following rules and limitations;

- Staff, alumni, and public members are unable to hold executive positions within any ACCSA club.
- Staff, alumni, and public members must be non-voting members.
- Staff, alumni, and public members may not influence, pressure, or direct student club members to make decisions.
- Staff, alumni, and public members will not have access to specific college spaces such as the gymnasium. (Subject to change)
- Staff, alumni, and public members are required to carry a government issued ID when they are on any college campus for club events or gatherings.

***Please note that ACC staff, alumni, and public members are not limited to these examples.***

Staff, alumni, and public members who fail to abide by these rules and limitations will be subject to club discipline or will be removed entirely from a club.

## How to Start a Club – In 5 Easy Steps!

### Step 1 | Meet with an ACCSA Staff Member or Executive

Before you think about starting a Club contact the ACCSA Clubs Program Coordinator or the Vice President Engagement. They will add you to the SharePoint and get you all set up with the needed documents and that you understand the Club policies and procedures to prevent any mistakes or delays in your application.

## **Step 2 | Define Your Club's Purpose**

Plan the purpose and vision for this new Club and designate which type of Club it is. Take a look at the Clubs page on the ACCSA website to see which Clubs are already active!

- 🔑 Be sure that the Club's purpose is inclusive to all students at the college and abides by the Assiniboine Community College Respectful College policy, which can be found at <https://assiniboine.net/students/academic-policies>.

## **Step 3 | Recruit Members and Select Signing Officers**

Clubs require a minimum of three (3) members before they can be approved by the ACCSA. You also need three (3) signing officers, a President, Vice President, and Treasurer (these can be the same students as your minimum three). Have the officers read this Club Guide in full and be familiar with the mission, purpose, and goals of the Club.

## **Step 4 | Complete a Club Application**

You can complete the three documents online [here](#) (By-laws, Club Advisor Agreement, and Terms and Conditions), or you can pick up an application in person at the ACCSA office if you require additional assistance. Physical applications can be submitted to the ACCSA Office, (Room 413). Once your forms are completed, please email these forms to Program Coordinator ([kelberta@assiniboine.net](mailto:kelberta@assiniboine.net)) and Vice President Engagement ([savpeng@assiniboine.net](mailto:savpeng@assiniboine.net)). Your application will then be reviewed at the next Engagement Committee Meeting or the new SAC Meeting (whichever is closer). Provided you have followed the policies and procedures, your application will be approved!

## **Step 5 | Once Approved**

Once a club is approved the Clubs Program Coordinator will create a SharePoint folder with access to all your clubs documents.

## **Types of Clubs**

Before starting a Club, you must first think about what type of Club you want to create. There may be some additional requirements that need to be adhered to, depending on what your Club's purpose is. It's important to know what those are before the Club is created.

There are 3 types of Clubs:

## General Clubs

General Clubs are Clubs that are created with a mandate related to a particular program, extracurricular activity, or activity. General Clubs are open to all students and are intended to benefit the entire student body. **Typically, if a Club is not a Fundraising, Political, or Religious Club, it will fall under this category.**

*Example: A group of business students wish to start a Business Club to organize events and other activities for all students.*

*Example: A group of students wish to start a Toastmasters Club, to organize events and give students opportunities to enhance their public speaking.*

General Clubs **are eligible for both Start-Up Funding and additional Club Funding.** All requests for funding must be accompanied with an itemized list of expenses. Please see the [Club Funding Request](#) document in the Financials folder for more information. General Clubs also get access to all other Club benefits to help them organize and promote their club. See pages 9-11 for club resources.

## Fundraising Clubs

Fundraising Clubs are Clubs that are created for the sole purpose of fundraising for a particular organization, event, or cause. Fundraising Clubs do not or are not intended to directly impact all Assiniboine students. Funds are typically donated to an organization outside of the ACCSA.

*Example: A class of students wishes to create a Club to host events and raise funds for a yearly school trip for their class.*

*Example: A group of students wishes to create a Club to host events and raise funds for the National Diabetes Association.*

As these funds get donated in full to the recipient every year, this type of Club is **not eligible to receive Start-Up Funding or additional Club Funding.** The rationale being that Club funding is meant for events and organizations with a mandate to serve and benefit all ACC students. Fundraising Clubs however get access to all other Club benefits to help them organize and promote their club. See pages 9-11 for club resources.

## Political or Religious Clubs

Political or Religious Clubs are Clubs that are created to align with the policies or mandate of a political party or religious group. Funds raised by these Clubs may or

may not be donated to their affiliated parent organization every year or may be used by the Club to further promote their own activities.

*Example: A group of students wish to start a \_\_\_\_\_ Party of Canada Club, to host events, debate political ideals, and raise awareness to students.*

*Example: A group of students wish to start a Christians of ACC Club, to host events, practice their faith, and raise awareness to students.*

As the ACCSA is a non-partisan, secular organization, Religious and Political Clubs are **not eligible to receive Start-Up Funding or additional Club Funding**. The rationale being that if the ACCSA were to provide Club Funding to a Religious or Political Club, it would be passively supporting a specific religion or political agenda. Political and Religious Clubs get access to all other Club benefits to help them organize and promote their club. See pages 9-11 for club resources.

### Notes for all Clubs

If a Fundraising, Political, or Religious Club feels that their cause benefits all students and feels that the ACCSA should make a donation to their cause, they may present their case to the Students' Association Council to be approved on a case-by-case basis. Under no circumstances will the ACCSA provide funding directly to a political or religious organization. Contact the ACCSA Clubs Program Coordinator for more details.

Please note that the ACCSA Students' Association Council reserves the right to designate a Club's type as they deem appropriate.

Not sure what category your Club falls under? Stop by the ACCSA office and pitch your idea to the ACCSA Clubs Program Coordinator and they will be happy to guide you.



## Club Resources

The ACCSA works to provide Clubs with many services and resources to make their time and experience at Assiniboine the best it can be! Below are the following resources and rentals the ACCSA provides to all clubs even to **ACC staff, alumni, and public members!** If there is a service that Clubs would like to see but isn't listed here, please let an ACCSA staff member know so that we can investigate further!

### Free Club Printing

Promotion of Clubs is important, and one of the best ways to get the word out about a Club is to promote their activities and events on the various poster boards around campus. Clubs are allowed to print color posters, and other documents, free of charge through the ACCSA.

Clubs are responsible for developing their own promotional items such as posters and signs. Once the Club creates their poster or documents, Club Executives can complete the [ACCSA Media Request Form](#), and once approved by an ACCSA Marketing and Communications Coordinator or Vice President Engagement, they can be put up on bulletin boards across all Assiniboine campuses!

Clubs must allow for two (2) business days for printing and a maximum of 30 copies per print-out.

### Other Advertising

On top of allowing Clubs to make use of the bulletin board across campus, The ACCSA also helps to promote Clubs in the following ways:

- Promotes Clubs and their events on the ACCSA website.
- Posts on the Student Intranet (Cougars Corner) about Club activities.
- Promotes Club activities through Social Media.
- Posting about Clubs in the Student Focus magazine.

To take advantage of these services, Clubs need to send their content or event information to the [ACCSA Media Request Form](#) at least two weeks in advance. ACCSA staff will make efforts to proactively promote Club events as well through all of these channels.

### Free Arts & Crafts Supplies

Interested in getting creative? The ACCSA gives Clubs access to all sorts of arts & craft supplies, from glitter to ribbons to paint. Hand-made promotional material is a great, flashy way to get students' attention and promote your club!

## Room Bookings

If a Club needs to book a room for a Club Meeting the ACCSA can book rooms at ACC on the Clubs behalf on any ACC campus.

In addition, the ACCSA also has their own spaces that students can book as well. These include The ACCSA Boardroom, Crossroads, and the Students Event Space.

To book a room please fill out the [form](#) and email Alyshia Kelbert (kelberta@assiniboine.net) please indicate your space requests.

Please note that ACC staff, alumni, and public members are unable to access the gymnasium. (Subject to change)

## BBQ Rental

If a Club wishes to have a BBQ on Campus, they can make use of the ACCSA BBQ. Keep in mind that a BBQ will require a Food Permit, please see the Clubs Program Coordinator for more information.

## Popcorn Machine Rental

Clubs can make use of a Popcorn Machine at any of the ACC campuses to help promote their Club Events. Clubs can also join the ACCSA Council during Popcorn Fridays to let students know about their events.

## Professional Development Opportunities

The ACCSA strives to make sure that Club Members and Club Executives have the training to become great leaders. Occasionally, ACCSA staff will facilitate sessions on ACC Campuses about Club Management, Leadership Training, and more. If there is a specific topic that a Club would like to have addressed, please contact the ACCSA Club Program Coordinator.

## Sports Equipment Rentals

Interested in some recreational sport for Club Members? The ACCSA has a diverse inventory of various sports equipment, such as basketballs, volleyballs, soccer balls, dodgeballs, and more. Please see the Club Program Coordinator for more information.

## Spotify Subscription

The ACCSA has a Spotify account along with a stereo that Clubs can use to liven up any Club Event. When applying for a Club Event, be sure to request the time that the Club requires use of the account to ensure that they receive the login credentials on time.

## And More!

The ACCSA is always looking to improve and enhance the Clubs Program, so if Club Members have any ideas on other services they would appreciate, please don't hesitate to inquire!

## Club Governance

Clubs at the ACCSA are required to abide by all ACCSA and ACC Policies & Procedures. They have the autonomy to make their own decisions about events and activities and are a great way for students to embolden their leadership skills in a formalized environment.

*"With great power, comes great responsibility"*. This applies to Clubs as well. There are many benefits and perks to starting a Club. However, in order to make the most of it, Clubs will need to make sure they are able to govern themselves efficiently. This is done through **job responsibilities and governing documents which need to be very clearly defined**. Examples include Club Executive Transition Plan and Bylaws. Templates of these can be found on the Clubs page of the ACCSA SharePoint and the Clubs Members Folder.

The ACCSA strives to help all Clubs make decisions that they can be proud of! Club members are encouraged to speak with the Club Program Coordinator if they have any questions or concerns about their Club operations.

## Club Executive Responsibilities

Each Club must have at least three Club Executives, who serve as the three signing officers for the Club. Club Executives must be full-time students. Each Club Executive has signing authority for the Club and its functions.

The Club Executive duties should be distributed equally to make the management of the Club as simple as possible. The minimum responsibilities for Club Executives are as follows:

- Confirm that the Club continues to work towards its original goals.
- Ensure the Club follows the Club Bylaws.
- Work as the primary contact for the ACCSA.
- Document all Club activities, through meeting minutes, budgets, and event reports.
- Deposit and withdraw Club funds as needed.
- Record all Club transactions and ensure all withdrawals are authorized and properly documented with appropriate receipts or invoices.



- Complete and submit a Club Year-End Report, which can be found on the SharePoint or at the ACCSA office.
- Ensure club transition plan is in place for new executives
- The ACCSA will provide Clubs with a binder to hold all important Club documents. If requested, be sure to keep it in a safe place.

## Club Bylaws

Each Club of the ACCSA is required to have a set of bylaws, which lays out the rules and composition of their Club. These can be customized for every Club but there are a number of mandatory clauses that Clubs need to include:

- A clause stating the name of your Club.
- A clause stating the purpose or mandate of your Club.
- A clause stating that the Club is open to all ACC students.
- A clause stating the names of the Club Executive Positions.
- A clause stating which three Club Executive Positions will serve as signing officers.
- A clause stating what happens in the case of a Club shuts down (a Dissolution Clause)
- A clause stating that Club Executives do not have the authority to sign contracts or agreements on behalf of the Club (this needs to be done by ACCSA staff).

The ACCSA has a Bylaw template that achieves all of these requirements and Clubs are encouraged to use them or adapt them to better suit their needs. This template is located on SharePoint in the Start a Club Folder.

## Club Meetings

Clubs are required to hold a minimum of two (2) meetings per academic year to maintain their Club status. Meeting minutes must be recorded for every meeting. Additional meetings are encouraged, as they give all Club members an opportunity to voice their opinions. After the meetings are completed, ensure that your meeting minutes are placed in your SharePoint Folder.

If required, each Club may have access to the ACCSA Boardroom to hold meetings during regular ACCSA office hours (8:00 am to 4:00 pm). Clubs must leave the rooms they use in the same condition they were found.

If you would like to use ACCSA meeting space during office hours or need to book another space for an after-hours meeting, please fill out a [room booking form](#).

## Club Advisors

To help make your Club a success, consider recruiting a Club Advisor! Some of the benefits you may enjoy from having a Club Advisor are:



- increased understanding of the College;
- guidance with activities and/or events;
- endorsement for your Club; and
- heightened potential to create a long-lasting Club.

Only faculty or staff members at Assiniboine Community College may be Club advisors. Clubs are not limited to one advisor, but make sure that each Club Advisor completes a separate Advisor Agreement. Please note that recruiting a club advisor is optional and is not required to start or run a club.

## Club Transition

New executives sometimes don't know where to begin. The following aids in a smooth transition:

- Complete a ACCSA Clubs Executive Transfer form and return to the Clubs Program Coordinator.
- Encourage your executives to create a quick to do list for new executives, including advice and suggestions.
- It is also a good idea to pass along manuals, folders, and documents that were used, both electronic and hard copy.
- Collect names, email addresses, and phone numbers of new and old officers so the executive board can continue to communicate over the summer to help with forwarding of information. Be sure to let your new officers know of important dates and deadlines. This is optional, not a requirement.

## Club Renewal

Club renewals will be considered by the Clubs Committee following the submission of a successfully completed [ACCSA Club Renewal Form](#). Clubs will be denied renewal if they violate any clause in Part 4: Term & Conditions of the Club Application.

Club Renewal Forms may be submitted at any time throughout the year. Your application can be submitted online, or you can pick up an application in person at the ACCSA office if you require additional assistance. Physical applications can be submitted to the ACCSA Office, (Room 413).

## Club Dissolution

Every set of Club Bylaws must contain a Dissolution Clause. This outlines the process in which a Club will cease to exist and how to distribute the funds collected by that Club.

By default, if a Club is dissolved, all funds and assets of the Club will be held in trust by the ACCSA for 1 year. If, at the end of that year there isn't a Club that has a similar mandate that can use the funds, they will be donated to the Community Fridge. This is to ensure that the funds are used in a way that can benefit all students and not collecting dust.

After a Club is inactive for one full year and its funds are distributed as per their Dissolution clause, the Club must be reinstated through a new Club Application.

The ACCSA will keep a list of all inactive Clubs from the previous year, which any student can view on the ACCSA website. Sometimes it is easier for students to renew a Club that they have an interest in, rather than creating one from scratch.

### Club Discipline

Clubs and their Club Executives need to ensure that they are in good standing at all times. This means being accountable for funds in their care and being inclusive to all students, among other stipulations. When a Club Member or other individual notices that something isn't quite right, they are encouraged to report it to the Engagement Committee.



When a complaint is brought forward to the Engagement Committee the matter will be discussed and the decision made by the Engagement Committee.





In a disciplinary review, the Engagement Committee will investigate the complaint and may request information from ACCSA Staff, Club Members, Club Executives, and (if applicable) Club Advisors.

The Engagement Committee will endeavor to make a decision within one week of the complaint being issued. Depending on the severity of the complaint, Clubs may be placed on probation, immediately dissolved, or come to a compromised solution, determined by the Engagement Committee. Please contact the Clubs Program Coordinator or the Vice President Engagement if there are any concerns about Club conduct.

### Probation

If a club is placed under probation, they must comply with the 30-day probationary period. During this 30-day probationary period, a club will temporarily lose access to all club resources/or rentals, funding, and room bookings. Additionally, clubs will not be reimbursed for any club spending for the entire duration of their probation. Clubs that fail to comply with the following policies will automatically be subject to probation or dissolution depending on the severity of the violation.

-  **Illicit use of Illegal Drugs:** During any club event or gathering, club members are required to remain drug-free. Club members must refrain from consuming or using illegal drugs before, during, or right after any club event or gathering.
-  **Improper use of Alcohol and Controlled Substances:** Club members are required to ask for permission to serve liquor on campus and must abide by the proper procedures of obtaining a liquor permit. If permission is not granted, or the proper procedures are not followed, all club members must always refrain from consuming alcohol and controlled substances before, during, or right after any club event or gathering. This also applies to other venues off campus. Alcohol is only permitted if a venue is a licensed establishment. **Please note that all controlled substances are banned in all club gatherings and events.**

-  **Hazing:** Hazing is defined as “the humiliating and sometimes dangerous initiation rituals, especially as imposed on college students seeking membership to a particular student groups.” Clubs must not engage in any type of hazing, on or off campus to ensure the personal safety of all club members.
-  **Destruction of Property on or off College Campus:** Club members are required to take adequate care of all ACCSA and Assiniboine Community College equipment, property, and resources. In cases where negligence results in the destruction, misuse, or loss of ACCSA and College property, Club members may be personally accountable for any loss or destruction of property.
-  **Misuse of Funds, Services and Property:** Club Executives should make every effort to ensure that this money is used appropriately and for the intended purpose. In cases where the negligence results in Club Funds being misused or unaccounted for, Club Members may be held personally accountable for any lost or unaccounted funds.
-  **Sexual or Personal Harassment:** All club members are required to report any action, conduct, or comments that can cause physical or mental injury. The ACCSA recognizes that harassment may include homophobia, transphobia, sexual violence, ableism, sexism, and racism.

***Please note that clubs are not limited to these examples.***

## **Policies to Keep in Mind**

**Diversity, Equity, and Inclusion Policy:** The ACCSA strives to foster a culture of diversity, equity, and inclusion. We welcome and embrace students of all ages, disability, ethnicity, gender identity, language, and more! We encourage and enforce clubs to identify and remove barriers for diverse club members to ensure a respectful and inclusive environment. Clubs can remove barriers by:

- Maintaining a respectful and accessible communication between all club members;
- Not refusing club members based on their identity or unique differences;
- Ensure that all club members are treated fairly and respectfully;
- Oppose and report all types of discrimination to the Vice President Engagement or Office and Services Administrator;
- Create a positive environment free of harassment, bullying, and discrimination;
- Recognize and value all individual differences of all club members.

Please contact The Vice President Inclusion and Diversity at [savpdi@assiniboine.net](mailto:savpdi@assiniboine.net) if there are any concerns about the Diversity, Equity, and Inclusion policy.

**Assiniboine Community College policies:** There are several Assiniboine Community College policies that clubs must keep in mind. All clubs are expected to abide and comply with all college policies on or off campus. Assiniboine Community College policies can be found here: <https://assiniboine.net/students/academic-policies>

## Clubs Appeals

Should a club wish to appeal a decision made by the Clubs Committee, that request must be submitted to the ACCSA **President** at [sapresident@assiniboine.net](mailto:sapresident@assiniboine.net) who will bring the matter to the ACCSA Students' Association Council. All decisions made by the ACCSA Students' Association Council are final. The use of informal appeal mechanisms is always recommended before submitting any formal appeal.

## Conflict Resolution

Training can be provided for club executives and their members to aid in conflict resolution upon request. Resources for Conflict Resolution can be found on the Club page of the ACCSA website at [accstudents.com](http://accstudents.com). For more information contact the Clubs Program Coordinator ([kelberta@assiniboine.net](mailto:kelberta@assiniboine.net)) or Vice President Engagement ([savpeng@assiniboine.net](mailto:savpeng@assiniboine.net)).

## Club Finances

One of the biggest perks of being part of a Club is that the ACCSA manages all Club Finances, such as the banking and general administration of funds transfers. Club Executives ultimately decide where to spend their money, with a few exceptions outlined below. The ACCSA also regularly provides additional funding for Clubs to hold events and activities that enhance student life on all campuses.

Please note that even though Fundraising, Religious, and Political Clubs do not receive any Start-Up or Additional Club Funding, they are still required to follow all other rules and regulations regarding their finances as per this guide.

## General Club Finances

While the ACCSA commits to keep proper track of all funds coming in and out of Club accounts, it is the Club's signing officers that are ultimately responsible for the proper cash handling during all Club events and activities. There are several documents available on the ACCSA website and the [Financials Folder](#) to help Clubs organize their finances, such as:

- [Club Deposit Form](#)
- [Club Funding Proposal](#)
- [Club Cheque Requisition Form](#)
- [Event Planning Form](#)
- And more!

Club Executives should be sure to go through all Club Resources to help them become more comfortable with understanding their finances. The Office and Services Administrator is also happy to help Club Executives understand their responsibilities, and how best to ensure their Club's money is organized properly.

If a Club Executive is ever curious about their Club's financial standing, they can request a list of all transactions done by their Club by inquiring with the Office and Services Administrator. At minimum, the ACCSA will communicate to the Club Executives of each Club their account balance twice a year; once in December, and once in April.

Clubs can also request a float for the purposes of making change for event tickets, bake sales, etc. Float should be requested with two weeks' notice to allow staff time to prepare it. If a Club does not have the requisite funds for a float (for example, if it is a new Club), the ACCSA will loan the Club up to \$100.00 for a float that will need to be repaid to the ACCSA during their next deposit. Floats must only be used to make change, and not be used to make purchases under any circumstances.

If Clubs wish to borrow a lock box for their funds when they are selling tickets or fundraising, they may rent one out at the ACCSA office (subject to availability). If a Club fails to return a lock box they rented, they will be subject to a replacement charge of \$20.00.

Clubs are also required to comply with their Club Bylaws, as well as this Club Guide, which include several points on proper financial handling. If the financial responsibilities outlined in these documents are not adhered to, the ACCSA may administer disciplinary action, such as withholding Club Funds, or dissolving the Club, until such that the Club corrects their non-compliance, to ensure that Club Funds are always used for the best interest of students.

### Asset Acquisition

Funds accessed by any Club belongs to the students. As a result, purchases deemed long-term assets (anything which has a useful life of over one year) made with Club funds should be registered with the Office and Services Administrator. Any assets which have been registered with Office and Services Administrator will remain with the club. Should a club dissolve, then assets are to be distributed as per their Club's Bylaws.

### Club Start-Up Funding

Just for creating a General Club, the ACCSA provides an option to receive a \$250.00 start-up fund! This money is intended to help with supplies, promotional materials, and other Club costs that would normally be associated with starting a new organization.

To receive this funding, Clubs need to fill out a [Club Funding Proposal](#) and specify that it is for **Start-Up Funding**. This request can be submitted at the same time as a Club application, or anytime within their first year as a Club. Monies released as Club Start-Up Funding need to be accounted for by Club Executives in the form of receipts to account for the withdrawal made by the clubs.

### Additional Club Funding

Every year, the Student's Association Council allocates funding for Club activities that any General Club can apply for, to top off their own fundraising or ticket sales. This funding can

ensure that Clubs have the resources they need to create opportunities for students, and that these opportunities are at a reduced cost to the students.

To request additional funds, Clubs can fill out a [Club Funding Proposal](#) online. It must be submitted at least two (2) weeks before the funds are required to ensure adequate processing time. The proposal will be reviewed at the next Engagement Committee meeting.

Please note that the maximum funding per event is dependent of the number of Club members at the time of your request, and the scale of your event. Given the competing requests of several Clubs, the Clubs Committee reserves the right to underfund any **Club Funding Proposal**. Under no circumstances will any Club receive more than \$1,000 in additional Club funding in a given year.

### **Making a Withdrawal or Purchase**

Clubs may require funds from time to time to purchase materials, put down deposits, or pay invoices, etc. Whenever possible, the ACCSA prefers Clubs to obtain invoices or request purchase orders (P.O.'s) prior to purchase, so the ACCSA can verify that a Club has enough funds to cover the expense, and make the cheque directly out to the company, to eliminate the need for a student paying out of their own pocket.

All Club withdrawals must be submitted to the ACCSA through a [Club Cheque Requisition Form](#). To be considered valid, a **Club Cheque Requisition Form** must be signed by at least two of the three Club Signing Officers. Please note that all **Club Cheque Requisition Forms** must be completed and submitted at least two (2) weeks' before the cheque is required, to allow for processing time.

If a Club Member chooses to make a purchase without the pre-authorization of the ACCSA, and it is realized that the Club does not have the required funds to reimburse the Club Member, the ACCSA will not cover the additional expense. This is why it is very important for Clubs to contact the ACCSA as early as possible when considering a purchase or expense for the Club.

### **Reimbursements**

The ACCSA will issue reimbursement cheques to Club Members, as long as adequate proof of purchase (receipts) is provided, along with a [Club Cheque Requisition Form](#) that is signed by at least two signing officers of the Club, to verify the validity of the expense.

The ACCSA will not issue cheques on behalf of Clubs or Club Members without first receiving an invoice, purchase order, receipt, or some other form of documentation proving a purchase was made. For situations where this is not practicable, please consult with the Office and Services Administrator as soon as you become aware of the situation.

Please be advised that honorariums & alcohol purchases (not included or accounted for in a liquor permit) are not eligible reimbursement expenses.

## Make a Deposit

Whenever Clubs handle cash (whether it be from ticket sales, using a float, fundraising, or other types of revenue), they are required to deposit all funds to the ACCSA as soon as is practicable. The worst thing that can happen to a Club is that all of their hard-earned money goes missing after an event because it was not brought back to the ACCSA.

Club Executives are the only Club members that have the authority to make a deposit. When processing a deposit, a [Club Deposit Form](#) must be completed. Club Executives should verify that the amount of cash and cheques they are submitting matches what is on the **Club Deposit Form**.

Once an ACCSA Staff member verifies that the amount recorded on the **Club Deposit Form** is correct, they shall record the funds being put into their Club account.

The ACCSA will keep all physical files and original documents submitted in the Clubs files.

All Club Funds must be deposited into their respective Club account by the ACCSA before a Club is eligible to use them. For example, a Club is not permitted to take funds from event ticket sales and use it to purchase food for a meeting. This is considered a 'flow-through' transaction and is not permitted, as it is impossible for the ACCSA to track these transactions to ensure that the funds are being used for appropriate Club purposes.

## Receiving a Cheque

All cheques received by Clubs from donating organizations must be made out as follows:

ACC Students' Association

Re: *(Your Club's Name)*

Room 413 - 1430 Victoria Avenue East

Brandon, MB R7A 2A9

## Leftover Funding & Rollover

For General, Political, and Religious Clubs, all funds in their Club account at the end of the year will be held by the ACCSA for the following year's Club, unless otherwise specified by the Club in their Year End Report.

For Fundraising Clubs, all funds in their Club account at the end of the year will be transferred to their designated fundraising recipient. No funds from Fundraising Clubs will normally be carried over into the next year, unless the Club Executive stipulate that the funds will be used/donated at a specific time outside of their current year.



## Club Events

Club activities and events are strongly encouraged to create a sense of community at ACC and to improve the campus life experience. Events can also serve as a fundraiser for the Club, allowing Clubs to create bigger and better events.



### Event Approval Process

Clubs need to have their Events approved by the ACCSA to ensure that their events are well supported, and don't conflict with any ACC or ACCSA policy.

When approving a Club's Event, the ACCSA checks to see if there are any services or materials that the ACCSA can provide to reduce the cost to the Club, and to make sure there aren't any potential scheduling issues.

To host a Club Event, the Club must submit an [Event Proposal Form](#) to the Clubs Program Coordinator, a minimum of two (2) weeks prior to the proposed activity date. If the event requires a liquor permit, lottery licence, or liability insurance, a minimum of four (4) weeks is required.

The ACCSA reserves the right to approve or deny Club Event in the instance that it conflicts with any ACCSA or ACC event or activity, or if they do not comply with ACC or ACCSA policy.

-  Don't forget that the earlier you submit your proposal, the longer you have to promote your event! We recommend submitting your proposal one (1) month or more in advance.
-  If you plan to have liquor at your event, you need to submit your proposal two (2) months or more in advance.

If a Club would like to host a social in Brandon, they must hold it at Houston's Country Roadhouse. Please contact the Clubs Program Coordinator, for more information.

Approved Club events & activities will be covered under the ACCSA Accident Policy.

### Example of Club Events

There are many types of events and activities Clubs can organize, here are some examples:

- 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
- Interest events (game or movie night)



- 🔑 The ACCSA wants to help Clubs succeed! Just because a type of event isn't on this list doesn't mean that Clubs can't create them! Feel free to meet with the Clubs Program Coordinator about a brand-new event idea!

There are also opportunities for Clubs to volunteer with ACCSA events such as the Halloween Food Drive.

- 🔑 Volunteering with the SA is a great way to promote a Club and recruit new members!

## **Serving Liquor on Campus**

In order to serve liquor on campus, the ACC Students' Association (ACCSA) is required to receive permission from the college on your behalf. The ACCSA will also be required to apply for insurance for the event, which will result in an additional charge to the club/event. Please contact the Clubs Program Coordinator for a thorough breakdown of the associated costs.

Clubs are required to review all relevant laws in regards to permits prior to the event. This is available through the LGCA, online at <https://lgcamb.ca/>

Clubs must have one person present with their Smart Choices Certification at all times during the event. Smart Choices is a course available to take through the LGCA. This person should also be the person responsible for serving alcoholic beverages. A copy of their Smart Choices certificate must be provided in order for the ACCSA to apply for the liquor permit. More than one club member/volunteer with their Smart Choices certification is ideal.

Clubs must also:

- Provide a detailed plan for safely serving alcohol and security available for the event.
- Drink tickets must be sold in a designated place separate from where the alcohol is being served.
- Attendees are not permitted to leave the premises with alcoholic beverages. If the bathrooms and/or the smoker's area are outside of the licensed area, they will not be allowed to take their beverages with them.
- All precautions must be taken to ensure attendees can safely arrive home after the event. It's a good idea to have a list of cab numbers available for people to use, if needed.
- All attendees are to have their ID's checked, and no minors shall be served alcoholic beverages at any time. For ease of service, it's ideal to check ID's as people arrive at the event. Those 18+ can be given wristbands or stamps to show that they are of legal drinking age.
- All events serving alcohol must also have food available (free or for purchase) for attendees while the alcohol is available.


- Liquor permit holders must be sober and one liquor permit holder must be present at all times during the event.
- All laws in regard to liquor sales must be followed.

### Serving Liquor off Campus

In order to serve liquor at other venues, ACCSA clubs must inform the ACC Students' Association that they want to serve alcohol off campus. To proceed, clubs will have to ensure that their desired venue is a licensed establishment. The ACC Students' Association (ACCSA) will need valid proof and confirmation that the venue is a licensed in order to serve alcohol at their desired event.

### Raffles, Bingos, & 50/50 Draws

The Liquor and Gaming Authority of Manitoba (LGA) is 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 found on our website.

 According to the LGA, a raffle has three necessary components to require a licence. It must have a:

- Cost to play
- Element of chance
- Prize offered

If your activity is missing one of these three elements, it does not require a license!

Completed applications must be submitted to the Clubs Program Coordinator for submission to the LGA. If requested, they can also help you fill out the forms.


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

### Bake Sales

Bake Sales are a great way to raise funds for Clubs. They are very inexpensive and can provide Clubs with much needed funds to host more events! As per the Manitoba Health Authority, items need to be labelled with their common names, a list of ingredients, date of preparation, and a contact number of the person who prepared the baking. Items need to be limited to non-potentially hazardous food items only (i.e. no cheesecakes, cream pies, desserts that require refrigeration after cooking).

## Ticketed Events

Some events may require tickets or pre-purchased passes. Club Executives are responsible for keeping track of who in the 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. Clubs should plan for at least two to three weeks to sell tickets to maximize attendance at their event.

-  Treat tickets like cash. Losing them or giving them away will de-value the tickets that were sold for full price and Clubs may risk having more attendees than anticipated and spend more money on an event than they budgeted for.

## Risk Management, Required Insurance, & Permits

All events and activities come with some form of risk. Adequate pre-planning can ensure that Club Members, the Club, and the ACCSA are protected.

The ACCSA provides accident liability for approved Club Events, but additional insurance and waivers may be necessary for sporting events, activities held off-campus and/or for activities with alcohol. The ACCSA needs to know any additional insurance needs as soon as possible to ensure there is enough time to apply for the required permits. **In all cases, the Club shall be responsible for covering the cost of these additional permits or insurance policies** (Clubs can include permit and insurance policy costs when they apply for Additional Club Funding, however).

Please note that the ACCSA will not approve pub crawls, due to liability risks.

Contact the ACCSA Office to find out if a Club needs additional coverage for an activity or event.

## Frequently Asked Questions (FAQ)

### Who approves my club applications?

All club applications will be approved at the next Engagement Committee Meeting or SAC meeting (whichever comes first). In order to approve a club, applications will require authorization from the Clubs Program Coordinator, Vice President Engagement, and an additional executive member.

### How long will it take to approve my club application?

Engagement Committee Meetings take place once a month, while SAC meetings take place bi-weekly. Club applications may take up to 3 weeks for processing time.

### **How do I receive club funding?**

By filling out a club funding proposal application form, which can be found [here](#)

### **How long will it take to approve club funding?**

Club funding will be approved at the next Engagement Committee meeting, it may take up to 3 weeks for processing time. Clubs should apply for funding ahead of time before planning any special events.