

## 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 set up with the needed documents and make sure 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 two documents online (By-laws and Terms and Conditions). If you plan to have a club advisor, you will need to complete that form as well.

Once your forms are completed, please email these forms to Program Coordinator ([accsa.advocate@Assiniboine.net](mailto:accsa.advocate@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 and schedule a orientation with your group members.

### 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 2 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 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.

#### 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.

## Application Form 1: Club Bylaws

### 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.

### By-Law 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.

**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.

### **By-Law 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)

### **By- Law 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. 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.

### **By- Law 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.

### **By- Law 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.

### **By- Law 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.

## Application Form 2: Application Terms & Conditions

The Club, \_\_\_\_\_, understands that 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 more than 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 Office Name:**

**Signature:**

**Club Signing Office Name:**

**Signature:**

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**Signature:**