SPSA
SASKATCHEWAN POLYTECHNIC STUDENTS' ASSOCIATION INC.

GOVERNANCE SERIES

SUBJECT: Responsibilities of Student Clubs	**POLICY NO:** CLUBS - 2	**LAST REVISED:** January 20, 2019
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Policy

The Saskatchewan Polytechnic Students' Association Inc. ratified student club executive members hold specific governance, fiduciary, and liability related obligations and responsibilities.

Procedure

1. Registration
   a. New student clubs must complete the clubs' ratification procedures.
   b. Existing student clubs, if they wish to remain active, must complete the renewal form.

2. Club Governance
   a. Each student club will be responsible to follow its' constitution, included in the club's ratification package. The package consists of the following:
      i. Registration form
      ii. Constitution
      iii. Signing authority form
      iv. Waiver form
   b. A student club will maintain proper records of their proceedings.

3. Membership
   a. Student club memberships are at the discretion of each student club and shall be defined in the student club's constitution.
   b. Student club membership shall not fall below 4.
   c. Membership shall be limited to Saskatchewan Polytechnic students who belong to SPSA member campuses.
   d. Student clubs may charge their members a membership fee.

4. Club Executive Members
   a. All student club executive members will be Saskatchewan Polytechnic students belonging to the SPSA.

5. Club Advisor(s)
   a. A student club may choose to appoint one or more club advisors.
   b. Advisors may be a Saskatchewan Polytechnic faculty member or a member of the industry associated with the student club.
   c. Club advisors will not be permitted to access student club funds or to sign contracts or documents on behalf of the student club.

6. Student Open Forum Assembly
   a. Representatives of the student club have an option to attend Student Open Forum Assembly meetings.

7. Fiscal Responsibility
   a. The SPSA may perform a financial audit on any SPSA registered club throughout the year.
   b. All student clubs' banking must be done through the SPSA or the student club will not be ratified.
   c. All students clubs will abide by the terms set forth in the Banking for Student Clubs policy.

8. Contractual Authority
   a. Student clubs have no authority to bind Saskatchewan Polytechnic and/or the SPSA to any contract or agreement, oral or written of any nature whatsoever.

9. Events
   a. All student clubs wishing to host events must follow the procedures set out in the Student Clubs Fundraising Events policy.

10. Risk Management
    a. Each student clubs' executive members must be responsible for managing the risk associated with operation of the student club and will be responsible for mitigating risks and liabilities associated with events and activities prior to and during activities.
    b. Student club executive members must maintain open communication with SPSA employees regarding possible risks associated with student club operations and activities.