



SUBJECT: Responsibilities of Student Clubs	POLICY NO: CLUBS - 2	LAST REVISED: June 24, 2015
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Policy

The Executive members of the Student Clubs ratified by the Saskatchewan Polytechnic Students' Association Inc. hold specific governance, fiduciary, and liability related obligations and responsibilities.

Procedure

1. Registration
 - a. New Student Clubs must complete the Clubs' Ratification Process.
 - 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.
 - 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. Students' Advisory Council
 - a. Representatives of the Student Club have an obligation to attend Student Advisory Council meetings.
 - b. Two or more absences from the SPSA Student Advisory Council Meetings may result in de-



ratification of the Student Club.

7. Fiscal Responsibility
 - a. The SPSA may perform a financial audit on any SPSA Registered Club throughout the year.
 - b. All Student Club's 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 Clubs Fundraising Events policies.
10. Risk Management
 - a. Each Student Club 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 designated SPSA employees regarding possible risks associated with Student Club operations and activities.