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SUBJECT: Establishment of Student Clubs	POLICY NO: CLUBS - 1	LAST REVISED: November 3, 2017
APPROVED BY: General Council	NO. OF PAGES: 2	DATE ORIGINATED: February 15, 2009

Policy

The Saskatchewan Polytechnic Students' Association Inc. may register and ratify Student Clubs to operate under its auspices for the purpose of improving campus life and providing opportunities for student members.

Definition:

A Student Club is defined as a group of students registered in a program or department operated by or at Saskatchewan Polytechnic's Campuses that have been ratified by the respective Campus Council. This definition includes groups of students with a specific special interest who are registered in a program or department at Saskatchewan Polytechnic.

The SPSA reserves the right to put on probation or de-ratify any Student Club with just cause.

Procedure

1. Registration

- a. Any student group wishing to be considered for Student Club status must submit the following information (referred to as the "Clubs' Ratification Package") to their respective Campus SPSA Office to be considered for Registered Student Club status:
 - i. a Student Club Registration Form,
 - ii. a copy of Student Club Constitution,
 - iii. a Student Club Signing Authority Form, and
 - iv. a Student Club Waiver Form
- b. Upon receipt of the Clubs' Ratification Package, the respective VP Campus will review the documentation prior to submission to the respective Campus Council for ratification.

a. Ratification

A Student Club will be ratified after the Clubs' Ratification Package has been presented and accepted by the respective Campus Council.

b. Probation

A Student Club may be put on probation at the discretion of the respective Campus Council. The terms of such probation will be outlined on a case-by-case basis.

4. De-Ratification

a. Voluntary

A Student Club may de-ratify voluntarily by choosing to dissolve itself by providing the VP Campus a copy of the minutes signed by no less than two (2) Executive Members of the Student Club, of the meeting where the dissolution was approved.

b. Involuntary

The respective Campus Council may de-ratify a Student Club if:



- i. The Student Club has more than two (2) consecutive, unexplained absences from Student Advisory Council.
 - ii. The Student Club is found to have an off-site bank account.
 - iii. The Student Club fails to follow SPSA Clubs Policies and Procedures.
 - iv. The Student Club does not abide by its own Constitution.
 - v. The Student Club abuses Saskatchewan Polytechnic or SPSA's services, privileges or funding.
- c. If a Club is de-ratified it will:
- i. Surrender all assets to the SPSA.
 - ii. Lose its ability to be a Student Club on-campus for no more than one year following the incident, except when the de-ratification was voluntary.
5. Appealing a Motion to De-ratify
- a. A Student Club may appeal an involuntary de-ratification by presenting their rationale for Student Club status to Executive Council. The presentation request will be facilitated by the VP Finance & Internal Operations.
 - b. The Executive Council reserves the right to overturn a de-ratification decision by any Campus Council on the grounds of:
 - i. The decision was unreasonable in light of evidence presented.
 - ii. The penalty was unreasonable in light of the circumstances.
 - iii. There was a lack of procedural fairness.



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.



SUBJECT: Services for Student Clubs	POLICY NO: CLUBS - 3	LAST REVISED: June 24, 2015
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Policy

The Saskatchewan Polytechnic Students' Inc. recognize that a successful Student Clubs Program involves support systems and services for ratified Student Clubs.

Procedure

1. Website Link
 - a. All ratified Student Clubs have the option of being listed on the SPSA website along with contact information for interested parties.
 - b. All external Student Club websites, after being approved by designated SPSA employee, in accordance with Posting of Information Guidelines, will be linked to the main SPSA website.
 - c. No Student Club shall post any offensive material on any website.
2. Photocopying
Each Student Club will have access to 50 photocopies per month, and may access through the SPSA Office.
3. Posters
 - a. Each Student Club will be offered 25 posters per month, created by the Student Club, and printed by the SPSA upon approval by the designated SPSA employee in accordance with the Posting of Information Guidelines.
 - b. Student Clubs will be permitted to post advertising posters on campus, on designated SPSA posting boards.
4. Campus Newspaper
Student Clubs will be offered free space in the Campus Newspaper for advertising of events, promotion of Student Club and recruitment of members, after being approved by the designated SPSA employee in accordance with the Publications Guidelines.
5. TV Communication System
Student Clubs will be permitted to advertise on the Campus closed circuit TV communication system, after being approved by SPSA staff in accordance with the Posting of Information Guidelines.
6. Window Displays
Student Clubs may promote their Club through the use of the window display cabinets, subject to Campus availability.
7. Mailboxes
Each Student Club will have access to a mailbox located at the respective Campuses designated locations.

8. **Banking**
In accordance with the Banking for Student Clubs Policy, Student Clubs will receive on-campus banking through the SPSA Office statements.
9. **Booking Space**
Student Clubs requiring space on Campus for holding meetings, events, or activities may have space booked on Campus through the SPSA Office who will work with the Facilities Department of Saskatchewan Polytechnic, based on Campus availability.
10. **Event Recognition**
In accordance with the Student Clubs Fundraising Events' Policy, Student Clubs will register their events through the SPSA.
11. **Event Planning Assistance**
Designated SPSA employees will assist Student Clubs in planning their events and will provide assistance in obtaining permits, insurance, security, licenses and in accessing Saskatchewan Polytechnic services in accordance with the Student Clubs' Fundraising Events Policy.
12. **Tickets**
The SPSA Office will sell tickets for approved Student Clubs' events if the Club requests this assistance.
13. **Equipment Loans**
 - a. Student Clubs may access loaned equipment through the SPSA including audio visual aids, BBQ, camera etc. based upon availability.
 - b. Subject to availability, Student Clubs may utilize SPSA sandwich boards for posting of information. Boards may be signed out through the SPSA Office.
14. **Volunteer Database**
Student Clubs will have the ability to request assistance, through a designated SPSA employee to access to SPSA volunteers to assist in set up, take down and running events and activities.
15. **Funding Opportunities**
Once ratified, a Student Club has access to \$100 in startup funding and will have further opportunities to apply for grants or loans.
16. **Grants and Loans**
 - a. Student Clubs may have access to grants which are designed to encourage Student Clubs to become active and conduct activities to benefit members and the student body, build resources for the Clubs community, to enhance the Student Clubs experience and to Student Clubs initiatives.
 - b. Student Clubs may be eligible for a short term, interest free repayable loan, which are designed to make cash available to get an activity off the ground.
 - c. Student Clubs' grants and loans will follow the Policy on Student Clubs' Grant, Loans and Sponsorship.
17. **Training in Meeting Decorum**
Student Clubs will have access to basic training to assist in running meetings and keeping proper record of meeting minutes and decision items.



GOVERNANCE SERIES

SUBJECT: Banking for Student Clubs	POLICY NO: CLUBS - 4	LAST REVISED: June 24, 2015
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Policy

The Saskatchewan Polytechnic Students' Association Inc. recognize the benefits the Student Club Banking Program brings to the SPSA and Saskatchewan Polytechnic. In order to mitigate financial liability and provide for financial transparency for Student Clubs, The SPSA will provide, free-of-charge to all ratified Student Clubs, a comprehensive on-campus Student Clubs Banking Program.

Procedure

1. Upon ratification of a Student Club, an account number within the SPSA accounting system will be designated for the sole purpose of that specific Student Club.
2. The SPSA reserves the right to withdraw funds if a request for funds that the Student Club owes to the SPSA for loans and/or outstanding accounts.
 - a. The SPSA shall provide one week's written notice before any such withdrawal will be made.
3. Two of the Student Club's Executive members with signing authority must authorize all Clubs' cheque requisitions submitted to the SPSA.
4. Any money in a Student Club account will be surrendered to the SPSA after one (1) fiscal year of unattended Student Advisory Council Meetings or upon de-ratification of the Student Club. These funds will be re-directed to the Student Clubs Program for future use.
5. No Student Club shall:
 - a. Maintain a separate bank account outside of the SPSA.
 - b. Have funds in any name other than that of the Student Club.
6. When depositing monies to their bank account, the Student Club must provide to the designated SPSA employee the appropriate documentation to accompany the deposit.
7. The SPSA will provide the Student Club with a monthly financial statement.

SUBJECT: Student Clubs Fundraising Events	POLICY NO: CLUBS - 5	LAST REVISED: November 3, 2017
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Policy

The Saskatchewan Polytechnic Students' Association Inc. recognizes the need for Student Clubs to hold events and will be required to follow the appropriate procedures.

Procedure

1. No fundraising events can be held during the same time slot in which the respective Campus SPSA is holding a similar function.
2. Student Clubs will register their events through their respective SPSA Office to advertise competing events.
3. If a fundraising event is held outside of the Club's respective Campus, and is not sanctioned by the appropriate body, the Saskatchewan Polytechnic and SPSA name may not be used.
4. Student Club advertising must adhere to Posting of Information Guidelines.
5. A Student Club may obtain free table rental privileges within the Campus in order to sell their product/service provided the fundraising regulations are adhered to. If funds are to be raised by selling products or services on a commission basis for a profit-generating business of any kind, the free table rental privilege is suspended for that fundraiser.
6. Student Clubs are required to leave any equipment the way it was found and clean up any area that they use for an event.
7. No Student Clubs will be permitted to hold an alcoholic event on any Campus.
8. The SPSA is not responsible or liable for any damages, costs, suits or claims arising solely through the unapproved actions of any Student Club.
9. The SPSA holds adequate insurance coverage for most events Student Clubs wish to hold on Campus. In some extraordinary circumstances, the SPSA may require a Student Club to supply proof of additional insurance coverage before an event will be approved.
10. All fundraising events must be in accordance with any and all provincial and/or federal laws.
11. Should a Student Club wish to host off-campus events, the Student Club will be required to purchase a one-time liability insurance policy. A copy of the insurance policy must be submitted to the SPSA at least five (5) business days prior to the event.



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GOVERNANCE SERIES

12. If the Student Club hosts an event at a venue that has its own insurance, the SPSA must see proof of insurance at least five (5) business days prior to the event via fax/hardcopy.

These regulations apply to all students of Saskatchewan Polytechnic's Campuses including the Executive Council. The Campus Council and/or Executive Council may recommend that a Student Club be de-ratified should these regulations not be adhered to.



SUBJECT: Student Clubs Liability and Risk Management	POLICY NO: CLUBS - 6	LAST REVISED: June 24, 2015
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Policy

The Saskatchewan Polytechnic Students' Association Inc. recognizes the need to ensure that Student Clubs take the appropriate measures to minimize the risk of liability for the Student Club and the SPSA.

Procedure

1. Student Clubs cannot enter into agreements, written or verbal, without permission:
 - a. No one other than a duly authorized representative of the SPSA can sign on behalf of the SPSA.
 - b. If an agreement is proposed, they must be reviewed, approved, and signed by an authorized SPSA representative.
 - c. Student Club Executive members will personally assume responsibility for loss or damage in the event they sign an agreement and acknowledge that this will be kept on file.
 - d. Student Clubs are to provide the SPSA with all copies of agreements they have signed in the past and are in force. The SPSA will review these and take the necessary steps to avoid liability.
 - e. All SPSA partners/affiliates will be notified that only an authorized representative of the SPSA is permitted to sign agreements and the SPSA will not be responsible for losses and/or damage assumed by others, (i.e. Clubs).

2. If a Student Club has booked an off-campus facility (ie. Student bar, hotel, etc. or an event they must adhere to the following:
 - a. The facility must add the SPSA to their insurance policy for the duration of the event and the Club must get insurance from insurer.
 - b. The policy must be for at least \$1 million dollar coverage.
 - c. Hard copy of either type of coverage must be provided to the SPSA at least five (5) days prior to the event.
 - d. Failure to secure appropriate coverage will result in the event being cancelled.
 - e. Student Club Executive members will be held personally liable should they not secure appropriate coverage and continue with the event against SPSA wishes.



SUBJECT: Student Clubs Grants, Loans and Sponsorships	POLICY NO: CLUBS - 7	LAST REVISED: June 24, 2015
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Policy

The Saskatchewan Polytechnic Students' Association Inc. recognizes that ratified Student Clubs may need to access funds or seek sponsorship in order to execute successful events and/or activities

Procedure

1. Grants

Grants are considered gifted funding and awarded to help subsidize fundraising. Student Clubs are expected to fundraise for any additional money required. The aim of Grant funding is to encourage the Student Club to become active and conduct activities to benefit members and support Student Club initiatives. The guidelines for Grant Funding are as follows:

- a. To apply for Grants, ratified Student Clubs submit a Grant Application.
- b. To ensure fairness to all Student Clubs, Grant Applications will be reviewed and awarded at the discretion of the Campus Council on a quarterly basis.
- c. To receive a Grant, the Student Club must be ratified and in good standing.
- d. Grant funds are not intended for donations to charities.
- e. Any material/resources/equipment purchased via Grant funding remains property of the SPSA.

2. Loans

A loan is approved funding provided to a Student Club which is to be paid back to the SPSA. A ratified Student Club, in good standing may request a short-term interest free loan from the SPSA to initiate an activity or event, (i.e. ticket float, deposit, etc). The guidelines for Loans is as follows:

- a. To apply for a loan, the ratified Student Club submits a Loan Application.
- b. If for any reason a Student Club is unable to repay the loan in full on the specified date, the Student Club will be placed on probation.
- c. The Student Club Executive members will be held personally responsible for any outstanding loans. No further loans will be issued until the current loan is repaid in full.
- d. All loans must be repaid by March 1 and no loans will be granted after March 1. Club Executive members you must take the responsibility of assuring that your Club loans are prepaid. Loans cannot be carried over to the next year, or left to be paid by the incoming Club Executive Members.
- e. The SPSA reserves the right to retract/or freeze funds should concern arise regarding the Student Club's financial practices.

3. Sponsorship

- a. Any Student Club may solicit non-cash donations or non-cash sponsorships.
- b. Any Student Club wishing to solicit cash donations or cash sponsorships are governed under the terms of Saskatchewan Polytechnic Policy O-42 and must be approved by Saskatchewan Polytechnic in advance.