

Algonquin Students' Association

CLUB POLICIES

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Name of Policy

1. This policy shall be referred to as the “Club Policies”.

Interpretation

1. This policy shall be interpreted by the Clubs and Communities Coordinator and the Student Life Senior Manager.

Definitions

1. Active Member: an Algonquin College part-time or full-time student who participates in club meetings, events, and activities.
2. Club: a group of Algonquin College students who gather, with the intent of fulfilling a mandate that has formally completed the ratification process, outlined herein and is therefore officially recognized by the Algonquin Students' Association.
3. Club Charter: a document, outlining the purpose, mandate, and administration of a club.
4. Community Members: club members, who are not registered as an Algonquin College student at the time of participation in a club. Alumni are considered to be community members.
5. De-ratification: the removal of a club's active status.
6. Club Leader Training: a gathering of club leadership, organized by the Clubs and Communities Coordinator, for the purpose of providing introductory or on-going education of club administration, procedures, guidelines, and policies.
7. Group: a non-ratified group of Algonquin College students seeking ratification as a club.
8. Student Members: an Algonquin Students' Association member, meaning currently enrolled in a part-time or full-time program paying activity fees, that is actively participating in club activities.
9. Ratification: the attainment of official Algonquin Students' Association club status as outlined in this policy.

Purpose

1. The purpose of this policy is to provide a framework for students wishing to formally establish themselves as a club. This policy outlines this framework and clarifies the obligations and responsibilities of the parties involved. This policy should be read in conjunction of the Clubs Guide. This document is the framework for allowing students to form, operate, govern, and develop such clubs.
2. The Algonquin Students' Association will only recognize a club that has completed and been approved through the ratification process.

Club Ratification Process

1. New Club applications will be accepted during each academic term within a defined ratification period.
 - a) There will be four (4) defined periods each term.
 - b) Fall ratification period shall occur during;
 - The first two (2) weeks of September of the calendar year.
 - The first week of October of the calendar year.
 - The first week of November of the calendar year.
 - c) Applications approved during this period will gain ratified status for the Fall term; September through December.
 - d) Winter ratification period shall occur during;
 - The first two (2) weeks of January of the calendar year.
 - The first week of February of the calendar year.
 - The first week of March of the calendar year.
 - e) Applications approved during this period will gain ratified status for the Winter term; January through April.
 - f) Spring ratification period shall occur during;
 - The first two (2) weeks of May of the calendar year.
 - The first week of June of the calendar year.
 - The first week of July of the calendar year.
 - g) Applications approved during this period will gain ratified status for the Spring term; May through August.
2. Students applying for club ratification status must attend a Club Leader Training session organized by the Clubs and Communities Coordinator.
3. To be considered for ratification, a group must submit an online application during the ratification period containing the following:
 - a) A completed Club Application form.
 - b) A list of student endorsements from current and active Algonquin College students. Minimum endorsements need for Ottawa is 20, Pembroke is 5, Perth is 5.
 - c) A completed Club Charter
4. A group may be considered for ratification as an Algonquin Students' Association recognized Club if it:
 - a) Opens its membership to all Algonquin College students free of charge.
 - b) Intends to conduct all activities in a manner that does not violate Club Policies or the Algonquin Students' Association and Algonquin College mission and values, or the municipal, provincial, and federal law.
 - c) Is unique and does not duplicate another currently ratified club.
 - d) Has a purpose, objective and programming that is conducive to an educational institution.
 - e) Has two dedicated Algonquin College students to take the role of Club Leader and Co-Leader.

- f) Has applied during the application period with a full and complete online application (application form, endorsements, charter).
5. A group will NOT be considered for ratification as an Algonquin Students' Association recognized Club if it:
 - a) Has a club name with the words "Student's Association".
 - b) Infringes upon the rights and privileges of others.
 - c) Whose sole purpose is to promote hatred, violence, or propaganda, or disparage a government, state, country, religion, individual, or group of people.
 - d) Duplicates what is already offered by the Athletics Department (varsity teams and intramural programming)
 - e) Duplicates services that are already offered by Algonquin College
 - f) Has a sole purpose of creating personal gain or personal enrichment.
6. Every existing Algonquin Students' Association club must re-ratify each term. Re-ratification is dependent upon the following:
 - a) The club must be in good standing and has maintained communication with the Clubs and Communities Coordinator and its membership.
 - b) Completion and submission of the required re-ratification forms.
 - c) Continue to meet the original Club Ratification terms and conditions (see section 1).
 - d) If a club fails to meet these requirements and their given deadlines, they must wait to re-ratify during the next ratification period.
7. Any ratified club wishing to take benefit from or be recognised with an external affiliation must declare that affiliation during the ratification (or re-ratification) process. All clubs with approved external affiliations must be able to attest that the affiliate agrees with the following:
 - a) They will abide by the Algonquin Students' Association and Algonquin College policies and by all legislation that protects individuals and groups from intimidation, discrimination, and harassment.
 - b) They will be respectful of the beliefs and opinions of others, it will not incite hatred or violence or call for the breaking of the law, and it will not spread hatred and intolerance or promote the disruption of social and communal harmony.
 - c) They will not provide funding to the club unless otherwise they have received approval to do so by the Clubs and Communities Coordinator.
 - d) They will follow any instructions given from event organizers, Algonquin Students' Association staff, and Algonquin College Staff.
 - e) They will not lead the club or persuade and pressure the club leadership team in any way.
8. Any breach of the club policies during a club activity with an external affiliate is grounds for disciplinary action. This may remove the club's ability to be affiliated with said individual or organization, jeopardize the club's ability to host future activities, or result in disciplinary actions including de-ratification.

9. Ratification as a club is a privilege based on the observation of the policies and procedures outlined in this policy and the Clubs Guide.
 - a) This privilege can be withdrawn if the Clubs Policy or the Clubs Guide is neglected, or responsibilities are overlooked by the club.
10. Should a group's application not be ratified by the Clubs and Communities Coordinator, the group may request a meeting with the Clubs and Communities Coordinator and the Senior Manager of Student Life to discuss the decision further.
 - a) All groups denied ratification shall be informed of the deciding factors resulting in the ineligibility to ratify.

Club Tier System

1. All ratified clubs shall be classified into a tier system ranging from 1 through 3.
 - a) Each tier level will determine guaranteed funds, and available resources.
 - b) Club tier levels will be reevaluated annually in the month of May and may be subject to move up, down, or remain in the same level.
 - c) Club tier levels will be determined by the Clubs and Communities Coordinator and are not open for deliberation.
2. Tier levels will be determined based on the following:

Ottawa Campus

Tier 1

- a) All new clubs will automatically start as a Tier 1
- b) Academic and fundraising clubs will remain Tier 1
- c) Club has an active membership of 10 students.
- d) Clubs that do not host any on campus events.

Tier 2

- a) Club has an active membership of 11 to 30 students.
- b) Club hosts 1 on campus event per year (September through August)
- c) Club Leader attends AGM meeting
- d) Club attends Clubs Fest

Tier 3

- a) Club has an active membership of 31+ students.
- b) Club hosts 1 on campus event per term (Fall, Winter and Spring)
- c) Club Leader attends AGM meeting
- d) Club attends Club Fest

Pembroke Campus

Tier 1

- a) All new clubs will automatically start as a Tier 1
- b) Academic and fundraising clubs will remain Tier 1
- c) Club has an active membership of 5 students.
- d) Clubs that do not host any on campus events.

Tier 2

- a) Club has an active membership of 6 to 15 students.

- b) Club hosts 1 on campus event per year (September through August)

Tier 3

- a) Club has an active membership of 16+ students.
- b) Club hosts 1 on campus event per semester (Fall, Winter, and Spring)

Perth Campus**Tier 1**

- a) All new clubs will automatically start as a Tier 1
- b) Academic and fundraising clubs will remain Tier 1
- c) Club has an active membership of 5 students.
- d) Clubs that do not host any on campus events.

Tier 2

- a) Club has an active membership of 6 to 15 students.
- b) Club hosts 1 on campus event per year (September through August)

Tier 3

- a) Club has an active membership of 16+ students.
- b) Club hosts 1 on campus event per semester (Fall, Winter, and Spring)

Club Membership

1. All clubs shall be open to every Algonquin College student.
 - a) Algonquin Students' Association clubs must be open to all gender identities, race, national and/or ethnic origin, faiths, age, physical or mental abilities, sexual orientation, or other factors.
2. Clubs shall maintain a minimum active membership at any given time:
 - Ottawa Campus: minimum ten (10) members
 - Pembroke Campus: minimum five (5) members
 - Perth Campus: minimum five (5) members
 - a) A club's membership must be made up of a minimum of 75 per cent Algonquin College students and a maximum of 25 per cent community members.
 - b) Community members may hold membership in a club however, community members may not hold any leadership positions or have any official say on club operations or activities.
3. Clubs may not charge a membership fee. All clubs must be free to join.
4. All club members, including leadership and community members, must adhere to the policies outlined herein, the Clubs Charter and Clubs Guide.

Recruiting

1. Clubs may recruit members, provided that methods do not infringe upon any person's personal rights and privacy in any way or violate the Algonquin College policies.

2. The Algonquin Students' Association shall attempt to provide services to clubs to assist with their club promotions and recruitment efforts through table booking, poster and printing materials.

Club Leadership

1. Each club must have a leadership team of at least two (2) Algonquin College students, which must include a Club Leader (primary leader of the club and primary contact with the Clubs and Communities Coordinator) and a Co-Leader. Club Leadership must at all time be active Algonquin College students in good standing.
 - a) Additional leadership positions may be added, such as administrator or treasurer, and must be declared to the Clubs and Communities Coordinator through email communication.
 - b) A club shall have no more than five (5) leadership members.
2. Leadership of a club must be comprised of Algonquin Students' Association members, meaning SA activity fee paying students.
3. All club's leadership shall be held accountable to this policy, the Clubs Guide, and the Algonquin Students' Associations mission and values.
4. Club leaders shall be responsible for all club activities, regardless of their attendance, and they must ensure that they complete the appropriate forms, documents, and communications necessary for approval and execution.
 - a) All proposed events and activities must be submitted through the Classroom Booking Form or the Event Request Form and must receive approval prior to promoting, registration, and where applicable; collecting registration/ticket fees.
5. Club leadership members are to ensure financial profits are used in a manner that benefits all the clubs' members, with the opportunity for all members to participate and experience the benefits.
6. Any changes to the club leadership team must be communicated to the Clubs and Communities Coordinator within ten (10) calendar days of the change.
7. Any clubs' leadership team which has a vacant position shall make efforts to fill the position from its membership following the mandate in the Clubs Constitution under the Leadership Change Over procedures.

Duties and Responsibilities of the Club Leadership Team

1. The Club Leader shall be responsible for the following:
 - a) All forms, documents, and communications are submitted by the given deadlines for club re-ratification.
 - b) Ensure all forms, documents and waivers are filed and signed by the given deadline for necessary activities.

- c) Submitting funding requests if needed for club activities and maintaining receipts and spending records.
2. Co-Leader shall be responsible for the following:
 - a) Maintaining an up-to-date list of all members of their club, including those holding leadership positions. This list must be provided to the Clubs and Communities Coordinator upon request.
 - b) All club meetings, activities and updates are communicated to their membership in a timely and effective manner.
 - c) All club inquiries are responded to in a timely manner.
3. The club leadership team will be responsible for adhering to the Club Policies and Clubs Guide.
4. The club leadership team will be responsible for maintaining communication with the Clubs and Communities Coordinator as necessary and provide any statistics and club information as requested.

Club Charter

1. Each club shall operate under an approved Club Charter by the Clubs and Communities Coordinator.
2. All amendments to a club's charter must be submitted to and approved by the Clubs and Communities Coordinator. Amendments to a club's charter may occur once per term.
3. The Club Charter must outline all the following and may include anything additionally required by the Clubs and Communities Coordinator, as well as any additional information the club deems necessary.
 - a) The name of the club
 - b) The purpose of the club
 - c) Rules and expectations
 - d) All leadership positions and duties
 - e) Club Activity
 - f) Leadership change over process
 - g) Charter amendment process

Funding

1. Funding is available to clubs in two ways, guaranteed funds and event funding.
 - a) Guaranteed funding amounts will be determined based on the clubs allocated Tier level.
 - b) Clubs tied to academic activity involving grades will not be given any funding.
 - c) Guaranteed club funding is not eligible for transfers whether to another club or to the following funding year, September through August.
 - d) Guaranteed tier funding amounts are subject to change at the next Tier System evaluation period which occurs annually in the month of May.

2. All club funded purchases must be pre-approved by the Clubs and Communities Coordinator.
 - a) The Club Leader must submit a Club Funding Request Form for approval before, and in order to, use club funds.
 - b) Amounts spent by clubs without pre-approval will not be reimbursed or compensated; this includes guaranteed funds.

Club Tier Level	Guaranteed Amount (September – August)	Guaranteed funding may be used for items such as club meeting snacks, materials, supplies, custom club pins etc.
Tier 1	\$200	
Tier 2	\$400	
Tier 3	\$600	

3. Additional funding will be available to clubs for on-campus events who demonstrate a clear need for it and meet the event application requirements.
 - b) Additional event funding can be used only once per term per club.
 - c) Event funding can be used for items such as covering the labour cost for on campus venue layouts, event security, campus bar staff, catering, event supplies etc.
4. The Algonquin Students' Association has the right to refuse any funding request at its discretion.

Disciplinary Action and De-Ratification Procedures

1. The following are, but not limited to, actions that warrant disciplinary action:
 - a) Violation of Algonquin College policies including the Student Code of Conduct
 - b) Discriminatory behavior of any kind towards club members and the Algonquin College community as a whole
 - c) Violence and/or harassment towards any club members or the Algonquin College community as a whole
 - d) Failure to abide by the Clubs Charter, as approved by the Clubs and Communities Coordinator.
 - e) Failure to abide by the Clubs Guide
 - f) Signing contractual agreements on behalf of the Students' Association or Algonquin College without approval.
 - g) Copyright infringement in the form of using the Algonquin College, Algonquin Students' Association, or any official external logo, without written consent.

2. Disciplinary actions may be conducted through one or all of the following:
 - a) Written warning
 - b) Restricted club privileges (bookings, events, resources, funding etc.)
 - c) Suspension
 - d) De-ratification
3. Notice of a disciplinary action shall be sent to the Club Leader's student email, which shall include the offense taken place and a detailed explanation of the disciplinary action put in place.