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ABOUT THIS DOCUMENT

1. Intent

1.1 A “Club” is defined as a group of current Mount Royal University students that has been ratified by the Student’s Association of Mount Royal University (“SAMRU”). The group will have a common academic, representational or other interest.

1.2 Clubs are created to optimize students’ ability to learn, grow and develop within their expressed fields of interest and to enhance student life at Mount Royal. SAMRU supports ratified Clubs by providing staff support, infrastructure and resources. The executive members of all Clubs are considered volunteers within SAMRU, and subject to all the responsibilities and benefits thereof.

1.3 SAMRU works to uphold six pillars of an effective Clubs program, all six of which are applied to the Clubs procedures:

1. Fair, consistent and equitable ways to say yes to Clubs
2. Quick responses to Clubs
3. Consistency and rigour in risk assessment
4. SAMRU processes seek to manage impact on Club executives’ workloads
5. Effective use of SAMRU resources in support of Clubs
6. Maintained high levels of legitimacy

1.4 Club procedures exist to:

- regulate the Clubs ratification process;
- assess the activities of Clubs to protect Club executives, SAMRU and its Student Governing Board from liability;
- assist Clubs in achieving their objectives;
- provide benefits to ratified Clubs;
- protect students from Club mismanagement;
- ensure that all relevant provincial and federal legislation, and the SAMRU bylaws, policies and procedures are followed;
- protect the assets of the SAMRU; and
- provide a framework for the successful development and maintenance of Clubs

2. Approval and interpretation

2.1 All procedure changes require the Executive Director’s approval.

2.2 This document and all matters related to organizational policy and procedure are interpreted by the Executive Director of the SAMRU.

BECOMING A SAMRU CLUB

3. Ratification

3.1 The Clubs Ratification Committee (CRC), consisting of the Clubs Coordinator and their supervisor, has the delegated authority to ratify new Clubs. The Clubs Ratification Committee has the right to refuse to ratify a Club if it does not meet the standards established in the *Clubs Procedures*, any and all relevant provincial and federal legislation, or the SAMRU bylaws, policies, procedures, and the SAMRU Code of Ethics.

3.2 New Clubs may apply for ratification at any time throughout the year. Ratification lapses at the end of August each year. All Clubs must undergo the ratification process each year.

3.3 To be eligible for ratification, Clubs must meet the following standards:

3.3.1 The Club must not limit or discriminate membership on any basis except that members must be current students of Mount Royal University;

3.3.2 The Club must not recruit members to any outside organization. "Chapters" are excluded from this prohibition, however, in the case of Chapter groups of other national, provincial or municipal organizations, the SAMRU's rules/regulations, policies and procedures and bylaws will take precedence over any corresponding rules imposed by the "parent" organization.

3.3.3 The Club must have a purpose which serves some or all of the Mount Royal University student community or the general welfare of students and is consistent with the principles established by the SAMRU in its bylaws, objects, policies and procedures.

3.3.4 The A Club may not be started for the purpose of carrying on a trade or business. Club executives shall not charge a fee for regular services to their Club.

3.3.5 The purpose of a new Club must not duplicate the purpose of an existing Club. The Club Ratification Committee has the authority to determine whether a new Club's purpose differs substantially from an existing Club

3.3.6 The name of the Club must not include the terms "Students' Union" or "Students' Council", and must not include the term "Students' Association" except to indicate ratification under the SAMRU. For example, "The SAMRU (insert name) Club".

3.3.7 Clubs using the terms "Mount Royal University", "MRU" or "Mount Royal" in their name do so at the discretion of Mount Royal University, and in accordance with Mount Royal University policies.

3.4 All Clubs must complete the ratification process:

3.4.1 At least two Club executive officers must attend Clubs Training each year;

3.4.2 The Club must have at least 10 members who are current students of Mount Royal University;

3.4.3 The Club must submit an information package that includes a completed constitution, a list of members, a minimum of three (3) executive officers, a list of signing authorities, and proof of student status of the executive officers

3.5 At least three (3) elected Club executives must be registered with the SAMRU as signing authorities for the Club. Club signing officers are not signing officers for the SAMRU and their authority is limited to their own Club functions in accordance with the Clubs procedures.

- 3.6 Clubs that have otherwise fulfilled all requirements of eligibility, but have not achieved the minimum member of 10 students, may qualify for interim ratification for the sole purpose of gaining the minimum number of members in order to complete ratification.
- 3.7 All interim ratifications must follow regular eligibility procedures as outlined in this document.
- 3.8 An interim-ratified Club may be given access to benefits such as a bank account, and table bookings, and will assume all Club responsibilities attached to these benefits.
- 3.9 Interim ratification is not a guarantee of full ratification, and may be revoked at any time at the discretion of the SAMRU.

4. Benefits and services

4.1 Ratified Clubs have access to Club-specific SAMRU services and resources, subject to availability and approval if required, including:

- Storage lockers and large item storage
- Use of dedicated Clubs spaces pursuant to guidelines established by the Clubs Coordinator
- Access to dedicated office space on a semesterly basis, decided on a first-come first-served basis at the beginning of each semester
- Free access to SAMRU meeting room bookings
- SAMRU Club Funds
- Participation in Club community events such as Clubs Days
- Free ticket printing for Club events as budget allows
- Event assistance
- Use of Wyckham House for approved events
- Table bookings in Wyckham House and Mount Royal subject to availability

5. Liability

5.1 Clubs shall under no circumstances have any authority to bind SAMRU in any manner whatsoever.

5.2 Clubs who do not comply with the standards established in the *Clubs Procedures*, any and all relevant provincial and federal legislation, or SAMRU bylaws, policies and procedures may not be covered by SAMRU's insurance and may thus be personally liable for any damages, losses, suits or claims that may result.

5.3 SAMRU is not responsible or liable for any damages, costs, suits or claims arising solely through the unapproved actions of any Club.

5.4 Any sanctions imposed by the SAMRU do not diminish or replace penalties related to applicable federal, provincial, or municipal laws, or related to Mount Royal University's policies.

6. Disciplinary proceedings

6.1 A Club will be subject to disciplinary proceedings and may be de-ratified if it ceases to meet the standards established in the *Clubs Procedures*, any and all relevant provincial and federal legislation, or SAMRU bylaws, policies and procedures.

6.2 Disciplinary proceedings may range from verbal warnings to de-ratification depending on the severity of the infraction and the perceived intent behind it. The following list is only a guideline for the application of disciplinary proceedings and does not diminish the authority of the Clubs Coordinator to use judgment in individual cases or the authority of the Clubs Ratification Committee to de-ratify a Club for any reason:

6.2.1 For minor infractions with no negative consequences to SAMRU or MRU and with no perceived malicious intent, a verbal warning may be issued by the Clubs Coordinator to the Club representatives.

6.2.2. For more severe infractions with minor negative consequences to SAMRU or MRU with no perceived malicious intent, a written warning may be issued to the Club representatives and placed in the Club's file.

6.2.3 For more severe infractions with significant negative consequences to SAMRU or MRU with no perceived malicious intent, actions may be taken which restrict the Club's access to some or all SAMRU benefits entirely or for a period of time. A Club may be required to replace one or more executive members to maintain their ratification.

6.2.4 For any infractions with perceived malicious intent, more severe disciplinary proceedings will be applied, up to and including de-ratification.

6.3 In the event that a Club is subject to disciplinary proceedings more severe than a verbal warning, the Clubs Coordinator will prepare a written document outlining the discipline and the reasons for it which will be given to the Club executives, placed in the Club's file and provided to the Director of Student Services and the Executive Director.

7. De-ratification

7.1 The Clubs Ratification Committee has the authority to de-ratify Clubs upon the recommendation of the Clubs Coordinator, if the Club fails to meet the standards of the Clubs procedures, all applicable SAMRU and MRU policies, procedures and bylaws and all relevant provincial and federal legislation.

7.2 A Club will be de-ratified if:

7.2.1 The Club chooses to dissolve itself by providing the Clubs Coordinator with a letter and a copy of the minutes, signed by at least three executive officers of the Club, of the meeting where the dissolution was approved.

7.2.2 The Club participates in or arranges any activities which are deemed by the Clubs Ratification Committee as blatantly disregarding public safety (for example, a pub crawl), violating the bylaws of SAMRU, SAMRU's Code of Ethics or SAMRU's License of Occupation Agreement with Mount Royal University Board of Governors, or damaging to SAMRU, its facilities or its staff.

7.2.3 For any other reason determined by the Clubs Ratification Committee to warrant de-ratification.

7.3 A Club will be notified of de-ratification by the Clubs Coordinator within three (3) business days, along with the reasons for de-ratification and information regarding the appeal process. A Club may appeal de-ratification by providing a letter of intent to appeal to the Executive Director within three (3) business days of the de-ratification.

PLANNING CLUB ACTIVITIES

8. Activity approval

8.1 All events and activities hosted by a Club must be approved in advance by SAMRU. An activity is defined as any event (except meetings) held on or off campus by the members of a Club.

8.2 To ensure timely event approval, all Clubs activity requests must be submitted in an “Activity Approval Form” to the Clubs Coordinator a minimum of two (2) weeks in advance of, and within the same semester as the date of their proposed activity.

8.3 Activities organized by University departments will be deemed University activities for which the University assumes liability. Departments should seek formal approval from Mount Royal University Administration prior to the date of their activity.

8.4 All activities must follow the various guidelines of the following agencies or organizations in order to be considered for approval: federal, provincial and municipal regulatory bodies dealing with that particular activity (such as AGLC and AHS); The License of Occupation Agreement between the SAMRU and the Mount Royal University Board of Governors; the SAMRU bylaws and policies; and any other guidelines set up by Mount Royal University or the SAMRU.

8.5 The Clubs Coordinator shall monitor the number of on-campus activities, including speakers, held by each Club, in accordance with the License of Occupation Agreement.

8.6 The Clubs Coordinator will assist Clubs in booking appropriate on-campus spaces for approved events and activities if the approved events and activities meet the criteria established for use of those spaces including all applicable MRU and SAMRU policies and procedures.

8.7 Activities must not conflict with other SAMRU activities or Club events.

9. Food handling, service and sales

9.1 If a Club plans to serve or sell food at an event (not including Club meetings), the Club must indicate this in the Activity Approval form.

9.2 The Clubs Coordinator and SAMRU event staff will provide the Club with specific Alberta Health Services Food Regulation requirements, which the Club must abide by.

9.3 Certain kinds of food service require three (3) weeks prior notification to AHS, which the Club will be held responsible for.

10. Audio-visual materials usage

10.1 Anyone screening audio-visual materials must possess the permission of the copyright holder to do so. The SAMRU purchases several audio-visual licenses (movies and music) that make a variety of content available to Clubs.

10.2 Clubs must provide the names of proposed audio-visual material to the Clubs Coordinator as part of the Activity Approval process. The Clubs Coordinator will inform the Club whether SAMRU holds a license to view the material.

10.3 The following general conditions apply to audio-visual content showings, but Clubs should consult with the Clubs Coordinator for further details and options:

10.3.1 Television programming, other than news and public affairs programs, must be watched live, and not recorded for later viewing.

10.3.2 News and public affairs programs may be taped and used in a classroom setting for up to one (1) year.

10.4 In the case of Clubs violating intellectual property laws by using or showing unlicensed and unapproved audio-visual materials, SAMRU will not be liable.

11. Ticket sales

11.1 The Clubs Coordinator will approve all ticket sales and arrange for their printing after an event has been approved. Approval is subject to the following rules:

11.2 Any tickets for events held within University facilities must be ordered in accordance with University policies.

11.3 Any tickets for events in Wyckham House must be approved by the Clubs Coordinator.

11.4 Tickets must be ordered directly through the Clubs Coordinator. This must be arranged a minimum of two (2) weeks in advance of the ticket sales, after the event has been approved.

11.5 All tickets must state the time, date and location of the activity.

11.6 Tickets for events where alcohol will be available must have the following information printed on them so that the information can be clearly read: No Minors/18+, Valid I.D. required. Please don't drink and drive.

11.7 An accurate count of tickets sold may be requested by the Clubs Coordinator and if requested, must be supplied within one (1) business day of the request.

11.8 Club executives are responsible for all money collected for tickets. The Club executives are personally responsible for any discrepancies in the accounting of ticket revenues.

11.9 Ticket sales may be supported by SAMRU with the approval of the Clubs Coordinator.

12. Club marketing and promotions

12.1 All Clubs marketing materials must comply with SAMRU's Advertising, Promotions and Communications procedures and standards, and must be approved by the Clubs Coordinator before being posted.

12.2 Club marketing materials must not promote the consumption of alcohol, drinking games, drink prices, free drink offers or any other type of promotion prohibited by applicable laws or regulations. Licensed event advertising must display the following: **No Minors/18+, Valid I.D. Required, Don't drink and drive.**

12.3 SAMRU provides access to clearly marked 'SAMRU Clubs' campus advertising spaces. Organizers must get approval from Mount Royal University's University Marketing and Communications department before posting any advertising in non-designated spaces in Mount Royal University. All unapproved marketing materials will be removed. Posters must not cover other current advertisements. Clubs will bear the cost of replacing posters that are removed from unapproved locations.

12.4 Any Club marketing materials must have the following information clearly visible:

12.4.1 Club name and reference to being a SAMRU Club, example "Club Name – A SAMRU Club".

- 12.4.2 The Club name, time, date, location, and cost of the activity.
- 12.5 SAMRU will prevent the distribution of any Club marketing materials that can be reasonably judged to be discriminatory.
- 12.6 Clubs may provide SAMRU with no more than eight (8) posters for distribution within Wyckham House. The Clubs Coordinator will arrange for the posters to be posted in Wyckham House.
- 12.7 Clubs are permitted space for one (1) TV digital screen image per semester (dependent on availability) to be used to advertise a Club activity. The following conditions apply:
- 12.7.1 Only Club activities may be advertised. Club meetings are not eligible to digital screen advertisements. All activities must have been approved through the Activity Approval process.
 - 12.7.2 The poster formatting rules apply for all digital screen images: **Name format is “Club Name – A SAMRU Club”. Alcohol advertising restrictions as noted above apply, and must meet AGLC standards if alcohol will be served at the event. Images must include the statement: No Minors/18+ OR All Ages, Valid I.D. Required, Don’t drink and drive.**
 - 12.7.3 Digital screen images must be sent to the Clubs Coordinator in the following format: JPEG, 1920x1080 pixels, 72 dpi.
 - 12.7.4 Display is not guaranteed. SAMRU communications, advertising and promotions of its programs, operations, and services shall take priority over all other advertising.
 - 12.7.5 All images will be posted for a maximum of two (2) weeks before the activity.

ACTIVITIES IN WYCKHAM HOUSE

13. Booking Wyckham House venues

- 13.1 Wyckham House has a variety of spaces available to Clubs for booking, subject to availability. Some spaces may have rental fees attached.
- 13.2 Clubs are eligible to book a maximum of one (1) independent activity on the Wyckham House Main Stage, during regular business hours, per semester. The activity must be between 45 minutes and three (3) hours in length to be considered for approval.
- 13.3 All alcohol-related events within Wyckham House must comply with Alberta Gaming, Liquor and Cannabis (AGLC) regulations.
- 13.4 The organizers of all Club activities within Wyckham House must:
- 13.4.1 complete and return an “Activity Approval Form” at least two (2) weeks in advance of the requested date.
 - 13.4.2 Consult the Clubs Coordinator for specific instructions unique to booking space in Wyckham House. The Clubs Coordinator and SAMRU event staff will provide detailed information about the Club’s responsibilities related to the event.
 - 13.4.3 Ensure all Club organizers have received information about Club responsibilities and event procedures.

13.4.4 Appoint one (1) liaison person to keep in contact with SAMRU staff during the activity. The liaison person must not be intoxicated during the course of the activity. Club organizers shall not interfere with the staffing and event procedures put in place by SAMRU event staff.

14. Booking West Gate Social (formerly the Hub)

14.1 Clubs may request section reservations in West Gate Social. Section reservations are solely a table reservation, and do not guarantee access to dedicated resources, such as the screens or special pricing. To request specific dedicated resources as part of a section reservation, Clubs must include the request in an Activity Approval form.

14.2 Clubs may request two different types of full room bookings in West Gate Social:

14.2.1 A private event is focused on the Club's members or the external community as the intended audience, and/or the Club retains complete control over cover charge, entertainment for the event, and proposed event date and time. Private events must occur outside of West Gate Social's regular operating hours.

14.2.2 A SAMRU collaboration is focused on all SAMRU members as the intended audience, and cover charge and entertainment are chosen collaboratively between the Club and SAMRU. SAMRU retains the right to make decisions related to risk, reputation and best practices of event management.

14.3 SAMRU has the discretion to decide whether a proposed Club event is a private event or a collaboration, based on the Activity Approval process.

14.4 Private events may be charged a rental fee. The fee will vary depending on event parameters at the discretion of SAMRU event staff.

14.5 SAMRU collaborations will not incur a rental fee. There may be other event-related costs that will be agreed upon within the terms of the collaboration. SAMRU may require additional commitments from the Club, such as event promotion or volunteers.

ACTIVITIES OUTSIDE WYCKHAM HOUSE

15. Insurance

15.1 Clubs holding events at venues external to the SAMRU will be required to provide proof of insurance from the venue at least one (1) week in advance of the event to the Clubs Coordinator. Failure to provide liability insurance will result in the cancellation of such event(s).

15.2 Clubs will be required to purchase liability insurance for any approved off-campus events that are not held at otherwise insured venues. Clubs will be required to obtain such liability insurance at least two (2) weeks in advance of the event and file a copy of the policy with the Clubs Coordinator.

15.3 Clubs will be required to obtain signed waivers from all participants for any events involving travel, physical activity, or other high risk activities. These waivers must be submitted to the clubs coordinator within three (3) days of the event. Failure to obtain signed waivers will result in the event(s) being uninsured and Club executives will bear individual liability for such event(s).

16. Booking tables

16.1 Clubs are entitled to book tables at no cost inside Mount Royal University and in Wyckham House for promoting their activities. Mount Royal University tables are located at the West Gate, across from Security, or Main Street, between the Bookstore and Tim Horton's.

16.2 Tables can be used for the purpose of recruiting members or raising funds for the Club but at no time can they be used as a means to recruit membership to any outside organization. Violation of this rule will lead to immediate de-ratification of the Club.

16.3 The Club must complete and return a "Table Booking Form" at least two (2) weeks in advance of the requested date.

16.4 The sale of pre-packaged goods (i.e. chocolate bars, suckers, candy) can only occur within Wyckham House. The definition of permissible goods is subject to change. All goods sold must respect exclusivity agreements as well as SAMRU Health and Safety policies.

16.5 The use of microphones on Main Street is not permitted, and any activities must not be audible outside of a five (5) meter radius of the table.

16.6 Clubs that do not leave tables clean will be responsible for paying cleaning costs for the area.

16.7 The frequency of table bookings will be at the discretion of the Clubs Coordinator and the MRU Events and Theater Services department.

16.8 Signs or posters may only be attached to the tables the Club has booked. Signs, posters, handbills and other promotional materials must comply with SAMRU's Advertising, Promotions and Communications Policy.

16.9 The presence of special guests or celebrities at your table must be approved at the time of your table booking. SAMRU may monitor your activity. If these rules are violated, SAMRU reserves the right to deny further table bookings.

16.10 Once a SAMRU election has been called, no student groups or representatives will be permitted to fundraise or campaign for candidates, representatives, referenda positions, or other outcomes during the election, unless properly registered with SAMRU's Chief Returning Officer. Clubs can, through non-partisan activities, encourage students to vote.

17. Classroom presentations

17.1 Any Club wishing to do a presentation in a Mount Royal University classroom must fill out a "Activity Approval Form" and submit it to the Clubs Coordinator at least two (2) weeks in advance of the date of their proposed presentation. Clubs must provide a sample script of what will be presented upon request.

17.2 Incomplete request forms will not be approved.

17.3 An approved request form does not guarantee that the Club will be able to present. Mount Royal University professors/faculty have final authority on whether a Club will be approved to present to their class.

18. Booking external activities

18.1 The organizers of Club activities outside of Wyckham House are responsible for every aspect of that activity. All Clubs requesting to hold activities on or off campus must have appropriate insurance coverage.

18.2 At any licensed outside event, the Club is responsible for ensuring the rules of the premises are properly enforced. This means the Clubs are responsible for door control, coat check, liquor ticket sales, and security throughout the night if applicable.

18.3 At any licensed outside event, Clubs are responsible for ensuring that food is available to their patrons until the venue closes.

18.4 Under no circumstances are Club volunteers allowed to consume or serve any alcohol, at any time during the event before or during each volunteer's shift.

18.5 No liquor may be served to anyone who arrives visibly intoxicated, and it is in the Club's best interest not to allow them in. Under Alberta Gaming, Liquor and Cannabis provisions, the Club has a right to prevent entry of an intoxicated person even if the guest has a valid ticket.

18.6 The organizers of the Club event are personally responsible for anyone allowed to become intoxicated at the event.

18.7 The organizers of the Club event are responsible for any person attending their event who appears to be intoxicated until that person is sober. If anyone drinks, drives and is involved in an accident, those organizers may also be held accountable in law for contributing to the incident through allowing the driver to become intoxicated.

18.8 The SAMRU does not approve pub crawls under any circumstances, and their organization or promotion by a ratified Club is not permitted.

18.9 Members of the campus who choose to organize pub crawls should be aware that they, as individuals and independent agents, assume responsibility and potential personal liability for the event and should be aware of all ramifications therein. The organization, implementation or promotion of pub crawls will result in de-ratification of the Club.

19. Vehicle travel off campus

19.1 Under no circumstances will SAMRU provide insurance coverage for travel to and from club activities off campus including use of personal vehicles and carpooling.

19.2 Where Club-organized travel is necessary to an event, it is the Club's responsibility to organize travel through licensed external travel providers, including but not limited to Calgary Transit, taxis and chartered bus services. Travel that is not provided by a licensed external provider cannot be approved as part of a Club event.

19.3 Where travel is not being organized by Club through licensed external travel providers and event attendees are expected to make their own arrangements, Clubs should provide this information when marketing of the event. Sample wording is provided below: "Travel to and from this event is the sole responsibility of event attendees and is not being organized or coordinated through the ___ Club or the Students' Association of Mount Royal University."

20. Working with vulnerable populations

20.1 Club activities that involve working with vulnerable populations, such as youth, are only permitted under the guidance of SAMRU-approved external organizations that have specific expertise in working with vulnerable populations. All participating Club members will operate as volunteers with the guiding organization.

20.2 Potential guiding organizations will be thoroughly researched and assessed to make sure they have the proper policies, procedures, and insurance in place for screening volunteers before they will be approved.

20.3 All Clubs wishing to work with vulnerable populations must adhere to the following requirements:

20.3.1 All requests must be submitted through an Activity Approval Form.

20.3.2 The Activity Approval Form must include the name of the approved external organization the Club will work with, location, dates and detailed description of activity.

20.4 If necessary, the Clubs Coordinator may ask the executive of the Club seeking approval or the external organization for additional information regarding the activity.

21. Travel outside Canada

21.1 Club activities that involve travel outside of Canada are only permitted with a SAMRU approved external organization.

21.2 Approval of external organizations will be made by the Executive Director or designate based on criteria in this document

21.3 Potential organizations will be thoroughly researched and assessed to make sure they have the proper policies, procedures, and insurance in place for the specific activity before they are considered for approval.

21.4 SAMRU must be listed as additionally insured during the duration of the travel activity.

Proof of insurance must be provided from the external organization before approval is given.

21.5 All Clubs wishing to travel outside of Canada, must adhere to the following requirements:

21.5.1 All requests must be submitted through an Activity Approval Form.

21.5.2 The Activity Approval Form must include the name of the approved external organization the Club will be travelling with, location, duration of travel, activity being performed and proof of insurance from the external organization.

21.5.3 The Clubs Coordinator will consult the Departments of Global Affairs and Health Canada to assess the risk of the travel location, which includes country and region. This information will be given to the Executive Director or designate for the approval process.

21.5.4 Club travel will not be permitted to locations that Departments of Global Affairs and Health Canada categorizes as high risk, or has advised Canadians to avoid.

21.6 If necessary, the Clubs Coordinator may ask the executive of the Club seeking approval or external organization for any additional information regarding the travel activity.

21.7 Clubs will not be permitted to use any Club funds or fundraise for travel activities that haven't been approved by the SAMRU.

21.8 All travelling members must adhere to the following requirements before departure:

21.8.1 Must be of age of majority, or have written permission from parent(s) or guardian(s).

21.8.2 Provide proof of appropriate emergency health coverage to the Clubs Coordinator, including but not limited to:

21.8.3 Emergency health coverage for emergency health expenses while travelling such as hospital and physician services, prescription drugs, dental care, health related

emergency transportation and evacuation, and trip interruption due to medical emergency.

21.8.4 Should consider purchasing personal travel insurance if not available through the student health and dental benefits coverage. This is highly recommended, but not necessary. Personal travel insurance refers to insurance that covers aspects of travel not related to health or medical emergencies, such as trip cancellation, trip interruption and lost luggage.

21.8.5 Confirmed they have received immunizations if required.

21.8.6 Must provide written consent by signing a Release of Liability before departure. If member is under the age of majority, the Release of Liability must be signed by parent(s) or guardian(s).

CLUB FINANCES

22. Club accounts

22.1 SAMRU provides Clubs with the option of opening a no-fee internal banking account with SAMRU to help Clubs properly manage their finances. All ratified Clubs seeking funding from SAMRU must either maintain an internal account with SAMRU, or obtain written permission from the Clubs Coordinator to hold an external bank account.

22.2 SAMRU is not involved in monitoring Clubs' external bank accounts, and assumes no responsibility for these accounts. Executives of clubs who have received permission to hold an external bank account must:

22.2.1. Accept full personal responsibility for all finances in their external account.

22.2.2 Maintain clear records of all account transactions and provide these to their membership upon written request by any club member.

22.2.3 Provide to their membership at the club AGM an accurate reconciliation of club financial transactions to account balances.

22.2.4 Inform their members annually, prior to members joining or renewing their membership, that the club holds an external bank account.

Failure to do any of the above may result in de-ratification.

22.3 SAMRU provides an oversight function for Club internal accounts by ensuring that access to the account funds is restricted to only transactions authorized by the Club's signing authorities. To facilitate this process, executives of Clubs that maintain an internal account with SAMRU must:

22.3.1 Provide SAMRU with a list of authorized signing authorities who act on behalf of the Club to authorize expenditures for that Club. These signing authorities are not the signing officers of SAMRU and shall have no authority to bind SAMRU in any manner whatsoever.

22.3.2 Request payments and disbursements from the Club's internal account through the Clubs Coordinator using the approved SAMRU cheque requisition form, signed by three registered Club signing authorities.

22.3.3 Maintain a positive internal account balance. If for any reason a Club with a SAMRU internal account does not maintain a positive account balance, the Executive Officers of that Club will become personally responsible for any charges in excess of the Club's internal account balance. At its discretion, SAMRU may choose not to issue a payment requested by the Club Executive if there are insufficient funds in the Club's account to cover the disbursement amount.

22.4 If a currently un-ratified Club with an internal account has unpaid invoices or other financial obligations outstanding, the Clubs Coordinator may authorize payment of those invoices or other financial obligations from the Club's SAMRU internal account. Reasonable steps will be taken to contact the last known Club executives to communicate this and/or authorize the transaction.

22.5 At the end of the academic year the accumulated profits of any Club with an internal account shall be available to further the Club's work in subsequent academic years, provided that the Club remains ratified with the SAMRU.

22.6 If a Club has an internal account, and the Club is not ratified for a period of two (2) years, any balance in that Club's account can be transferred to a Club with a similar purpose at SAMRU's discretion, or be deposited into the Club Development Fund to be redistributed to other Clubs pursuant to the Club Development Fund policy and procedures.

23. Money handling

23.1 Club executives are responsible for maintaining financial transparency, consistency, and clear financial records for their club.

23.2 Club executives must record their money handling procedures, in order to mitigate the exposure of SAMRU and club members to financial risk and mismanagement

23.3 Clubs must present a summary of their financial records and money handling procedures at their annual AGM, or whenever they are requested to do so by a club member or the Clubs Coordinator

23.4 A Club may request a float to support cash handling for their Wyckham House event. The Club's float request must be included in the Activity Approval Form and submitted at least two weeks in advance of the event.

23.5 The Club must have a balance of at least the amount of the float requested in their Club bank account in order for the request to be approved.

23.6 The Club is responsible for any discrepancy between the opening and closing float balances.

23.7 Once the float has been returned, the Club Host will prepare an event deposit.

If the Club is unable to cover missing funds, the balance owed to SAMRU will come directly out of the Club bank account the next working day.

24. Contracts

24.1 Ratified Clubs have no authority to bind the SAMRU to any contract or agreement, oral or written of any nature whatsoever.

24.2 Clubs must request approval from the Clubs Coordinator when signing contracts with external service providers.

24.3 Clubs must not commit to contracts with financial commitments that exceed the Club's current revenues.

24.4 Clubs must not commit to contracts with terms extending past the tenure of the current year's signing officers.

24.5 The Clubs Coordinator will consider the following items in determining whether or not to approve a contract: the event or activity has been approved; the Club has, or is likely to have, sufficient revenues in its bank account to cover the cost of the contract; the terms of the contract does not exceed the tenure of the current signing officers; and the request to sign the contract has been ratified by three (3) authorized signing officers from the Club.

24.6 If a supplier contracted by a Club requires that SAMRU commit to a contract on the Club's behalf, the Clubs Coordinator will consider the following in determining whether to recommend that SAMRU sign the contract: the event or activity has been approved; the Club has, or is likely to have, sufficient revenues in its bank account to cover the cost of the contract; the terms of the contract does not exceed the tenure of the current signing officers; and the request to sign the contract has been ratified by three (3) authorized signing officers from the Club.

25. Club sponsorship and fundraising

25.1 Restrictions exist on certain types of Club fundraising in order to protect the interests and the charitable status of SAMRU.

25.2 Clubs are allowed to fundraise in the following ways without special written permission:

25.2.1 On-campus fundraising events provided that activity approval has been given for events such as coupon book sales, ticket sales for on-campus events and candy sales;

25.2.2 Soliciting donated in-kind non-food items such as clothing, with a cumulative value of less than \$1000;

25.2.3 Soliciting donated food items (non-alcoholic) with a cumulative value of less than \$1000, in accordance with the SAMRU Food and Beverage Policy

25.3 Clubs are not allowed to approach known SAMRU sponsors or partners for any type of fundraising.

25.4 Clubs are not allowed to fundraise in the following ways. Fundraising in the following ways will result in disciplinary action up to and including de-ratification:

25.4.1 Seeking or receiving donations of alcoholic beverages

25.4.2 Approaching regulatory agencies for licensing.

25.4.3 Licensed gaming fundraising including but not limited to raffles, 50/50 draws, casinos, bingos, pull tickets and cash prizes.

25.5 Engaging in the following fundraising activities without receiving written permission from the Clubs Coordinator will result in disciplinary action up to an including de-ratification:

25.5.1 Seeking or receiving grants from funding agencies;

25.5.2 Seeking cash from businesses, sponsors or partners;

25.6 The Clubs Coordinator may recommend to the Director of Student Services that special fundraising permission be given, upon receipt of a fully completed Activity Approval Form at least two weeks in advance of the activity. The Director of Student Services will consider the

request with regard to SAMRU's interests related to reputation, charitable status, funder and sponsor relationships, liability exposure and potential SAMRU fundraising opportunities.

25.7 Any type of fundraising not listed in Club procedures must be reviewed on a case by case basis by the Clubs Coordinator. Fundraising of any kind by a Club outside of this procedure is prohibited unless special SAMRU approval has been given in writing.

26. SAMRU logos, letterhead, and charitable receipts

26.1 Clubs may not use any SAMRU logo for any purpose without permission to do so. This includes usage of all SAMRU Services Centre or Business logos, the Students' Association of Mount Royal University (SAMRU) corporate logo, and all other SAMRU product and program logos.

26.2 SAMRU will not allow Clubs to use official SAMRU letterhead or SAMRU logos for the purposes of fundraising. If Clubs wish to form a fundraising partnership with SAMRU to seek funds for an SAMRU program or service, SAMRU will retain control over any correspondence to potential sponsors.

26.3 Charitable tax receipts will only be issued by SAMRU when donations are for the sole benefit of SAMRU or its programs or services. Any solicitation or communication for the benefit of SAMRU or its programs or services will be conducted by SAMRU. Clubs may partner with SAMRU to fundraise for the sole benefit of SAMRU or its programs or services if appropriate approval is granted.

26.4 SAMRU may, with advanced approval of the Club fundraising initiative, issue charitable tax receipts for SAMRU programs or initiatives that qualify.

SAMRU CLUB FUNDS

27. Club Funds

27.1 Ratified Clubs are eligible for funding through the Club Development Fund, Start-Up Fund, Textbook Fund, Poster Fund and Collaboration Fund.

27.2 In order to qualify for SAMRU Club funds, a Clubs must be currently ratified and in good standing. All SAMRU Club funds are available for ratified Clubs only and cannot be used to fund the activities of any group, association, corporation, or charity other than the specific Club applying.

27.3 All applications must include signatures from the three signing authorities of the ratified Club. No funds will be given to individuals.

27.4 Approval of funding grants means only that the applicant has met the eligibility criteria, and not that SAMRU, its officers, or its members endorse the particular activity.

27.5 The Clubs Coordinator reserves the right to refuse any application. However, approvals will not be unreasonably withheld.

27.6 Failure on the part of any Club to follow the guidelines in the following fund procedures may result in a loss of eligibility for future funding.

28. Seed Fund

28.1 New Clubs will be granted seed funding in the amount of \$200, and re-ratifying Clubs will be granted seed funding in the amount of \$150, if they meet the following conditions:

28.1.1 The Club is ratified within the same semester as the funding request

28.1.2 The Club executive make a formal request for funding to the Clubs Coordinator

29. Club Development Fund

29.1 Club Development Fund is available to help ratified Clubs participate in initiatives outside of their academic experience at Mount Royal University. This fund has been created to help eligible Clubs afford to plan, promote and participate in endeavors that would benefit the Club.

29.2 This fund is designed to offset the costs of incurred by a Club to provide an event that will be open to students and will promote understanding and awareness. It is not designed to refund more than the actual costs incurred.

29.3 The amount of funding received shall be at the discretion of the Clubs Coordinator, but shall not exceed the lesser of:

29.3.1 Two-thirds of the total cost of the initiative

29.3.2 Five hundred dollars (\$500.00);

29.3.3 The balance of reasonable and legitimate unpaid or unfunded costs; or

29.3.4 The balance remaining in the fund for distribution.

29.4 Any one (1) group is eligible for a maximum of five hundred dollars (\$500.00) within each academic year. Monies are to be allocated between the Fall and Winter semesters so that monies are available to support Club events in each of the major academic semesters.

29.5 Funding will be provided in the form of reimbursement for costs incurred. Clubs are required to submit the receipts within thirty (30) days of their event.

29.6 Eligible uses of the CDF include: bringing in speakers, planning awareness events, organizing workshops, bringing in experts to do demonstrations, or participating in professional development opportunities.

29.7 All programs funded partially or wholly through the Club Development Fund must be approved in advance through the Activities Approval process or be co-hosted with the SAMRU.

29.8 The Club Development Fund cannot be used to fund:

29.8.1 Activities which contravene any legal statute.

29.8.2 Tuition or other education-related expenses at Mount Royal University or its affiliated or collaborative programs.

29.8.3 The personal or professional development opportunities for current SAMRU REC Members or full-time staff members.

29.8.4 Any revenue-generating activities by Clubs.

29.9 Assessment of the risks of any funded activities will be conducted in compliance with the SAMRU's Risk Assessment policy.

29.10 The Clubs Coordinator reserves the right to award funding at lower levels for multiple or repeat applications.

29.11 Any risk or liability resulting from travel is the traveler's responsibility.

29.12 Members will be solely responsible for their own safety while on such activities and will be required to release SAMRU for any liability whatsoever for injury, accident, death or harm suffered by said members while participating in funded activities.

30. Textbook Fund

30.1 The Club Textbook Fund offers the opportunity for Clubs to develop their own resource book collection giving Club members access to learning materials. No funds will be issued to individuals.

30.2 The amount of funding received shall be entirely at the discretion of the Clubs Coordinator within the parameters of these procedures.

30.3 Any purchases incurred over the approved amount will be at the expense of the Club.

30.4 Eligible uses of the Textbook Fund include:

30.4.1 The purchase of textbooks and other books relevant to the Club's purpose for collective Club use in the Clubhouse.

30.4.2 Any required or optional textbooks deemed suitable to the needs of the Club membership needs.

30.5 The following are not considered eligible used of the Textbook Fund:

30.5.1 To finance special events, fundraisers, speaker series, professional development, or any other activities which may fall under the purview of the Experiential Learning Fund or the Clubs Development Fund.

30.5.2 For individual Club members' personal gain; meaning purchasing a book for personal and individual use for a class.

30.6 The application process includes the following:

30.6.1 Textbook Funds Application Form with three signing authorities of the Club.

30.6.2 A proposal of books and costs

30.6.3 An outline of how the collection will be maintained, managed and monitored.

30.6.4 Consensus among membership with at least 10 signatures

30.6.5 Application must be complete upon submission. Incomplete applications will not be considered.

30.6.6 All applications will be reviewed by the Clubs Coordinator.

30.6.7 The Clubs Coordinator may ask applicants for additional information regarding their applications.

30.7 All books will be tagged and marked by the Club for inventory and housed in the Clubhouse. Current inventory lists will be held by the Clubs Coordinator.

30.8 Club Executives will ensure that the books are accessible to all Club members.

30.9 SAMRU is not responsible for lost, stolen or damaged books.

30.10 Funds will be reimbursed to the Club after receipts are provided for the purchase of the approved books. These must be submitted to the Clubs Coordinator within the academic semester the books were purchased.

30.11 Failure to submit any receipts may result in a loss of eligibility for future grants under this fund, at the discretion of SAMRU.

30.12 At the end of each academic year all participating Clubs will provide the Clubs Coordinator with a list of books to be kept for the upcoming school year. Any books Clubs

choose not to keep will be consigned through SAMRU as a partial program cost-recovery measure. In the absence of such a list, all books in SAMRU's possession will be consigned automatically at the end of the academic year.

30.13 After the dissolution of a Club, any books obtained by the Club and not disposed of will become the property of SAMRU.

31. Poster Fund

31.1 The Poster Fund is available to ratified Clubs to help cover the cost of poster printing. This fund has been created to help eligible Clubs advertise Club events, activities, campaigns and member recruitment. No funds will be issued to individuals.

31.2 Any one (1) Club is eligible for a maximum of 75 posters within each academic year. Monies are to be allocated between the Fall and Winter semesters so that monies are available to support Club poster printing in each of the major academic semesters.

31.3 All posters approved through the Poster Fund must be printed through SAMRU via the Clubs Coordinator.

31.4 All non-print-based marketing materials must be consistent with any approved print materials for the same event. Discrepancies must be corrected immediately.

30.5 Eligible use of the Poster Fund include:

31.5.1 The cost of printing posters for a Club event, activity, campaign, member recruitment, or any other Club advertising that the Clubs Coordinator deems appropriate;

31.5.2 Printing posters with a maximum size of 11"x17";

31.6 The Poster Fund cannot be used:

31.6.1 For any other Club advertising or stationery expenses, such as business cards, pamphlets, handouts, etc.;

31.6.2 For an individual Club members' personal gain; meaning printing posters for personal and individual use.

31.6.3 For non-Club-related events or activities that may be supported by individual Club members.

31.6.4 For non-Club-hosted events or activities, even when supported by the Club; e.g. non-Club-hosted event or activities initiated by or for parent or affiliate organizations.

31.7 The Activity Approval Form will be treated as an application for the Poster Fund where posters are required.

31.8 The Club must send an electronic copy of the poster to be printed to the Clubs Coordinator a minimum of two (2) weeks in advance of their event.

31.9 All eligible posters for the fund must follow SAMRU's Advertising and Promotions Approval policy and procedures.

32. Marketing Fund

32.1 The Marketing Fund is available to ratified Clubs to help cover the cost of physical marketing supplies such as trifold materials, and online marketing, including website creation, Facebook page ads, radio ads and other non-print marketing. This fund has been created to help eligible Clubs advertise Club events, activities, campaigns and member recruitment.

32.2 Any one (1) Club is eligible for a maximum of fifty dollars (\$50) per year. The Clubs Coordinator may allocate the total funds available between the Fall and Winter semesters so that monies are available to support Club marketing in each of the major academic semesters.

31.3 All marketing materials approved through the Marketing Fund must be consistent with any approved print materials for the same event. Discrepancies must be corrected immediately.

32.4 The Marketing Fund cannot be used:

32.4.1 For an individual Club members' personal gain; meaning for advertising of individual Club members' business or personal interests.

32.4.2 For non-Club-related events or activities that may be supported by individual Club members.

32.4.3 For non-Club-hosted events or activities, even when supported by the Club, for example, non-Club-hosted event or activities initiated by or for parent or affiliate organizations.

32.5 Clubs must complete and submit to the Clubs Coordinator an Activity Approval Form a minimum of two (2) weeks in advance of their needs to be eligible to receive the fund.

Incomplete applications will not be considered.

32.6 All eligible marketing materials must follow SAMRU's Advertising and Promotions Approval policy and procedures.

33. Club Collaboration Fund

33.1 The Club Collaboration Fund (CCF) is available to Clubs collaborating on events. This fund has been created to encourage Club collaboration while providing some financial support to help cover the cost of event expenses for entertainment.

33.2 The total amount granted will not exceed more than \$300.00 per collaboration event. Additional entertainment costs incurred over the approved amount will be at the expense of the Clubs. The collaborating Clubs are also responsible to cover all other expenses related to the event, such as, performer riders, décor, advertising, etc.

33.3 The CCF is available for campus event collaborations where there are at least three (3) Clubs involved.

33.4 The CCF can be used to help cover the cost of eligible entertainment for the event. Eligible entertainment includes bands, DJ's, karaoke and other entertainment approved by the Clubs Coordinator in consultation with SAMRU Events staff.

33.5 Each individual Club can receive Club Collaboration funding for one collaboration per semester. Monies will be allocated equitably across the Fall and Winter semesters.

33.6 The CCF cannot be used to fund:

33.6.1 Collaborations between Clubs and SAMRU that are deemed to be part of SAMRU's core service and programming work;

33.6.2 Collaborations between Clubs and external groups, associations, corporations and charities;

33.7 No funds for entertainment will be issued to Club bank accounts. Funding for entertainment will be issued directly to the performer(s) or entertainment.

33.8 The collaborating Clubs must complete an application process at least two (2) weeks before the event to receive the fund. Applications will be made available through the Clubs Coordinator.

33.9 The application process includes:

33.9.1 Completing the Club Collaboration Fund Application Form requiring one signing authority from each Club involved;

33.9.2 A list of each Club's roles and responsibilities for the event as appropriate;

33.9.3 An agreement on how revenues and expenses will be divided;

33.9.4 Incomplete applications will not be considered;

33.9.5 All applications will be reviewed by the Clubs Coordinator;

33.9.6 The Clubs Coordinator may ask applicants for additional information regarding their applications.

33.9.7 The Clubs Coordinator reserves the right to refuse any application. However, approvals will not be unreasonably withheld.

33.10 One lead from the Club collaboration must be appointed to be SAMRU's main point of contact and have the option of working with the SAMRU events staff on securing entertainment for the event.

33.11 Ticket prices to Club collaboration funded events cannot exceed \$10.00 per ticket.

34. Food and Beverage Fund

34.1 The Food and Beverage fund (FBF) is available for Clubs to provide food and non-alcoholic drinks to their members, as a means for Clubs to build relationships between existing Club members and to recruit new members.

34.2 The total amount granted will not exceed more than \$75 per Club per year.

34.3 The FBF cannot be used as part of a revenue generating event by any Club.

34.4 Any Club applying for the FBF must submit a basic plan that demonstrates their efforts to engage current and prospective new members.

34.5 Clubs may purchase food and beverages at stores or venues of their choice. Purchasing errors will not be refunded by the FBF.