

SAMRU Clubs Handbook

Last Revised: Sept 11, 2022

Introduction

Intent of this Handbook

The SAMRU Clubs Handbook is intended as both a set of guidelines for operating a SAMRU Club, as well as a source of guidance and advice on how to get the most out of your student experience. Not every section will necessarily apply to every club or every situation.

We're Here to Help!

SAMRU is always here to help its members! If you've got questions, need clarity, or are just looking for some advice, don't hesitate to reach out to SAMRU's Clubs & Events Coordinator at clubs@samru.ca, by phoning 403-440-5186 or by dropping by the office in room Z304 on the third floor or Wyckham House.

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1. SAMRU's Clubs Program

Every credit student is automatically a member of the Students' Association of Mount Royal University (SAMRU). SAMRU's mission is to "represent and serve students to help them succeed" and the clubs program is one of many services supporting students' success.

SAMRU Clubs are governed by the Clubs Procedures which outline rules for how clubs must operate. To provide more clarity and detail, the Clubs Handbook (which you're reading right now) is intended as the way those rules are explained to Clubs. Finally, each club has a constitution that outlines how that specific club will operate. The rules in the Clubs Handbook always supersede Clubs' constitutions, and the Clubs Handbook is always superseded by the Clubs Procedures.

SAMRU's Clubs program is largely implemented by the Clubs & Events Coordinator--this individual is your first and best contact when it comes to anything involving clubs.

The Clubs & Events Coordinator is there for you!

Whether it's help with booking spaces on campus to hold your meetings, figuring out the best way to promote a social night or learning about the best way to fundraise, the Clubs & Events Coordinator is an invaluable resource. Reaching out early on when planning anything to do with your Club is a great idea--the Clubs & Events Coordinator may have advice or suggestions you never thought of, or may be able to help troubleshoot a situation that currently seems like a roadblock.

Why Join or Start a Club

Joining a club, or starting your own provides you with the opportunity to:

- Make social connections with others through shared interests or identity
- Access extracurricular or co-curricular activities
- Develop personally and professionally through learning and networking opportunities
- Enrich themselves and the community through service-based contributions

An Enriching Experience!

SAMRU Clubs are a great way to meet new people and pursue your passions! Clubs can be academic, social, representational or cultural.

By starting a club, you can share your interests with others, build new connections, and develop opportunities to try new skills.

By joining a club, you can develop friendships, get involved in your community, and attend social activities.

Finally, by leading a club you'll gain valuable experience in working with others, resolving differences, planning activities and potentially even leaving a legacy on campus--some clubs have successfully operated for decades!

Benefits and Support

Ratified SAMRU clubs will benefit from the following:

- Funding opportunities
- Event support including ticketing, event coordination and marketing
- Access to bookable rooms and spaces on campus, such as the Clubhouse and West Gate Social
- Access to insurance and reduced personal liability for approved club activities
- Access to table rentals
- Access to a storage space in the Wyckham House basement
- Ability to participate in community events, such as the Clubs Expo
- Support from the Clubs & Events Coordinator
 - Office hours Monday to Friday, 9:00am - 3:00pm
 - Phone: 403-440-5186
 - Email: clubs@samru.ca

Reasons to Ratify!

There are exclusive benefits to ratifying your club. You'll be able to access a wide variety of resources, including funding for your club and its activities, access to SAMRU insurance and

reduced personal liability, connection to the official community of clubs on campus, as well as the advice and guidance of the Clubs & Events Coordinator who is here for you.

2. Starting a Club

Ratification Process

In order for a club to be formally recognized and access campus resources, it must be ratified. While the Clubs and Events Coordinator can help you to form a new club, ratification is what makes your club official..

SAMRU accepts ratification packages at any time during the Fall and Winter semesters. The Clubs Ratification Committee reviews each ratification package as it's submitted and typically provides a response within five to ten business days.

Before Ratification

Before you actually submit the ratification form, there's a few things you need to do:

1. Determine the description and outcomes of your club
 - a. Each club must have a purpose that serves some or all of SAMRU's members (i.e. credit students).
Your club has to provide some type of benefit or purpose to SAMRU's members. This benefit could be anything from social opportunities to professional development to fundraising to engaging with a specific community.
 - b. Each club must have a unique outcome or purpose.
If your proposed club is too similar to an existing club, the Clubs & Event Coordinator will contact you; you may need to revise your club's purpose.
 - c. No club may serve a primarily commercial purpose
While clubs can fundraise and spend money, the purpose of the club must be non-commercial

2. Determine the name of your club
 - a. Clubs may not ratify under any name that could mislead members or the public as to the purpose of the club or confuse it with SAMRU itself.
Clubs cannot use names like "Union", "Association", "Society" or "Council". These names often have legal meanings and using them runs the risk of misrepresenting the nature of the club to other students or the public. Please contact the Clubs & Events Coordinator if you are unsure if your name meets this requirement or if you'd like assistance in coming up with a suitable name for your club.

3. Recruit members to your club
 - a. Every club needs at least ten (10) members, who must be members of SAMRU (i.e. current credit students)

If you are not able to recruit all ten members, your club cannot be ratified. However, the Clubs & Events Coordinator may still be able to help you access opportunities to help recruit new members, such as participating in a Clubs Expo.

- b.** Every club needs at least three (3) club executives, who must be members of the club and members of SAMRU (i.e. current credit students).

The club's constitution (see below) needs to describe the club's executive members. These members are leaders of the club and are therefore required to complete SAMRU's Club Training.

- c.** Every club needs at least three (3) Signing Authorities, who must be club Executives.

Every club needs at least three signing authorities--signing authorities are those individuals who can authorize money to be spent from the club's account and make other decisions based on the rules set out in the club's constitution.

Executives and Signing Authorities--what the difference?

Some of these roles can overlap--often the club's Signing Authorities are exactly the same as its Executives. It's helpful to remember that all Signing Authorities must be Executives, but not all Executives must be Signing Authorities, and every Executive must be a member but not all members must be Executives.

It's entirely permissible to have a small club that has ten members, three of which as Executives and Signing Authorities.

Each club's needs are a little bit different so feel free to consult with the Clubs & Events Coordinator if you have any questions or want advice on what some of the best practices other clubs have found successful.

- 4.** Write a constitution. A Club Constitution is the rules and guidelines that apply to your club. You can learn more about constitutions in the next chapter. The requirement for your constitution are as follows:
 - a.** The constitution must clearly state the formal name of the club
 - b.** The constitutions must identify the club's purpose (which must be unique and cannot overlap with any existing club)
 - c.** The constitution must explain the requirements for membership
 - d.** The constitution must include a listing of the executive positions of the club, their powers and duties, the process for the annual election of club executives from and by the club members, and how club executives will be removed from office
 - e.** The constitution must explicitly include the requirement that club executives shall not charge a fee or receive any other form of compensation for regular services to their club.
 - f.** The constitution must provide clear instructions on how the club's finances are held and controlled

- Club Financials
- Club Activities and Booking Spaces

Once all of the club's executives have completed training, you are officially a SAMRU Club! The Clubs & Events Coordinator will notify you of your successful ratification and your club will be listed in the SAMRU Clubs Directory. You now have access to SAMRU Funds, [SAMRU Resources](#) and can submit your [Clubs Activities](#) for approval.

3. Clubs Constitutions

Constitutions - A Guiding Document

Every club must have a constitution; the constitution is the document used to describe how your club will be operated as well as guide your executive team in decision making, budgeting, conflict resolution and many other processes. The constitution will be referenced by both your Cub and the Clubs & Events Coordinator in event of disagreements amongst the executive team.

What should your constitution look like?

Your constitution can be as detailed and specific, or short and open to flexibility as your club decides, as long as it meets the minimum standards required by the Clubs Handbook.

SAMRU provides a [constitution template](#) based on best practices developed by clubs over the years. This constitution template is highly recommended for new clubs.

There is no one-size-fits-all... ..but there might be a one-size-fits-most

Clubs are as varied as SAMRU's members so it makes sense that individual constitutions can vary from club to club.

All that being said, clubs that are new to the process of preparing a constitution should seriously consider using SAMRU's standard constitution template--there are many issues that can arise from a poorly written constitution and the template is built around proven practices used by effective clubs.

Essential Elements of a Constitution

As noted in the previous chapter, a club's constitution must, at minimum, include the following:

1. the formal name of the club
2. the club's purpose
3. requirements for membership
4. a listing of the executive positions of the club, their powers and duties, the process for the annual election of club executives from and by the club members, and how club executives will be removed from office
5. the requirement that club executives shall not charge a fee or receive any other form of compensation for regular services to their club.
6. clear information on how the clubs' finances will be held and controlled
7. the method by which the constitution may be amended
8. the method by which the club may be dissolved

Essential Elements in Detail

1. The Formal Name of the club

This element of the constitution is simple: it's the formal name of the club, and should note any common acronyms or the club uses (e.g. "Interesting Stuff Club, also known as ISC").

Clubs may not ratify under any name that could mislead members or the public as to the purpose of the club or confuse it with SAMRU itself. Clubs must not include the terms "Students' Union" or "Students' Council", or "Students' Association" in their name except to indicate ratification under the SAMRU.

Clubs may use the terms "Mount Royal University", "MRU" or "Mount Royal" in their name at the sole discretion of Mount Royal University, and in accordance with Mount Royal University policies. If it's important for your club to include any of those terms, please speak to the Clubs & Events Coordinator for guidance.

2. The Club's Purpose

Each club must have a purpose which serves some or all of SAMRU's members or the general welfare of students and is consistent with the principles established by the SAMRU in its bylaws, objects, policies and procedures. This section of the constitution should clearly lay out the "why" of the club.

It's completely acceptable for a club to have a modest purpose--making new friends or sharing hobbies are as valid reasons to start a club as providing networking opportunities or raising money for charity.

3. Requirements for Membership

In this section, the constitution must describe how people become members of the club. Clubs may not limit or discriminate membership on any basis except that of SAMRU membership status. In practice, this means that the club has to be open to all current credit students who wish to join.

Some clubs allow non-members to join their club; however, these individuals do not count towards the minimum number of members required for ratification, and cannot hold Executive positions within the club.

Clubs may not recruit members to any outside organization, with the exception of clubs acting as chapters of other national, provincial or municipal organizations. In all cases, the SAMRU's rules/regulations, policies and procedures and bylaws will take precedence over any corresponding rules imposed by the "parent" organization. If in doubt about how this rule may apply to your club, please contact the Clubs & Events Coordinator

If the club decides to charge a membership fee, this information should be in this section of the constitution.

4. Club Executives

The constitution must provide a listing of the executive positions of the club, their powers and duties, the process for the annual election of club executives from and by the club members, and how club Executives will be removed from office.

More information on executive positions can be found in Chapter 4 - Running a Club.

5. Executive Compensation

Club executives cannot receive financial compensation for their regular contributions to the club, and the clubs constitution must reflect that.

6. Financial Matters

The constitution must have clear information on how the club's finances are controlled. Clubs receive money directly from SAMRU and many clubs choose to raise additional funds either through membership fees or fundraising initiatives.

More information on club's financial obligations can be found in Chapter 4 - Running a Club.

7. Constitution Amendments

No club's constitution should be set in stone, and so the constitution should provide clear and understandable guidelines for how the club's constitutions can be changed. The constitution template provided by SAMRU is an excellent starting place for determining the process for constitutional changes.

8. Dissolution

The constitution must provide the method by which the club can be dissolved; this section must also cover what the club will do with its property after the club has ended.

4. Running a Club

Ratification Period

Once a club is ratified, ratification lasts until the next June 30 unless the club is either dissolved by its members or ratified by SAMRU. In some circumstances, the ratification period can be extended, but in no circumstances can the ratification period be extended beyond two (2) calendar years of its original ratification date.

Summer Clubs

Most clubs are primarily active September to the end of April, following the traditional academic season, but some clubs may be more active in the summer, especially if they revolve around summer activities (e.g. a canoeing club). If your club is going to be most active during the summer, speak to the Clubs & Events Coordinator about possibly extending your ratification period.

Authorities

Ratified clubs are subordinate to SAMRU and have no authority to bind SAMRU in any manner whatsoever. SAMRU is not responsible or liable for any damages, costs, suits or claims arising through the unapproved actions of any club.

Clubs may not use any SAMRU asset, including name, logos, or letterhead, for any purpose without permission to do so.

Using existing brands and logos

Be cautious when using existing logos or brands; most brands and trademarks are protected by law and using existing logos without explicit permission could expose your club to unexpected consequences. Clubs that use SAMRU's logos without permission could also be subject to disciplinary action.

Clubs which recruit members to external organizations (e.g. as chapters of parent organizations) are permitted, but SAMRU's rules/regulations, policies, procedures and bylaws will take precedence over any corresponding rules imposed by external organizations.

Members

At the heart of a club are its members. Members elect the Club's leadership, participate in its activities, represent the club to other students and enjoy the benefits of club membership.

Your Club's constitution will explain the criteria for membership, but keep in mind that membership needs to be open to all SAMRU members (i.e. MRU credit students). Some clubs

charge a fee for members, usually in return for some of the benefits of being in the club. Often, however, club membership is free to anyone interested in joining.

Recruiting Members

There are many ways to recruit members to your club, and often a larger membership means more creative ideas, more people to help tackle the club's initiatives, and more opportunities to make an impact on campus.

SAMRU hosts several Clubs Expos during that year that are a great way to showcase your club and attract new members. Many clubs also book tables throughout the campus with the intention of recruiting new members. And don't forget that if your club hosts activities, these can be great opportunities to bring on new people.

Executives

Clubs are led by their Executives. Typically this is made up of an Executive Committee. While each member of the committee has unique roles and responsibilities as set out in the club's constitution, they also work together to make decisions on behalf of the club.

All of the club's Executive must complete training in order for the club to be ratified.

Club Executives are considered SAMRU volunteers, and subject to both the responsibilities and privileges of SAMRU volunteers.

Elections

When a new club is founded, it may choose its starting executives as it sees fit. Following initial ratification, clubs must hold elections each year and allow their members to vote in executives for the next ratification year (July 1 - June 30). This process can be developed by your club and should be outlined in your constitution.

From start-up to renewal

Starting clubs executives are often the people who came up with the idea for the club, or led the initial ratification process but starting clubs are free to select anyone to fill those roles. Once a club is ratified, however, it belongs to its membership and so must hold annual elections for executives--this gives the club's members a say in who will be primarily responsible for the club.

Clubs that do not hold elections or do not follow the rules in their constitutions can face penalization, up to de-ratification.

Clubs are allowed to change their executive team throughout the year, whether they add executives, change out executives, or lose executives. When these changes happen, you will need to update your Club Executive and Signing forms and email them to the Clubs & Events

Coordinator. Any new executives will also need to complete Clubs Training before the process is complete.

Maintaining Records

Clubs are responsible for maintaining a few important records.

1. Membership Lists
Each club must keep an up-to-date, accurate list of its members.
2. General Meetings
Each club must keep records of its General Meetings, including the date of the meeting(s), attendance records, voting results and reports presented to the members.
3. Election Results
Clubs must keep records of the result of their elections. This includes the number of ballots cast, the number of votes received for each candidate and the final results of the election
4. Financial Transactions
Clubs must maintain records of all their financial transactions. This includes any money collected, any expenses incurred, and any property purchased or disposed of.

Privacy

If a Club is collecting personal information, it has a legal obligation to inform individuals why it is collecting the information and make sure that the information is reasonably protected. Information on how to adequately protect private information is covered in Executive training.

Don't Collect More than You Need

Clubs should also limit the amount of information they collect to only the types of information that are necessary. For example, if your club only communicates to its members via email, you wouldn't need to collect members' telephone numbers or mailing addresses. For more information on collecting and protecting personal information, please speak with the Clubs & Events Coordinator.

Re-Ratification

Ratifications expire near the end of each academic year on June 30th, so your club will need to re-ratify after that date. Re-ratification is a similar process to ratification, but only requires executives to submit their updated Club Executive and Signing Form, their constitution (only if updated) and complete training. The form for re-ratification can also be found at samru.ca/clubs.

Dissolution

A club may be dissolved upon receipt of a letter to the Clubs & Event Coordinator informing them that the club has been dissolved per the provisions of its constitution. Clubs may also be dissolved by the Clubs Ratification Committee for violations of the rules in the Clubs Handbook.

Please note that if a club has been dissolved, the executives from that club may not be permitted to start a new club with the same purpose/executives, especially if the club has been dissolved because of disciplinary action.

If your club is dissolved with an internal account that has unpaid invoices or other outstanding obligations, the Clubs & Events Coordinator may authorize payment of those invoices or other financial obligations from your 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.

5. Finances

Managing finances is an important part of having a successful club. Not only does SAMRU provide new and returning clubs with start-up money, but clubs often generate their own revenues through things like membership sales, fundraising initiatives or donations. This chapter will walk you through the proper management of your club's money.

Signing Authorities

While creating your club, you must choose a minimum of three executive positions that will hold signing authority. These executives will have the power to approve expenditures for your club and will be required to sign all cheque requisitions.

Your club will need to provide SAMRU with a list of authorized signing authorities who have the power to approve expenditures for your club.

Signing Authorities Only Apply to Club Transactions

Your chosen signing authorities are not the signing officers of SAMRU and will have no authority to bind SAMRU in any manner whatsoever.

Club Accounts

All clubs are required to hold a club account through SAMRU. SAMRU will automatically establish an account for your club upon ratification.

Internal accounts are overseen by SAMRU and the Clubs & Events Coordinator, and funds in the account will only be released with the authorization of the Club's Signing Authorities.

All club accounts must adhere to the following requirements:

1. Club accounts must maintain a positive account balance. If, for any reason, your club's internal account has a negative balance the executives of your club will become personally responsible for the negative balance and any charges. At its discretion, SAMRU may choose not to issue a payment requested by the club if there are insufficient funds in the club's account to cover the disbursement amount.

Don't Overdraw on Your Account

SAMRU won't prepare cheques for your club for any amount greater than the current balance of your club account. This could leave you on the hook for expenses. However, you can confirm the amount in your club account at any time by contacting the Clubs & Events Coordinator.

2. Clubs must use the approved SAMRU cheque requisition form, signed by three registered club signing authorities, to request payments and disbursements from the club's account.

To deposit money in your club account you need to complete the deposit form and drop off the money with Clubs & Events Coordinator during office hours.

Don't Leave Cash Unattended

Be sure not to leave cash for the Clubs & Events Coordinator after hours. SAMRU cannot take responsibility for cash deposits that go missing outside of regular hours.

At the end of the academic year, the accumulated profits of your club's internal accounts will be available to roll forward to your club's next academic year, provided that your club remains ratified with the SAMRU.

Funds Remaining After Dissolution

If your club is dissolved with an internal account that has unpaid invoices or other outstanding obligations, the Clubs & Events Coordinator may authorize payment of those invoices or other financial obligations from your 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.

External Accounts

Upon written request and at the sole discretion of SAMRU's Director of Business and Building Services, SAMRU may permit clubs to operate external bank accounts. SAMRU does not monitor 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, at minimum:

1. Accept full personal responsibility for all finances in their external account;
2. Maintain clear records of all account transactions and provide these to their membership upon written request by any club member;
3. Annually provide to their membership an accurate reconciliation of club financial transactions to account balances;
4. Inform their members annually, prior to members joining or renewing their membership, that the club holds an external bank account.

External club accounts do not replace your club's internal accounts, and all funding provided directly by SAMRU must be held within a club's internal account, subject to the controls established by this procedure and the Clubs Handbook.

Internal Money Goes to Internal Accounts

Funds provided directly by SAMRU such as Seed Funding, must be held in a SAMRU controlled internal account. This is to ensure that the money given to clubs directly by SAMRU are subject to controls to prevent mismanagement.

Cheque Requisitions

Payments from clubs internal bank accounts or other SAMRU funding sources are normally made on a reimbursement basis. This means that someone from your club must buy the items first, and they will be reimbursed from the appropriate fund.

Atypical Expenses

Once in a while a club will have an expense that doesn't lend itself to the reimbursement system (e.g. a large invoice greater than a club executive could cover themselves, a payment that can only be made through bank transfer). In these situations, contact the Clubs & Events Coordinator directly and they can work with you on a solution.

Paying Expenses Using Your Club Account

In order for SAMRU to provide money held in a club's account, the club needs to submit a Cheque Requisition form (see the example below) to the Clubs & Events Coordinator. Please follow these steps when *using funds from your club account*:

1. Ensure the signing authorities have approved the purchases; the form requires the actual signatures of the club's signing authorities.
2. Purchase the items
3. **Keep the receipts**
4. Fill out a cheque requisition form - tick the box that says Club Account

samru
students' association
of mount royal university

Club Cheque Requisition Form

Date: _____
Club Name: _____

Cheque Information

Cheque Payable To:	_____	Who is the cheque for?
Phone #	_____	
Email Address:	_____	
Cheque Amount \$	_____	

Club Fund/Account Reimbursement

<input type="checkbox"/> Development Fund	<input type="checkbox"/> Collaboration Fund	<input type="checkbox"/> Food and Beverage Fund	<input type="checkbox"/> Marketing Fund	<input type="checkbox"/> Textbook Fund	<input type="checkbox"/> Club Account (includes start up fund)	Where the money is coming from
---	---	---	---	--	--	--------------------------------

***Please note: you need to have applied and been approved for these funds before submitting a form to be reimbursed from any fund

Delivery

Pick-up (at Z222) Mail

Mailing Address

Address	_____	You can pick the cheque up at Z222 or have it mailed to you
City/Prov	_____	
Postal Code	_____	

Details	G/L Code	Amount
_____	_____	_____
What you purchased	Leave this blank and I will fill it in	How much it cost
		Totals

Signing Authorities (for the club collaboration fund, at least 2 clubs must sign and you will still need a total of 3 signatures)

Name: _____ Signature: _____

5. Either email the cheque requisition form with scanned images/photos of the receipts to the Clubs & Events Coordinator, or drop the form/receipts off at the clubs office

Paying Expenses Using SAMRU Funding

Sometimes you'll be paying expenses from other sources of SAMRU funding such as the Club Collaboration Fund. Before committing to any spending, be sure to obtain approval from the Clubs & Events Coordinator.

When accessing direct SAMRU funding, please follow these steps:

1. Fill out the appropriate SAMRU funding form
2. Get approval from the Clubs & Events Coordinator before purchasing the items
 - a. There are instances where clubs do not get approved for funding, so if the items are purchased before the approval, your club will have to either pay out of pocket or use their club funds
3. Once approved, purchase the items
4. **Keep the receipts**
5. Fill out a cheque requisition form - tick the box that corresponds to the appropriate funding
6. Either email the cheque requisition form with scanned images/photos of the receipts to the Clubs & Events Coordinator, or drop the form/receipts off at the Club Coordinator's office

Cash handling

Your club's executives are responsible for maintaining financial transparency. This includes keeping well documented financial records that are available to members and the Clubs & Events Coordinator upon request. Clubs can record their financials in whatever way works best for them.

Best Practices For Handling Cash

The Clubs & Events Coordinator can help you with some best practices for handling cash as well as provide assistance with such things as cash boxes or forms. Don't be afraid to ask for help if you have any questions.

Club executives have the follow responsibilities when it comes to cash handling:

1. Record their money handling procedures. This reduces exposure of SAMRU and club members to financial risk and mismanagement
2. Create and present a summary of their financial records and money handling procedures to be available when requested by a member or Clubs & Events Coordinator.

Fundraising

Restrictions exist on certain types of club fundraising in order to protect the interests and the charitable status of the Students' Association.

All club fundraising initiatives can only be undertaken after receiving approval via the Activities Approval form. The Clubs & Events Coordinator will inform your club if there are any specific restrictions on your event.

In particular, 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:

1. Seeking or receiving donations of alcoholic beverages or items that promote the sale of alcoholic beverages;
2. Approaching regulatory agencies for licensing without SAMRU approval in writing.
3. Approaching known SAMRU sponsors or partners for any type of fundraising. If you are unsure of the status of a potential sponsor, please check with the Clubs & Events Coordinator.
4. Licensed gaming fundraising including but not limited to raffles, 50/50 draws, casinos, bingos, pull tickets and cash prizes.

Special Fundraising Permission

27.1 Fundraising permission may be given in the following cases based on the discretion of the Clubs Coordinator and following the receipt of a fully completed Activity Approval Form outlining in detail all proposed initiatives at least two weeks in advance of the fundraising.

27.2 The Clubs Coordinator will review the completed fundraising request and investigate to determine that all of SAMRU's interests are protected including but not limited to reputation, charitable status, funder and sponsor relationships, liability exposure and potential SAMRU fundraising opportunities.

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

27.3.1 Seeking or receiving grants from funding agencies;

27.3.2 Seeking cash from businesses, sponsors or partners;

27.4 Any type of fundraising not listed in Club policy and procedures must be reviewed on an individual case by case basis by the Clubs Coordinator.

27.5 Fundraising of any kind by a club outside of this policy is prohibited unless special SAMRU approval has been given in writing.

Property

Clubs can acquire property related to the club, typically to be used by the club's members (e.g. chess sets for a Chess Club). The club's constitution should provide rules about how property is acquired, controlled and disposed of.

Storage Needs

SAMRU may be able to store some club property in Wyckham House. Ask the Clubs & Events Coordinator about what options may be available.

Contracts

Your club may need to sign a contract or other agreement in order to obtain a service. Clubs must request approval from the Clubs & Events Coordinator when signing contracts with external service providers. The Clubs & Events Coordinator will consider the following items in determining whether or not to approve a contract:

1. The contract or agreement cannot commit the club to any financial obligation that exceeds the current balance of the club's internal account.
2. The term of the contract or agreement cannot extend past the term of office of the current signing officers of the club.
3. The request to enter into the contract or agreement has been ratified by three (3) of the club's signing officers
4. The contract or agreement is related to an approved activity

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

6. Club Activities

Anything clubs do, from hosting casual meet and greets to organizing conferences, is considered a club activity. Conducting activities brings your club to life and is a great way to engage with both the club's members and the community.

Activity Approval Form

All activities hosted by a club, from regular meetings to travel abroad, must be approved in advance by SAMRU, and this is done through the Activity Approval Form. This form must be submitted at least ten business days before the date of the activity. Keep in mind that submitting a form does not guarantee approval, and the club will need to receive approval of the activity before moving forward.

Recurring Events

If you are planning a recurring event, such as regular club meetings, you can submit an activity approval only once. As long as the nature of the activity remains the same you won't need to submit an activity approval form for each instance.

However, if the details of the activity change, you'll need to submit a new form; always feel free to check with the Clubs & Events Coordinator.

SAMRU may determine additional requirements your club needs to meet before the activity is approved. If so, the Clubs & Events Coordinator will communicate those additional requirements to you prior to approval. Failure to meet these requirements may result in disciplinary action against your club.

Work with SAMRU Before Submitting Your Activity

While some activities are simple and easily approved, other, more complicated activities may have multiple considerations. It's a great idea to reach out to the Clubs & Events Coordinator early in the planning process, before you've submitted your Activity Approval form to ask for ideas and advice--we might even have ideas you haven't considered.

Insurance

Insurance is required for every activity hosted by a SAMRU club. The type of insurance can differ depending on the specific nature of the activity. Many of the common club activities are covered directly by SAMRU's insurance, provided that the activity has been approved. ***It is important for club executives to understand that any activity they host that does not go through the activity approval process will not be covered by insurance. This means that the hosts of the activity (the club executives) could be liable for any incidents that occur.***

Activities that take place off campus will require proof of insurance from the location of the event. It is the club's responsibility to obtain this proof, and email it to the Clubs & Events Coordinator at least one week prior to the activity.

If the club is hosting an activity that takes place at a location that is not insured, it is the club's responsibility to purchase their own insurance and provide proof of that at least one week prior to the activity.

For both on campus and off campus events, it is important to note that if an activity changes after the approval process and those changes are not communicated to the Clubs & Events Coordinator, the activity will no longer be covered by insurance.

Waivers

Activities involving a high level of risk may require that participants complete waivers. If a waiver is required for your club's activity, the Clubs & Events Coordinator will let you know, as well as provide a waiver template and instructions that you'll need to follow to make sure the waivers are valid.

Waivers should be kept for every participant in the activity. Once the activity has ended, the waivers can be turned in to the Clubs & Events Coordinator for safekeeping.

Specific Activity Considerations

Physical Risk

Examples of activities that have high physical risk are rock climbing, skiing, snowboarding, hiking, and water sports. Activities that include anything the Clubs & Events Coordinator deems a high physical risk will require valid waivers from all participants.

Serving Food

Clubs can serve food and beverages at their activities if they wish. Please keep in mind:

1. Clubs need to ensure they are following AHS regulations, especially if they are preparing their own food for an event that is open to the public. Speak to the Clubs & Events Coordinator for more information
2. Clubs can request catering from West Gate Social or other providers for their activities
3. Clubs cannot hold activities that involve alcohol in locations that are not licenced

Alcohol Consumption

Clubs should take extra care in planning activities that include alcohol consumption. Activities with alcohol need to take place in a licenced location and need to follow AGLC rules. Club executives should consider how they will mitigate any physical risks associated with alcohol, any reputational risk associated with the activity, how attendees will be traveling to and from the activity, etc.

Vehicle Travel

There may be instances where activities taking place off campus will require attendees to transport to the location. If club organized travel is necessary for an event, it is the club's responsibility to organize travel through licensed external travel providers (e.g. Calgary transit, taxis, chartered bus services). If this type of travel is not possible, the club must not include travel as a part of the approved activity because travel will not be covered under SAMRU's insurance. When an activity includes travel that is not organized by the club, this should be reflected in the marketing. Some sample wording would be:

"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"

Travel Outside of Canada

Club activities that involve travel outside of Canada are only permitted when organized through a SAMRU approved external organization. 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. To book an activity that requires travel outside of Canada, a club must:

1. Submit an Activity Approval Form a minimum of one month prior to the activity.
2. The Activity Approval Form must include the name of the approved external organization the club will be traveling with, location, duration of travel, activity being performed and proof of insurance from the external organization
3. After the event is approved, the club executives must provide proof of appropriate emergency health coverage to the Clubs & Events Coordinator, including but not limited to:
4. Emergency health coverage for emergency health expenses while traveling such as hospital and physician services, prescription drugs, dental care, health related emergency transportation and evacuation, and trip interruption due to medical emergency
5. Before departure, club executives need to:
 - a. Confirm that all attendees needs to be the age of majority, or have written permission from parent(s) or guardian(s)
 - b. Confirm that all attendees have received immunizations if required
 - c. Provide written consent by completing a valid waiver

While planning an activity that requires travel outside of Canada, please consider the following:

1. 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
2. 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
3. Clubs will not be permitted to use any Club funds or fundraise for travel activities that haven't been approved by the SAMRU

4. Those attending 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

Working with Vulnerable Populations

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. 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.

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

- All requests must be submitted through an Activity Approval Form
- 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
- If necessary, the Clubs & Events Coordinator may ask the executive of the Club seeking approval or the external organization for additional information regarding the activity

Screening Copyrighted Materials

Public screening of copyrighted works (e.g. movies, tv shows) normally require the approval of the copyright holder via a licensing agreement. Note that publicly screening content from streaming services such as Netflix or Disney+ is normally a violation of the user agreement. If you're interested in a public screening of a film or video please contact the Clubs & Events Coordinator in advance.

On-Campus Activities

Booking spaces

If your club would like to use a campus space for an activity, include that information in the Activity Approval Form. The Clubs & Events Coordinator will make the booking on the club's behalf; if any issues arise (e.g. the space is already booked), your club will be contacted to explore what alternatives are available. Remember that clubs have their own space, the Clubhouse (third floor Wyckham House), available for meetings and activities.

Campus Spaces Available for Booking

There are a wide variety of spaces on campus available to clubs; some spaces have limited availability and some have particular rules that need to be followed. The below list outlines the space generally available to clubs, but be sure to ask the Club & Events Coordinator if you have questions or have questions about spaces outside this list.

Wyckham House Spaces

Clubhouse -

Clubs Flex Space -

Gallery -

West Gate Social - Table Reservations - Clubs can make free table reservations at West Gate Social through the Clubs & Events Coordinator. This benefit is exclusive to SAMRU clubs.

Wyckham House Tables - Clubs can book tables for free in Wyckham House. SAMRU may put limitations on club's table bookings in order to ensure the limited spaces are shared evenly among interested clubs as well as to meet SAMRU's revenue requirements for external rentals.

West Gate Social - Clubs interested in holding events in West Gate Social should first speak to the Clubs & Events Coordinator. Clubs may be eligible for reduced rental rates or the opportunity to collaborate with SAMRU on their events.

West Gate Social Collaborations

SAMRU typically makes distinctions between club rentals vs collaborations on the following basis: if SAMRU works with the club but retains control over some of the parameters of the rental (e.g. date/time, cover charge) we consider it a collaboration and there's no charge to clubs and additional resources may be available. If the club wants to retain complete control over the event parameters, it's considered a rental.

Mount Royal University Spaces

Table Bookings - Clubs can reserve tables on Main Street, or at East or West Gate. While these bookings are free, they can only be for recruitment purposes or to promote events; clubs cannot fundraise or sell goods outside of Wyckham House, and table activities must not be audible outside of a 5 meter radius.

Classrooms - Clubs can normally book classrooms for free subject to availability.

Other MRU Spaces - Other MRU spaces such as theaters or sports facilities may be subject to a booking fee; the Clubs & Events Coordinator will inform you if a fee will be necessary for your booking, and if necessary, help you explore alternatives.

Off-Campus Activities

Booking External spaces

Clubs are responsible for their own bookings of external spaces. Clubs should consider giving themselves extra time when booking activities off campus. Oftentimes it takes more than a few days to obtain the proof of insurance from the location, and clubs need to provide that at least one week before the activity. Both the location booking and requesting the proof of insurance are the club executive's responsibility.

Marketing and Promoting Activities

Posters

SAMRU can print 75 11"x17" sized posters for each club each ratification year. Clubs can send their posters to the Clubs & Events Coordinator, ensuring that they are the appropriate size and format (PDF).

At minimum, posters advertising club activities must include:

1. Clear information that the activity is organized by a club; normally this is accomplished through the inclusion of the "A SAMRU Club" logo
2. The date, time and location of the event
3. Contact information for an individual who is organizing the event
4. If alcohol will be served, the following information needs to be included:
Licensed Event, No Minors (if applicable)
Valid ID Required
Please Don't Drink and Drive

Poster Requirements

Some activities may have specific poster requirements; when designing posters be sure to check with the Clubs & Events Coordinator.

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.

Social Media

Clubs are welcome to have their own social media accounts to interact with their membership. Posts do not need to be approved by the Clubs & Events Coordinator, but do need to follow SAMRU's Social Media Policy. If clubs are ever unsure about a post, they can email the Clubs & Events Coordinator for more information.

SAMRU can also promote club's posts on Instagram. This can be done via a formal request by filling out the Social Media Request form at least two weeks in advance, or clubs can tag @SAMRUBUZZ in their Instagram posts/stories and our Communications team will try to repost as many of them as possible.

SAMRU Website - Clubs Calendar

Confirm with COMMs

Clubs Expo

SAMRU holds a Clubs Expo in both the fall and winter semesters. This event takes place on Main Street where clubs can sign up for a table and promote themselves to the student population. If you're in the process of forming a club but haven't yet recruited a full roster of members, the Clubs & Events Coordinator may allow you to participate in the Expo for the purpose of recruitment.

6. Club Benefits

Clubs enjoy a wide variety of valuable benefits. Many of these benefits, such as space bookings, clubs lockers, and insurance coverage for activities have already been covered. This chapter will focus primarily on the funding and direct support offered to clubs.

Club Funds

Ratified Clubs are eligible for funding through the Seed Fund, Club Development Fund, Marketing Support Fund, Collaboration Fund, Food and Beverage Fund and Textbook Fund.

1. In order to qualify for SAMRU Club funds, a club 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.
2. All applications must include signatures from the three signing authorities of the ratified club. No funds will be given to individuals.
3. All club funding provided by SAMRU will either be paid directly to approved external parties or directed to the club's internal bank account. In no circumstances will SAMRU funding be provided to clubs' external bank accounts.
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.
5. The Clubs & Events Coordinator reserves the right to refuse any application. However, approvals will not be unreasonably withheld.
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.
7. Assessment of the risks of any funded activities will be conducted in compliance with the SAMRU's Risk Assessment policy.
8. The Clubs & Events Coordinator reserves the right to award funding at lower levels for multiple or repeat applications.
9. 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.

Seed Fund

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:

1. The Club is ratified within the same semester as the funding request
2. The Club executive make a formal request for funding to the Clubs & Events Coordinator

Club Development Fund

Club Development Fund is available to help ratified Clubs participate in initiatives outside of their academic experience at Mount Royal University. This fund intended to help offset the costs incurred by a club activity that would provide a benefit to the club's members or to SAMRU's members more generally.

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

1. Two-thirds of the total cost of the initiative
2. Five hundred dollars (\$500.00);
3. The balance of reasonable and legitimate unpaid or unfunded costs; or
4. The balance remaining in the fund for distribution.

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

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.

Club Development Fund Examples

Eligible uses of the Clubs Development Fund have included: bringing in speakers, planning awareness events, organizing workshops or training sessions, bringing in experts to do demonstrations, offsetting networking costs or participating in professional development opportunities. Under certain conditions, resources or equipment may also be eligible (e.g. chess sets for a chess club).

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.

The Club Development Fund cannot be used to fund:

1. Activities which contravene any legal statute.
2. Tuition or other education-related expenses at Mount Royal University or its affiliated or collaborative programs.
3. The personal or professional development opportunities for current SAMRU REC Members or full-time staff members.
4. Liquor service expenses.
5. Any revenue-generating activities by Clubs.

Marketing Fund

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 activities, campaigns and member recruitment.

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

All marketing materials approved through the Marketing Fund must be consistent with any approved print materials for the same event and adhere to any relevant SAMRU regulations. Discrepancies must be corrected immediately.

The Marketing Fund cannot be used:

1. For an individual club members' personal gain; meaning for advertising of individual club members' business or personal interests.
2. For non-club-related events or activities that may be supported by individual club members.
3. For non-club-hosted events or activities, even when supported by the club, for example, non-club-hosted events or activities initiated by or for parent or affiliate organizations.

Collaboration Fund

The Collaboration Fund is available to clubs collaborating on events with other clubs. This fund has been created to encourage clubs to work together to plan and implement activities while providing some financial support to help cover the cost of event expenses.

The Collaboration Fund is available under the following conditions:

1. 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.
2. The Collaboration Fund is available for campus event collaborations where there are at least three (3) clubs involved.
3. The Collaboration Fund can be used to help cover the cost of eligible expenses for the event. Eligible expenses include bands, DJ's, karaoke and other entertainment, venue decor, production expense or other expenses approved by the Clubs & Events Coordinator in consultation with SAMRU events staff.
4. Each individual club can receive Club Collaboration funding for one collaboration per semester. Funds will be allocated equitably across the Fall and Winter semesters.
5. The Collaboration Fund cannot be used to fund:
 - a. Collaborations between clubs and SAMRU that are deemed to be part of SAMRU's core service and programming work;
 - b. Collaborations between clubs and external groups, associations, corporations and charities;
6. No funds for entertainment will be issued to club bank accounts. Funding for entertainment will be issued directly to the performer(s) or entertainment.
7. 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 & Events Coordinator.
8. The application process includes:
 - a. Completing the Collaboration Fund Application Form requiring one signing authority from each club involved;
 - b. A list of each club's roles and responsibilities for the event as appropriate;

- c. An agreement on how revenues and expenses will be divided;
9. Incomplete applications will not be considered;
10. All applications will be reviewed by the Clubs & Events Coordinator;
 - a. The Clubs & Events Coordinator may ask applicants for additional information regarding their applications.
 - b. The Clubs & Events Coordinator reserves the right to refuse any application. However, approvals will not be unreasonably withheld.
11. One lead from the collaborating clubs 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.
12. SAMRU retains the right to determine maximum ticket prices for events funded through the Collaboration Fund.

Food and Beverage Fund

The Food and Beverage fund is available for clubs to provide food and non-alcoholic beverages to their members, as a means for clubs to build relationships between existing club members and to recruit new members.

The below restrictions apply to the Food and Beverage Fund

1. The total amount granted will not exceed more than \$75 per Club per year.
2. The Food and Beverage Fund cannot be used as part of a revenue generating event by any Club.
3. Any Club applying for the Food and Beverage Fund must submit a basic plan that demonstrates their efforts to engage current and/or prospective new members.
4. Clubs may purchase food and beverages from the provider of their choice. Purchasing errors will not be refunded by the Food and Beverage Fund.

Food and Beverage Fund Examples

Examples of eligible Food and Beverage Fund expenses include: pizza parties to recruit new members, purchasing appetizers at West Gate Social to recognize a club's members achievements, or providing cheese and fruit at a networking event with club alumni.

Textbook Fund

The Club Textbook Fund offers the opportunity for clubs to develop their own resource book collection giving club members access to learning materials.

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

Eligible uses of the Textbook Fund include:

1. The purchase of textbooks and other books relevant to the club's purpose for collective club use in the Clubhouse.
2. Any required or optional textbooks deemed suitable to the needs of the club membership needs.

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

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

The application process requires completion of the Textbook Funds Application Form, which includes, at minimum.

1. Providing a proposal of books and costs
2. Providing an outline of how the collection will be maintained, managed and monitored.
3. Signatures of at least 10 club members, including its Signing Authorities

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

All books purchased through the Textbook Fund will be tagged and marked by the club for inventory and housed in the Clubhouse. Current inventory lists will be held by the Clubs & Events Coordinator. Club executives will ensure that the books are accessible to all club members.

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

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

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.

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

7. Discipline

Clubs that fail to meet the requirements set out in the Clubs Procedures, the Clubs Handbook, or any other SAMRU policy, procedure or bylaw, or abuse any SAMRU service, privileges or funding, may be subject to disciplinary action up to and including de-ratification at the discretion of the Clubs Ratification Committee.

De-ratified Clubs will be notified by the Clubs & Events Coordinator within three days of the de-ratification. This notice will include the reasons for de-ratification and information regarding the appeal process.

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.

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.