

SAMRU Clubs Handbook

Last Revised: Sept 9, 2023

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 The rules in the Clubs Handbook always supersede Clubs' constitutions, and the Clubs Handbook is always superseded by the Clubs Procedures.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 yourself 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.
 - b. Clubs that want to include "Mount Royal University" in their name or in the club logo must, in accordance with MRU's Brand Guidelines, seek approval before doing so. If it's important for your club to include this, please contact the Clubs & Events Coordinator.
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 booking an independent table.
- b. Every club needs at least three (3) Signing Authorities (but no more than 4).
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.

Club Members & Signing Authorities... What's the difference?

It's helpful to remember that all Signing Authorities must be Club Members, but not all Club Members must be Signing Authorities.

It's entirely permissible to have a small club that has ten members, three of which are 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.
5. Complete and submit the Club Signing Authority and Signing Form
This form lets SAMRU know exactly who the Signing Authorities are for your club
6. It is required that there are three Signing Authorities who must complete the online Clubs Training. All Club Signing Authorities are welcome to complete the training for their own personal knowledge.
SAMRU uses a volunteer management system called Better Impact to administer club training - the Club's Signing Authorities will receive an invitation to create an account and be assigned the online training modules to complete. This is the final step to become a ratified Club

Club Signing Authorities are SAMRU Volunteers

Each club's Signing Authorities are considered to be SAMRU volunteers in recognition of the contributions they make to the campus community.

Complete the Ratification Package

Once the above steps are completed, one of the Signing Authorities can submit a ratification package via the form on SAMRU's website (samru.ca/clubs).

What Happens Next

After a ratification package is submitted, it is for SAMRU's Ratification Committee to determine that the club meets the requirements. Clubs that do not meet these requirements will be contacted by the Clubs & Events Coordinator - often SAMRU simply needs more information in order to finalize the ratification. Clubs that are approved will receive an email with links to the Clubs Training.

You Don't Have to Get It Right the First Time

It's okay if your club isn't ratified at first; often it simply means that SAMRU needs more information from you, or you need to consider small changes to your club in order to proceed. The Clubs & Events Coordinator will work with you through all the details and ratifications can happen at any time throughout the year.

Signing Authority - Club Training

After the ratification package is approved, the club's Signing Authorities must complete the online training modules. However all Club Members are welcome to complete the training for their own personal knowledge. All of SAMRU's Clubs Training is offered through a software platform called Better Impact. All Signing Authorities will need to complete the required training modules.

Once all of the club's Signing Authorities 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 Signing Authority 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 Signing Authority 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 Signing Authority positions of the club, their powers and duties, the process for the annual election of club Signing Authorities from and by the club members, and how club Signing Authorities will be removed from office
5. The requirement that club Signing Authorities 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 that 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 "Union" or "Council", or "Association" in their name except to indicate ratification under 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 SAMRU in its bylaws, 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 Signing Authority 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 needs to be in this section of the constitution.

4. Club Signing Authorities

The constitution must provide a listing of:

1. Signing Authority positions of the club & their powers and duties,
2. The process for the annual elections of club Signing Authority from and by the club members; and
3. How club Signing Authorities will be removed from office.

Keep in mind that three or four club members will be Signing Authorities that act as club leaders, are SAMRU's main points of contact for the club, and who will be responsible for clubs adhering to the requirements, policies and procedures.

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

5. Signing Authority & Member Compensation

Club Signing Authorities and members cannot receive financial compensation for their regular contributions or responsibilities to the club. This must be reflected in the club constitution.

6. Financial Matters

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

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

7. Constitution Amendments

No club's constitution is 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 changing the constitution.

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 de-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 or MRU 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 Club Expos during the 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 too.

Signing Authorities and Members

Clubs create a variety of leadership roles for their members. Clubs can have as many leadership roles as they believe necessary to ensure the Club's success, however, each Club requires at least three and no more than four Signing Authorities - that is, the power to commit the Club to formal decisions like activities and finances.

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

Club Leaders, whether they are Signing Authorities or not 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 leadership as it sees fit. Following initial ratification, clubs must hold elections each year as per its constitution. In particular, clubs must elect three Signing Authorities who will be active for the next ratification year (July 1 - June 30) in order to be re-ratified. If a club chooses to have additional leadership team members who are not signing authorities, these positions must also be elected.

Within the constitution, state the election procedures (*secret ballot, voting by acclamation, etc.*) including dates and what constitutes quorum (*the minimum numbers of members present*) for an election to be valid. For more information please review the Constitution Template (article 4.5).

From start-up to renewal

Starting club leadership 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 Signing Authorities and Leaders--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 Signing Authority and leadership team throughout the year, whether they add, change out, or lose leaders and Signing Authorities. When these changes happen, you may not need to change the club's constitution but you will need to update your Signing Authority forms and email them to the Clubs & Events Coordinator. Any new Signing Authorities will also need to complete Clubs Training before the process is complete. If you decide to change the number of leaders introduce a new membership fee or update the name of your club you'll need to hold a general meeting.

Maintaining Records

Clubs are responsible for maintaining a few important records. It is important to keep track from the beginning of the year, as you will be required to submit an annual report that includes all of this information.

1. [Membership Lists](#)

Each club must keep an up-to-date, accurate list of its members, including signing authorities.

2. [Meeting Reports](#)

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. These records would also reflect a possible impeachment, and include reports as to why and how a Signing Authority is being removed from office.

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 Signing Authority 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, clubs can initiate re-ratification after this date but the new ratification year doesn't take effect until July 1.

Re-ratification process is simple:

1. Returning or New Signing Authorities complete the Ratification Package Form via SAMRU's website, and submit an updated Club Signing Authority Form and an updated Club Constitution (Clubs Committee will review application and follow up if modifications are required.)
2. Clubs are required to submit an Annual Report at the end of each year to be eligible for re-ratification.
3. New Club Signing Authorities complete training

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 Signing Authorities from that club may not be permitted to start a new club with the same purpose/Signing Authorities, 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 Signing Authorities to communicate this and/or authorize the transaction.

Member Conduct

In order to ensure your club is welcoming to members, you are free to establish expected standards of conduct. Also, don't forget that MRU's Student Community Standards apply at all of the Club's events. If you ever need support with issues related to member conduct, please reach out to the Clubs and Event Coordinator and we'll be happy to provide you with support and referrals.

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 three leadership positions that will hold signing authority. These Signing Authorities will have the power to approve expenditures for your club and will be required to sign all cheque requisitions.

Your club will then provide SAMRU with a list of authorized signing authorities who have the power to approve expenditures for your club. No members without signing authority will be allowed to approve club activities or spending.

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 Signing Authorities 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. Doing so would 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 Signing Authorities to communicate this and/or authorize the transaction.

External Accounts

Upon written request and at the sole discretion of SAMRU's Director of Business 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. Signing Authorities 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 Signing Authority could cover themselves, or 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 or Club Initiative Fund.
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 Initiative 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! Cheq Reqs submitted without Receipts are ineligible for reimbursement**
5. Fill out a cheque requisition form - tick the box that corresponds to the appropriate funding



Club Cheque Requisition Form

Date:	Club Account#:	← Include account number
Club Name:		
Cheque Information		
Cheque Payable To:		← Who is the cheque for?
Phone #		
Email Address:		
Cheque Amount \$		
Club Fund/Account Reimbursement		
<input type="checkbox"/> Club Initiative Fund	<input type="checkbox"/> Club Account (includes start up fund)	← Where is the money 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		
<input type="checkbox"/> Pick-up (at Z222)	<input type="checkbox"/> Mail	← Cheque pickup from Z222 (Reception) or have it mailed to you.
Mailing Address		
Address		
City/Prov Postal Code		
Details	G/L Code	Amount
	Leave blank	
↑ What did you purchase?		↑ How much it cost?
Totals		
Signing Authorities MUST include 3 signatures from signing authorities. you will still need a total of 3 signatures		
Name:	Signature:	↓
Name:	Signature:	
Name:	Signature:	

- 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 Signing Authorities 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 Signing Authorities 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.

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 authorities
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 & 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, signed by the club's Signing Authorities. **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. Late submissions, especially with less than five business days notice can not be guaranteed and will likely not be processed and approved in time.

Recurring Events

If you are planning a recurring event, such as regular club meetings, you can submit an activity approval just 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 Signing Authorities 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 Signing Authorities) 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.

Liability waivers are legally binding contracts and their timely submission by participants is fundamental to ensure validity. Failure to meet this requirement may result in the withholding of Event Approvals until waivers are submitted.

Waivers should be kept for every participant in the activity. Once the activity has ended, the waivers must be turned in to the Clubs & Events Coordinator within 2 weeks for safekeeping.

Specific Activity Considerations & Risk Management

Physical Risk

Events that potentially involve a high physical risk may be required to submit a Risk Assessment and Mitigation Plan to receive approval and in addition may require waivers from all participants. The Clubs and Events Coordinator will let you know if additional risk mitigation is necessary.

A Risk Assessment and Mitigation Plan can usually take the form of a simple risk matrix, which shows the potential risks in one column and the plan to eliminate or reduce the risk in the other. The Clubs Coordinator is available to help with this too.

Risky Activities

Examples of activities that have high physical risk are rock climbing, skiing, snowboarding, hiking, and water sports. Activities deemed a high physical risk absolutely require waivers from all participants.

Gender-based Violence

Events that potentially involve a higher risk of gender-based violence may require a Gender-based Violence Prevention and Response Plan. The Clubs and Events Coordinator will let you know if such a plan is necessary and can provide resources that will help your club implement these safety measures. MRU has resources through its [Dating, Domestic and Sexual Violence Resources](#) program

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 Alberta Health Services (AHS) regulations. Events that include self-prepared food may be permitted with restrictions; speak to the Clubs & Events Coordinator for more information or if you wish to host a bake sale.
2. Clubs holding events in Wyckham House can request catering from West Gate Social or other commercially licensed providers for their activities
3. Clubs that need catering for events held elsewhere on MRU's campus must exclusively go through Chartwells. More details and order forms can be found here <[MRU/Catering](#)>
4. Clubs cannot hold activities that involve alcohol in locations that are not licenced

Alcohol & Cannabis Consumption

Clubs should take extra care in planning activities that include alcohol or cannabis consumption. Activities with alcohol can only take place in a licenced location and need to follow AGLC rules.

Club Signing Authorities should consider the following during the planning stages:

- Mitigating physical risks
- Mitigating reputational risk
- Address common risk factors of Sexual Violence
- How attendees will travel to and from the activity
- Naloxone kit accessibility (access & training can be provided by Wyckham Pharmacy)
- Clear messaging to attendees (e.g. This event is 18+ and please do not drink and drive)
- Events that include heightened risk for Gender-based Violence require clubs to complete and submit a Gender-based Violence Prevention and Response Plan.

Remote Bar Services

Did you know, Remote Bar service can be requested for events hosted on campus outside of West Gate Social! West Gate Social offers a Remote Bar Service for Wyckham House spaces. Events & Theater Services offer a Remote Bar Service for all other MRU venues.

A Minimum of fourteen (14) days' notice is required for all liquor service.

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). Proof of liability insurance for chartered services must be requested by the Club and provided to SAMRU for verification a minimum of seven days prior to the event.

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 Signing Authorities must provide proof of appropriate emergency health coverage to the Clubs & Events Coordinator, including but not limited to: 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
4. Before departure, club Signing Authorities need to:
 - a. Confirm that all attendees are of the age of majority, or have written permission from a parent or guardian
 - b. Confirm that all attendees have received immunizations if required

- c. Confirm that all attendees 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 Signing Authorities 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) require the approval of the copyright holder via a licensing agreement. Streaming services subscriptions do not allow public screenings. Clubs can show movies via:

1. [Audio Cine Film](#) (ACF) license. Clubs are permitted to publicly screen films available through the MRU Library's ACF license. Limitations: No outdoor viewings; Event must be free of charge (no entrance fees); and advertised only on campus. Please contact the library's Copyright Advisors at mrucopyright@mtroyal.ca for more information and support.

2. Some Netflix original educational documentaries are available for one-time educational screenings. To find out which titles are available for educational screenings, visit media.netflix.com
3. [National Film Board of Canada](#) (NFB). The NFB is Canada's public producer and distributor. Contact them direct to request permission for public screenings
4. Contact the copyright holder directly to purchase public performance rights or to request permission for a particular public performance use

On-Campus Activities

Booking spaces

To secure a space on campus for an activity, meeting or an event Clubs must submit an Activity Approval Form at least ten (10) business days prior.

The Clubs & Events Coordinator helps clubs explore on-campus venue options and secures bookings on the club's behalf. Check in during early planning to secure your desired location as spaces can book up quickly.

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 list below outlines the spaces generally available to clubs, but be sure to ask the Club & Events Coordinator if you have general questions or questions about spaces not on this list.

Wyckham House Spaces

Clubhouse - a meeting and hangout space for any and all SAMRU Clubs

Clubs Flex Space - a dynamic office space equipped with smudging ventilation

Gallery - a unique meeting room with flexible display and presentation capabilities while still maintaining privacy

Council Chambers - highly configurable multi-purpose space features stunning thirty foot ceilings and panoramic views with abundant natural light.

Wyckham House - Tabling Reservations - 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 requirements for external rentals.

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.

West Gate Social - West Gate Social can be reserved outside of regular operational hours for private club events. Clubs receive a reduced internal rental rate and may have the opportunity to have the rental rate waived by collaborating with SAMRU. To confirm availability, speak to the Clubs & Events Coordinator as early as possible.

West Gate Social Collaborations

SAMRU typically makes distinctions between club rentals vs collaborations on the following basis:

- If the club wants to retain complete control over the event parameters, it's considered a rental.*
 - 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.*
-

Mount Royal University Spaces

Table Bookings - Clubs can reserve tables for free in a variety of places on campus.

- Main Street: Promote events & recruit members
- East or West Gate: Promote events & recruit members
- EA/EB Building: Promote events & recruit members

Classrooms - Equipped with projector and screen. Host events, activities or meetings., Subject to availability.

Other MRU Spaces - Theater and Sports facilities are available, often at a reduced cost or free with the following conditions:

- Non ticketed events / free attendance
- Non revenue generating
- MRU Student focused
- Provide campus enriching or growth opportunities

Off-Campus Activities

Booking External spaces

Clubs are responsible for their own bookings of external spaces. Always consider:

- Obtaining Proof of Insurance in early planning stages; SAMRU requires at least 1 week for verification
- Venue and Activity Risk Assessment
- Transportation and logistics involved
- Liability; Waivers and Sexual Violence Safety Plan Requirements

Marketing and Promoting Activities

Ratified club benefits include free marketing support from SAMRU.

Posters

SAMRU will print up to 75 posters for each Clubs per ratification year. Clubs can request poster printing through the Clubs and Events Coordinator.

Poster files submitted for SAMRU printing must meet the following requirements:

1. 8.5" x 11", 8.5" x 14", or 11" x 17" sizing
2. PDF formatting required (*Word Docs, JPGs, and PNGs will not be accepted*)

SAMRU printed posters will be displayed in Club display spaces throughout campus (Wyckham House Food Court, the link hallway between Wyckham House and MRU Security, and the Recreation Concourse). 3-4 business days notice is required for printing and display.

All posters advertising Club activities, whether printed by SAMRU or by Clubs must include:

1. Club contact & details
2. All Event details: date, time & location
3. Event organizer contact information
4. If alcohol will be served, the following information must be included:
 - a. *Licensed Event, No Minors (if applicable)*
 - b. *Valid ID Required*
 - c. *Please Don't Drink and Drive*

SAMRU provides access to clearly marked 'SAMRU Clubs' campus advertising spaces. Before posting any advertising in non-designated spaces in Mount Royal University, organizers must get approval from MRU's Marketing and Communications department. 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.

Students, and other community members, also have access to any public bulletin boards located on campus; public classified ad boards are unmarked and located in various locations across campus.

Digital Advertising

Clubs can request 1 digital advertising campaign per semester to display in Wyckham House for a one week period

- a. Size requirements; 1920x1080px
- b. Landscape format
- c. 1 week notice minimum

Event/activity promotion - fill out [this form](#) and SAMRU will add your approved events to our [website calendar](#) and share it in a template in our [Instagram/Facebook](#) stories. A generic clubs style visual will be used on all website calendar events; a generic template will be used for social media sharing.

Social Media

Clubs are responsible for maintaining their own Social Media accounts and following SAMRU's Social Media Policy and [MRU Student Community Standards](#)

- **Tag SAMRU on Social;** we'll share your post with our stories! Events must have received an Activities Approval confirmation to utilize this benefit
- SAMRU reserves the right to report any social media post that violate SAMRU and/or MRU policies.

Clubs Expo

SAMRU holds a Clubs Expo in both the fall and winter semesters.

Location: Main Street MRU

Objective: Promote Clubs to the student population, recruit members, make friends

Requirement: Previously SAMRU Ratified Club or Clubs in process of forming may be permitted to participate for recruitment purposes. Due to limited space, Clubs must confirm attendance in advance.

7. 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 Club Seed Fund and Club Initiative 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 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 SAMRU's policies and procedures.
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.

Club Seed Fund

New clubs will be granted seed funding in the amount of \$300, 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 Signing Authorities make a formal request for funding to the Clubs & Events Coordinator

Club Initiative Fund

Club Initiative Fund is available to help ratified Clubs participate in initiatives that support the Club's purpose as defined in its constitution.

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

1. The total cost of the initiative, or
2. Three hundred dollars (\$300.00)

Requirements:

- The funding must support initiatives that are consistent with the Club's purpose as stated in its Club Constitution.
- Any one (1) Club is eligible for a maximum of three hundred dollars (\$300.00) within each academic year. Unused funds remain accessible by the club only during that academic year.
- Club Initiative funds will not normally be issued to club bank accounts; funding will be provided in the form of reimbursement for costs incurred. Clubs are required to submit receipts within thirty (30) days of their event.

Club Initiative Fund Examples

Eligible uses of the Clubs Initiative 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, books or equipment may also be eligible (e.g. chess sets for a chess club).

All programs funded partially or wholly through the Club Initiative Fund must be approved in advance through the Activities Approval process.

To apply for Club Initiatives Fund, please complete the Initiative Fund Application Form. The application process requirements are as follows:

1. The Initiative Fund Application Form requires approval from the Club's three Signing Authorities; if multiple clubs are combining resources, each Club needs to provide signatures from three of its Signing Authorities.
2. Clear outcomes for the initiative, including how the initiative will support the Club's purpose.
3. An anticipated initiative budget, indicating how the funding will be allocated

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.

SAMRU retains the right to determine activity parameters for events funded through the Club Initiatives Fund. Such parameters may include, but are not limited to, ticket prices, event date/location, entertainment offered, etc.

Restrictions:

The Club Initiative 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. Any expenses related to liquor service, including alcoholic beverages.
5. Any expenses related to food service except where food is provided as an attendance incentive and the event is not closed to the Club's members (e.g. open to SAMRU members as a whole)

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

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

Clubs collaborating on events may combine their Initiative funding as they see fit (for example, three clubs collaborating on an event would be eligible for up to \$900.00 in Initiative Funds).

When combining Initiative funds, each club must specify the value and nature of its individual contribution (e.g. Chess Club: \$50.00 for guest speaker fees, Social Club: \$100.00 for space rental).

8. 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.