



# **KSA CLUBS' PACKAGE**

**Last updated February 2011**

## **Introduction**

Congratulations on your decision to form a club with the Kwantlen Student Association (KSA)! This decision is one that can enhance your student life in all aspects, both on and off campus. Starting a club is a great way to meet new friends and collaborate over shared interests.

This package is designed to help you form a new club. It will tell you step by step how to get started properly.

If in this process you have any questions or concerns please contact the Club and Events Coordinator.

### **Clubs and Events Coordinator**

P: 604.599.2126

F: 604.599.2429

clubs@kusa.ca

**"Never doubt that a small group of thoughtful,  
committed people can change the world. Indeed. It is the  
only thing that ever has."**

**--Margaret Mead**

Perhaps your club hasn't set out to change the world, and that's ok too. However, you never know what sorts of discussions come up when a group of like-minded people join together. Now, let's get started!

## Application Process

1. Determine what type of club you would like to start.
2. Research other clubs to see if there is already a club with the same interests and goals available. There is a full list of active clubs at [www.kusa.ca/clubs](http://www.kusa.ca/clubs).
3. Complete the Club Application Form and submit it to the Clubs and Events Coordinator via email or fax with 'Attention: Clubs and Events Coordinator' attached, or in person to any KSA Member Services Desk\*.
4. The KSA will meet to approve, decline or further request information about your club.
5. Wait for a response back within 1-2 weeks via email or, if you have not heard from us, please call.
6. Once approved you may begin running your club. Please take notice of all requirements presented in this package.

\*The Clubs and Events Coordinator works primarily out of the KSA Surrey offices, but clubs documentation can be submitted through any Member Services office. Please keep a record of all documentation submitted.

**It is important to note that some of the procedures in this package may seem daunting, but they have only been put in place to prevent abuse, ensure club stability and keep legal liability low. If at any time you have questions please do not hesitate to ask for help.**

## Groups of Clubs

There are many different kinds of clubs:

- *Social*: e.g. Guitar Club, Chess Club, Anime Club
- *Cultural*: e.g. Organic Food Club, Ball Room Dancing Club, Chinese Student Association
- *Athletic*: e.g. Snowboarding Club, Golfing Club
- *Academic*: e.g. Nursing Student Club, Human Resources Club, Pre-Pharmacy Club

Any one of these kinds of clubs (or 'campus-based student organizations' as they are referred to in the KSA Regulations at the end of this package) **must fall into one of the three groups of clubs the KSA recognizes and registers**. You must decide what grouping your club falls into a check the appropriate box on the Club Charter Form:

1. **Academic Associations**: An association of students in the same or similar academic programs belonging to one faculty at Kwantlen. It may operate as a subsidiary of the KSA. This type of club is the most organized and long-standing type of club. They will most likely charge regular membership fees (collected through the University) and be very active on campus and within their faculty. There are currently no clubs of this type and in order to become an Academic Association the organization would have originally started out as a regular 'club'. In addition the Academic Association would have to register an official non-profit society and negotiate with KPU on fee collection issues.
2. **Clubs**: Organizations of student on campus that exist in connection with a university program (Ferrier, Nursing, BBA etc.) , a social, athletic, cultural or other purpose that seeks to enrich the extracurricular lives of students through their time at Kwantlen University. Almost all clubs fall into this category. Club membership may not be limited.
3. **Recognized Groups**: These organizations of students exist in connection with a group or organization outside of campus. Examples of this type of group would include Jewish, Muslim or other religious student clubs, a Rotaract

chapter, Political party clubs (i.e. BC Liberals, Communist etc.), or a chapter or student group supporting a specific non or for profit organization (i.e. Sony Club or Heart and Stroke Foundation Chapter etc).

## Set-up Requirements and Maintenance

These are several requirements that campus-based student organizations must meet in order to form and maintain themselves.

1. *You must be a Kwantlen student to start up a club and you must have an open door policy whereby membership into your club is available to any current Kwantlen student. It is acceptable for clubs to have membership primarily from one campus- this is not considered to be a limit on membership, just a practical element.*
2. *All members of your club must be in good standing with the KSA.*
3. *All campus-based student organizations must adhere to KSA rules as laid out in this package and per the KSA Clubs Procedure and KSA Regulations (attached to the back of this package). Club privileges can be withdrawn if KSA Rules are not adhered to. At times the bureaucracy will seem daunting but the rules and paperwork that is set up is designed to prevent abuses and ensure proper checks and balances. When you have questions, or get frustrated, just give us a call.*
4. *Any club whose membership drops below 10 members (at least 10 members must be Kwantlen Students) shall automatically be put on the inactive list.*
5. *Should any club become unreachable after 30 days, the club will be deemed inactive.*
6. *If a club wishes to request funding, or a space (room booking); a Planning Tool must be filled out and given to the Clubs and Events Coordinator. The Planning Tool may be obtained by contacting the Clubs and Events Coordinator or can be found on the KSA web site under 'Events and Campus life' then 'KSA Events Planning tool'. Guidelines for the Planning Tool are on the first page of the document. Please contact the Clubs and Events Coordinator if you have any questions about completing the planning tool.*
7. *A Club Renewal Form (attached to this package) must be submitted to the KSA each year in October. This is done to ensure that clubs are active and adhering to procedures.*
8. *Clubs are encouraged to keep records of meetings and decisions (financial decisions must be recorded). Templates for meeting agendas or minutes may be provided upon request.*
9. *Clubs must operate democratically. Executive officers may not veto decisions of the members. Such an occurrence may cause the club to be placed in bad standing by the Clubs and Events Coordinator.*
10. *Any and all club funds shall be submitted and reported to the KSA- see next section. Academic Associations must submit a budget and annual report each year. Clubs are required to submit financial statements each semester.*

## Club Funds/Money

Clubs have the option to collect membership fees from each club member. Remember membership fees are both optional for a club to request it and for a student to pay it.

Clubs collecting donations through fund raising, and membership fees shall adhere to the following guidelines:

- i. A semester-end financial statement must be submitted to the Clubs and Events Coordinator including the collection and expenditure of such fees (a sample budget and statement is provided in this package).
- ii. Fees shall be set by the club at a **quorate meeting** with recorded minutes.
- iii. All club members who are charged membership fees must be given receipts or other appropriate confirmation of payment (generic receipts are provided in this package).
- iv. Fees shall not be refundable under any circumstances.
- v. Clubs spending funds must submit a financial report at the end of each semester (template attached).

## **KSA Club Support**

As part of fostering campus life and club development, the KSA offers all 'campus-based student organizations' or clubs, support in their endeavours. Support is offered is under the condition that the resources are for club purposes only, and proof of club affiliation may be requested.

All club support is coordinated through the Clubs and Events Coordinator, although some services can be facilitated directly through Member Services. Clubs may also use the KSA's logo- please ask the Clubs and Events Coordinator for a high resolution copy.

Support through the Clubs and Events Coordinator:

- Photocopying - Up to 250 photocopies per semester. Proof of club membership may be required, such as student ID cards. This will be recorded at the front desk.
- Email and Web Space - Free e-mail and up to 5MB of web space as set up by the KSA's Technical Services Manager. These should be renewed annually along with club.
- Help with Finances - Assistance from the Director of Finance in preparing financial statements.
- Advertising - Advertising support, including the printing of tickets and posters. The Clubs and Events Coordinator will also post all club events on the KSA event calendar.
- Help with Events - Event assistance and advice from Elected Officials and Clubs and Events Coordinator.
- Room Bookings and Equipment Rental - Room bookings and support from Kwantlen facilities department- just complete a planning tool 4 weeks prior to your event/booking date.

Support through Member Services any member services office:

- Faxing - Free local faxes from any KSA office.
- Phone Calls - Free local and long distance calls from any KSA office.
- Mail - Use the mailing address of any KSA office for receiving correspondence, and free outbound mailing through any KSA office.
- Ticket Sales - You may sell your event tickets through KSA Member Services offices.
- Sell your Products - Clubs may also have items setup at Member Services for sale, please submit a Product Planning Tool to the Clubs and Events Coordinator and Student Services Manager.
- Free access to Lockers – The same locker rules apply to clubs as students. You must renew your locker each semester at Member Services.

## **Club Executives (Contacts with the KSA)**

There are certain Executive roles in Clubs that need to be fulfilled. These positions are the Primary, Secondary, and Financial Contacts. Your club may choose to name these roles differently (such as President, Officer, Director; to give clubs greater freedom the KSA has adopted these plain contact designations). A club may also choose to have a Faculty Liaison Representative and campus specific contacts if clubs are multi campus.

1. Primary Contact - This person is the official representative of the club and handles the external and internal relations. They will assume responsibility for all the club actions and events. They will prepare any annual reports on club activities, and the budget (with other club officers) to be submitted to the Clubs and Events Coordinator annually (See attached Club Renewal Form). They will attend all club meetings and be a signing officer on all documents and funding requests required for operation.

2. **Secondary Contact** – This person will assume the duties of the Primary Contact in their absence, resignation or dismissal. This person will attend all club meetings. This person will maintain an updated list of all members for the Primary Contact to be submitted with the annual renewal form. This person will maintain records of all discussions that go on during club meetings.
3. **Financial Contact** – This person will maintain and monitor the club budget. They will be a signing officer on all funding requests and liaise with the Director of Finance and Clubs and Events Coordinator for any funding requests or assistance.
4. **Faculty Liaison Representative (Optional)** - This person will be present at meetings only by request of the club. They may offer advice, guidance and enhancements to the club and/or its members. They shall use their resources and connections for the betterment of the club. They should be critical to the continuity of the club year to year.
5. **Campus Contact** – Clubs tend to be active on only one campus, although clubs seeking to be academic associations, or who have a large membership interest may want to be active on more than one campus. These contacts are designated as the club expands, and serve as the KSA contact for the club for another campus.

## Marketing Policies

The complete policies and procedures are available at [www.kusa.ca](http://www.kusa.ca) under Executive Procedures. The following are a summary of KSA postering poster/marketing rules (this is not an exhaustive list):

- No poster may be posted on a poster board using staples, adhesives or adhesive tape.
- No poster shall exceed 30cm by 45cm (11 inches by 17 inches).
- No poster shall cover another.
- The KSA must stamp all posters before being posted (Posters with the KSA's logo do not need to be stamped).
- Posters shall be date-stamped and removed by the KSA after one month.
- Posters shall adhere to the Kwantlen Polytechnic University's policies on harassment and discrimination. Posters may not contain any statements or images derogatory towards any group of people as defined in the Canadian Charter of Rights and Freedoms and the BC Human Rights Act.
- Posters advertising external events may incur a fee as decided by the Member Services Coordinator.
- Events may be promoted through the distribution of handbills or leaflets. Such materials may NOT be placed on cars.
- Club events shall be placed on the KSA event calendar (send information to the Clubs and Events Coordinator).



# **KSA Clubs Procedures**

Valid as of May 30, 2008

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## **Procedure III. Clubs Procedure**

### **Article 1. Purpose of Clubs**

1. To support all Kwantlen Polytechnic University students in holding meetings and events of their interest, by enabling them to register clubs with the Kwantlen Student Association (KSA).

### **Article 2. Relationship between Club and the KSA**

1. Clubs are basically autonomous in their activities as long as they adhere to official KSA Rules. Club privileges can be withdrawn if KSA Rules are not adhered to.
2. The KSA will not censor, control or interfere with any club on the basis of its beliefs, interests or opinions expressed or the events it holds or participates in unless they are illegal or contrary to the purpose of the club or KSA Rules.
3. The approval of a club by the KSA does not imply endorsement of the beliefs of that club.
4. The Director of Events and Student Life is responsible for the oversight and maintenance of this procedure.
5. The Clubs and Events Coordinator shall execute this procedure.
6. The Executive Board may request a detailed presentation by any club at any time.

### **Article 3. Club Formation Procedures**

1. To register a club with the KSA, members must:
  - i. File a Club Registration Form
  - ii. Have a minimum of 10 club members; all of the voting members must be Kwantlen students.
  - iii. Declare the nature of all connections with any outside bodies or organizations.
2. The Clubs and Events Coordinator shall ensure that a copy of this procedure is available at all KSA front desks and must be handed out with all club registration forms.
3. Membership:
  - i. Membership in any official KSA club must be open to all Kwantlen students.
  - ii. Non-students may be invited to be club members but may not hold an executive position, or any position within the club that gives them control over club funds.
4. The following disclaimers must be stated end of club registration forms. Disclaimer (i) must also be placed on the two active clubs list at 1) the front desk and 2) the KSA website.
  - i. "The approval of a club by the KSA does not imply endorsement of the beliefs of that club."
  - ii. "Participation in this club, and any event or activity that it is involved with, may involve risk. Any person participating in this club or its activities shall constitute acceptance of those risks. The KSA, its officers, employees and agents shall not be liable for any injury, loss or damage sustained or suffered by persons participating in any club event or activity, on or off campus."
5. Completed Club Registration Forms shall include:
  - i. Club purpose/objectives. Clubs may also create an internal Club Constitution, which should include procedures for executive selection, fund handling, and updating of their constitution.
  - ii. A complete membership list including contact information and student identification numbers.
  - iii. A list of three (3) executive club members (I.e. a primary, secondary and financial contact).

6. Club Forms shall be submitted to the Director of Events and Student Life who shall notify the club of the next Executive Board meeting at which the Form can be approved by a 2/3 vote as long as its application form does not contravene KSA Rules. If denied, the club may reapply.
7. Clubs will receive prompt confirmation of the decision of the Executive Board.

#### **Article 4. Responsibilities of Clubs**

1. All clubs shall be non-profit and may not:
  - i. Be part of, or function to support a commercial organization (i.e. Molson Club of Kwantlen).
  - ii. Pay salaries or other stipends any of its officers.
2. Changes to club's constitutions can only be made at a meeting with recorded minutes, with a quorum of club members in attendance, and are only official when submitted to the Clubs and Events Coordinator.
3. Clubs collecting donations and membership fees shall adhere to the following guidelines:
  - i. A semester-end financial statement must be submitted to the Clubs and Events Coordinator including the collection and expenditure of such fees
  - ii. Fees shall be set by the club at a quorate meeting with recorded minutes.
  - iii. All club members who are charged membership fees must be given receipts or other appropriate confirmation of payment.
  - iv. Fees shall not be refundable under any circumstances.
4. Clubs may seek assistance from the Clubs and Events Coordinator in settling internal club disputes.
5. If a club damages KSA or KUC property the club must repair the property at its own expense.
6. A member of the KSA's Board of Directors or staff may attend any meeting held by a club.

#### **Article 5. Responsibilities of the KSA**

1. The Clubs and Events Coordinator shall ensure that club representatives understand and have a copy of this procedure.
2. The Clubs and Events Coordinator will maintain an active clubs list with contact information posted on the KSA website and at all KSA offices.
3. The KSA will not be responsible for any financial liabilities incurred by any club.
4. In the event that this Procedure is changed, the Clubs and Events Coordinator shall ensure that a new copy of the Procedure is posted online and sent to all clubs.

#### **Article 6. Non-Monetary Club Support**

1. Non-Monetary Club Support will include: (6.1.x through 6.1.xiii require approval)
  - i. Up to two hundred and fifty (250) photocopies per semester (recorded at front desk);
  - ii. Free local faxes from any KSA office;
  - iii. Free local calls from any KSA lounge;
  - iv. Use the mailing address of any KSA office for receiving correspondence;
  - v. Free e-mail and up to 5MB of web space as setup by the KSA's Computer Support personnel. These should be renewed each year; otherwise they can be removed by Computer Support;
  - vi. Room bookings and support from Kwantlen facilities department with request forms;
  - vii. Assistance from the Director of Finance in preparing club financial statements;
  - viii. Advertising support, including design; event ticket and poster printing and notice on the KSA Online Calendar of Events and in the Clubs section of the KSA website;
  - ix. Event assistance and advice from elected officials and staff;
  - x. Food at cost from the Grassroots Café with the approval of the Student Services Manager and the Executive Board;
  - xi. Free access to lockers with the approval of the Clubs and Events Coordinator;

- xii. Sell event tickets through KSA offices with the approval of the Clubs and Events Coordinator; and,
  - xiii. Free long distance calls as related to club business with the approval of the Clubs and Events Coordinator.
2. Athletic Clubs, with a comparable University or intramural team on campus, are ineligible for support from the KSA.
  3. If multiple requests are submitted, strictly KSA clubs will receive preference over clubs that have received monetary support from the University College's First Year Experience program.
  4. Non-Monetary Support requests are approved by the applicable body based on the availability of resources.
  5. The Executive Board may impose conditions or restrictions as it sees fit.
  6. The KSA reserves the right to deny any request for support.
  7. The following provisions shall apply to clubs that are assigned storage lockers by the KSA:
    - i. The General Manager will issue locks, and will keep all lockers and combinations confidential. Combinations will be disclosed only to the current primary contacts of a club.
    - ii. The KSA shall not be responsible for the safety and security of materials stored in the locker.
    - iii. Clubs that fail to renew their storage locker by the end of each semester shall be deemed to have forfeited their locker; contents will be removed and may be picked up from the KSA.
    - iv. Any club that changes assigned storage lockers without notifying the General Manager may lose locker privileges as determined by the Executive Board.

**Article 7. Club Contracts and Sponsorship Agreements**

1. For the purposes of this Procedure, the term "contract" includes binding agreements, sponsorships, memorandums of understanding, strategic partnerships, binding commitments, or any other business or legal arrangements with an organization outside of the KSA, enforceable by law but not day-to-day commercial transactions for merchandise / food sales that occur at events.
2. Clubs considering entering into a contract must notify the General Manager. If the KSA enters a contract in an area a club is pursuing, the club will cease negotiation. The KSA shall do its best to address the club's needs in negotiations in addition to its own.

**Article 8. Club Standing**

1. Clubs may be placed in poor standing by a 2/3 vote of the Executive Board if it finds that the club has:
  - i. Less than ten (10) active members;
  - ii. Acted in an unethical or discriminatory manner or violated the law;
  - iii. Acted in a manner contrary to the KSA constitution, bylaws or Executive Procedures;
  - iv. Failed to abide by its' own Club Constitution;
  - v. Failed to fulfill its responsibilities as outlined in this procedure;
  - vi. Knowingly misrepresented facts in submissions to, or requests from, the KSA;
  - vii. Poor financial management;
  - viii. Failed to repay or make arrangements to repay any funds owed to the KSA; or,
  - ix. Any other such reasons as determined by the Executive Board.
2. The Clubs and Events Coordinator shall request all clubs to renew their registration every year during the month of October, confirming that the club is still active and making any changes to the club information on file with the KSA. A club that fails to respond to this email within one month shall automatically be placed in poor standing.
3. Clubs that are in poor standing shall lose club privileges and finances.

**Article 9. Club Dissolution**

A club can dissolve at any time with notice to the Clubs and Events Coordinator. Should any club become unreachable, the club will be deemed inactive and will lose club privileges.



# **KSA Clubs, Academic Associations, and Recognized Groups**

Valid as of November 3, 2009

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## **Section XIII. Campus Clubs, Academic Associations, and Recognized Groups**

### **Article 1. General**

1. The Society shall acknowledge the following campus-based student organizations:
  - i. Academic Associations: the registered student associations of the degree and diploma granting faculties and schools of Kwantlen University, which operate as subsidiary organizations of the Society;
  - ii. Clubs: the registered social and recreational student groups, which operate as subsidiary organizations of the Society; and
  - iii. Recognized Groups: external organizations, active on campus, which operate externally from the Society.
2. Further rules dealing with Campus Clubs, Academic Associations and Recognised groups may be adopted by the Executive Board and placed within the Executive Procedures.

### **Article 2. Academic Associations**

1. Council may, from time to time, establish Academic Associations in accordance with this section.
2. Academic Associations are established by:
  - i. the submission, to the Director of Academic Affairs, of a petition duly signed by no less than ten percent (10%) of the eligible members within a given school or faculty;
  - ii. the submission, to the Director of Academic Affairs, of a draft Constitution and Bylaws of the Academic Association, such drafts being in compliance with this section; and
  - iii. a Two-thirds (2/3rds) Resolution of Council.
3. Campus-based student organizations which existed as clubs prior to September 1st 2009 shall, where appropriate, be acclaimed Academic Associations without having to apply in accordance with Article 2(2) above, provided that such an Academic Association complies, in all other respects, with this section.
4. Academic Associations shall:
  - i. have a membership that is inclusive of all students enrolled in the relevant degree or diploma granting faculty or school of Kwantlen University;
  - ii. have an elected executive committee, comprised of at least three (3) members;
  - iii. operate democratically;
  - iv. have annual elections, in the manner determined by their bylaws;
  - v. post notices of their meetings on the KSA's website;
  - vi. keep minutes of their meetings and post their minutes, once approved, on the KSA website;
  - vii. designate one (1) member of their executive to sit upon the Student Senate;

- viii. be eligible to book space through the KSA, through the use of the KSA Planning Tool;
  - ix. be eligible to request KSA support and resources for events, through the use of the KSA Planning Tool;
  - x. receive up to two hundred fifty (250) free photocopies per year to assist them in organizing and promoting their campus-based activities;
  - xi. receive a free locker, in accordance with procedures set by the Student Services Manager;
  - xii. have such other obligations, benefits and characteristics as outlined in the Executive Procedures.
5. Only one (1) Academic Association may exist for each of the degree and diploma granting faculties and schools of Kwantlen University.
  6. Only KSA members shall be members of an Academic Association, and an individual student may only be a member of one (1) Academic Association at any given time. Academic Associations may, however, create Honourary Memberships within their bylaws which may be bestowed upon non-KSA members. Such Honourary members shall not have the right to vote or run in Academic Association elections or referenda, or hold an executive position within the Academic Association
  7. Academic Associations may, by referenda of their membership, establish their own fees. Such a referendum shall:
    - i. be called upon the submission, to the Director of Academic Affairs, of a petition duly signed by no less than ten percent (10%) of the eligible members of the Academic Association;
    - ii. occur during the next KSA General Election;
    - iii. a Two-thirds (2/3rds) Resolution of Council.
  8. Every Academic Association must submit their annual budget proposal to the Director of Finance no later than December 1st of any fiscal year, to cover the proposed expenditures of the following year.
  9. All Academic Association funds and assets are, and shall continue to be, assets of the Society. All monies of an Academic Association must be held within the accounts of the Society, and all transactions from such accounts must be in accordance with the Society's Regulations, Budget and related procedures as determined from time to time by the General Manager.
  10. Academic Associations may use the KSA logo(s), name and other references upon the joint approval of the General Manager and the Director of Operations.
  11. Council may, by Resolution, place an Academic Association in bad standing, and revoke any or all of that Academic Association's rights and privileges until such time as Council, by Resolution, restores such rights and privileges.
  12. Council may, by way of a Two-thirds (2/3rds) Resolution, amend the bylaws and/or constitution of an Academic Association. In addition to any other notice required for such a motion under the rules of order, such a motion to amend shall also require seven (7) clear calendar days notice, in writing, to the members of the executive of the relevant Academic Association.
  13. Council may, by way of a Two-thirds (2/3) Resolution, abolish a degree or diploma granting faculty or school of Kwantlen University as an Academic Association of the Society. In addition to any other notice required for such a motion under the rules of order, such a motion to amend shall also require fourteen (14) clear calendar days notice, in writing, to the members of the executive of the relevant Academic Association.

### **Article 3. Campus Clubs**

1. The Executive Board may, from time to time, establish Campus Clubs in accordance with this section.
2. Campus Clubs are established by:
  - i. the submission, to the Director of Events and Student Life, of a Clubs Creation application in accordance with the Clubs Procedures;

- ii. the submission, to the Director of Events and Student Life, of a draft set of operational rules of the Campus Club, such drafts being in compliance with this section; and
  - iii. a Resolution of the Executive Board.
3. Campus-based student organizations which existed as clubs prior to September 1st 2009 shall, where appropriate, be acclaimed as Recognised Groups without having to apply in accordance with Article 3(2) above.
  4. Campus Clubs shall:
    - i. have a membership that includes predominantly Kwantlen students, and at no time has less than two (2) Kwantlen Students for each non-Kwantlen student member;
    - ii. have an executive committee, comprised of at least three (3) members;
    - iii. operate democratically;
    - iv. be eligible to book space through the KSA, through the use of the KSA Planning Tool;
    - v. be eligible to request KSA support and resources for events, through the use of the KSA Planning Tool;
    - vi. receive up to two hundred and fifty(250) free photocopies per year to assist them in organizing and promoting their campus-based activities;
    - vii. receive a free locker, in accordance with procedures set by the Student Services Manager;
    - viii. be listed, with contact information, on the KSA's website;
    - xi. have such other obligations, benefits and characteristics as outlined in the Executive Procedures.
  5. The Executive Board shall endeavour to ensure that multiple Campus Clubs are not created which fundamentally share the same purposes or social goals.
  6. Any member of the Society may join any Campus Club, and all Campus Clubs must ensure that all Society members who wish to join have a reasonable opportunity to do so.
  7. Campus Clubs shall not be components, branches or subservient entities of larger, external organizations.
  8. In order to respect the diverse membership and views of the Society's members, and further to the Special Resolution adopted at the KSA's July 6th 1981 general meeting, the Society shall not establish any Campus Club which has as a purpose (either directly or indirectly) to support, oppose or further the interests of a political party or religious organization or cause. No Campus Club may fundraise, support, promote, sponsor, or advertise for a political party or religious organization.
  9. All Campus Club funds and assets are, and shall continue to be, assets of the Society. All monies of a Campus Club must be held within the accounts of the Society, and all transactions from such accounts must be in accordance with the Society's Regulations and Budget.
  10. Campus Clubs may use the KSA logo(s), name and other references upon the joint approval of the General Manager and the Director of Operations.
  11. The Executive Board may, by Resolution, amend the operational rules of a Campus Club. In addition to any other notice required for such a motion under the rules of order, such a motion to amend shall also require seven (7) clear calendar days notice, in writing, to the members of the executive of the relevant Campus Club.
  12. The Executive Board may, by Resolution, place a Campus Club in bad standing, and revoke any or all of that clubs rights and privileges until such time as the Executive Board, by Resolution, restores such rights and privileges.
  13. The Executive Board may, by Resolution, abolish a Campus Club of the Society. In addition to any other notice required for such a motion under the rules of order, such a motion shall also require fourteen (14) clear calendar days notice, in writing, to the executive of the relevant Campus Club.

## **Article 4. Recognised Groups**

1. Council may, from time to time, recognise various active student groups in accordance with this section.
2. Recognised Groups become recognised by:
  - i. the submission, to the Director of Events and Student Life, of a Recognised Group application form; and
  - ii. a Resolution of the Executive Board.
3. Recognised Groups are autonomous from the Society, and therefore the Society does not endorse, sanction, support or authorize their activities.
4. Campus-based student organizations which existed as clubs prior to September 1st 2009 shall, where appropriate, be acclaimed as Recognised Groups without having to apply in accordance with Article 4(2) above.
5. Recognised Groups shall:
  - i. receive up to two hundred fifty (250) free photocopies per year to assist them in organizing and promoting their campus-based activities;
  - ii. receive a free locker, in accordance with procedures set by the Student Services Manager;
  - iii. be listed, with contact information, on the KSA's website.
  - iv. have such other obligations, benefits and characteristics as outlined in the Executive Procedures.
6. The Executive Board may, by Resolution, place a Recognised Group in bad standing, and revoke any or all of that organization's rights and privileges until such time as the Executive Board, by Resolution, restores such rights and privileges.
7. The Executive Board may, by Resolution, cease to recognize a Recognised Group. In addition to any other notice required for such a motion under the rules of order, such a motion shall also require seven (7) clear calendar days notice, in writing, to the main contact of the relevant Recognised Group.

## **Section XIV. Student Senate**

### **Article 1. Student Senate**

1. The voting members of the Student Senate shall be:
  - i. the Director of Academic Affairs, who shall be Chair;
  - ii. the elected student members of the Kwantlen Polytechnic University Senate; and
  - iii. the representatives of the duly constituted Academic Associations of the Society.
2. The Student Senate shall:
  - i. discuss and analyze the impact of University academic policies on students, and make recommendations to Council or Senate;
  - ii. review the senate agenda package prior to any meeting of senate, and formulate a common student position where feasible;
  - iii. facilitate discussion on academic issues;
  - iv. provide a forum for students to voice their concerns with regard to academic matters at Kwantlen;

- v. discuss the issues and agenda items facing the Senate and address various academic concerns on campus; and
  - vi. have such other powers and duties as are assigned by Council from time to time.
3. Except as outlined within this section, Student Senate shall conduct itself as a committee of the Society.

## Article 2. Funding

1. The Director of Academic Affairs shall submit a budget proposal to the Director of Finance no later than December 1st of any fiscal year, to cover the proposed expenditures of the following year.



## KSA Event Planning Procedures

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### 1. Event Planning

- i. Completion** – All individuals or groups wishing to hold a KSA event (or a non-KSA event using KSA space, funds or other resources) must first complete the KSA Planning Tool Form found on the KSA website, and submit that form [planning@kusa.ca](mailto:planning@kusa.ca). Every section of the Planning Tool has to be filled out completely. Please DO NOT delete any planning tool sections. Also, no detail is too small! The planning tool will not be accepted if these items are not followed.

Please be sure to include any equipment rentals that you may need for your event (tables, chairs, etc.) as well as quantities of the items you need. For a list of our rentable equipment contact the Clubs and Events Coordinator.

- ii. Submission** – The planning tool MUST be submitted at least **4 weeks** prior to the event. Note: The most successful events are those planned well in advance, and those that are well promoted.

- iii. Approval** – There are several stages of the approval process, in the order which it is approved

- 1) *Approval from our Member Service Specialist*
- 2) Approval from the Events and Clubs Coordinator
- 3) Approval of space

Other additional approval that might be necessary are:

- 4) Another KSA department
- 5) Budget Approval through a committee or through council for releasing of funds

At each stage the main contact for the event will be contacted with the update at each stage. The Events and Clubs Coordinator will review all submitted Planning Tools, and determine the appropriate approval authority, and forward it to that authority. Once the authority has made a decision, the Events and Clubs Coordinators will contact the person responsible for the event and advise them of the decision via email.

- iv. Volunteers** – Please note in the event planning tool if volunteers are required and what their roles will be and who they will report to. The more detailed the roles the better we will be able to match skill and ability to the job. During the event, there must be at least one individual who will responsible for the volunteers.

If, prior to the event, the Club or Clubs and Events Coordinator has grounds to believe that the event will not have sufficient staff/volunteer support, he or she may bring the matter to the attention of the General Manager, who may cancel the event.

### 2. Prize Tracking

For some activities and events there may be prizes given away. An Event Prize Tracking Form must be completed itemizing all prizes. All prizes must be accounted for by having all winners complete the back of the Event Prize Tracking Form. Once the form is complete it must be submitted to the Clubs and Events Coordinator.

Note: Unless specifically authorized in writing by the General Manager, KSA staff, officials, directors and anyone organizing the event cannot win prizes.

### 3. **Financial Planning**

- i. **Releasing Funds** - Once the event's Planning Tool has been completely approved, and the minutes supporting the approval submitted to the General Manager and the Financial Controller, you may purchase the various items for the event. If a cheque(s) is required to be produced for the event (i.e. payment for a specific service from a supplier, etc.) then you must complete a "Cheque Request Form" for every cheque needed, and submit it to the Financial Controller.

**Please allow a minimum of seven (7) business days for cheque processing.**

- ii. **Turning Over Funds** - In the event that cash is to be collected for an event or activity, a Cash Turnover Report must be completed and submitted to the Financial Controller.
- iii. **Record Keeping** - You must keep a record of all funds requested and spent to avoid going over budget. Organizers will not be reimbursed for any monies spent on an event other than what was specifically budgeted and approved.

### 4. **Event Advertising**

All proposed advertising and promotion for an event should be clearly spelled out in the Planning Tool, in particular making it clear who is responsible. All advertising should be in place at least one week before the event and must adhere to the Kwantlen University Student Association Poster Procedure. All posters must be removed immediately after the event.

### 5. **Set-up & Clean-up**

The organizer of an event is responsible for coordinating and executing set-up and clean-up of the event, which includes returning any borrowed items such as extension cords, etc. to the Facilities Department, and returning any KSA items to the KSA. Failure to comply with this article may lead to the General Manager assigning/hiring staff, trucks, cleaning crews etc. to restore everything to its original state, and billing the organizers or the appropriate line item for these additional costs.

### 6. **Post Event Report**

The organizer of an event, once the event is over must complete the final two sections of the Planning Tool document and submit it via e-mail to [planning@kusa.ca](mailto:planning@kusa.ca) or [clubs@kusa.ca](mailto:clubs@kusa.ca)

### 7. **GrassRoots Café**

Contact the GrassRoots Café at [chef@kusa.ca](mailto:chef@kusa.ca) or 604.599.2302 for information about catering, beverage sales or any other servers provided.

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*Failure to adhere to these rules will likely prevent a future event from being approved.*

*(Good Luck, and Have A Great Event – We hope you're event is a huge success! If you have any questions, or require more information, please just let us know!)*



**Kwantlen Student Association**  
*Campus-Based Student Organization (Club)*  
**Charter Form**

**We, the undersigned, having a minimum of ten (10) members, wish to apply for KSA Status as a campus-based student organization.**

**We wish to form a (check one):** Academic Association  Club  Recognized group

**Club Name:** \_\_\_\_\_

**This club will be active primarily at:**  Richmond  Surrey  Langley  Cloverdale

**Club Executives: Each Club should have three officials as contacts between the club and the Kwantlen University Student Association:**

	Name	Student #	E-mail	Phone #
Primary Contact				
Secondary Contact				
Financial Contact				
Other Campus Contacts	Richmond:  Surrey:  Langley  Cloverdale:			

The aims of the \_\_\_\_\_ are to be (Please print clearly and include the club's mandate, and proposed program affiliation if appropriate; attach a separate sheet if necessary):

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**Kwantlen Student Association**  
*Annual Campus-Based Student Organization (Club)*  
*Renewal Form Due each October*

**Club/Association Name:** \_\_\_\_\_

**Renewal Submission Date:** \_\_\_\_\_

**Total Number of Members:** \_\_\_\_\_ (attach updated member list)

**Total Spending for the previous year:** \_\_\_\_\_ (if applicable)

**Total Budget for the coming year:** \_\_\_\_\_ (Please attach budget documents)

**Does your club information need to be updated on your or the KSA's web-site?** \_\_\_ yes \_\_\_ No

**What information needs to be updated:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please note that failure to renew your club within the allotted time will put your club on the inactive list and, at the Clubs and Events Coordinator's discretion, privileges may be revoked.**

**Hand in your renewal form via e-mail, fax or by hand at any Member Services Desk.**

**If the Club had adopted a constitution, operating policies, procedures, regulations or bylaws please attach these to this form. Also note that, changes to a club's constitution can only be made at a meeting with recorded minutes, with 25% of club members in attendance.**

**Contact: Clubs and Events Coordinator – [clubs@kusa.ca](mailto:clubs@kusa.ca)**

**Please re-submit your club contact information (next page)**





## Club Budget Submission Form

This budget should be kept up to date and submitted at the end of each **Semester**. All funds collected by the club must be reported and submitted to the KSA. If you have questions please contact the Events and Clubs Coordinator or the Director of Finance.

Suggestion: You may want to list your expenditures by event date since funding will most likely be requested/received for specific events. Cheque Request Forms (must be submitted for clubs to and the KSA Event Planning Tool

**Budget for the** \_\_\_\_\_

**Date approved** (please attach meeting records): \_\_\_\_\_

Item	Last <b>Semester's</b> budget	current budget	current actual
<b>Revenue</b>			
Fundraising			
Membership fees			
KSA funding			
Other			
<b>Expenditures</b>			

**Total Revenues:**

**Total Expenditures:**

**Surplus/Deficit:**

Notes:

# Sample Receipts

(Provided by the Kwantlen Student Association)

<b>RECEIPT</b>	Receipt Number _____	Date ____ / ____ / ____											
	Received From _____	\$ _____											
	For _____	_____											
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