



SAGPRC Club Manual

2014/2015



STUDENTS
ASSOCIATION
OF
GRANDE
PRAIRIE
REGIONAL
COLLEGE

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INTRODUCTION:

The following is a brief outline of how to start and maintain your club status. Any group of five or more students may form a club, so long as they adhere to both the GPRC and SAGPRC policies and procedures.

Some important terms you need to keep in mind:

- **A club is defined as a group of persons associated for a common purpose**
- **Probation can be defined as subjection of a group to a period of evaluation and trial to determine suitability.**
- **Sanctioned Club is a club that has been approved by SAGPRC**

HOW DO YOU START A NEW CLUB?

- 1) Double-check the Student Association (SA) office for club listings. There may already be a club with similar interests you can join.
- 2) Pick up a club manual from the SA office. Take a couple of minutes to read & understand the manual.
- 3) Fill in the request for formal recognition. Ensure that all the questions have been answered and the form is complete.
- 4) Complete the Membership Roster.
- 5) Submit the Membership Roster and the Formal Recognition form to the SA to be delivered to the Executive Council. (Drop this form off at the SA office G123)

HOW DO YOU MAINTAIN YOUR CLUBS GOOD STANDING?

Try to submit your club roster **before the end of September** of each new academic year. Being a member of a club invites you to join in several privileges provided to you by both the SA and the college itself.

Some of the benefits are as follows:

- Meeting space is available for formal and informal gatherings subject to college booking procedures and guidelines for use. For more info call or e-mail the Vice President Outreach at 780-539-2741 or savpoutreach@gprc.ab.ca
- Clubs may apply to host an event in Howlers by filling out the Howlers booking application available at the SA office or online at www.sagprc.com.
- The SA Executive Council will assist in publicity of joint events. Mass complete student body e-mail can be sent with approval from the SA Executive Council.
- The SAGPRC will assist clubs with the printing of 15, 11x17 posters per semester. Posters advertising clubs **MUST** be placed on bulletin boards & designated club poster areas **ONLY**. Any other posters are subject to removal. Clubs are responsible for the

placement and removal of posters in accordance with the GPRC Poster Policy in appendix 2.

The SAGPRC is available as a source of information for all clubs, if you are seeking help or have questions - all you need to do is call the SA office and set up an appointment with either the VP Outreach or the Executive Director.

FUNDING CRITERIA

- The club must be approved by SAGPRC through the Executive Council.
- All clubs that receive funding are required to submit a financial statement to the SA Executive Council. SAGPRC will only fund clubs that are open to the entire student / staff / faculty body at GPRC. Clubs that exclude any identifiable group will not be endorsed or funded by SAGPRC.
- SAGPRC will give funding priority to activities that are considered "start up" events, for example a membership rally in September.
- Funding eligibilities will be based on the SAGPRC mandate for programming related to student wellness, mental health, or social activities. Events that provide an activity that are not currently offered through SAGPRC programming but that fits into the SAGPRC mandate are ideal.
- SAGPRC reserves the right to refuse funding to any club.

STATUS CRITERIA

The club must complete "Request for Formal Recognition" including a statement signed by the club President stating that they understand and agree with the policies outlined in this package.

CLUBS APPLYING FOR FORMAL RECOGNITION MUST EITHER:

1. Participate in events or activities formally sanctioned by the SAGPRC.
2. Organize/participate in an organized sport or other social, recreational, cultural activity as organized by the club.
3. All founding club members must be students, staff, or faculty of GPRC. It is highly recommended that each club have staff or faculty as a member to provide continuity of the club well as assist with administrative activities (e.g. It is easier to book a vehicle).
4. Clubs are required to have at least 2 members acting as executives. Executives are defined as having the power to put plans, actions, or laws into effect. An example of an executive would be: president, vice president, or vice president administration.
5. A SA Executive Council may only sit on one club as an executive.
6. The Student Association Executive Council at its first meeting after receiving the application for a club will make a decision for formal recognition the club. All returning clubs must submit a roster by the end of September in order not to lose their status of a sanctioned club.

7. A full list of club members (with names, and departments,) must be kept by and submitted to SAGPRC. At least 60% of the membership must be college students, staff, or faculty.
8. To address confidentiality concerns, the SA Executive Council will address and review each concern individually.
9. Activity reports must be submitted to the VP Outreach when a club has received funding from the Student Association. A club that neglects to submit a report within two weeks of the event will be put on probation. A letter will be sent out with notification of your clubs probation.

MEMBERSHIP ROSTER FOR RETURNING & NEW CLUBS

Name (please print): _____
Executive position: _____
Department: _____
Phone #: _____
E-mail: _____
Signature: _____

Name (please print): _____
Executive position: _____
Department: _____
Phone #: _____
E-mail: _____
Signature: _____

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Please attach names and departments of other general members. Make copies of page as needed.

REQUEST FOR FORMAL RECOGNITION

We have read and agree with the criteria and benefits associated with the formal sanction of our club by the SAGPRC Executive Council. Please accept this form as our request for formal recognition.

Date of submission: _____

Club Name: _____

Club Purpose: _____

Primary activities:

Will you be charging a membership fee? _____ If yes, how much \$ _____

Please provide a breakdown of what the fees are for. The SA Executive Council will not approve clubs charging membership fees that are used as a source of income for the officers - fees to cover legitimate expenses such as provincial/national body memberships, travel expenses, equipment, etc. are acceptable.

Primary Contact Information:

Name: _____

Phone Number: _____

E-mail _____

Signature: _____

CLUB RESPONSIBILITY

A club is ultimately responsible for any loss/damages to GPRC equipment (TV's, overhead projectors etc.) and the room in which the club takes place. A club is instated from September to April. A request for formal recognition must be made again if a club wants to continue during the summer months (May to August) and will have until June 30th to do so.

Please sign below acknowledging that you understand the above statements.

Chair/President: _____

Date: _____

FOR OFFICE USE ONLY:

Approval Granted? Yes No

If no, please provide reasoning:

Date Approved: _____

VP Outreach Name: _____

Signature: _____

Executive Director Name: _____

Signature: _____

APPENDIX 1

SECTION SEVEN – STUDENT SERVICES

STUDENT CLUBS

Policy Statement

The Students' Association sanctions the existence of on-campus clubs, to improve the student experience at Grande Prairie Regional College.

Responsibility

Executive Committee, Vice President Outreach

Scope

- 1) The Vice President Outreach is the official liaison for clubs.
- 2) Members may create a club by fulfilling the requirements of the Students' Association Club Manual (see *Appendix 5*) and all guidelines found in Students' Association bylaws and policies.
- 3) Completed Students' Association Club Manuals are submitted to the Vice President Outreach, for presentation and approval by the Executive Committee.
- 4) Once approved by the Executive Committee, a club is considered sanctioned by the Students' Association, and gains the following benefits:
 - a. Ability to book Students' Association space, free of charge, for club activities;
 - b. Ability to book GPRC space as a sanctioned club;
 - c. Inclusion in the Students' Association master club contact list, maintained at the main office and on the SAGPRC website;
 - d. Opportunity to advertise on Students' Association club and poster boards;
 - e. Opportunity to fundraise through partnership with Students' Association events; and
 - f. Ability to apply for funding through the Students' Association.
- 5) All recurring clubs must reapply for sanctioned status by the end of September of each year.

- 6) The Students' Association holds the right to revoke sanctioned status when any or all of the requirements outlined in this policy are not fulfilled.

Policy History

Original Approval Date:

Last Reviewed:

Mandatory Review Date

APPENDIX 2

TITLE: POSTER POLICY	
APPROVED: March 26, 2004	REVIEWED: October, 2013 February 27, 2007 December 11, 2007
NEXT REVIEW: 2010-2011	
RESPONSIBILITY: Dean, Student Experience	
APPENDICES:	
CROSS-REFERENCE:	<ul style="list-style-type: none"> ▪ Ethics Policy ▪ Harassment Policy ▪ GPRC Style Guide (available through the Department of Community Relations) ▪ Environmental Action Team Terms of Reference

POLICY STATEMENT:

Posters enable the sharing of information and encourage or promote discussion and awareness of issues and activities around the College. This policy designates the appropriate location and distribution of material to be posted in a public institution.

PURPOSE :

To better serve communications within the College community and to maintain the College as an attractive place to work and learn while encouraging the appropriate use of posters and notices in the College.

SCOPE :

The policy guidelines apply to the College premises. A number of bulletin boards exist throughout the College. Some are bulletin boards controlled and maintained by College departments; others are for college and public community use. This policy addresses the guidelines for posting on public notice boards.

As an understanding between Student Services and the Students Association, Students Association elections posters will be exempt from these procedures/Guidelines provided that the candidates comply with the regulations identified by the Students Association during this event. Exceptions include, but are not limited to, poster sizes, multiple posters in an area, duration of postings. Please note that regardless of exceptions to the size, number and length of time for these postings, removal of all postings in a timely manner following the election is required by each candidate. (From U of A policy)

This policy applies to all GPRC campuses, buildings and grounds on all GPRC properties, with the exception of the following notices/notice boards:

- Facilities shutdown notices (Campus Operations)
- GPRC Advertisements (Community Relations)
- Classroom change signs (Student Services)
- School / Department notice boards (Individual Departments / Schools)
- Notice Boards in Residence (Residence)

Inquiries should be directed to Student Services.

DEFINITIONS :

“Suitable” means posters/notices containing content consistent with applicable GPRC Policies.

PROCEDURE / GUIDELINES :

1. General Guidelines

- 1.1. There will be no posters posted on brick.
- 1.2. All posters/notices must be authorized, stamped and dated by Student Services prior to posting.
- 1.3. Posters/notices must only be placed on College bulletin boards and must not be attached elsewhere such as walls, doors, lockers, windows, railings, or hung from ceilings.
- 1.4. Thumb tacks and push pins are the preferred method for mounting approved posters onto approved notice boards.
- 1.5. If special approval is received from Student Services to mount posters onto walls or pillars, “sticky tack” or equivalent is the preferred method. If tape must be used, painters tape is the only allowable type.
- 1.6. A maximum of one poster per bulletin board will be allowed if there is available space.
- 1.7. Final authority on suitability of any posters/notices will be at the discretion of Student Services.
- 1.8. Student Services will be responsible for monitoring all bulletin boards and removing unauthorized and outdated posters/notices.

- 1.9 Exceptions may be made at the discretion of Student Services upon request.

- 1.10 Posters/notices used to promote an event will be originally stamped and dated for posting for a maximum of one month or until the event date, whichever is the lesser amount of time. These posters must be taken down when the event is finished.
 - 1.10.1 Exceptions will be made to the 30 day maximum for posters regarding the Used Book Sale, Students' Associated sanctioned clubs and the student health and dental plan.

- 1.11 Posters put up to direct people to events must also be approved by Student Services and will be removed by the event host immediately following the event.

2. Classified Advertisements

- 2.1 Licensed Businesses and Companies who wish to advertise a product or service on college bulletin boards may do so under the Classified Advertisements category.

- 2.2 Upon approval, classified ads will be will be originally stamped and dated and posted by Student Services.

- 2.3 Advertisements will be originally stamped and dated for a maximum of two weeks.

- 2.4 No more than one poster per bulletin board for a specific advertisement, with a maximum size of 8 ½" X 11" will be approved for posting. Postings will be dependent on available space.