



Clubs and Communities

Algonquin Students' Association Club Policies

Clubs and Communities Coordinator
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Criteria for Recognition

The Students' Association recognizes the rights of student members to form clubs and groups as a forum for expressing their views and meeting their academic, social, and cultural needs on campus. The Students' Association however, will not recognize any club or group whose activities, in the opinion of the SA, promote hatred, violence, propaganda or whose sole purpose is designed to disparage a government, state, country, religion, individual or group of people. Note: For the below criteria all club and community groups will be referred to as "club(s)".

Criteria for Recognition

1. All clubs must be signed up and approved on the Algonquin SA website to be a recognized club. www.algonquinsa.com/clubs
2. No club may have the words "Student(s) Association" or "Association" in their club name.
3. Club names must accurately describe the intended activities to easily understand what the club represents.
4. The club's members, executives, liaison, spokesperson and/or president are a direct representation of said club. They do not represent any individual group, country, religion, government, association or state as a whole. Any club found to be making such claims may have their recognized club status revoked.
5. Clubs at Woodroffe campus must have at least 12 full time students as members (Pembroke 6, Perth 5).

6. The following must be submitted or completed on time to become and remain a Club in good standing:
 - a. Every Club must submit an updated list of active club members once per semester by the end of the second week of each semester. If the club fails to do so, all funding and club activity will be stopped until the list of active members is submitted then verified by the Clubs and Communities Coordinator. The SA website will compile the list for you if you have all of your members signed up on the website as a member.
 - b. "Guests" (non-Algonquin students or part-time) are welcome to participate in club events but may not be a leader of a club. If funding is required, it will not be provided for "guests".
7. The Club must demonstrate a clear purpose by establishing written goals and objectives. This statement must accurately describe the purpose of the Club to others.
 - a. All Clubs must support the Clubs mission statement and always remain in compliance with it after recognition has been granted.
 - b. All Clubs must represent Algonquin College's core values of caring, learning, integrity, and respect.
8. New Clubs may not be recognized if they share too closely the goals and objectives of an already existing Club.
9. There must be two leaders that represent the Club at all times. The leaders must be full time student(s).
10. Membership to all Clubs must be free of charge and eligibility must be open to all full time students.
11. All Clubs must respect the use of on-campus space (including poster boards) as set out by the Students' Association and Algonquin College.

Notes: By registering, a club agrees to follow all of the above criteria and accept that recognition can be withdrawn if the criteria cease to be met at any time. These criteria and above mission statement apply to any space which a recognized group is using. This includes on or off campus events, online spaces, and any form of social media. We welcome Clubs and Communities to be proud members of the Algonquin community; however, they are not an agent of the Algonquin Students' Association and cannot speak on its behalf.

Approved Clubs

1. The two leaders of a club must complete club leader training. Club leader training will be sent to the leaders via email. Until the two leaders have completed club leader training the club won't have full Club privileges which include but are not limited to; Clubs meeting spaces, access to Clubs lockers, Office space, and access to funding.
2. Clubs will be listed on the Algonquin SA website. This listing will include a short description of each club. Once a student clicks on a club, they can email the club leaders and join the club.
3. It is the club leader's responsibility to keep constant communication with the Clubs and Communities Coordinator throughout the club's existence as well as with all of the club members.
4. Clubs interested in office space or meeting rooms please see "Clubs Office Use / Meeting Room Agreement". Available on the Algonquin SA website, www.algonquinsa.com or through the Clubs and Communities Coordinator.
5. All space bookings are completed by the Clubs and Communities Coordinator. Requests submitted to the Clubs and Communities Coordinator through the booking form on the Algonquin SA website must be submitted (3) business days in advance during fall and winter semester and (5) business days in advance during the spring semester.
 - a. These spaces include but are not limited to; the Clubs and Communities office and meeting rooms (WE209a-g), Multipurpose Rooms WE206a/b, as well as any spaces owned and operated by the Algonquin Students' Association within all three Algonquin College Campuses. Classroom on campus can also be booked.

Transition Policy

Once a club is ratified, those Clubs will continue on a semester by semester basis up until June 30th of that academic year, as long as an updated roster of Club members and any changes in leadership is provided by the 11th business day at the start of the term.

Once club leader of each club will be required to fill out the Activity Report which will be used to make any improvements that can be made on the process and the support provided, by the end of each semester.

If your club does not submit the new members list by the 11th business day of the start of each term the Clubs and Communities Coordinator will move the club into pending status and email the club as a reminder. After the second email reminder, if there is still no new members list, the club will be notified that they will be phased out and taken off of the SA website immediately.

All clubs will expire on June 30th of each academic year. Clubs which do not re-apply will have their club profile removed from the SA website. Once a club expires, the club leader(s) are required to fully re-submit their club application.

***To create a Club during the spring semester:**

- Woodroffe campus, clubs must have at least six members. All club members must be full-time students.
- Pembroke campus, clubs must have at least four members. All club members must be full-time students.
- Perth campus, clubs must have at least three members. All club members must be full-time students.

*Due to reduced hours by the Clubs Coordinator in the spring semester, response times may be slower

Club Discipline

Recognized clubs that fail to meet any of the above criteria may be disciplined in a five-step process. These steps may be escalated at the discretion of the Clubs and Communities Coordinator.

1. Written warning via email from the Clubs and Communities Coordinator to the Club's Spokesperson and/or President.
2. Meeting request to discuss the issue with the Clubs and Communities Coordinator. The meeting will be documented and will remain on file for a minimum of 2 years. Failure to attend this meeting will immediately place the club onto step 3.
3. Club Activity Suspended (two-week period). This includes room bookings, club funding, and any other club related activities. (Including office space and meeting rooms where applicable)
4. Club Activity Suspended (full semester). This includes room bookings, Club funding, and removal of club recognition from the Students' Association.
5. Club Activity Suspended (full year from when the discipline has started). Club recognition from the Students' Association will be removed for the remainder of the academic year, and may be suspended for the next academic year.

Clubs and Communities Finance Policy

If your club deems funding necessary, please submit a funding application through the Algonquin SA website. Once the submission is received, the Clubs and Communities Coordinator will reach out and set up a meeting to discuss the application. No funding is guaranteed. The following is what your club is eligible to apply for.

1. Opportunities to cultivate on-campus activity throughout the year
2. Office or event supplies
3. Networking or social events
4. Club meetings
5. Fundraisers*
6. Club events in Ottawa/Pembroke/Perth will be prioritized for funding over out of town events.

*Fundraisers may only be held for charities registered with the Canada Revenue Agency (CRA). The Students' Association must be provided with the organization's CRA registration number, official name, contact, and address before considering any fundraising support for charitable benefits. All funds will be deposited to the Students' Association. The Students' Association will make the donation to the charity on behalf of the Club.

*Any fundraising that happens within a term (Fall: Sept.-Dec., Winter: Jan.-Apr., Summer: May-Sept.), all of the funds must be used within that term.

If your club is looking to fundraise for a club event being held in a future term, the fundraising agreement must be signed. If the agreement is not signed and by the end of a term and there is money in the club's trust account, the Students' Association will donate the funds raised to the listed charity on the fundraising agreement.

Trust Account

A club trust account is where clubs must keep all of their fundraised and sponsored funds. This account is through the Students' Association however, it is the club's money not the Students' Association's.

The fundraising agreement form must be filled out prior to opening a trust account. The trust account requires a form to be filled out by both club leaders in order to be set up. Any funds to be deposited must go through the Clubs and Communities Coordinator and money can be deposited with one club leader signature. To withdraw any funds from the trust account, it takes two club leader signatures and it can take up to three business days to be processed.

Any organization looking to sponsor your club, must write the cheque out to Algonquin Student's Association and give the attention to the club. If the sponsors write the cheque payable to the club, the cheque will not be able to be deposited.

*The trust account is a tool for clubs to use to hold raised funds for only pre-approved activities. Every deposit or withdrawal from the account must be approved by the Clubs and Communities Coordinator before an action has been taken.

If a club has funds in their trust account however the club no longer exists, and they do not plan on starting up the club again in an upcoming term, all of the funds will be donated to the charity stated on the fundraising agreement form. If the club never had a fundraising agreement form, the Students' Association will absorb the fund.

Funding Restrictions

The following will not be considered for Clubs and Communities funding:

1. Any course, activity, or service to be provided by a professor, instructor, or any person(s) employed by Algonquin College will not be considered for funding.
2. Funding will not be provided for membership to other associations or political parties.
3. Funding will not be provided for academic requirements.
4. Funding will not be provided for expenses without prior consent from the Students' Association. Approval cannot be issued retroactively.

Funding

The Students' Association reserves the right to refuse any application and retains sole discretion to determine approved funding amounts in order to accommodate all requests received and anticipated throughout the year. No level of funding is guaranteed.

1. Any full-time student that is a member of a recognized club may purchase on the club's behalf. Only the two club leaders may submit the original receipts for reimbursement. Reimbursements take minimum 2 business days to process.
2. Active participation in the school community is a consideration for funding.
3. Applicants cannot benefit financially from Clubs funding.
4. The Club must spend the majority of funds on on-campus events.

5. The Clubs and Communities Coordinator must approve all Funding requests before purchase. If a product or service is not approved prior to purchase, the Clubs and Communities Coordinator will not reimburse you.

Capital Purchases

Clubs may request funding for capital purchases.

A Capital purchase is an item purchased with club funding that retains value and cost more than \$100. This item will remain the Students' Association property. The item will be inventoried and returned to the Club storage by the last week of each term. This purchase would be part of the regular Clubs funding allocation per term.

Failure to return a capital item is grounds for Club discipline.

Other Clubs or departments within the Students' Association when necessary may use capital purchases.

Office and Meeting Spaces

The SA is excited to provide a number of dedicated offices and meeting rooms for clubs and full-time students. These are meant to give the group a central location, a place to store promotional items, and a location to work from. The offices and meeting rooms are property of the Students' Association at all times, even when they are being occupied by a recognized club.

Office Space Assignment

There is limited office space available in the Clubs and Communities office (E209). The length of time the club has the office space for is at the discretion of the Clubs and Communities Coordinator. No guarantee exists that a club will get office space if it has had it in the past.

Office space is primarily decided based on involvement. Active clubs that hold numerous events will have priority. The number of members a club has is a factor; however, a small active club will still have priority.

The club must be in good standing with the Students' Association to receive an office space. You can apply for an office space through the SA website.

www.algonquinsa.com/clubs

Meeting Rooms

Any club member can book a meeting room in E209. A student can have up to 2 hours in the meeting rooms at a time. You can book a meeting room on the Students' Association website through clubs. www.algonquinsa.com/clubs

Event /Activity Policy

1. The Clubs and Communities Coordinator must to be aware and approve your club event 4-6 weeks prior to the date of event execution.
2. The more time the Coordinator is aware of the event, the more support will be provided
3. You must identify that you are a club when hosting/attending a club event or tabling. It is **mandatory** to have signage at each club meeting or event so students can see what is taking place. The Clubs and Communities Coordinator has signage stands if required.
4. All spiritual speakers must be approved by the Multi-Faith Advisory Council of Algonquin College. Notice of the event, the name, and relevant information about the speaker must be given four weeks in advance to the Clubs and Communities Coordinator to coordinate the review process.
5. Please refer to the event procedures for more information.

*Any food or beverages being given away or sold in the E Commons building must be approved by the Clubs and Communities Coordinator prior to the table booking.

Advertising Policy

1. All advertising methods need to be approved by the Clubs and Communities Coordinator before publicised. This includes social media i.e. Facebook, Twitter, YouTube, etc. before the event goes "live". If the club fails to do so, all funding and club activity will be stopped and the Club and Communities Coordinator will take the disciplinary actions.
2. If the Club wishes to print posters for promotional or event purposes they must be requested and approved by the Clubs and Communities Coordinator through the Poster Application form on the Algonquin SA website. A club poster must not be posted without the Clubs and Communities boarder around it.
3. Recognized Clubs and Communities are provided with free poster printing for events and general promotion of their Clubs. Please see the poster procedures for more information.