

Club Manual: 2020 – 2021
Last Update: October 26, 2020



Acadia Students' Union

Club Training Manual 2020 – 2021



Acadia Students' Union Club Training Manual 2020 – 2021

What is a Club or Society?

Clubs and societies are an important part of the Acadia Students' Union. Not only do they provide opportunities to meet people with similar interests, do exciting things, and socialize, but they also give students an opportunity to broaden their university experience and get involved. Acadia Students' Union serves to coordinate, promote, and guide the activities of its student clubs. Because these groups are a vital aspect of the ASU, an important part of the Union's responsibility lies in coordinating, helping with funding, and supporting the various organizations on campus.

There are three designations of clubs and societies on campus: athletic, academic and social. Creating a club is extremely easy, and comes with many benefits such as funding, booking space, and more! With over 65 clubs and societies, there is something for everyone!

Club and Society Perks

- At this point you may be wondering “why would I go through this process to create an official club or society”?
- Club at Acadia can get a variety of perks that un-ratified groups cannot. Ratification can allow you to:
 - Use Acadia for your club name
 - A mailbox at the Student Union (requests can be made to the Building Services and Events Manager)
 - Please note that any club that has not signed up for a mailbox is not permitted to send mail to the Student Union. Any mail sent to the building without a mailbox will be returned to sender without notice
 - Participation in the Bi-Annual Club Extravaganza (pending due to covid)
 - Ability to apply to the student activities fund (some exceptions apply)
 - The ability to be able to book space in the SUB
 - The ability to be able to book space on campus
 - Discounts on catering through the ASU
 - Coverage of your events under the ASU's general liability insurance policy.



Club Policy – Operating Procedures of the Acadia Students' Union

1. The ASU will encourage and support the formation of student clubs for the purposes of enhancing student life on campus.
2. The purpose of a club is to promote fellowship among club members who have a common and defined social, recreational, or academic interest.
3. Clubs shall:
 - a. Be subject to ratification and administration by the Student Life Committee.
 - b. Consist of a minimum of ten
 - c. (10) Union members.
 - d. If the club requires a budget for club operated functions
 - i. Charge and collect a minimum membership fee of \$1 per student member and a fee of not less than twice that amount for non-student members; and
 - ii. If your club does NOT have a membership fee, this means your club will not require funds for operating
 1. Clubs without membership fees will not be able to have Axe Nights or apply for funding (Student Activities Fund)
 - e. Hold a minimum of ten (10) general club meetings and/or events per year.
4. Any club wishing to use the Union or University name, receive funding from the Union, solicit membership from Union members, use the facilities of the University or Union for its operations or otherwise be recognized by the Union must be formally ratified by the Student Life Committee.
5. The Union shall not recognize, ratify, or fund any group that does not uphold the provisions and spirit of the Nova Scotia Human Rights Act as amended and the Canadian Charter of Rights and Freedoms, or do not allow open and inclusive membership to any member of the Union who may wish to join and is willing to pay a membership fee.
6. The Union shall not be legally responsible for any club activities that have not been approved by the ASU or any activities, which contravene any municipal, provincial, federal, University, or ASU rules, regulations, or policies.
7. The ratification procedure for clubs/societies is as follows:
 - a. The prospective club must file a copy of a Constitution, a completed Club Ratification Form, attend Club Presidents Training, and submit a written verification to abide by all Union policies and requirements with respect to clubs;



- b. A list of Executive Officers of the club, all of whom must be registered students of Acadia University;
 - c. Ratified clubs will be administered by the Student Life Committee for policy adherence and compliance oversight for the remainder of the academic year;
 - d. A club must re-ratify each academic year.
8. Any club wishing to hold regular and/or one-time events on campus must adhere to the **Event Application** process administered by the Vice President Student Life.
9. A club/society may be de-ratified by the Student Life Committee if one of the following occurs:
 - a. Failure to abide by the club Constitution, the Union's Constitution, or any requirements set by the Union;
 - b. Abuse of Union services, privileges or facilities;
 - c. Use of the corporate name, symbol, or initials of the Union without the written consent of the Union;
 - d. Participating in or arranging any events of activities which are deemed as:
 - i. Disregarding the necessary Event Application form;
 - ii. Blatantly disregarding public safety;
 - iii. Damaging the Union in anyway;
 1. Discriminating against any group; and/or
 2. Using funding in a way which the S.R.C. deems inappropriate.
10. If the Student Life Committee determines that a club should be disciplined:
 - a. A letter of warning will be sent out by the Vice President Student Life, inviting a representative from the club to meet with the Student Life Committee immediately to discuss the matter; and
 - b. The Student Life Committee may allow the club to retain its ratified status, on a probationary basis, for lesser infractions.

The Student Life Committee may de-ratify the club with decisions of the Student Life Committee, regarding club disciplinary matters and cannot be appealed.



Ratification, what is it?

The ASU ratifies over 65 clubs and societies every year. To become ratified, you must complete the ratification process each year.

Athletic clubs who wish to ratify must contact Kim Wallace with the department of Athletics kim.wallace@acadiau.ca. Kim will be able to provide you with an outline of what is required to ratify a club sports team. Once you have met the club sport ratification standards the ASU will be informed so you can be officially ratified.

- Due to Covid-19 clubs' sports teams who compete in the fall are unable to be ratified as their primary goal of competition is not allowed. Teams who wish to be conditionally ratified may do so to participate in fundraising and social programming.
- No club team may compete under the Acadia University name during the 2020 fall semester
- No club team may use current club funds for competition during the 2020-2021 school year. Failure to abide by this rule will result in the immediate suspension of the club for the 2021-22 school year.
- A decision on clubs sports whose competitive season takes place during the winter semester will be made later in the fall semester

Steps to Ratification

Step 1: Paperwork

- Club Ratification Form (Online form);
- Club Constitution
- Club Budget

Step 2: Attend a Club President Training Session

- Presentation will be sent out to all Presidents as of October 21st. If you are a new club and have not completed club training please contact VP Student Life to obtain information to complete this step in the ratification process.

Step 3: The Vice-President Student Life (VPSL) or Student E will respond to a submitted Club Ratification Package

Step 4: Submit completed package to the Vice-President Student Life

- Please submit through the online application from which is found on www.theasu.ca



Step 5: Attend Club Extravaganza

- Due to Covid-19 we are unable to host Club Extravaganza.
- Please check the ASU website to ensure that all club information is accurate. Information that is not accurate should be e-mail to Alicia.johnson@acadiu.ca

Step 6: Once approved, you may begin operating your club

- Notification of you clubs approval will be e-mail to the primary club contact by the Vice President Student Life following the first meeting of the Student Life Committee.



Community Bank Accounts

Starting in 2020 all club accounts will be moved to Bank of Montreal. This is being done to allow groups faster access to their funds. The cost of this account is \$2.50 per month and will be deducted from your account balance.

A couple things to keep in mind

- Unless you plan to access funding through the ASU club accounts are not mandatory for most clubs
- They are mandatory for Club Sports

How do I get an account?

- Contact the VP Finance and Operations of the ASU to let them know you would like to set up an account.
- Choose two signing authorities. The third signing authority will be the Vice President Finance and Operations. This signing authority will allow the ASU to easily transition signing authorities at the end of each academic year. Signing authorities must be students.
- E-mail the VP Finance and Operations photocopies of the front and back of government issued photo ID. Please include both signing authorities.
- Once this information is provided you will be notified when you are able to start making transactions.

Auditing

How will the ASU keep track of my spending?

- The VP Finance and Operations will be a signing authority on your account. This is necessary to ensure the following:
 - Proper transition happens at the end of the year on each account
 - Should there be issues with one of your signing authorities someone is available to provide the necessary 2nd signature
- Clubs are expected to keep tracking of their spending
 - This must include a ledger or spending, reimbursement, and reasons for the spending
 - All receipts must also be kept.
 - Your spending information must be submitted to the VP Finance and Operations no later than March 31, 2021.
 - Failure to submit the necessary paperwork may result in the suspension of club privileges for the following year.
- Are there items that I can't use club funds for?
 - Yes, clubs may not use club funds to purchase any of the following
 - Alcohol, compensation, loan payments
 - Two signing authorities would write the cheque and issue it to the student



Club Constitution Checklist

Apart of being a ratified club with the ASU is having an up to date constitution. This is designed as a guide for creating a new constitution. Your constitution may have additional items, but all items listed are mandatory for ratification.

Article 1: Club Name

- List your clubs name including any applicable acronyms

Article 2: Purpose of the club

- Outline your clubs' purpose and objectives; this should be a general statement and not specific to your goals for the year

Article 3: Membership

- Specify only that only ASU student members may hold executive positions
- Be sure not to limit membership by age, gender, race, religion, language or disability
- Specify what the membership fee will be for the year (if applicable)

Article 4: Executive Officers

- List the executive officers (names and student numbers) for your club and describe each of their duties in detail

Article 5: Meetings

- Specify the different types of meetings your club will have (general meetings, executive meeting or Annual General Meetings)
- State the quorum for each type of meeting ("quorum" is the number of members required to attend the meeting in order to the meeting and pass motions)
- State that voting motions must go before the general membership (not just the executive members)
- Outline the process for voting of motions at the meetings (I.e., Show of hands, secret ballot)
- Outline what constitutes a winning vote (i.e. 50% +1, or two-thirds, etc. to pass)
- State that advance notice of all meetings will be sent out to all members

Article 6: Elections

- List the person who is responsible for overseeing your elections (your Chief Returning Officer)



- List the person who will oversee election if that person decides they want to run
- Outline the process for submitting nominations
- State the type of meeting at which elections are held
- Outline the process form voting in elections (secret ballot, show of hands, email, etc.)
- List the percentage that is required to declare a winner
- State that each member can only hold one executive position
- State that election must occur every year

Article 7: Impeachment and Membership Removal

- List the conditions/behaviors that would warrant impeaching and executive member
- State the process for moving a motion to impeach (I.e. Written notice signed by 5 members)
- State the type of meeting at which a motion to impeach will be address (the option to impeach must be put to the general membership and cannot occur at and executive meeting)
- Outline the process for voting on motions to impeach (secret ballot, show of hands, email, etc.)
- List the percentage required to declare a motion to impeach passed (ex. 50%, +1, two-thirds, the most votes, etc.)
- State that the member facing impeachment will be given the opportunity to speak in their own defense at the meeting before the vote

Article 8: Constitutional Amendments

- Outline the process for member to propose an amendment to your constitution
- Stat the type of meeting called to vote on a propose amendment (amendments must be voted on by the general membership and cannot be passed at executive meetings)
- Outline the process for voting on constitutional amendment adopted (secret ballot, show of hands, email, etc.)
- List the percentage required to declare a constitutional amendment adopted
- (ex. 50%, +1, two-thirds, the most votes, etc.)

Article 9: Finances

- List a minimum of 2 executive members who will have signing authority on any financial paperwork
 - Include the students full name, student number and Acadia Email
- State that at least 2 signing officers must sign a reimbursement form
- State that an executive cannot sign a reimbursement form for themselves
- Outline the procedure for passing club or society budget (can be done by the executive or the general membership)



- State that the Vice President Finance and Operations of the Acadia Students' Union will be listed as a third signing authority



Frequently Asked Questions (FAQs)

Who should I talk to first about planning an event?

It depends on who you will be working with and where the event will be hosted. If you are a house council member, you should talk to the VP Student Life and the RLCs. If you are a resident assistant, talk to the RLC. If you are part of a club, internal organization, or other recognized student group, you should talk to Alicia Johnson (Alicia.johnson@acadiu.ca).

Am I allowed to plan an event with the changes COVID-19 have brought?

Students are still encouraged to plan events although they will likely look different from other years. When possible clubs are encouraged to hold their events online. If you have questions about planning an event contact Alicia.johnson@acadiu.ca

Can multiple groups partner together to reduce cost?

Yes, collaboration is encouraged! Any group, house council, club or organization can combine forces to plan an event, as long as a Primary Event Organizer is available from both groups. Make sure you outline clear expectations for cost sharing and planning roles before you start.

What happens if our event is not approved?

There is no stage in the event review process where an event will be “rejected” and not approved. In the case where an event is not approved outright, it may be approved with the expectation that some recommendations are implemented, or the Primary Event Organizer may have to meet to discuss how to manage the risk involved in the event. Sometimes the recommendation will be to postpone the planned date of the event, to ensure that the Primary Event Organizer has enough time to implement recommendations, promote, and advertise the event.

What if I have a problem with how security, catering, or other hired services perform at our event?

If there are issues with the performance of any hired staff or services, please contact Alicia Johnson with your concerns at Alicia.johnson@acadiu.ca so, these problems can be addressed.

What if I miss the ten-day deadline to submit my event proposal?

Submit your proposal anyway! Depending on the risk level, your event may be approved for your planned date despite being late. If your event involves more risk, you may be asked to postpone the event to ensure enough planning time.



What are the timeline requirements for submitting events?

When planning an event, make sure you give yourself enough time to plan effectively. Using this guide is a great way to start.

All events must be submitted a **minimum of ten business days prior to the planned event date** (this usually works out to about two weeks beforehand). Forms should be submitted to Alicia Johnson at Alicia.johnson@acadiu.ca.

Remember, more risk means more planning, which means more time! Low risk events involve less planning time and can be planned for and assessed much quicker.

Covid friendly event ideas

The following is a list of event ideas that can take place without having to meet in person:

Virtual Event Ideas

Academic clubs

- Online conference, workshops, and training
- Academic trivia night
- Virtual career night- great opportunity to learn from one another
- Study sessions (ie MCAT & LSAT testing)

Cultural clubs

- Host an online cooking show
- Teach/showcase your language virtually
- Explore cultural heritage & research
- Showcase clothing (fashion show, fashion show, fashion show at lunch)

Art clubs

- Visual art class (Bob Ross perhaps, the clay ground)
- Explore acting/improvisation
- Highlight music/instrument knowledge
- Host a music or vocal class
- Host virtual dance classes
- Attend a virtual museum or art exhibit

Well-being

- Share your well-being tips and tricks
- Highlight best practices to maintain healthy habits
- Connect with industry professional and showcase their findings and resources



Advocacy

- Share social justice materials/ educators
- Provide a list of local & accessible resources
- Highlight social media accounts that promote human rights, social justice, inclusivity etc.

General ideas

- Skill building
 - Ted Talk, podcasts, YouTube channels
 - Top up on leadership skills!
- Book club
- Game night
- Virtual games
- Trivia night
- Make your own club game
- Share crafting ideas or host a crafting seminar
- Showcase positive environmental habits
- Host a virtual fundraiser(s)
- Host a speaker series
- Create a club website
- Update club platforms (Facebook, Instagram, website)

Turn to your members and ask for their input regarding future club events as they may have some great ideas too!



How to Plan an Event

The ASU encourages clubs to plan fun and safe events. The ASU is here to help you throw a memorable event. The Campus Engagement manager is here to help with any event you wish to hold. Below is an event planning guide that will act as a check list as you plan your event.

Steps for Planning a Successful Events on (or off) Campus:

Pick your preferred event location

- E.g., In the SUB, Fountain Commons, in the gym, online
- The location you choose will determine many things, like catering, capacity, and alcohol licensing
- Where the event is held will also determine who you have to talk to about the booking
- If you are unsure the Building Services and Events manager for the Student Union can send you in the right direction.

Anticipate your event date

- Are there other events on this date which will compete with your event?
- It is on a holiday weekend when most students are away?
- Is your date far enough away so that you will have adequate time to prepare?

Select your event times

- The duration of your event may affect how long you have to pay for staff
- Estimate the number of students involved
- Many times, this will narrow your choice of venue
- This will also determine how many (SOBER) organizers you need, and whether you'll need security services

Pick your Primary Event Organizer

- If you haven't picked someone for the year, pick someone who will be ultimately responsible for overseeing logistics and safety of attendees
- Submit an assessment for your event
- These can be found on the ASU website under Get Involved – Planning an Event?
- Submit these early via e-mail to Alicia Johnson at Alicia.johnson@acadiau.ca
- Failure to submit this form may result in your event not being approved

Book the space for your event

- In the SUB, room bookings are done through Alicia Johnson, while elsewhere on campus they are done through Janet Ross and the reservations office (see contact Sheet)
- If you chose a venue that is unavailable, you will want to pick another date and location
- Have you budgeted for costs associated with booking a space?



Will you be applying to the Student Activities Fund (SAF)?

- Applications must be submitted before the event and include a detailed outline of the event you plan to hold including a budget
- The event must be approved by Alicia Johnson before funding will be granted

Will your event include travel?

- Is travel possible due to Covid 19? Yes, for short distance trips travel is still an option.
- Traveling by bus or individual car can raise risk and personal liability – travel waivers are a must!
- Do you have enough transportation arranged to transport everyone safely?

Will your event be associated with a sponsor?

- Certain sponsors may conflict with existing contracts in your venue of choice
- Will you be partnering with another society for your event?
- Often this will allow you to share costs as well as increase attendance

Will catering be required? (Limited options due to Covid 19)

- What kind of catering- snacks, dinners, veggie and dips, etc.
- For how many people
- If you're having a dinner, will your choice of venue have enough tables for the space?
- The more food you'd like to serve, the more expensive the event becomes
- Your choice of venue may also limit your catering options (for example, catering at many venues on campus must be provided by the University Food Service provider)
- Food at an event must be approved

Would you like alcohol to be served?

- If alcohol will be served, you may have to pay for security and bartenders
- Some venues are unable to be licensed
- It's best to plan licensed events further in advance, license requests can take two weeks to process
- If so, will anyone under the age of 19 be attending the event?
- If your event is wet/dry your event must be over by 9pm and have a food component for the event
- You will also have to hire someone to monitor the entrance/exits and check ID's

Will you need any audio-visual equipment?

- These must be booked in advance and in some cases cost extra
- Will you require a DJ?
- Will you be able to provide your own DJ, or do you need to find one?
- Have you requested the equipment the DJ will require?



Will you require coat check?

- Be sure to put the coat check somewhere that traffic is not obstructed
- Do you have enough people to staff the coat check?
- Will there be a charge for coat check, will it be by donation or will it be free?

Will you require security to monitor admission?

- If an event is licensed or guest may have consumed alcohol before attending security is mandatory.
- Will you require additional staff to assist during the duration of the event?
- Do you have enough volunteers to monitor the event, compared to how many people are attending the event?
- In some cases, security staff is a mandatory requirement when hosting an event

Will you need chairs, tables, tablecloths or podiums arranged?

- Some venues will charge for these set ups
- How will things be arranged? Where would you like your podium?
- Adding tables and chairs will reduce the maximum capacity of you chosen venue

What additional decorations will be used?

- You may want to purchase these well in advance
- It's best to communicate decorating schemes to the person booking your venue because some material may not be able to be used in certain places
- The person booking your venue will also be able to provide some restrictions on decorations

Check out the venue well in advance

- When you see the room, you may realize you need something else
- This may help you organize the layout of your event
- It will also let you stake out key amenities (like power outlets, windows, entrances and exits) in advance



Hosting an event?

You need to fill out an Event Form

Any forms submitted on paper will NOT be accepted.

- The event application form is available online at www.asu.ca . It is a fillable form. All you have to do is press submit.

Catering Services

To book catering in the Student Union Building please contact Mike Sutherland, Retail and Food Services Manager of the Acadia Student Union at Michael.sutherland@acadiu.ca.

To book catering services outside of the Student Union Building please contact Tammy Gregory Manager of Catering & Conference Services for Chartwells at tammy.gregory@acadiu.ca.

Please note that bringing external vendors onto campus is strictly prohibited. Exceptions may apply. Please see Alicia Johnson if you have any questions.

ASU Bar Services

Alcohol service at most events on campus will be provided through the Acadia Students Union or the University Food Service provider. To book alcohol services please contact Alicia Johnson at Alicia.johnson@acadiu.ca. Please note that if you are booking a banquet through Chartwells, alcohol service will be provided through their catering and conference services.

Travel

If you are planning to travel you must ensure the following:

- If traveling in a personal vehicle proof of insurance has been obtained from the vehicle owner
- Waivers forms by members travelling have been filled out and delivered to the Building Services and Events Manager of the ASU.
- A travel roster has been given to the person responsible for travel
- A sample wavier form can be found at the end of this manual
- Travel within 150km of Acadia University's campus is permitted in a personal vehicle between March 15 and December 1st of each calendar year.
- Group travel that exceeds 150km requires the rental of a bus



Event Planning: Contact List 2020 – 2021

Student Event Review Committee

<p>Alicia Johnson Building Services and Events Manager, SUB Alicia.johnson@acadiu.ca 902-585-2133</p>	<p>Robbie Holmes ASU Vice President Student Life robbieholmes@acadiu.ca 902-585-2125</p>
<p>Department of Safety and Security as Required</p>	<p>Residence Life Coordinators (RLCs) Residence Life residencelife@acadiu.ca 902-585-1861</p>

Additional Event Planning Contacts

<p>Blake Steeves ASU Vice President Events & Promotions blakesteeves@acadiu.ca 902-585-2126</p>	<p>David Foley Bar Services Manager David.foley@acadiu.ca</p>
<p>Mike Sutherland Retail & Food Services Manager, SUB Michael.sutherland@acadiu.ca</p>	<p>Janet Ross Reservation Coordinator Janet.ross@acadiu.ca</p>
<p>Tammy Gregory Catering and Conference Manager Tammy.gregory@acadiu.ca</p>	<p>Laura Miller Chartwells Food Services Director Laura.miller@acadiu.ca 902-697-3117</p>
<p>Brendan MacNeil ASU President brendanmacneil@acadiu.ca 902-585-2131</p>	<p>Brendan Keeler ASU Vice President Finance & Operations brendankeeler@acadiu.ca 902-585-2124</p>
<p>Lydia Houck Vice President Academic & External lydiahouck@acadiu.ca 902-585-2127</p>	<p>Safety & Security security.office@acadiu.ca 902-585-1103</p>
<p>Rich Johnson Facility and Recreation Manager Richard.johnson@acadiu.ca 902-585-1614</p>	<p>Olivia Lynch Student Development Coordinator Olivia.lynch@acadaiu.ca 902-585-1825</p>
<p>Erica McGill Director, Student Resource Centre erica.mcgill@acadiu.ca 902-585-1127</p>	<p>James Sanford Executive Director, Student Services james.sanford@acadiu.ca 902-585-1460</p>

