



**CLUB PACKAGE**  
2022-2023 Edition

VCSA By-Laws  
Articles in Section 5

Club Policies  
Chapter 1 to 11.

Appendix  
A to G

Clubs Coordinators  
[vcsaclubs1@vaniercollege.qc.ca](mailto:vcsaclubs1@vaniercollege.qc.ca)  
[vcsaclubs2@vaniercollege.qc.ca](mailto:vcsaclubs2@vaniercollege.qc.ca)

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## Our Mission

**The Vanier College Student's Association** (The Association) is an independent non-profit organisation, acting as the official representative of members of the Association (otherwise known as every registered full-time day division student of Vanier College). For more information about the Association, feel free to visit our Clubs Instagram (@vcsa\_clubs) or V.C.S.A Instagram (@vcsavanier), our website (<https://www.vcsavanier.com/>) or drop by the V.C.S.A. office located at C-214.

**The Club Coordinator(s)** shall assist in and promote the efficient operation of the student clubs that are sponsored financially or otherwise by the Executive Council and bring the concerns of said clubs to the attention of the Executive Council. Any action against the College or the Association will not be tolerated and could result in the suspension of the club. Furthermore, mutual respect should also be the foundation in the relationship between the club members. For further information, you can contact us at [vcsaclubs1@vaniercollege.qc.ca](mailto:vcsaclubs1@vaniercollege.qc.ca) and [vcsaclubs2@vaniercollege.qc.ca](mailto:vcsaclubs2@vaniercollege.qc.ca).

Between the parties:

Vanier College Students Association, also known as the ***The Executives, Club Coordinators, The Executive Council, The V.C.S.A and The Association*** as the representatives of authority for the rules and guidelines of the Clubs and Entities inside and outside the campus accorded by the By-Laws 2022-2023.

AND

Entities such as the ***Club Members*** and ***Club Executives*** are the entirety of the club and/or the authority inside the club for its activities, events and other functionalities regarding the administration of the club.

VCSA By-Laws 2022-2023

*To read the VCSA By Laws concerning the Clubs please refer to Section 5 36.01 to 42*

## CLUB PACKAGE

### Chapter 1: General

To start a club at Vanier College, one must follow the rules and regulations mentioned herein:

1. One must write a Club constitution (Appendix A).
2. The position of Co-President 1 will be assumed by the person who submits the club constitution. Seven (6-7) club members must be voted in as club executives. *See Chapter 3* for more information.
3. Once the Executive has approved the club, the club presidents must submit a proposed budget for the semester to the Club Coordinator(s) (Appendix D) .
4. Clubs can start-up at any time of the year.
5. Events must be proposed to the Club Coordinator(s), fourteen (14) lecture days in advance using the Event form (Appendix E). However if the event is a **fundraiser** it must be submitted three (3) weeks in advance.
6. Club events must be approved by the Executive council before advertisement can be done.
7. Each club must hold a minimum of one meeting per month for club members to get to know one another, to plan events and discuss matters pertaining to student life. Meetings may be held in the club's office, virtually or in a classroom belonging to Vanier College.
8. Classrooms for meetings must be reserved through the Facility Request Form if it does not include a budget (Appendix F). The Club Coordinator(s) must have the request at least eight (8) lecture days in advance.
9. Clubs that wish to invite Vanier Alumni, guests or speakers to attend club meetings or events must indicate so in the Event Form (Appendix E). If parking accommodations are needed it must be indicated in the Form.
10. All requests must officially be made using the forms found in the Appendix. Requests that are not official and/or not submitted fourteen (14) lecture days before an event will **not** be accepted by the Executives.
11. Any kind of event promotions (on-campus, off-campus, electronically or physically) will need to pass through an approval period of at least five (5) lecture days prior to the start of advertising. In addition, the Club Coordinator(s) upon approval, will also

be promoting said posting through the official platforms of the Association and Omnivox (if requested fourteen (14) lecture days prior to the event).

12. Posters for advertising should not be included in a budget request form and instead just sent to the Club Executive ten (10) lecture days prior to the event.

13. Each club member must respect the terms, policies, conditions and regulations of the present Club Package and the most recent version of the V.C.S.A by-laws.

## Chapter 2: Club Elections

Elections held at least once within every club are necessary to establish a managing executive team.

1. Elections are open to all club members.
2. All positions become available each semester.

NOTE: A student may not remain on the Executive team of the same club for more than three (3) semesters, unless decided by a two-thirds (2/3) majority of all club members.

3. Results of the election must be recorded using the appropriate Club Elections Form (Appendix C) and must be handed to the Club Coordinator(s).
4. Club executives must be in good academic standing.

NOTE: The Club Coordinator(s) reserve the right to the results of the club elections. If evidence shows that there were irregularities during the vote, they may then appoint an interim Executive until a new club executive member is democratically elected. Elections may be suspended upon the recommendation of the Club Coordinator(s) with the approval of the Executive Council.

## Chapter 3: Executive Duties

The seven (6-7) executive positions of a club are the following: : a Co-President 1 & 2, Financial Officer, one or two (1-2) VCSA Liaison Officers and two (2) general executive members with flexible schedules. A simple majority of all members is needed for executives to be elected in. If the Executives of the club wish to personalise their position title, they may discuss it with the Club Coordinator(s). Executive positions, including presidency may be challenged by any club member, if so elections shall be held within the club.

1. The Co-Presidents are responsible for managing the club and are to be directly liable to the Club Coordinator(s). In the case of there being any empty positions in the club's executive council, they will take over the responsibilities of those missing positions.
2. The Financial Officer is responsible for keeping the club's financial records which include but are not limited to, club expenses and raised funds. The Financial Officer should be able to supply an audit of the finances to the Club Coordinator(s) upon request.
3. The two (2) general executive members are responsible for fulfilling the duties of any executive member, in the case that one of them is unable to fulfil his/her tasks. These members are expected to have flexible schedules in order to potentially attend meetings and other events upon short notice, maintain functions in the club, etc.
4. The VCSA Liaison Officer(s) are responsible for being the main liaison between the Club and the Club Coordinators through the clubs email. They are also responsible for attending the bi-weekly club committee meetings and being the main contact for any club events. S.T.A.R hours may be given for the attendance of the club committee meetings if requested to the Club Coordinators at the beginning of their mandate.
5. A club executive member must assure that all members present in the club office are not skipping class.
6. Failure to comply with the rules and regulations imposed by the Executive, will result in suspension of duty or impeachment for the club member in question.
7. If the club has a club office then executives must dedicate one (1) hour during the week where they must keep the door of the room open for members to come in. This hour should be in a schedule posted on the door.
8. The person submitting the constitution must immediately after approval of it create a club email and provide it to the Club Coordinator(s) which must include the club's name. Once elected, the VCSA Liaison Officer will take control of it.

#### Chapter 4: Impeachments

1. A club executive member cannot impeach anyone from the club. However, the impeachment of any club member may be proposed to the Club Coordinator(s) if two-thirds (2/3) of the club suggests so and presents valid reasons for impeachment. The decision then lies in the hands of the Executive.

NOTE: If any Club Member or Club Executive is found to have breached the Code of Conduct, the VCSA By-Laws, or the Club Constitution, the Club Coordinator(s) reserve the right to remove said member from the club immediately.

2. In the case that a club executive member is impeached, they are still allowed to take part in the club as a member unless evidence proves otherwise that they must be removed from the club completely. If so, evidence must be presented to the Club Coordinator(s) and a two-thirds (2/3) vote must pass for the decision to be finalised.
3. Notice of impeachment must be sent to the member/executive in question at least 7 days before the hearing. Failure to attend said hearing without prior notice and a valid reason will result in automatic impeachment.
4. A notice to the member/executive must include: reasons for impeachment and date of hearing. (Club Coordinator must be CC'd to the email)
5. A simple majority of all club members must be present during the hearing including the Club Coordinator.
6. The hearing will take place as follows: The member/executive will have time to go through each point presented in the notice for their impeachment and have the chance to defend themselves. Then the opposing parties will have the chance to respond with the club members being allowed to ask questions. Finally a vote shall take place by ballot or virtually, anonymously by the Club Coordinator.

#### Chapter 5: Finance

To present a budget to the Executives or request funding, a club executive must

1. Fill out and submit to the Club Coordinator(s) the Club Budget Request Form (Appendix D) or Event Form (Appendix E) enumerating a detailed list of the club's envisioned expenses for the semester (Fall or Winter) within the time limitations aforementioned.
2. Purchases must be made only AFTER the approval of the said budget from the Executive council. Preserve every receipt of every purchase pertaining to the Club event.

NOTE: Purchases made before the approval of a budget proposal will lead to the request being denied by the Club Coordinator(s) and the Executive council

3. At the end of the event, submit the receipts or financial documents immediately to the Club Coordinator(s) in an organised fashion to ensure reimbursement.

4. Club executives must consult the Club Coordinator(s) before charging members for club outings and other events.
5. Each club and financial officer is expected to maintain a financial record of all club transactions and documents ready for submission at any given time to the Club Coordinator(s)

NOTE: Violation of any of the given rules will result in the immediate suspension of the club's operation, and potential termination of its activities and privileges. The club's executive members will be held completely accountable for all illegal purchases, inventory, financial records and/or missing money

### Chapter 6: Fundraisers

It is the responsibility of the clubs to promote fundraising events or activities, in order to support the given clubs future activities or goals. However, it is important to know the following general guidelines:

1. Clubs are responsible for taking the necessary precaution to ensure that all money fundraised is given to the Club Coordinator immediately after the event has taken place.
6. Clubs cannot dedicate part of their budget for donations or for any cause or organisation. Only raised funds can be used for donations.
7. Money given to a club or fundraised by a club must be sent to the Club Coordinators. Said money will be kept in the V.C.S.A account, to which clubs can upon request use it for merch, outings, ect...

NOTE: Failure to abide by these set regulations may result in a withdrawal of V.C.S.A funding at the discretion of the Executive council

### Chapter 7: Club Office

The allocated Club Office is space used to host club activities, social gatherings and executive meetings.

1. A club may purchase chairs or arrange a sitting space that can be requested through the Club Budget Request Form (Appendix D). Sitting space must be arranged in such a way that the Club room door can open completely without anything obstructing its way.
2. If the club executive members get a club office, every club member that has access to the room has the liability over the use of the property, damage and theft of the given club office.



3. A schedule where executives will dedicate at least one (1) hour per week to keeping the door open must be posted on the club's room door for everyone to see.
4. A member sign up sheet must be posted next to the schedule to allow any Vanier students to sign up for the club (Appendix )

NOTE: The number of available classrooms is limited. It is important to know that having a clubroom is a ***privilege*** offered by the Executive. It is therefore important to use the allocated space appropriately and respectfully.

### Chapter 8: Club Access Cards

Access is issued with the strict trust that proper measures will be taken to ensure the rooms safekeeping. Access to club offices will be given through one's Student ID Card.

1. The Club Executives must sign a Club Access Card Contract (Appendix G) for the allocation of the Club Office. They are the **ONLY** ones allowed to have access to the room.
2. It is strictly ***forbidden*** for a person to remain in a club room during their own class hours.

NOTE: The Executive Council reserves the right to request a member of the club to present a Student ID and/or copy of their schedule. If they fail to present a valid ID or are caught skipping class, they will be asked to leave the club office. If it occurs more than once, then the individual will be asked to leave the club completely as a student's academics should always come first.

3. Members without access rights must not be left unattended and must leave when the club executive leaves the premises.

### Chapter 9: Liaison with the Executive Council

1. Clubs must submit a list of executive members (Appendix B).
2. At least two (2) club executives from each club must attend all GAs hosted by the V.C.S.A as said by the Club Coordinator(s).

### Chapter 10: Emergency Situations

In the event of an unexpected College wide closure due to directions from local authorities, the V.C.S.A Executive Council will come to a decision concerning all clubs. In the event that

the councils decision is to shut down all club activities, each club will have to respect the following steps:

1. All budgets, including but not limited to fundraisers and club budgets in the use of materials (merchandise posters, gear, etc.) will ultimately be lifted from the clubs and returned to the Association.
2. Club offices/rooms will be closed off to all members until the Executive Council announces the reopening of the rooms.
3. Club gatherings associated with the V.C.S.A will not be permitted to take place on or off campus. If a gathering needs to take place, the club executives must submit the Club Event Form (Appendix E) fourteen (14) days beforehand and the Executive Council will need to approve it. Failure to comply will lead to the dissolution of the club as well as proper punishable action against the executive members of the club.

NOTE: Any other substantial situation not included in this section will be covered by the Club Coordinator(s) with the approval of the Executive Council.

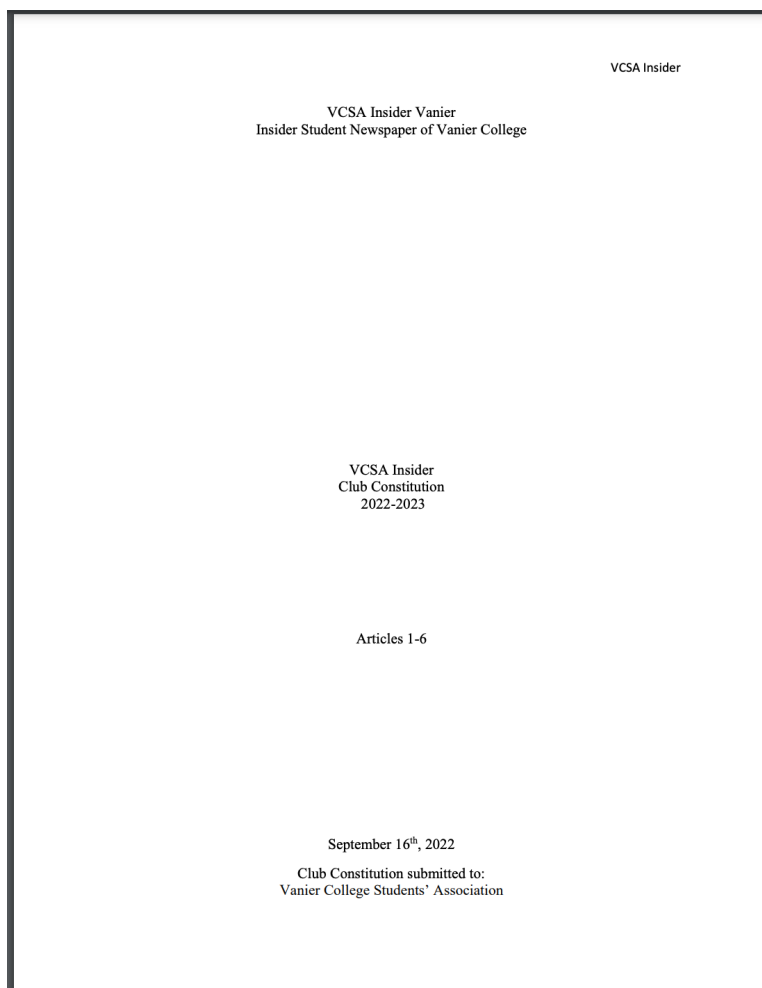
#### Chapter 11: Merchandise

1. If the clubs decide to create merchandise, it should be approved by a 2/3 majority of the members of the club in their respective monthly meetings with at least fourteen (14) members or more wanting to place an order for the merchandise.
2. The Executive Council will provide the club a reliable source to produce the merchandise. The club can decide on another company/entity. In that case, the Executive Council must approve it beforehand.
3. All Clubs merchandise need the Club Coordinator(s) final approval before distribution starts.
4. Merchandise will be purchased by the Club Coordinator(s) through the clubs fundraised money.

Appendix A  
CLUB CONSTITUTION OUTLINE

When writing the constitution, you must follow the requirements below...

- **Text Requirements:**
  - Font must be Times New Roman
  - Size 12
  - Line spacing 2.0
- **Cover Page requirements:**
  - Please submit your Club Constitution with the appropriate cover page (as shown below) and a header bearing the clubs name on each page on the right side of the page



## Article 1:

### Preamble and Purpose

- 1) State official name of the club, organisation or association.
- 2) State the clubs official email
- 3) State the intentions of the club.
- 4) State what the club does not intend to do.  
  
Ex. : Promote discrimination based on sex, race, etc.
- 5) State how the club will serve the Vanier Community
- 6) State a simple set of rules that the club will follow and enforce and which will lay the basic principles upon which the club will be governed by.
- 7) The statement that the present constitution is valid for only one (1) academic semester (which ends the last day of exams of the winter semester). Include the appropriate dates and state that the constitution must be re-approved every academic semester.

## Article 2:

### Membership and meetings

- 1) State which students are eligible and may be members of the club.
  - a) Full time day-time students
  - b) Fin-de-DEC students
  - c) Members of the Vanier College Students Association
- 2) State obligations of members.
- 3) State how membership can be revoked and for what reasons.
- 4) State that Club Coordinator(s) and any VCSA executive member may attend any club meeting (including closed meetings).
- 5) State that for quorum, a minimum of fifteen (15) members must be present during club meetings

Article 3:  
Executive members

- 1) State what positions are to be elected and the semester.
- 2) State how and why they are to be elected (Elections must be held at least once a semester)
- 3) State the duties and responsibilities of each executive member.
- 4) State under what circumstances an elected Executive may be removed from office.
- 5) State the procedures for an executive member's impeachment

Article 4:  
Relationship with the V.C.S.A

- 1) State that the club operates under the direction of the Vanier College Student's Association.
- 2) State that the club will abide by all guidelines, policies or directives that the Executives have established
- 3) State that the club may depend on the V.C.S.A. for funding.
- 4) State that clubs should and will treat both other clubs as well as the Executives with respect.
- 5) State that two (2) executives or members of the club must attend the bi-weekly club committee meetings.
- 6) State that the club will ratify and submit a detailed expense form (or audit) at the end of each semester (ending on the last day of exams of the fall or winter semester) to the Club Coordinator(s) of every club transaction, expense and/or fundraiser)
- 7) State that any funds received/requested by the club will come directly from the V.C.S.A. account and that any funds raised by the club will be given to the Club Coordinators immediately after the event has taken place.

- 8) State that the club will respect and abide by any decision made by the Executive.  
Failure to comply will result in the suspension of club activities, withdrawal of funding from the V.C.S.A. and/or complete repossession of the allocated clubroom.
- 9) State that two (2) club executives must be present during all GAs hosted by the V.C.S.A.

Article 5:  
Stock and Inventory

- 1) State that the club is responsible, as well as financially liable for the equipment that the V.C.S.A. may provide
- 2) State that a complete inventory of all equipment, furniture and any other item in the Club Office or in the club's possession belonging to the V.C.S.A. or Vanier College must be taken and submitted to the V.C.S.A. Club Coordinator(s) at the end of every semester.
- 3) State that all V.C.S.A. and Vanier College property must remain at Vanier College at all times, unless given special permission. Failure to abide by this rule or if any property is stolen, will lead to major consequences.

Article 6:  
Changes to the constitution

- 1) Any proposed amendment(s) must be passed by a two-thirds majority vote of club members before it can be submitted to the Club Coordinator(s), who will then present it to the Executives for ratification.

Appendix B

CLUB MEMBERS LIST/CONTRACT

(Club Package Edition 2023)

CLUB NAME: \_\_\_\_\_

I, the undersigned, am a member of \_\_\_\_\_ (Club Name). As a member, I agree to abide by the regulations, policies and directives as outlined in our Club’s Constitution, the V.C.S.A by-laws and Club guidelines mentioned in the Club Package. I will ensure that other club members do likewise. I understand that I may be held accountable for any damages or infractions for which I am found responsible for. I acknowledge that failure to abide by any of the aforementioned policies may result in my immediate suspension from the club and its privileges. Furthermore, I acknowledge that I may be brought before the College Disciplinary Board in the event that the Club Coordinator(s) and/or the Executives deem it appropriate.

**CLUB EXECUTIVE MEMBERS:**

	<b>Full Name</b>	<b>Student ID</b>	<b>Email</b>	<b>Executive Signature</b>
<b>Co-president 1</b>				
<b>Co president 2</b>				
<b>Financial Officer</b>				
<b>VCSA Liaison Officer 1</b>				
<b>VCSA Liaison Officer 2</b>				
<b>Executive 1</b>				
<b>Executive 2</b>				

**CLUB MEMBERS:**

	<b>Full Name</b>	<b>Student ID</b>	<b>Email</b>	<b>Signature</b>
<b>1</b>				
<b>2</b>				
<b>3</b>				
<b>4</b>				
<b>5</b>				
<b>6</b>				
<b>7</b>				
<b>8</b>				
<b>9</b>				
<b>10</b>				
<b>11</b>				
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<b>21</b>				
<b>22</b>				
<b>23</b>				
<b>24</b>				



Appendix C  
 CLUB ELECTION FORM  
 (Club Package Edition 2023)

CLUB NAME: \_\_\_\_\_

NOTE: The following table must be repeated for every elected position.

Elected Position: \_\_\_\_\_

**CANDIDATES FOR POSITION:**

	Full Name	Number of Votes (for-abstained-against)
1		
2		
3		
4		
5		

**ELECTED CANDIDATE INFORMATION:**

<b>FULL NAME</b>	
<b>STUDENT I.D</b>	
<b>EMAIL ADDRESS</b>	

**SUPPORTING VOTING MEMBERS:**

I, the undersigned, support the election of \_\_\_\_\_ to take  
 (candidate name)  
 the responsibilities of \_\_\_\_\_.  
 (elected position)

	<b>Full Name</b>	<b>Student ID</b>	<b>Signature</b>
<b>1</b>			
<b>2</b>			
<b>3</b>			
<b>4</b>			
<b>5</b>			
<b>6</b>			
<b>7</b>			
<b>8</b>			
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<b>23</b>			
<b>24</b>			
<b>25</b>			

Appendix D  
 CLUB BUDGET REQUEST FORM

(Club Package Edition 2023)

CLUB NAME: \_\_\_\_\_

Amount Request: \_\_\_\_\_

NOTE: This form is for envisioned expenses and costs that the club would like to make throughout the semester. If you wish to request purchases for an event, please fill out the event/budget form (Appendix E).

<b>LIST OF ENVISIONED EXPENSES AND COSTS:</b>
---

	<b>Item</b>	<b>Cost</b>	<b>Date of Cost</b>
<b>1</b>			
<b>2</b>			
<b>3</b>			
<b>4</b>			
<b>5</b>			
<b>6</b>			
<b>7</b>			
<b>8</b>			
<b>9</b>			
<b>10</b>			
<b>11</b>			
<b>12</b>			
<b>13</b>			
<b>14</b>			
<b>15</b>			

<b>TOTAL BUDGET:</b>	
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Appendix E  
 CLUB EVENT AND BUDGET FORM

(Club Package Edition 2023)

CLUB NAME: \_\_\_\_\_

<b>EVENT INFORMATION:</b>
---------------------------

<b>APPLICANT INFORMATION</b>	
<b>STUDENT NAME:</b>	
<b>STUDENT ID:</b>	
<b>CLUB POSITION:</b>	
<b>CLUB EMAIL ADDRESS</b>	
<b>SIGNATURE OF VCSA LIAISON OFFICER:</b>	

PROPOSED EVENT:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATE: \_\_\_\_\_ SET UP TIME: \_\_\_\_\_  
 TAKE DOWN TIME: \_\_\_\_\_

<b>FACILITY REQUEST</b>	
<b>FIRST CHOICE:</b>	
<b>SECOND CHOICE:</b>	

<b>ITEMS REQUIRED:</b>	<b>NUMBER OF ITEMS:</b>
TABLES:	
CHAIRS:	
BULLETIN BOARDS:	

**FILL IF GUEST SPEAKER IS ATTENDING**

<b>NAME OF GUEST SPEAKER</b>	
<b>TELEPHONE</b>	
<b>ATTENDING PURPOSES</b>	
<b>EMAIL ADDRESS</b>	

<b>NAME OF GUEST SPEAKER</b>	
<b>TELEPHONE</b>	
<b>ATTENDING PURPOSES</b>	
<b>EMAIL ADDRESS</b>	

<b>Do these speakers need parking accommodations</b>	yes	no
--	-----	----

<b>FOR FUNDRAISER:</b>
------------------------

***NOTE: Fundraisers must be handed in 3 weeks in advance***

ENVISIONED INCOME: \_\_\_\_\_ CLUB NAME: \_\_\_\_\_

**BEFORE FUNDRAISER**

<b>ITEM SOLD:</b>	<b>PRICE:</b>	<b>NUMBER OF ITEMS TO SELL:</b>

**AFTER FUNDRAISER** *(Reprint this sheet after fundraiser & hand it to Club Coordinator)*

<b>ITEM SOLD:</b>	<b>PRICE:</b>	<b>NUMBER OF ITEMS SOLD:</b>

**EVENT BUDGET REQUEST:**

Amount Request: \_\_\_\_\_

	<b>Item</b>	<b>Cost</b>
<b>1</b>		
<b>2</b>		
<b>3</b>		
<b>4</b>		
<b>5</b>		
<b>6</b>		
<b>7</b>		
<b>8</b>		
<b>9</b>		
<b>10</b>		
<b>11</b>		
<b>12</b>		
<b>13</b>		
<b>14</b>		
<b>15</b>		

**TOTAL BUDGET:**

--

**TO BE GIVEN TO CLUB COORDINATOR(S)**

Appendix F  
 FACILITY REQUEST FORM

(Club Package Edition 2023)

CLUB NAME: \_\_\_\_\_

<b>FOR CLUB ROOM:</b>
-----------------------

Club Room Requested:

CHOICE 1:	
CHOICE 2:	

Room Requested during which days and times:

DAY(S) OF THE WEEK	TIMES

NOTE: If office space is not sufficient, clubs will require to share rooms

<b>Only a storage space is needed:</b>	yes	no
--	-----	----

<b>FOR CLASSROOM:</b>
-----------------------

Classroom Requested:

CHOICE 1:	
CHOICE 2:	

Room Requested during which days and times:

DAY(S) OF THE WEEK	TIMES

Appendix G  
CLUB ACCESS CARD CONTRACT

(Club Package Edition 2023)

**CLUB ACCESS CARD CONTRACT BETWEEN  
V.C.S.A AND THE STUDENTS CLUBS**

The \_\_\_\_\_ club is aware that only the following five authorised executives are eligible for an entry card:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

NOTE: Each of the five executive members must be aware that the last person to access the room will be held accountable for any theft and/or vandalism of the club's inventory. In case of damage and/or vandalism, the club is at risk of shutdown and its members are liable for the expenses needed for repairs and/or replacement of goods.

**Access cards are issued with strict trust that proper measures will be taken to ensure their safekeeping:**

- a) If a cardholder loses his/her access card, or if it is stolen, the individual must immediately contact the Club Coordinator(s) so that the card can be deactivated.
- b) The club executives must understand that it is STRICTLY FORBIDDEN to provide access to anyone else, or to allow anyone else to use their ID card. Access is meant for the club executive's use only.
- c) If any person beside the authorised user is found to have a duplicate access card, he/she will be suffering the consequences as deemed appropriate by the Club Coordinator(s), the Association and the College.
- d) It is strictly forbidden for a person to remain in a club room during their own class hours.

The \_\_\_\_\_ club access rights are only valid during school hours (8 AM to 6 PM) until the last day of school. By signing this contract, the \_\_\_\_\_ club accepts the terms, conditions and regulations found in this contract, in the Club Constitution, as well as in the V.C.S.A by-laws in regards to the Club Access Card and Club Activity. Failure to comply with these terms and conditions will result in severe consequences.



For the V.C.S.A:

President:

Club Coordinator 1:

Club Coordinator 2:

\_\_\_\_\_

For the V.C.S.A's Student Club:

Co-President 1: : \_\_\_\_\_ Co-President 2: : \_\_\_\_\_

Treasurer: \_\_\_\_\_ VCSA Liaison Officer 1: \_\_\_\_\_

VCSA Liaison Officer 2: \_\_\_\_\_ Executive Member 1: \_\_\_\_\_

Executive Member 2: \_\_\_\_\_