



**CLUB PACKAGE**  
2020-2021 Edition

VCSA By-Laws  
Articles in Section 5

Club Policies  
Chapters 1 – 11

Appendix  
A, B, C, D, E, F, G, H & I

Clubs Coordinators  
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### **Our Mission**

To all Clubs and potential Clubs,

This is your updated 2020-2021 “Club Package.”

The Club Package goes under straight liaison with the latest version of the VCSA By-laws.

The **Vanier College Students’ Association** (The Association) is an independent non-profit organization, acting as the official representative of the 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 facebook (Vanier College Students’ Association), our instagram (@vcsavanier), our website ([vcsavanier.com](http://vcsavanier.com)) or drop by the V.C.S.A. office at C-214.

The **Clubs Coordinators** 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)

All the best,

Unneza Muhammad

Fernando Duron

Club Coordinators

\* \* \* \* \*

Between the parties:

Vanier College Students’ Association as ***The Executives, Clubs 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 2020-2021.

AND

Clubs and other minor entities as the ***Clubs*** and ***Club Executives*** as the entirety of the club and/or the authority inside the activities, events and others regarding the administration of the club.

## VCSA By-Laws 2020-2021

### **ARTICLE XXXVI CLUBS**

#### *36.01 Ratification.*

Each club must submit a written constitution, which must be ratified by the Executive Council in order for the club to exist.

#### *36.02 Committee Meetings.*

All clubs recognized by the Association must attend club committee meetings, unless otherwise discussed prior to the meeting in question. Each club must be represented by at least one executive at the club committee meetings. The clubs must be given notice of a meeting five academic days in advance.

### **ARTICLE XXXV RIGHTS OF THE EXECUTIVE COUNCIL**

#### *35.01 General.*

The Executive Council may, by a simple majority vote, recognize any student club or society whose constitution is consistent with the By-laws of the Association. Any club or society officially recognized shall be accorded advertising and posting privileges in accordance with the Association policies. All clubs must respect and abide by the legal requirements specified in the Associations' By-laws and its club policy.

#### *35.02 Penalties.*

Any club that does not adhere to regulations, policies, directives and/or resolutions of the Association or of the College, may be barred from operating on campus, and will lose all privileges previously accorded by the Association. The Executive Council may also impose fines for violations of the College or Association policies and/or for the defacing of College or Association property.

#### *35.03 Club Coordinator.*

The Club Coordinator has the authority to rule on any point not covered by the club policy or the by-laws of the Association they deem necessary, unless otherwise contested by an Executive member.

### **ARTICLE XXXIII FINANCE**

### 33.01 *Budget.*

All clubs shall ratify and submit to the Executive Council's Treasurer, a detailed budget when requested by the Executive Council.

### 33.02 *Expenditures.*

The Student Council must approve all club budget requests. Prior approval for expenditures is also required; expenditures not previously approved by the Council will not be reimbursed.

### 33.03 *Check Requests.*

Check requests and/or fund-raising request forms must be submitted to the Executive Council's Clubs Coordinator at least forty-eight (48) hours in advance. Money will not be paid out or refunded unless a member of the Executive Council has approved the request form.

### 33.04 *Club Fees.*

Clubs are not allowed to charge membership fees but may charge for club outings and other events.

### 33.05 *Banking.*

Clubs or entities of the Association are not permitted to maintain their own bank accounts. Any money received by the club or entity as a result of fundraising or other activities shall be handed over to the Association and deposited in the name of the club or entity in the account of the Association.

### 33.06 *Event Budget.*

A detailed budget of all incurred expenses and/or profits, along with all receipts and documentation, must be submitted to the Treasurer within one week following the event. Failure to do so will result in a loss of privileges for the club or entity and a freezing of the remainder of their budget.

## **ARTICLE XXXVII CLUB OFFICES**

### 37.01 *Sharing Space.*

Clubs may be expected to share their allocated office.

### 37.02 *Upkeep.*

All clubs are expected to maintain their space in a clean and orderly fashion.

### 37.03 *Electronic Locks.*

The president of the club must submit a list of the executive club members who may have access to the club office to the Clubs Coordinator. Only the members on the list will be allowed to access the club office. The club office must remain closed if no executive member is present at all times.

#### *37.04 Damage.*

Damage to club offices may result in suspension of club privileges, including, but not limited to, the use of the club office. Members may be held personally liable for damages.

#### *37.05 Zero Tolerance.*

Drugs, alcohol, smoking and / or sexual activities will not be tolerated in any club office. The penalty is automatic suspension of club operations and closure of the club's office. Individuals may be brought before the College's Disciplinary Board.

#### *37.06 After Hours.*

Use of club facilities after 6:00PM on lecture days or anytime on weekends, must be approved of in writing, at least twenty-four hours in advance by the Club Coordinator.

#### *37.07 Eviction.*

The Executive may evict any club(s) from their office(s) without prior notification to the club(s) at any point in time.

### **ARTICLE XXXVIII LIAISON WITH THE EXECUTIVE COUNCIL**

#### *38.01 Club Representative.*

A representative from each club shall attend monthly meetings with the Clubs Coordinators and Clubs Executives Committee.

#### *38.02 Club Executives.*

It is mandatory that at least two club executives attend all of the Association's General Assemblies.

#### *38.03 Events.*

All clubs are expected to submit a calendar of club events to the Executive Council's Clubs Coordinator.

### **ARTICLE XXXXI CHANGES TO THE CLUB'S CONSTITUTION**

The proposed amendment(s) to the club's constitution must be passed by a majority vote of the club members before it can be submitted to the Club Coordinator, who will present it to the Executive Council for ratification.

## **ARTICLE XXXXII CONTENT OF A CLUB CONSTITUTION**

### *42.01 Preamble*

- a) State the official name of the club or organization.
- b) State that this constitution will be the set of rules and procedures which the club or organization must follow.
- c) State that this constitution is valid for only one academic year, ending on the last day of exams of the Winter Semester.

### *42.02 Statement of Purposes*

- a. Why the Club exists.
- b. What it intends to do.
- c. Its obligations to the students of Vanier College.
- d. What it will not do (e.g. discriminate based on sex, race, etc.).
- e. How will the club serve the Vanier community?

### *42.03 Members*

- a) State that all full-time day students registered at Vanier College may be a member of the club.
- b) State obligations of members (if any).
- c) State how membership can be revoked, and for what reasons.

### *42.04 Meeting of Members*

- a) State that the club will inform the Clubs Coordinator of the Association in writing forty-eight hours prior to a meeting, of the date, location and of the topics to be discussed.
- b) State any other rules for calling and holding club meetings.
- c) State the fact that all executive and/or planning meetings. Must be documented and the minutes must be taken.
- d) State that all Executive Council members may attend any and all meetings of the club (including closed meetings and in camera discussions).

#### 42.05 *Election of Executives*

- a) State what positions may be elected.
- b) How and when they are to be elected (elections must be held at least once each semester).
- c) State that no student may be on the executive of the same club for more than three (3) semesters unless decided by a two-thirds (2/3) majority of all club members and approved by the Clubs Coordinators.

#### 42.06 *Duties of Elected Personnel*

- a) State the duties and the responsibilities of each executive.
- b) State that at least two executives are required to attend each Semester and Special General Assembly.

#### 42.07 *Removal from Office of Elected Personnel*

- a) State under what circumstances an elected executive may be removed from office
- b) State the procedures for this removal.

#### 42.08 *Relationship with the Association*

- a) State that the club operates under the direction of the Vanier College Students' Association and must thus respect the by-laws of the Association.
- b) State that the Club will respect all guidelines, policies or directives, which the Association has established.
- c) State whether the club will depend on the Students' Association for funding.
- d) State that a representative from the club will attend monthly meetings with the Student Council Clubs Coordinator and Club Committee.
- e) State that the club will ratify and submit to the Financial Secretary a detailed budget when required by the Executive Council.
- f) State that any money received by the club as a result of fund raising or other activities will be handed over to the Association, within seventy- two hours of the conclusion of the activity, and deposited in the name of the club in the account of the Executive Association.
- g) State that the club will respect the decisions made by the Executive Council and the General Assembly.



h) State that the club will respect the decisions of the Association's Financial Secretary regarding the control and maintenance of a ledger sheet.

#### *42.09 Stocks and Inventory*

a) State that the club is responsible for the equipment that the Association may provide for it.

b) State that a complete inventory of all equipment, furniture, and other items in the club offices or in club possession, which belongs either to, the College or the Association must be taken and submitted to the Association.

c) State that all Association property and/or College property must stay on Vanier property unless, for Association property only, permission is obtained from the Association's Clubs Coordinator and a responsibility waiver is signed.

#### *42.10 Changes to the Club Constitution*

The proposed amendment(s) must be passed by a two-thirds (2/3) majority vote of all club members before it can be submitted to the Clubs Coordinator of the Association.

## Chapter 1: General

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

1. One must obtain the signatures of a minimum of twenty-five (25) full-time daytime Vanier College students who are willing to be active members of the proposed club. Signatures and other information (member name in print, student identification number and signature) are to be documented on an official form provided at the end of this document (Appendix A).
2. The position of Co-President 1 will be assumed by the person who submits the club constitution. Four (4) club members must be voted in as club executives : a Co-President 2, Treasurer and two general executive members with flexible schedules. A simple majority of members is needed. If the Executives of the club wish to personalize their position title, they may discuss it with the Clubs Coordinators.
3. Once the Executive has approved the club, the club presidents must submit a proposed budget and a tentative events calendar for the semester (containing the two (2) mandatory club events) to the Club Coordinator(s). Failure to comply within five (5) lecture days from when the club is notified as to its approval from the Executive will result in the complete loss of a budget and the possible revocation of allocated office space.
4. Clubs can start-up at any time of the year. However, requests for a clubroom require the submission of the club constitution with the proper documentation by the deadline set forth by the Executive.
5. Events must be well advertised and memorable in order to make the club stand out, be well known and remembered by fellow students and staff.
6. Events must be proposed to the Club Coordinator(s), ten (10) lecture days in advance using the Event Request Form (Appendix F). Clubs must not propose an event to Student Services or any other V.C.S.A. executive. Club events can ONLY be approved by the Club Coordinator(s).
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 or in a classroom belonging to Vanier College.

8. Classrooms for meetings must be reserved through the Facility Request Form (Appendix G). The Club Coordinator(s) must have the request at least eight (8) lecture days in advance in order to approve the request and submit the request on time.
9. Clubs that wish to invite Vanier alumni, guests or Speakers to attend club meetings or events must indicate so in the Guest Speaker Request (refer to Club Coordinator(s) for this form). The form must be submitted at least fifteen (15) lecture days in advance to the Club Coordinator(s).
10. All requests must officially be made using the forms found in the Appendix. Requests that are not official and in writing will be neglected.
11. Any kind of event promotions (on-campus, off-campus, electronically or physically) will need to pass through an approval period of at least three (3) lecture days prior to the start of advertising. The Club Coordinators will be in charge of approving promotional material abiding by previously approved events by the Executive Council.  
  
In addition, the Club Coordinators upon approval, will also be promoting said posting through the official media platforms of the Association.
12. 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. Bylaws.

## Chapter 2: Club Elections

Bi-annual elections within every club are necessary to establish a managing executive team.

1. Elections are open to all club members.
2. Every club must hold elections for executive members at least once every academic semester.
  - a. Positions open in the winter semester and Fall semester are : Co-President 1, Co-President 2, Treasurer and two executive members.

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 and approved by the Clubs Coordinator(s).

3. Club election must be supervised by the Club Coordinators mainly or any other Executive of the Council .Results must be formally submitted to the Executive using the appropriate form at the end of this document (Appendix D).

4. Club executives must be in good academic standing.

Note: The Club Coordinator(s) reserve the right to annul 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 Executive member is democratically elected. Elections may be suspended upon the recommendation of both Clubs Coordinators with the approval of the Executive Council.

### Chapter 3: Executive Duties

The five (5) executive positions of a club are the following: Co-President 1, Co-President 2, Treasurer, and two (2) general executive members. The following points cover each of their duties:

1. The Co-Presidents are responsible for managing the club and is to be directly liable to the Club Coordinator(s).
2. The Treasurer is responsible for keeping the club's financial records which include but are not limited to, club expenses and raised funds. The Treasurer should be able to supply an audit of the finances to the Executive upon request. Records *will* be verified by the Executive.
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 fulfill 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. An executive member cannot impeach anyone from the club. However, impeachment of any club member may be proposed to the Club Coordinator(s) if two thirds of the club suggests so and presents valid reasons for impeachment. The decision then lies in the hands of the Executive.

Note: In the occasion of approved impeachment of an executive member, the remaining executives must elect a new executive, following the rules and the guidelines and provide an updated Executive List to the Club Coordinator(s).

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. In addition, club executive members should encourage their members to participate actively in any V.C.S.A event with at least (3) members being involved in at least one (1) V.C.S.A event within the semester.

*Note:*

The Executive can suspend or impeach any club executive or expel any member, provided that there be proof of the transgression on the latter's part.

#### Chapter 4: Finance

To present a budget to the Executive or request funding, an executive must:

- Fill out a Budget Proposal found at the end of this document (Appendix E), enumerating a detailed list of envisioned expenses.
- Submit the said Budget Proposal with a minimum of ten (10) lecture days prior to the event to the Club Coordinators, who will review it and present it to the Executive Council.
- Make the purchases without delay after the approval of the said budget from the Executive. Preserve every receipt of every purchase pertaining to the Club event.
- At the end of the event, submit the receipts immediately and any other pertinent documentation (estimates, service contracts, etc.) to the Club Coordinator(s) in an organized fashion to ensure reimbursement.

Furthermore,

1. All Budget Proposals must be approved by the Club Coordinator(s); expenditures not previously approved by the Executive Council will not be reimbursed.
2. Clubs are not to rely solely on their budget for the funding of their activities. Clubs are expected to invest effort into financing their events, projects or outings.
3. Club executives must consult the Club Coordinator(s) before charging for club outings and other events.
4. Clubs are responsible for taking the necessary precautions to ensure that all money raised is kept in a safe and secure location.
5. Each club is expected to maintain a financial record of all club transactions. The V.C.S.A. Treasurer along with the Clubs Coordinator(s) will verify all financial records on a monthly basis. The Student Council reserves the right to request that an audit of the club's finances be made.

6. Clubs are not permitted to use their budget money to purchase food for meetings or gatherings, unless the food purchased is made available for the whole student body or stipulated in their club's budget. Any amount spent toward buying food for club members will *not* be refunded.
7. Clubs cannot dedicate part of their budget for donations or for any cause or organization. Only raised funds can be used for donations.

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 5: Fundraiser

Fundraising falls under a policy that is updated frequently. Therefore, the executive must consult the Club Coordinator(s) before planning any fundraising activity of any kind.

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. Prior to hosting any fundraising activity, a club executive must submit a formal written request to the Club Coordinator(s) and await approval.
2. A formal document attached to this package (Appendix F) must be presented to the V.C.S.A.'s Treasurer within forty-eight (48) hours of the event's conclusion, stating (1) the name, date and description of the event; (2) the total sum of the collected funds; (3) the fundraising method.
3. All collected funds will be kept under the club's name until either the club uses the funds, capitulates, or the semester ends.
4. Every club is required to hold at least one internal fundraiser per year.

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.

### Chapter 6: Club Office

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

1. Club Offices cannot be requested after the deadline set by the Executive.
2. All Club Offices must be completely cleaned out and emptied by the last day of exams of both the fall and winter semesters. Anything left behind *will* be disposed of.
3. A Club may purchase chairs or arrange a sitting space; however, the funding will come from the club's budget. Sitting space must be arranged in such a way that the Club room door can open completely without anything obstructing its way.
4. 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.

Note: The number of available clubrooms 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 7: Club Access Cards

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

1. The Club Executives must sign a Club Access Contract (Appendix I) upon the allocation of the Club Office.
2. The Co-Presidents of a club are responsible for submitting a list of the club's executive members to the Club Coordinator(s). These five (5) members are to be the only members of the club to obtain access to the clubroom via their Student ID card.
3. Only authorized executives are allowed to obtain access rights on their ID card to their own Club's Office. Access is meant for the club executive's use only. Failure to adhere to this policy would result in loss of access privileges.
4. It is strictly *forbidden* for a person to remain in a club room during their own class hours.
5. Members without access rights must not be left unattended and must leave when the club executive leaves the premises.
6. Every member upon entering the club office must sign on the logbook with name, student ID and time.

## Chapter 8: Liaison with the Executive.

1. Clubs must submit a list of executive members as well as a list of all members containing the following information: name, student identification number, a contact number, graduating semester and email address. (Appendix D)
2. Each club must submit a Club Calendar of events to the Club Coordinator(s). This calendar may be subject to minor changes; however, a minimum of two (2) event per semester is mandatory.
3. If funds are requested: clubs must submit a detailed approximate budget for the semester (Chapter 4; Appendix E).
4. Use of the Vanier name by a club for any external activity, must be approved in writing by the Executive prior to the event. Failure to obtain approval will result in the suspension of club activities.
5. All clubs must be represented at every meeting, held monthly with the Club Coordinator(s). At least one (1) Executive member from each club must attend, although a maximum of three (3) representatives from one club may attend in total. Each person represented counts for one (1) vote.

## Chapter 9: Club Responsibilities

1. Club promotion is important. Clubs must host their own events around campus, pertinent to the culture that their club represents, involving the consideration of the VCSA Executive Council with a minimum two (2) events per semester.
2. Club executive members are responsible for keeping formal files organized containing financial records, club constitutions, activities, and any other important documentation.
3. Clubs wishing to use college facilities or school property must notify the V.C.S.A and fill out a "Use Of Facilities" form five (5) lecture days prior to the needed use of such facilities. The Club Coordinator(s) must approve the request and submit the form on behalf of the club.

Note: It is important to reserve facilities early, as it is significantly difficult to ensure the grant of every request.

4. Clubs are responsible for informing their guests and/or visitors of parking regulations and any other important Vanier College information.
5. Clubs are responsible for making sure that any guests and/or visitors have been identified and approved by the Executive and Student Services before their arrival to the College by at least fifteen (15) lecture days. Violation of this rule might result in



serious consequences such as the shut-down of the Club, thus the suspension of its activities and that at the discretion of the College and the Executive.

6. Every club is responsible for completing a Club Members list (Appendix C). This list will include every member's: (1) name in print; (2) student identification number; (3) graduating semester; (4) and signature.
7. Following Clubs Day, every club must send a MIO to every member, notifying them of their allocated space and of any upcoming events or meetings.
8. Members present in the club office shall under no circumstances participate in the club if they should be in class at the time.

Note: The Executive 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, said individual will be asked to leave the club office.

#### Chapter 10: Emergency Situations

In the event of an unexpected College wide close due to directions from the local authorities, the VCSA Executive council will come to a decision concerning all clubs. In the event that the councils decision is to shutdown all clubs activities, each clubs will have to respect the following steps:

1. All budgets, including but not limited to fundraisers and club budgets in the use of materials such as: 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 Executives announce the reopen of the rooms.
3. Club gatherings associated with VCSA will not be permitted to take place on or off campus. If a gathering needs to take place, the Executive council will have to approve it beforehand. Failure to comply will lead to the dissolution of the club as well as proper punishable action against the executive members of the club.
4. The (2) mandatory club events per semester rule will be lifted. Any club events taking place during the emergency times will need the VCSA Council's approval.

Note: Any other substantial situation not included in this section will be covered by the Clubs Coordinators with the approval of the Executive Council.

#### Chapter 11: Merchandise

1. If the Clubs decide to create merchandise, it should be approved by the 2/3 majority of the members of the club in their respective monthly meetings with at least 15 members or more wanting to place an order for the merchandise.
2. The Executive will provide the club a reliable source to produce the merchandise. The Club can decide on another company/entity. In that case, the Council must approve it beforehand.
3. Clubs may request merchandise starting on the first day of the Academic school year. The deadline will be the last month before the end of the academic school year.
4. Club Merchandise must be presented to the council at one of the VCSA weekly meetings where at least 3 club executives will be attending and presenting.
5. the Club gets approval for the merchandise, the clubs must provide 100% of the funds worth of the merchandise as a security deposit.
6. All Clubs merchandise need the Executive Council's final approval before distribution starts.
7. Upon the approval of the club merchandise, all club executives will sign a merchandise contract drafted by the Club Coordinators.

Appendix A:  
Club Proposal Form

(Club Package Edition 2018 – Article 1.1)

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

**CONTACT INFORMATION**

Contact	Name	&	ID:
Number		&	Contact
			e-mail:

\_\_\_\_\_

**CLUB DESCRIPTION**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**MEMBER SIGNATURES**

By signing this document, I hereby approve in the creation of the proposed club. I pledge to become a member of this club, to be involved and to promote the operations of this club.

	Member Name	Student ID	Signature
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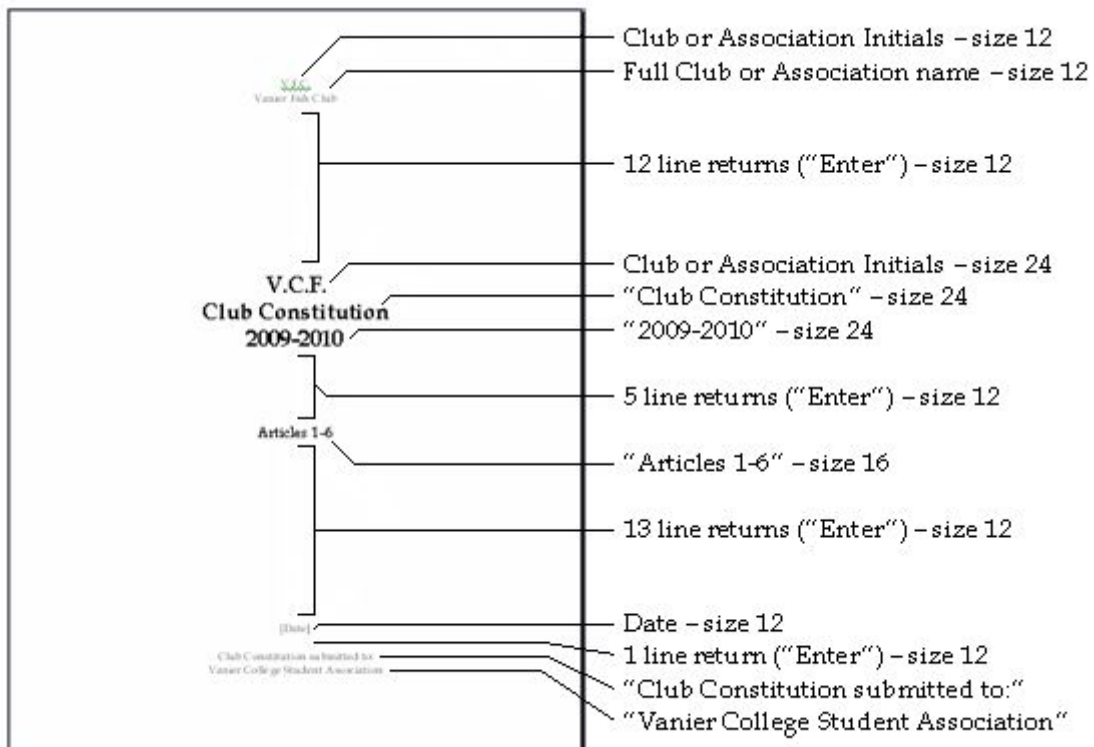
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23			
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**FOR CLUB COORDINATORS**

Appendix B:  
 Club Constitution Outline  
 (Club Package Edition 2018 – Article 1.3; 10.1)

**GENERAL REQUIREMENTS**

- Text requirements:Font : Times New Roman  
 Size :12  
 Line spacing :1.5 (except cover page)  
 Alignment :Justified
  
- Please submit your Club Constitution with the appropriate cover page (as shown below) and a header bearing the clubs name on each page.



Article 1:  
Preamble and Purpose

- 1) State official name of the club, organization or association.
- 2) State the purpose of the clubs existence.
- 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) Attach a tentative schedule and description of the mandatory events.
- 8) The statement that the present constitution is valid for only one (1) academic year (which ends the last day of exams of the winter semester). Include the appropriate dates.

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 when a club meeting is held, the Club Coordinator(s) will be given notification of the date, location and of the topics to be discussed forty-eight (48) hours before the said meeting
- 5) State that all meetings must be documented, and the minutes must be taken.

- 6) State that any Executive member may attend any club meeting (including closed meetings).
- 7) State under which conditions quorum is met for club meetings.

Article 3:  
Executive members

- 1) State what positions are to be elected and when (which 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 Association.
- 2) State that the club will abide by all guidelines, policies or directives that the Executive has 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 Executive with respect.
- 5) State that there will be least one (2) executive member of the club attending every meeting with the Club Coordinator(s). Failure to comply will result in the immediate withdrawal of funding from the Executive, as well as the repossession of the Club's Office.



- 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 fundraising. Failure to comply will result in serious consequences deemed appropriate by the Club Coordinator(s) and Executive.
- 7) State that any funds received by the club, as a result of fundraising or other activity, will be given to the Executive. within seventy-two (72) hours of the conclusion of the event in question. These funds are to be deposited into the respective Club Account.
- 8) State that the club will respect and abide by any decision made by the Executive. In respect to its clubs. 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.

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. 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.

Article 6:  
Changes to the constitution

- 1) The 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 Executive for ratification.

Appendix C:  
Club Members List

□

(Club Package Edition 2020)

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

<b>MEMBER CONTRACT</b>
------------------------

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 personally liable for any damages or infractions for which I am found to be responsible. I acknowledge that failure to abide by any of the aforementioned policies may result in my immediate suspension from the previously mentioned 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 Executive deem it appropriate.

	Full Name	Student ID	Graduating semester	Member Signature
1				
2				
3				
4				
5				
6				
7				
8				
9				

10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				

Appendix D:  
Club Election Form



(Club Package Edition 2020)

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

Note: the following table must be repeated for every elected position.

Election  
Position: \_\_\_\_\_

<b>NOMINATED CANDIDATES</b>
-----------------------------

	Full Name	Number of votes
1		
2		
3		
4		
5		

<b>TOTAL NUMBER OF VOTES</b>	
------------------------------	--

Elected Candidate: \_\_\_\_\_

<b>CANDIDATE INFORMATION</b>
------------------------------

Full name: \_\_\_\_\_

Student I.D. number: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Graduating semester: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**SUPPORTING VOTING MEMBERS**



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

	Member Name	Student ID	Graduating semester	Signature
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

1 3				
1 4				
1 5				
1 6				
1 7				
1 8				
1 9				

	Member Name	Student ID	Graduating semester	Signature
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				

Appendix E:  
Budget Proposal

(Club Package Edition 2020)

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

Approximate amount requested:

\_\_\_\_\_

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

	Item	Cost	Date of cost
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

<b>TOTAL REQUESTED BUDGET:</b>	
------------------------------------	--

Appendix F:

Event Budget Proposal

(Club Package Edition 2020)

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

Amount requested: \_\_\_\_\_

Funding requested for (event/activity): \_\_\_\_\_

Date of event: \_\_\_\_\_

**LIST OF ENVISIONED EXPENSES AND COSTS**

	Item	Cost
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		



<b>TOTAL REQUESTED BUDGET:</b>	
------------------------------------	--

**FOR CLUB COORDINATORS**

## APPLICANT INFORMATION

Name: \_\_\_\_\_  
*Last* *First*

Student ID: \_\_\_\_\_ Position: \_\_\_\_\_

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

Club Email Address: \_\_\_\_\_

Telephone: \_(\_\_\_\_)\_\_\_\_\_

## EVENT INFORMATION

Proposed Event:

---

---

---

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---

---

Date: \_\_\_\_\_ Time: \_\_\_\_\_

## FACILITY REQUESTED

1. \_\_\_\_\_  
*First Choice*

2. \_\_\_\_\_  
*Second Choibe*

Time: \_\_\_\_\_:\_\_\_\_\_ am / pm to \_\_\_\_\_:\_\_\_\_\_ am / pm

## WORK ORDER

*Items Required for Event (Ex.: chairs, tables, bulletin boards, dividers, stages, etc.)*

List & Indicate how many of each:

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# V.S.C.A. EVENT REQUEST FORM

**FILL OUT THIS SECTION IF FUNDRAISING IS INVOLVED**

Fundraising Method:

---

---

---

Items for Sale:

---

---

**FILL OUT THIS SECTION IF A GUEST SPEAKER IS ATTENDING**

1. Name: \_\_\_\_\_  
*Last* *First*

Telephone: \_(\_\_\_\_\_)\_\_\_\_\_ or Email Address: \_\_\_\_\_

Attending Purpose(s): \_\_\_\_\_

2. Name: \_\_\_\_\_  
*Last* *First*

Telephone: \_(\_\_\_\_\_)\_\_\_\_\_ or Email Address: \_\_\_\_\_

Attending Purpose(s): \_\_\_\_\_

3. Name: \_\_\_\_\_  
*Last* *First*

Telephone: \_(\_\_\_\_\_)\_\_\_\_\_ or Email Address: \_\_\_\_\_

Attending Purpose(s): \_\_\_\_\_

# V.S.C.A. FACILITY REQUEST FORM

## APPLICANT INFORMATION

Name: \_\_\_\_\_  
*Last* *First*

Student ID: \_\_\_\_\_ Position: \_\_\_\_\_

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

Club Email Address: \_\_\_\_\_

Telephone: \_(\_\_\_\_)\_\_\_\_\_

## FACILITY REQUESTED

1. \_\_\_\_\_  
*First Choice*

2. \_\_\_\_\_  
*Second Choice*

Time: \_\_\_\_\_; \_\_\_\_\_ am / pm to \_\_\_\_\_; \_\_\_\_\_ am / pm Date: \_\_\_\_\_

## FILL OUT THIS SECTION IF A GUEST SPEAKER IS ATTENDING

1. Name: \_\_\_\_\_  
*Last* *First*

Telephone: \_(\_\_\_\_)\_\_\_\_\_ or Email Address: \_\_\_\_\_

Attending Purpose(s): \_\_\_\_\_

2. Name: \_\_\_\_\_  
*Last* *First*

Telephone: \_(\_\_\_\_)\_\_\_\_\_ or Email Address: \_\_\_\_\_

Attending Purpose(s): \_\_\_\_\_

3. Name: \_\_\_\_\_  
*Last* *First*

Telephone: \_(\_\_\_\_)\_\_\_\_\_ or Email Address: \_\_\_\_\_

Attending Purpose(s): \_\_\_\_\_

Appendix H:  
Club Office Request Form  
(Club Package Edition 2020)

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

Requesting permanent office space or recurring classroom Wednesdays & Fridays:  
\_\_\_\_\_ (Classroom number)

Clubs without office space will be compensated.

If permanent space requested:

Reason for permanent space needed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If space granted, club will approve shared space                      YES                      NO

Note: If office space is not sufficient clubs will be required to share rooms.

Appendix I:

*Club Access Card contract between the Vanier College Students' Association and the V.C.S.A.'s Students Clubs*

This contract is valid from September 19<sup>th</sup>, 2020 to May 14<sup>th</sup>, 2021

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

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

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 risk of shutdown and its members are liable for the expenses needed for repairs and/or replacement of goods.

**Access cards are issued with the 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 a Club Coordinator 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 authorized user is found to have a duplicate access card, he/she will be suffering the consequences as deemed appropriate by the Clubs Coordinators and Association members.
- 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- 6 PM) until the last day of classes.

By signing this contract, the \_\_\_\_\_ Club accepts the terms, conditions and regulations found in this contract, in Club Constitution as well as in the V.C.S.A by-laws in regards to the Club Access Card and Club's activity. Failure to comply with these terms and conditions will result in severe consequences.

For the V.C.S.A

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

Position:

Position:

President

Co-President

Clubs Coordinator

Co-President

Clubs Coordinator

Treasurer

Executive Member 1

Executive Member 2

