



   
@nwpstudents

CLUB MANUAL

2022-2023

**Students' Association of
Northwestern Polytechnic**

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INTRODUCTION

The Northwestern Polytechnic Students' Association (NWPSA) promotes the importance of Clubs in enhancing student life and their needs by facilitating both academic and interest-based Clubs at Northwestern Polytechnic (NWP).

A Club refers to a group of NWP students who share a specific interest. A Club with a formal ratification has been approved to operate under the bylaws of NWPSA. Participating members of the Club formally meet and/or organize and in activities together.

The creation of Clubs must adhere by NWPSA's rules as follows:

1. A total of five founding members are required, with three members acting as executives, to fill out a Request for Ratification.
2. All Club executives must be current NWP students in good academic standing, as defined by Northwestern Polytechnic.
3. All Clubs are required to submit a Club application package for NWPSA Executive Council approval.
4. Each Club must have a unique purpose to be approved. Check our Club List to see if any Clubs already exist to meet a specific interest.
5. Only NWPSA approved Clubs are permitted the following:
 - a. To apply for Club funding through the Club Funding Request Form.
 - b. To hold a Club event or function on or off the campus (whereas NWPSA holds no liability and involvement for such events).
 - c. To request NWPSA social media promotion.
 - d. To print and post materials on designated NWPSA posting boards.
 - e. To request the use of Howlers Lounge or Notley Square as a meeting/event space.
 - f. Non-ratified Clubs are not permitted to any NWPSA Club privilege, such as booking Club space. In circumstances where a non-ratified Club seeks space, a proposal must be presented to the EC at the next Executive Council meeting.
6. At the end of each year, Clubs are required to submit a Year-End Report to the Vice President (VP) Internal.
7. Fraternities and sororities are strictly prohibited.
8. Club members may choose to dissolve a Club at any time.
9. If a Club decides to dissolve, a letter of official disbandment must be sent to the VP Internal no later than 24 hours after the last Club meeting.

How do I start a club?

Read the club manual, round up some friends or classmates with a similar interest, and fill out a Club Application Package

Can I be part of more than one club?

Absolutely! We encourage you to join as many clubs as you have time for!

How do I join an existing club?

Check out the Club List on our website to find out the Club(s) for you and/or stop by the SA office and we will forward your contact info to the Club's President.

How do clubs receive funding?

Clubs can receive funding from the NWPSA on a reimbursement-only basis and are free to fundraise within the policies of NWP and NWPSA.

Does it cost money to run or join a club?

A Club may choose to charge a membership fee, which you will pay upon joining. To run a Club there is no personal cost associated unless you choose to purchase anything that the SA cannot reimburse, for example, alcohol.

What if I am on Fairview Campus?

Our VP Internal will be your primary contact! Submit all forms, deposits, etc. through the VP Internal and they will ensure materials are forwarded to the council for approval.

REGISTRATION

In order to register a Club with NWPSA, Club Executives must complete the following process.

1. Create a name that includes "NWPSA" to recognize that the Club operates under the Students' Association.
2. Select three Club members to serve as Executives and establish responsibilities. All Club Executives will have signing authority. Suggested Executive roles are:
 - a. President - Oversees the Club and its activities, is the liaison to the NWPSA VP Internal and Executive Council and acts as Chair for all meetings.
 - b. Vice President - Assists the President with all duties, Chairs any meeting the President is unable to attend, and ensures the objectives of the Club are being met.
 - c. Treasurer/Secretary - Takes minutes at all Club meetings and distributes them to Club members, responsible for financial record keeping including the intake of all receipts and invoices, responsible for depositing all funds through the Students' Association, records and reports all relevant financial information.
3. It is recommended that all Clubs have a staff/faculty advisor to provide continuity and assist with administrative duties.
4. Fill out a Club Registration Package fully and truthfully. The package includes:
 - a. A Request for Ratification
 - b. Membership Roster (To be updated at the end of each semester)
 - c. Club Responsibility Form
 - d. Code of Conduct
5. The Executive Council will review all Requests for Ratification and within 14 days reach a decision regarding a Club's status. Returning Clubs must also submit an updated application package in order to maintain their Club status.

CHECKLIST

- Request for Ratification
- Membership Roster
- Club Responsibility Form
- Code of Conduct

NWPSA will only formally recognize Clubs that are open to the entire student, staff, and faculty body at Northwestern Polytechnic. Clubs that exclude any identifiable group will not be recognized by NWPSA.

This does not apply to Department Clubs, which are by nature only open to people in those departments. (E.g. Animal Health, Nursing, Business, etc.)

1. Prohibited grounds for discrimination include all those laid out in the Canadian Charter of Rights and Freedoms, including, but not limited to, race, gender, age, religion, sexual orientation, etc.
2. Clubs must also be open to all. However, Clubs reserve the right to determine what criteria can distinguish Club members from observers. Should an observer act in a way that is aggressive, offensive, or oppositional to the Club and/or its members, the Club Executives can ask them not to attend any further Club activities.
 - a. A MEMBER is defined as someone who pays membership fees (if applicable), has voting rights, and actively participates in the decision-making process.
 - b. An OBSERVER is someone welcome to all Club meetings and events, but is not a voting member, and has no role in the decision-making process of the Club.
3. At least five Club members must be students contributing to NWPSA fees.
4. At least 50% of all members must be students. The balance may consist of staff, faculty, alumni, or community members.
5. A Club Roster must be submitted with the Club application package and updated at the end of every semester.
6. Clubs may choose to charge a membership fee to cover expenses such as equipment rental. The Executive Council will not approve of a Club charging membership fees as a source of income for Club Executives.

All Club banking MUST be conducted through the Students' Association of NWP

1. All ratified Clubs will receive a Club account under the NWPSA.
2. No Club shall:
 - a. Maintain a bank account outside of NWPSA.
 - b. Have funds in any name other than that of the ratified Club.
3. Only Club Executives have financial signing authority and may participate in any financial activities on behalf of the Club.
4. All Club funds must be submitted to the VP Internal to be deposited into the Club account by the Executive Director. An explanation of how the funds were generated is also required.
5. To receive money from a Club account, two Club Executives with signing authority must submit a Funding Request Form (available online and in the SA office) to the VP Internal. The form will be reviewed by the NWPSA Executive Council. If approved, a cheque will be made available for pick up within ten business days of the request. Funds can be received by reimbursement only, with exceptions made for special cases.
6. Account statements will be available at any time upon request to the VP Internal.
7. The Students' Association reserves the right to withdraw funds from a Club account if a Club refuses to pay any outstanding debts. NWPSA shall provide one week's notice to the Club Executives before any such withdrawal is made.
8. It is encouraged that either the President or Treasurer of a Club keeps copies of all receipts and invoices to create their reconciliation of funds. Any discrepancies between Club records and NWPSA records should be brought to the attention of the VP Internal immediately. The VP Internal will then work with the NWPSA Executive Council to find the source of the discrepancy. An open investigation may take place.
9. Any money left in a Club's bank account shall be forfeited to NWPSA after either one academic year of inactivity or upon removal of the Club's status. These funds will be redirected into the Students' Association's Club budget for future use by ratified Clubs.
10. A Club may choose to either spend, donate, or carry over any leftover fundraised revenue at the end of the academic year.
11. NWPSA reserves the right to perform a financial audit of any NWPSA ratified Club at any point throughout the year.

The Northwestern Polytechnic Students' Association (NWPSA) recognizes the need to provide financial assistance to its Clubs.

1. Each Club wishing to receive grant funding from NWPSA must complete the Club Funding Request Form, available online or in the SA Office. The Executive Council will decide on the request within fourteen days. The Council may decide to approve a request as presented, approve a modified or reduced request, or deny a request.
2. A budget and proposal estimating how funds will be spent must be submitted with the request for funding.
3. Funding will only be available if it is related to special projects such as travel to conferences or events that are fundraisers, socials, or networking nights for the Club members and students of Northwestern Polytechnic.
4. All Clubs must, on the Club Funding Request Form, disclose the amount of monetary or in-kind sponsorship already asked for and received by external sources with the permission of the NWPSA Executive Council.
5. Copies of all receipts and invoices from club events that receive grant funding must be submitted to the VP Internal a maximum of business days after the event.
6. The Students' Council may request to be informed of all outside donations and grant funding that has been made to Clubs.
7. A Funding Follow-Up Form must be submitted within fourteen days of spending the funds, including any relevant receipts and invoices.

SPONSORSHIPS

1. All Clubs must obtain permission from the NWPSA Executive Council before soliciting any sponsorship.
2. Clubs cannot request, nor accept, sponsorship from organizations that conflict with Northwestern Polytechnic or NWPSA affiliated sponsors.
3. Clubs cannot approach or accept sponsorship from an organization, business, person, etc. that conflicts with NWP or NWPSA values.

1. All Club events must be approved by the Executive Council. Clubs must submit a Club Event Proposal Form a minimum of two weeks before each event to the VP Internal. Club Event Proposal Forms will be available to Clubs online or in the SA Office.
2. If a Club exceeds the approved budget for an event, owed funds are the responsibility of the Club Executives from the Club account. If the Club account cannot cover the expenses. Club Executives are held liable.
3. It is encouraged that one Club Executive member (or delegate) shall formally assume responsibility to act as a point of contact for the duration of the event in question.
4. Clubs are required to fill out a Post Event Summary Form up to 14 days after the event, which will be available online or in the SA Office.
5. No Club will be allowed to use NWPSA funds for the purchase of alcohol. Special circumstances may apply, at the discretion of the Executive Council.
6. Clubs must provide taxi vouchers for their members and/or guests when an event involves the consumption of alcohol, as per the following:
 - a. For every four guests, there must be one taxi voucher available.
 - b. All taxi vouchers must be used to leave from the location of the event in question.
 - c. The VP Internal will record the taxi vouchers given to the Club before the event.
 - d. Unused taxi vouchers must be returned to the VP Internal no later than two business days after the event in question.

On-Campus Events

1. Upon event approval, the VP Internal will book the appropriate room on-campus for a Club event. Clubs should book all rooms for on-campus events through the VP Internal.
2. If a room has already been booked by a Club's academic department, the club must include this information in the Club Event Proposal Form.
3. All on-campus Club events that include alcohol service (in a licensed area) must adhere to the rules and regulations outlined by the Alberta Gaming and Liquor Commission.
4. All food and liquor services must follow NWP requirements, as per NWP policy AD.2.2: Alcohol Service and Consumption on Campus and procedures AD.2.2.1: Alcohol Service and Consumption on Campus.
5. A receipt will be provided to a Club Executive after an Event Follow-Up Form is submitted along with the deposit. The VP Internal is responsible for collecting all deposits.
6. The following business day, all monies given to the VP Internal will be credited to the Club's account by the Executive Director.
7. Clubs are required to return all NWP and/or NWPSA equipment in its original condition and clean up areas used for an event.
8. All clean-up must be done immediately after the event is finished. Prior arrangements must be made with proof via email if an extension is required.
9. Clubs will be charged from their Club account at market value for any NWP and/or NWPSA equipment and/or property that is damaged or stolen during an event.
10. Should the cost of any damage and/or theft of any NWP or NWPSA equipment and/or property be more than the funds available in the Clubs account, the Club Executive who submitted the Event Proposal Form shall be held personally responsible for all costs incurred.

Off-Campus Events

1. Clubs may hold off-campus events with special permission from the Executive Council.
2. All off-campus events must adhere strictly to AGLC guidelines and the policies of the venue.
3. If a Club has received approval for an event and has booked an off-campus venue (e.g. bar, hotel, etc.) they must adhere to the following procedures:
 - a. The Club must email the VP Internal with proof of the venue's existing general liability insurance, which must provide coverage for a minimum of CAD \$2,000,000 before the event.
 - b. If the venue does not have general liability insurance, the Club must purchase a one-time Alberta Party Alcohol Liability insurance policy, with a minimum of CAD \$2,000,000 in coverage. the Club must email proof of purchase to VP Internal before the event.
 - c. Failure to secure appropriate insurance coverage will result in the event being officially canceled.
 - d. Club Executives will be held personally liable if they do not secure the proper insurance coverage and continue with the event against NWPSA's policies and procedures.

LIABILITY

1. NWPSA ratified Clubs have no authority to bind NWPSA to any contract or agreement. Only the NWPSA VP Internal and Executive Director may sign a contract or agreement on behalf of a Club, with prior consultation from the Executive Council. Contracts or agreements include, but are not limited to, the following:
 - a. Hotel contracts
 - b. Banquet room contracts
 - c. Venue contracts
 - d. Sponsorship agreements

2. Club Executives will personally assume responsibility for loss or damage in the event they sign a contract or agreement.

3. NWPSA is not responsible or liable for any damages, costs, suits, or claims arising as a result of the actions of any Club or Club member for any Club events.

4. Should a Club book a space on-campus without approval from the Executive Council, the Club Executives will automatically be liable for any damages and/or fees incurred.

5. Clubs will be liable for any damages and/or fees that may be incurred during Club events. If damages and/or fees exceed the funds available in the Club's bank account, Club Executives will be held personally responsible.

6. Before the NWPSA Executive Council will grant approval of any event, Enterprise Risk Management must be consulted by a Club Executive and the VP Internal.

INSURANCE

All Clubs are insured under the policies of NWPSA. For questions about insurance, or to see a copy of the policies, contact the NWPSA Executive Director.

ONLINE PRESENCE

As representatives of NWPSA, no Club shall post any offensive material online. Offensive material includes but is not limited to, all material deemed inappropriate within the context of Northwestern Polytechnic policies and procedures, NWPSA policies and procedures, and the Canadian Charter of Rights and Freedoms.

1. In cases where a formal complaint regarding offensive online material posted by a Club has been made, the complaint shall be brought to the Executive Council who will determine subsequent consequences, if necessary.
2. All online presence by a Club must be approved by the VP Internal before posting.
3. All Clubs will be required to use the NWPSA logo on any of their websites or online content. Clubs can request a copy of the SA logo from the VP Internal.
4. All inquiries related to a Club's online presence are to go through the VP Internal.
5. The VP Internal, in consultation with the Executive Director, will review all online content before the Club's website is linked to www.nwpsa.ca

ADVERTISING

As representatives of NWPSA, no Club shall produce any offensive material. Offensive material includes but is not limited to, all material deemed inappropriate within the context of Northwestern Polytechnic policies and procedures, NWPSA policies and procedures, and the Canadian Charter of Rights and Freedoms.

1. All posters and advertising materials must be approved by an Executive Council member prior to being distributed, including but not limited to posters, promotional clothing, SWAG, etc.
2. All posters, advertising, clothing, and SWAG must include the NWPSA logo.
3. The NWPSA logo must be included in its original form and must not be altered in any way, such as stretched, cropped, or experience a change in color without approval from the VP Internal.
4. Clubs can request a copy of the NWPSA Club logo from the VP Internal.
5. All Club posters must be submitted to the VP Internal in the form of a pdf.
6. Clubs will be permitted to display posters on campus only on designated NWPSA posting boards or anywhere on campus that NWPSA is permitted to advertise and promote (pillars, etc.)
7. All Clubs are offered a maximum of fifteen free 11 x 17 posters per semester. All other posters will be printed at a fair price as determined by NWPSA.
8. All Club posters must be sent to the VP Internal for approval, a minimum of 24 hours prior to the expected time of printing.

DISCIPLINARY ACTION

The Northwestern Polytechnic Students' Association (NWPSA) recognizes the need to reserve the right to impose disciplinary actions where necessary.

1. Disciplinary action will be taken against a Club and/or individual Club members if:
 - a. The Club fails to follow NWPSA and/or Northwestern Polytechnic (NWP) policies and procedures.
 - b. The Club abuses NWP or NWPSA services, privileges, or funding.
 - c. The Club is found to have its own bank account.
2. If a Club violates one of the NWPSA policies or procedures, the Vice President (VP) Internal shall notify the Executive Council no later than 24 hours after the violation is discovered.
3. The Executive Council shall meet and determine the necessary disciplinary actions. Disciplinary actions may include, but are not limited to, the following:
 - a. Suspending funds
 - b. Revoking Club membership
 - c. Restricting Club benefits, etc.
 - d. Any sanction applicable under NWP Policies
4. In certain circumstances, disciplinary action may include the suspension of NWPSA ratification and its privileges.
5. A Club may only officially lose NWPSA ratification status by a vote cast by the Executive Council.
6. If a Club is deemed to lose NWPSA ratification status by the Executive Council, it will:
 - a. Surrender all assets to NWPSA.
 - b. Forfeit its right to be a Club on campus for one academic year following the decision of the Executive Council, except in cases where Club members voluntarily choose to remove the Club's NWPSA ratification status.
7. A Club may appeal the decision made by the Executive Council to remove its NWPSA ratification status by providing a Letter of Appeal to the Student Council outlining their case. The Student Council will make the final decision on the appeal.
8. The Letter of Appeal is to be submitted to the VP Internal who will ensure it reaches the Executive Council.
9. When the letter is presented to the Executive Council, a maximum of two Club members may be invited to speak directly to the Executive Council on the decision regarding the alleged violations.

CONTACTS

VP Internal

Daniel Bekele *[he/him]*

e. savpinternal@nwpolytech.ca p. 780.539.2744

Executive Director

Tahnia Getson *[they/them/she/her]*

e. edirector@nwpolytech.ca p. 780.539.2743



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REQUEST FOR RATIFICATION

We have read and agreed with the criteria and benefits associated with the formal ratification of our club by the NWPSA Executive Council. Please accept this form as our request for ratification.

A request for ratification must be made again if a club wishes to continue operating during the summer months (May to August), and each club will have until May 1st to do so.

Date of Submission: _____

Club Name: _____

Club Purpose:

Primary activities:

Will you be charging a membership fee (Please circle)? YES NO

If yes, how much \$ _____

Please provide a breakdown of what the fees are for.

Primary Contact Information

Name: _____

Phone Number: _____

E-Mail: _____



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MEMBERSHIP ROSTER

Founding Members

Name	Student ID #	Phone #	Email	Executive Position (If applicable)	Signature

Additional Members (use a separate sheet if necessary to list all members)

Name	Student, Club Executives, or community member?	Signature



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CLUB RESPONSIBILITY

A club is responsible for any loss/damages to NWPSA/NWP equipment (TV's, overhead projectors etc.) and/ or the room in which any meetings take place.

Please sign below acknowledging that you have read the club manual and understand the above statements.

Club President Name (printed): _____

Club President Signature: _____

Date: _____

FOR OFFICE USE:

Approval Granted? Yes No

If no, please provide reasoning:

Date Approved: _____

Vice-President Social name: _____

Signature: _____

Executive Director name: _____

Signature: _____



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Code of Conduct of Club Executives

Principle

The objective of our Code of Conduct (CoC) is to communicate to all Executive members of NWPSA clubs, the NWPSA values and to outline the behaviors expected that demonstrate commitment to those values. Club Executives are in a position of trust with legal responsibilities so their behavior must preserve and protect NWPSA's legitimacy, professionalism, integrity, and reputation. The CoC supplements the bylaws and policies of NWPSA and is binding to every club member.

1. Club Executives are committed to ethical behavior, to professional standards and to NWPSA values. It is also the duty of each Club Executive to require those same commitments of club members.
2. Club Executives will be respectful in their internal and external communications. They will follow the established lines of internal communication and respect the principle that the Club President speaks externally on behalf of the NWPSA ratified club.
3. Club Executives cannot act for NWPSA in its dealings with stakeholders, institutions or outside organizations.
4. Club Executives will act with courtesy, fairness, and integrity and will not engage in discriminatory activities, statements or behaviors of any kind. In addition, Club Executives will strive to protect other club members from any such discrimination.
5. Club Executives will encourage constructive comments and will discourage destructive criticism from any source. Club Executives will not participate in or condone malicious statements or actions that in any way affect other members, the general membership, Club Executives or the integrity of NWPSA.

Breaches of the Code of Conduct

Any serious breach of the Code of Conduct is to be reported immediately to the NWPSA Executive Director and/or the President. If appropriate, the individual in question is to be removed immediately from the situation or role.

Any breach will be subject to the disciplinary procedures laid out in NWPSA club bylaws and policies. The Students' Council reserves the right to make additional disciplinary decisions pertinent to each case.



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Code of Conduct Declaration

I have read, understand, and agree to abide by the Code of Conduct of the Students' Association of Grande Prairie Regional College. I understand that such adherence is a condition of my status as a Club Executive. I understand that a violation of the Code of Conduct may be grounds for removal from the club.

Signed this _____ day of _____, 20____.

President Name

Signature

Vice President Name

Signature

Other Executive Name

Signature