

Clubs

Ratification Package

POLITICS *sə!qqqoH*

ACADEMIC

SPORTS

ARTS

SERVICES

Interests

CULTURE



www.samru.ca

SAMRU—for the ultimate student experience



Club Ratification Process

The purpose of clubs is to offer students the opportunity to engage in co-curricular activities which facilitate the development of essential life skills such as interpersonal communication, conflict resolution and time management. Clubs provide a vital medium for students to network with other students, faculty, businesses and the community. Students may choose to simply participate within a club to support and promote events or tackle a more challenging leadership role by becoming an executive member. Regardless of your level of involvement, clubs help you to feel more connected to the campus community.

The process for establishing a new SAMRU Club on campus is smoothly structured to allow students the most effective and efficient means to register their club.

- Step 1: Conceive and visualize a concept for a new SAMRU club.
- Step 2: Pick up the “Club Ratification Package” **and** “Clubs Manual” from the reception or on-line at www.samru.ca.
- Step 3: Recruit at least ten (10) student members.
- Step 4: Recruit or hold an election to elect your Club’s Executives. Each Club must have a minimum of three executives.
- Step 5: Fully complete and submit the “Club Ratification Package” and return it to the Clubs Coordinator.
- Step 6: The Club’s Ratification Package is reviewed and the club is ratified by the Students’ Association of Mount Royal University.
- Step 7: Arrange for a Club Executive to attend a mandatory Club Training and Orientation meeting with the Clubs Coordinator. (Visit the Clubs Office in Z304 on the third floor of Wyckham House for more information).

For answers to questions and more information, visit the Clubs Office in Z304 on the third floor of Wyckham House, call at 403.440.5186, or email clubs@samru.ca.



Club Contract Form

Date Submitted	
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Club Name	
Club Email	

We, the _____ Club having read and understood the SAMRU Bylaws, Club Policies and other related material do hereby agree to abide by the terms and conditions of ratification as stated by the Students' Association of Mount Royal University.

We agree to follow the policies and bylaws of the Students' Association of Mount Royal University under which we are ratified, the instructions of the Students' Council, the Clubs Coordinator and any applicable Mount Royal University policies and to adhere to the constitution and/or bylaws of our Club.

We assign _____
to be our Club's Official Liaison to SAMRU
and _____
as our Alternate, should the abovementioned person be unavailable for any reason.

If your Official Liaison or Alternate changes at any time for any reason, please notify the Clubs Coordinator immediately.

President	
Phone	Email
Student ID	

Activities Representative	
Phone	Email
Student ID	

Treasurer	
Phone	Email
Student ID	

The personal information collected on this form will be used to administer and manage SAMRU's programs and services, and to maintain SAMRU's records. This information will be protected by the provisions of the Personal Information and Protection Act and can be reviewed during normal business hours upon request. Information may be disclosed to third parties in order to meet specific contractual and legislative requirements required to deliver services that you have requested. We treat your personal information with care and respect, and use it to improve our services to you.



Signing Authorities

Each registered club must have at least three executive signing authorities. These members will be the only members who will have the authority to access the club's account, both for event approvals and bank transactions.

Date Submitted
Club Name

Signing Authorities

Position	
Name	Signature
Phone	Email

Position	
Name	Signature
Phone	Email

Position	
Name	Signature
Phone	Email

Position	
Name	Signature
Phone	Email

Position	
Name	Signature
Phone	Email

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Membership List

Clubs must have at least ten (10) STUDENT members (Club Executives included) to be eligible for ratification. All of these members must be current students of Mount Royal University.

Club: _____

	Name	Signature	Phone
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

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Sample Constitution

A typed copy of the Club's Constitution must be submitted with the Registration Package and **MUST** be signed by three (3) Club Executives.

This is a **SAMPLE** only- please do not sign this, sign **YOUR** Constitution

- | | | |
|--------------|---------------------------|--|
| Article I | Name | Full name of the club with acronym in brackets. |
| Article II | Objectives | This is the purpose of forming the club. |
| Article III | Membership | This states that all MRU students are eligible for membership. What makes a member active? Will the club charge membership fees and if so, how much? |
| Article IV | Executive Officers | This is a list of the executive officers including their phone numbers and email addresses. |
| Article V | Duties | Define the roles and responsibilities of each Executive Officer and terms (length) of office. |
| Article VI | Elections | Outline the election procedures including dates and what constitutes quorum for an election to be valid. Elections must be held yearly. |
| Article VII | Meetings | State the frequency of meetings, the number of members required for quorum, and the method of publication. |
| Article VIII | Impeachment | State the procedures and majority vote required to impeach an Executive Officer and / or a member. |
| Article IX | Finance Audit | State the source of the funds and the fiscal period (usually May 1 to April 30). |
| Article X | Amendments | Outline procedures for constitutional amendments, notice of motions, and majority vote required to pass. |
| Article XI | Property | State the procedures for purchases, use, and disposal of club property. |
| Article XII | Bylaws | Include any bylaws if applicable. |

Signatures of three Club Executive Officers:

Signature	Position
Signature	Position
Signature	Position



Clubs Directory Template

Each Club (new or existing) must attach a Directory/Information sheet for the **Clubs Directory**. This directory will be available to students at SAMRU Reception, in the Clubhouse and Clubs Coordinator's office, and on-line at www.samru.ca.

This must be submitted via email to clubs@samru.ca in a word document at the same time as ratification.

Example

Club Name: "Example Club"

Contacts:

Sally Student, President, sally@emailaddress.com

Duties include setting meeting agendas and signing up new members

Joe Student, Treasurer, student@emailaddress.com

Duties include book keeping and deposits for the Example Club

Betty Student, VP Activities, bettys@emailaddress.com

Duties include planning fundraisers for Example Club and various on and off-campus events

***Alternatively,** you can chose to create and provide a general Club email address. This is highly recommended to allow for continuity in email from year to year, and to ensure that your executives' personal email addresses are not available to the general public on the samru.ca website. Example:*

Sally Student, President, exampleclub@emailaddress.com

Please visit our website at www.exampleclub.com or email exampleclub@emailaddress.com

Club Mission: A one line blurb that summarizes your club.

Brief Description of Club: A 100 word maximum blurb that provides a few more details on what your club does throughout the year. Meetings? Awareness events? Fundraising? Parties?

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