

Clubs

Ratification Package

POLITICS *sə'ɪ'q'q'ə'h*

ACADEMIC

SPORTS

ARTS

SERVICES

Interests



samru
students' association
of mount royal university

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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** “Club Handbook” 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, but four is recommended.
- 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 SAMRU Ratification Committee.
- Step 7: Arrange for at least one Club Executive to attend a mandatory Club Training and Orientation meeting with the Clubs Coordinator. Training dates are September 16 and September 23. (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 registration as stated by the Students' Association of Mount Royal University.

Furthermore, 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.

President	
Phone	Email
Student ID	

Vice-President (optional)	
Phone	Email
Student ID	

Activities Representative	
Phone	Email
Student ID	

Treasurer	
Phone	Email
Student ID	



Signing Authorities

Each registered club must have at least three executive signing authorities, but four is best. These members will be the only members who will have the authority to access the club's account.

Date Submitted
Club Name

Signing Authorities

President	
Name	Signature
Phone	Email

Vice – President (optional)	
Name	Signature
Phone	Email

Activities Representative	
Name	Signature
Phone	Email

Treasurer	
Name	Signature
Phone	Email

Position	
Name	Signature
Phone	Email

Position	
Name	Signature
Phone	Email



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			



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. Will the club charge membership fees and if so, how much?
Article IV	Duties	List of Executive Officer positions. Define the roles and responsibilities of each Executive Officer and terms (length) of office.
Article V	Elections	Outline the election procedures including dates and what constitutes quorum for an election to be valid. Elections must be held yearly (recommended in March).
Article VI	Meetings	State the frequency of meetings, the number of members required for quorum, and the method of publication.
Article VII	Impeachment	State the procedures and majority vote required to impeach an Executive Officer and / or a member. This will state the minimum members that need to attend the vote and the percentage that will need to vote in majority of. Example: 50% of members need to attend with majority vote of 75%.
Article VIII	Finance Audit	State the source of the funds and the fiscal period (May 1 to April 30).
Article IX	Amendments	Outline procedures for constitutional amendments, notice of motions, and majority vote required to pass.
Article X	Property	State the procedures for purchases, use, and disposal of club property.
Article XI	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** which will be available to Students at SAMRU Reception or on-line at www.samru.ca.

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

Example

Club Name: "Example Club"

Contacts:

Sally Student, President

Kelly Student, Vice-President

Joe Student, Treasurer

Betty Student, VP Activities

Please visit our website at www.exampleclub.com or email exampleclub@emailaddress.com (if applicable)

Club Mission: To provide an example to Student Clubs

Brief Description of Club: Example Club focuses mainly on providing examples to Students who are writing this blurb.

Please keep the description of your Club under 100 words

Please attach any photos, logos, or images that you would like added to the website.