

# CLUB HANDBOOK

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2017-2018

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# UNIVERSITY OF LETHBRIDGE STUDENTS' UNION



# WELCOME

Welcome everyone to the 2017/2018 academic year! This handbook is full of information to help you learn how to ratify a club and to provide information that you will need to know throughout this year. I suggest all clubs should be well informed about the information within this handbook.

Clubs are an integral part of university life, allowing students to engage in a vast number of unique opportunities. They help enrich the student experience by bringing like-minded individuals together to share experiences, interests, beliefs and goals.

There are a wide range of clubs on campus, all with a variety of different structures, members, ideas and events. Due to this variety each club requires different resources in order to thrive. The VP Student Affairs is here to provide information and help your club with different tasks from event ideas to funding opportunities. I am eager to help clubs have a successful year and encourage clubs to collaborate with each other to help further build the University of Lethbridge community. If you have any questions or concerns do not hesitate to stop by the office, email, or phone me. I am a resource for you and will help you in any way I can. The ULSU website ([www.ulsu.ca](http://www.ulsu.ca)) is also a great resource for additional information.

I look forward to working with you and your club in the upcoming year.

Sincerely,

Vice President Student Affairs - Daan Smit  
University of Lethbridge Students' Union  
Office: SU180E  
Phone: (403)329-5155



# IMPORTANT NOTE

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## **This document describes “Ratified Clubs” and “ratification procedures” for the University of Lethbridge Students’ Union (ULSU).**

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This Handbook is intended to direct the founding, organization and maintenance of “ratified” student organizations at the University of Lethbridge. For the sake of this document, the following definition will apply throughout:

*Ratified Club: any student Club or Society whose chartering documents are solely established under the auspices of ULSU statutes, and which has been formally recognized by the ULSU General Assembly in its current year, and is in good standing on matters of fees, membership and financial obligations.*

Ratified Clubs and Societies are legally organized under the terms and conditions of the Constitution, By-Laws and Policies of the University of Lethbridge Students’ Union. “Ratification” of a Club or Society provides certain privileges and sets specific responsibilities on the part of its officers.

Clubs and Societies may/do exist outside of Students’ Union’s By-Laws - they may be organized under the terms of a University department or faculty, or under the terms of the Societies Act of Alberta, or they may exist unofficially as a loose collection of mutually interested individuals. However they exist, the ULSU is only committed to the assistance and provision of services to those which are “ratified”, as described herein.

Every effort is made to ensure that this document fairly represents the spirit, intentions, and letter of ULSU statutes and policies and those of the University of Lethbridge itself.

In the event that any Ratified Club or Society is subsequently found to have practices or by-laws which are deficient in any circumstance, the ULSU is empowered to seek resolution by one, or more, of the following means:

- referral to the ULSU By-Laws, Constitution and Policies
- referral to the Students’ Union General Assembly
- referral to a 3rd party mediation process, if necessary

Subject to the authority granted by the Province of Alberta, the ULSU General Assembly is the ultimate arbiter of any matter arising from any ambiguity contained in any Club or ULSU documents, or in the event of any confusion or dispute arising within a Ratified Club or Society, or between Ratified Clubs.





## WHAT TO DO: A BRIEF OVERVIEW

Please see the Clubs Handbook, ULSU Bylaws and Policies, the VP Student Affairs, or [www.ulsu.ca](http://www.ulsu.ca) for more detailed information and procedures.

### 1. Ratification

Submit the following:

- ULSU Club application for ratification
- Sanctioned club agreement
- Up-to-date constitution
- \$20 non-refundable ratification fee

### 2. Banking

Once ratified, a club **must** fill out a ULSU/BMO Club Banking form and then the ULSU will provide you with documentation to bring to the BMO.

### 3. Clubs Council

Attendance at all monthly Clubs Council meetings is **mandatory**. Two unexcused absences will **immediately** result in probation and a loss of club privileges. A club shall be brought forth for de-ratification if they have three unexcused absences during the academic year.

### 4. Events

The VP Student Affairs **must** be notified of all club events. An event proposal **MUST** be submitted for all on-campus and off-campus events and are subject to approval.

### 5. Start-Up Grant & Club Grants

Submit the following:

- a letter of intent
- a complete and detailed budget
- a complete Club or Start-Up grant application

### 6. Club Space (subject to availability)

- SU300A-C (the Zoo & Ballrooms) for events. Applications are due no later than 20 days prior to event.
- SU010E for occasional/temporary use.
- SU010A-D for club office space during the academic year. Applications are due prior to the September Clubs Council meeting.
- Space can also be booked in the U-Hall Atrium, Markin Hall and the Students' Union Building.
- Classroom booking through the ULSU.



## CONTACT INFORMATION

<p><b>The Students' Union (ULSU)</b> Rm: SU180 • 4401 University Dr. • Lethbridge, AB T1K 3M4 www.ulsu.ca • Ph: 403-329-2222 • Fax: 403-329-2224</p>	<p><b>The Zoo - Campus Pub</b> • Ph: 403-329-2195 <b>The Zoo Manager</b> - <i>John Pogorzelski</i> • Ph: 403-317-5037 Email: pub.manager@uleth.ca</p>
<p><b>VP Student Affairs</b> - <i>Daan Smit</i> Rm: SU180 • Ph: 403-329-5155 Email: su.studentaffairs@uleth.ca</p>	<p><b>IT Solution Centre</b> Club Email • Club Website Ph: 403-329-2490</p>
<p><b>ULSU General Manager</b> - <i>Cheri Pokarney</i> Rm: SU180 • Ph: 403-329-2769 • Email: su.manager@uleth.ca</p>	<p><b>Theatre Box Office</b> - Ticket orders • Ph: 403-329-2616 Rm: W510</p>
<p><b>ULSU Operations Coordinator</b> - <i>Tracy Merrifield</i> Rm: SU180 • Ph: 403-329-2017 Email: su.operations@uleth.ca</p> <ul style="list-style-type: none"> <li>• <u>Room bookings</u> for ULSU Ballrooms, Galileo's, Classrooms</li> <li>• Catering</li> <li>• Club Waivers</li> <li>• Work orders</li> </ul>	<p><b>Campus Security</b> Ph: 403-329-2603 • Fax: 403-329-5152 Rm: L911; EMERGENCY &amp; After Hours: 403-329.2345</p>
<p><b>Administrative Assistant</b> - <i>Maiko Ogita</i> Rm: SU180 • Ph: 403-329-2222 • Fax: 403-329-2224</p> <ul style="list-style-type: none"> <li>• <u>Space bookings</u> for UCA (University Centre of Art) Atrium, Markin Hall Atrium, SU front foyer table, Club Common Room, SU Council Chambers, U Wall, classrooms.</li> <li>• Work orders</li> <li>• Club list on the ULSU website</li> </ul>	<p><b>CKXU - Campus Radio Station Manager</b> - <i>Aaron Trozzo</i> Ph: 403-329-2180 Fax: 403-329-2224 Email: manager@ckxu.com • www.ckxu.com</p>
<p><b>ULSU Communications Coordinator</b> - <i>Riley Miller</i> Rm: SU180 • Ph: 403-329-5221 Email: su.communications@uleth.ca</p>	<p><b>The Meliorist - Campus Newspaper</b> Ph: 403-329-2334 • Email: meliorist@uleth.ca www.themeliorist.com</p>
<p><b>ULSU Website Club Event Calendar</b> - <i>Susan Curtis</i> • Ph: 403-329-2503 • Rm: SU180 • Email: susan.curtis@uleth.ca • www.ulsu.ca</p>	<p><b>Conference &amp; Event Services</b> - Campus Room Bookings ie: Penny Building, Mt. Blakiston House etc. Ph: 403-329-2244 • Fax: 403-329-5166 Email: cnf@uleth.ca</p>
<p><b>Lethbridge Public Interest Research Group (LPIRG)</b> Jen Takahashi - Ph: 403-332-5243, Email: pirg@uleth.ca Rm: SU242 • www.lpirg.org</p>	<p><b>Risk &amp; Safety Services</b> - <i>Toby Clark</i> Ph: 403-329-2099 • Rm: MH 4142 Email: clarkt@uleth.ca www.uleth.ca/hum/riskandsafetyservices</p>







# 1. CREATING A CLUB

If you are interested in starting a Club on campus, it is a good idea to stop by the Students' Union office (SU180) for a visit with the Vice President Student Affairs, or email [su.studentaffairs@uleth.ca](mailto:su.studentaffairs@uleth.ca). The VP Student Affairs can help you deal with club-related questions and concerns and will be a valuable resource for you as your club grows and becomes more active.

Contact information for the VP Student Affairs can be found in the "Welcome" section of this handbook. You are also welcome to call 329-2222 to make an appointment to meet with any members of the SU staff or council.

## 1.1 CLUB RATIFICATION

To be considered for ratification by the General Assembly, the following must be submitted by a club to the VP Student Affairs:

- A A completed ULSU **Club Application for Ratification** form - available in the Forms section of this book, or on-line at [www.ulsu.ca](http://www.ulsu.ca). The signature of the Club President, a list of your entire executive members & a list of 12 current undergraduate students on the ratification form indicates that the club agrees to comply with the constitution, bylaws and policies of the Students' Union.
- B Two executive members from each club must sign the ULSU **Sanctioned Club Agreement** form and submit it with the **Club Application for Ratification**. This form commits the club to honour the provisions set out by the Constitution, Bylaws and Policies of the Students' Union.
- C Each Club must provide an up-to-date copy of the Club Constitution. The VP Student Affairs can help with this. Please note that there are annual changes to the ULSU Bylaws and Policies and some may apply to clubs. These amendments may directly affect club's current constitutions. If this occurs, the VP Student Affairs will inform the President of the clubs and can assist with necessary amendments to their constitutions.  
  
[A general outline of items to be included in a club constitution can be found on the next page.]
- D Each club must submit a \$20 non-refundable ratification application fee. This will be deposited into the ULSU Club Fund and will be used to benefit all clubs through such things as Club Grants, Start-up Grants, and club activities.
- E Every club/organization is highly encouraged to meet with the VP Student Affairs in order to review opportunities and organizational objectives.



## 1. CREATING A CLUB

F To complete the ratification process, submit all of the following to the Students' Union Office:

- completed Application for Club Ratification form
- the SU Sanctioned Club Agreement form
- a current copy of the Club Constitution
- the Ratification Fee

G Your application for ratification will be presented to the General Assembly by the VP Student Affairs. The General Assembly has the authority to ratify or decline ratification for any student club. Each club will be notified of the General Assembly's decision following the meeting in which the ratification motion was addressed.

### 1.2 CLUB CONSTITUTION

A The club constitution outlines the purpose, structure and rules that guide the club. It should be concise and well outlined. For a new club, the constitution will usually be drafted by the founding members as it is required for ratification. It is not necessary for the entire membership to be involved in the creation and revision of the constitution, however members should be allowed to offer input.

The fundamental elements that must be included in your club's constitution are:

B **Name of Club:**

**Dos:**

- DO include the acronym of the club, if you wish the club to be also referred to by its acronym; ie: CDC, IVCF, or SCA
- DO ensure that the name of the club does not violate any University policies, liquor policies or copyright laws (consult the Students' Union General Manager);
- DO ensure that the name is not confused with the name of another club or off- campus entity.

**Don'ts:**

- DO NOT incorporate the names or acronyms of 3rd parties; ie: the "The CBC Broadcast Supporters Club" would require formal authorization of the Canadian Broadcasting Corporation for the rights to incorporate the acronym "CBC" in this context;
- DO NOT replicate the names of clubs or societies which are already registered under the Societies Act of Alberta.

# 1. CREATING A CLUB

The Students' Union WILL check names for overlap with existing registered Societies and for any potential infringements of copyright or third party proprietary interests. This is for the protection of the Club as well as the Students' Union.

**C**     **Mission Statement or Purpose:**

This is the general reason why the club is meeting. It should state the overall objectives of the club. The Mission Statement may include specific goals: ie: "to raise funds for humanitarian projects in developing nations." or it may include more general purposes: ie: "to provide social events to promote cross-cultural interactions."

**D**     **Club Membership/Fees/Voting Members:**

Club membership must be open to all students attending the University of Lethbridge, all faculty and staff at the University of Lethbridge and all people living in the community of Lethbridge. Clubs may not discriminate on the basis of race, sex, political affiliation, religion, age or marital status. The membership fee, if any, should not be more than \$20/year. If the Students' Union deems the membership fee to be too high, the club may be asked to explain the situation at a General Assembly meeting. A person becomes a club member once they have paid the membership fee, if there is one. Once paid, the person must be added to the membership list. They then have voting rights on any club issues. If there is no membership fee, be sure to outline in the constitution what constitutes a "voting member".

**E**     **The first 12 members of all clubs must be current undergraduate University of Lethbridge students.**

**F**     **The Students' Union:**

A clause in the constitution must acknowledge that the Club will abide by all Students' Union and U of L Bylaws and Policies unless otherwise approved by the General Assembly. It should also state that the Club may face de-ratification if a Bylaw is contravened without GA authorization.

**G**     **Executive Positions:**

A Club constitution must include a definition of all Executive positions, as well as a description of the duties and powers of the Executive body. The size and composition of the Executive is to be determined by the Club, subject to the following necessary criteria:

- At least three (3) executive positions must be elected by the members of the Club.
- Only current, full-time U of L students may hold executive positions.
- At least two executive members must have signing authority for the finances of the Club.

**H**     **Club Signing Authority:**

Signing authority is usually held by the President and/or the Treasurer of the club. Usually, the three

## 1. CREATING A CLUB

Executive positions include a President, a Vice-President, and a Treasurer/Secretary. For the sake of control and trusteeship, the most common form of account signing authority is to require a minimum of 2 signatures on any cheques or counter withdrawals made on the account.

### I **Executive Term of Office:**

The Club can be ratified any time from May 1st prior to the academic year, and ceases to be ratified April 30th of that academic year - unless alternative arrangements are made. Executive terms of office last for the duration of this period (ie: Sept 1 - April 30, or November 22 - April 30...etc.)

### J **Executive Elections:**

It must be stated in the Constitution that an election will be held every year for the new Executive and when it will take place. The election of a new Club Executive should take place **no later than April 15th** of each year to ensure a smooth transition.

**Contact information of the new Executive must be submitted to the ULSU VP Student Affairs no later than September 1st.**

### K **Voting Procedures/Meetings:**

Outline in detail the procedure your club will use to elect new Executive members. There should be at least one Executive meeting per month throughout the academic year.

### L **Amendments:**

A club must have the ability to amend its constitution therefore, a section detailing how amendments will occur must be included in the constitution. Any amendments must be accepted by the club membership in a general meeting. All finalized amendments to the constitution must be submitted to the VP Student Affairs.

### M **Accountability:**

Club Constitutions must state that the Club will act in accordance with the Constitution, Bylaws and Policies of the ULSU and the U of L, and comply with the Alberta Human Rights Act at all times. Further information regarding the Constitution, Bylaws and Policies of the Students' Union may be obtained from one or more of the following sources:

- download a copy of the ULSU's Constitution, By-Laws & Policies from the website: [www.ulsu.ca](http://www.ulsu.ca).
- ULSU VP Student Affairs: [su.studentaffairs@uleth.ca](mailto:su.studentaffairs@uleth.ca)
- ULSU General Manager: [su.manager@uleth.ca](mailto:su.manager@uleth.ca)

## Sample Club Constitution



## 1. CREATING A CLUB

1. **Name:** Your Club Name Here
2. **Purpose:** Your Clubs Purpose Here
3. **Membership:** Club membership is open to all University of Lethbridge students, faculty and staff, and all members of the Lethbridge Community. A person becomes a member by submitting their contact information to an executive member.

*You may include a membership fee (no more than \$20, and it is not recommended for new clubs, because it will make it more difficult to obtain members.)*

*You may also differentiate between voting and non-voting members. Many clubs only allow students to be voting members.*

4. **Accountability Clause:** We acknowledge that the club will abide by all Students' Union and U of L Bylaws and Policies unless otherwise approved by the GA, and acknowledges that the club may face de-ratification if a Bylaw is contravened without GA authorization. We also acknowledge that the club will act in accordance with the Alberta Human Rights Act at all times.
5. **Executive Positions:** *(You may call the executive positions anything you'd like, make it relevant to your club)*
  1. President: What you want your presidents tasks and goals to be throughout the year
  2. Vice-President: What you want your vice-presidents tasks and goals to be throughout the year
  3. Treasurer: What you want your Treasurer tasks and goals to be throughout the year.

*You have to have a minimum of three executive members all of which have to be current undergraduate students at the University of Lethbridge*

6. **Election Procedure:** Elections will take place every year no later than April 15th. The exact date will be chosen by the president and announced to the club members at least one month in advance.

*Include election procedures (will it be done by a secret ballot, email, raised hands, etc.). Also what you will do in the case of a tie.*

7. **Amendment of Constitution:** Any amendments of the constitution must be approved by a majority of the executive council and 50% plus one of voting members present at the time of the meeting, In accordance with Students' Union policy, all amendments will be submitted to the VP Student Affairs.

# 1. CREATING A CLUB

## 1.3 CHOOSING YOUR CLUB EXECUTIVE

**Nomination and selection of a Club Executive can be carried out through one of these procedures:**

- A **New Club:**  
The Executive members of the club will be self appointed until the club is ratified and an election can be held.
- B **By Committee:**  
An impartial committee is appointed from amongst Club members to ensure that there is at least one qualified and willing nominee for each Executive position. The committee starts its work prior to the Annual General Meeting of the Club, at which time it will present its slate of nominees.
- C **Nominations from the Floor:**  
Nominations can be accepted from the floor either at a meeting prior to the Annual General Meeting or at the General Meeting itself. The nominations must be authorized by the nominee in order to run.
- D **Combination:**  
Once the Nominating Committee has presented its slate of nominations, the floor is opened to nominations from the assembly. These nominations are dealt with as stated above.
- E **Voting by acclamation:**  
In the event that there is only a single nominee for an Executive position, a vote by either a “show of hands” or a “secret ballot” must be conducted, where a minimum of 50% plus 1 votes of a quorum of Club members will determine if the nominee is to be accepted as “acclaimed” to the Executive.
- F **Voting through election:**  
In the event that there are 2 or more nominees for an Executive position, a vote by secret paper ballot, or online ballot must be conducted, where the successful candidate will be that person with the largest number of votes from a balloting of a quorum of Club members.
- G **Secret Ballot conduct:**  
The Club must select an impartial 3rd person to serve as a Chief Returning Officer (CRO) for the election of Club Executive other than through acclamation. The CRO must conduct a Secret Balloting of Club members in accordance with ULSU ByLaws. For assistance with a Secret Ballot, the Club may also consult the ULSU Chief Returning Officer, VP Student Affairs or General Manager.



## 1. CREATING A CLUB

### H **On-Line balloting:**

The Club may develop an “on-line balloting” of its members, together with an impartial 3rd party which will provide the necessary technical support. This is a difficult process to set-up, and should only be considered by larger established clubs with significant membership. For assistance with on-line balloting, the Club should consult the ULSU Chief Returning Officer, VP Student Affairs or General Manager.

### I **Club Election Expenses:**

Clubs are responsible for all of the costs associated with the selection of their Executive members.

## 1.4 CENTRALIZED CLUB BANKING

### A **Mandatory**

Upon ratification, the officially elected executive members who have signing authority of their club must contact the VP Student Affairs for instruction on opening a centralized bank account. This process is mandatory for all clubs.

### B **Key Issues Clubs Have With Banks**

Without a centralized banking system for clubs, there have been key issues that have drastic effects on both the ULSU and its ratified clubs:

- In the past, there have been occurrences on which the previous club executives forget to pass over the signing authority to new executive members. This causes new executives to not be able to access their club funds, while technically old executives can still access club funds.
- There have also been situations where clubs have disbanded or broken apart leaving ULSU monies in the bank that could have been used for funding for new or existing clubs. But since it is tied up in an unaffiliated bank, the process to retrieve the money is rather long. In 2008/09 the ULSU finally managed to receive almost \$1,000 in outstanding funds, some from clubs that haven't been ratified in seven years.
- There is also the issue of the ULSU performing its due diligence in terms of ensuring entities that are legally ratified under it are adhering to ULSU bylaws, policy, and insurance regulations. Through the old system, it was rather difficult or timely for the ULSU to acquire financial information from each of the clubs, as well as to ensure that the actual club financial activity safely

## 1. CREATING A CLUB

- Through a scattered banking system, some clubs are disadvantaged by banking firms in terms of monthly fees or transaction costs. For the smaller clubs, these fees can eat away at club reserves rather quickly, further limiting the funding available to enhance their activities.

### C Solution and Benefits to Centralized Banking

The ULSU has moved to a centralized club banking structure to address the above issues, where all clubs are required to set their club account with the same bank (BMO).

- Centralized banking creates a hassle free system for clubs and the ULSU.
- There are no bank fees to eat away your funds.
- Clubs will receive free cheques.
- If outgoing executives forget to sign over the account information to the incoming executive, then the ULSU can step in and provide the necessary information so you can access your funds. This happens every year.
- There will be solid security measures in place. The VP Student Affairs will know who the Club Executives are at the beginning of each year as part of the ratification process and will not give your confidential information away to a random person.

**NOTE:** If it has come to the attention of the VP Student Affairs that a club is not being responsible with the funding provided by the ULSU and are in violation of ULSU policy, bylaws or insurance regulations, then the ULSU could step in and place a freeze on the account. If this were to happen, a meeting would be set up with the club in question to inform them of the happenings, and allow the club to explain their actions especially if it was a misconception. If the club was found in violation, ULSU monies would be seized and the club would be de-ratified. These measures would be put in place to provide a backup system for students who trust that their fees are being handled in a responsible and accountable manner. This is a benefit to the club members and also to the students-at-large who pay their ULSU fees, which is ultimately where the club funding originates.

### D Details

The ULSU Centralized Banking Structure started in September, 2008. Once ratified, a new club is required to set up a BMO bank account. Clubs that have an existing BMO account must ensure that incoming club executives bring documentation obtained from the VP Student Affairs to BMO annually, to update signing authority.

The ULSU has **background** signing authority to all club accounts. This means that the bank requires two club executives or any two ULSU signing authorities to carry out a transaction. Please note that the ULSU will only intervene under extreme circumstances of violation on the clubs part or if a club was abandoned leaving an open account, or to pass along the account information to the incoming club executives.



## 1. CREATING A CLUB

### E **The Bank**

The ULSU has chosen the BMO as the central bank for use in this system. BMO and the ULSU have had a long, successful relationship in the past, and also a lot of current clubs use BMO as their bank, making the transition to the new system easier. Branch details are as follows:

BMO

606 4th Ave South, Lethbridge, AB T1J 0N7

**Hours of Operation:** Monday – Thursday: 9:30am-4:30pm, Friday: 9:30am-5pm

**Main Contact:** Barbara – 403-382-3245

### F **What Clubs need to take with them to the BMO:**

- A letter from the ULSU confirming that you are a ratified club in good standing and further allowing the ULSU to have background signing authority. This letter must have two ULSU signatures of either the VP Operations & Finance, the General Manager or the President.
- The banking form completed with two signatures of the outgoing and incoming club executives who have signing authority.
- Each club must also supply the bank with their completed club banking form.

As for club accounts themselves, BMO does offer a Community Account, which is for a group of 20 transactions a month or less, which a majority of ULSU clubs would fall under. Details for the Community Account are as follows:

- No monthly fee
- No minimum balance
- Free cheques
- Paper statements every quarter

All other accounts, namely those with projected transactions of more than 20/month, would be set up at BMO on a one-by-one basis.

### G **Opt-out Process**

There is an opt-out process for those clubs that have an established record of outstanding financial accountability and compliance, and might be tied to University departments. These clubs already have built in checks-and-balances in place. To opt-out, clubs are required to present their case at a meeting of the General Assembly. The responsibility is placed on the individual club to present their proven track record and external checks and balances sufficient enough that they do not need to be a part of the ULSU Centralized Club Banking Structure. Once the General Assembly has made their decision, that decision will be final and the club will be expected to comply with the outcome.

A club will be considered opted out on a continual basis unless a change in affiliation has occurred.

## 2. CLUB SECRETS OF SUCCESS

### 2.1 PROMOTION

There are many challenges to managing a club. Clubs can fall apart without quality leadership and promotion. Promotion of a club is an important factor in a club's success. In order for a club to succeed, its presence must have some kind of impact on campus.

A sincere effort should be made to recruit new members and renew Club membership regularly. Clubs benefit greatly from new members and the ideas they bring. Clubs always risk fading away as members graduate or move on to other things.

ULSU Executive and Staff are great resources to contact for ideas regarding club promotion, fund-raising and events. Most club activities have been tried at one time or another and the senior students on the ULSU Council have often been involved in them - or know someone who has.

Here are a few ideas to help promote clubs, their profile and activities:

A **Table Space - U Hall Atrium, Markin Hall Atrium, Students' Union Building (SUB):**

A simple way to recruit Club members (before and after the club is ratified) is to sell tickets for a Club event, or any other promotional ideas is to set up a table in one of these buildings. These spaces are available to students and clubs at no charge. To book table space in either of the buildings please contact the ULSU Administrative Assistant at 403-329-2222.

B **Table Space during Rush Week:**

Rush Week will occur during the second week of university in both the September and January semester. Tables will be available on a first come /first serve basis for all student clubs. Media items such as stereos, TVs, DVD players and laptops can be signed out from Media Services in the Library. **Please note: a club does not need to formally book the space during Rush Week, they may just show up.**

C **CKXU:**

Make use of your campus facilities. All you have to do is take a list of everything you want announced (e.g. what, where, when, etc.) and ask CKXU to broadcast the information as a Public Service Announcement. This does not cost you anything as a ratified club. Be sure to check with the Program Director in advance to allow enough time to prepare and produce your announcement.

D **Club Website:**

With the help of knowledgeable computer users, Club web pages are a great way to let people know everything about you: find out about the goals and purpose of a Club, pending Club meetings and events and membership information. Webpages promote and display club info in one place. Club



## 2. CLUB SECRETS OF SUCCESS

webpages can be linked to the ULSU website ([www.ulsu.ca](http://www.ulsu.ca)) after ratification: **Send your link to the Administrative Assistant so she can arrange for it to be posted on the ULSU site.**

Information on web space can be found on the U of L website or you may contact the IT Solution Centre.

***Please Note:*** the ULSU and the U of L reserve the right to ask Clubs to alter or remove content from Club web pages if the content is deemed objectionable or contrary to any legislation, or, in the absence of any action by the Club, to suspend access to ULSU and/or U of L resources connected to the webpages.

### E **ULSU Website:**

The Students' Union has a Club section on its website ([clubs.ulsu.ca](http://clubs.ulsu.ca)) along with a list of all ratified clubs and their descriptions. Please take a moment to check it out to see if you want any of your information changed. The Club event calendar is one of the top two pages viewed each day so please don't hesitate to submit your event details.

### F **Tunnel Painting:**

Clubs may consider painting a mural in the tunnel linking the SUB to University Hall. Murals must be approved by the ULSU Executive Council and then by the U of L. See the VP Student Affairs for information on tunnel painting. You may also find the U of L tunnel painting policy and a form on the U of L website.

### G **Club Events and Activities:**

Let's face it...the more activities your club hosts, the more you will attract members. Many interesting events have been held over the years, including: trips, competitions, cabarets, festivals and community education sessions. Clubs raise monies for charitable goals and global emergencies. Activities such as these increase awareness in the general student population and make your club more appealing. Also, team up with other clubs. It's a great way to pool resources and put on some great events.

***Please Note:*** If your Club is planning to hold an event, please read carefully through the Event section of this Handbook as well as the Policy section for important information on organizing the event. You will also find crucial information on insurance concerns which the Club needs to consider to mitigate risk and liability.

### H **Advertising:**

The best way to inform others of your activities is through advertising such as banners, posters and

## 2. CLUB SECRETS OF SUCCESS

university screen savers. Please see the Poster Policy of this Handbook for detailed information.

### ***ULSU TV Screen Procedures:***

- All club advertising must be approved by the ULSU to ensure UoL poster policies are followed.
- Please send an electronic copy of your posters to the VP Student Affairs for approval and if they are approved you will need to get them stamped from the reception desk at the ULSU office.
- Send an electronic copy of your TV promo to the VP Student Affairs for approval. It will then get forwarded to the proper person for the ULSU TV screens.
- For the U of L TV screens you can submit your information through the U of L Notice Board.
- For the U-weekly e-mail you can submit your information through the U of L Notice Board.

## 2.2 ACTIVITIES

Activities are an important asset to any club. They provide a social venue for people to interact with each other. Each club will have different activities pertaining to their mission or club purpose. If you are having difficulty planning events, please see the VP Student Affairs for assistance. You can also ask other clubs what they have done or are doing, or hold a combined event. You want to get people involved; this is what will make a club successful!

Some ideas to get you started:

### A **Monday Night - Club Night in The ZOO:**

All clubs are welcome to enjoy the ZOO. **If you show up with four or more club members and proof of being in a ratified club you will receive 20% off regular priced appetizers on Monday Night!** Get the Club together for weekly fun nights, have a good time, and possibly recruit new members! The Zoo can accommodate unique Club activities on its quieter nights. Talk to the Zoo Manager, or the VP Student Affairs for more info.

### B **Intramurals:**

Enter your club into one or more of the intramural sports offered by U of L Recreation Services. This is a great way to promote club team-building. There are many different sports available, including hockey, floor hockey, volleyball, basketball and indoor soccer. Don't forget that the U of L has a great pool, weight room, climbing wall and activity rooms. Enter your club as a team, and win-win!



## 2. CLUB SECRETS OF SUCCESS

- C **Food Drives:**  
Here's a way for a club to promote itself while helping the Lethbridge or campus community. Many people in the City of Lethbridge and the U of L visit the community Food Banks as well as the ULSU Food Bank. The banks are constantly looking for food to feed the less fortunate. Your club can hold a food drive to help stock the shelves, which will also help you to develop relationships with other organizations.
- D **Competitions:**  
Challenge other clubs and organizations to a competition. Past events have included: slow-pitch tournaments, chili-cookoffs and fund-raising drives. Healthy competition can help a club rally together and promote school spirit while sometimes winning prizes and bragging rights.
- E **Lectures, Discussions, and Presentations:**  
You might want to bring in a guest lecturer to speak about issues relating to your club's mandate. These events are usually easy to plan and can be a great opportunity to educate club members, increase publicity, and recruit new members.
- F **Cabarets:**  
Occasionally, some of the larger and more established clubs host their own cabarets in the Zoo ballrooms. They may do this as a fundraiser, or as a social event. These events require considerable Club commitment to sell tickets and have seed funds on hand to pay entertainers and start-up expenses. Smaller clubs may sometimes combine to cooperate on an event. The effort and commitment to host a cabaret is considerable - speak with the ULSU Operations Coordinator and the VP Student Affairs well in advance to go over all of the costs and details involved.

### 2.3 COMMUNICATION

As a club grows, it will become increasingly apparent that communication within a club is important and highly valued. It is recommended that you have a communication officer on your executive. This person will be responsible for informing the membership of upcoming meetings and activities. Some ways in which this can be achieved are:

- An up-to-date phone list
- An e-mail list
- Posters
- A club website



## 2. CLUB SECRETS OF SUCCESS

- A club newsletter
- Facebook

(Note: please be aware that you are liable for slanderous comments which are posted on Facebook, or other social medias. Please keep it professional).

### 2.4 FUNDRAISING

Clubs are always looking for great ideas to raise funds for their events or projects. The following is a list of ideas that other clubs have used.

- Car wash
- Raffle (you will need a license for this, talk to the ULSU General Manager)
- Bowl-a-thon
- Bottle drive
- Talent show
- Dance marathon
- Produce and sell bumper stickers
- Garage sale
- Auction of used items
- Used CD sale
- Bake sale
- Service auction (typing, repairs, baking, sewing, tutoring, shopping, babysitting, etc.)
- Sell chocolates, wrapping paper, coupon booklets etc.
- Banquet
- Concession table at meetings to sell snacks
- Helium balloons or flower sales for special occasions & holidays
- Paint windows for special events

### 2.5 UNIVERSITY FUNDRAISING POLICY

The University acknowledges that faculties, departments, clubs, societies, associations and organized groups within the University may have an interest in fundraising activities. In the interest of meeting the University's mission and just as importantly of respecting the donor community, it is important to become familiar with the Fundraising Coordination Policy available at the following link:

<http://www.uleth.ca/policy/category/policy/finance>.

## 2. CLUB SECRETS OF SUCCESS

The Development department within the University of Lethbridge Advancement office is available for consultation with student club reps by calling 403-329-2582.

### 2.6 KEEPING A CLUB STRONG

- Work together as a team.
- Keep communication lines open between club executive members and your club members.
- Experience is very valuable and those who have led or served on the executive of a club have gained inside knowledge of how to do things, what works, and what does not work.
- Remember everyone thinks that their ideas are the best, be flexible, be a team.
- A strong Vice-President not only acts in the absence of the President, but also allows for training of a future club president.
- Don't hesitate to contact the VP Student Affairs with any questions you may have, [su.studentaffairs@uleth.ca](mailto:su.studentaffairs@uleth.ca).
- The bigger your event is the more planning it will take, so remember to plan it well in advance (especially securing the room booking). A planning committee always works well.
- Read the event section of this book and know where your liabilities are and apply safety measures for your club members at events.

## 3. EVENTS & LIABILITY

### 3.1 EVENTS

**ALL on-campus and off-campus club events are subject to the approval of the VP Student Affairs.** Using this as a guideline, ensure all of the necessary details are submitted to the VP Student Affairs well in advance of the event.

**Event Information to include:**

*(Please note that due to the diversity of events, additional information may be required - please use the **Club Event Proposal Form** at [ulsu.ca](http://ulsu.ca))*

1. Club name
2. Contact person/primary event organizer
3. Contact information (phone & email)
4. Type of event
5. Date & time of event
6. Location
7. Purpose of the event
8. Location capacity
9. Approximate number of attendees
10. Ticket price
11. Event Details (provide as much information as possible)
12. Two non-drinking contact information
13. Equipment needed
14. Transportation arrangements (car pooling, public transportation, private passenger, bus, etc.)
15. Potential risks
  - what will be done to mitigate these?
16. Will alcohol be served?
  - Description of alcohol service, consult ULSU Policy XX-Club Alcohol Policy and the U of L Alcohol Policy.
17. Will food be served?
  - Description of food service, consult University Food Policies 9.8 to 9.11, unless using a licensed food vendor.
18. Detailed budget
  - Include expenses, revenues, and sources of funding if deficit occurs.



## 3. EVENTS & LIABILITY

### 3.2 CABARETS

**ALL CABARETS MUST BE APPROVED BY THE ULSU EXECUTIVE COUNCIL.** For proper approvals to be arranged, the following timelines MUST be honoured: for large clubs with a history of hosting cabarets, a minimum of 1 month is required to approve and plan a cabaret. For small clubs, or groups of clubs with no history of hosting cabarets, a minimum of 2 months is required to approve and plan a cabaret. This is so clubs can have ample time to secure financial means and any other aspects that might not be readily available to smaller clubs.

**A. Event Booking:**

Come to the Students' Union office (SU180) and speak with either the Operations Coordinator, or VP Student Affairs. They will review your event in detail and make arrangements for submission to the Executive Council for approval - or advise on how to prepare an Event Proposal.

**B. Event Dates:**

Clubs need to request dates very far in advance. SUB Ballrooms are available to all Clubs and U of L Departments, as well as the ULSU itself. The Students' Union will consider dates on the basis of many considerations...not just "first come/first served". The history and resources of the Club will be a major deciding factor.

**C. Deposit:**

When hosting a cabaret, a deposit of \$200 is required to book your event.

The deposit will be refunded after the date of the cabaret as long as no damages or losses are incurred by the Students' Union. There will be no refund for an event which is cancelled less than 2 weeks from the event date.

**D. Event Proposal:**

The deposit must accompany a written event proposal that contains a summary of the event and a detailed budget. The event proposal must be submitted to, and approved by the VP Student Affairs. (Please see the Event Proposal e-form at [ulsu.ca](http://ulsu.ca)).

**E. Event Contract:**

A Contract between the club hosting a cabaret and the ULSU will be drawn up, and negotiated with the ULSU Operations Coordinator. However, this is contingent upon an approved event proposal. This is intended to establish responsibilities for specific aspects of the event. It will also outline any financial arrangements between the Club and the Students' Union.

### 3. EVENTS & LIABILITY

**F. Costs:**

Clubs are responsible for all costs of the cabaret including production, advertising, damage(s) and wages arising from the cabaret.

**G. ULSU May Cancel the Event:**

ULSU Reserves the right to cancel any event, especially if 50% of expected ticket sales are not sold within 48 hours of the event.

**H. Bar Sales:**

The Students' Union is required to provide services. If bar sales do not cover the agreed upon minimum sales, clubs will be required to pay for staffing costs. \*\*

*\*\* This amount is arrived at considering the bare minimum of time and expense which the ULSU and the U of L engage in to arrange for: i) additional staffing; ii) liquor permits; iii) set-up and take-down; iv) insurance clearances; v) special food and alcohol orders associated with the event. (If anything, this amount does not represent more than half of what the Students' Union and U of L invest in the planning of a cabaret event.)*

**THE FOLLOWING INFORMATION IS CRUCIAL FOR YOU TO KNOW AND UNDERSTAND FOR THE PROTECTION OF THE INDIVIDUAL CLUB EXECUTIVES!**

#### 3.3 CLUB LIABILITY, EVENT WAIVERS & DRIVER AGREEMENTS

A. If you are hosting an event with any of the following:

- alcohol
- travel
- transportation
- fund-raising, raffles, permits, licences, etc.
- inherently risky events
- minor participation (underage students)

You will need;

- **Waivers** to protect yourself, the club, the U of L and the ULSU
- Assistance with insurance and documentation
- **Driver's Agreements** for off-campus events involving private/rented vehicles
- **Event Proposal/Risk Assessment form**



### 3. EVENTS & LIABILITY

If you are unsure what to do, ask yourself;

- Is the Club insured against liability for this event?
- Am I personally protected in the event of liability?
- Is the Club partnering with responsible partners or sponsors? Do they have insurance?

Contact Cheri Pokarney, ULSU General Manager, or Tracy Merrifield, Operations Coordinator to review any and all risk issues and necessary liability documentation as the first step in your event planning.

**Electronic submission of event proposals** are available on the ULSU website at [clubs.ulsu.ca](http://clubs.ulsu.ca) or under quick links on the home page.

**B Contact Tracy Merrifield for:**

- Assistance with event planning for on campus events.
- Guidance with organizing student club fund-raising efforts.
- Driver agreements if arranging for transportation.
- Preparing for events involving alcohol on or off campus.
- Waiver administration.

**C Contact Cheri Pokarney for:**

- Assistance with event planning for off campus events, trips or conferences.
- Guidance with obtaining a gaming licence.
- Information when renting a vehicle or chartering a bus.
- Direction on advertising student events.
- Travel Risk assessment for Club events
- Travel Risk sessions for practicum, internship, co-op or exchange locally or internationally.
- First Aid & WHMIS Training.

**Resources:**

- **Cheri Pokarney, ULSU General Manager**  
[su.manager@uleth.ca](mailto:su.manager@uleth.ca)
- **Ameet Kumar - VP Student Affairs**  
[su.studentaffairs@uleth.ca](mailto:su.studentaffairs@uleth.ca)

- **Tracy Merrifield , ULSU Operations Coordinator**  
[su.operations@uleth.ca](mailto:su.operations@uleth.ca)
- Students' Union Website (clubs) - [www.ulsu.ca](http://www.ulsu.ca)
- U of L Risk Management Website - Toby Clark  
[www.uleth.ca/hum/riskandsafetyservices](http://www.uleth.ca/hum/riskandsafetyservices)



## 4. CLUB FUNDING

The Club fund is the portion of the Students' Union budget that is allocated to clubs for the purpose of start-up and matching grants, club processing costs, and special events.

### 4.1 CLUB GRANTS

Club grants assist clubs in obtaining necessary resources or materials to host special events, attend conferences, or go on educational excursions. Club grants are provided to promote the purpose of the club, increase club membership and recognize the ULSU and the U of L. The following guidelines must be followed to receive a Club Grant:

- A Club Grants cannot be used for the purchase of alcohol.
- B All U of L students must be permitted to attend an event receiving ULSU funding.
- C Any ratified club in good standing is eligible to receive a maximum Club Grant of \$250/semester.
- D Allocation of Club Grants are subject to ULSU approval and the availability of funds.
- E Club Grants will only be given for events or expenditures occurring within the semester the Grant is requested.
- F The ULSU reserves the right to withhold payment of an approved Grant in the event that there is a change in the circumstances under which the Grant was approved (ie: a Club cancels a field trip to Calgary and wants to apply the Grant to a conference in Toronto).
- G The ULSU General Assembly will serve as the ultimate arbiter on Club Funding matters not covered by this Handbook or ULSU ByLaws and Policies.
- H Recipient Clubs must, within two weeks of a request, provide documentation and receipts showing how the Club Grant funds were expended and must refund monies which were not spent as committed.

### 4.2 START-UP GRANTS

Start-up Grants assist new clubs to "get up and grow". Once ratified by the Students' Union, new clubs are



## 4. CLUB FUNDING

eligible for a one-time Start-up Grant. The following guidelines must be followed to receive a Start-up Grant:

- A Start-up grants cannot be used for the purchase of alcohol.
- B A newly constituted club, that has not been ratified within the past three years, shall be eligible for a start-up grant to a maximum of \$200.
- C Applicants must provide The Students' Union with a letter of intent and a proposed budget of how the money is going to be used; or, in the event funds have already been spent in starting the club, the applicant may provide documentation and receipts verifying the expenses.
- D Allocation of Start-up Grants is subject to ULSU Executive Council and Clubs Council approval and availability of funds.
- E A club may only apply for a Start-up Grant once.
- F Recipient Clubs must, within two weeks of a request, provide documentation and receipts showing how the Start-up Grant funds were expended, and also must refund monies which were not spent as committed.

### 4.3 APPLICATION REQUIREMENTS & PROCEDURES

- A To apply for EITHER Club or Start-up Grants, clubs are required to meet the following deadlines:
  - Clubs are required to submit their request no later than 5 business days prior to Club Council meetings.
- B To apply for a Club or Start-up Grant, a club must submit the following to the ULSU VP Student Affairs:
  - A letter of intent.
  - Proof of an active club BMO account.
  - A complete budget that details the costs to which the Students' Union would be contributing as well as an overall budget. These costs may not include any alcohol related expenses.
  - A completed Club or Start-up Grant application form. This form is available at the front desk of the Students' Union office - SU180, or on-line: [www.ulsu.ca](http://www.ulsu.ca).
- C If any of the above items are missing, a club's request for a Grant will NOT be considered. These stipulations will be strictly adhered to for the sake of sound management of public funds.

## 4. CLUB FUNDING

- D Once a Club or Start-up Grant application is submitted, it is forwarded to the next scheduled ULSU Executive Council meeting. At this meeting the Executive Council will vote on the funding request. Approved requests are then put on the next scheduled Clubs Council agenda for authorization, amendment, or dismissal. Within two business days of the Club Council meeting the Club President/ Contact will receive an email notifying them of it, and when a date for a cheque will be issued by the ULSU.
- E In order for your club grant to be considered at a Club Council meeting you will need to have the application in 5 business days before the next scheduled meeting. All Club Council meeting schedules will be posted on the ULSU website. Please note that Club Council only meet once per month. This is good to know when submitting applications.

### 4.4 FUNDING CAVEAT

The ULSU is not obligated to approve all Grant Applications. Grants should not be seen as a traditional right, but as a privilege of official ratification. All requests require the authorization of the ULSU Executive Council and Clubs Council. Funding is limited and clubs may not receive the total amount requested.

### 4.5 TRAVEL AND CONFERENCE GRANTS

Travel and Conference Grants must be used for travel and/or conference and related event expenditures. Applications are available from the Students' Union office - SU180, or on-line at [www.ulsu.ca](http://www.ulsu.ca)

#### 1. Application deadlines

- 1.1 Applications must be submitted within the following timelines to be considered:
- 1.1.1 At least five (5) business days prior to the date of the event,
  - 1.1.2 At least five (5) business days prior to a regularly convened Executive Council meeting.
  - 1.1.3 Applications which are submitted well in advance of the event may be held back for approval to the closest Executive Council meeting to evaluate the number of people attending the same event.

#### 2. Application requirements

- 2.1 A completed Travel and Conference Grant application form which includes the applicants' signature to acknowledge the "Terms of Agreement",
- 2.2 A letter of intent, and
  - 2.2.1 If applying as a club, a majority of the club Executive members must have their signatures on the letter of intent,

## 4. CLUB FUNDING

- 2.3 An itinerary of the conference or event,
- 2.4 A detailed budget outlining all costs and revenues which are known and applied for, to which The Students' Union may be contributing,
- 2.5 Proof of registration confirmation may be required if the application is for a conference, seminar or event,
- 2.6 Proof of one of the following; travel arrangements such as receipts for vehicle rental, air fare, other transportation arrangements, or accommodation booking if applicable.

### 3. Application and Funding Limits

- 3.1. An individual may be given funding to a maximum of fifteen percent (15%) of total expenses but may not exceed two hundred dollars (\$200.00).
- 3.2 A club or group of students may be given funding to a maximum of twenty-five percent (25%) of the total expenses but may not exceed six hundred dollars (\$600.00).
  - 3.2.1 If three (3) or more individuals apply for funding to attend the same conference or event they may, at the discretion of The General Assembly, be considered a group.
- 3.3 For individual, club or group travel outside of North America, the funding maximums cited in 3.1 and 3.2 may be increased by 50% to a maximum of \$300 for individuals, and to a maximum of \$900 for clubs or groups.

### 4. Frequency of Application

- 4.1 A student, club, or group may be eligible to receive a maximum of two (2) Travel and Conference Grants per academic year.

### 5. Funding Dispersal

- 5.1 All applications will receive an approval or denied confirmation e-mail from the VP Operations & Finance within 2 business days following the Executive Council meeting.
- 5.2 A cheque will be made available for approved applications at the Students' Union office within 5 business days following the Executive Council meeting.
- 5.3 Cheques will be made available upon proof of registration confirmation (if applicable).
- 5.4 The Students' Union reserves the right to withhold funding in the event that there is a substantial change in circumstances or information around which the authorizing motion was based.
- 5.5 Funds which are approved are not transferable to another project, conference, person, budget or club which was not identified in the original authorizing motion.



## 4. CLUB FUNDING

### 6. Upon Completion

- 6.1 Any funds which are not spent on the approved travel and conference/event expenses must be returned to The Students' Union.
- 6.2 Report with a 200 word minimum about the conference or event may be requested by a Students' Union Executive or staff officer within ten (10) business days of the completion of the conference or event.
- 6.3 Should a student or group fail to submit the requested report within 2 weeks of a request following a conference or event, he/she shall be responsible for returning the full amount of the Travel and Conference Grant to The Students' Union.
- 6.4 Use of the Students' Union Travel and Conference grants for anything other than the approved event constitutes fraud and the Students' Union reserves the right to seek reimbursement through invoicing, fee assessment and/or civil claims.

### 7. The Executive Council has the authority to approve or deny approval for any Travel and Conference Grant Application.

- 7.1 Travel and Conference Grants which have been approved or denied by the Executive Council must be included as items for information in the following General Assembly meeting.
- 7.2 General Assembly has the right to overturn.

#### 4.6 LETHBRIDGE PUBLIC INTEREST RESEARCH GROUP (LPIRG) & CLUB FUNDING

LPIRG is a student-funded, student-directed, not-for-profit organization providing resources for students and community members to engage in environmental and social justice issues. LPIRG embraces plurality and participation and encourages students to critically evaluate the institutions and systems in which they take part. LPIRG assists students in translating their knowledge through research, education, and action to serve public interest.

LPIRG receives \$5 from each U of L undergraduate student in the Fall and Spring semesters. LPIRG uses this money to fund student research, events and projects demonstrated to be in the public interest, as well as



## 4. CLUB FUNDING

providing additional administration, organization and information resources to empower students to become engaged citizens.

**A Funding:**

Funding is available to clubs or individuals who have events or on-going projects that are in the public interest. There are two types of funding for which a club can apply. To access the funding application forms go to [www.lpirg.org](http://www.lpirg.org) or stop by the LPIRG office at SU242.

**B Event/Project Grant:**

Apply for this grant if your club is planning a project or event that is in the public interest and meets three or more of the following criteria:

- a. Demonstrating a focus on social and environmental justice and other issues in the public interest (i.e., increasing the public standard of living).
- b. Contributing to increasing public knowledge and education on researched issues.
- c. Demonstrating long-term benefits for the public, not only short term gains.
- d. Benefiting the U of L undergraduate community and/or greater community (the U of L community, city, province, country, globe, etc.).
- e. Enriching of the applicant(s) post-secondary education through skill building and engagement with issues of public concern.
- f. Illustrating a desire and/or opportunity to contribute to building a stronger, closer, and more engaged community.

**C Working Group Grant:**

Working Groups are collectives of students who work together on a public interest issue. Groups may focus on research, events, actions, publications, or other activities. They have long-term goals and their activities are intended to continue beyond the current academic year.

LPIRG provides funding, administrative, and organizational support to Working Groups. Resources are made available, such as LPIRG office space (meeting, file, and storage space), library resources, web space, LPIRG staff and volunteer support and list-serve and action network.

Working Groups are expected to have on-going, regular communication with the LPIRG Board of Directors, supply a year-end report and have representation at the LPIRG Annual General Meeting in April of each year.

## 4. CLUB FUNDING

- D **Resources:**  
LPIRG has a growing resource library of alternative books (over 200 titles), films, student research, and magazines. These resources are available for students to sign out for a two week period.
  
- E **Workshops:**  
Each year LPIRG offers workshops to clubs and to the general student body on issues such as events organizing, media relations, consensus decision-making, group facilitation, and community-based research. Clubs will receive a letter or email informing them of upcoming workshops at the beginning of each semester.

*For more information or other types of LPIRG funding, go to [www.lpirg.org](http://www.lpirg.org) or visit the LPIRG office at SU242.*

<b>NOTES:</b>



## 5. MEETINGS

### 5.1 CLUBS COUNCIL MEETINGS

Clubs Council is made up of one executive member from each club, the ULSU VP Student Affairs and a minute taker. Club's Council meets once a month to go over important information, share club activity reports, approve items on the agenda, listen to presentations, etc. It is the attending members responsibility to share this information with the rest of the Club Executive &/or members of the Club as necessary. The ULSU VP Student Affairs will create a mass e-mail list with the Club President's address of each club and through this each club and the VP Student Affairs can communicate and send out meeting reminders.

Attendance at Clubs Council is mandatory. In the event that an executive member cannot attend, a delegate member from the club may attend in their place. If no member of the club is able to attend Clubs Council, notice of the absence shall be given to the ULSU VP Student Affairs 48 hours prior to the Clubs Council meeting that they will be absent for, and there is valid confirmation that a non member of the club can attend. The reason for the absence then requires approval of the ULSU VP Student Affairs. If advance notice is not received, or the reason for the absence is deemed unacceptable, then the absence shall be considered an unexcused absence. A club with two unexcused absences will immediately be put on probation.

The Clubs Council meeting schedule will be posted on the ULSU website on the club event calendar at [www.ulsu.ca](http://www.ulsu.ca). Ratified clubs should have a member check the club mailbox regularly to ensure that the club membership is informed of upcoming meetings and activities. (The club mailbox is located just inside of the Students' Union Office, Room SU180).

### 5.2 CLUB PROBATION

1. A club may have one (1) unexcused absence for Clubs Council meetings.
  - 1.1 A club will automatically be put on probation during Clubs Council for a second unexcused absence.
2. Probation will result in the loss of Club privileges, including but not limited to applying for Club Funding and free booking of rooms and tables. Clubs will still be covered under ULSU insurance, allowing for sanctioned events to be held.
3. A club on Probation will also lose their right to vote at Clubs Council, and will be treated as a nonvoting member. This means the club will not count towards quorum at future Clubs Council meetings.
4. A club that is on Probation will be required to attend the next Clubs Council meeting and appeal for re-instatement of privileges. If Clubs Council grants re-instatement, the club will be re-instated immediately.
5. If a club on Probation fails to appeal their Probation at the next properly convened Clubs Council meeting, they will be immediately brought forth for de-ratification to the Clubs Council.
6. Should a club be up for Probation a second time, they will be brought forth for de-ratification to the Clubs Council



## 5. MEETINGS

### 5.3 YOUR INDIVIDUAL CLUB MEETINGS

#### A The Agenda

Even the simplest Agenda, thoughtfully prepared, will lend to creating an effective meeting. Conversely, a simple way for a club to lose its members is to have ineffective and poorly organized meetings.

Here are a few simple guidelines you should follow when holding your club meetings:

- 1 Set an agenda and stick to it (best to use a written agenda...even if prepared minutes before)
- 2 Have a strong chairperson who can control the meeting AND follow the agenda.
- 3 Use Robert's Rules of Order to conduct the meeting. Most meetings, regardless of formality, follow the same basic outline. The following is the basic order of business described in Robert's Rules:

- **Call to order:** (distribute agenda copies if necessary)
- **Opening ceremonies:** introductions, call for additions to the agenda, approve the agenda
- **Approval and sometimes reading of the minutes** (from the previous meeting)
- **Reports of officers** (e.g. President, Treasurer, etc.)
- **Reports of boards and committees** (e.g. bylaws, finance, etc.)
- **Unfinished business and general orders** (e.g. postponed pieces of business)
- **New business** (e.g. all new motions)
- **Announcements** (e.g. other business, items for information, etc.)
- **Adjournment**

### 5.4 ROBERT'S RULES OF ORDER

It may be helpful to familiarize yourself with Robert's Rules of Order. Most campus Club meetings can be run on a less formal basis. All the same, meetings are generally more productive when they follow some sort of basic format. Clubs Council meetings will follow this format. To facilitate the use of Robert's Rules and underlying principles, brief explanations of the major terms follow:

#### **Adjournment:**

Terminates a meeting. It may also end the session.

#### **Amendment:**

Modifies the wording of the main motion. It should not negate the original proposal or introduce entirely new considerations.

## 5. MEETINGS

**Motion:**

Proposal for action made by a member of the plenary. Generally needs to be seconded once recognized by the chair. Discussion of the motion commences at this point.

**Motion to refer:**

Refers the motion under discussion to a committee for further investigation.

**Motion to restrict or extend debate:**

Sets a time limit on the debate of a subject. Can also refer to the number or length of speeches.

**Quorum:**

The minimum number of members who must be present at the meeting for any business to legally transact.

**Reconsider:**

Allows for further consideration on a motion that has already been voted on.

**Rescind:**

Motion by which a previous action or order can be cancelled or countermanded. Strikes out an entire main motion, resolution, rule, bylaw, section or paragraph that has been adopted at some previous time. Also known as Repeal or Annul.

**Subsidiary motions:**

Can be made once discussion has begun on the main motion. They may postpone indefinitely, amend, commit or refer, postpone to a certain time, limit or extend limits of debate, and lay on the table.

## 6. CLUB ROOMS

### 6.1 CLUB ROOMS - LEVEL 0 OF THE ULSU

Due to limited space available in the Students' Union, only these rooms are available for Club use on a continual basis. Access and use of these rooms is subject to ULSU and University Policy and will be based on the following:

- A Clubs affiliated with a Faculty must have confirmation from the Dean that no space is available for the operation of the club.
- B Each room is allotted annually to Clubs. Clubs must present a written application prior to the September Clubs Council meeting. Upon approved application, a Club will have use of the room from September 1st to April 30th of that academic year.
- C The application must include a letter of intent and a \$75.00 damage deposit, which will be refunded if the applicant Club is unsuccessful.
- D Any costs for telephone, internet service, maintenance, etc. will be the responsibility of the club occupying the Club room.
- E Club rooms are allocated by the approval of Clubs Council.

### 6.2 ALL-PURPOSE CLUB ROOM ON ULSU LEVEL 0

The All-purpose Club Room is available for occasional/temporary use by all clubs and must be booked through the Students' Union Office. As with any multi-user space, **this room is not to be used for storage and must be left in a presentable fashion.**

## 7. SPACE BOOKING

### 7.1 PROCEDURE FOR BOOKING SPACE IN THE U-HALL ATRIUM, ANDY'S PLACE, MARKIN HALL ATRIUM, SUB

The following are the necessary steps for booking space:

- Call the ULSU Administrative Assistant at 403-329-2222 to find out available dates for booking space. Please be aware that special events frequently occur in these spaces and your booking may not be approved. Please call well in advance to ensure that you are not disappointed.
- The ULSU Administrative Assistant will confirm your booking through email.
- Upon confirmation of your approved booking, please contact the ULSU to put in a work order for set-up of equipment requirements. Clubs are responsible for their own room set-up and take-down.
- Audio-visual equipment required must be booked by the Club from Media Services, in the University Library (Level 11). Items such as TV/VCR units and stereos are permitted, however, the club is responsible ensuring that the noise level does not interfere with classes, conversation or other events in the Atrium. If at any time the noise level becomes excessive, the club may be asked to decrease the noise level or remove the unit completely.
- Clubs must adhere to the Students' Union Ratified Clubs policies and procedure regarding advertising, etc.

### 7.2 PROCEDURE FOR BOOKING TABLE SPACE IN THE STUDENTS' UNION BUILDING, MAIN FOYER

- Visit the front desk at Students' Union office, Rm SU180 to book a Club table in the Main Foyer of the Students' Union Building (south entryway), phone 403-329-2222, or email: su.adasst@uleth.ca.
- Table bookings are on a first-come/first-served basis.
- There are no fees for ULSU ratified clubs to book table space in the allotted areas.
- Use of table space in this area is also restricted by the ULSU's lease agreements, Chinook Region Health standards, AGLC licensing, and U of L policies.

## 8. TUNNEL PAINTING GUIDELINES

### 8.1 CLUB TUNNEL PAINTING PROPOSAL

- A A written proposal, together with a basic graphic illustration, must be submitted to the VP Student Affairs at least four weeks before the proposed commencement day of the project. It must contain: colour specifications (maximum of 4 colours/design); specific area of tunnel for proposed painting; the name and contact information for the Club and the individuals involved in the project.
- B For approval, it is important that the design:
- a) be unique, dynamic and expressive of the Club's mandate and/or spirit.
  - b) not be offensive to any individual or minority group.
  - c) contain no graffiti or obscene drawings.
  - d) consider the technical and artistic skill of the proposed Club painters.
  - e) confine itself to wall spaces only, no floors or ceilings.
  - d) contain no advertising or copyrighted material (except with express written permission of the copyright holder).
- C Upon approval, Clubs must sign a Painting Agreement Form which outlines their responsibilities for the completion of a quality project. This may also include conditions set by U of L Occupational Health policies as they are established and amended from time-to-time.
- D The Tunnel Mural Painting Procedures & Application Form should be completely filled out and submitted to the VP Student Affairs for approval. The proposal will go to the Students' Union Council and Campus Development for review. After the proposal has been reviewed and approved, paint and the other materials will be ordered. You may pick a form up at SU180 or download it off of our website in the Club section under forms and downloads.
- E Before purchasing your paint supplies, clubs may check with the ULSU to see if there are any left over paint and brushes from other projects.

### 8.2 CHOOSING A DESIGN FOR THE TUNNEL

As you go about selecting a design for a Club mural, here are some suggestions to keep in mind:

- A Choose a background colour that is light and appealing to the eye.
- B Keep the design fairly simple. A complex design can become very difficult. If unsure, seek advice or suggestions; recruit assistance from the Art Society or Art Faculty members.



## 8. TUNNEL PAINTING GUIDELINES

- C Please keep in mind that it is very difficult to draw straight lines.
- D Creating a three-dimensional look takes a certain amount of skill. Ensure that the artist has the ability. Again, consult professional or experienced help in the Art Dept. or Club.
- E When sketching the design, it is helpful to picture the exact size, unless a scale drawing is done. Measure the dimensions of the tunnel section you wish to paint. The height of the section between the Students' Union Building and the round concrete rotunda is seven feet (7').

### 8.3 SUPERVISION OF PAINTING CREW

- A Try to get as many Club members involved in the project as possible.
- B Once you have the commitment, proper utilization of personnel must take place. Everyone interested must be treated importantly so they feel included as part of the project. Assign personnel to specific duties such as design, colour selection, project preparation, clean-up, etc. Use everyone in one way or the other.
- C Discourage any planned drinking activities around the painting schedule.
- D Be sure that the Club will be able to commit the time needed to complete the project. Depending on difficulty of the design, this project can be fairly time consuming.
- E "Too many cooks in the kitchen" can spoil the stew. This aphorism can apply to painting. Divide the interested labour into reparation crew, painting crew and clean-up crew.
- F Have shifts for painting crews. Try not to let members paint any more than two hours at a time unless they really want to. Don't "burn out" your volunteers.
- G Arrange copies of schedules and distribute them so that everyone knows when he/she is to be working on the tunnel painting. This helps establish group expectations and commitment.
- H An "inspection crew" is also very important. When it is time to inspect the project, the initial view is how neat, trim and clean the project is. Of secondary impact are the colours, design and overall effect. Clean results enhance the final effect. Have reliable people on this crew.

## 8. TUNNEL PAINTING GUIDELINES

### 8.4 HINTS FOR A SUCCESSFUL PROJECT

- A Allow a least 2-3 hours drying time between coats.
- B When outlining the design, use either a hard lead pencil or chalk. Paint will not always cover the outlines. Make sure that you can erase the outline.

### 8.5 USING TAPE

- A Stick the tape to the floor first. This helps to take away some of the stickiness.
- B Around curves, use little pieces of tape instead of trying to curve one long piece.
- C Tape around fireboxes, baseboards, fire bells, etc.
- D Leave tape up overnight and let the paint dry first.
- E When removing tape, take off slowly and pull away from design.

### 8.6 CLEAN-UP

- A Clean as you go. Do not leave paint or equipment lying around. Brushes, rollers, etc., are easily cleaned if done right away.
- B When returning paint and supplies to the paint storage room, stack cans neatly. Put paint colours together.
- C Fold drop cloths and stack in a neat pile.
- D Put cleaned paint brushes and rollers together and close cans tightly.

## 9. POLICIES - Advertising

### 9.1 ULSU POSTER GUIDELINES

- A All club advertising must be approved by the Students' Union.
- B A Students' Union logo will be stamped in the bottom left corner indicating to the campus population that this event is sanctioned by the Students' Union. (Note: Campus Administration has been advised to remove any club advertising that does not have the Students' Union logo as proof of approval). Please bring your posters into the ULSU office to get a ULSU approval stamp.
- C No poster may be affixed to a glass surface of any kind in accordance with the fire regulations adhered to by the University of Lethbridge.
- D No poster may be affixed to any painted surface.
- E No poster may block the direct view of a security camera.
- F No poster may hang over the balcony in University Hall with excess length.
- G Posters hung on bulletin boards are limited to one poster per bulletin board.
- H Posters are to be removed from University campus within 48 hours after the date of event.
- I Posters cannot promote the service or consumption of alcohol.

### 9.2 UNIVERSITY OF LETHBRIDGE POSTER POLICY - PLACEMENT RESTRICTIONS

- A Generally, all postings must be confined to Bulletin Boards and affixed in such a manner so as not to damage the wall, or surface to which they are attached. Other walls, glass surfaces, doors in corridors and public areas are not to be used without specific permission (see below). A maximum of one (1) posting per University Bulletin Board is allowed.
- B Postings may be situated within a University office or department, provided that Department's Supervisor gives permission and assumes responsibility for any wall damage.
- C Large postings may be allowed in suitable locations, on a case by case basis, providing they do not conflict with the placement of University materials for University events, or cause a hazard in set-up or to pedestrian traffic.



## 9. POLICIES - Alcohol

- D University departments, clubs, and individuals responsible for the placement of the postings are also responsible for ensuring their removal. All items used in affixing a posting to any surface must also be removed. Damage resulting from the removal of improperly affixed postings will be repaired at the expense of the sponsor.
- E Unless special permission from the VP Student Affairs has been granted, postings may be displayed for a maximum of up to one month.

### 9.3 ALCOHOL AND ACCOUNTABILITY

It is the responsibility of organizations hosting events to ensure safety where alcohol is present. Ratified Clubs must accept a higher “duty of care” when alcohol is sanctioned as part of an event - as does the Students’ Union. If alcohol consumption cannot be monitored and controlled by the Students’ Union, then the ULSU has the right to not sanction the event or the hosting Club. If a club has events where there is a likelihood of off campus alcohol consumption, please contact the VP Student Affairs prior to the event.

The ULSU’s liability insurance covers ULSU sanctioned events that take place both on and off campus. The Students’ Union cannot be held accountable for non-sanctioned events or negligent activities off-campus undertaken by a ratified Club. Clubs should attain private insurance for some kinds of activities which occur outside of the Students’ Union Building. Club Executive and Club event organizers are responsible to know the University of Lethbridge Alcohol Policy as outlined in this Handbook.

**NOTE: If your club is considering an off-campus event, Club Executive or event organizers must consult the the VP Student Affairs and U of L Risk Services prior to the event. Significant risk of liability is borne by all Club Executive for off-campus activities of any nature - especially involving alcohol.**

### 9.4 PUB CRAWLS

Students’ Union’s Liability Insurance will absolutely **NOT** extend coverage to pub crawls or similar events. The reason for this is that pub crawls entail considerable liability exposure to all parties involved - transport company, bars, staff, club executives, participants, other 3rd parties - and a deficiency by any one of those will provide liability for all.

That means that there is no possible way for the Students’ Union to be able to sanction, assist with, publicize, or otherwise tolerate any aspect of organizing a pub crawl (or anything remotely resembling a pub crawl). Ratified Clubs and their Executive members are expressly forbidden to undertake any of the following:

## 9. POLICIES - Alcohol

- organize a pub crawl
- co-sponsor a pub crawl
- sell tickets for a pub crawl on behalf of another group, agency or business
- advertise a pub crawl through club/U of L/ULSU listservs, spaces, publications or resources
- provide Club support or organizational efforts to a pub crawl hosted by a 'pub crawl business' or any other 3rd party

### **CLUB EXECUTIVES ARE ADVISED OF THE FOLLOWING:**

- A. If your club participates, in any capacity, with a pub crawl, the Club Executive members will find themselves personally liable for any consequences. That liability can have severe financial and even Criminal Code repercussions.
- B. If your club participates, in any capacity, with a pub crawl, then the ULSU will be forced to seriously consider de-ratification of the club.

For further information, please contact the VP Student Affairs ([su.studentaffairs@uleth.ca](mailto:su.studentaffairs@uleth.ca)), the Operations Coordinator, ([su.operations@uleth.ca](mailto:su.operations@uleth.ca)), the General Manager ([su.manager@uleth.ca](mailto:su.manager@uleth.ca)), or U of L Risk Services ([clarkt@uleth.ca](mailto:clarkt@uleth.ca)).

### **9.5 UNIVERSITY OF LETHBRIDGE ALCOHOL POLICY - Liquor Licences**

#### **Institution (Post Secondary) License – Class C:**

This license provides for the service of alcoholic beverages at University events on campus. The U of L is authorized to purchase all kinds of alcohol from the AGLC, to sell and allow consumption thereof during the maximum hours and in the areas described below.

#### **Maximum alcohol service hours and restrictions:**

Monday to Sunday: 10am to 1:30am, consumption to 2:30am. Patio Alcohol service authorized to 12 mid-night, consumption till 1am. More restrictive hours may be imposed in accordance with the University Facilities - Use and Rental Policy or other agreements. Extended hours may be authorized in accordance with the procedures outlined in Section 7 of this Policy.

### **9.6 UNIVERSITY REGULATIONS**

- A The U of L reserves the right to establish guidelines and regulations regarding frequency of, and condi-



## 9. POLICIES - Alcohol

tions to be applied to, any event taking place on its campuses as well as for University sanctioned events off-campus where alcohol is to be served.

- B Advertising of alcohol-related events on-campus:
- 1 by external drinking establishments, or any entity not directly affiliated with the University, is limited to The Meliorist or CKXU unless otherwise approved as per the Signage & Advertising In University Facilities Policy and must comply with AGLC Advertising Guidelines (Licensee Handbook Section 9T - <http://www.aglc.gov.ab.ca/>)
  - 2 by University or Students' Union groups/Clubs must comply with the Signage & Advertising In University Facilities Policy and the AGLC Advertising Guidelines (Licensee Handbook, Section 9). It is necessary to seek approval from the ULSU for each advertisement. University Administration reserves the right to refuse to allow advertising which is in conflict with standards of good taste, or which espouse actions or advertise activities contrary to individual personal rights and freedoms, or any applicable legislation or University policy. If there are concerns regarding the content of the advertisement, contact Risk Services for guidance and approval.
- C Webpages implemented or maintained by the University of Lethbridge must comply with the advertising restrictions specified above.
- D **Alcohol is not to be used as the focus of any club or University-related group, nor by any means incorporated in the recruitment of Club or Society members.**
- E The person named as the "key contact" in the "***Application for the Serving of Alcohol***" must be present, available, and **SOBER** for the duration of the event and have read and understood this policy. In addition, the club is responsible for providing one (1) club member per one-hundred (100) people in attendance, who will abstain from the consumption of alcohol to mitigate the risk of any unforeseen situation which may arise.
- F **It is recommended that admission tickets to an alcohol-related event be pre-sold in order to provide for proper planning and greater control of large events.**
- G Alcoholic beverages must not be sold at a price which is below cost.

## 9. POLICIES - Alcohol

### 9.7 IMPORTANT U OF L POLICY LINKS

- **U of L SIGNAGE & ADVERTISING IN UNIVERSITY FACILITIES POLICY**  
<http://www.uleth.ca/policymanual/policyview?id=408>
- **U of L ALCOHOL POLICY**  
<http://www.uleth.ca/policymanual/policyview?id=299>
- **U of L PROVISION OF FOOD AND ALCOHOL POLICY**  
<http://www.uleth.ca/policymanual/policyview?id=342>
- **U of L FACILITIES USAGE POLICY**  
<http://www.uleth.ca/policymanual/policyview?id=358>

### 9.8 U of L POLICY - BAKE SALES / CONCESSIONS

Bake Sales or Concessions selling self-prepared foods are generally allowed for fund-raising purposes by non-profit groups providing they meet the following restrictions:

- To ensure Canada Food Safety Guidelines, proper sanitary practices, and exclusivity contracts are honoured, all bake sales/concessions must be planned in consultation with the Operations Coordinator of the Students' Union.
- Sport or recreation groups must also have the consent of the Director, Sport and Recreation Services.

### 9.9 U of L FOOD POLICY - APPENDIX A Food Safety Guidelines - REQUIREMENTS FOR BAKE SALES

- Proper sanitary practices must be followed when preparing, transporting, displaying and serving baked goods.
- Food ALLOWED (usually considered to be safe) include: breads, buns, biscuits, cakes, loaves, squares, cookies, muffins, fruit pies and tarts, and doughnuts.
- Food NOT ALLOWED (potentially hazardous) contains meat, dairy products and raw eggs. Cream or meat filled pies & pastries; meringue & pumpkin pies; custards and puddings; icings containing raw

## 9. POLICIES - Food

eggs, and home-canned food must not be sold at bake sales.

- All food must be individually wrapped in new food-grade materials to protect from contamination. Eg. a new paper plate covered and sealed with plastic wrap. Dispensing of unwrapped food is not allowed. Foods packaged in used materials such as Styrofoam trays, plastic bags, cardboard boxes, etc. are not to be accepted for the bake sale.
- Consider labeling food items with a list of ingredients if known food allergens are used and with the date food was prepared.

### 9.10 U of L POLICY - SERVING BUFFETS & POTLUCKS

- KEEP HOT FOODS HOT AND COLD FOODS COLD. Keep hot foods above 140°F (60°C) with warming trays, chafing dishes or crock-pots. Keep cold foods below 40°F (4°C) by placing serving dishes on crushed ice.
- Cold food (which is to be served hot at the event) will need to be quickly and thoroughly reheated to a temperature of 70°C for at least two minutes and then served.
- “Potentially hazardous foods” are those containing milk or milk products, eggs, seafood, meat, or poultry and should be avoided at your event unless you are sure you have adequate temperature control.
- Remember the ‘2-hour rule’ - don’t let perishable foods linger for longer than two hours in the danger zone (between 40 & 140°F). Once fruits and vegetables are cut, it is safest to also limit their time at room temperature. The 2-hour limit includes preparation time as well as serving time.
- Keep replacement dishes of food hot in the oven or in insulated containers with hot packs or cold in the refrigerator or cooler with ice or freezer packs prior to serving.
- Do not add new food to a serving dish that has been sitting at room temperature for more than two hours.
- Refrigerate leftovers promptly and use them within two to three days.



## 9. POLICIES - Food

### 9.11 GENERAL FOOD SAFETY TIPS

- You have a role in food safety! Bacteria multiply on food that is mishandled and some of these bacteria may cause disease. By making sure the food you buy and prepare remains safe, you can play an important role in reducing the risks of foodborne illness.
- Buyer be aware! Examine food and its packaging at the store – if it leaks, have it repackaged – and again at home. Avoid swollen or leaking cans, or damaged packages – they may expose the contents to bacteria. Select perishable foods last and put those away first – surface bacteria begin to multiply as soon as food surfaces warm.
- Store it right! Keep the refrigerator at 40°F (4°C) or less. Keep the freezer at 0°F (-18°C) or less. Keep it clean! Always clean your hands, utensils and cooking surfaces thoroughly. Wash your hands with soap and hot water before you handle food, repeatedly while you prepare it, and again when you've finished. Clean (soap and hot water) and sanitize (5ml /1 tsp. bleach per 750ml / 3 cups water) counter tops, cutting boards and utensils after use to kill surface bacteria.
- When in doubt throw it out! Examine food carefully and immediately before you use it. Look for damaged packaging, obvious mould growth, discolouration, unusual odors, feel and texture.
- Make sure it's thawed right! Thaw foods in the refrigerator. Thawing in cold running water or a microwave oven is also acceptable. Thawing at room temperature is unsafe because surface bacteria begin to multiply as soon as the surface warms.
- Cook foods right! Prepare foods quickly, cook them thoroughly and serve them immediately. Don't let potentially unsafe foods linger at temperatures where bacteria can grow. The 'danger zone' is between 40°F (4°C) and 140°F (60°C).
- Don't spread it around! Keep certain foods, like meats and their juices, separated from others during storage and preparation. Rinse and sanitize dish cloths often and use separate dish towels for each part of the kitchen so as not to spread bacteria. Keep a separate cutting board for meat. Keep foods covered. Flies, other insects or accidental splashing during preparation of other foods can introduce bacteria.

### 9.12 ULSU BYLAWS

- An official copy of the ULSU Bylaws are available for download on the ULSU website or upon request.



## FORMS

The following pages of forms can be ripped out of the book as needed, or you can stop by the Students' Union office to pick one up.



## CLUB GRANT APPLICATION

### General Information:

Club Grants provide an opportunity for clubs to host special events for their membership and the student body at-large, attend a conference, go on educational excursions, or to purchase relevant and necessary supplies. Club Grants are intended to promote the purpose of the clubs, increase club membership and recognize the Students' Union and the University of Lethbridge. The following guidelines must be followed when applying:

1. A Club Grant may not be used for the purchase of alcohol.
2. All U of L students must be invited to attend the function.
3. Each club is eligible to receive a maximum grant of \$250 per semester.
4. Allocation of any Club grant is subject to The Students' Union approval and the availability of funds.
5. Club Grants will be given only for events or purchases that occur within the current academic year.
6. A club may only receive one Club Grant per event.
7. Once a Club Grant has been approved, The VP Student Affairs may request a follow-up report, including receipts, which must be provided within two weeks of the request.

### Please attach the following:

1. Letter of Intent
2. A complete budget detailing all costs to which the Students' Union would be contributing.
3. An active BMO account.

Fill out the following application information:

Date of application	
Club Name	
Phone/fax	
Email	
Contact person	
Mailing address	
Purpose of request	
Amount requested (\$250 max)	
Date of event if applicable	



## CLUB START-UP GRANT APPLICATION

### General Information:

Start-up Grants gives a new club an opportunity to develop and grow. New clubs and organizations ratified by the Students' Union are eligible for a one-time Start-up Grant. These guidelines must be followed to apply for a Start-up Grant:

1. A Start-up Grant cannot be used to purchase alcohol.
2. Each newly constituted club that has not been ratified within the past three years shall be eligible for a Start-up Grant to a maximum of \$200.00.
3. Applicants must provide The Students' Union with a letter of intent and a proposed budget of how the money is going to be used.
4. The allocation of any Start-up Grant is subject to The Students' Union approval and the availability of funds.
5. A club may only apply for a Start-up Grant once.
6. Once a Start-up Grant has been approved, the VP Student Affairs may request a follow-up report, including receipts, which must be provided within two weeks of the request.

### Please attach the following:

1. Letter of Intent
2. A complete budget detailing all costs to which the Students' Union would be contributing.
3. An active BMO account.

Fill out the following application information:

Date of application	
Club Name	
Phone/fax	
Email	
Contact person	
Mailing address	
Purpose of request	
Amount requested (\$200 max)	
Date of event if applicable	







The University of Lethbridge Students' Union  
**Student Assistance – TRAVEL & CONFERENCE GRANT APPLICATION**

APPLICATION FORM

Name of applicant	UoL ID #:			
Expected date of graduation	Month:	Year:	<input type="checkbox"/> Undergrad student	<input type="checkbox"/> Graduate student
Contact Information	Phone #:		E-mail address:	
Applying as	<input type="checkbox"/> Individual <small>(more)</small>	<input type="checkbox"/> Club, Fraternity, Sorority	<input type="checkbox"/> group of students (5 or more)	
Club, Fraternity, Sorority name if applying as a Club, Fraternity, Sorority <i>(Must be an Executive Member)</i>	Executive Position Title:			
Amount of total budget	Amount of total budget _____ X 25 % = \$ _____			
% Eligibility & Maximum Allowance (check one)	<input type="checkbox"/> 25% - max \$200 individual	<input type="checkbox"/> 25% - max \$1000 club or group	<input type="checkbox"/> 25% - max \$300 individual overseas	<input type="checkbox"/> 25% - max \$1500 club or group overseas
Amount requesting <i>(Please refer to Policy XXXII item 3.1 for Funding Limits)</i>	\$ _____			
Number of people in your application	_____			
Date of application	_____			
Date of Event	_____			
Name of Event	_____			
Place of Event	_____			
<b>NOTE:</b> If applying as a group, please attach a list all individuals (please print their names) requesting assistance to attend. Funding will on be available for events that take place within the current year.				

TERMS OF AGREEMENT

I \_\_\_\_\_, do hereby agree that as a condition of accepting any funds through the Students' Union "Travel and Conference Grant Policy", that I have read and understood the terms and conditions of that policy"; I further commit to:

- provide Students' Union with legitimate receipts and/or documents to verify expenses;
- provide a written conference or travel brief of at least 200 words describing my attendance, travel and/or participation within 10 days of my return, if requested by a Students' Union Executive or staff member;
- honour the spirit of this grant as public monies entrusted to aid and assist me in achieving the stated goals in the letter of intent submitted with this grant application;
- reimburse the Students' Union any monies unused from the grant, or which may have been used for purposes not described in the initial grant application or letter of intent.

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Signature of Witness*

\_\_\_\_\_  
*Name of Witness (please print)*

**TRAVEL & CONFERENCE GRANT APPLICATION 2017-2018**

The University of Lethbridge Students' Union, Room SU180, 4401 University Drive West, T1K 3M4

Phone: 403-329-2222, Fax: 403-329-2224, Website: [www.ulsu.ca](http://www.ulsu.ca)

**E-mail: [su.finance@uleth.ca](mailto:su.finance@uleth.ca)**



## SANCTIONED CLUB AGREEMENT

The \_\_\_\_\_ Club undertakes that in order to become and remain a Club by the ULSU, the Club shall:

1. Operate the club in such a manner that it will not contravene the Constitution, Bylaws, or Policies of the ULSU, and the rules that govern the University of Lethbridge.
2. Be bound by the individual Right Protection Act, and by the Canadian Charter of Rights and Freedoms.
3. Be bound by any rulings of the General Assembly of the ULSU.
4. Be responsible for the maintenance and security of Club space such as offices and SU101E, including keys assigned by the ULSU.

The \_\_\_\_\_ Club also understands and acknowledges that:

1. Any abuse of space and/or other benefits extended by the ULSU to the club shall be the club's and the club's members alone.
2. At the discretion of the ULSU, any duly authorized member of the General Assembly and/or duly authorized employee of the ULSU has the right to immediately suspend those privileges as a result of the abuse of space and/or other benefits extended by the ULSU.
3. The club will obtain insurance at its' own expense for any off-campus events (if applicable) and show due diligence for the safety of club members and participants as required by the ULSU.

We acknowledge that we have read the Constitution, Club Bylaws, and Clubs policies of the ULSU and agree to all terms and conditions imposed by these documents and the above. The following signature are duly authorized by the club.

\_\_\_\_\_  
Signature (in ink)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (in ink)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Club President

\_\_\_\_\_  
Executive Position







### ULSU CLUB APPLICATION FOR RATIFICATION

Official Club Title: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_ Club Website: \_\_\_\_\_

Brief description of your club (*this is for the ULSU website*):

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

**Club Executive** (All Executive members must be current U of L undergraduate students – minimum of 3 executive members)

NAME	POSITION	PHONE	EMAIL	I.D. NUMBER
1.				
2.				
3.				
4.				
5.				

**Club Membership** (A minimum 12 U of L undergraduate students)

NAME	PHONE or EMAIL	I.D. NUMBER	<b>WHAT TO SUBMIT TO BECOME RATIFIED:</b>  CHECK <input type="checkbox"/> This Ratification Form  <input type="checkbox"/> Up-To-Date Constitution  <input type="checkbox"/> Sanction Agreement Form  <input type="checkbox"/> \$20 Non-Refundable Ratification Fee  <small>THE UNIVERSITY OF LETHBRIDGE            STUDENTS' UNION,            4401 UNIVERSITY DR, RM SU180,            LETHBRIDGE AB, T1K 3M4            PH: 403-329-2222, FAX: 403-329-2224  <a href="http://WWW.ULSU.CA">WWW.ULSU.CA</a></small>
1			
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12			

We the aforementioned club ensure that all of the above information is current and accurate. We agree to comply with the Constitution, Bylaws, and Policies of the Students' Union and specifically the Clubs Bylaw. We further agree to have a representative from our club hold a seat on Clubs Council and will attend all meetings.

Signature of Club President: \_\_\_\_\_ Signature of Club Executive Member: \_\_\_\_\_





THE UNIVERSITY OF LETHBRIDGE  
**STUDENTS' UNION**  
 4401 University Drive, Room SU180  
 Lethbridge Alberta, T1K 3M4  
 Ph: (403) 329-2222, Fax: (403) 329-2224  
 WWW.ULSU.CA

BMO Representative: Barbara  
 Ph: 403-382-3245  
 606 – 4<sup>th</sup> Ave. S. – Lethbridge, AB

**ULSU/BMO CLUB BANKING FORM**

Official Club Title: \_\_\_\_\_ Date: \_\_\_\_\_

Previous Club Signing Authority

Name	Position	Phone	Email	I.D. Number

Current Club Signing Authority

Name	Position	Phone	Email	I.D. Number

We the aforementioned club recognize and approve the signing authorities of the University of Lethbridge Students' Union (ULSU) as having background signing authority on our account. We also recognize that the primary purpose of this is for the ULSU to have viewing ability of our club account, and actions such as freezing funds or termination of access will only take place in the event of a failure to adhere to ULSU bylaw and policy.

Signature of Club President: \_\_\_\_\_ Date: \_\_\_\_\_

On behalf of the Bank of Montreal (BMO), I hereby acknowledge the aforementioned club as having a financial account, in good standing, with BMO. I also acknowledge the aforementioned individuals as having the respective signing authorities on this account.

Name: \_\_\_\_\_ Signed: \_\_\_\_\_

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





## 12. DEFINITIONS & ACRONYMS

### 12.1 DEFINITIONS

For the benefit of brevity, a number of commonly understood words and acronyms are used repeatedly throughout the Club Handbook. Below, in alphabetical order, is a list of definitions:

- A     **Club’s Council:**  
The standing committee of the ULSU, consisting of 1 Executive member of each Ratified Club, which meets monthly through the Academic Year to consider Club funding and activity requests, and to provide a forum of Club/ULSU cooperation and planning.
- B     **Executive Council:**  
The elected body of senior Council members comprising of the President, all Vice-presidents, and other persons as may be considered “ex-officio” members of the Executive Council from time-to-time and which has the responsibility for the day-to-day overseeing of ULSU Operations.
- C     **General Assembly:**  
The elected body of student representatives - inclusive of all Executive members, faculty and campus representatives, and other such representatives as may be added to the Assembly from time-to-time and which has the ultimate authority for the overall practices of the ULSU, and arbitration in matters of interpretation of ULSU ByLaws and Policies.

### 12.2 ACRONYMS

- A     ORS = “Organization of Residence Students” at the U of L
- B     SUB = “Students’ Union Building” at the U of L
- C     ULSU = “University of Lethbridge Students’ Union”, a.k.a.: “Students’ Union” and “U of L Students’ Union”
- D     U of L = “University of Lethbridge”
- E     VP = Vice-President; there are 4 Vice-Presidents at the Students’ Union: VP Student Affairs, VP Operations & Finance, VP Academic and VP External.







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