

Operating Procedure II - Clubs and Societies

1. A club/society is considered to be any group of students that have a common interest. For a club/society to be a SAC affiliated club/society, and thus have rights to the benefits with which the SAC provides to its clubs and societies, the group must meet the following criteria:

1.2 have a unique club/society name that no other SAC club/society already maintains;
have a completed constitution filed with the Vice-President, Finance and Operations each year, for them to remain active:

- i) new clubs/societies may submit their first constitution at any point throughout the year
- ii) existing clubs/societies must submit their constitution for each year by September 30th of the academic year in which they are applying for affiliation;

1.3. mandate must be unique to the club/society;

1.4. club/society must be open to **all** Union members;

1.5. cannot participate in any acts of discrimination, prejudice or hate;

1.6. must conduct themselves in accordance with Mount Allison University rules and regulations;

Fulfillment of such criteria is at the discretion of the SAC.

2. Process of Starting a Club/Society

A club/society constitution must be submitted as outlined in 1.2; at which time the Vice-President, Finance and Operations will bring a motion forward for approval of the club/society at Council or to the Executive Committee in the absence of council; the club/society will be notified once approved and a SAC club/society account will be opened in the club's name.

3. SAC Club Account

As stated in 2, a SAC club/society account will be opened in the club's name once approved by Council or Executive Committee. It is recommended for a club/society to keep funds in their SAC club/society account since it is easier than opening an account at a bank and it is helpful when applying to the Club and Societies Funding Committee;

A club/society may deposit funds into their account by remittance to the Office Manager, who will write a receipt for the club. It is recommended that the club's/societies' treasurer or president keep track of both deposits and withdrawals. This is to maintain their accountability to their club/society members;

A club/society may withdraw funds from their account by submitting a cheque requisition or purchase order requisition

- a) a cheque requisition should be submitted by one of the signing authorities of the club to withdraw funds;
- b) a purchase order requisition should be submitted if a club/society would like a cheque to be written to a business on behalf of the SAC

The Administrator of the SAC will allocate club/society funds accordingly.

4. Club/Society Funding

A club/society may apply to the SAC Clubs and Societies Funding Committee for funding for their event, trip or equipment that would further their mandate. This can be done by picking up an application and submitting it to the SAC office. For more information on funding guidelines, see Law VIII, section 6. There are three deadlines for applications each year set by the Vice-President, Finance and Operations. A club/society must submit a copy of receipt for equipment purchased or fill out a post-funding report form for trips and events. Failure to do so will result in the Vice-President, Finance and Operations, in consultation with the Clubs and Societies Funding Committee and/or the Executive Committee, denying further funding or other consequences as deemed appropriate. The club/society can pick up a post-funding report form from the SAC office.

5. Closing of a Club/Society

A club/society will be closed, thus becoming inactive and no longer having an account with the S.A.C. under the following conditions:

- a) the club executive submits written documentation to close their club;
- b) there have been 3 consecutive years of inactivity. Inactivity is defined as there being no deposits/withdrawals into their account and none of the original members being registered Mount Allison students;
- c) a member of Council or the Executive Committee puts a motion forward to close the club. They may choose to do so if it is found that the club is violating any of the criteria in Section 1 of the Clubs and Societies Policy. At which time, the club is to be contacted for the option of arguing against this motion in the council meeting in which it is presented. Notice to the club must be made a minimum of one week prior to the council meeting.
- d) The Vice-President, Finance and Operations will bring a motion forward at the beginning of each academic year to close all clubs that have not submitted a new constitution and have held an active SAC club account in three academic years.

Upon closing a club, they will become ineligible to apply for funding to the Clubs and Societies Funding Committee.

Upon closing a club, all funds in their account will be allocated within the SAC budget for that academic year at the discretion of the Vice-President, Finance and Operations, in consultation with the Executive Committee.

A club can be re-instated through a request to the Vice-President, Finance and Operations, in consultation with the SAC Administrator. The Vice-President, Finance and Operations will bring a motion forward to re-instate the constitution of the pre-existing club. The club will have a zero account balance. The individual(s) requesting approval must show that they continue the mandate of the original club in some form.