



Olds College
Students' Association
CLUB PACKAGE
2011/2012

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BRAD DOWELL

Activities Vice President

In the End of our college careers we will all have a story to tell of our college experience; whether it is getting up early for chores, staying up too late to cram for that exam or that event that your club put on that was the talk of campus. This year it is my hope that all students and clubs will join together to make this a year that everyone will remember for a lifetime. Together we will plan and attend the events, parties, and fundraisers that will create these memories. My position as VP of Activities allows me to work with every club in achieving the success they aspire too. I am always free to help out with anything, not just stuff regarding clubs but anything on campus. Being part of the Students' Association allows me to be your voice on campus, so please let me know what you think.

Summary of the Students' Association

We are leaders in engaging students to create their own ultimate Olds College experience!

Our mission is to represent and support the Students of Olds College through accountable, unified leadership to enhance student life.

We value:

- Students as the leading members of our association
- Accountability to students, Olds College, and the community
- Team work to provide strength to work more effectively
- Leadership to promote personal and professional growth and development
- Quality services in all aspects of college life
- Integrity

Through student representatives on several college committees including the Board of Governors, the OCSA provides a voice for the students with the College and in the community. We are here to serve you! We do everything from advocacy on your behalf to helping you start a club. Ask us about anything, we are here to represent you!

If something is affecting you and you don't know what to do...call us.

- **YOUR** issues...
- **YOUR** direction...
- **YOUR** voice...

Summary of the Crossing Student Leadership Centre

What is it?

The Crossing Student Leadership Center is located in the Bell e-Learning Centre beside the Student Alumni Centre. This approximately 7700 square foot centre provides opportunities to the students of Olds College.

Features (or what is included in The Crossing Student Leadership Centre):

- Club Access ~ including storage space for Clubs and a meeting space to share.
- Student Benefit Office ~ Student Health and Dental Plan.
- Media Room ~ primary workspace for the student Yearbook and Grass Roots staff.
- The Crossing Restaurant & Lounge ~ space with internet access, television, food service and entertainment where students can study or socialize during the day and enjoy a beverage after school hours. This space can also be used by clubs for fundraising activities. A place for *all ages* of students during the day and an over *18 venue* late afternoon and evening.
- Games Room ~ includes such games as Fooz Ball, Buck Hunter, Area 51, and much more. This area is open to all ages during the day and is part of the over 18 venue in the evenings.
- Arcade Room ~ located in the hall outside the Students' Association Offices, this room has a variety of games for students' enjoyment and a space for students to sit and socialize.
- Expanded Student Association Offices ~ including the Student Board Room that can be booked for free for Club meetings. There is a larger reception/hangout area with services including faxing, photocopying and student support.

Important People to Know

Besides the Communications Vice President (who is the clubs'/societies' best friend), the OCSA has other full time staff members who are ready and willing to help you in any way possible.

General Manager – Deb Wilson

Phone: 403.556.4632

The General Manager takes care of the day to day operations of the Student's Association. She knows who, where, what, when and how – or she can find out.

Office Assistant – Melissa Hoppe

Phone: 403.556.4629

The Office Assistant is the first person you see when you come to the OCSA office. She has all the forms you may need and she is also the one who does all publications. So if you want something put in the Grass Roots or need posters and tickets – Melissa one you are looking for.

Crossing Manager/Alcohol Service Supervisor - Tracy Peterson

Phone: 403.586-3420

The Alcohol Service Supervisor is the one who manages the evening service in The Crossing and can answer your questions about holding an event there. She also oversees the dances/cabarets, though planning of those should be done with the Communications Vice President and the General Manager.

Head Cook – Louise Land

403-415-4562 or 403-518-0109

The Head Cook is the one who manages food service in The Crossing and can answer your questions about providing food service at an event. Special food preparation needs time so plan ahead – food requests for events must be sent to the General Manager and the Head Cook two weeks prior to your event.

Club/Society Registration

To be recognized by the OCSA and be eligible for the privileges provided, each club/society shall provide the OCSA with:

1. A complete registration form every year when the club/society executive has been elected which includes a list of the club/society officers and staff advisor of the club/society. A form is attached to this package and can be dropped off at the OCSA Office.
2. Any planned activities for the upcoming year. Don't worry if you don't know your activities yet, but the sooner the better to avoid overlapping of functions.
3. If your club decides not to 'bank' with the OCSA, we need to know where the club/society bank accounts are held. If you need help with this the OCSA General Manager can help you. We also need to know if you are levying a membership fee for your membership and what it is.
4. Since all OCSA Clubs/Societies fall under the umbrella of the OCSA, and since the OCSA must undergo an official audit each year, it is imperative that accurate financial records for each club/society be kept and a copy forwarded to the OCSA General Manager each year. The OCSA has the right to examine the books and records of all clubs/societies at any time deemed necessary by the Communications Vice President and/or the GM.
5. A copy of the club's/society's current constitution. If you need help writing a constitution there is a fill in the blank form attached to this package. If you require another form, the OCSA office has more forms. We recommend that all clubs/societies have a constitution to provide guidance to future members. Contact the GM in September to see if your club already has a constitution as it may be used from one year to the next.
6. Other requirements are compliance with all Association and College policies and record keeping for all meeting proceedings. All clubs/societies will abide by Alberta Human Rights Guidelines. If at any time you or any member of your club has questions or concerns, please feel free to contact the Communications Vice President or the OCSA General Manager in the Students' Association Office.

Some of what the OCSA Provides Club/Societies

- Club locker/storage provided free of charge (a fee will be charged for lost keys)
- Club display case – for ‘showing off’ your club’s great achievements
- Help with designing and setting up posters and tickets – contact the OCSA Office Assistant
- Help with planning fund-raising projects and events - contact the VP Communications
- Liability Insurance for functions held on campus
- Mailboxes by the OCSA office – should be checked at least once a week
- Monthly Club President meetings to ensure good communication and cooperation from other clubs. The club is paid \$10 for attending and \$10 for submitting a club report at each meeting. These reports may be published in Grass Roots in the ‘Club Activities’ section.
- OCSA Student Board Room for club meetings
- Use of the OCSA bulletin boards
- Use of the Grass Roots to advertise free of charge
- Right to set up a table at Club Night – September 21, 2011-in the Student Alumni Centre
- Right to book The Crossing free of charge for events
- Reduced rate for use of the Student Alumni Centre – pay only the college portion
- Reduced photocopy and fax rates in the OCSA office

OCSA Policy B4: Acceptable Use of the Crossi

1. Any group hosting an event in The Crossing will sign a contractual agreement with the OCSA. In the case of club events, a club event form will be considered contractual. Olds College conference services may rent out the lounge area for special events for ~~a~~ rental fee of \$150 upon approval of the OCSA.
2. No group shall be given access to the kitchen or bar facilities in The Crossing. If the group wants food or alcohol service, that service is to be provided by The Crossing.
3. At least one OCSA staff member will be present at any event.
4. Chartwells catering may be permitted in the lounge area of The Crossing at the discretion of the OCSA. If Chartwells is catering an event in the Alumni Centre, accessing The Crossing lounge area, Crossing staff will not need to be present for this purpose.
5. A no-show fee of \$250 will be charged to any group that fails to show up for their event if they have not given 48 hours notice of cancellation.
6. All groups are responsible for setting up for their event. The OCSA will not be held responsible for the failure of an event because a group failed to prepare and set up for it.
7. All groups are responsible for taking down any materials and cleaning up after their event. This must be completed before 7:30am the morning following the event. Takedown and cleanup includes:
 - a. Removal of all decorations.
 - b. Removal of all event advertisement.
 - c. Replacement of chairs and tables to their original position.
 - d. Removal of garbage, bottles, plates, or other items out of place.
 - e. Cleanup of any large spills, messes, or broken glass.
8. If alcohol is to be served at the event, a person will be designated by the group who will remain sober and take care of all take down and cleanup.

2. Failure to comply with any part of this policy will result in a \$250 fine, and may result in the OCSA refusing to sanction an event in the future at the discretion of the OCSA.

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Regulations for Use of the Student Alumni Centre

The following policy basically states that the student group which is renting the Student Alumni Centre must leave the Centre and surrounding areas as it was received. The objective of this policy is to keep the facility in good condition for as long as possible.

1. All decorations and promotional material must be removed the same evening. This includes all tape from walls and windows.
2. Food must be picked up off tables and floors.
3. Pick up and clear off all glasses and garbage from tables and floor.
4. Clean all tables and chairs. Floors swept and damp mopped.
5. All aspects of the washrooms are left in the condition that they were in at the beginning of the function.
6. All garbage has been collected and adequately placed in garbage bins.
7. Absolutely no streamers in the Student Alumni Centre.
8. No tape or decorations on the west wall.
9. No drinks allowed on the dance floor!!!
10. Failure to follow these regulations may result in extra caretaking charges that will be paid by the club and the club will lose all privileges.

Requirements for Liquor Functions

Security:

All functions are required to have security personnel present. All security requirements will be set by the OCSA General Manager. A minimum of one security person is required for every fifty (50) people.

Advertising:

- All event posters must be approved by the OCSA office and once approved our logo will be added.
- No reference to alcohol may be inferred on any type of advertising.
- Clubs/Societies are encouraged to use the OCSA bulletin boards in each building under the Club Event Heading (*One poster per board).
- Clubs are welcome to make use of the Grass Roots to advertise their event. The Grass Roots is produced by the OCSA every two weeks. It is an excellent source of advertising as it is made with the students in mind. Drop off your submissions to the OCSA Office Assistant.

Finances:

Clubs are responsible for their own finances and paying bills for their events (OCSA General Manager and/or Alcohol Service Supervisor can provide advice). If you require use of the OCSA safe, please inform the General Manager. Clubs are required to provide their own floats for any given event.

Drive Home/Designated Driver Program:

Clubs are responsible to provide a safe drive program for all major liquor functions. Arrangements can be made with the OCSA office. The driver(s) are to be remunerated the night of the function. Drivers must not be students and must provide OCSA with a copy of appropriate insurance (transport clients for reimbursement) unless they are on the College van/driver list.

Minors:

Absolutely no persons under the age of 18 are permitted at any liquor function. Security will be responsible for checking identification.

Authority:

The Club representative is responsible to the Communications Vice President and General Manager regarding all aspects of liquor functions. A function may be shut down at any time by the Communications Vice President, General Manager, or Alcohol Service Supervisor if the need arises.

Obtaining Liquor for the Function:

Liquor for any given function must be provided by OCSA. For special events (outside of The Crossing) the Alcohol Service Supervisor orders the liquor in bulk and charges the Club only for the amount used. See Page 7 for the OCSA Club Profit Policy for special events.

Bartending/Liquor Ticket Sellers:

OCSA will provide bartenders, liquor tickets sellers and one door staff for functions and they are responsible to the OCSA Alcohol Service Supervisor and General Manager. The number of staff will be determined by expected attendance at the function. Bartenders and sellers are to be remunerated the same night as the function by the Club.

Entertainment:

Each Club must provide their own entertainment. The Alcohol Service Supervisor can help you with this. Any contracts signed with entertainment must be forwarded to the OCSA.

Ticket/Poster Printing:

The OCSA Office Assistant will make the tickets and posters for your Club function. The Assistant must be given two weeks notice prior to the function. The OCSA General Manager reserves the right to deny the Club this service if two weeks notice is not given. College Duplication Services are provided at the expense of the Club. A duplications price list is included in this booklet.

Clean-Up:

Clean-up must be on-going throughout the event as well as after the event. It will be organized and carried out by the Club. The Student Alumni Centre Agreement must be signed prior to the event.

Discipline of a Student:

The OCSA Executive may ban a student or set further disciplinary actions against a student or guest. Olds College, through its designate, the Supervisor of Residence Life, reserves the right to impose further disciplinary action on a student or guest.

Discipline of a Club:

The OCSA Executive may employ disciplinary action against any Club who violates ~~AGLCLC~~, Olds College, or OCSA regulations. Olds College, through its designate, reserves the right to impose further disciplinary actions on a Club.

OCSA Profit Policy for Clubs

Profit Policy for all OCSA Clubs for club events held on Olds College Campus (excluding The Crossing).

1. This Policy pertains to any club event held on the Olds college campus excluding the events held in The Crossing.
2. Liquor net profit (see note 1) will be split 10% OCSA to offset the cost of liability insurance for the OCSA and 90% to the club or clubs hosting the event.
3. The club will retain 100% of the net door profits (see Note 2).

Note 1: Liquor Net Profit equals

Bar Sales less the cost of

- Bartenders/Food Staff
- Security
- Corkage
- Liquor
- Drive Home

Note 2: Door Sales Profit equals

Door Sales less the cost of

- Hall Rental – Olds College Portion only
- Approved Entertainment
- Any Prizes
- Door and Admin Staff

Profit Policy for all OCSA Clubs for club events held in The Crossing

1. Profits will be paid to a club that holds an event in The Crossing.
2. Liquor net profit (see note 3) will be paid out to the club at 10% within 2 weeks of the event.
3. The club will retain 100% of the net door profits (see Note 4).

Note 3: Liquor Net Profit equals

Bar Sales less the cost of

- Bartenders
- Security
- Drive home staff (if necessary)

Note 4: Door Sales Profit equals

Door Sales less the cost of

- Approved Entertainment
- Any Prizes

Door and Admin Staff (if provided by OCSA)

OCSA Off-Campus Events Policy

1. The OCSA may sanction events held off-campus by itself, OCSA clubs, or the HELP project Coordinator.
2. All events must be in keeping with OCSA Bylaws, policies, and the OCSA Mission, Vision, and Values statements.
3. An event held off-campus may not be sanctioned for any reason if it involves the use of alcohol.
4. If an event is to be held at an establishment that does serve alcohol, the hoster of the event must ensure that alcohol will not be consumed during the event in question.
5. If an event has been sanctioned under these guidelines and the guidelines are not followed by the group or individual hosting the event, the sanction will be considered voided and any benefits to the group provided by OCSA **including**, but not **limited** to funding, the ability to use proceeds by a club, and the **provisions of insurance** by OCSA shall be denied.
6. OCSA reserves the right to perform spot-checks on events to ensure that these guidelines are being followed.
7. OCSA reserves the right to charge a fine up to \$250, refuse to sanction further events for, or de-ratify a club if these guidelines are not followed.
8. OCSA reserves the right to refuse to sanction any event at its' discretion.
9. Events held off-campus must be approved by both the OCSA General Manager and the **Activites** Vice President.

Running a Meeting

Taking minutes is not as hard as it seems. It is very basic if you keep within the guidelines that are here set out for you. The following information is what is needed in the minutes.

Before you start your meeting: Read your constitution to see what it says for *quorum*. If you do not have quorum you can not hold a meeting. If you do have quorum you may then begin.

1. Before starting, be sure your Chairperson, President and Secretary are present. The Chairperson and President may be the same person.
 - a. Chairperson/President - will keep the meeting running smoothly and will state the motions, but will ask for one (1) person to move the motion and one (1) person to second it.
 - b. Secretary - will take the minutes and then type them. The Chairperson/President will read the minutes and make revisions. If there are no corrections to make, then both the Chairperson/President and Secretary will sign them. These minutes should be approved by a motion at your next meeting.
2. Always mark what set of minutes you are taking, e.g. minutes of the 11th Meeting.
3. Always put the date on your minutes.
4. Always take attendance.
 - a. Make up an attendance sheet and have everyone sign it. Be sure you get this back before the end of the meeting.
 - b. Always write out the full names when typing the minutes.
5. Take the attendance of those who are absent from the meeting, and take note if they gave notice or not.

AGENDAS

Following an agenda is the easiest thing to do. It will keep your meeting running smoothly and your meeting will end faster.

The Club/Society Executives should decide what needs to be discussed. Once you have finished with those topics of importance then you may open the floor to anyone who has questions or concerns.

An Agenda usually includes the following information:

1. Call To Order
2. Approval of Agenda
3. Approval of Last Meeting Minutes (Give #)
4. Reports (Individual - should be verbal and written to hand in).
5. Committee Reports
6. Old Business - Information that was tabled at the last meeting or follow up from past items
7. New Business - Items that need immediate attention.
8. Discussion (open topics) - items that need input from all members so that a decision can be reached.
9. Information - items of interest (e.g. memos from the OCSA).

10. Adjournment - to finish to the meeting.

NOTE: Motions do not take place under discussion. A motion under information is only used to accept the items and those items are not usually discussed.

MAKING MOTIONS:

In order for your meetings to run efficiently, it is essential that you take motion numbers for every motion that is made. e.g. 05/06-01-M - all motions will fall in sequence, which means the next motion number will be 02-M. The first part of the motion is the year, (05/06); the second part is the motion number (01) then the third part is what type.

** The following are examples of how motions should read in your meetings.*

1.1 Approval of Agenda

05/06-01-M _____/_____ move to approve the agenda as presented.
CARRIED.

- *Remember the motion number, the chairperson will state the motion and ask someone to move the motion. Write down both first and last name, the chairperson will then ask for someone to second the motion, again take the first and last name. Once the names are taken, the Chairperson will ask if there is any discussion. If there is then the secretary will take brief notes. If there is no discussion the Chairperson will call the question.
- The Chairperson will ask the following questions, “All in Favor?” (hand must be raised, and the secretary will take note of how many people raised their hands), then the Chairperson will ask “any opposed?” (again hand must be raised and the secretary will take note). If anyone is opposed then the Chairperson will ask those people if they want it noted in the minutes, if they do, then their names are noted. The final part of the question is when the Chairperson asks “any abstentions?” (This is when a voting member does not want to cast a vote. Abstentions can also be noted). Be sure to take numbers of those in favor, opposed, or abstained, so that a person will know if the motion is carried or defeated. Majority rules.

Stages of a Motion

- Stating the motion (move)
- Seconding the motion (seconder)
- Discussion
- Call the question
 - all in favor
 - any opposed
 - any abstentions
- Motion Carried or Defeated

1.2 Additions to the Agenda

- If there are any additions to the agenda the motions will be read as follows:

05/06-02-M _____/_____ move to approve the agenda with the following:

e.g. 1.2.1 Transfer of Power

- give each new item a number as to where it falls, i.e.: New Business, Discussion, etc, and write down what the addition is.
- * The chairperson shall state the addition(s) out loud so that everyone can make note of it.
- * All members must be in favor of the changes before the motion can be carried.
- * The chairperson will then ask if all are in favor, if any are opposed, or if there are any abstentions, then they will call the questions.

How to Write a Constitution

A constitution is the document that outlines the purpose and functions of a club or society, and the basics of how it should operate during the year. Each club/society should have a constitution to officially exist and operate.

The process of updating and submitting a constitution is a good way to start your club/society year, since a review of the existing constitution helps to explain to all members what to do and when, and helps set objectives for the upcoming year. This package details how to draft a constitution and explains why a particular section of the constitution is necessary. A final draft must be submitted to the OCSA.

A form is attached to this package giving guidelines on writing a constitution.

How to Organize a Raffle or 50/50 Draw

Clubs/Societies wishing to hold a raffle or 50/50 draw can do so as long as the said group is an OCSA Registered Club/Society. If your club is planning on conducting raffles or 50/50 draws, please come to the OCSA office to meet with the OCSA General Manager and pick up a copy of the Alberta Gaming & Liquor Commission “Raffle Terms & Conditions” information sheet.

Clubs must follow the OCSA guidelines when using OCSA’s AGLC License to conduct any raffle or the club will not be allowed another raffle under OCSA’s AGLC License in the same academic year. The following steps must be adhered to:

- Fill out an OCSA club event form indicating the raffle purpose and timelines and submit to OCSA (with a deposit of \$40.00 cash for the license fee) for OCSA approval
- OCSA VP Communications will contact you, if necessary, to clarify any information regarding your raffle
- OCSA VP Communications will go to the Alberta Registry Office in Olds to obtain and pay (using your deposit) for the AGLC License
- OCSA VP Communications will provide your club with a copy of the license, receipt(s) and the financial report form (a copy of each will be filed at the OCSA office)
- Your club completes the raffle: prints tickets, coordinates prizes, sells tickets, makes draws, etc.
- Your club fills in the AGLC financial report form:
 - return the report with all remaining tickets to OCSA office **within two weeks after your event**
- Upon receipt of the financial report form and remaining tickets, the OCSA VP Communications will return the cash balance of your deposit to you/your club
- OCSA will ensure that AGLC receives all raffle documentation within 60 days of your event

- OCSA will keep raffle documentation as per AGLC guidelines and requirements

The proceeds of the Raffle or 50/50 Draw must go to either a charitable organization or be used for educational purposes. **Clubs that do not complete all the steps when conducting a raffle will not be allowed another raffle under OCSA's AGLC License in the same academic year.**

OCSA Bylaw, Policy and Procedures Concerning Club/Societies

The following is the actual Bylaw which covers the registering and running of a club ratified by the OCSA.

Bylaw 17: OCSA Clubs/Societies

- 17.1 The OCSA will support recognized Clubs/Societies to encourage individual student participation and maximum student input into departmental affairs, as well as social, cultural, and recreational programs.
- 17.2 **Financial Responsibilities:**
- 17.2.1 Any Club/Society registered as part of the OCSA is eligible to receive financial support from the OCSA and must comply with the following:
- Clubs/Societies are not authorized to open credit/charge accounts, negotiate loans, open Trust Accounts, and purchase Guaranteed Investment Certificate at any financial institution.
- 17.2.2 If a club ceases to exist any remaining Club/Society funds must be signed over to the OCSA General Manager to be held in trust for the Club/Society by the OCSA until the Club/Society is re-recognized.
- Funds held in trust for Clubs/Societies that do not register with the OCSA within two full school years shall be added to the OCSA's – Club/Society Basic Grant Account.
- 17.3 **Use of Funds**
- 17.3.1 Club/Society funds belong to the Club/Society and are to be used for Club/Society activities and programs only.
- 17.3.2 Club/Society funds may not be paid out to or divided among Club/Society membership in the form of cash dividends.
- 17.3.3 No Club/Society may be formed or operated for the direct financial benefit of any Club/Society member or Faculty Advisor.
- 17.3.4 **Dues and income may not be used as a petty cash fund.**
- 17.4 **Signing Authorities**
- 17.4.1 The signing authority for all Club/Society bank accounts will be two of three signatures. One signature must be the faculty advisor and the other may be either the president or treasurer of the Club/Society, or an appointed college employee for the sole purpose of financial continuity.
- No blank cheques, at any time, shall be pre-signed.
- 17.4.2 **If the Club/Society does its banking through the OCSA, signing authority shall be any two of the three signatures.**
- 17.5 **Record Keeping**
- 17.5.1 All monies received and expended by each recognized Club/Society shall be accurately documented and properly accounted for the duration of the Club/Societies fiscal year.
- The OCSA Executive may audit the books of any club/society at anytime without warning.
- 17.5.2 The fiscal year for each recognized Club/Society shall be from April 1 to March 31.
- 17.5.3 All payments from the Club/Society must be made by cheque and the cheque must state purpose of the payment/expenditure.

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17.6 **Funding**

17.6.1 All OCSA Recognized Clubs/Societies are funded by:

- (a) The Clubs/Societies own fund-raising events;
- (b) Collection of membership fees;
- (c) Club President's Meeting attendance;
- (d) Operating Grants.

17.7 **Debts and Responsibilities**

17.7.1 Clubs/Societies are not permitted to make commitments that bind the Club/Society for more than the current school year.

17.7.2 The OCSA will not be expected to be responsible for any accumulated debts incurred by any Club/Society.

Club Printing Information Price List

A Printing Requisition form must be filled out before the job will be completed. Payment is due in cash before your document(s) will be given to you.

DOCUMENTS & POSTERS:

8 1/2 x 11 Black & White	5¢/side
8 1/2 x 14 Black & White	10¢/side
Enlargement to 11 x 17 Black & White	20¢/side
8 1/2 x 11 Color	30¢/side
8 1/2 x 14 Color	35¢/side
Enlargement to 11 x 17 Color	70¢/side

TICKETS:

100 Tickets Black on Color stock trimmed to 2 x 3 1/2	\$3.00
200 Tickets Black on Color stock trimmed to 2 x 3 1/2	\$3.50
300 Tickets Black on Color stock trimmed to 2 x 3 1/2	\$4.00
400 Tickets Black on Color stock trimmed to 2 x 3 1/2	\$4.50
500 Tickets Black on Color stock trimmed to 2 x 3 1/2	\$5.00

RAFFLE TICKETS:

100 Raffle Tickets (copied/bound - black & white)	\$6.00
200 Raffle Tickets	\$7.00
300 Raffle Tickets	\$8.00
400 Raffle Tickets	\$9.00
500 Raffle Tickets	\$10.00

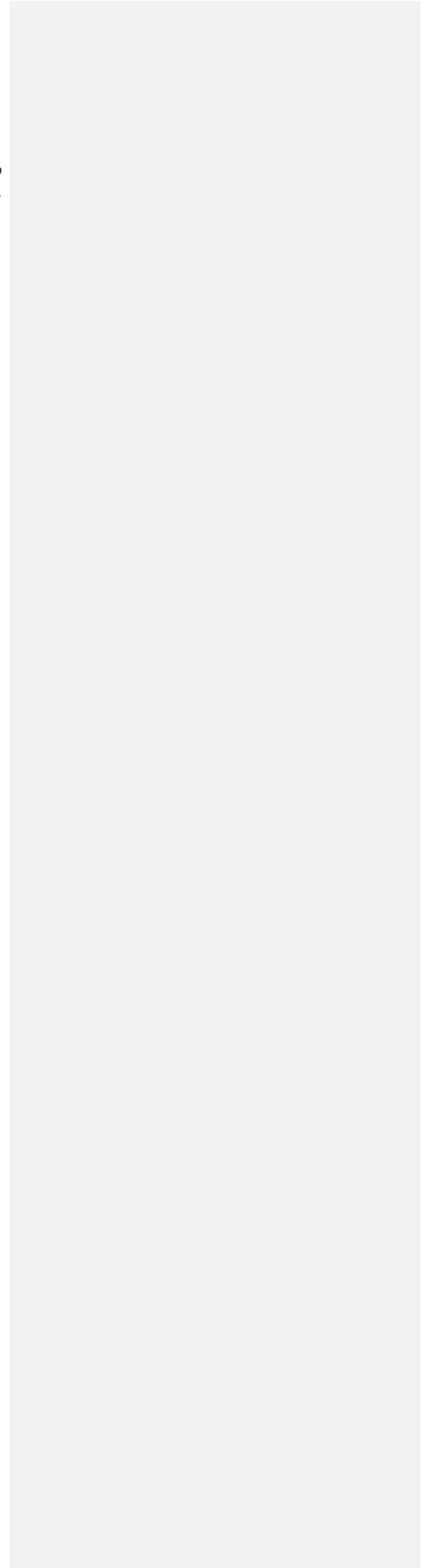
FAXES:

		1 st Page	Additional Pages
Outgoing:	Canada	\$1.00	\$0.50
	United States	\$2.00	\$0.50
	International	\$3.00	\$0.50
Incoming:		\$0.50	\$0.50

**Raffle Tickets require a License Number. The Olds College Students' Association has a License number in which Clubs may use for their raffle. There is a small fee to obtain a license from Alberta Registries. For more information please come to the OCSA office.*

Appendix

Forms and Information



Olds College Students' Association
CLUB/SOCIETY REGISTRATION FORM 2011/2012

Club Name: _____

Club Staff Advisor: (please print) _____ Advisor Phone: _____

<u>Club Executive:</u>	<u>Phone No.:</u>	<u>E-Mail:</u>
(where you can be reached during the school term)		
President:		
<u>(must be current Full-time Olds College Student):</u>		
_____	_____	_____
Treasurer: _____	_____	_____
Secretary: _____	_____	_____
Social: _____	_____	_____
_____:	_____	_____
_____:	_____	_____

Estimated # of Members _____ Membership Dues (if any) \$ _____

Proposed Events/Dates for the Year:

Name: _____ Date: _____

Name: _____ Date: _____

Name: _____ Date: _____

Name: _____ Date: _____

Club President (signature) _____ Date

Staff Advisor (signature) _____ Date

Office Use Only
Date Ratified: _____ **OCSA Activities VP** _____

**Olds College Students' Association
CLUB EVENT APPLICATION FORM**

On behalf of the _____ (student/organization club), I am requesting permission to hold the following function:

Name of Event: _____ Date: _____

Times: _____ Attendance: _____

Location of Event: _____

Detailed description of function and activities that will take place: _____

- All promotional material will be presented to the OCSA for approval.
- I agree to be present at the function during its entirety and to ensure that all AGLC (if applicable), OCSA and College policies are adhered to.
- I will distribute and collect waiver forms (if applicable) and present them to the OCSA office prior to the event.
- If this is an alcohol event I agree that the OCSA will provide administration, security and bartenders as well as the liquor and in conjunction with the club arrange for entertainment.
- We agree that we will not interfere with staff performing their duties and if any problems occur to take them to the OCSA General Manager.

Club Representative: _____ phone #: _____
Print name

_____ Date: _____
Signature

OCSA VP Activities: _____ Date: _____

OCSA Alcohol Service Supervisor: _____ Date: _____

OCSA General Manager: _____ Date: _____

NOTE: This form will be used to evaluate any risk and to avoid double booking of events. Once the Event has been approved, it will be up to the club to make any arrangements i.e. room bookings, food arrangements, entertainment, etc.

**Olds College Students' Association
CONTRACT FOR STUDENT ALUMNI CENTRE
USED FOR LIQUOR FUNCTIONS**

On behalf of the _____ (student/organization club), I am requesting the use of the Student Alumni Centre as per the following:

Name of Event: _____ Date: _____
Times _____ Attendance: _____
Detailed description of function and activities that will take place: _____

I agree to be present at the function during its entirety and to ensure that all AGLC and College policies are adhered to. I also guarantee that the Student Alumni Centre will be left clean and free of damages as per the Clean-up Requirements form. I understand that the club is responsible for and agrees to pay any extra charges due to damages caused during this function and any extra cleaning charges incurred due to this function.

- I am aware that the club must provide people to work at the door as ticket sellers and to have people clean-up during and after the function.
- The OCSA will arrange administration, security and bartenders for liquor functions as required by the type of function and in conjunction with the club arrange for entertainment.
- We agree that we will not interfere with staff performing their duties and if any problems occur to take them to the OCSA General Manager or VP Communications.

Club Representative: _____ phone #: _____
Print name

Signature Date: _____

OCSA VP Activities: _____ Date: _____

OCSA Alcohol Service Supervisor: _____ Date: _____

OCSA General Manager: _____ Date: _____

NOTE: This form will be used to evaluate any risk and to avoid double booking of events. Once the Event has been approved, it will be up to the club to make any arrangements i.e. booking the ball, food arrangements, entertainment, etc.

Olds College Students' Association CONTRACT FOR USE OF The Crossing

On behalf of the _____ (student/organization club), I am requesting the use of the OCSA pub as per the following:

Name of Event: _____ Date: _____
Times: _____ Attendance: _____
Detailed description of function and activities that will take place: _____

I agree to be present at the function during its entirety and to ensure that all AGLC and college policies are adhered to. I also guarantee that The Crossing will be left clean and free of damages to the Alcohol Service Supervisor's satisfaction. I understand that the club is responsible for and agrees to pay any extra charges due to damages caused during this function and any extra cleaning charges incurred due to this function.

I am aware that the club must provide people to work at the door, to pay for security (hired by the OCSA) for the duration of the function and to have people to clean after the function.

I understand that failure to comply with any part of OCSA Policy B4: Acceptable Use of The Crossing will result in a \$250 fine, and may result in the OCSA refusing to sanction an event in the future for my club.

Club Representative: _____ phone #: _____
Print name

Signature Date: _____

OCSA VP Activities: _____ Date: _____

OCSA Alcohol Service Supervisor: _____ Date: _____

OCSA General Manager: _____ Date: _____

NOTE: This form will be used to evaluate any risk and to avoid double booking of events. Once the Event has been approved, it will be up to the club to make any arrangements i.e. food, entertainment, door prizes etc.

**CONSTITUTION OF THE
OLDS COLLEGE STUDENTS' ASSOCIATION**
_____ Club/Society

ARTICLE I: DEFINITIONS

**This article provides full definitions for terms used in this constitution*

- 1.1 "Constitution" refers to the document outlining the government of affairs of the _____ club/society.
- 1.2 "Member" refers to those individuals in good standing with the _____ club/society.
- 1.3 "OCSA" refers to Olds College Students' Association.
- 1.4 "CRO" refers to the Chief Returning Officer who shall oversee all election proceedings.
- 1.5 "Executive" refers to the Club/Society President, Vice President, Secretary and Treasurer.
- 1.6 "Quorum" refers to the number of members who must be in attendance for a meeting to proceed.
- 1.7 "Simple Majority" refers to 50% plus 1 vote of those cast.
- 1.8 "Ex-Officio Members" refers to any non-voting member.

ARTICLE II: OBJECTIVES

**Detail your club/society's aims and objectives for existence. For example:*

- 2.1 To promote unity and fellowship among the students with the _____ program of Olds College.

ARTICLE III: MEMBERSHIP

** This article details who is, and who is not eligible for membership in this society. For example:*

- 3.1 All students currently enrolled in the _____ program are eligible for _____ club/society membership. ** Members must be registered students of Olds College*
- 3.2 Membership fees shall be used for administrative and special events of the club/society.
- 3.3 Membership fees shall be collected at the (insert month) annual meeting at a rate approved by the Executive and General membership. This fee is non-refundable.

ARTICLE IV: MEETINGS

**Sets out when, how and who meet. For example:*

- 4.1 The (Fall) General meeting shall be held by (September 30) each year.
- 4.2 The (President) or Faculty Advisor is responsible for calling this meeting with at least two weeks oral and written notice given prior to the general meeting.

**At least one general meeting must be held each academic year (i.e. a Fall General Meeting, or a Spring General Meeting). State what month this annual meeting is to be. It is also recommended to specify how such a meeting is to be called (e.g. Faculty advisor) to give your Club/Society direction to start up.*

- 4.3 Special General Meetings shall be called when deemed necessary by a majority of the Executive, within a minimum 24-hour oral and written notice.

**Special General Meeting can be called to discuss urgent or important business (such as removal of an elected officer or if an unexpected situation arises).*

- 4.4 Quorum for special and general meetings shall consist of no less than _____ members and a majority of executives in attendance.

**It is important to outline how many of your memberships must be in attendance for such meetings to proceed (Quorum).*

4.5 Executive meetings shall be held at least (monthly, biweekly or weekly) with simple majority of executives in attendance.

**Specifying the minimum number of times an executive must meet is a good idea allows club/society business to be dealt with at regular and predictable intervals.*

4.6 A designated member of each club/society must attend all Club/Society President's Meetings, which are held once a month or when called by the Activities Vice President.

ARTICLE V: OFFICES

**This article lists four basic executive positions. If your club/society wishes to combine position duties or expand to more positions (e.g. include a Vice President or Public Relations or OCSA Liaison, or to combine Secretary and Treasurer Duties. The duties outlined below are not all the duties that could possibly be required by your society, so adjust them accordingly.*

5.1 Executive positions shall be elected as outlined in Article VI (6) of this constitution.

5.2 The Executive shall consist of President, Vice President, Secretary and Treasurer.

**All clubs/societies will have a Faculty advisor who are members of the executives, but who have no vote (they act in an ex-officio capacity) to give the executive continuity, advice and assistance without interfering too much in club/society affairs.*

5.3 President

- shall preside at all meetings and shall have deciding vote in the event of a tie.
- shall act as official spokesperson and representative for the _____ club/society. (e.g. attend Club Presidents' meeting or submit articles to the Grass Roots).
- shall have signing authority in conjunction with the treasurer/secretary and Faculty Advisor.
- shall ensure all executive officers fulfill their duties and maintain the daily operations of the _____ club/society.
- shall authorize the (treasurer) to pay accounts.
- shall submit both an oral and written report at the end of his/her term.

5.4 Vice President

- shall attend all meetings.
- shall have signing authority in conjunction with the president, treasurer/secretary and Faculty Advisor
- shall assume the role and responsibilities of President in his/her absence.
- shall submit an oral and written report at the end of his/her term.

5.5 Secretary

- shall attend all meetings.
- shall provide proper notice of meetings (arranging for notices to be posted two weeks in advance, etc.)
- shall take accurate minutes at meetings.
- shall keep an orderly and accurate record of minutes, club/society events, and any correspondence to external bodies.
- shall bring all correspondences to the attention of the executive.
- shall keep an updated list of club/society members and keep those members informed.
- shall keep external bodies informed of club/society events (e.g. the Grass Roots)
- shall ensure a list of current executive members, (names and phone numbers) is forwarded to the Activities Vice President as soon as possible after election.
- shall give both an oral and written report at the end of his/her term.

5.6 Treasurer

- shall receive all monies.
- shall pay accounts when authorized by the executive or President.

- shall keep an accurate and orderly record of all monetary transactions, (receipts and expenditures)
- shall be responsible for all financial matters of the club/society.
- shall keep the executives and society informed of the financial situation.
- shall have signing authority in conjunction with the President, Vice President and Faculty Advisor.
- shall submit financial records to the OCSA General Manager at the end of each club/society year, or when requested to do so by the OCSA Executive.
- shall submit an oral and written report at the end of his/her term.

ARTICLE VI: ELECTIONS

****Detailing election procedures is one of the most important functions of this document. To make the election process easier, be as specific as possible. The following are examples outlining how this has best been accomplished in the past.***

6.1 Election of Executive Officers shall be called by and supervised by the (Faculty Advisor), who shall act as Chief Returning Officer (CRO).

**A CRO officiates election procedures. As well as chairing the actual voting procedures, the CRO guards against slander and unsportsmanlike conduct and has the power to disqualify candidates engaging in inappropriate behavior.*

6.2 The Chief Returning Officer shall:

6.2.1 Receive all nominations prior to the election.

6.2.2 Adjudicate all rules and procedures.

**There are two basic ways you can deal with the actual election. It is easier to deal with election during one meeting, either with a show of hands or with secret ballots. The following outlines how to do these two approaches.*

6.2.3 Upon commencement of the meeting, and opening of nominations, the CRO shall accept verbal nominations from the floor. Once all nominations have been received, and each candidate has accepted the nominations, each candidate shall have the option to make a brief presentation. The candidates shall then leave the room and a vote shall be conducted with the show of hands.

6.2.4 The CRO shall announce who the successful candidates are when all candidates are asked to return. A successful candidate is one who has the most votes.

6.2.5 In the event that only one nomination for a position is forthcoming, a “yes/no” vote will be taken. If the candidate obtains a simple majority of votes, he/she shall secure the position by acclamation.

6.2.6 In the event that elections shall be by secret ballot, the CRO shall acquire the election ballots and scrutineers.

**A scrutineer is someone who represents a candidate to verify the election count is fair and accurate.*

6.2.7 The CRO shall cast his/her ballot before the election begins. This ballot shall be kept in a sealed envelope in a safe place and shall be opened only in the event of a tie. The CRO shall destroy his/her ballot if it is not required in the election.

6.2.8 The CRO shall call for the vote and collect all ballots, which will be taken away for the official counting of ballots with scrutineers.

6.2.9 The CRO shall announce the results of the election.

6.2.10 The CRO shall destroy all ballots after votes have been counted and after the contestation period is over (e.g. 24 hours).

6.2.11 Contestation of the election must be submitted in writing to the CRO within 24 hours of the announcement of the election results.

6.2.12 The CRO shall take appropriate remedial action in the event of any violation of the election rules and procedures.

6.2.13 A Yes/No vote shall be taken in the event that only one nomination is forthcoming. The position shall be filled by acclamation if candidate receives a simple majority of votes cast in his/her favor.

****In the event that an elected position becomes vacant, the following articles outline the procedures to fill it.***

ARTICLE VII: VACANCIES

7.1 Should a vacancy occur in an elected position, prior to the annual election meeting the position shall be filled by an interim appointment at an executive meeting.

7.2 The position shall be filled by appointment by the candidate who receives a two-thirds (2/3) vote of approval of those executive members in attendance.

7.3 The successful candidate shall have his/her appointment ratified at the next general meeting.

ARTICLE VIII: REMOVAL

****This article is important to include as it provides a standard and fair way to remove members if the need arises.***

8.1 Any elected member of the _____ club/society may be removed from office.

8.2 Conduct that would constitute removal from office would include the following:

8.2.1 Violation of guidelines set out in this constitution

8.2.2 Violation of the OCSA's Constitution and Bylaws

8.2.3 Violation of Olds College Policy as stipulated in the annual College calendar.

8.2.4 The failure to attend _____ consecutive meetings, unless granted leave by the President.

8.3 Subject to the discretion of the executive and with prior notice given to members of the club/society and the member in question, a general meeting shall be called. By a vote of two-thirds (2/3) of those attending, a position may be declared vacant for any of the offences listed in article 8.2 above.

ARTICLE IX: FINANCING

9.1 All monies received are expended by the _____ club/society shall be accurately documented and properly accounted for during the duration of the _____ club/society's fiscal year.

9.2 The fiscal year for the _____ club/society shall be from e.g. (September 1) to (August 31) each year.

9.3 Financial records shall be duly represented to the OCSA General Manager at the end of each fiscal year.

****Since all OCSA Clubs/Societies fall under the umbrella of the OCSA, and since the OCSA must undergo an official audit each year, it is imperative that accurate financial records for each club/society must be kept and a copy forwarded to the OCSA General Manager.***

ARTICLE X: AMENDMENTS

10.1 Any and all amendments to this constitution shall be approved by the _____ club/society with a simple majority vote.

**OLDS COLLEGE STUDENTS' ASSOCIATION
PARTICIPANT WAIVER FORM**

Indemnifying Release of Olds College, Olds College Students' Association, and Olds College
_____ Club
(insert club name)

NAME: _____ PHONE: _____

ADDRESS: _____

I, _____ wish to participate in the _____
(insert event and dates of event).

In consideration of my acceptance into this activity, I hereby agree to the following:

1. To save harmless and keep indemnified Olds College, Olds College Students' Association, and Olds College _____ *(insert club name)* Club, their organizers and their respective agents, officials, servants and representatives from and against all claims, actions, costs, and expenses and demands in respect of death, injury, loss or damage to myself, rising out or in connection with my taking part in this event.
2. That I acknowledge that there are inherent risks associated with this activity and that I could sustain personal injury through participation in this event and I am hereby accepting to take the risk.

I have read and understand the above.

Signature: _____ Date: _____

I have witnessed the participant named to read the above

Witness: _____ Date: _____