



# Club Registration Form

## 2023 - 2024

### Section 1: Registration Requirements

- This registration form must be completed **in full and with detail**.
- All forms are due to the ASA Office on January 26<sup>th</sup>, 2024 by 4:00 pm. Any late registrations may not be considered.
- All registrations **must include** the following:
  - **club constitution**
  - **club directory**
  - **membership list**

Templates for the constitution and directory are included at the end of this form.

### Section 2: Club Executive Declaration

As an Augustana club, we are responsible to ensure that our club:

- is **open** and non-discriminative;
- has membership no less than 2/3 Augustana students;
- Executives are all full-time Augustana Faculty students;
- is non-profit and does not maintain any finances outside ASA's control. All banking is done through the Augustana Students' Association;
- will maintain our own financial records;
- will submit event plans and reviews to the Club Budget Committee;
- will adhere to all ASA Bylaws and Policies;
- in recognition as a student group, will adhere to U of A Risk Management policies and requirements for hosting events;
- will ensure a Year End Report and Transition materials are available to the incoming club executive; and
- will attend any mandatory training sessions, monthly SACC meetings, and have a booth at Club Fairs.

I understand these declarations and am committed to implementing them upon receiving club approval by the ASA Club Budget Committee.

Club Name: \_\_\_\_\_

President's Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Treasurer's Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

### Section 3: Club Information

Club Name:

Type of Club:  Academic  Non-academic

Club Mandate:

What makes your club unique?

What types of activities are you planning?

How will your club enhance student life at Augustana?

## Section 4: Club Contact Information

Club email (if applicable):
Facebook page (if applicable):
Website:
Main student contact (name):
Position:
Phone:
Email(s):
Faculty/Staff Advisor:
Phone:
Email(s):

## Section 5: Club Executive Members

The 4 primary Executive positions shall have signing authority on the club account with the ASA. Only these people will have access to the club account.

President's Name:
Phone:
Email(s):
Student ID number:
Duties/Responsibilities:

Vice-President's Name:
Phone:
Email(s):
Student ID number:
Duties/Responsibilities:

Treasurer's Name:
Phone:
Email(s):
Student ID number:
Duties/Responsibilities:

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Secretary's Name:
Phone:
Email(s):
Student ID number:
Duties/Responsibilities:

Other Executive Member's Title:
Name:
Phone:
Email(s):
Student ID number:
Duties/Responsibilities:

Other Executive Member's Title:
Name:
Phone:
Email(s):
Student ID number:
Duties/Responsibilities:

Other Executive Member's Title:
Name:
Phone:
Email(s):
Student ID number:
Duties/Responsibilities:

*If there are more positions, please attach on a separate sheet.*

## **Section 6: Elections**

When do your elections take place?
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What type of balloting do you employ to choose your executive members?
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## Section 7: Meetings

When are meetings held?

How much notice is given of meetings?

How are members notified of meetings?

What is the minimum number of members needed for a meeting where decisions are being made?

## Section 8: Vacancies/Removal

How will vacant executive seats be filled?

How will an Executive member be removed if the need arises?

## Section 9: Membership

Clubs must have the support of at least five (5) STUDENT members (*not including Club Executives*) to be eligible for ratification. All members must be current students of Augustana Faculty.

	Name (please print)	Signature	Email
1			
2			
3			
4			
5			

Will your club charge a membership fee?  Yes  No  
If yes, how much will you charge?

Will your club be applying for the Operating Fund?  Yes  No

<b>***For Office Use Only***</b>	
Club name:	
Date Rec'd:	Date Reviewed:
Application Complete:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Application Approved:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comments:	
Vice President Finance of Students' Association Signature:	
Vice President Student Life of Students' Association Signature:	
DSL Signature:	

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**You must submit a Club Directory and Constitution with your registration. Below are the templates to help you.**

### **Template #1**

#### **Club Directory**

Each club (new or existing) must attach a Directory/Information sheet for the Clubs Directory which will be available to students online at [augustana.su.ualberta.ca](http://augustana.su.ualberta.ca).

This must be submitted via email to [augsa@ualberta.ca](mailto:augsa@ualberta.ca) in a word document at the same time that the club application is submitted.

#### **Example**

*Club Name: "Example Club"*

*Executives: (Example)*

Lee Fung, President

Omar Sharif, Vice-President

Michelle King, Treasurer

Alexandra Petrovsky, VP Activities

*Primary Contact Information:*

Email:

Facebook Group:

Twitter Handle:

Website:

Other:

*Example:*

Please visit our website at [www.exampleclub.com](http://www.exampleclub.com) or email [exampleclub@emailaddress.com](mailto:exampleclub@emailaddress.com) (if applicable)

*Club Mission:* To provide an example to Student Clubs

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

**Please keep the description of your Club under 100 words.**

## Template #2

### **Creating a Constitution**

A club's constitution is the document used to define the rules and regulations that govern the club's existence. In the constitution, the group states the structure of the organization as well as the group's mandate or purpose.

Should you have any questions about the creation of your constitution, please contact the Augustana Students' Association at 679-1541 or drop by L1-010 to see us. *Please remember that a copy of your student group's constitution must be resubmitted every year as part of your registration package.*

When drafting or revising your constitution, please keep the following points in mind:

#### **Membership in Students' Association Registered Clubs**

- Membership shall be open to all full and part time Students' Association members.
- 2/3 of membership must be students at the Augustana Campus, University of Alberta. In addition, all members of the Executive Committee must be full or part time students attending Augustana Campus.
- Membership privileges and obligations should be clearly stated to new members.
- Membership fees, if any, should be non-refundable unless approved by the majority of members at a general meeting. Please note that membership fees are not required.
- Membership periods should not be longer than one year, with members being required to renew their membership every year. This allows groups to maintain accurate records of current membership.

#### **Executive of Students' Association Registered Clubs**

- The club shall elect an Executive Committee to manage the affairs of the club on behalf of the members.
- All duties of the Executive should be clearly outlined in the club's constitution.
- Elections must be held by **March 15<sup>th</sup>** of each year in order to ensure a smooth transition of officers as well as changing signing authority at your bank if your club has a bank account.
- Remember that all members of the Executive Committee must be full or part time students enrolled at Augustana Campus.

#### **Meetings of Students' Association Registered Clubs**

- Each club should hold one general meeting in the year.
- Minutes of the meetings need to be kept as the accepted record of proceedings.
- Meetings should be held at appropriate times and be well publicized to all members.
- Meeting procedure should follow an accepted manual of parliamentary style. The Students' Association text is Robert's Rules of Order.
- Quorum should be defined as a percentage of the student group's total membership. Meetings that do not have quorum should be allowed to continue, however no official business shall be allowed to transpire. In many cases, quorum consists of a majority of members (50% + 1, 2/3) or some other calculation.

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### **Committees of Students' Association Registered Clubs**

- The Executive Committee should be the highest committee and should be subordinate to the group and report to the general membership.
- Committees appointed by the membership or Executive should be subordinate to the group and report as directed in their instructions.
- Be sure to include provisions for such actions as breach of the group's constitution and regulations, theft and slander. Your constitution should outline a course of action in dealing with the above disciplinary issues.

### **TEMPLATE (follow this for the most simplistic Constitution)**

#### **Preamble:**

In the Preamble, the student group identifies its purpose and intended function. State what you are doing and why you are doing it. This statement can be either formal or informal; however, it answers the question, "Why was your group formed?"

#### **Article I: Name (and purpose of group)**

- State the name of the organization. Include both the full name and any short titles or acronyms that the group is known by.
- For groups that have chosen not to include a *Preamble*, state the purpose of the group.

#### **Article II: Membership**

- Define who is eligible for membership in your organization, (keeping in mind the University and Students' Association regulations).
- State the different classes of membership, (eg: regular, honorary, associate, etc...)
- Differentiate between "member in good standing" and "member in bad standing". Individual groups will be responsible for defining these conditions.
- Explain, in detail, the procedures for admitting and expelling members into and out of the group. *Ensure that the club's process of disqualifying members is fair and clear. In the event that an appeal is brought against your club, both the Students' Association and the University will use the club's constitution to determine the outcome of the appeal.*

#### **Article III: Membership Dues**

- Clearly define the membership dues for your club. Keep in mind that there may be different types of dues such as annual, monthly, initiation, etc...
- State the amount of dues payable by the various classes of members.
- Set a deadline when dues should be paid, and have a prescribed method of collection.

#### **Article IV: Executive Committee**

- State the titles of the Executive officers of your club/organization.
- Clearly outline how and when the Executive will be selected – define election procedures and timeline. New members should be elected by the end of March each year.
- Determine who is eligible to run for and hold office.
- Have a defined term of office – one calendar year is recommended as a maximum term.
- Explicitly outline the duties and responsibilities of each individual officer.
- Detail the procedures for impeaching executive officers and filling unexpected vacancies.

A typical constitution contains the above sections, however not all of these sections will apply to every group. This is not an extensive list of possible articles to include in your constitution. All clubs will need to exercise discretion when creating a constitution and may choose to include articles pertaining to specific club activities.