

Trinity Western University Student Association

Club Instructions and Policy

Please also read:

- TWUSA Policy Manual
 - o VII. Student Proposal Guidelines
 - o XVIII. Affiliated Entity Policy and Procedure.
- TWUSA Bylaws
 - o XII. Affiliated Entities

1. Preparation:

The club must have a name, purpose, a plan for fundraising, and at least two event ideas that appeal to the whole student body (one per semester).

The club must have a President, Vice President, and Treasurer who have read the Trinity Western University Student Association Constitution, Policy Manual, and Bylaws and agree to be co-financially responsible to TWUSA for any monetary transactions. They must also have a Secretary and at least four additional active members.

The club must be open to all undergraduate TWU students and have no additional requirements to join. The club should not benefit or include TWU graduate students, TWU alumni, or any non-TWU students.

The club must also have a faculty advisor that meets the following specifications:

- o Is at least 70% full-time on a continuing basis faculty/staff position within TWU
- o Has a familiarity with TWU campus, organizational structure and mission statement
- o Understands the group and is able to provide a degree of expertise and mentor the group members
- o Is willing to attend a majority of the meetings and be co-accountable for all events held by the club

2. Start-Up Grant Preparation

All clubs applying for ratification are eligible for applying for a Start-Up Grant of up to \$400. This money is intended to be used within a month of ratification. It can be used for posters or other printed materials advertising the club, a club website, an event happening within a month

of ratification, and/or décor and supplies for the Club Fair (if applying within a month before the current semester's Club Fair).

If applying for funds for the Club Fair, the club should have a rationale and objective for the money, a specific breakdown of expenses and cost of each item, and a plan for how they will evaluate if the money was used effectively. They will need to complete and submit a Post-Proposal Report to TWUSA to show how the money was used and evaluate effectiveness in order to receive funding.

Note: If the Start-Up Grant proposal is for an event, the club must speak to Sodexo (catering@twu.ca) regarding food and use the Student Life Event Portal www1.twu.ca/eventapproval for booking the event.

Note: Politically-affiliated clubs, with the exception of nonpartisan clubs, cannot receive funding from TWUSA due to their political affiliation and in order to maintain TWU's tax status.

3. Complete Ratification Form & Start-Up Grant Application

Fill out the Ratification form found at:
www.twusa.ca/ratification

This form includes both the Ratification proposal and Start-Up Grant application. This form should be completed before Wednesday at 4pm to be considered for the following Tuesday TWUSA Business Meeting (TBM).

Be prepared for a potential email from the Proposal Advisory Committee asking questions or making changes to the proposal.

4. Attend TWUSA Business Meeting (TBM) – Ratification & Start-Up Grant

After completing the form by Wednesday at 4pm, at least one member of the club executive team (President, Vice President, Treasurer or Secretary) will need to attend a TBM to present the proposal.

Tuesdays 1:30-2:45pm in the Board of Governors Room 2nd floor Reimer. Dress code: Business Casual (as per Policy Manual IX.L.).

The club representative will present the proposal to the TWUSA Council their purpose, events, and fundraising plan. The information will be present on the screen with the details submitted in the ratification form.

The floor will be open for anyone to ask questions about the club, and then the Representative Assembly will vote to grant ratification.

If the club is ratified and the club applied for a Start-Up Grant, the club representative will also present the Start-Up Grant proposal. They will explain the rationale/objective, expense break down, and an evaluation plan as submitted in the ratification form. The information will also be shown on the screen.

The floor will be open for anyone to ask questions about the grant and then the Representative Assembly will vote to fund the Start-Up Grant.

Once a club is ratified, the club representative will sign the Club Constitution (see Appendix B) and then is free to leave.

Note: The club will be invited to attend the fall and spring Club Fairs. They will also be required to send a representative the Council of Club Presidents meeting in early October and in second semester. For more information please view the TWUSA Policy Manual – Affiliated Entities.

5. Post-Proposal Report – Start-Up Grant

If the club received a Start-Up Grant, the Club President will receive a Post-Proposal Report (via email from the TWUSA Vice President of Academic Relations) that must be filled out and submitted with the disbursement request form (explained in section 9). This report is meant to evaluate the club's use of the funds and explore areas of achievement and improvement.

Note: Please review 9 on page #5. Disbursements and Receiving Funds for information on how to receive funds after initial approval.

6. Applying for Funding

Fill out the funding request form found at:

www.twusa.ca/fundingrequest

In order for a Funding Request to be considered by the Proposal Advisory Committee (PAC) and the TWUSA Council, the Funding Request form must be completed before Wednesday at 4pm to be considered at the following Tuesday TWUSA Business Meeting (TBM).

Note: No funding requests will be considered if the event or proposal purpose has already occurred. All requests must be submitted early enough to be reviewed on Wednesday after 4pm and then voted on the following Tuesday.

Note: If the funding request is for an event, the club must speak to Sodexo (catering@twu.ca) regarding food and use the Student Life Event Portal www1.twu.ca/eventapproval for booking the event.

Note: Politically-affiliated clubs, with the exception of nonpartisan clubs, cannot receive funding from TWUSA due to their political affiliation and in order to maintain TWU's tax status.

Note: TWUSA has the authority to deny any funding request. Reasoning for this decision will be primarily based on Appendix A: Terms and Conditions for Funding Requests and TWUSA's Policy Manual and Bylaws. If a club feels a funding request is denied without cause, this may be appealed to the TWUSA Senate.

7. Attend TBM – Funding Request

After completing the form by Wednesday at 4pm, at least one member of the club executive team (President, Vice President, Treasurer or Secretary) must attend a TBM to present the proposal.

Tuesdays 1:30-2:45pm in the Board of Governors Room 2nd floor Reimer. Dress code: Business Casual (as per Policy Manual IX.L.).

The club representative will present the proposal to the TWUSA Council and explain their objectives, expenses, fundraising done to date, and the evaluation plan. The information will be displayed on the screen with the details submitted in the funding request form.

The floor will be open for anyone to ask questions about the proposal and then the Representative Assembly will vote to grant funding.

8. Post-Proposal Report – After Funding Request Approval

Upon receiving funding approval, the Club President will receive a Post-Proposal Report (via email from TWUSA Vice President of Academic Relations) that must be filled out and submitted with the disbursement request form (explained in following section). This report is meant to evaluate use of the funds and explore areas of achievement and improvement.

Note: The Post-Proposal Report will be reviewed by the Proposal Advisory Committee for the quality and thoroughness of response. The report will be used to evaluate any future funding requests from the club.

9. Disbursement and Receiving Funds

After attending TBM and receiving approval for funding, the club will make all purchases necessary and save receipts.

After the event (or other approved use of funds) is complete, the club will fill out the Post-Proposal Report they received and evaluate use of funds and effectiveness based on the evaluation plan they described in their proposal.

They will also fill out the disbursement form found at: www.twusa.ca/disbursement (Instruction picture found in Appendix B)

The completed Post-Proposal Report and Disbursement form will be printed out and stapled together with all receipts and/or invoices. This completed package will be handed in to a TWUSA Council member on shift in the TWUSA Office.

ALL THREE COMPONENTS MUST BE PRESENT TO RECEIVE FUNDING.
(Post-Proposal Report, Disbursement form, and Receipts/Invoices)

The submitted funding package will be reviewed by TWUSA and upon review and approval, a cheque will be created and will be available for pick up the following Thursday in the TWUSA office. The proposer will ask the TWUSA member on shift to retrieve it for them.

10. Annual Report

Clubs are required to fill out an annual report at the end of the year in order to be eligible for re-ratification the following year. This report must be emailed to the Vice President of Academic Relations before April 1st.

See Appendix D for Annual Report Form.

Any questions about this process should be emailed to the current Vice President of Academic Relations.

Appendix

Appendix A: Terms and Conditions

Trinity Western University Student Association Terms and Conditions

Terms and Conditions

In order for a Funding Request to be considered by the TWUSA Council and the Proposal Advisory Committee (PAC), the Funding Request form must be completed and submitted before Wednesday at 4pm to be voted on the following Tuesday. The form must be submitted to the Vice President of Academic Relations with enough time before the event or time of needed funding to be received by Wednesday and voted on the following Tuesday.

The following is a list of specific terms and conditions in order to receive funding from the TWUSA Council:

1. The TWUSA Council and the Proposal Advisory Committee will only consider requests for funding that align themselves with the policies outlined in the Policy Manual and Association Bylaws.
2. The TWUSA Council and the Proposal Advisory Committee will not consider any requests that are in direct violation of the Student Handbook, the Student Association Mission Statement, and/or the mission of the University.
3. The TWUSA Council and the Proposal Advisory Committee will only consider requests for funding that further the goals of the TWUSA Council as outlined in its constitution.
4. Clubs may not receive more than \$2,000.00, in total, in funding per administrative year (April 1st to March 31st) and may not receive more than \$1,000.00 per semester.
5. The TWUSA Council will not support costs for the benefit of non-students. Funding will only be granted for requests that benefit students of Trinity Western and the student members of the club requesting funding.

6. The Proposal Advisory Committee will not consider requests made for funding after the event has taken place. The request must be made with enough time to be received on Wednesday and voted on the following Tuesday prior to the duration of the event or reason for funding.
7. Funding granted by TWUSA shall only be used for the purpose applied for with receipts for verification. Any unused portion shall be returned to the TWUSA proposal budget.
8. Should the grant be approved by the Proposal Advisory Committee and then the TWUSA Council, a Post-Proposal Report must be completed and submitted with disbursement form and receipts, in order for the TWUSA Council to keep an accurate account of how its funding has been used. This Report should include a summary of how the money was used and if used for an event, how the event went and what the total attendance was. Funding will not be given until this report is submitted.

In the event that a funding request is approved for the month of April, the Post-Proposal Report must be received no later than April 15 of the current year. In order to ensure the possibility of future funding, it is important to complete a Post-Proposal Report.

Start-Up Grant Application

Start-Up Grants are available to all clubs when they apply for ratification for the current year. This grant must be used within the first month of ratification. An amount of up to \$400.00 may be given as a Start-Up Grant provided:

1. The club applying for a Start-Up Grant has not yet received a Start-Up Grant for the current year.
2. The application is to request support for any or all of the following:
 - a. Promotional costs;
 - b. Office expenses;
 - c. A club website;
 - d. An event happening within a month of ratification;
 - e. Club Fair table décor and supplies (if applicable).
3. If the club has been ratified in the previous year, they have completed the Annual Report Form.
4. The club is otherwise in good standing, based on Bylaw XI and Policy Manual.

Funding Request

Funding is available to all clubs that meet the Terms and Conditions. These funds will be given in order to help the club be more active in the community of Trinity Western University.

Reasons for Denying a Funding Request

In order for funding requests to be granted, clubs must abide by all of the terms of TWUSA's Bylaw XI. Common reasons for denying a request are:


1. The club making the request has failed to meet any of the terms listed above.
2. The club has failed to submit its TWUSA Annual Club Report for the previous year.
3. The club has already received the maximum Funding Request allowance of \$2,000.00 in the administrative year or \$1,000.00 in the current semester.
4. The club has not submitted a budget for their proposal, or confirmed their event with Sodexo and Student Life (if applicable).
5. The club's request only benefits internal members and does not have the potential to impact the entire student body.
6. The club has submitted a budget that is inaccurate and/or unrealistic as according to the Proposal Advisory Committee.

Note: All individual circumstances will be taken into account when a grant application or funding request is considered.

IT IS THE APPLICANT'S RESPONSIBILITY TO ENSURE THAT ALL NECESSARY TERMS HAVE BEEN MET IN ORDER TO RECEIVE FUNDING.

Appendix B: Disbursement Form Instructions

Fill out items marked in BLUE and put Proposal Budget as the department.
 Note: Payable to section should be filled out with cheque recipient information.

 TRINITY WESTERN UNIVERSITY (Company # 03)		TWUSA Disbursement Request Form	
Date (mm/dd/yy): _____		Currency: <input type="checkbox"/> CAD\$ <input type="checkbox"/> USD\$ <input type="checkbox"/> Other (MO) _____	
Cheque Request <input checked="" type="checkbox"/>		Money Order Request (MO) <input type="checkbox"/>	
Payable To:	Student	Employee	Other
Student ID #	_____		
First Name:	_____		
Middle Name:	_____		
Last Name:	_____		
or, Business Name:	_____		
Address (Box #):	_____		
City, Postal Code:	_____		
Country:	_____		
Phone No:	_____		
Amount	HST	GL Account #	Explanation
<small>(including HST)</small>			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
\$	\$		
Department:	<u>Prnonnal Budget</u>		
Requested by: <small>(Please print name)</small>	_____	Signature:	_____
VP Finance:	<u>Andrew Brookes</u>	Signature:	_____
President: <small>(Required for stipend payments)</small>	<u>Monique Bouchard</u>	Signature:	_____
Cheque Delivery:		For Financial Servcies use only:	
<input type="checkbox"/> External mail _____ <input type="checkbox"/> Campus mail _____ <input type="checkbox"/> Call Local # _____		Invoices over \$1,000 <input type="checkbox"/> Prepaid expense (next fiscal year) <input type="checkbox"/> Capital Asset _____ <input type="checkbox"/> Not Capital Asset _____	
		Cheques to individuals: (Y/N, Yes or No) <input type="checkbox"/> Advance request (Cheque or cash) <input type="checkbox"/> Original receipts/invoices attached <input type="checkbox"/> Independent Contractor Agreement <input type="checkbox"/> Honorarium - T4A eligible Social Ins. # _____ - _____ - _____	

Appendix C: Club Constitution

Trinity Western University Student Association Club Constitution

Constitution of the [INSERT CLUB NAME] of the Trinity Western University

ARTICLE I: NAME

- 1.1. The name of the affiliated entity/club is the [INSERT CLUB NAME] of the Trinity Western University Student Association, hereinafter referred to as the Club.

ARTICLE II: OBJECTIVES

- 2.1. The purpose of the Club is: [FILLED IN FROM RATIFICATION FORM]

ARTICLE III: MEMBERSHIP

- 3.1 Membership in all TWUSA Clubs is open to any current student enrolled at the University.
- 3.2 Each voting member shall have the right to one vote at all regular meetings and assemblies of the Club in all matters put to vote.
- 3.3 Membership in the Club may be terminated when the President of the Club issues a hand- signed letter, noting the termination is approved by the Executive of the Club.

ARTICLE IV: EXECUTIVE COMMITTEE

- 4.1 The following members shall compose the Executive of the Club:
 - 4.1.1 President, who shall be the Chief Executive Officer of the Club, and coordinator of all the activities and interactions of the Club. He/she shall be the official representative of the Club at all official functions.
 - 4.1.2 Vice President, who shall be the President's alternative should President be unable to act in his or her capacity for any reason and shall assist the President in all matters.

- 4.1.3 Treasurer, who shall be responsible for keeping members apprised of the Club's financial position and in conjunction with the President, shall be the main liaison with the Vice President of Finance of TWUSA.
- 4.2 The duties of the Executive include carrying out the directives of the Club and acting in any other capacity as is deemed necessary to ensure the proper management of the Club. The Executive of the Club is required to submit to the Vice President of Finance and Vice President of Academic Relations of TWUSA any required reports outlining those events that took place and reporting on the events that will take place in the semester to come. Also, the Executive must provide any other report asked of them by the Proposal Advisory Committee.

ARTICLE V: MEETING

- 5.1 Meetings shall be called by the Executive as required and shall be held at a convenient time for all voting members to attend.
- 5.2 All members of the Club are entitled to receive forty-eight (48) hours notice in advance of the scheduled start of the meeting.
- 5.3 There shall be at least one meeting per year of the membership at which business including the election of officers can take place. This is to be known at the Annual Meeting.
- 5.4 All meetings of the Club shall be chaired by the Vice President or his/her alternative. In the case of a tie, the chairperson convening shall use his/her vote to break the tie. The chairperson may only vote otherwise in the event of a secret ballot.

ARTICLE VI: ELECTIONS

- 6.1 All members of the Executive shall be elected at the Annual Meeting of the Club.
- 6.2 Any post, with the exception of the President, which may become vacant in midterm, may be filled by someone appointed by the Executive. That person shall receive all the rights and privileges associated with the position and shall serve until the next Annual Meeting or until he/she resigns.
- 6.3 The post of President, should it become vacant, shall be filled by the Vice President of the Club.

ARTICLE VII: QUORUM

- 7.1 A quorum may be declared at any meeting of the Club provided fifty percent (50%) of the membership, or 10 members are present, whichever is the less. This number is to include members of the Executive, including the presiding officer.

ARTICLE VIII: FINANCE

- 8.1 The Treasurer, Vice President and President of the Club shall be held accountable for all the financial transactions of the Club and act as the main liaison(s) to the office of the Vice President of Finance on behalf of the Club. TWUSA shall act, as comptroller, for the Club as it is illegal for an individual Club to maintain its own finances.
- 8.2 All Clubs must adhere to all financial regulations and guidelines that are outlined by the Student Association Bylaws concerning Clubs.

ARTICLE IX: AMENDMENTS

- 9.1 The constitution of the Club may be amended by a two-thirds (2/3) majority vote of the full membership at the Club's Annual Meeting. All amendments to these by-laws are to be accepted by the Student Council.

Club Representative Signature

Vice President of Academic Relations

Appendix D: Annual Report

Trinity Western University Student Association

Annual Report

Information and Instructions

Once this report has been completed, submit it to the Vice President of Academic Relations. The TWUSA Annual Club Report is due by April 1st and should cover the period of time from April 1st to March 31st of the last operating period. Failure to submit the completed TWUSA Annual Club Report could result in any of the De-Ratification actions as outlined in Bylaw Section XI, Article D.

Date of Submission:

Name of Club (full name and acronym):

Club President or contact personnel:

Club Advisor:

Has read the "Role of an Advisor" found in the Policy Manual and agrees to it

Signature of Club Advisor:

Club Email Address:

Web Page Address (URL):

Total Number of Club Members:

Membership Fee Charged (per member): \$

Date of Club Election:

Transition Date for Executive:

PLEASE KEEP A COPY OF YOUR ANNUAL REPORT IN YOUR RECORDS.

TWUSA IS NOT RESPONSIBLE FOR LOST OR MISPLACED DOCUMENTS

Incoming Executive

Please list the newly elected club executive. At minimum, four contacts are required. These are needed in order to ensure that the Students Association contact information is current and up-to-date.

Name	Position	Student ID	Phone	Email

Outgoing Executive

Please list the club executives that have completed their elected term. At minimum, four contacts are required.

Name	Position	Student ID	Phone	Email

Summer Contact Person

TWUSA requires a minimum of one member per club, preferably the club president, to be available for contact during the summer months.

Name	Position	Student ID	Phone	Email

Activities

TWUSA requires a list of the Club's activities from the past academic year in order to determine the activity level of the club. Please include all of your events regardless of the size or funding it received (attach additional pages if necessary). Revenue and expenses are needed in order to determine the financial structure of the clubs events. This should only be totals for these fields, a detailed list of expenses and revenue is not necessary. If no revenue was received from the event simply list N/A for not applicable. Also, please include all events that were listed in the club's TWUSA First Semester Club Report, or either staple a copy of it to this form.

1. Nature of Activity:

Location:

Date(s): _____ Revenue: \$

TWUSA Funding used: Yes No Expense: \$

2. Nature of Activity:

Location:

Date(s): _____ Revenue: \$

TWUSA Funding used: Yes No Expense: \$

3. Nature of Activity:

Location:

Date(s): _____ Revenue: \$

TWUSA Funding used: Yes No Expense: \$

4. Nature of Activity:

Location:

Date(s): _____ Revenue: \$

TWUSA Funding used: Yes No Expense: \$

5. Nature of Activity:

Location:

Date(s): _____ Revenue: \$

TWUSA Funding used: Yes No Expense: \$

6. Nature of Activity:

Location:

Date(s): _____ Revenue: \$

TWUSA Funding used: Yes No Expense: \$

Financial Statement

The TWUSA Council requires a financial statement to correctly assess a club's eligibility and need for funding and/or club proposals. Please use additional sheets if necessary and supply as much detail as possible.

1. Income Statement

REVENUE:

Source Description	Total Revenue
Membership Fees (\$ x members)	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total Revenue	\$

EXPENSES:

Source Description	Total Expense
Office Supplies	\$
Photocopying	\$
	\$
	\$
	\$
	\$
	\$
Total Expenses	\$

Net Income/Loss (Total Revenue - Total Expenses)	\$
Year Ending Cash Flow (Previous Year's Balance + Net Income)	\$

ASSETS:

Please list all assets owned by the Club. This could be any form of object or possession that the Club owns such as a computer, a desk, a printer, books, banners, etc.

Recommendations

As part of every club's yearly transition it is important to pass-on information of experiences to the incoming officers to ensure that they are prepared to provide the club with effective leadership. This helps to maintain the strength and leadership within the structure of a club. Therefore, please list whatever advice, recommendations, or comments you have for future year's executives of your club. This could include anything that went well that you would like to see continue, or anything that may not have been so successful and that should be changed. This information is incredibly important and useful for people running your club in years to come. Please attach all this information to this packet and it will be given to next year's executive team of your club.

PLEASE COMPLETE THIS SECTION IN FULL

I hereby certify that all information contained in this report is accurate to the best of my knowledge.

Signature of President

Signature of Treasurer

PLEASE KEEP A COPY OF THIS REPORT ON FILE.
TWUSA IS NOT RESPONSIBLE FOR LOST OR MISPLACED DOCUMENTS.