



Students' Association
of Olds College

2021 / 2022
CLUB PACKAGE

Students' Association of Olds College (SAOC)

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 the students, Olds College and the community
- Team work to provide strength to work more effectively
- Quality services in all aspects of college life
- Leadership to promote personal and professional growth and development

The Executive Council is the executive authority of SAOC and acts as liaison between the Board, the membership, the administration of SAOC and outside organizations. The Executive advocates for student rights and lobbies at all levels of government on behalf of the membership. The Executive Council shall be responsible for upholding and maintaining the Bylaws and Policies for the effective and efficient administration of the SAOC and ensures that Co-Executives are held accountable.



2021 / 2022 SAOC Executive

PRESIDENT - Andrew Thun - The President acts as the public representative of the Association. They are the main SAOC point of contact for external parties such as the media and Olds College. This position oversees all the other executives, as well as the organization's strategy, operations and employees of the SAOC. This wide-ranging position is responsible for an enormous range of tasks, including heading major initiatives, working with the Olds College senior administration and the various faculties. The President leads and motivates the Executive Council and assists with establishing long and short term goals. The President is responsible for overseeing the business affairs of the Association in conjunction with the office staff. The President sits on the Capital Campaign Committee as well as any related Olds College Committees.

Andrew can be contacted at 403-507-7903 or via email at saocpres@oldscollege.ca

VP OF ACADEMICS - Emily Prevost - The Vice President of Academics acts as the CEO, assists students with academic appeals and works to resolve issues that students are facing at Olds College. The VP of Academics also provides feedback on proposed curriculum and policy changes and is responsible for all advocacy related to academic issues at Olds College and advocating on behalf of students to all levels of government. This position sits on the Academic Council and the Policy & Bylaw Committee and works closely with a variety of the staff, faculty to ensure that students receive the best possible education at Olds College. This position also recruits members for the Student Board of Directors and Academic Council, assists with orientation and election procedures and ensures student needs are met through the Food Pantry program.

Emily can be contacted at 403-507-7704 or via email at saocvpac@oldscollege.ca

VP OF STUDENT COMMUNICATIONS - Shay Waldner - The Vice President of Student Communications is responsible for creating, organizing and promoting all social media communications for the Association as well as interacting with the community of Olds to maintain and build upon our current relations. This includes functions and awareness campaigns, the monthly newsletter and all email correspondence. The VP of Student Communications plays an active role in the development of student life by working with other groups at the college in promoting mental health and many other activities on campus. This position also works closely with Clubs to assist with campus wide activities. The VP of Student Communications sits on the committees related to student life.

Shay can be contacted at 403-507-7751 or via email at saocvpcomm@oldscollege.ca

SAOC Staff

Administrative Assistant

Phone:403.556.4629

The Administrative Assistant is the first person you meet when you come to the SAOC office. They have copies of all the forms you may need for club events. They can also answer any questions you may have about hosting events. If you have any mail to pick up, she will have it! Email the Administrative Assistant at saocadmin@oldscollege.ca

Executive Director

Phone: 403.556.4632

The Executive Director 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. She also oversees operations in The Crossing and can answer any questions you may have about budgets and finances. Email Susan at saoccoord@oldscollege.ca

Club/Society Registration

To be recognized by the SAOC and be eligible for the privileges provided, each Club/Society shall provide the SAOC with:

1. Registration Form

A completed registration form is to be submitted to SAOC for ratification every year. Please note that all clubs must have a staff advisor. The registration form can be found at the Students' Association office.

2. Proposed Events/ Dates for the Year

A list of planned events for the upcoming year is requested by the SAOC. Club events will be posted on a calendar monthly in the SAOC office. Don't worry if you don't know your activities yet, but the sooner the better to avoid overlapping of functions and to ensure you are able to book the support items you need for your event.

3. Banking

Option One: A separate SAOC bank account is set up for Club funds. Clubs may elect to utilize banking services offered by the SAOC in the following manner:

- a. Funds received at the SAOC office will be prepared for deposit. The deposit will be signed by the SAOC staff as well as the club representative. One copy will be retained in the SAOC office club file and one copy will be provided for the Club Treasurer's records.
- b. All requests for use of club funds shall be submitted to the SAOC office with 2 signatures (one signature must be the Club faculty advisor), along with supporting documentation for the expense.
- c. Bank charges will be evenly distributed amongst all active clubs.
- d. Banking agreement form can be found in the appendix of this document

Option Two: If your club decides not to bank with SAOC, we need to know where the club accounts are held. Please see the office for details on what kinds of information is appropriate to provide.

4. Financial Information

- a. SAOC records all financial transactions for those clubs who have a banking agreement in place between the SAOC and the club.
- b. Clubs that do not use the banking services of the SAOC are also required to provide financial information to be kept on file. This information remains on file in the SAOC office for audit purposes.
The SAOC is subject to a 3rd party financial audit at the end of each fiscal year (March 31). Each club is required to reconcile its financial records to the SAOC general ledger. Any discrepancies should be reported immediately to ensure accuracy. *The SAOC reserves the right to examine the books and records of all Clubs/Societies at any time deemed necessary by the Activities Vice President and/or the Office Manager.*

5. Club Constitution

A constitution is to provide guidance to current and future members. If your Club has already established a constitution, it may be used from year to year.

- a. This document outlines the purpose and functions of a club or society, and the basics of how it should operate during the year. Each club/society shall have a constitution to officially exist and operate.
- b. An example of a club constitution can be found in this document.

6. By-Laws and Policies

In addition to the Club Constitution, all Clubs are required to be in compliance with the by-laws and policies of the SAOC, Olds College and other relevant authorities.

7. Club Meetings

Recording and maintaining minutes from Club Meetings must be carried out for each Club meeting. Refer to pages in this package titled: "Running a Meeting."

8. Club President Meetings

- a. Club President Meetings will be scheduled and hosted by the SAOC Activities VP
- b. \$10.00 will be paid to each club for attendance
- c. \$10.00 for submitting a club report per meeting

9. Club Night

Club Night is hosted annually in September to provide clubs with the opportunity to attract and recruit members for the upcoming academic year. Clubs will be provided with space and tables to set up as needed for the event.

Services Provided by SAOC to Clubs / Societies

- Storage lockers are provided free of charge by the SAOC. Access to lockers can be obtained by visiting the SAOC office, they'll unlock the locker and lock it back up when you leave. Lockers can only be accessed during office hours.
- Advertising/ Printing posters and tickets
 - All advertising, posters, tickets and public information shall be approved by the SAOC VP of Student Communications
 - Design of posters and tickets shall be done by the club and submitted for approval and printing
 - Free advertising in the SAOC monthly publication. Email pdfs directly to the VP of Student Communications at saocvpcomm@oldscollege.ca
 - SAOC Bulletin boards can be found throughout the campus and are available for club use. One poster per board and posters **MUST** be approved & stamped by the SAOC office to prevent them being removed.
- Liability Insurance
- The SAOC Student Board Room is available for Club Meetings. This must be reserved with the SAOC Administrative Assistant in advance.
- Free bookings in The Crossing for club events.
- 50% off Alumni Centre bookings.

Cheque Request for Funds Guidelines

Clubs can view their funds by speaking to the Executive Director. Funds can be accessed through cheque requests. A cheque request form is to be filled out and signed by the faculty advisor and the club President or Treasurer. Cheque request forms under \$100 can be processed with just a faculty advisor and club representative signature. Cheque request forms over \$100 **must be accompanied with meeting minutes** (need to include approved motions that indicate specific dollar amounts) and any receipts. Any discrepancies in the backup required will result in a delay of processing. Certain cheques can be requested ahead of time made payable to an individual (ex. DJ, Bands, Security, etc.) and can be held for pickup or mailed as per the request form. ID may be required to pick up cheques.

Club Deposit Guidelines

Clubs who bank with SAOC can come to the SAOC office to deposit monies in their account. Any cheques **MUST** be payable to **Students' Association of Olds College**. Clubs will be provided with a copy of their deposit slip for their records, original club slips will be placed in the club file and retained for seven years.

Club President Meetings

Club President Meetings are normally held monthly. The purpose of these meetings will identify any changes in guidelines/procedures and allow you to update other club Presidents with events or fundraising opportunities.

Event Planning

Clubs wishing to plan an event on campus must submit an Event Request, Event Planning Form and a Budget to be approved by the SAOC. The SAOC reserves the right to cancel any event at their discretion or assess penalties if proper event planning procedures fail to be completed.

Penalties

Clubs which fail to adhere to either college or SAOC bylaws/codes of conduct will be assessed penalties at the discretion of the SAOC upon majority vote by the Executive Council.

Running a Meeting

1. Prepare an agenda for the meeting. All participants should receive this list of topics for the meeting ahead of time, so they have the opportunity to add to the agenda. Leave room in the agenda for discussion and for additional topics, within limits.
2. Ensure you have quorum to carry out the business of the meeting (refer to Roberts Rules of Order)
3. Follow Roberts Rules of Order for your meeting.
E.g.: Approve the minutes from the previous meeting. Voting is done by one member making a motion, which is then seconded by another member. The chair then calls for a vote. Some groups accept verbal voting, while others require a counting of raised hands for and against the motion.
4. Proceed through the agenda. Robert's Rules allow the chair to limit discussion.
An Agenda usually includes the following information:
 1. Call to order
 2. Record names of all in attendance
 3. Motion for approval of the Agenda
 4. Motion for approval of the Previous Meeting Minutes
 5. Reports presented
 6. Committee Reports
 7. Old Business – Items outstanding from the last meeting
 8. New Business – New Items
 9. Round Table Discussion – Items that need clarification
 10. Adjournment – motion to end the meeting
5. End the meeting with a motion to adjourn. Call the question/ vote. All announcements, such as the time of the next meeting, should be done before adjourning

CLUB / SOCIETY CONSTITUTION OF THE STUDENTS' ASSOCIATION OF OLDS COLLEGE

Feel free to use as much or as little of this Constitution as your Club requires.

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.
- 1.2 "Member" refers to those individuals in good standing with the _____ club.
- 1.3 "SAOC" refers to the Students' Association of Olds College.
- 1.4 "CRO" refers to the Chief Returning Officer who shall oversee all election proceedings.
- 1.5 "Executive" refers to the Club 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 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 membership.
** Members must be registered students of Olds College*
- 3.2 Membership fees shall be used for administrative and special events of the club.
- 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' verbal 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 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 Meetings 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 a simple majority of executives in attendance.
****Specifying the minimum number of times an executive must meet is a good idea that allows club business to be dealt with at regular and predictable intervals.***
- 4.6 A designated member of each club must attend all Club 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 wishes to combine position duties or expand to more positions (e.g. include a Vice President or Public Relations or SAOC 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 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 affairs.***
- 5.3 **President**
- shall preside at all meetings and shall have a deciding vote in the event of a tie.
 - shall act as official spokesperson and representative for the _____ club
(E.g. attend Club Presidents' meetings or submit articles to the SAOC Newsletter).
 - 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.
 - 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 the 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 members and keep those members informed.
- shall keep external bodies informed of club events (e.g. the SAOC Newsletter)
- 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.
- 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 SAOC Office Coordinator at the end of each club year, or when requested to do so by the SAOC 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).

****The 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 elections during one meeting, either with a show of hands or with secret ballots. The following outlines how to do these two approaches.***

- 6.3 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.

- 6.4 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.
- 6.5 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.
- 6.6 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.***
- 6.7 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.
- 6.8 The CRO shall call for the vote and collect all ballots, which will be taken away for the official counting of ballots with scrutineers.
- 6.9 The CRO shall announce the results of the election.
- 6.10 The CRO shall destroy all ballots after votes have been counted and after the contestation period is over. *(E.g. 24 hours).*
- 6.11 Contestation of the election must be submitted in writing to the CRO within 24 hours of the announcement of the election results.
- 6.12 The CRO shall take appropriate remedial action in the event of any violation of the election rules and procedures.
- 6.13 A Yes/No vote shall be taken in the event that only one nomination is forthcoming. The position shall be filled by acclamation if the candidate receives a simple majority of votes cast in his/her favor.

ARTICLE VII: VACANCIES

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

- 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 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 SAOC'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 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 shall be accurately documented and properly accounted for during the duration of the _____ club's fiscal year.
- 9.2 The fiscal year for the _____ club shall be from e.g. (September 1) to (August 31) each year.
- 9.3 Financial records shall be duly represented to the SAOC Office Coordinator at the end of each fiscal year.
****Since all SAOC Clubs fall under the umbrella of the SAOC, and since the SAOC 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 SAOC Office Manager.***

ARTICLE X: AMENDMENTS

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