



KSA Club Guide

A step by step guide on how to start and maintain your club

KSA Clubs & Outreach Coordinator

P: 604.599.2451

E: clubs@kusa.ca

KSA Vice President, Student Life

P: 604.599.2126

E: studentlife@kusa.ca



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What is this?

This document is a step by step guide on how to start and maintain a club under the Kwantlen Student Association (KSA). It outlines important policies clubs follow and resources that are available to support you.

What kinds of clubs do we have?

We have over 40 clubs here at KPU that are active and ready to join. Some clubs related to academic programs at KPU and others are purely hobby and interest based.

You can find a complete list of clubs at kusa.ca/clubs.html

I can't find a club that I like?

Start your own! It's pretty quick and easy! Check out the next page for information on how to get it done.

I still have questions, who can I talk to?

The KSA has their very own Clubs & Outreach Coordinator who can help you with all of your club related questions and concerns. The Clubs & Outreach Coordinator can be reached via email at clubs@kusa.ca. Don't hesitate to get in touch!



How to Start a Club with the KSA

Step One: Determine what type of club you want to start. The student group you wish to form must not already exist.

Step Two: Find ten students that want to join your club... and pick executives*. We require a President, Vice-President and Treasurer to register a club but you may choose to have more (e.g. Events chair). Some clubs may even want to take on a different governing model, if that is the case, be sure to contact the Clubs & Outreach Coordinator at clubs@kusa.ca

*Executive members must be in addition to the 10 non-executive members required

Step Three: Complete an Intent to Organize Form online.

After determining what club you want to start, visit our Clubs webpage at kusa.ca/clubs and click on the link 'Start A Club'. Please note that the completion of this form does not mean that your club has been approved. What will happen next is a member of the KSA will reach out to you and help you complete the second half of the application.

Part of your application will be a membership roster, which is just a list of students that are signing up in support of your club on campus.



What happens next?

After you have completed the application with the Clubs & Outreach Coordinator, the KSA Executive Committee will meet to approve, decline or request further information about your club. Once your club has been approved you can begin to run your club.

After you are approved, representatives from your club must attend a club training session - contact the Clubs & Events Coordinator at clubs@kusa.ca for information on the next training session.

Hold Meetings

After your club approval, it's a good idea to reach out to your membership and schedule your first official meeting. This is a great time to start planning the events and projects that you want to have, and begin to put them in action.

You can book a classroom to hold your meeting here: <http://www.kpu.ca/campus-space-booking>. If you would like to book KSA space in the Birch building please email Bookings@kusa.ca.

You are required to hold a minimum of 1 meeting per semester, but most clubs find it helpful to hold meetings weekly or bi-weekly. Meeting, agenda and minutes information is provided later on in this guide.



Plan Events

Planning events can be exciting but sometimes clubs have a hard time knowing where to start. Here is a list of the kinds of events you can coordinate.

Public/Student Community Events: These events are targeted to the greater community, not just your club. They aim to engage regular non-member students, and traditionally have been larger scale events. It is a good idea to start small with these events in your first year and grow the event as your club grows and gains experience.

Club Community Focused Events: These types of events are usually coordinated to increase the feeling of community within the club and engages members. These events aim to support club friendships and can be anything from a 'Home Movie Night' to a club Formal event.

Fundraisers: Stuck in their own category, Fundraisers are another great type of event your club should consider putting on. Whether raising funds for a charity, for T-Shirts, or to go towards costs for a future event, fundraisers give your club freedom to be financially self-sufficient under the KSA.

Recruit Members

Recruiting new members every semester is crucial for the succession of your club once you graduate. You can recruit year-round, but the most popular times for recruitment are at the beginning of each semester, and most notably in September. Keep an eye out for emails about recruitment at Welcome Week and/or Clubs Days each year - it's a great opportunity to showcase your club and the cool things you do.



VIP (Very Important Policies)

Now that you are a club, there are some very important policies (VIP's) you should know about..

- ★ Every club is required to hold one general meeting per semester, and one Annual General Meeting during the KPU Spring Semester.
- ★ If a club's membership drops below 10 members, it shall automatically be put on the inactive list.
- ★ Should your club become unreachable after 30 days, your club may be deemed inactive.
- ★ You will need to renew your club each year by completing the online renewal form. A link to the form will be sent to you by September 15th each year. The online submission deadline is September 30th @ 11:59pm.
- ★ It is important that you keep records of your meetings and decisions and utilize Meeting agendas and minutes. More information and templates can be found in later sections.
- ★ As a registered club, you are legally an organization within the KSA. For this reason your club cannot legally sign contracts, any binding document must be reviewed and signed by the Executive Committee and KSA Executive Director.
- ★ As per the KSA Club Regulations, you cannot have a club bank account. Instead, the KSA's Accounting Department will hold your club's revenues to keep them safe and you can access the money at any time. Contact clubs@kusa.ca for more information about this process.



Social Media

Club Social Media Policy

In the interest of creating a safe, supportive, and inclusive environment at the university, the KSA has created a social media policy and procedure to guide the use of social media by clubs and KSA student groups on campus. This policy is in place to ensure that all members of the university community are free from discrimination and harassment. Nothing in the policy and procedure is intended to limit freedom of speech.

You can view the full policy online at kusa.ca/clubs.

Club Social Media Accounts

Social media can be an effective tool for KSA Clubs so it is advised that you consider all social media platforms and choose to create club pages/accounts for those platforms that work best with your club's mandate and objectives. Social media can be used to communicate with members, promote or share events and to recruit new members.

Some key social media platforms you may wish to explore are..

- Facebook (Pages)
- Twitter (Account)
- Instagram (Account)

If you would like your meeting time or events promoted on the KSA social media accounts, just send the event information and description to Clubs@kusa.ca.



KSA Support & Resources

There are a bunch of cool resources that you can utilize through the KSA, we are here to support you.

Clubs & Outreach Coordinator

The Clubs & Outreach Coordinator is an individual on the KSA Staff team whose job is to help you develop, maintain and grow your club. You can contact the Clubs & Outreach Coordinator at clubs@kusa.ca at anytime with any question (about clubs).

Member Services

As a club registered under the KSA you have access to some great resources at Member Services that will make your life, and the functioning of your club, much easier.

Printing - Email print jobs to clubs@kusa.ca - you'll get an email back with a pick up date!

Ticket Sales - You can sell your event tickets through KSA Member Services offices.

Product Sales - Clubs may have items set up at Member Services for sale, please submit a product planning tool to the Clubs & Outreach Coordinator and Student Services Manager.

Free Lockers - The same locker rules apply to clubs as to students. You must renew your locker each semester at Members Services.



Club Workshops

We offer a number of different workshops throughout the year to help clubs grow and excel. The Workshops will cover topics such as..

Leadership & Club Succession

Club Meetings, Agendas & Minutes

Positive Space & Inclusivity

Budget & Finances

Planning for the Year

Advertising

The KSA provides advertising support for your club and events. This includes the printing of tickets and posters. Additionally the Clubs & Outreach Coordinator will promote your club's events on the KSA Events Calendar. For help with these, please email Clubs@kusa.ca

There are a couple marketing policies to be aware of...

- No posters may be posted on a poster board using staples, adhesives or tape.
- No poster shall exceed 30cm by 45 cm
- No poster shall cover another
- The KSA must stamp all posters before they are posted.
- Events may be promoted through the distribution of handbills or leaflets, but these may not be placed on cars.
- Posters shall adhere to KPU's policies on harassment and discrimination.
Posters may not contain any statements or images derogatory towards any group of people as defined in the Canadian Charter of Rights and Freedoms and the BC Human Rights Act.



Funding

The KSA provides funding and financial support for KSA Clubs. If you are having an event you will need to complete our online KSA Event Planning Tool. If you are requesting funding for a project or item that is not event related you will need to complete our online Club Expense Request form. **Both online forms can be found at Kusa.ca/clubs.**

KSA Event Planning Tools must be submitted before Monday each week for your funding to be approved at the next executive meeting. Once funding is approved, make sure to keep all your receipts. You can be reimbursed for your expenses by filling out an Expense Report Form.

The Clubs & Outreach Coordinator is just a click away at clubs@kusa.ca if you have any questions about how KSA funding and the forms work.

Affiliation

If your club is affiliated with a parent organization, and you receive funding from them, the KSA will be unable to provide your club with additional funding for your events.

For more information about affiliated clubs, contact clubs@kusa.ca.

KSA Club Equipment Rental

We also offer equipment rental for Club events on campus. For a list of what is available for rent, please visit the rental form at kusa.ca/clubs.



KSA Birch Space

Located on the second floor of the Birch building at the KPU Surrey campus are 3 student spaces that clubs have access to.

KSA Birch Student Lounge

The first space is the KSA Birch Student lounge. This space is not bookable, but is available at a first come first served basis. It is also where KSA Club Lockers are located. This space is unlocked every morning when campus opens and locked every evening when campus closes. This room has 2 TV's as well as tables, seating and access to the Birch patio.

KSA Birch Student Meeting Room

The second space is the KSA Birch Student Meeting room. This space is bookable student space. You can reserve this space for your club by emailing Bookings@kusa.ca. This space has 1 TV that can hook up to your laptop or computer, a long meeting table and chairs. There is also a whiteboard.

KSA Birch Student Multipurpose Room

The third space is the KSA Birch Student Multipurpose room. This space is bookable student space. You can reserve this space for your club by emailing Bookings@kusa.ca. This is a large multipurpose space with tables and chairs that move around easily, as well as a wall projector. One wall is also mirrored, making it the perfect spot for a small workshop or rehearsal.



Event Planning

So now that you are a club, you probably want to have some events...

Step One: Complete a Club Event Planning tool.

This online form can be found at Kusa.ca/clubs. Please complete this form a minimum of 4 weeks prior to the event.

Step Two: Financial Planning (*If Funding Required*)

If funds have been approved by the KSA, be sure to keep all of your receipts to be reimbursed for your expenses. If funding is approved to provide catering, email chef@kusa.ca to set up a catering order.

If Cash is to be collected for an event or activity, you must complete a Cash Count Form and submit it to the KSA Financial Controller. **Keep a record of all funds and expenses** to avoid going over budget. Organizers will not be reimbursed for any monies spent other than what was specifically budgeted and approved.

Step Three: Book Space & Coordinate Activities

It is important to book space for events as soon as you have finalized a date. To book a KPU space, complete this online form: <http://www.kpu.ca/sld/campus-space-booking>. To book a KSA space (GrassRoots Café, Birch Spaces) please email Bookings@kusa.ca

If you haven't started already now is the time to book speakers, external equipment, create itineraries, coordinate activities and delegate 'day of' tasks. It is important to be as prepared as possible so that your event will run smoothly and successfully.



Step Four: Event Advertising

Take advantage of online platforms that can spread the word about your event such as Facebook Events, Eventbrite, etc., and don't forget about word of mouth! If you plan to put up posters for your event, make sure they are stamped (by a KSA Member Services Specialist) and up at least one week prior to the event.

If you would like your event promoted on our KSA social media channels and the KSA events calendar, email Clubs@kusa.ca with your event date, time and details.

Step Five: The Event *(Have Fun & Good Luck!)*

Step Six: Submit Expense Form *(If you were approved funding)*

If you had funding approved by the KSA, you are required to fill out an expense report. This form can be found at www.kusa.ca/clubforms.html and it must be submitted with all receipts, to our KSA Accounting Department. . The form must be completed and handed in by the club treasurer, and once your expense cheque is ready, they can come pick it up.



Sustainability

As a KSA Collective it's important to do your part in reducing waste and supporting sustainability when planning events and functioning as a group on campus. We recommend the following tips:

- Use digital media where possible for advertising, communications, and promotions.
- Have blue boxes available for recycling paper and beverage containers and other materials when as recycling programs become available.
- Have a compost bin for food and organics.
- Utilize double-sided copying for distribution of printed materials.
- Use the service of local businesses.
- Promote the purchase of environmentally friendly products
- Purchase biodegradable or compostable plates, cups and cornstarch cutlery rather than Styrofoam.
- Encourage participants to bring their own mug to use for serving beverages.
- Purchase catering through GrassRoots when possible.
- Encourage participants to arrive by walking, bicycle, and transit provide a link to directions using google maps or TransLink.
- Avoid printing large quantities of materials to give out, provide these materials in advance by email or tell people in advance that they'll get the materials via email after the event.
- When possible buy second hand items rather than new items.
- Ask around and see if you can borrow items from other clubs, or organizations.
- Don't brand your merchandise with the date so if there are leftovers they can be reused at a different event of the following year
- Consider serving vegetarian or vegan options for all or some of the guests
- Don't offer bottled water, ask for water in jugs from your catering provider or encourage guests to bring their own bottle and fill at a WaterFillz machine or fountain.



Fundraisers

Why You Should Consider Fundraisers

The number of clubs on campus is growing every semester, as is the number of events clubs are hosting. Unfortunately, the Club Support Funding does not increase each semester, so clubs are encouraged to hold fundraisers to ensure they can hold all the events and initiatives that they would like to, even in a situation where the KSA may not be able to.

Fundraising Ideas

The following are some ideas of fundraisers you could hold as a club..

- ★ Pub Nights, Club Nights, Burger & Beer Fundraiser
- ★ Bake Sale, BBQ
- ★ Krispy Kreme Donut Sale, Purdy's Chocolate Fundraiser
- ★ Bottle Drive, Car Wash
- ★ Dunk Tank, Pie in the Face Fundraiser
- ★ Holding Tournament/Dance/any event with admission
- ★ Auctions, Raffles, Etc (May require gambling license!)
- ★ Holiday Themed Fundraisers: Candy Cane Sales, Valentines Day Roses, etc.



Planning A Fundraiser

Step One: Plan the Fundraiser

- Plan out your fundraiser & Come up with a goal - What are you going to do? And how much do you want to raise? TIP: BE REALISTIC
- Handle Logistics: See Event Planning section.

Step Two: Hold the Event, Raise \$

- Keep the \$ in a safe place & record how much you've raised!
- Have the club Treasurer collect the \$ at the end of the event.

Step Three: Deposit \$ to KSA Accounting Department

- Email the Clubs & Outreach Coordinator (clubs@kusa.ca) that you have \$ to deposit.
- Fill out a Cash Count Form (Records the # of bills and coins you have)
- Ensure you also include the following on the form: Club name, Treasurer's name, email and phone number & What the event was.
- Give the Form & Money to one of the KSA Accounting Staff

Step Four: Submit KSA Events Planning Tool for a New Event (When you want to use \$)

- Complete online KSA Events Planning Tool or Club Expense Request Form - Specify how much \$ you would like to access by writing the amount in the Budget section titled 'Funds Raised/Donations'
TIP: INCLUDE THAT YOU ARE ACCESSING YOUR OWN FUNDS



Step Five: Accessing the \$

- Option A: Expense Report -> Cheque *Preferred Method*
 - Buy items for event
 - Complete an 'Expense Form' (Found at kusa.ca/clubforms.html)
 - Email it to accounting@kusa.ca
 - Wait for your cheque in the mail.

- Option B: Withdraw Cash/Cheque - This option is only necessary in some cases.
 - Email accounting@kusa.ca. In the Email include your club name, the date your funding was approved , and confirm that your treasurer (the same person who deposited the \$) will be the club member picking up the cash.
 - If you require a cheque in advanced, fill out a 'Cheque Request Form' in addition to the email to accounting. This option is only valid for special circumstances, email clubs@kusa.ca if you have questions.
 - Come to the KSA Main Office to Pick the \$ Up (or cheque will be mailed to you).



Club Meetings

General Club Meetings

Holding regular meetings for your club members is both mandatory and beneficial for your club. As an official KSA club you are required to have at least one club meeting in both the Fall and Spring Semesters. It is a good idea to hold meetings more regularly than once a semester, weekly or bi-weekly is suggested, but once a month may also work for your club.

Before each meeting the executive in charge of chairing club meetings must notify all members of the meeting time and place. They must also send out an agenda to all club members so that they know what will be talked about. A meeting agenda is essentially a list of meetings topics to be discussed and club decisions that will be voted on at that meeting.

During each meeting, it is important (and mandatory) to run each and every meeting democratically. All clubs should utilize Roberts Rules of Order guidelines (these can be found online).

At each meeting, a designated club member should be taking notes on what is discussed and what decisions are made. Meeting date, start and end times, and members in attendance should also be included. It is a great idea to email these minutes out after each meeting to club members. It is especially helpful for members that weren't present to know what went on.



Motions

Decisions for your club should be made as motions. A motion is a formal way to make and record a club decision. Motions look as follows..

Chair "Be it resolved that ...[Motion]. "

Person A: "Moved"

Person B: "Seconded"

Followed by debate & discussion

When discussion is over, the motion goes to a vote.

Chair: "Be it resolved that...[insert motion here] All in favour raise your hand... All Opposed?"

Chair: "Motion Carried/Motion Denied"

The Chair presented the motion, Person A moved the motion and Person B seconded the motion to show that they support the motion being discussed. The Chair then facilitates the debate and discussion, and it eventually ends in a vote of those for, against, or abstaining.

There are varying levels of Roberts Rules of Order that an organization can follow. As a club they exist as a guideline to ensure fairness and efficiency in your meetings.



AGM & Elections

Annual General Meeting

Once a year you are required to hold a club AGM, when you hold your AGM may differ from club to club, but you can find out by looking through your Club Constitution.

The biggest question students usually have about AGM's is what to do it them.. The main thing to include it a review of your past year, your clubs budget and to hold elections.

Elections

Holding elections can be a daunting task, but to make your life easier we've created a handy timeline for you to follow to help you hold your Club Elections.

Before Elections

4 weeks before Election Day (or earlier): Request that a KSA Staff Member/Executive run your club elections, or elect a non-voting, un-biased student to act as a Club Elections Officer. Preference should be given to non-club members. Nominations and elections can be done all at once in the same meeting.

3 weeks before Election Day: The Elections Officer calls the election and opens nominations. How nominations are received are at the club's discretion. It is suggested that your club create a nomination package.

1 week before Election Day: Nominations close



Election Day

The Elections Officer introduces each executive position, and facilitates candidate speeches.

All club members, except the Elections Officer, vote via secret ballot.

The Elections Officer counts the ballots with a witness & informs the club of the results.

After Elections

1st meeting after Election Day: The old executive chairs one final club meeting.

2nd meeting after Election Day: The new executive chairs meetings from this moment forward.



KSA Club Events

Club Recruitment Events

At the beginning of the Fall and Spring semesters the KSA or KPU may host club recruitment events such as Clubs Days or a clubs fair. It is highly encouraged that you both attend this event, and come up with ways to showcase your club's uniqueness at the event. Information about these events will be emailed out to you through the Clubs & Outreach coordinator.

You are also able to promote your club individually by simply booking space on campus.

KSA Club Events

Twice a year, the KSA will host Club events or socials. All active clubs, in good standing, will be invited to attend. These events are a great chance to get information on upcoming events, and collaborate with the other clubs and academic associations on campus. This is an event where you can bring forward issues you may be experiencing as a club, event ideas you have, pretty much anything, and be able to start a dialogue with everyone in attendance.

The Fall networking event will be a mandatory event. This means that every club must send at least one executive, and if an executive cannot make it, a general club member can be sent in their place.

The Spring networking event is an optional event, but is highly recommended.

For both events you will receive an email invitation from the KSA Clubs & Outreach Coordinator.

If you have any questions about these events, or the recruitment events mentioned above please don't hesitate to email clubs@kusa.ca .