

2023/2024

STUDENT GROUP HANDBOOK



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Students' Association

Vision, Mission & Values

Vision

All students at Red Deer Polytechnic will have a positive educational experience and contact with the student body resulting in personal growth and a memorable experience.

The Students' Association of Red Deer Polytechnic will enrich and enhance the quality of student life at Red Deer Polytechnic by providing affordable and quality services, effective political representation, and exciting opportunities for its members

Mission

Values

- Consideration
- Fun
- Responsibility
- Flexibility
- Accessibility
- Initiative
- Efficiency
- Participation
- Cooperation, Collaboration, and Team Work

Welcome



Hi everyone!

Welcome to the 2023-2024 school year! As the new Students' Association President (I started on May 1!), I look forward to navigating this school year with you. Student groups are an exciting endeavour, though hard work, they are worth it when you consider the networking, the professional development, and the friendships that you can gain from any involvement in a student group.

Prior to my time as an Executive with SARDP, I was a member of LASS (Legal Assistant Student Society), holding roles as First-Year Executive Member and President, which both led me to where I now as the President of the Students' Association! So, I know firsthand that being part of a student can lead you to places they never thought of!

The Students' Association of Red Deer Polytechnic is dedicated to you, our students, and our student groups. The SA is focused on student engagement as we try to make the most of your time here at Red Deer Polytechnic. With that, should your student group need assistance getting started, with marketing your group or events, don't hesitate to contact our Member Engagement Manager, Jessica Walker or myself for assistance!

Have a fun and successful year!

Erin Bast

A handwritten signature in black ink that reads "Erin Bast". The signature is fluid and cursive, with the first letters of "Erin" and "Bast" being capitalized and prominent.

Students' Association President

Meet the Students' Association Team



Erin Bast, President

saprez@rdpolytech.ca | 403-342-3200



Liz Sweiger, Executive Director

elizabeth.sweiger@rdpolytech.ca | 403-356-4970



Marie Evangelista, Operations Director

marie.evangelista@rdpolytech.ca | 403-356-4973

Your point
of contact!



Jessica Walker, Member Engagement Manager

same@rdpolytech.ca | 403-356-4972



Marian Young, Governance & Student Support Coordinator

sagov@rdpolytech.ca | 403-356-4964



Patti Drover, Far Side Grill Supervisor

sakitchen@rdpolytech.ca | 403-356-4974



Rodrigo Morataya, Far Side Bar Supervisor

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Lovejeet Kaur, Human Resources Coordinator

sahr@rdpolytech.ca | 403-342-3200



Conny Czarinch Galam, Accounting & Operations Support


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About Student Groups

Student groups are groups of like-minded students with similar interests. At Red Deer Polytechnic, we have two types of student groups – academic and interest based groups. Both are equally important and play different roles for the betterment of students.

All student groups are **STUDENT DRIVEN**. This means, that current RDP students spearhead each group and are operated solely by students. Some groups may be part of community organizations; however, at RDP, all decisions and activities of student groups are student focused and the external entity does not have decision making abilities and does not have direct access to the greater student community on campus.

Student groups cannot restrict membership. Every student at Red Deer Polytechnic is welcome to join ANY student group. Groups cannot restrict membership based on program, race, gender, age, gender identity, religion, ethnicity, or any other characteristic protected by the Canadian Charter of Rights and Freedoms and the Alberta Human Rights Act.



Contact Jessica with all your student group inquiries at same@rdpolytech.ca

Starting a Student Group

Existing Student Groups

- Book tables to promote your student group and generate interest from other students
- Hold Elections, as per your student groups constitution
- Complete the paperwork included in the appendix of the Student Group Handbook and submit to the Students' Association office
- Update your constitution as needed and submit updated copy to the SA for approval
- Congratulations! You are now a recognized student group under the Students' Association of Red Deer Polytechnic!

New Student Groups

- Book tables to promote your student group and generate interest from other students
- Write your student groups constitution with the help of SARDP. Submit final draft to the SA for approval
- Recruit students to join your group
- Hold Elections, as per your student groups constitution
- Complete the paperwork included in the appendix of the Student Group Handbook and submit to the Students' Association office
- Congratulations! You are now a recognized student group under the Students' Association of Red Deer Polytechnic!



Students' Association

Available Resources



Banking

The Students' Association holds bank accounts for all student groups. This means, banking for you is conveniently located on campus and is easy to access! Learn more about our banking services on page 8.



Operating Grant

The Operating Grant acts as seed money to help student groups get off the ground each year. SARDP will match up to \$3.00 per paid member, to a maximum of \$200.00. To access the Operating Grant, submit your membership list to same@rdpolytech.ca by 4:00pm on Tuesday, October 31.



Lockers

We offer lockers to student groups (**rent free**), in The Loft. Most student groups will have a locker from previous years that may contain transition information, event supplies, marketing items, etc. Visit the SA office to get your locker number and combination.



Table & Room Bookings

Student groups are able to book tables and rooms on campus – rent free. Learn more about the booking process and regulations on page 14.



Marketing

The Students' Association would be happy to help you advertise your upcoming events or initiatives on the SA social media accounts or on the TV at the bottom of the SA stairs. Submit your graphics to same@rdpolytech.ca one week prior to your desired start date for advertising.

Learn more about marketing on page 16.

Constitutions

Every student group **must** have a constitution in order to operate. This document will outline the purpose and functions of your group and will help guide your operations throughout the year. In addition to your constitution, all student groups must abide by **all** Association bylaw and policies and all Red Deer Polytechnic policies.

New student groups must create a constitution before they will be considered a recognize student group by the Association. It is recommended that existing student groups review and update their constitution at the beginning of each academic year.

When creating or updating your constitution, you must consult with your student group membership. Once the majority of the members are happy with the content of the document, a motion accepting your constitution must be passed. Once approved by your membership, submit a **Word Document** version of the constitution to same@rdpolytech.ca for final approval.

Student groups cannot restrict membership. Every student at Red Deer Polytechnic is welcome to join ANY student group. Groups cannot restrict membership based on program, race, gender, age, gender identity, religion, ethnicity, or any other characteristic protected by the Canadian Charter of Rights and Freedoms and the Alberta Human Rights Act.

For assistance with your constitution, contact Jessica at same@rdpolytech.ca



Banking



Deposits

To deposit money into your student groups bank account, a member of the group must bring all cash and/or cheques to the Students' Association and complete a Student Group Deposit form.

All cheques must be made payable to SARDP or Students' Association of Red Deer Polytechnic, with the memo on the cheque being the name of the student group. All cheques not made out to SARDP will be declined and returned back to the student group and may be subject to a NSF fee of \$20.00 from the bank.

Withdrawals

To withdrawal funds from your student groups bank account, complete a Student Group Withdrawal form that is complete with the signature of your Treasurer and one of your other signing authorities.

Cheque withdrawals take 2 business days to process and cash withdrawals take 1 business day to process. Larger cash withdrawals may take longer.

Payment for SA Services

If your student group does not bank with the Students' Association, all services (Far Side Bar & Grill bookings, catering, etc) provided by the Students' Association must be paid in advance.

Financial Records

Student groups are required to submit financial records to their membership and the Students' Association.

Financial records must be submitted to the Students' Association by December 31 and April 31 of each academic year. Financial records are submitted to your membership as per your constitution; however, we recommend providing monthly financial updates.

Student group bank accounts CANNOT accept e-transfers

Funding Opportunities

Operating Grant

To receive the Students' Association Operating Grant, submit your membership list, including the member's name, student ID number, proof of payment, and the amount charged as the membership fee to the SA office no later than 4:00pm on Tuesday, October 31. SARDP will match up to \$3.00 per paid member, to a maximum of \$200.00 per student group.

The Association will transfer the approved Operating Grant into the student groups bank account no later than November 30.

Students Initiative Program (SIP)

The Students Initiative Program was launched to help fund student led initiatives and is open to all members of the Association – which includes student groups!

Students are eligible for a maximum of \$300.00 per event. The reimbursement amount is dependent on the total reflected on your submitted receipts and may not exceed the amount approved.

Successful applicants are required to submit all financial records.

For more information, visit sardp.ca/get-involved/students-initiative-program/

Cultural Activities Trust Fund (CAT Fund)

CAT Fund helps fund cultural events held on campus and any student group or Red Deer Polytechnic faculty member can apply for funding from the CAT Fund Committee – as long as the criteria is met and the application form is completed.

For more information, visit sardp.ca/cat-fund/

Student Group Award

At the end of each academic year, the Students' Association will award 2 nominated student groups with a cash award. Students can nominate groups they feel are deserving, self-nominations are encouraged! The Student Group Awards are presented at the Students' Association Annual Awards Ceremony in April.

For more information, visit sardp.ca/scholarships-awards/

Events

Looking to host a large event on campus? Consider booking the Far Side Bar & Grill or The Loft, **RENT FREE.**

If you are hosting a smaller event, the Far Side Bar & Grill and The Lift are available to provide you with light refreshments such as coffee, cookies, etc at a low cost.

To inquire about booking the Far Side Bar & Grill or make a catering request, contact Marie Evangelista at marie.evangelista@rdpolytech.ca or 403-342-3200.

Student Groups & Liquor

SARDP holds a liquor license for the Far Side Bar & Grill, this license is restricted to its members only. Only students, staff, faculty, alumni, and their invited guests are permitted. Red Deer Polytechnic holds a liquor license which only allows alcohol in specific spaces on campus. All events with liquor **MUST** adhere to all AGLC regulations, and SARDP and RDP policies and guidelines.

Student groups are prohibited from hosting official student group events off-campus if alcohol is being served.



Far Side Bar & Grill

Available to host or cater your event



The Lift

Can provide coffee, tea, or hot water for your meetings



The Loft

Book your next event or meeting in The Loft. Available spaces - Council Chambers, Executive Lounge or the main space

Far Side Bar & Grill, The Lift and The Loft are all owned and operated by the Students' Association!

Events Cont.

Event Ideas

- Bottle Drives
- Bake Sales
- Flower Sales
- Game Nights
- Guest Speakers
- PD Sessions
- Paint Nights
- Parties held in the Far Side Bar
- Potlucks
- Ornament Decorating
- Movie Nights
- Pie-A-Prof
- Study Groups
- Volunteering
- Textbook Sales/Exchanges
- Rummage (Garage) Sales
- Swag Sales
- Debates
- Book Clubs
- Campus-Wide Scavenger Hunt
- Giveaways
- Virtual Cooking Classes
- Art Sales
- Free Food Handouts
- Silent Auctions

Prohibited Activities

- 50/50
- Grey Cup/NHL/Sports Draft Pools
- Whitewater rafting
- Downhill Skiing or Snowboarding
- Rodeos
- Demolition derbies
- Mountain, Rock, or Wall Climbing
- Chuckwagon Racing
- Scuba Diving
- Para-sailing
- Kick Boxing
- Mechanical Bull Riding
- Pub Crawls
- Sky Diving



Far Side Grill Student Group Catering Menu

Small Group Trays

For 10 people

Veggie Tray	\$25.00
Fruit Tray	\$40.00
Dessert Tray	\$40.00
Sandwich Tray	\$75.00

Large Group Trays

For 25 people

Veggie Tray	\$40.00
Fruit Tray	\$50.00
Cheese & Meat Tray	\$80.00

Pizza

Cheese	\$20.00
Pepperoni	\$23.00
Hawaiian	\$23.00
Veggie	\$20.00
Meatlovers	\$23.00
Supreme	\$23.00

Bakery Items

per item

Muffin	\$2.00
Cookie	\$1.50

Coffee Cart

Coffee Pot	\$15.00/pot
Tea (8 bags)	\$15.00/pot

Popcorn Machine

Box (36 bags)	\$140.00
Per bag	\$4.00

Price includes the use of the popcorn machine and all the supplies. Machine must be returned CLEANED by 3:30pm on the day of rental and is for on-campus use ONLY.

To make arrangements for catering or to inquire about additional items, contact Marie Evangelista at marie.evangelista@rdpolytech.ca or 403-356-4973.

Cancellations must be made 24 hours prior to your booking.

All items are subject to 5% GST

Bake Sale Guidelines

Bake sales raise money for non-profit organizations by selling home-baked food items. Environmental Public Health requires all home-baked foods offered for sale are low-risk, which means foods that do not support bacterial growth or require refrigeration.

What guidelines do I need to follow when planning a bake sale?

- Sell only low-risk baking items (see list below).
- Buy baking ingredients from approved sources, like a grocery store.
- Wrap all baked goods with new, clear plastic to protect it from contamination, dust, and pests. You should label wrapped goods with the source of the product (e.g. baker's name, address and phone number, or an identification number that could be linked back to a baker).
- Bring a list of ingredients in case of allergy inquiries.
- Prepare, store, display and sell baked items in a sanitary manner.
- Keep bake sale area clean and sanitary.
- Do not prepare baked items at home if you or someone at home is ill.

Low-Risk Foods and Allowed for Sale	High-Risk Foods and Not Allowed for Sale
✓ Bread or buns	X Beef jerky, cabbage rolls, perogies
✓ Cakes, squares, muffins	X Cakes or pies with cream, cheese, egg or pudding fillings
✓ Cookies	X Cream éclairs or cream puffs
✓ Fruit pies	X Dairy products such as milk, cream, yogurt, cottage cheese, or butter
✓ Jelly rolls	X Home canned/processed food items
✓ Sweet dough items like doughnuts	X Icings made with eggs or dairy products

If your group would like to prepare food items beyond the “allowed for sale” list, please contact your local Environmental Public Health Office to discuss your plans with an Environmental Health Officer/Public Health Inspector.

Room & Table Bookings

Tables

Tables must be booked at least one week in advance. Table locations are available in a variety of locations across campus, including the Trades wing, SA stairs, the Forum, and the Gary W Harris Canada Games Centre!

To submit a table booking request, complete the request form on the SA website or in person in our office.

For a map of locations, see the Table Booking Locations map on the following page.

Rooms

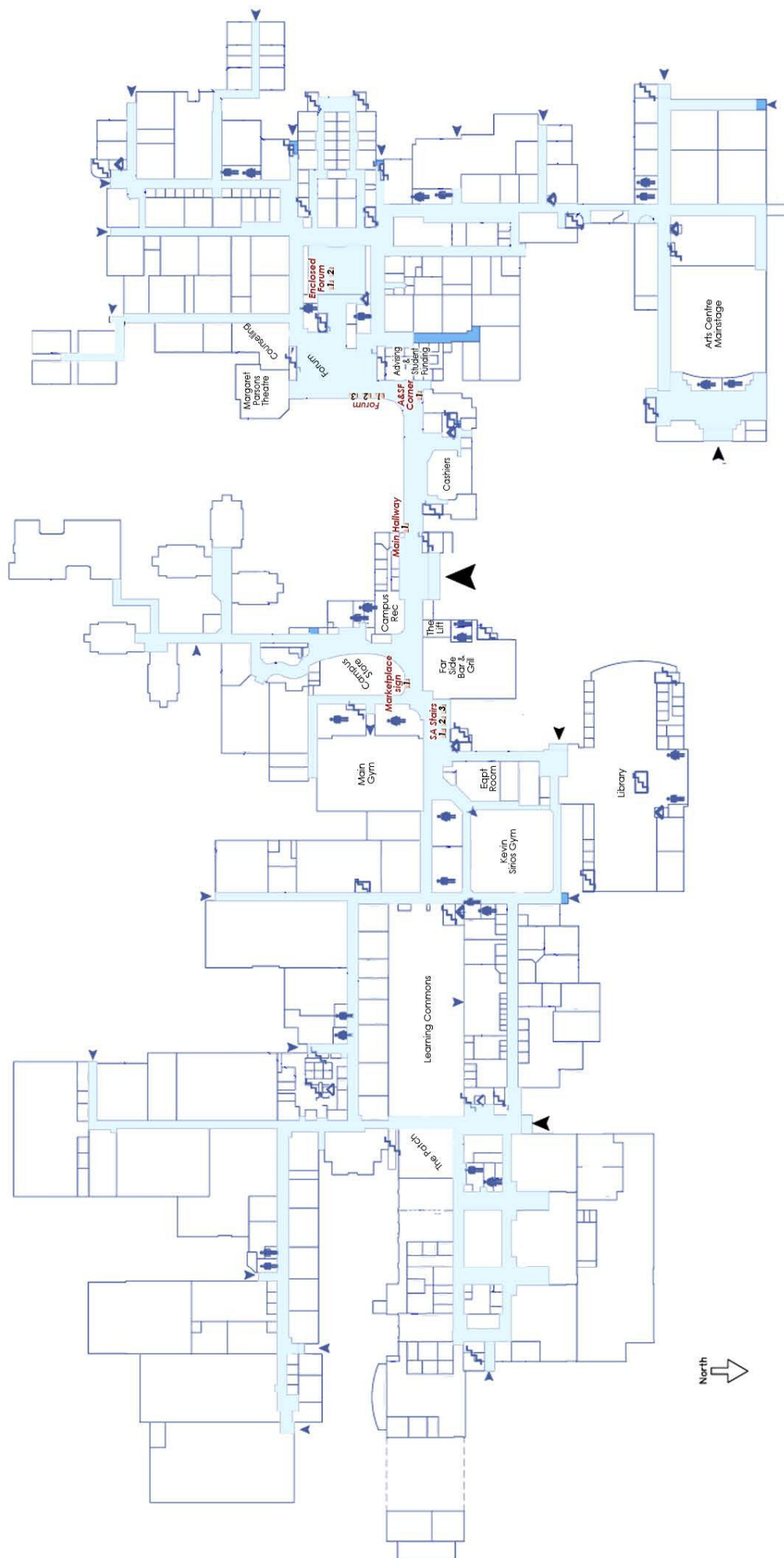
Just like table bookings, room booking requests must be made at least one week in advance. Student groups receive rent free space on campus; however, select locations may require set-up and security fees (i.e Main Stage, Wek Centre)

To submit a room booking request, complete the request form on the SA website or in person in our office.

*Note: Classes are priority and you may not receive your preferred meeting location or time.

 **Visit sardp.ca/bookings/ to book a room or table!**





Marketing

Posters

Student groups can promote and advertise their events on all 20 of SARDP's bulletin boards.

- Maximum poster size 11" x 17"
- 20 bulletin boards across campus
- All posters must meet the approval of the Association and must have the SA approval stamp on each poster
- External entities cannot advertise

Review the Association Bulletin Board Policy included in the appendix

Social Media

Each group may have social media accounts; however, they must make the SA aware of ALL accounts and must follow @yoursardp.

The Students' Association would be happy to help you advertise your upcoming events or initiatives on the SA social media accounts or on the TV at the bottom of the SA stairs. Submit your graphics to same@rdpolytech.ca one week prior to your desired start date for advertising.

Graphic Sizes

Instagram Story	TV
1080 x 1920 px	1080 x 1826 px



Dates That You Need To Know

It's mandatory for at least one representative from each student group to attend every Student Group General Meeting.

If the student group is not represented at the Student Group General Meetings, without sufficient and appropriate notice, the student group may be reprimanded at the discretion of the Students' Association.

Student Group General Meetings

All meetings will be held in The Loft at 5:00pm

- September 21
- November 23
- March 7

Student Council Meetings

Attendance is optional. Open to all our student members

All meetings are held in the Council Chambers in The Loft at 5:30pm

- September 11
- September 25
- October 16
- October 30
- November 6
- November 20
- December 4
- December 11
- January 15
- January 29
- February 5
- February 26
- March 4
- March 18
- April 8
- April 15

Student Group Daze

Contact Jessica by 4:00pm on Friday, October 6 to book your table

- October 17 & 18 from 9:00am - 4:00pm in the Forum

Students' Association Annual General Meeting

Attendance is optional. Open to all our student members

- November 22 @ 10:30am in the Far Side Bar & Grill



POLICY**STUDENT GROUPS - GENERAL**

Council
Amended March 8, 2021
Motion #: 20-21-162-C

Policy:

As per Bylaw, Executive Council has the authority to recognize Student Groups that meet the requirements set out in Association Policies. All Student Groups recognized by the Association must comply with Association Policies.

Procedure:

1. The Executive Director or designate is responsible for overseeing all Student Groups.
2. Recognized Student Groups are considered active from September 1 to April 30 each year.
3. Each year, all existing and new Student Groups must provide the Association with the following:
 - 1 A list of elected and/or appointed Executives
 - 2 Proof of enrollment for Executives at the College or a collaborative institution, due within seven (7) days of the add/drop dates each semester
 - 3 A list of Executives who have been appointed as signing authority
 - 4 The name of their faculty advisor, if applicable
 - 5 Contact information of all Executives and Faculty Advisors
 - 6 A copy of the meeting minutes at which the Student Group's election results are ratified and Executives are appointed as signing authority
 - 7 An electronic copy of their current constitution, which must be submitted to the Association's Executive Council for approval
 - 8 A signed copy of the Student Group agreement form
 - 9 A membership list including names and student ID numbers
4. Any amendments to Student Group constitutions must be submitted to the Executive Director or designate and approved by the Association's Executive Council.
5. Voting members of Student Groups must be Members of the Association. Non-voting members may come from the community at large.
6. Executives for each Student Group must be Members of the Association and such persons shall be elected in accordance with the Constitution of said Student Group.
 - 1 Student Groups may appoint a Returning Officer to oversee their election.
 - 2 Detailed minutes shall be submitted to the Association following each Student Group election and/or change in signing authority. These minutes must be signed by Student Group Executives and, if applicable, the Returning Officer.
 - 3 Members of the Association's Executive Council shall NOT be Executives of any Association Student Group.
7. Student Group membership shall be open to all Members of the Association.

8. Each Student Group has an obligation to its membership to manage the financial affairs of said Student Group effectively. Each Student Group must comply with the Association's Financial Accountability Policy, and all other Association and College financial Policies.
9. Each Student Group must maintain an accurate account of all meeting proceedings and keep all meeting minutes.
10. Each Student Group must inform the Association of all group-associated online and social media accounts and/or activity.
 - 1 Actions when using online and social media platforms are considered public. Student Groups are held responsible for any and all related activities.
 - 2 Student Groups' online and social media conduct is subject to all Association and College policies.
11. Student Groups are prohibited from fundraising or soliciting donations through online applications, including, but not limited to, social media and/or crowd funding platforms.
12. As per the *Alberta Human Rights Guidelines*, Student Groups shall not discriminate against any person or class of persons because of their race, religious beliefs, colour, gender, gender identity, gender expression, physical abilities, cognitive abilities, age, ancestry, place of origin, relationship status, source of income, socio-economic family status, or sexual orientation.
13. Student Groups shall not engage in any activities that are not covered by the Association's liability insurance policy.
14. Student Groups shall be permitted to book spaces, including rooms and tables, through the Association office. Only students registered in the current semester shall have booking privileges.
 - 1 Table booking requests must be submitted by Thursdays at 4:00 p.m. for table bookings the following week.
 - 2 Room booking requests require at least one (1) week notice.
15. Each Student Group shall be responsible for maintaining an awareness and understanding of Association and College policies and must comply with said policies.
16. At the discretion of the Association's Executive Council, failure to comply with the above conditions may result in:
 - 16.1 The revocation or removal of the following privileges
 - a. The right to apply for an operating grant
 - b. Rent-free use of College rooms as per College booking policy
 - d. Right to establish dues and sponsor fundraising projects
 - e. Right to book Association space (the Far Side Bar and Grill or the Loft) for events
 - 16.2 The Students Group being dissolved.

Dormant Student Groups:

17. If a Student Group has been inactive for a period of at least two (2) years, the Student Group will be dissolved and any funds held on their behalf will be used to support student initiatives as determined by the Students' Association Executive Council. A copy of the dormant student group constitution will be kept at the Association office for at least 5 years to be used as reference if students have interest in reviving the group.

POLICY**STUDENT GROUPS – FINANCIAL ACCOUNTABILITY**

Council
Amended March 8, 2021
Motion #: 20-21-152-C

Policy:

Student Groups shall be accountable and transparent to their membership regarding all matters of finance.

Procedure:

1. Each Treasurer may make an appointment with the Association's finance office to discuss financial accountability.
2. Each Student Group must maintain an accurate account of all financial activity and keep all financial records. All Student Group expenditures must be recorded in the group's meeting minutes.
3. Each Student Group must maintain an accurate account of all meeting proceedings and keep all meeting minutes.
4. Treasurers must submit a statement of Revenues/Expenses to their membership 4 times per year (October 31, December 31, February 28, and April 20).
5. Each Student Group must submit at least two (2) financial statements to the Association each year – the first by December 20th of each year, the second by April 30th of each year.
6. The Association reserves the right to examine the books, records, and meeting minutes of all Student Groups at any time deemed necessary by the Association's Executive Council and/or Executive Director.



Student Group Membership List

Students' Association of Red Deer Polytechnic

Student Group Name: _____

Date: _____

Membership Fee Amount: _____

	Name	Student ID	Email Address	Paid (Y/N)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
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28				
29				
30				

The Students' Association will match up to \$3.00 per paid membership, to a maximum of \$200.00. In order to qualify, each group must supply the Association with a list of paid student members, proof of payment and each members student ID number. Membership lists **MUST** be submitted by 4pm on October 31 to the Students' Association office.

Your Privacy is important to us. Any personal information collected by this organization will only be used for the purpose for which it was originally collected.

All cheques MUST be made payable to SARDC or Students' Association of Red Deer College.

Students' Association of Red Deer Polytechnic



Student Group Contact Information

Students' Association of Red Deer Polytechnic

Name of Student Group

Year

Mission & Purpose: _____

Public Contact Information

Email: _____

Phone: _____

Social Media Accounts: _____

List of Elected Officials:

Name: _____

Position: _____

Email: _____

Phone: _____

Signature

Name: _____

Position: _____

Email: _____

Phone: _____

Signature

Name: _____

Position: _____

Email: _____

Phone: _____

Signature

Name: _____

Position: _____

Email: _____

Phone: _____

Signature

Name: _____

Position: _____

Email: _____

Phone: _____

Signature

List of Elected Officials Continued:

Name: _____

Email: _____

Position: _____

Phone: _____

Signature

Name: _____

Email: _____

Position: _____

Phone: _____

Signature

Name: _____

Email: _____

Position: _____

Phone: _____

Signature

Name: _____

Email: _____

Position: _____

Phone: _____

Signature

Name: _____

Email: _____

Position: _____

Phone: _____

Signature

Name: _____

Email: _____

Position: _____

Phone: _____

Signature

Name: _____

Email: _____

Position: _____

Phone: _____

Signature



Student Group Financial Authorization

Students' Association of Red Deer Polytechnic

Name of Student Group

Date

The Fine Print:

In order to comply with bylaws & policies of the Association, each group must register a list of signing authorities. The Students' Association then acts as a bank releasing and depositing funds into your account. Only the people declared on this form will have access to the group's banking information.

To withdrawal funds a Withdrawal Form must be completed with **TWO** signatures, the Treasurer's and one other signing authority.

Cheque withdrawals take **TWO** business days and cash withdrawals take **ONE** business day.

List of Elected Officials:

Name: _____	Position: _____
Email: _____	Phone: _____
	_____ Signature
Name: _____	Position: _____
Email: _____	Phone: _____
	_____ Signature
Name: _____	Position: _____
Email: _____	Phone: _____
	_____ Signature
Name: _____	Position: _____
Email: _____	Phone: _____
	_____ Signature

We, the signing authorities of the _____ have read and understood the bylaws, Student Group Policies and Procedure Manual, and other related materials, do hereby agree to abide by the terms and conditions of ratification by the Students' Association.

Signature

Signature

Signature

Signature



Student Group Social Media Accounts

Students' Association of Red Deer Polytechnic

Name of Student Group

Date

Each group must make the Students' Association aware of all social media accounts, including by not limited to, Facebook, Instagram, Twitter, Snapchat, and YouTube.



Facebook: _____



Twitter: _____



Instagram: _____



Snapchat: _____



Youtube: _____

Other Accounts: _____

Contact Email for Students' Association updates & events:



Student Group Agreement

Students' Association of Red Deer Polytechnic

Name of Student Group

Date

We, the undersigned, do hereby agree to abide by the terms and conditions of ratification as listed below.

- We agree to conduct our activities on campus under the direction of the Students' Association.
- We agree to abide by the Students' Association's Bylaw & Policies, which include the Association Student Group, Student Groups - Financial Accountability, Student Groups - Financial Services, Charitable Fundraising, and other relevant policies.
- We agree to abide by any applicable Red Deer Polytechnic policies.
- We agree to adhere to the Constitution and duly instituted rules or motions of the Student Group of which we are officers.
- Due to provisions of the Students' Association liability insurance policy, we agree to not engage our student group in the following activities.
 - Downhill skiing or snowboarding
 - Whitewater rafting
 - Rodeos
 - Demolition derbies
 - Mountain, rock or wall climbing
 - Chuckwagon racing
 - Scuba diving
 - Para-sailing
 - Kick boxing
 - Mechanical bull riding
 - Pub crawls
 - Sky diving
 - Unlawful alcohol consumption (note: all student group liquor-related activities must be held on campus under the direction of the Students' Association or off-campus at a **closed** event with a licensed establishment which carries adequate liability insurance)

Failure to abide by these provisions may result in de-ratification.

Student Group President signature

Student Group Executive Officer signature

Student Group Executive Officer signature

Students' Association Member Engagement Manager signature



Student Group Election Ratification Minutes

Students' Association of Red Deer Polytechnic

Name of Student Group

Date of Meeting

Meeting called to order at _____ (insert time), chaired by _____ (insert name).

Nominations were put forward for the following positions:

- President
- Vice President
- Treasurer
- Secretary

- _____
- _____
- _____
- _____
- _____

A vote, by _____ (secret ballot, show of hands, etc) took place.

_____/ _____ (insert names) move to ratify the following results of the
_____ (insert student group name) election.

President: _____

Vice President: _____

Treasurer: _____

Secretary: _____

CARRIED

The meeting was adjourned at _____ (insert time).

Chairperson signature

President signature

Vice President signature

Treasurer signature

Secretary signature

Internal Operations Policy**STUDENT GROUPS – FINANCIAL SERVICES**

Council

Motion #: 18-19-39-C

Amended August 23, 2018

IOP

The Association shall offer operating grants and banking services to recognized Students Groups.

Procedure

Operating Grants:

1. The Association offers each recognized Student Group an operating grant at the beginning of each school year.
2. The amount of the grant is determined by the number of paid student memberships for each qualifying group. The Association will match up to \$3 per paid membership, to a maximum of \$200 per group. Each group must supply the Association with a list of its paid student members, proof of payment, and valid student ID numbers in order to qualify.
3. Deadline for submissions is October 31.
4. How each group expends such funds is at the discretion of its membership.

Banking Services:

1. The Association shall offer limited banking services to its recognized Student Groups.
2. The Association shall not offer banking services for course and/or curriculum-related projects. Student Group accounts shall not be used for course and/or curriculum-related purposes.
3. Each group wanting to access the Association's banking services must submit the following
 - i. List of Executives
 - ii. List of signing Officers
 - iii. The name of a Faculty Advisor (if applicable)
 - iv. Contact information for all Executives
 - v. A copy of the meeting minutes at which the Student Group's election results are ratified
4. The Association requires the signatures of two appointed or elected signing officers to authorize the release of funds or account information. One of these signing officers must be the Treasurer.
5. Cash withdrawals require at least twenty-four hours. The preparation of cheques requires at least two (2) business days.
6. Deposits may be made during the Association's regularly scheduled office hours. Any cheques received on behalf of a Student Group must be made payable to SARDC (not the Student Group). Funds from a cheque deposited shall be withheld for 10 business days to allow time for the cheque to clear.
7. Account statements will be printed upon request.
8. It is the responsibility of each Student Group to maintain an accurate account of all deposits and expenditures. Any discrepancies should be brought to the attention of the Association as soon as possible.

Internal Operations Policy**CHARITABLE FUNDRAISING**

Summer Council

Amended August 11, 2016

Motion #: 16-17-27-S

IOP

Association members or recognized Student Groups may be permitted to fundraise on campus.

Procedure

1. All fundraising events and initiatives must be approved in advance by Executive Council.
2. All fundraising events must be organized through a recognized charity and/or relief fund (ex. The Canadian Red Cross). The Association member or Student Group must follow all rules and protocols of the registered charity.
3. There shall be no fundraising through online applications, including but not limited to, social media and/or crowd funding platforms.
4. Executive Council shall determine the length of the fundraising campaign and all posters/notices shall indicate an end date.
5. All funds raised must be submitted to the SA Accounting Technician by 4:00 p.m. each day. Any donations in the form of a cheque must be made payable to the charity or organization benefiting from the fundraiser. The SA Accounting Technician shall tally all cash receipts and a cheque issued to the charity.

Note: This policy shall be included in the Student Group package.

Internal Operations Policy**ASSOCIATION BULLETIN BOARDS**

Council

Amended January 21, 2019

Motion #: 18-19-131-C

IOP

The Association shall monitor and control the use of Association Bulletin Boards.

Procedure

1. The Executive Director or designate shall monitor all bulletin boards.
2. All notices/posters etc. must meet the approval of the Association and must bear the SA approval stamp.
3. Notices/posters shall be posted on the designated bulletin boards only.
4. Posters shall remain on display no more than 30 days.
5. Maximum poster size is 11 X 17 inches. A maximum of 20 posters (one per board) will be approved.
6. External entities may NOT advertise for commercial purposes.
7. In the event a recognized student group chooses to hold an event off campus, they may include the name of the venue on their posters; however, the use/display of logos for external venues and/or sponsoring groups is prohibited.
8. The Association shall maintain one board for individuals (non-commercial) to advertise buy/sell items. These notices are not to appear on any other Association board.
9. The Association shall maintain one board for Red Deer and area community events and volunteer opportunities outside the College. Registered not-for-profit and charity organizations are permitted to post one notice for a period of no more than 30 days. These notices are not to appear on any other Association boards.
10. Posters/notices that are not approved by the Association and do not follow these guidelines will be removed.
11. The Association reserves the right to refuse approval on postings.

Internal Operations Policy**FAR SIDE BOOKINGS**

Council

Motion #: 18-19-133-C

Amended January 21, 2019

IOP

In order to ensure a non-conflictive schedule the Far Side Bar must be booked through the Association's Executive Director or designate.

Procedure

1. All dates shall be secured on a first come first serve basis.
2. The Far Side booking calendar will be maintained by the Executive Director or designate, who reserves the right to accept or reject any booking.
3. All functions taking place in the Far Side must be staffed by Far Side members. Staffing requirements for each event shall be determined by the Far Side Bar and Grill Manager.
4. All liquor functions will adhere to AGLC (Alberta Gaming and Liquor Commission) and Fire Regulations.
5. The Far Side liquor license is restricted to members only. Only students, staff, faculty, alumni, and their invited guests are permitted.
6. All invitations, including social media announcements, to Far Side liquor events must read "Students, Staff, Faculty, Alumni and their invited guests ONLY."
7. The Far side Bar Manager must approve all advertising for Far Side events. Off-campus advertising for Far Side events is strictly prohibited.

Internal Bookings:

8. Recognized students groups are not required to pay a room rental fee. However, student groups are required to pay a damage/security deposit of \$300 prior to their event. A cancellation fee of \$200 will be charged if the student group cancels within 7 days of their function.

External Bookings:

9. External groups may rent the Far Side for private functions. External groups shall be charged the following:
 - i. Room Rental fee of \$300 plus GST
 - ii. Damage/Security deposit of \$300 (refundable)
 - iii. Food Deposit (if applicable) of \$300

All rental fees and deposits are due in full 30 days prior to the function. A cancellation fee equivalent to the sum of the damage/security and food deposits will be charged if the sponsoring group cancels within 7 days of their function.

Internal Operations Policy**TABLE BOOKINGS**

Council

Motion #: 18-19-139-C

Amended January 21, 2019

IOP

The Association shall be responsible for all table bookings in spaces as designated by Association and College policy.

Procedure

DISCLAIMER:

The Association shall not be responsible for any loss, theft, damages or vandalism to table displays.

1. Any student, student group, or member of the College community shall be eligible to book a table on a first come, first serve basis.
2. Booking requests must be submitted by Thursdays at 4:00 p.m. for table bookings the following week.
3. Students and/or College members wishing to book a table must present their iCard.
4. Only one table booking shall be issued per request.
5. Table bookings are valid for the duration of one week (Monday to Sunday). Bookings may be renewed for an additional week, if no other booking request has been made.
6. All displays must be removed by the end of the booking period. Failure to do so may result in the Association's denying further bookings of tables to the individual and/or group.
7. Unauthorized displays will be removed.
8. The Association may deny a booking request, or remove the display if the content is:
 - In conflict with Association and/or College policy
 - Non-school related
 - Commercial
 - OffensiveAppeals regarding disallowed material may be made to Executive Council.
9. The Association will dispose of any content that has not been removed.
10. The Association reserves the right to make use of priority booking during Association Elections, Student Group Membership Drive, and other instances as deemed fit by the Association.
11. No materials of any sort are permitted on the windows. The Association has a variety of display units available for rent.
12. Reserved tables must be occupied at least two (2) hours per day.
 - i. With the exception of Association Elections, unattended displays are prohibited.

- ii. Unattended registration, sign-up, survey, and petition sheets or displays are prohibited.
- iii. Unattended hand-out or distributable materials, such as flyers, hand bills, brochures, and business cards, are prohibited.