

BCIT Student Association

# BCITSA Club Application

Last Amended:  
2019 – 08 - 01

## **Club Proposal**

**Please complete the following forms and submit to the Clubs Program Coordinator.**

This proposal is meant to provide a better understanding for the BCIT Student Association regarding your reasoning for starting a club, including your expectations and goals for the year.

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

**Please choose the type of the club you wish to start:**

- Academic/Educational
- Social/Religious
- Athletic/Sporting
- Other: \_\_\_\_\_

**Please chose the classification of the club you wish to start:**

- General Club – *has all the rights and responsibilities outlined in the Clubs Policies and BCITSA Bylaws. General Clubs shall also have full access to all Club Resources*
- Casual Club – *less regimented and requires fewer responsibilities from its members than a General Club. Casual Clubs shall have limited access to Club Resources, and no access to funding of any kind*
- Designated Club – *bears the name and professes the policies of a political party, religious organization, or similar. Designated clubs have all the rights and responsibilities as a General Club, except as otherwise specified in BCITSA Policy. Designated Clubs shall not have access to funding of any kind*

**Club Mandate/Objective:**

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**Outline what you intend to accomplish upon sanctioning:**

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**Briefly explain how your club will benefit student life: (give a few examples)**

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**Promotional Paragraph to be used on the BCITSA website (mandatory):**

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## **General Information**

The following information will be released in the BCITSA Student Council meeting, but not published in the meeting minutes. Please ensure that it is suitable for publication.

**Club/Organization Name:** \_\_\_\_\_

Acronym (if applicable): \_\_\_\_\_

Contact E-Mail: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Website and social media: \_\_\_\_\_

### **Executive members (assigned roles can be tentative)**

*This section is not required if you are applying as a Casual Club.*

#### **President**

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

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Signature: \_\_\_\_\_

#### **Vice President**

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

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Signature: \_\_\_\_\_

#### **Treasurer**

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

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Signature: \_\_\_\_\_

#### **Other Executive:** \_\_\_\_\_

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

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Signature: \_\_\_\_\_

**Faculty Advisor (not mandatory, but recommended)**

Name: \_\_\_\_\_ Department: \_\_\_\_\_ Ext: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE**

Date Application Received: \_\_\_\_\_ Received by: \_\_\_\_\_

## Membership List

In order to prove there is sufficient interest in starting a GENERAL or DESIGNATED club, **10 students** in addition to the club's executives must sign up.

In order to prove there is sufficient interest in starting a CASUAL club, **5 students** in addition to the club's main contact must sign up.

Treat this list as an initial membership of the club. If you have additional members, please add an additional page.

- Please ensure full names are printed clearly. This Membership List will be kept confidential by the BCITSA upon sanctioning and will not be included in the meeting minutes.

	Full Name	Signature	Email	BCIT Program	Year of Schooling
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					

## **Club Sustainability**

Given the section above, every club should also have a sustainability plan set in place to ensure the longevity of the club at BCIT. In a few sentences, describe your plans for sustainability for this year and years to come:

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## **Membership**

*This section is not required if you are applying as a Casual Club. Casual Clubs cannot collect membership fees from its members.*

A common way of collecting funds for club operations is to charge a membership fee for new club members. GENERAL Clubs must have an annual membership fee of a minimum of \$1.00 and maximum of \$50.00.

**Membership Fee:** \$ \_\_\_\_\_

**Entitles Member To (voting rights, free event admission, etc.):**

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## ***Club Agreement (completed after sanctioning by Student Council)***

The \_\_\_\_\_ club is now sanctioned under the BCITSA, and has read, and agrees to follow the BCITSA club requirements listed below:

- This club agrees and understands that should they violate any rules of the BCITSA Club package, the BCITSA By-Laws & Constitution, Policies & Procedures, the BCIT Policies & Procedures and the Code of Conduct, they may be subject to probation and de-sanctioning.
- This club has successfully completed the Club's Constitution document, approved by the VP Campus Life and Clubs Program Coordinator.
- Any amendments to the rules and/or guidelines in which the BCITSA clubs operate under, by VP Campus Life, shall be considered valid under the BCITSA Policies and Procedures.

We, the \_\_\_\_\_ club, are liable for all unauthorized debts incurred by the club. We agree not to enter into any contractual relationship unless it is authorised by BCITSA. We are also aware and agree that the club may be termed "dissolved" as a result of a majority vote of the BCITSA Student Council.

### **Signatures:**

Club President: \_\_\_\_\_

Club Treasurer: \_\_\_\_\_

VP Campus Life: \_\_\_\_\_