



Clubs

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SAIT Students' Association Policies and Procedures

| Subject | Policy # | Approved by | Approval Date |
|--------------|----------|------------------------|----------------------|
| Campus Clubs | Club-1 | SEC | June 12, 2014 |
| | | SLC | |
| | | Revision Date | June 12, 2014 |
| | | Revision Number | 1.7 |

Policy

The SAIT Students' Association recognizes the need to promote, support and facilitate both academic and non-academic clubs on SAIT Polytechnic campus.

Definition

A club refers to a group of student who have a specific interest or are registered in a specific program or department at SAIT Polytechnic, who formally meet and/or organize and participate in activities together. This includes clubs that are considered both academic and non-academic.

1. A minimum of two (2) SAIT Polytechnic students are required to be executives of each club.
2. All club executives must be current full-time SAIT Polytechnic students in good academic standing, as defined by SAIT Polytechnic.
3. All clubs are required to register with SAITSA, as per *Club - 2: Club Registration*.
4. Only SAITSA registered clubs are permitted the following:
 - a. To apply for club funding through the Grant Funding Application Form.
 - b. To hold a club event or function on or off the campus.
 - c. To advertise for their club functions in The Weal at cost.
 - d. To print and post materials on designated SAITSA posting boards.
5. Clubs must hold at least one (1) event per semester to retain SAITSA registered club status.
6. Clubs are required to fill out an Annual Report Form before April 30th of the current academic year, outlining club activities, which will be available on saitsa.com.
7. Fraternities and sororities are strictly prohibited.
8. Club members may choose to dissolve a club.
9. If a club decides to dissolve, a copy of the minutes, signed by no less than two (2) club executives, from the meeting where the dissolution was approved must be submitted to the Club Coordinator.



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| Subject | Policy # | Approved by | Approval Date |
|-------------------|----------|------------------------|----------------------|
| Club Registration | Club-2 | SEC | October 18, 2000 |
| | | SLC | November 14, 2000 |
| | | Revision Date | June 12, 2014 |
| | | Revision Number | 1.7 |

Policy

The Sait Students' Association (SAITSA) recognizes the need for student clubs to register with SAITSA each academic year in order to exist on the Sait Polytechnic campus.

Procedure

1. As per Sait Polytechnic policy *AC.6.2. Student Clubs*, all clubs must register with SAITSA and SAITSA shall set the requirements and responsibilities for club registration and subsequent operations.
2. Clubs must submit an online Club Registration Form at saitsa.com to be considered for SAITSA registered club status.
3. The Club Coordinator will organize a meeting with club executives to review all documentation required for SAITSA registered club status.
4. Once all of the documentation has been reviewed and signed by the club executives, the Club Coordinator and the Resource Centre Manager, the club will be considered a SAITSA registered club.



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| Subject | Policy # | Approved by | Approval Date |
|-----------------|----------|------------------------|----------------------|
| Club Membership | Club-3 | SEC | August 18, 2009 |
| | | SLC | December 4, 2013 |
| | | Revision Date | June 12, 2014 |
| | | Revision Number | 1.7 |

Policy

The SAIT Students' Association (SAITSA) recognizes the need to ensure that all clubs are inclusive.

Procedure

1. No club may restrict membership based on a person's program of study, race, age, gender, sexuality, religion, ethnicity or any other area protected by the *Canadian Charter of Rights and Freedoms*.
2. Clubs are encouraged to have faculty advisors. Faculty advisors can be club members but may not hold an executive role within the club or have financial signing authority.
3. Club membership must consist of two-thirds SAITSA fee paying members.
4. The Club Coordinator will require that club executives submit a detailed list of club members with student I.D. numbers included.



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| Subject | Policy # | Approved by | Approval Date |
|------------------------------|----------|------------------------|----------------------|
| Club Disciplinary Actions | Club-4 | SEC | October 18, 2000 |
| | | SLC | November 14, 2000 |
| | | Revision Date | June 12, 2014 |
| | | Revision Number | 1.7 |

Policy

The SAIT Students' Association (SAITSA) recognizes the need to reserve the right to impose disciplinary actions where necessary.

Procedure

- Disciplinary action will be taken against a club if:
 - The club fails to follow SAITSA and/or SAIT Polytechnic policies and procedures.
 - The club abuses SAIT Polytechnic or SAITSA services, privileges or funding.
 - The club is found to have an offsite bank account.
- If a club violates one of the SAITSA policies or procedures, the Club Coordinator shall email the Resource Centre Manager with the concern.
- The Resource Centre Manager shall inform the SEC who will determine the necessary disciplinary actions.
- Disciplinary actions may include, but are not limited to, the following:
 - Suspension of funds.
 - Banning of club members.
 - Restriction of club benefits, etc.
- In certain circumstances, disciplinary action may include a club losing registered status with SAITSA.
- A club may only officially lose SAITSA registered status by a vote cast by the SEC.
- If a club is deemed to lose SAITSA registered status by the SEC it will:
 - Surrender all assets to SAITSA.
 - Forfeit its right to be a club on campus for one academic year following the decision of the SEC, except in cases where club members voluntarily chooses to remove the club's SAITSA registered status.
- A club may appeal the decision made by the SEC to remove its SAITSA registered status by providing a letter to the SLC outlining their case.
- The letter is to be submitted to the Club Coordinator who will ensure it reaches the appropriate channels in a timely manner.



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10. When the letter is presented to the SLC, a maximum of two (2) club executives will be invited to speak directly to the SLC on the decision of the SEC to remove the club's SAITSA registered status.
11. The SLC reserves the right to overturn the decision made by the SEC to remove a club's SAITSA registered status.



SAIT Students' Association Policies and Procedures

| Subject | Policy # | Approved by | Approval Date |
|-------------|----------|------------------------|----------------------|
| Club Events | Club-5 | SEC | February 27, 2001 |
| | | SLC | February 20, 2001 |
| | | Revision Date | June 12, 2014 |
| | | Revision Number | 1.7 |

Policy

The Sait Students' Association (SAITSA) recognizes the need for clubs holding events to follow the proper procedures.

Definition

A club event is defined as any gathering that requires a Club Event Proposal Form to be submitted to the Club Coordinator.

Procedure

1. All club events must be approved by the Club Coordinator.
2. Clubs must submit a Club Event Proposal Form a minimum of two (2) weeks prior to each event. Club Event Proposal Forms will be available to clubs online at saitsa.com.
3. A club cannot plan an event without an approved budget and the necessary money to fund it.
4. If a club exceeds the approved budget for an event, owed funds are the immediate responsibility of the club executives.
5. One (1) club member shall formally assume responsibility to act as a point of contact for the duration of the event in question.
6. Clubs are required to fill out a Post Event Summary Form up to 10 business days after the event, which will be available to clubs on saitsa.com.
7. No club will be allowed to use club funds for the purchase of alcohol. Special circumstances may apply, at the discretion of the Resource Centre Manager.
8. Clubs must provide taxi vouchers for their members and/or guests when an event involves the consumption of alcohol, as per the following:
 - a. For every four (4) guests there must be one (1) taxi voucher available.
 - b. All taxi vouchers must be used to leave from the location of the event in question.
 - c. The Club Coordinator will record the taxi vouchers given to the club prior to the event.
 - d. Unused taxi vouchers must be returned to the Club Coordinator no later than two (2) business days after the event in question.



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- e. The Club Coordinator will charge the club bank account for the used taxi vouchers.

On-campus events

1. Upon approval, the Club Coordinator will book the appropriate room on-campus for a club event.
2. Clubs should book all rooms for on-campus events through the Club Coordinator.
3. In the event that a room has already been booked by a club's academic department, the club must include this information in the Club Event Proposal Form.
4. Should a club's academic department wish to book and pay for a room on-campus for a club's event, a club executive must inform the Club Coordinator immediately.
5. All on-campus club events that include alcohol service or gambling activities must adhere to the rules and regulations outlined by the *Alberta Gaming and Liquor Commission*.
6. Clubs may hold events at the Gateway Restaurant & Bar and the Odyssey Coffeehouse.
7. Club events held at the Gateway Restaurant & Bar and/or the Odyssey Coffeehouse may be required to provide a 25% deposit of the estimated event cost, at the discretion of the Events and Programming Manager and/or the Food and Beverage Manager.
8. The deposit for an event held at the Gateway Restaurant & Bar or Odyssey Coffeehouse shall go directly toward the cost of the venue for the event.
9. If an event held at the Gateway Restaurant & Bar and/or Odyssey Coffeehouse is cancelled more than 14 days before it is scheduled to take place, the deposit shall be reimbursed.
10. If an event held at the Gateway Restaurant & Bar and/or Odyssey Coffeehouse is cancelled less than 14 days before it is scheduled to take place, the deposit shall be forfeited.
11. All events held in the Gateway Restaurant & Bar and/or Odyssey Coffeehouse must adhere to the rules and regulations outlined by the *Alberta Gaming and Liquor Commission*.
12. When events are hosted in the Gateway Restaurant & Bar or Odyssey Coffeehouse, all food and beverage orders must be arranged by clubs in advance with the Catering Supervisor, upon event approval.
13. All liquor and food service must follow SAIT Polytechnic requirements, as per SAIT Polytechnic policy *AD.2.2: Alcohol Service and Consumption on Campus* and procedures *AD.2.2.1: Alcohol Service and Consumption on Campus*.
14. If an event held at the Gateway Restaurant & Bar and/or Odyssey Coffeehouse charges an entrance fee, all the money collected must be given to the Food and Beverage Manager (or designate) or the Events and Programming Manager (or designate) at the end of the night, to be held in trust.
15. A deposit form must be filled out by a club executive for all money held in trust, with a signature from the club executive and the designated SAITSA staff member collecting the funds.



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16. All money held in trust will be stored in the Gateway Restaurant & Bar safe with the deposit form included.
17. The following business day, all money held in trust will be given to the Club Coordinator who will deposit it into the club's bank account.
18. If SAITSA equipment is needed for an on-campus event, an Equipment Borrowing Form must be filled out and submitted to the Club Coordinator.
19. Clubs are required to return all SAITSA and/or SAIT Polytechnic equipment in its original condition and clean up all areas used for an event.
20. Clubs will be charged from their club bank account for any SAIT Polytechnic and/or SAITSA equipment and/or property that is damaged or stolen during an event.
21. Should there be any damage and/or theft of any SAIT Polytechnic or SAITSA equipment and/or property that is more than the funds available in the club's bank account, the person who submitted the Club Event Proposal Form shall be held personally liable for all costs incurred.
22. All events organized in a SAIT Polytechnic-controlled area (e.g. 4 Nines, Stan Grad Atrium, etc.) must adhere to the SAIT Polytechnic *Conference Service Guidelines*.

Off-campus events

23. Clubs will be allowed to host off-campus events provided the club demonstrates proof of insurance, as per *Club-5: Club Liability, procedure 5*.
24. All off-campus club events that include alcohol service or gambling activities must adhere to the rules and regulations outlined by *Alberta Gaming and Liquor Commission*.
25. Under no circumstances will SAITSA allow clubs to host pub-crawls or participate in any event of that nature.
26. Any contract or agreement that needs to be signed from an off-campus venue must be brought to the attention of the Club Coordinator in the Club Event Proposal Form. Contracts or agreements can only be signed by the Resource Centre Manager, as per *Club - 5: Club Liability, procedure 1*.
27. If SAITSA equipment is needed for an off-campus event, an Equipment Borrowing Form must be filled out and submitted to the Club Coordinator.
28. All borrowed equipment must be returned on the morning of the following business day after an event.
29. Clubs will be charged from their club bank account for any SAITSA equipment that is damaged or stolen during an off-campus event.
30. Should there be any damage and/or theft of any SAITSA equipment that is more than the funds available in the club's bank account, the person who submitted the Club Event Proposal Form shall be held personally liable for all costs incurred.



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| Subject | Policy # | Approved by | Approval Date |
|----------------|----------|------------------------|----------------------|
| Club Liability | Club-6 | SEC | January 30, 2008 |
| | | SLC | January 30, 2008 |
| | | Revision Date | June 12, 2014 |
| | | Revision Number | 1.7 |

Policy

The SAIT Students' Association (SAITSA) recognizes the need to ensure that clubs take the appropriate measures to minimize the risk of liability for both the club and SAITSA.

Procedure

- SAITSA registered clubs have no authority to bind SAITSA to any contract or agreement. Only the Resource Centre Manager may sign a contract or agreement on behalf of a club, except in the case of *Party Alcohol Liability* insurance. Contracts or agreements include, but are not limited to, the following:
 - Hotel contracts.
 - Banquet room contracts.
 - Venue contracts.
 - Sponsorship agreements, etc.
- Club executives will personally assume responsibility for loss or damage in the event they sign a contract or agreement.
- Clubs must provide the Club Coordinator with copies of any current sponsorship agreements that are in force for SAITSA to review and take the necessary steps to avoid liability.
- If a club has received approval for an event and has booked an off-campus venue (e.g. bar, hotel, etc.) they must adhere to the following procedures:
 - The club must email to the Club Coordinator with proof of the venue's existing general liability insurance, which must provide coverage for a minimum of one million Canadian dollars, prior to the event.
 - If the venue does not have general liability insurance, the club must purchase a one-time *Party Alcohol Liability* insurance policy, with a minimum of million Canadian dollars in coverage. The club must email proof of purchase to the Club Coordinator prior to the event.
 - Failure to secure appropriate insurance coverage will result in the event being cancelled.



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- d. Club executives will be held personally liable if they do not secure the appropriate insurance coverage and continue with the event against SAITSA's policies and procedures.
5. SAITSA is not responsible or liable for any damages, costs, suits or claims arising as a result of the unapproved actions of any club for all club events.
6. Should a club book a space on-campus without approval from the Club Coordinator, the club executives will automatically be liable for any damages and/or fees incurred.
7. Clubs will be liable for any damages and/or fees that may be incurred during club events. If damages and/or fees exceed the funds available in the club's bank account, club executives will be held personally responsible.



SAIT Students' Association Policies and Procedures

| Subject | Policy # | Approved by | Approval Date |
|--------------|----------|------------------------|----------------------|
| Club Banking | Club-7 | SEC | October 18, 2000 |
| | | SLC | November 14, 2000 |
| | | Revision Date | June 12, 2014 |
| | | Revision Number | 1.7 |

Policy

The SAIT Students' Association (SAITSA) recognizes the need for clubs to do all their banking through SAITSA.

Procedure

1. All registered SAITSA clubs will receive a bank account number.
2. No club shall:
 - a. Maintain their own bank account outside of SAITSA.
 - b. Have funds in any name other than that of the registered club.
3. Only club executives with financial signing authority are permitted to participate in any other banking activities on behalf of a club.
4. All club funds must be submitted to the Club Coordinator to be deposited into the club bank account with an explanation of how the funds were generated.
5. To withdraw money from a club bank account, two (2) club executives with financial signing authority must fill out and sign a Cheque Request Form and submit it to the Club Coordinator.
6. Bank statements will be emailed to the club treasurer (or designate) every second Monday.
7. In the event a club needs an updated bank statement, a written request can be emailed to the Club Coordinator who will be required to respond within 48 hour.
8. SAITSA reserves the right to withdraw funds from a club's bank account if a club refuses to pay any outstanding debts. SAITSA shall provide one (1) week's written notice before any such withdrawal is made.
9. It is encouraged that the treasurer of each club keep receipts and a detailed list of transactions within their club for comparison with their bi-weekly statements. Any discrepancies between the club records and SAITSA records should be brought to the attention of the Club Coordinator immediately.
10. Any money in a club's account shall be forfeited to SAITSA after one (1) academic year of inactivity or upon removal of SAITSA registered club status. These funds shall be redirected to SAITSA budget line *Donations Expense – Clubs (5702-305)* for future use.



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11. SAITSA reserves the right to perform a financial audit of any SAITSA registered club at any point throughout the year.



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| Subject | Policy # | Approved by | Approval Date |
|------------------|----------|------------------------|----------------------|
| Clubs' Committee | Club-8 | SEC | August 21, 2013 |
| | | SLC | December 4, 2013 |
| | | Revision Date | June 12, 2014 |
| | | Revision Number | 1.7 |

Policy

The Sait Students' Association (SAITSA) recognizes the need for a Clubs' Committee to approve club funding.

Procedure

1. The Clubs' Committee is a standing committee of the Students' Legislative Council, as per *SAITSA Bylaw 7.2.4*.
2. The Clubs' Committee shall consist of:
 - a. VP Student Life
 - b. President
 - c. Club Coordinator
 - d. Resource Centre Manager
 - e. Events and Programming Manager
3. The Clubs' Committee shall review all Grant Funding Application Forms for clubs to receive financial assistance within five (5) business days of the application deadline.
4. All Grant Funding Application Forms are subject to approval by the Clubs' Committee.
5. All decisions on funding allocation by the Clubs' Committee shall be made in the form of a vote.
6. All votes are won by a simple majority.
7. Tie votes shall be deemed defeated.
8. The Clubs' Committee may make recommendations to the Grant Funding Application Forms and assist as needed.
9. The Club Coordinator shall provide the SEC with minutes from each committee meeting within five (5) business day following the meeting via the VP Student Life.



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| Subject | Policy # | Approved by | Approval Date |
|-------------|----------|------------------------|----------------------|
| Club Grants | Club-9 | SEC | October 18, 2000 |
| | | SLC | November 14, 2000 |
| | | Revision Date | June 12, 2014 |
| | | Revision Number | 1.7 |

Policy

The SAIT Students' Association (SAITSA) recognizes the need to provide financial assistance to its clubs.

Procedure

1. SAITSA will provide each club with an opportunity to receive grant funding five (5) times throughout the year.
2. Each club event is only eligible for one (1) request for grant funding.
3. Each club wishing to receive grant funding from SAITSA must complete the Grant Funding Application Form available online on saita.com.
4. The Clubs Committee will determine which club will receive grant funding and how much they will receive, as per *Club-7: Clubs' Committee*.
5. Funding will only be available if it is related to special projects or events that are fundraisers, socials or networking nights for the club members and students of SAIT Polytechnic.
6. SAITSA may provide funding for a social event up to 50% of the estimated event costs, to a maximum of \$800, subject to funds available.
7. SAITSA may provide funding for an industry and/or networking event up to 100% of the estimated event costs, to a maximum of \$800, subject to funds available.
8. SAITSA may provide funding for club's special projects up to 50% of the estimated cost, to a maximum of \$800.
9. All clubs must, on the Grant Funding Application Form, disclose the amount of monetary or in-kind sponsorship asked for and received by external sources, as per *Club-10: Club Sponsorship, procedure 1*.
10. Copies of all receipts and invoices from club events that receive grant funding must be submitted to the Club Coordinator a maximum of five (5) business days after the event.
11. The SLC may request to be informed of all outside donations and grant funding that has been made to clubs.
12. The Club Coordinator will notify club executives of the decision regarding grant funding within 10 business days after the deadline to submit the Grant Application Form.



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13. Funds shall be transferred to the club's bank account within 10 business days after the event and/or when receipts are submitted.



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| Subject | Policy # | Approved by | Approval Date |
|------------------|----------|------------------------|----------------------|
| Club Sponsorship | Club-10 | SEC | August 15, 2002 |
| | | SLC | February 5, 2003 |
| | | Revision Date | June 12, 2014 |
| | | Revision Number | 1.7 |

Policy

The SAIT Students' Association (SAITSA) recognizes that clubs may seek sponsorship funds or sponsorship prize donations from external sources.

Procedure

1. All clubs must inform the Club Coordinator of any external sponsorship they receive.
2. Clubs cannot approach organizations for sponsorship that conflict with SAIT Polytechnic or SAITSA affiliated sponsors.
3. Clubs cannot accept sponsorship from any organization that conflicts with SAIT Polytechnic or SAITSA affiliated sponsors.
4. Any sponsorship agreement between a club and an outside organization that requires a written contract must be reviewed and signed by the Resource Centre Manager, as per *Club-5: Club Liability, procedure 5(e)*.



SAIT Students' Association Policies and Procedures

| Subject | Policy # | Approved by | Approval Date |
|----------------------|----------|------------------------|----------------------|
| Club Online Presence | Club-11 | SEC | January 30, 2008 |
| | | SLC | January 30, 2008 |
| | | Revision Date | June 12, 2014 |
| | | Revision Number | 1.7 |

Policy

The Sait Students' Association (SAITSA) recognizes that clubs may create and maintain their own online presence.

Procedure

1. As representatives of SAITSA, no club shall post any offensive material online. Offensive material includes, but is not limited to, all material deemed inappropriate within the context of SAITSA policies and procedures, Sait Polytechnic policies and procedures and the *Canadian Charter of Rights and Freedoms*.
2. In cases where a formal complaint regarding offensive online material posted by a club has been made, the complaint shall be brought to the SEC who will determine subsequent consequences, when necessary.
3. All online presence by a club must be reported to the Club Coordinator.
4. All clubs will be required to use the SAITSA clubs logo on any of their websites or online content.
5. The club logo must be included in its original form and must not be stretched or cropped in any way.
6. Clubs can request a copy of the club logo from the Club Coordinator via email.
7. No club is to contact the Marketing & Communications Department directly. All inquiries related to a club's online presence are to go through the Club Coordinator.
8. The Club Coordinator, in consultation with the Marketing and Communication Manager, will review all online content before the club's website is officially linked to saitsa.com
9. The Club Coordinator will contact the Marketing & Communications department to ensure links to club websites are posted on saitsa.com.
10. The Marketing and Communications Manager will ensure all online content is posted within five (5) business days of the request sent by the Club Coordinator.



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| Subject | Policy # | Approved by | Approval Date |
|------------------------------|----------|------------------------|----------------------|
| Club Posters and Advertising | Club-12 | SEC | June 12, 2014 |
| | | SLC | |
| | | Revision Date | June 12, 2014 |
| | | Revision Number | 1.7 |

Policy

The Sait Students' Association recognizes the need to provide SAITSA clubs with resources to advertise club events and initiatives on campus.

Procedure

1. As representatives of SAITSA, no club shall produce any offensive material. Offensive material includes, but is not limited to, all material deemed inappropriate within the context of SAITSA policies and procedures, Sait Polytechnic policies and procedures and the *Canadian Charter of Rights and Freedoms*.
2. All posters and advertising materials must be approved by the Club Coordinator prior to being distributed, including but not limited to posters, promotional clothing, swag, etc.
3. All posters, advertising, clothing and swag must include the SAITSA club logo.
4. The SAITSA club logo must be included in its original form and must not be altered in any way, such as stretched, cropped or experience a change in colour.
5. Clubs can request a copy of the SAITSA club logo from the Club Coordinator via email.
6. All club poster must be submitted to the Club Coordinator in the form of a pdf.
7. Clubs will be permitted to display posters on campus only on designated SAITSA posting boards.
8. All clubs will be offered \$20 per month in printing materials. For a list of printing prices, clubs may refer to the Club Handbook.
9. Clubs requesting posters will be required to email the Club Coordinator for content approval a minimum of two (2) business days before the posters must be printed.



SAIT Students' Association Policies and Procedures

Revision History - CLUBS

| Rev. | Date | Description | Sections | Author/ Editor | Editor(s) | Approval |
|------|------------|---|--|-------------------|-----------|----------|
| 1.0 | 07/09/2013 | Meeting with all staff to review doc. Track changes made from notes given by N.L. from previous SEC/SLC | Club-1 to Club-7 | | N.L. | |
| 1.1 | 07/16/2013 | Content edit. Club-4 Event Proposals (later changed to Club-11) deleted. | Club-3; Club-4; Club-6; Club-7; Club-10; Club-11 | N.L. | | |
| 1.2 | 08/08/2013 | Content and copy edit | Club-1 to Club-11 | K.H. | | |
| 1.3 | 08/13/2013 | Copy edit | Club-1 to Club-10 | | L.W.P | |
| 1.4 | 08/13/2013 | Content and copy; reviewed copy edit by L.W.P | Club-1 to Club-5 and Club-9 | K.H. | | |
| 1.5 | 08/21/2013 | Changes to procedures only | | | | SEC |
| 1.6 | 12/04/2013 | Changes to policies only. Club-2 and Club-10 never approved. Club-11: Club Events Forms (previously Club-4) deleted. Added Revision History and Number. | Club-2 Club-10 Club-11 | K.H | | SLC |
| 1.7 | 06/12/2014 | Major changes to procedures in all policies Club-1 to Club-11; Split up of Club-1: Campus Club to include new policy/procedures Club-2: Club Registration. Creation of Club -12: Club Posters and Advertising | Club-1 to Club-12 | K.H. / N.L | | SEC |