

**PROCEDURE: CLUB TEXTBOOK FUNDING PROCEDURES**

**CATEGORY:** Management and Implementation

**EFFECTIVE:** September 14, 2011

**LAST REVISED:** September 14, 2011

---

**1. PROCESS**

- 1.1 The Club Textbook Fund offers the opportunity for academic clubs to develop their own textbook collection giving club members access to these imperative learning materials.
- 1.2 The Club Textbook Fund is available to any currently ratified academic club or society of the SAMRU in good standing. No funds will be issued to individuals.
- 1.3 Eligible uses of the Textbook Fund include:
  - 1.3.1 The purchase of academic textbooks for collective club use in the Clubhouse.
  - 1.3.2 Any required or optional textbooks deemed suitable to the need of the club or society membership needs. All proposed textbooks must be listed on the current MRU Bookstore textbook list.
- 1.4 The Club Textbook Fund cannot be used:
  - 1.4.1 To finance special events, fundraisers, speaker series, professional development, or any other activities which may fall under the purview of the Membership Development Fund or the Clubs Development Fund.
  - 1.4.2 For individual club members' personal gain; meaning purchasing a textbook for personal and individual use for a class.
- 1.5 Clubs must complete an application process to receive the fund before the purchasing of textbooks. Applications will be made available through the Clubhouse, Student Association Reception, and other available means. Clubs must ensure they are providing relevant and accurate information when applying and providing a proposal.
- 1.6 The application process includes:
  - 1.6.1 Textbook Funds Application Form with three signing authorities of the club.
  - 1.6.2 A proposal of textbooks and costs
  - 1.6.3 An outline of how the collection will be maintained, managed and monitored.
  - 1.6.4 Consensus among membership with at least 10 signatures
- 1.7 Incomplete applications will not be considered.
- 1.8 All applications will be reviewed by the Clubs Coordinator.
  - 1.8.1 The Clubs Coordinator may ask applicants for additional information regarding their applications.
- 1.9 All textbook collections will be housed in the Clubhouse.
  - 1.9.1 All books will be tagged and marked by the Clubs Coordinator for inventory.
  - 1.9.2 Club Executives will ensure that the textbooks are accessible to all club members.
  - 1.9.3 SAMRU is not responsible for lost, stolen or damaged books.
- 1.10 The maximum value of the Textbook Bursary is determined each year by Students' Council.

- 1.11 The SAMRU will establish regulations regarding maximum funding levels, including the maximum value any club may receive from the Textbook Bursary within each academic year.
- 1.12 The amount of funding received shall be entirely at the discretion of the SAMRU Clubhouse Coordinator within the parameters of the Textbook Bursary Procedures.
- 1.13 An application form will be developed or updated annually by the SAMRU.
- 1.14 Funds will be provided to the club after approval at the discretion of the SAMRU Clubhouse Coordinator.
  - 1.14.1 Receipts are required after the purchase of the approved textbooks. These must be submitted to the Clubhouse within the academic semester the textbooks were purchased.
  - 1.14.2 Failure to submit any receipts, at the discretion of the SAMRU, results in a loss of eligibility for future grants under this fund. The SAMRU Clubhouse Coordinator will decide whether such ineligibility will be temporary for a minimum period of two (2) years, for a longer time period than two (2) years, or permanent.
  - 1.14.3 Any purchases incurred over the approved amount will be at the expense of the club.
- 1.15 At the end of each academic year all participating clubs will provide the Clubs Coordinator with a list of textbooks to be kept for the upcoming school year. Any textbooks clubs choose not to keep will be consigned to the Copywrite as a partial program cost-recovery measure. In the absence of such a list, all textbooks will be consigned automatically at the end of the academic year.
- 1.16 Upon dissolution of a club or society textbooks obtained will be the property of the SAMRU.
- 1.17 Failure to follow the guidelines, at the discretion of the SAMRU, in this policy will result in a loss of eligibility for future Club Textbook funds.

## **2. APPROVAL AND INTERPRETATION**

- 2.1 All changes to this procedure require approval from the Executive Director.
- 2.2 This document and all matters related to organizational policy and procedure are interpreted by the Executive Director.