



# RATIFICATION PACKAGE

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**2020-2021**



# CLUB CONSTITUTION

The SRC Inc. requires that all clubs form a constitution. A constitution outlines the objectives, duties and finances of your club. The following constitution outline is generic and you can fill in the blanks and cross out any areas that don't apply to your club. For additional information or assistance in forming your constitution, please contact the SRC Club Liaison.

I. CLUB NAME \_\_\_\_\_

## II. OBJECTIVES

- a. Provide for the administration and promotion of co-curricular affairs for the students of St. Clair College.
- b. Provide liaison between the students and the Student Representative Council Inc.
- c. Provide opportunities for professional and social development.

## III. MEMBERSHIP

- a. All clubs must be inclusive to all students of St. Clair College; regardless of age, race, religion, ability, gender, social status, sexual orientation, or program of study.

## IV. CLUB ACTIVITIES

- a. There shall be a minimum of one activity/event per academic semester.

## V. CLUB EXECUTIVE

- a. The Executive Council shall be made up of the following members:
  - i. President
  - ii. Vice President
  - iii. Treasurer
  - iv. Secretary
- b. Titles may be altered as club members deem appropriate and additional positions may be added.

## VI. CLUB EXECUTIVE DUTIES

- a. Administer policy and activities of the club.
- b. Administer all monies received by the club and maintain proper books of accounts in conjunction with SRC Manager of Finance & Administration.
- c. Maintain a sign-in sheet with each meeting and record of minutes of all meetings and submit to the Club Liaison at the end of each semester.
- d. Administer all social functions.
- e. Approve regulations with respect to elections of officers (if applicable).

President shall:

- I. Chair all club meetings
- II. Represent the club at all occasions deemed necessary

Vice President shall:

- I. Perform all duties and assume responsibilities in the absence of the President
- II. Responsible for all club elections/appointments
- III. Responsible for the public relations of the club

Treasurer shall:

- I. Be the Chief Financial Officer of the club
- II. Responsible for the preparation of the annual budget
- III. Ensure the preparation of a financial statement and assist in the production of an annual audited financial statement
- IV. Responsible for the application and control of the annual budget

Secretary shall:

- I. Maintain minutes of all club meetings
- II. Maintain all records, reports and correspondence
- III. Provide a copy of minutes at the end of each semester to the Club Liaison for review

#### IV. ELECTIONS/ APPOINTMENTS

Elections/appointments shall take place as chosen by your club and stated below:

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#### VII. CLUBS CONSTITUTION CHANGES

The constitution may be amended or rescinded by an affirmative vote of not less than seventy-five percent (75%) of the members present entitled to vote at any club meeting. Minutes indicating vote and results are to be submitted to the Club Liaison.

#### VIII. FINANCES

- a) Fees—~~the club membership fee shall be \$ \_\_\_\_\_ per year. A minimum of \$5 stake is required per member.~~ The club membership fee will be waived for the 2020-2021 academic year in order to follow covid-19 suggestions and reduce handling of money.
- b) Banking—the club monies shall be deposited through SRC.
- c) Cheques—all cheques will be issued by the SRC. Cheque request are only processed on Wednesday's, therefore must be submitted in advance in order to receive the cheque when it is required.
- d) Audit—club financial records are audited each year by an independent auditor, club executives must be accountable for club spending.



# SRC CLUBS CLUB APPLICATION

NAME OF CLUB	
FACULTY ADVISOR NAME	OFFICE NUMBER
SIGNATURE	EXTENSION
EMAIL	

## EXECUTIVE TEAM

TITLE	NAME
EMAIL	
PHONE #	STUDENT #

May your name and email be released by the SRC Inc. office to individuals inquiring about the club? \_\_\_Yes \_\_\_No

TITLE	NAME
EMAIL	
PHONE #	STUDENT #

May your name and email be released by the SRC Inc. office to individuals inquiring about the club? \_\_\_Yes \_\_\_No

TITLE	NAME
EMAIL	
PHONE #	STUDENT #

May your name and email be released by the SRC Inc. office to individuals inquiring about the club? \_\_\_Yes \_\_\_No

TITLE	NAME
EMAIL	
PHONE #	STUDENT #

May your name and email be released by the SRC Inc. office to individuals inquiring about the club? \_\_\_Yes \_\_\_No

If there are any changes to the club executives for whatever reason, please email all new contact information to the Club Liaison.

### **FUNDING REQUEST PROPOSAL**

All SRC Clubs now have to apply for ratification funding based on the events/activities they choose to perform and execute each semester. Submitting your ratification package, by the three deadlines listed in the Club Manual are necessary in securing funding. Please include a list of potential events the club plans to execute in order to be considered for such funding.

BREAKDOWN OF EVENTS
ESTIMATED BUDGET PER EVENT

## SOCIAL MEDIA

All SRC clubs are permitted to provide the club's social media handles in order to ensure the club coordinator has a record of all the platforms the club is using to communicate internally and externally. All clubs must be responsible and ensure that all ratified club social media accounts are properly turned over to the next ratified club. Violation of this policy will be subject to dismissal from club, and in some cases, de-ratification. Please indicate URL or handle for all social channels being used.

<b>CLUB WEBSITE</b>
<b>CLUB FACEBOOK</b>
<b>CLUB TWITTER @</b>
<b>CLUB INSTAGRAM @</b>
<b>OTHER</b>

## SIGNING OFFICERS

Signing authorities are individuals who will be responsible for signing cheques and signing off on events and actions carried out by the club. This should be a student who is readily available via email, phone or in person for approvals.

**THESE MUST BE EXECUTIVES OF THE CLUB, NOT THE FACULTY ADVISOR.**

NAME (PRINT) _____	SIGNATURE _____
NAME (PRINT) _____	SIGNATURE _____
NAME (PRINT) _____	SIGNATURE _____

## CLUB POLICY CONTRACT

As President of \_\_\_\_\_, I have read and understood the St. Clair College Student Representative Council Inc. club policy and agree to follow the terms within.

_____	_____
Name (print)	Signature
_____	_____
Date	Student Number

# MEMBER TRACKER

NAME	STUDENT NUMBER	EMAIL ADDRESS	PAID

# MEMBER TRACKER

NAME	STUDENT NUMBER	EMAIL ADDRESS	PAID