



# CLUB MANUAL

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2017-2018

## INTRODUCTION

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This document is designed to assist students in the formation, operation and development of clubs. The SRC supports the creation and activities of clubs through financial, administrative and fundraising support. Clubs provide an enhancement to student life and betterment to the experience of students at St. Clair College.

Clubs should promote the growth and awareness of all students at St. Clair College and fulfill a need on campus. They will act as a hub of student life in which the students of St. Clair College can gather together with similar interests and ambitions to further their educational and social purposes.

Clubs must be open to all students of St. Clair College regardless of race, religion, ability, gender, sexual orientation, social status and/or program of study.

All ratified clubs must abide by all St. Clair SRC Inc. and St. Clair College policies and procedures.

**Please see our website for more information regarding club procedures and outlines.**

## CLUB MEMBERSHIP

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General membership is open to all fee-paying students of the college, while Executive positions must be held by full-time student(s). Clubs require a minimum of ten (10) members to ratify.

Each club must be distinct in their mission from one another and in their representation.

Under the umbrella of St. Clair SRC Inc., clubs must:

- They must promote inclusion
- They serve a purpose on campus
- They mustn't be based on religious belief or culture; and
- They are not related to a political party or have any political affiliation; and
- They are non-athletic, or hobby-based; and
- They are not an extension of an already established external organization

All clubs that fall under the following guidelines are eligible for ratification funding and will be recognized as an official SRC Inc. club.

## CLUB HIERACHY BREAKDOWN

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Each club must elect a President, Vice President, Treasurer and Secretary. Their duties are outlined in the Club Ratification package, within 'Constitution'. It is up to the discretion of the club if electing additional committee positions is necessary.

Each club must appoint a faculty advisor to over-see club meetings, club decisions and be a liaison for the club within the College. Your faculty advisor should be available to help you calculate risk and support your club in its entirety. Although, faculty advisors are there to assist, they in no way have full control over the club. A faculty Advisor can be chosen each academic year and can change based on the direction of the incoming executive of the club. A signature from two (2) signing authorities and the faculty advisor(s) is required on all club documents to receive approval by the SRC. In the event that a cheque is being processed for a signing authority, the alternate or third signing authority is to be utilized.

## CLUB LIAISON

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### Meet your Club Liaison, Devin!

She's always there to answer any questions you have regarding getting your club off the ground! Devin is also there to assist in planning events on campus for your club! You can find her in the SRC office at main campus.



## IMPORTANT CLUB DATES

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The SRC will not be responsible for any club that fails to adhere to the following deadlines. Club ratification information can be obtained from both SRC Inc. offices and [www.stclair-src.org](http://www.stclair-src.org).

### Mandatory Club Orientation

At least one executive member from each club will be responsible for attending the orientation meeting. The meeting will serve as an introduction to the SRC Clubs platform and will be an opportunity to learn about the services and assistance the SRC provides to each club as well as the rules and regulations in which to follow throughout the school year. This meeting is mandatory in order to be eligible for ratification. There are two meeting dates, if you cannot attend your campus locations meeting, please attend the alternative option.

### Club Fair

The club fair is an opportunity for each club to showcase their efforts and what they aim to accomplish for the upcoming school year. This is also an opportunity to attract members and engage with the student body as a whole. This isn't a mandatory event, although it's recommended. **If you're interested in participating, please sign up with Devin, space is limited.**

EVENT	DATE	LOCATION
Club Ratification Packages Available	Tuesday, August 8 <sup>th</sup> , 2017 @ noon	Online & SRC Offices
Mandatory Club Orientation	Tuesday, September 12, 2017 @ 5pm-6pm	TD Student Centre
Mandatory Club Orientation	Wednesday, September 13, 2017 @ 5pm-6pm	Student Life Centre
Club Fair Downtown	Wednesday, September 20, 2017, 11am-3pm	SCCA Lobby
Club Fair Main	Thursday, September 21, 2017, 11am-3pm	Student Life Centre

## CLUB FUNDING BREAKDOWN

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*Clubs will receive the following start-up funds if they ratify on or before the dates outlined*

FALL SEMESTER	DOLLAR AMOUNT	WINTER SEMESTER
September 22 <sup>nd</sup> , 2017 @ 4:30pm	\$250	January 26 <sup>th</sup> , 2018 @ 4:30pm
September 29 <sup>th</sup>	\$200	February 2 <sup>nd</sup>
October 6 <sup>th</sup>	\$150	February 9 <sup>th</sup>

\*Ratification package and membership fees must be turned in before the dates outlined above in order to qualify for club funding from the SRC.

## CLUB RIGHTS & RESPONSIBILITIES

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Clubs are entitled to access certain SRC Inc. services and the right to:

- a) Be listed as an official SRC Inc. Club
- b) Reserve available rooms and space in the SRC operated Student Life Centre, SRC Market and Student Centre for club events at no cost—some restrictions apply
- c) Club liaison can book meeting space for Clubs. Please provide two business days' notice.
  - a. Include date, time, whether multimedia is required, and approximately how many attendees
- d) Have posters printed and hung for club purposes (posters must be approved by SRC Inc.)
- e) Request a club account balance at any time
- f) Maintain an updated list of active club members, maintain an attendance list and take minutes at all club meetings.

## GOOD CLUB STANDING

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In order to be considered in good club standing, all clubs must comply with the following;

- Submit a ratification package
- Schedule 2 meetings per semester and submit meeting minutes (75% of members must be in attendance)
- Hold at least 1 event per semester that benefits and includes the student body at large
- Maintain an updated list of club members
- Each club must send a minimum of one club executive representative to attend all mandatory meetings scheduled by the SRC.

Failure to comply with good club standing will result in the following measures.

1. Written warning via email from the Clubs Coordinator to the clubs President and Faculty Advisor.
2. A meeting request to discuss the issue with the Clubs Coordinator. Failure to attend this meeting will immediately place the club into step 3.
3. Club activity suspended for a two week period. This includes room bookings, club funding and any other club related activities.
4. Club activity suspended for a full semester. This includes room bookings, club funding and removal of club recognition from the SRC.
5. Club activity suspended for a full year. Club recognition from the SRC will be removed for the remainder of the academic year, with the option of continued suspension for the next academic year.

## FUNDRAISING

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As an SRC ratified club;

All club funds raised will be submitted to the Student Representative Council's Clubs Coordinator, and will be processed and deposited by the Manager of Finance and Administration into the clubs account. All funds must be legally and willfully obtained, and mustn't be obtained through sales of alcohol or gambling.

Clubs are allowed to hold fundraisers on campus in the Student Life Centre and food kiosk, Griff's Cavern and the St. Clair Centre for the Arts. Please see *Club Events & Special Event Options* sheet for more details. We highly encourage clubs to host fundraisers on campus, although some events are permitted offsite if location and services elsewhere are deemed unique.

## DONATIONS

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All monies raised for an outside agency/organization must first be submitted to the SRC for approval, in addition to the following information:

1. Name of the organization/individual receiving the donation
2. Purpose of the donation
3. Amount of money donated

Any donation deposits must be filled out on the separate form located on the SRC website and in office, and designate whether a tax receipt is required.

Clubs may only fundraise for classroom equipment purchases if the funds raised flow through the St. Clair College Foundation's Equipment Renewal Fund. The contact through the Alumni Foundation office is Karen Flannagan [kflannagan@stclaircollege.ca](mailto:kflannagan@stclaircollege.ca)

## SPONSORSHIP

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The SRC understands the financial opportunity that sponsorships can afford a club, and as such we support the solicitation of sponsorships, if it is within guidelines. It is imperative that clubs abide by the sponsorship guidelines detailed below; failure to do so will result in de-ratification.

1. Approval from the SRC must be obtained prior to seeking sponsorship in any capacity.
2. Clubs must submit a sponsorship agreement letter to the Clubs Coordinator containing the following information:
  - I. Name of the desired sponsor
  - II. Sponsor's relationship to the club, if any
  - III. The name and details of the event they will be sponsoring
  - IV. The agreement being required of the sponsor and;
  - V. What the sponsor will receive in return
3. If the sponsor is providing a donation of monetary value to the club, the cheque is to be made out to the *Student Representative Council Inc.* to be deposited into the club's bank account.

In the event that the SRC does not support the sponsorship agreement, the SRC reserves the right to terminate the possible sponsorship.

## SPECIAL EVENT FUNDING

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A Special Event Funding request form can be located within either SRC office or on our website [www.stclair-src.org](http://www.stclair-src.org). The purpose of special event funding is to help subsidize on and off campus events.

There is specific criteria events must fall under in order to be eligible for this funding, for example; tradeshow, competitions, conferences, community events and special projects that highlight your field or study or the college as a whole. The event mustn't be a function for example; a semi-formal, gala or awards night.

## SOCIAL MEDIA

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Clubs are encouraged to utilize various social media platforms to promote their club among the College and community alike. The SRC has the right to monitor and regulate conduct and expectations of individuals associated

with the SRC when expressing their personal opinions through social media and other online communications. This guideline serves to protect and maintain the reputation of the SRC.

Social media posts and websites must not negatively affect the reputation of the SRC or the college as a whole. Published materials that are insulting, demeaning or offensive to the SRC, St. Clair College, its students, club members, employees or affiliates will not be tolerated.

SRC Club members should maintain their public image as role models in the college community, and must therefore avoid:

- Promoting the consumption of illicit substances or excessive amounts of alcohol
- Publishing content that is explicitly sexual in nature
- Publishing material that is discriminatory based on race, gender, religion or sexual preference.

**All SRC clubs are permitted to provide their social media handles and logins in order to ensure the 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.**

## CLUB OFFERINGS

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The SRC will provide all clubs with access to the following opportunities to help with event planning and fundraising. Clubs must inform the SRC of their event requirements during the *Event Application* form submission process.

Clubs have the right to the following amenities free of charge:

- Table and chair booking in the SRC Market, Alcoves and Student Life Centre
- Microphone
- Speakers with AUX cable
- Cash Box
- SRC Backdrop

Clubs also have unlimited access to our confectionary food machines. There is no fee associated with renting the machines themselves, please see the *Products & Pricing* sheet for details outlining the costs associated with the products used. **\*\*All equipment must be returned in the condition in which they were rented out. Clubs will be responsible to pay for any damages made to any equipment rented\*\***

Offsite fundraising opportunity—Bull N Barrel Wednesday Nights

- Hand out tickets to friends for entry to a Wednesday night party, club receives a kickback from cover based on tickets turned in.

## POSTERS

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All Clubs must submit event posters to the Events & Clubs Coordinator for stamped approval prior to being printed and hung. Please allow 24 hours for poster approval and the hanging of signage. Approved signage will be hung on corkboards in locations throughout the main building. **Taping signage to walls is not permitted.**

The following printing outlined is free to all clubs for the promotion of initiatives and events hosted by the club. Any additional prints will be invoiced to the club. *Please see SRC Print Shop pricing for more information.*

- 2 colour prints - 24x36 (major events ONLY that require ticket sales)
- 10 colour prints – 11x17
- 25 colour prints – 8.5x11



# CLUB RATIFICATION PACKAGE

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2017-2018

CLUB NAME

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DATE RECEIVED

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# 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's Clubs Coordinator.

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

## 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 record of minutes of all meetings and place them on file for submission to the Clubs Coordinator 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 Events & Clubs Coordinator 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 Clubs Coordinator.

#### VIII. FINANCES

- a) Fees—the club membership fee shall be \$\_\_\_\_\_ per year. \*Must be a minimum of \$5
- b) Banking—the club monies shall be deposited through SRC.
- c) Cheques—all cheques will be issued by the SRC. A cheque request must be submitted at least two days prior to the day the cheque is required.
- d) Audit—club financial records are audited each year by an independent auditor.



# SRC CLUBS CLUB APPLICATION

NAME OF CLUB	
FACULTY ADVISOR NAME	OFFICE NUMBER
SIGNATURE	EXTENSION
EMAIL	

## EXECUTIVE TEAM

TITLE	NAME
EMAIL	
PHONE #	STUDENT #

May this information be released by the SRC Inc. office to individuals inquiring about the club? \_\_\_Yes \_\_\_No

TITLE	NAME
EMAIL	
PHONE #	STUDENT #

May this information be released by the SRC Inc. office to individuals inquiring about the club? \_\_\_Yes \_\_\_No

TITLE	NAME
EMAIL	
PHONE #	STUDENT #

May this information be released by the SRC Inc. office to individuals inquiring about the club? \_\_\_Yes \_\_\_No

TITLE	NAME
EMAIL	
PHONE #	STUDENT #

May this information be released by the SRC Inc. office to individuals inquiring about the club? \_\_\_Yes \_\_\_No

## SOCIAL MEDIA ACCOUNTS

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CLUB WEBSITE	
CLUB FACEBOOK	PASSWORD
CLUB TWITTER	PASSWORD
CLUB INSTAGRAM	PASSWORD

If there are any changes to the club executives, please email all new contact information to Clubs & Events Coordinator, Devin dhurst@stclaircollege.ca

## SIGNING OFFICERS

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SIGNING AUTHORITIES ARE INDIVIDUALS WHO WILL BE RESPONSIBLE FOR SIGNING CHEQUES AND SIGNING OFF ON EVENTS AND ACTIONS CARRIED OUT BY THE CLUB

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

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Name (print)	Signature
Date	Student Number

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<b>OFFICE USE ONLY</b>	
Clubs Coordinator	Date