



# CLUB MANUAL

2020  
—  
2021





# Welcome to SRC Clubs!

My name is Angelo Ciardella, I'm your SRC Club Liaison and this is your club handbook! This manual includes all of the information you will need to run a successful SRC club, including:

- Conduct
- Banking
- Student Life Funding Requests
- Events
- & much more!

The manual will help to guide you through most club questions and concerns you may have. I am your club resource, so always feel free to contact me with any additional questions, concerns, ideas and feedback. Although this school year may look a little different, I'm here to provide you support whether it's virtually via a Zoom call, email or my virtual office hours. Keep this email, join me for weekly virtual office hours, or schedule a meeting with me for a time that suits you. I'm just a click away!

The manual is designed to assist you in the formation, operation and development of your club. The SRC mandates that all ratified clubs should enhance student life and better the student experience of St. Clair. You will get out of your student club experience what you put into it, so stay engaged and keep your eyes peeled for all of the opportunities that will be available to you and your club this school year!

Wishing you all the best & a great 2020-2021 academic year!

**Angelo Ciardella** *Club Liaison*



Check out our virtual student life portal for office hour details or to set up a meeting with me [srcclubs@stclaircollege.ca](mailto:srcclubs@stclaircollege.ca)

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# IMPORTANT DATES FOR CLUBS

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



## ORIENTATION

Orientation will be virtual via Zoom. We have selected three dates and times to provide more convenience and ease to attend. Make sure to check out one of these sessions!

### Club Orientation Details:

**September 28, 4pm**

<https://us02web.zoom.us/j/89828029297>

**October 1st, 11am**

<https://us02web.zoom.us/j/83178143200>

**October 5th, 8pm**

<https://us02web.zoom.us/j/89544922098>

At least one executive member is responsible for attending the orientation meeting. This meeting is mandatory in order to be eligible to receive ratification funding. This meeting is an opportunity to meet other club leaders and ask any questions.

## CLUB FAIR

The Club Fair will be paired with our SRC Involvement Fair this year and will be live on October 13th via our virtual student life platform.

[www.ceon.ca/event/stclairsrc](http://www.ceon.ca/event/stclairsrc)

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 highly encouraged. Sign up with your Club Liaison.

We encourage you to use the Club Fair as an opportunity to collaborate with other club leaders and work together on future projects!



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## STUDENT CLUBS

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The SRC ratifies clubs who are predominantly academic based.



All clubs are student driven and volunteer run and operate on a non-profit basis. All SCC students should have the opportunity to connect with other students and share similar interests; starting or joining a club is the perfect opportunity to do so. Running a club has proven to be a wonderful learning opportunity!



It is extremely important that all club executives familiarize themselves with this manual and SRC club policies and procedures. It is the Club Liaisons expectation that the executives uphold these guidelines. Any questions or concerns regarding this document can be directed to the Club Liaison.

# STUDENT CLUBS: CLUB CONDUCT

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**1** Clubs cannot restrict membership. Every St. Clair College student must be welcome to join each club regardless of race, religion, ability, gender, sexual orientation, social status and/or program of study.

**2** Students can be a member of as many clubs as they like, however may only hold an executive position within a maximum of two clubs.

**3** Clubs need a minimum of 10 students in order to be ratified by the SRC.

**4** All executive members must be full time, current students. General membership is open to all fee-paying students.

**5** Each club must elect 4 executive members; President, Vice President, Treasurer and Secretary. Their duties can be found in the 'constitution' within the ratification package. Any additional member positions must be added and job descriptions detailed within the constitution.

**6** A list of members must be given to the Club Liaison via email or in person. Each club is responsible for keeping track of membership throughout the year as members join and leave.

**7** Clubs must be unique in their mission and not be an extension of an already established external organization.

**8** All equipment purchased with club funds becomes the property of the SRC. Clubs must report all purchases of equipment to the Club Liaison.

**9** If a club ceases to be active, all equipment must be surrendered to the SRC to be kept in trust.

**11** Clubs must promote inclusion and serve a purpose to enhance student life on campus.

**10** The SRC does not ratify any hobby and/or athletic, religious belief/cultural based or any political party based club.

**12** All clubs must conduct their banking through the SRC, no off-site banking operations are permitted.

# STUDENT CLUBS

## RATIFICATION

**All clubs must ratify & re-ratify each subsequent active semester**

### STARTING A NEW CLUB

If you're interested in starting a new club on campus that fits within the policy and guidelines approved by SRC Inc., your first step is to read the club manual and fill out the ratification paperwork and submit it to the Club Liaison for approval.

If you're unsure if your club would be approved, feel free to email the Club Liaison first to seek approval before paperwork is completed.

### JOINING AN EXISTING CLUB

If you are interested in joining a club that already exists please email the club president of that club to find out about meeting times, etc. A list of existing clubs and contact information can be found at [www.stclair-src.org/clubs](http://www.stclair-src.org/clubs)

### MEMBERSHIP FEES

**The membership fee will not be enforced for the 2020-2021 school year to help follow the COVID protocols set on campus and limit money handling.**

It is mandatory that clubs charge a membership fee to all of its members. This is a great way to gain funds to start planning events and initiatives. Membership fees can be as low as \$5 and must be agreed upon by the club membership if a larger amount is decided upon.

### FACULTY ADVISOR

All clubs are required to have a faculty advisor. The faculty advisor serves the roll of 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. Faculty advisors are there to assist, they are in no way to have full control over the club.

A faculty advisor can be selected each academic year and can change based on the incoming executive team of the club. The faculty advisor has the right to accept or turn down this position.

# SRC RESOURCES CENTRE

These resources are discontinued through the Fall semester indefinitely to follow COVID-19 restrictions and policies set by St. Clair College. These offerings will be revisited in Winter 2021 based on the curriculum delivery plan.

## ROOM RENTALS

The Club Liaison can book meeting space for club meetings. Whether it be a classroom or the SRC boardroom, we can help accommodate you. Please provide two business days' notice and please include date, time, whether multimedia is needed, and approximately how many attendees with your inquiry.

## EQUIPMENT RENTALS

All equipment that the club borrows from the SRC can be picked up in the SRC office or the Student Life Centre food kiosk.

The following equipment is available for clubs to use at no charge, subject to availability. Please keep in mind that if equipment isn't returned promptly to the SRC office, in exactly the way your club received it, the expenses incurred, if any, will be the sole responsibility of the student club. A list of rental supply costs can be found on our website or in office.

## POSTERS

Each SRC club is entitled to 25—8.5 X 11, 10—11X17 per event, and 2—24 X 36 posters for large scale events. All posters designed by a student club must include the SRC Club logo which can be found on our website and must be approved by the Club Liaison prior to printing/posting. Club printing jobs should always go through the Club Liaison, so it can be tracked towards your printing allotment. Please don't skip this step and go directly to the SRC print shop, as you will be charged for your prints.

## SOUTH CAMPUS EQUIPMENT/OFFERINGS

- Microphone
- Speakers
- Cash Box
- Popcorn machine
- Cotton candy machine
- Soft serve ice cream machine
- Hot dog roller
- Classroom bookings for meetings
- Table & chair rentals in Student Life Centre & Alcoves

Request for the following equipment and quantity of supplies needed should be specified 2 weeks before the event.

## DOWNTOWN EQUIPMENT/OFFERINGS

- Cash Box
- Popcorn machine
- Table & chair rental in the TD Centre

## VIRTUAL OFFERINGS

Use your Microsoft Teams access to engage with your fellow classmates and club members to have online virtual meetings to stay connected.

Utilize the SRC student life portal to get access to pop-up tables to provide our student body with information and resources.



# RISK MANAGEMENT

Risk management is defined as “the process of analyzing exposure to risk and determining how to best handle such exposure”

Risk Assessment forms accompany all event request forms to assist clubs in identifying potential risks both on and off campus.

## WAIVER FORMS

SRC provides waiver forms to any student club that will be hosting events for its membership that will fit into one of the categories below:



Transportation of people



Events & activities funded by the SRC



Sporting / physical activity



Alcohol event

The waivers SRC provides to student clubs dictates that upon signing the form the student is ‘releasing liability, waiving all possible claims and assumptions of risk’.

**A club is not an agent or representative of SRC and therefore has no authority to act on behalf of SRC and its views and actions in no way represent SRC.**





# CLUB BANKING

All club banking is to be administered through SRC, no off-site bank accounts are allowed. Cheques being made out to your club for sponsorship, etc. need to be made out to St. Clair SRC. Please include club name in cheque memo.

The college is no longer able to issue tax receipts for sponsorship/donations made to SRC clubs and the SRC does not have a charity number in order to do so.

A club can request an account balance from the SRC at any time. The form can be found on our website or in office.

## WITHDRAWALS

Each time a club member wants to withdraw funds from their bank account they must fill out a cheque request form. To complete a cheque request form, two executives with signing authority and the faculty advisor must sign off or provide approval via email. Proof of purchase (invoice or receipt) must accompany each cheque request in order to be processed. This form is submitted to the Club Liaison for approval. Cheques are issued on Wednesday only, so please ensure you've submitted your cheque request with appropriate processing time.

## DEPOSITS

To deposit cash or cheques into your club account, please have a Deposit form filled out by two executives with signing authority and the faculty advisor. The SRC provides coin rolls for any change deposits.



# CLUB RATIFICATION & STUDENT LIFE FUNDING

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## SRC WANTS TO GIVE YOU MONEY!

SRC allots a certain amount of funding each year to assist clubs with their events and endeavours. Clubs can also apply for ratification three times a year and must remain active in order to receive these funds. The following dates are ratification deadlines:

### 2020 Fall Semester

OCT 9	OCT 15	OCT 22
\$250	\$200	\$150

### 2021 Winter Semester

JAN 22	JAN 29	FEB 5
\$250	\$200	\$150

### 2021 Spring Semester

MAY 21	MAY 28	JUN 4
\$250	\$200	\$150

## CLUB FUNDING CHANGES

Clubs will now have to apply for event funding based on the events/activities they choose to perform and execute each semester.

Not only will the ratification package need to be handed in on the dates listed in order to be eligible, but an event plan detailing how funds will be spent/allocated must be included.

Failure to include this breakdown/not utilizing the funds for an SRC approved event or initiative will result in no funds being awarded or funds being removed from the club's account. SRC reserves this right.

## STUDENT LIFE FUNDING

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

The SRC has specific stipulations on student life funding, as it's to be utilized by clubs to put toward delivery of events, tournaments or some form of campus activity. These items MUST promote St. Clair College and the club itself. We encourage the involvement of the general student body. The initiative must not be a function (for example; semi-formal, gala, awards night and/or yearbook) for which clubs should fundraise for on a regular basis.

These requests are sent directly to the Club Liaison and are processed by the SRC Board of Directors, which can take 2-3 weeks. A club may be asked to attend a board meeting to present their event/idea and answer any questions that may arise. If an event is not executed, then seed funds are to be returned to the SRC.

# EVENTS

On campus events are not permitted through the Fall semester indefinitely to follow COVID-19 restrictions and policies set by St. Clair College. This will be revisited depending on the Winter 2021 curriculum delivery plan.

- 1 Each club must hold at least one event per semester to maintain their active status each semester
- 2 Each and every event a club has, they must fill out an event application + risk assessment form regardless if this event takes place on or off campus. It can be found on our website under the 'clubs' tab or in our office

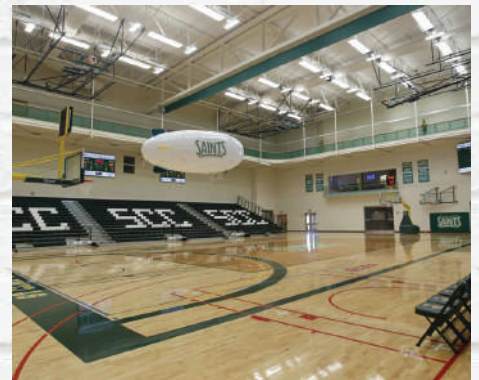
## BOOKING A SPACE

The SRC encourages all student clubs to first consider SRC locations for your events, The Student Life Centre and Griff's Cavern. SRC covers the room rental fee for student clubs that book our spaces for events.



### THE STUDENT LIFE CENTRE

We also encourage the use of college spaces. Some of these are; Eatery 101, St. Clair Centre for the Arts, classic gymnasium and the SportsPlex.



All SRC spaces must be booked by the Club Liaison, which is then booked and finalized with the Facilities & Production Coordinator. If you want to book a college space, we have to help connect you with the proper college contact.

# EVENTS: POSTER POLICIES

Due to the limit of students on campus throughout the Fall 2020 semester, the SRC will not be printing posters for clubs. If you wish to promote your event, the SRC will accept digital posters to promote via our social media channels.

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**1** All posters must be approved by the Club Liaison and therefore have an approved stamp once printed. **Email your poster to the Club Liaison in .PDF format and in the dimensions intended for print.**

**2** All clubs must follow St. Clair College & Student Representative Council Inc. poster policies.

**3** All posters must include the SRC Club logo.

**The logo can be found on our website and must remain unaltered.**

**4** Club posters may only be placed on SRC posting boards, failure to do so will result in posters being torn down.

**5** Please note; SRC Street Team are in charge of hanging posters once per week.

**6** Offensive material and images promoting alcohol and/or illegal substances are not permitted.

## CONTRACTS

Club executive and/or general members will not sign contracts of any kind, no one other than the Manager of Student Experience in the SRC can sign them. If a club member does sign a contract, they are to understand that they will be held personally liable for any and all claims that may arise as a result and may put their club status in jeopardy.

## INSURANCE

SRC registered clubs fall under SRC's insurance when on campus.

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# 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
- An appointed Executive representative must 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 Club Liaison to the club President and Faculty Advisor.
2. A meeting request to discuss the issue with the Club Liaison. 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

All funds raised by a club will be submitted to the SRC's Club Liaison, 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 sale of alcohol or gambling.

Clubs may only fundraise for classroom equipment purchases if the funds raised flow through the St. Clair College Equipment Renewal Fund. The contact for the equipment renewal fund is Mike Sorrell in the office of the Vice President of Community Relations. He can be reached at [msorrell@stclaircollege.ca](mailto:msorrell@stclaircollege.ca).

# SPONSORSHIP

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. All clubs must submit the sponsorship letter they are using to solicit sponsors to be reviewed and edited by the Manager of Student Experience
3. Clubs must submit the following information prior to soliciting a sponsor:
  - 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
4. If the sponsor is providing a donation of monetary value to the club, the cheque is to be made out to SRC Inc. with attention to the club name and will 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.

# SOCIAL MEDIA

Clubs are encouraged to utilize various social media platforms to promote their club among the College and community alike. In the ratification package, clubs must include all their club associated handles and social links, so it can be monitored by SRC.

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.

Clubs are welcome to submit their events to the SRC for promotion on our social channels and monthly social calendar if the event information is provided 2 weeks prior to the event date. All requests are to be submitted to the Club Liaison.

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.

