



CLUB MANUAL



2023
—
2024





Welcome to SRC Clubs!

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 Coordinator, so always feel free to contact me with any additional questions, concerns, ideas and feedback.

As your Club Coordinator, I am looking forward to working with you and supporting your club. I hope to see more clubs established on campus, an abundance of in-person events and collaboration between clubs so that you can get the most out of your co-curricular and club experience.

I'll do my best to accommodate all student inquiries via e-mail, phone call, in person or virtual meetings. Please feel free to reach out at any time and I'll do my best to connect with you!

This manual is designed to assist you in the formation, operation and development of your club. You will get out of your student club experience what you put into it, so stay engaged and look out for all of the opportunities that will be available to you and your club this school year!

Wishing you all the best and a great 2023-2024 academic year!

- *Clubs & Volunteer Coordinator*



Katie Ouellette
Clubs & Volunteer Coordinator

To set up a meeting for a time that works for you, please email 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/student-life/clubs



ORIENTATION

Orientation is held via Zoom. It is mandatory that at least one member of the club's executive team attends this training.

We will discuss banking, booking, planning/hosting club events, and more.

This meeting is an opportunity to meet the Club Coordinator and ask any questioned you may have. Contact the Club Coordinator to schedule a time that works for you!

CLUB FAIR

The Club Fair will be held in the Student Life Centre on September 24, 2023 from 10am-2pm EST.

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 Coordinator.

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



STUDENT CLUBS



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 Coordinator's expectation that the executives uphold these guidelines. Any questions or concerns regarding this document can be directed to the Club Coordinator.

STUDENT CLUBS: CLUB CONDUCT

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 Coordinator 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 Coordinator.

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 submit a ratification package each active semester to ratify

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 Coordinator for approval.

If you're unsure if your club would be approved, feel free to email the Club Coordinator 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

MEMBERSHIP FEES

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

ROOM RENTALS

The Club Coordinator 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.

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 Coordinator prior to printing/posting. Posters should be emailed to the Club Coordinator for printing and approval.

No club printing through the print shop.

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.

SOUTH CAMPUS EQUIPMENT/OFFERINGS

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

- 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

DOWNTOWN EQUIPMENT/OFFERINGS

VIRTUAL OFFERINGS

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

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

Ask us how you can utilize www.studentlifesc.com 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 or for issuing tax receipts, 'St. Clair College.' Please include club name in cheque memo.

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. Proof of purchase (invoice or receipt) must accompany each cheque request in order to be processed. This form is submitted to the Club Coordinator for approval. Cheques are issued on Wednesday only. Members who wish to receive their reimbursement via e transfer will be subject to a \$1.50 charge deducted from the reimbursement amount.

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. There is another form titled, 'Donation Deposit Form' that is to be used for sponsorships that require a tax receipt to be issued. The SRC provides coin rolls for any change deposits.

CLUB RATIFICATION & STUDENT LIFE FUNDING

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:

2023 Fall Semester

OCT 6	OCT 13	OCT 20
\$500	\$300	\$250

2024 Winter Semester

FEB 2	FEB 9	FEB 16
\$500	\$300	\$250

2024 Spring Semester

MAY 24	MAY 31	JUN 7
\$500	\$300	\$250

RATIFICATION FUNDING

Club must ratify each semester that the club intends to be active. Submitting your ratification package by the three deadlines listed above are necessary to secure funding.

The club should also provide a list of potential club events and a budget for each event.

Failure to include this breakdown, not utilizing the funds for an SRC approved event/initiative or not hosting the minimum amount of meetings & initiatives 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. 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 Coordinator 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

- 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

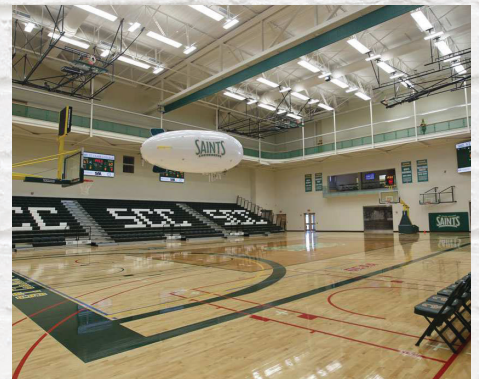
BOOKING A SPACE

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 their 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 Coordinator, no exceptions. The Club Coordinator acts as a liaison between your student club and all other departments on campus.

EVENTS: POSTER POLICIES

1 All posters must be approved by the Club Coordinator and therefore have an approved stamp once printed. **Email your poster to the Club Coordinator 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 obtained from the Club Coordinator 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.

GOOD CLUB STANDING

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

- Submit a ratification package & club activity report each semester
- 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 Coordinator to the club President and Faculty Advisor.
2. A meeting request to discuss the issue with the Club 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

All funds raised by a club will be submitted to the SRC's Club 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 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.

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 Club Coordinator.
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.

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.

