



# RATIFICATION PACKAGE

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**2023-2024**



# 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 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. 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 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 or designate a club representative in their absence (i.e. Club Info session, Club Fair etc.)

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 updating the members on the account balance, spending and revenues
- III. Responsible for ensuring all spending of club funds is approved by the club members
- IV. Ensure the preparation of a financial statement and assist in the production of an annual audited financial statement

Secretary shall:

- I. Take minutes at all club meetings
- II. Maintain all records, reports, correspondence & track membership
- III. Provide a copy of minutes at the end of each semester to the Club 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 Club Coordinator.

#### VIII. FINANCES

- a) Fees—the club membership fee shall be \$\_\_\_\_\_ per year. A minimum of \$5 stake is required per member.
- 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	

**\*All executives must be FULL TIME St. Clair College Students**

## EXECUTIVE TEAM

**\* All executives must be ELECTED by the club members in a formal vote**

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 Coordinator ([srcclubs@stclaircollege.ca](mailto:srcclubs@stclaircollege.ca)).

All SRC Clubs must ratify each semester. Submitting your ratification package, by the three deadlines listed in the Club Manual are necessary to secure funding from the SRC.

**Please include a list of potential club events/activities the club may host this semester & the estimated cost**

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> <i>Discord, Slack, Twitch, etc.</i>

## SIGNING OFFICERS

Signing authorities are club executives who will be responsible for signing cheque requests, cash advance forms and signing off on events and actions carried out by the club. By signing this you agree to:

- Be readily available to respond to the SRC Clubs Coordinator via email, phone or in person
- To ensure all club revenues are brought to the SRC office by the next business day for deposit into the club account
- To ensure club funds are spent with the approval of the club members and/or used to benefit the members

## SIGNING OFFICERS MUST BE EXECUTIVES OF THE CLUB, NOT THE FACULTY ADVISOR.

NAME (PRINT) _____	SIGNATURE _____
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



## **SAMPLE CLUB MEETING MINUTES**

**(Name of Club) - Minutes**

**(Date/Time of meeting ) In person / Online**

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**Present:** (List members present)

**Total # of club members:**

### **MEETING AGENDA:**

- 1. Approval of previous minutes**
- 2. Approval/Additions to the meeting agenda**
- 3. Executive Updates**
  - a. President**
  - b. Vice-President**
  - c. Secretary**
  - d. Treasurer**
  - e. additional executive roles**
- 4. Items for discussion**
  - a. Fundraising ideas**
  - b. Club swag**
  - c. Club events/activities**
- 5. Other business**
- 6. Outstanding Items/ Follow up on action Items**
- 7. Next meeting date**
- 8. Adjournment**

**ACTION ITEMS:**





## SAMPLE CLUB MEETING MINUTES

(Name of Club) - Minutes  
(Date/Time of meeting ) In person / Online

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### Meeting called to order at (time)

#### 1. Approval of previous minutes

*Motion to approve meeting minutes from previous meeting as presented by the secretary. It was*

MOVED by \_\_\_\_\_ SECONDED by \_\_\_\_\_ and CARRIED 10-0-0

THAT the previous minutes be approved as presented.

#### 2. Approval/Additions to the agenda

*Motion to approve meeting agenda with/without additions.*

It was

MOVED by \_\_\_\_\_ SECONDED by \_\_\_\_\_ and CARRIED 10-0-0

THAT the agenda be approved without additions.

#### 3. Executive Reports

##### a. President:

- i. *Lisa reported that there is an open position for Marketing Coordinator. Any members interested can talk to her after the meeting.*

##### b. Vice-President:

- i. *Trevor asked club members what they would like to see from the club this year? ACTION: COMPILE CLUB IDEAS TO VOTE ON NEXT MEETING -- Tanya suggested ways to give back to the community; beach clean up, donate proceeds from a club fundraiser to a local charity. --Greg suggested club swag; hats, t-shirts or hoodies with the club logo --Megan wondered if there were any conferences or networking events they could attend related to their field of study?*

**ACTION: RESEARCH POSSIBLE OPPORTUNITIES FOR NEXT MEETING**

##### c. Treasurer:

- i. *Brandy reported that there is \$1452 remaining in the club account.*
- ii. *The club earned \$300 from cotton candy sales last month.*
- iii. *The executive would like to seek the members approval to spend up to \$125 on pizza and drinks for the upcoming club social next month.*

*Motion to approve meeting agenda with/without additions.*

It was

MOVED by \_\_\_\_\_ SECONDED by \_\_\_\_\_ and CARRIED 10-0-0

THAT up to \$125 can be spent on pizza & drinks for the club social

##### d. Secretary:

- i. *Nothing to report.*

**Comment :** If you want to make a purchase using club funds, you must inform the club members & have it in the minutes. If the club members vote in favor of the spending these minutes must be turned in with your cheque request or cash advance form.