

RATIFICATION PACKAGE

2025-2026



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**
 - Promote co-curricular student engagement
 - Liaison between students and SRC
 - Provide professional and social development
- **III. Membership**
 - Open to all full-time St. Clair College students.
 - No discrimination by age, gender, background, or program.
- **IV. Activities**
 - Minimum one activity/event per semester.
- **V. Executive Roles**
 - President
 - Vice President
 - Treasurer
 - Secretary
 - *(Optional: Additional Roles)*
- **VI. Executive Duties:**
 - Attend mandatory club training/info sessions.
 - Submit event applications and meeting minutes.
 - Maintain communication with the Clubs Coordinator.

- Uphold SRC values: *Inclusivity, Respect, Integrity, Accountability.*

- **VII. Elections**
 - Method of Elections: _____

- **VIII. Constitutional Amendments**
 - 75%-member vote required. Submit minutes of vote to Club Coordinator.

- **IX. Finances**
 - Membership fee: \$____ (min \$5 per member)
 - Banking: Through SRC only
 - Cheques: Processed Wednesdays; submit in advance
 - Audit—club financial records are audited each year by an independent auditor, club executives must be accountable for club spending.

Section B: Executive Contact Info

(4 required: President, Vice-President, Treasurer and Secretary Must be full-time students)

Title	Name	School – Email	Phone	Student No.	Consent to Release Info (Yes/No)
President					
Vice - President					
Treasurer					
Secretary					


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). 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.

Section C: Faculty Advisor Confirmation

- **Advisor Name:** _____
- **Email:** _____
- **Extension:** _____
- **Signature:** _____
- **Office:** _____

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



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.

CLUB WEBSITE <i>(IF EXISTED)</i>	
CLUB FACEBOOK @	
CLUB TWITTER @	
CLUB INSTAGRAM @	
CLUB BOUCE	
OTHER <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

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

[illegible]