



Club Package 2017 – 2018



**Club Package
2017 – 2018**

Fleming College Student Administrative Council

S.A.C. CONTACT: STUDENTS SERVICES AND CLUBS COORDINATOR – SARAH-JAYNE RILEY

The Students Services and Clubs Coordinator is a S.A.C. staff member, employed to support and administer the following club services:

- ◆ Assist with club start up;
- ◆ Advise in regards to constitution requirements;
- ◆ Communicate resources available to clubs;
- ◆ Provide contact and liaising with regards to Fleming College Departments;
- ◆ Assist with advertising and promotion of approved events;
- ◆ Assist with accessing meeting space on campus, pending availability;
- ◆ Present events and advertising to the Board of Directors for approval.

1.0 WHERE TO BEGIN

The Student Administrative Council encourages and supports all students who wish to participate in campus clubs and organizations. This package outlines the procedures for becoming a sanctioned S.A.C. club and details the rights and responsibilities of the clubs once recognized.

Individual students and student groups are responsible for conducting their activities in a manner consistent with the Charter of Student Rights and Responsibilities of Fleming College and the Constitution and By-Laws of the Student Administrative Council.

A club may be comprised of students representing a special interest within the college community. Membership **must be open to every student at Fleming College**, regardless of age, race, sex, religion, ability, political beliefs, sexual orientation or other non-merit reasons.

In order to receive club status on campus, the group must complete a club application as well as a constitution outlining the objectives and organization of the club. This package will be submitted to the S.A.C. Board of Directors for approval.

Chosen members of the club will sign the Financial Signing Authority form and are then the financial officers of the club. Students Services and Clubs Coordinator will have signing authority along with chosen club members.

Along with becoming a sanctioned club, comes a responsibility for the club members and the Student Administrative Council. A club must strive to contribute to the student body while maintaining legal responsibility.



2.0 APPLICATION PROCESS/ STARTING A CLUB

1. Read and complete the S.A.C. 2017-2018 Club Package meeting the S.A.C. sanctioning requirements (see below).
2. Once the student group package has been completed, the Students Services and Clubs Coordinator will bring the package to a following S.A.C. meeting and present the club to the Board of Directors for approval.
3. If the club has been approved by S.A.C. they are considered to have an active status on campus and expected to adhere to S.A.C. policies, as well as Fleming College Charter Student Rights and Responsibilities.

3.0 SANCTIONING REQUIREMENTS

A club that becomes sanctioned in the fall will remain as such until the following fall semester. There are a number of requirements that must be met in order for a club to be sanctioned. According to the S.A.C. policy a club must:

1. Have a membership that is **open to every student at Fleming College**, regardless of age, race, sex, religion, ability, political beliefs, sexual orientation or any other non-merit reason. This should be stated in club constitution.
2. Complete and submit an application as well as constitution outlining the club name, objectives, and community norms.
3. Membership may include the collections of dues. This is to be tracked and reported to the Student Services and Clubs Coordinator.
4. Must have Students Services and Clubs Coordinator as signing authority on account.
5. Must have a Club representative at all S.A.C General Meetings.
6. Attend Positive Space level 1 (Executive only required, however all members welcome)
7. Mandatory attendance at Club Craze. 1 per semester
8. Each club is required to volunteer at least 5 hours per academic year to S.A.C.
9. Each club must hold any 2 of the following events in each academic year of operation: Inter-cultural Event, Educational Event, Career/Placement Activity, and Fundraising Event (pub night/Steele Centre Event), or Awareness Event.
10. Club banking will be conducted through the S.A.C. office. External financial institutions are prohibited.

3.1 CLUB BYLAWS

It shall be unlawful for any Campus organization to incorporate into its bylaws any clauses not in keeping with the letter or spirit of the Corporation's bylaws (Bylaw 34 section 12).

3.2 CLUB EXECUTIVE

All student organizations shall select an Executive, namely President (who will represent the group before the Board of Directors), Vice President Finance, and a S.A.C. Representative by sanctioning deadline and these members take office immediately.

3.3 MEETINGS

The club S.A.C. Representative **must** attend the monthly general meeting and report back to the club. Each club must designate one member to attend monthly Clubs & Programming meetings.

3.4 CLUB DEVELOPMENT

In order to assist clubs in their recruitment efforts, each club must attend a Club Craze each semester. Each club is required to volunteer 5 hours to S.A.C. in the academic year.



3.5 ORGANIZATION OF EVENTS

Clubs wishing to organize an event on or off campus must complete and submit an event management plan to the Students Services and Clubs Coordinator well in advance of the proposed event. Based on the complexity of the function, advanced notice will vary.

Each club **must** hold any 2 of the following events in each academic year of operation: inter-cultural event, educational event, career/placement activity, fundraising event or awareness event.

4.0 FINANCIAL BUDGETS

4.1 START-UP

Club registration is accepted throughout the year.

4.2 CONTINUING CLUB

Clubs will receive a \$250.00 budget for the period of October 1st 2017 to September 31st 2018. In addition, at the beginning of the winter semester each club's budget will increase by \$10.00 per active member, for a max of 25 members. Clubs who are operating through the summer must report to S.A.C. with summer events and meeting times to prove they are active and will receive summer club funding.

4.3 REIMBURSEMENT

Club budgets are held by the S.A.C. and are used to reimburse club members purchasing appropriate expenses for their club and/or club events. Reimbursement is in accordance with Fleming S.A.C. policies and procedures. To be reimbursed the S.A.C. club representative must set up a meeting with the Student Services and Clubs Coordinator no more thirty (30) days after the items have been purchased.

Clubs must set up a meeting for reimbursements on Fridays from 1-4pm (an alternate time may be arranged in advance).

4.4 CLUB FUNDRAISING

All monies raised by a club **MUST** be reported and submitted to the S.A.C. for deposit in the club's account. Lockboxes are available for fundraising and events. Include the Student Services and Clubs Coordinator in your fundraising efforts to ensure procedures are known and followed.

Make sure your event is within your budget, and do not spend money you do not have. Check with the Student Services and Clubs Coordinator regularly to be up to date on how much money is in your club's account.

4.5 MEMBERSHIP FEES

Clubs may collect a membership fee to help sustain their club. Recommended fees are \$2.00-\$5.00 per member per year or semester (Students who cannot afford membership fees are still able to join the club). Some clubs may have fees to participate in activities outside the college.

4.6 TRANSPARENCY

To ensure transparency from both the active club and the S.A.C., a record of transactions will be held by the Student Services and Clubs Coordinator and signed off by the club representative. Open communication between the Student Services and Clubs Coordinator and the club representative will aid in the transparency of financial records.



5.0 REQUIREMENTS FOR FINANCIAL ASSISTANCE

1. That the formalized group is **making an honest attempt to support itself.**
2. Any funds granted by the Board of Directors shall be administered by the Student Services and Clubs Coordinator.
3. Any formalized group in the college requesting funds from the Board of Directors must submit the budget two (2) weeks before it is to be voted on at an Executive meeting
4. That the sum of the grant for the initial start-up will not exceed \$250.00 but additional funding may be requested by the club, if required.
5. Any budget may be published and reviewed by the Fleming College student body.
6. Upon request the Student Services and Clubs Coordinator shall have full access to the financial records of any recognized club or group receiving funds from the Student Administrative Council.
7. Budgets may be frozen if any of the above are violated and the club may be ratified for any misappropriation of funds by the club.

6.0 NON-COMPLIANCE OF RECOGNIZED CLUBS

The Board of Directors agree that the reputation of the Sir Sanford Fleming College Student Administrative Council would be greatly disadvantaged if they supported a recognized club who was not following the approved By-Laws or objectives, and misdirecting granted funds in ways not beneficial to the Student Body, or performing actions, harming the Student Body and/or jeopardizing the reputation of the Sir Sanford Fleming College Student Administrative Council.

Following this, all clubs shall run in accordance with By-Law 35 Section 12, and in this policy.

PROCEDURE:

1. If a viable explanation is not achieved after all attempts have been made in attaining such an explanation, then any club performing actions deemed not beneficial, or harmful to the Student Body, or the Corporation, according to the above statement, will be obliged to return all monies granted it by that Board of Directors.
2. All monies to be reimbursed must be paid within one (1) month of the requested date. Procedures will be taken in order to ensure that all requested monies are retrieved.
3. All vehicles will be used in informing the members of the College Community and the Student Body that the club is no longer recognized and supported by the Student Administrative Council. An explanation may also be made public at the discretion of the Board of Directors.

The Club Application can be found on the following pages.



FLEMING CLUB APPLICATION

Name of Club: _____

Were you a club last year? Yes No

Do you collect membership dues? Yes No

If yes, how much do you collect from each member? \$ _____

What is your purpose as a club?

How are you going to facilitate meetings? (Location and Time)

What event ideas do you have? (Inter-cultural, educational, placement activity, fundraising, awareness)

FOR OFFICE USE ONLY

Date Received: _____

Received By: _____

ALL FORMS MUST BE COMPLETED AND HANDED IN FOR REVISION



LIST OF CLUB EXECUTIVES

President: (responsible for all aspects of the operation of the club, and will act as a liaison between the club and Fleming SAC)

Name _____ Student Number _____ Phone _____
Signature _____ Email _____

Vice President of Finance: (assists the President in their duties and will assume them in the President’s absence)

Name _____ Student Number _____ Phone _____
Signature _____ Email _____

Club S.A.C Representative: (represents the club at all General Meetings)

Name _____ Student Number _____ Phone _____
Signature _____ Email _____

Membership List

Name	Student ID #	E-Mail	Phone #



CLUB AGREEMENT

Club Name: _____ Date: _____
(mm/dd/yyyy)

Unless caused by the actions of the Fleming SAC, will not be held responsible against any actions, claims, suits or other demands and against all costs, damages, expenses or losses which may be incurred due to any authorized or unauthorized activities or events held by our club on or off campus.

We _____, are liable for all unauthorized debts incurred by the club. We agree not to enter into a contractual relationship with anyone outside of the Fleming SAC with respect to the club. Any violations of the above or Club policy will mean de-ratification of the Club.

Signature of President

Signature of Vice President of Finance

Signature of Club S.A.C. Representative

Signature of S.A.C. Board Member

Signature of Students Services and Clubs Coordinator

1 COPY TO CLUB
1 COPY TO SAC