



**CLUBS MANUAL 2016- 2017**

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**IMPORTANT CONTACTS**

TSI EXECUTIVES

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VICE PRESIDENT	Esaba Chowdhury	RM 156	<a href="mailto:tsivicepresident@stclaircollege.ca">tsivicepresident@stclaircollege.ca</a>	EXT. 3291

TSI DIRECTORS

MARKETING/MEDIA		RM 157	<a href="mailto:tsimarketing@stclaircollege.ca">tsimarketing@stclaircollege.ca</a>	EXT. 3337
WELLNESS		RM 157	<a href="mailto:tsiwellness@stclaircollege.ca">tsiwellness@stclaircollege.ca</a>	EXT. 3337
STUDENT COMMUN		RM 157	<a href="mailto:tsistudentcommunication@stclaircollege.ca">tsistudentcommunication@stclaircollege.ca</a>	EXT. 3337
STUDENT DEVELOP.		RM 157	<a href="mailto:tsistudentdevelopment@stclaircollege.ca">tsistudentdevelopment@stclaircollege.ca</a>	EXT. 3337
SPECIAL EVENTS		RM 157	<a href="mailto:tsispecialevents@stclaircollege.ca">tsispecialevents@stclaircollege.ca</a>	EXT. 3337
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TSI STAFF

OPS MANAGER	Andrea Brown	RM 154	<a href="mailto:tsi@stclaircollege.ca">tsi@stclaircollege.ca</a>	EXT.3721
PROGRAMMING COORDINATOR	Stephanie Woodall	RM 154	<a href="mailto:swoodall@stclaircollege.ca">swoodall@stclaircollege.ca</a>	EXT. 3235

COLLEGE ROOM BOOKING

TERRENCE BURKE	<a href="mailto:tburke@stclaircollege.ca">tburke@stclaircollege.ca</a>	EXT. 4251
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## **ST. CLAIR THAMES STUDENTS INCORPORATED**

Welcome and thank you for your interest in student clubs. We at Thames Students Inc. (TSI) believe every student should feel welcome within the St. Clair College (SCC) community and connected to campus life. The best way for you to network, meet other students and have fun is to get involved.

TSI depends on your involvement; the opportunities for you to get involved are endless, clubs being an integral part. Student clubs are essential to the culture of post-secondary experience - they play a role in promoting student life at St. Clair College, fostering a sense of community and belonging for students.

There are benefits in being a ratified club; some noteworthy services offered to these clubs are poster advertisements, startup funds, club recognition, space bookings, and much more. The Student Centre is the one-stop-shop for student club leaders on campus where they are provided with the tools to succeed.

## **CLUB POLICY**

Thames Students Inc. supports the creation and activities of student based clubs through financial, administrative, and fundraising support.

The purpose of student based clubs is to promote the growth and awareness of students in their program of study or any other program offered at St. Clair College. No club shall exclude any St. Clair College Student, either directly or through inference by either its name or constitution. Clubs that include the name of a program or field of study in their name shall be understood to not be excluding any St. Clair College student.

Any off campus events must be approved by Thames Students Inc.

The TSI Board of Directors shall be the final authority in deciding if a proposed club receives ratification. The only acceptable use of these monies is for club activities and events that provide a benefit to the students of St. Clair College.

All student clubs must adhere to the club format and rules as laid out in the Thames Students Inc. Club Manual; Clubs may only be ratified once every academic year.

## CLUB REGISTRATION

All clubs, *both new and renewing*, must register at the beginning of each academic year by completing requisite documentation in order to become a sanctioned club on campus. If the Club fails to provide completed documentation before deadlines, the Club will not be recognized and will not receive privileges of a TSI-certified Club.

A Club may register twice annually: Once in October; the other in February. *Please note that if the Club chooses to register in October, the Club does not need to re-register in February.* All Club years will terminate on April 30 of a given year, no matter whether they registered and commenced in October or February.

All forms required to register a Club are available in this Manual. Clubs are required to submit their Registration documentation no later than **4pm (EST), on the Friday, October 7<sup>th</sup> 2016 or Friday, February 10<sup>th</sup> 2017.**

There are a number of requirements that must be met in order for all clubs to be ratified. According to the TSI policy a club must:

- I. Have a membership that is open to ALL students at St. Clair College regardless of age, race, religion, ability, gender, social status, or sexual orientation. *Make sure this is clearly stated in the club constitution.*
- II. Submit the following documents:**
  - a. Club Constitution**
  - b. Membership List(s)**
  - c. Membership Fees**
  - d. Statement of Rights and Responsibilities**
- III. Have at least seven members, two executive members, and one Faculty Advisor.
- IV. Members must pay a reasonable and justified membership fee of whatever is feasible per student, each semester (Example \$5 per club member).
- V. Must have the Faculty Advisor and one student member as a signing authority on account. The phone extension of the Faculty Advisor must be supplied.
- VI. The members that sign the Statement of Rights and Responsibilities form act as the executive of the club and are also financial officers of the club.
- VII. Clubs should have a representative present at class representative meetings held by Thames Students Inc.

When a club registers and is approved, they are considered a sanctioned club and begin with a “Good Standing” designation. This provides clubs access the many services TSI offers. Should a club not adhere to TSI club policy the club will be up for club dismissal and pending the severity of club conduct possibly de-sanctioned (dissolution of the club). Privileges and services are denied to clubs in up for club dismissal.

## **START-UP FUNDS**

Each club that becomes ratified is eligible for a startup allowance of \$250.00 to their account. This is offered to help clubs get established and can be used for the purchase of stationary, club clothing/swag or other benefits to the club membership.

Clubs that are looking for clothing or swag must deal with the Programming Coordinator for approval on all designs. Also all of these items will be purchased through TSI in order to provide a product that is within the guidelines of TSI by-laws.

The club is then eligible for additional funding of \$250.00 each semester, totaling \$500.00 per academic year; provided they follow the above requirements of being a club. The monies available in the fund must be put toward delivery of events, tournaments, special projects, forums, or some form of campus activity. Activities should promote St. Clair College and the Club, and should encourage the involvement of the General Student Body.

## **MEETING REQUIREMENTS**

Clubs must hold two meetings per semester. These meetings will be documented by minutes being taken and approved. The approval of the minutes will be done by at least one of the Executive and the Faculty Advisor. Meeting schedule with dates, times and location must be submitted for each semester to TSI Programming Coordinator. Clubs meeting minutes must be submitted to TSI in a timely manner following each club meeting. The club must appoint one consistent member to chair each club meeting. Clubs must also meet with the Programming Coordinator once a month to go over any concerns issues either party may be having. These meetings will be scheduled and will require attendance of at least one representative from each club.

## **GOOD STANDING (RATIFIED CLUB)**

A TSI club maintains its “Good Standing” through the following actions:

- Register the club through Thames Students Inc.;
- By submitting a club application within a constitution outlining the official club name, goals, and objectives
- Keep TSI informed of any changes within the club;

- Keep TSI informed of club activities and events;
- Follow TSI policies in event planning and implementation at all times;
- Follow poster and advertisement policies at all times;
- Practice risk management strategies at all times;
- Adhere to club banking policy;
- Act as a TSI ambassador and in the best interest of TSI community at all times.

### **CLUB DISMISSAL (LEAD TO DE-RATIFICATION)**

The following will be the cause for club dismissal:

- Violation of the Club Ratification Policy;
- Violation of any procedures indicated in the club manual;
- Abuse of any TSI services or privileges, including poster boards violations and general abuse of meeting spaces;
- Not having at least one activity per semester;
- Failure to submit a club event or function report within one week of holding a fundraiser event;
- Not abiding by the club's constitution as ratified by TSI;
- Execution of events not approved through the TSI;
- Upon the discretion of TSI.

Notice of club dismissal or de-ratification shall be presented to the club's president.

Upon receiving such notice, a representative from the club will be permitted to appeal to file an appeal to the TSI President.

### **APPEALS**

Any student club may appeal the decision made by TSI for non-compliance. If the decision relates to safety and security of the students, it may not be appealed.

Appeals are presented to the TSI Board of Directors. One speaker will be permitted to speak for each side to present their case.

### **FACULTY ADVISORS/INDUSTRY ADVISOR**

Every club must have a faculty advisor who donates their time and knowledge to assist club representatives when required. A close working relationship between the students and advisor is strongly encouraged so that policies are followed and to help maintain continuity from year to year.

## **GUIDELINES FOR FACULTY ADVISORS**

When working with a student club, there are certain expectations from three different parties: TSI, the club, and advisor. The following is a set of guidelines for staff advisors, which we feel will help all three parties achieve their goals.

- I. Awareness of the purpose and activities of the club through attendance at meetings or through communication with club leaders.
- II. Acting as a source of general information regarding institute policies and procedures.
- III. Encouraging club members to assume responsibilities for their actions and for the effectiveness of their club.
- IV. Guiding, while at the same time allowing freedom for clubs to plan and coordinate their own activities.
- V. Providing special technical knowledge or information relevant to the club as needed.
- VI. Act as alternative signing authority on club bank accounts.
- VII. Be familiar with the club's history.
- VIII. Provide continuity.
- IX. Assisting with new club members.
- X. Evaluate progress towards goals.
- XI. Respond or act accordingly to e-mails or communications.

## **CLUB FISCAL RESPONSIBILITY**

Each club must appoint a treasurer who is in charge of submitting all financial information. All monies collected must be submitted to the TSI Programming Coordinator. When a club is ready to spend their money they must fill out a request for funds (attached to this document) and it must be signed by the president, operations manager, club executive and faculty advisor before it will be released.

## **GUIDELINES FOR SPONSORSHIP OF TSI CLUBS**

The TSI requires that the following guidelines be adhered to when considering sponsorship from outside sources:

1. Any sponsorship cannot conflict with TSI's own sponsorship agreements.
2. TSI will not permit any activity that might prejudice, embarrass or reflect negatively on either St. Clair College, or TSI.
3. Any sponsorship must be submitted in writing and approved by the TSI Programming and Projects Coordinator.



## BOOKING SPACE

To book space for club events held on campus, please contact Terrence Burke (see page 3) or contact the Programming Coordinator to book space on your behalf. Clubs must leave the rooms in the same condition they acquired them. If you need additional help in booking space, please contact the TSI Programming and Projects Coordinator.

## BBQ'S

Hosting a BBQ is a great way for clubs to gain exposure with students and to raise some club funds. TSI has a BBQ it can provide your club at **no charge**. You must first contact TSI's Programming and Projects Coordinator to book the appropriate space (i.e.: the cafeteria, courtyard space, etc.). Once the appropriate space is booked, bring your confirmation e-mail/letter to the TSI office and book the BBQ with the Operations Manager. If you book the space but do not book the BBQ, you risk not being able to use the BBQ.

1. BBQ's are to take place on St. Clair Thames Campus property in order to benefit St. Clair Students.
2. We need at least a weeks' notice in order to have the BBQ ready for your event.
3. The BBQ **must** be cleaned after Club use.
4. All food, ice, drink, etc. are to be supplied by the club and the club is responsible for proper storage.

*NOTE: the club will be financially responsible for any damaged or lost equipment that is loaned to them.*

## BAKE SALES

Clubs may book table space with the College to hold their bake sales.

*Note: ensure signage is visible and clear that all products may contain nuts. Unless you can confirm 100% that your ingredients do not contain or have come in contact with nut products, signage must be present.*

## CLUB CONSTITUTION

Thames Students Incorporated (TSI) requires that all student clubs form a constitution. A constitution outlines the objectives, duties and finances of your organization. The following constitution outline is *generic* and you can fill in the blanks and cross out any area that does not apply. For additional information or assistance in forming your constitution, please contact the TSI Operations Manager.

1. CLUB NAME \_\_\_\_\_

### 2. 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 Thames Student Incorporated.
- c. Provide opportunities for professional/social development.

### 3. MEMBERSHIP

All clubs **MUST** be open to:

**EVERY STUDENT AT ST. CLAIR COLLEGE THAMES CAMPUS REGARDLESS OF AGE, RACE, RELIGION, ABILITY, GENDER, SOCIAL STATUS, SEXUAL ORIENTATION, OR PROGRAM OF STUDY.**

### 4. CLUB ACTIVITIES

A minimum of one activity is required to be held per academic semester.

### 5. CLUB EXECUTIVE (Titles may be changed as club members deem appropriate.)

The Executive Council is to be made up of the following members:

- a. President
- b. Vice President
- c. Treasurer
- d. Secretary

### 6. CLUB EXECUTIVE DUTIES

- a. Administer policy and activates of the club.
- b. Administer all monies received by the club and maintain proper books of accounts
- c. Maintain a record of minutes of all meetings and place on file for future reference (if applicable).
- d. Administer all social functions.
- e. Approve regulations with respect to election of officers (if applicable).

A) President shall:

- i. Chair all club meetings
- ii. Represent the club at all occasions where deemed necessary
- iii. Be registered at St. Clair College as a student

B) Vice President shall:

- i. Perform all duties and assume responsibilities in the absence of the President
- ii. Be responsible for all club elections/appointments
- iii. Be responsible for the public relations of the club
- iv. Be registered at St. Clair College as a student

C) Treasurer shall:

- i. Be the Chief Financial Officer of the club
- ii. Be responsible for the preparation of the annual budget
- iii. Ensure the preparation of a financial statement and assist in the production of annual audited financial statement
- iv. Be responsible for the application and control of the annual budget
- v. Be registered at St. Clair College as a student
- vi. Submit all receipts and disbursement requests to the TSI Operations Manager promptly

D) Secretary shall:

- i. Maintain minutes of all club meetings (where applicable)
- ii. Maintain all records, reports, and correspondence
- iii. Be registered at St. Clair College as a student

## 7. ELECTIONS/APPOINTMENTS

Elections/appointments shall take place as chosen by your club and stated below:

## 8. CLUB CONSTITUTION CHANGES

The constitution may be amended or rescinded by an affirmative vote of 50% plus 1 of the members present entitled to vote at any club meeting. Minutes indicating vote & results to be submitted to the TSI Operations Manager.

MEMBERSHIP LIST(S)					
	NAME (Please Print Clearly)	PROGRAM	STUDENT # (Please print Clearly)	SIGNATURE	DATE
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
ADDITIONAL MEMBERSHIP SHEET ATTACHED?			YES NO	TOTAL NUMBER OF MEMBERS =	

**\*\*In order to be an official club, clubs must have a prospective or existing membership of no less than SEVEN St. Clair College Students, including Executive Members. If you have additional members, please add an extra page. This application will not be processed if names and student numbers are missing or illegible. Members' names will be kept confidential by the Thames Students Inc. at the request of the applying club.\*\***

**STATEMENT OF RIGHTS AND RESPONSIBILITIES**

WE, the undersigned Officers, having read the Clubs Package and completed the Application Package, hereby accept the obligation of (Club Name) \_\_\_\_\_, its officers and members to respect and adhere to Club Policies and requirements as well as to all St. Clair College Policies and Procedures, including the Student Code of Conduct.

WE understand that approval of this request for recognition enables us to use the name of St. Clair College and Thames Students Inc., in association with our activities. We also understand accept that (Club Name) \_\_\_\_\_ has no right to speak for the College or Thames Students Inc., nor should we give an appearance of doing so. Finally, we acknowledge that the College and the Thames Students Inc. accept no liability arising out of the Student Council’s recognition of (Club Name) \_\_\_\_\_, and the activities of said group. We further agree that (Club Name) \_\_\_\_\_ shall indemnify and hold the College and Thames Students Inc., harmless of any damages and legal costs resulting from its activities.

NAME OF SIGNING OFFICER	NAME OF SIGNING OFFICER	NAME OF SIGNING OFFICER
TITLE OF SIGNING OFFICER	TITLE OF SIGNING OFFICER	TITLE OF SIGNING OFFICER
DATE	DATE	DATE
SIGNATURE	SIGNATURE	SIGNATURE

# St. Clair College Thames Students Inc. Funding Release Form

In order for the money to be released a signature must be obtained by those listed below. Please also attach a copy of the minutes and/or a list of where the money will be spent with signatures from at least 50 percent of the club members.

## Name of Business/Organization/ Person being paid

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\_\_\_\_\_  
Club Executive

Name:

\_\_\_\_\_  
Co-ordinator or designate

Name:

\_\_\_\_\_  
TSI President

Name:

\_\_\_\_\_  
Andrea Brown

Operations Manager, Thames Students Inc.

St. Clair College

**Date:** \_\_\_\_\_