



Clubs and Societies Manual  
2021 -2022

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A club or society is a group of students sharing common ideas and interests. These students gather for the purpose of advancing and sharing these interests, with other club members and fellow students. Clubs and societies help to improve student life by planning events for students to gather together, outside of the lab or classroom.

### **General Guidelines**

Clubs and Societies must adhere to the following criteria:

1. Clubs can be organized around any interest as long as they do not discriminate against another student or express views that would run counter to applicable Canadian Human Rights Laws.
2. As a Club or Society you are free to pursue any goal except those that may cause any sort of harm to someone else.
3. All Executives must be in good academic standing in accordance with UNBSJ academic policies.
4. All Clubs and Societies are expected to participate in Campus Awareness Week. The date may change from year to year. Each Club will have access to a table set up in the either in the quad or Baird Dining Hall, depending on the weather, for the purpose of promoting their club and recruiting new members. (Club membership is only valid for one academic year, thus students are required to renew their membership each year).
5. In March, all Clubs and Societies are expected to elect the New Executives for the following academic year. Each club must submit a list of the newly elected Executives along with their summer email addresses to the VP Finance no later than the last weekday of March. All Executives must be in good academic standing in accordance with UNBSJ academic policies.
6. Students can be an executive on no more than two (2) student groups; and not be president of more than one (1) group. This should allow students to maintain their personal studies and allow for others to be involved.
7. After meeting with the VP Finance, students looking to form a new club are encouraged to find other individuals with similar interests to create a leadership committee of 3 -7 students, rather than put in place a President and VP's.

8. Once a leadership committee is in place, they are to draft a club proposal, outlining the basic premise for the club and submit it to the VP Finance.
9. Once a final proposal is in place and approval is given by the SRC, the leadership committee is free to pursue membership and the club will be considered probationary for one full academic term.
10. During the probationary period, a general meeting is to be called by the leadership committee, inviting all members to discuss the drafting of a club constitution. See section "**How to Write a Constitution**".
11. A formal decision on club status will be made within 1 week and clubs will be notified via email or preferred method. Should you not receive club status you may appeal the decision to the SRC president by email (within 3 business days of notification) and a meeting will be scheduled for discussion, with the SRC executives.
12. Club funding during start up will be restricted to promotional materials such as posters, flyers, t -shirts or other start up materials required in preparation for the first event. The SRC may or may not fund any events prior to the end of probation to ensure proper planning and attendance would be in place.
13. Maximum funding during the probationary period will be \$150.

**Clubs and Societies must meet the following criteria:**

1. Each new Club must submit a mission statement outlining goals, events and leadership committee, to the VP Finance, prior to engaging students' full scale.
2. Each Club must submit a list of all Executive members (name, executive position, email address and phone number) to the VP Finance prior to the first Day of Campus Awareness Week.
3. To receive ratified status and sponsorship from The Students' Representative Council, a Club must consist of 25 members minimum. (Consisting primarily of UNBSJ students' with a 4:1 ratio or permission from the VP Finance).
4. New clubs must consist of 10 members' minimum, not including the leadership committee; and will be considered under probation for one academic term during which the new club will complete all required steps to form their new club.
5. Each Club must submit their member lists and any collected membership fees to the VP Finance by the day following the end of Campus Awareness Week. Member lists must be typed and display each members name, email address and amount paid (if applicable).
6. Failure to submit your requests by the last weekday in March may result in a loss of status and require your club to apply as a new club in the following academic year.

## **Club Formation and Renewal**

### **How to retain or renew status as a club:**

After club elections in the winter term, clubs are to fulfill three basic requirements for renewal in the following fall term.

- 1.** Clubs seeking Renewal must submit an updated list of newly elected executives. This list must include names, positions within the club and summer contact information consisting of email addresses and phone numbers.
- 2.** One executive must be appointed to be the sole point of contact between the SRC and your club. This is to ensure communication between the SRC and your club is maintained throughout the summer in preparation for the fall term.
- 3.** Clubs must submit a constitution as outlined in the how to write a club constitution section. Signed by the incoming executives.

## **Club and Society Classifications**

Clubs and societies will be classified depending on the area they represent. Societies will represent student groups related to a faculty or educational interest Club categories:

- Social: Clubs/Associations - revolve around student interest in social activities such as watching movies or gaming.
- Sports: Clubs - revolve around athletic activities such as basketball and Frisbee.
- Academic: Societies - revolve around extra curricular academics such as the History Society and The Psychology Society.
- Political: Associations
- Spiritual: Fellowships - revolve around sharing various faiths.
- Cultural: Associations - revolve around sharing different cultures.
- Charity: - revolves around students involving themselves in charity work

## **Club Status**

Clubs may be formed at any time during the academic year.

Clubs will be considered in one of the following categories:

- Probationary: Newly formed clubs or active clubs
- Recognized: Recognized clubs are allowed to hold events on campus but will receive no endorsement from the SRC
- Supported: Supported clubs will receive support from the SRC in the form of space, promotions and equipment rentals.
- Ratified: Full benefits are available to ratified clubs including space, Promotions, equipment rentals and funding assistance

## **Funding and Reimbursement**

Requests for re-imburement will be denied after 14 days of spending. Cheques will be written to a student only and will be made ready within 24 hours of submitting requests, subject to signing availabilities of an acceptable executive and our GM.

## **Event Planning and Promoting**

Student groups are responsible for planning and promoting their own events. The SRC will make itself available to offer any service, assistance or advice needed to ensure the success of your event. We will post event details on our website calendar and your group is free to post once on the Facebook page “UNB -SRC” and the SRC profile “Unb Src”.

### **Food approval**

As per the contract for food services between UNB and the food service contractor, currently ChartWells, any food being served must have permission from ChartWells Fifteen (15) days prior to your event. ChartWells has first right of refusal for all food service on campus. See separate food approval form for clear directions regarding food at your events.

### **Poster / promotions creation**

The VP Social is in charge of producing promotional materials such as posters, flyer and tickets. It is the clubs’ responsibility to set up a time with the VP Social, a minimum of (14) fourteen business days, prior to the need for the material. Subject to the availability of the VP Social.

### **Transition of the Executive**

*This section explains how the incoming club Executive will be informed of their duties – both to club members and to the Students’ Union – by the outgoing Executive. Most successful clubs implement some form of Executive transition program. In order to be most effective, club Executive terms should provide at least one month of overlap so that the new Executive has the opportunity to work closely with the outgoing Executive in order to understand the roles and responsibilities of their respective leadership positions.*

Example:

- A. During the period from the end of the second week of April until the first day of May, when the new Executive will assume office, it is the responsibility of the departing Executive to orient the newly elected executive officers to their jobs. This includes teaching the incoming executive about club and SRC policies and procedures, transitioning custodianship of club records and materials and preparing the new Executive to be effective in their roles for the next year's work.
- B. It is the responsibility of the departing President to ensure that all club requirements to the SRC, including submission of a complete annual report and the removal of all



club records and materials from the club office and locker, have been fulfilled before the incoming Executive assumes office.

- c. It is the responsibility of the departing President and VP Finance (or equivalent roles) to bring all accounts up to date to the end of the fiscal year, and to prepare any required financial statements of the club. In addition, the outgoing President and VP Finance must arrange with the respective incoming Executive for the transition of the club bank accounts into the incoming President and VP Finance's names. These tasks are to be completed and their outputs delivered to the new Executive no later than the last day of April.
- d. It is the responsibility of the incoming Executive to assume custody of all club records and materials and accountability for all financial activities of the club (as outlined in Article 5) and for all club requirements to the SRC commencing with the first day of May.

### **Forms and Paperwork**

The SRC has a few different forms that may need to be filled out prior to your group hosting an event or at other times during the year. The VP Finance will review all documents and at times may call for a meeting between the VP Social, the VP Finance and your group.

- Event Contract / Expense Request Form
  - o The mainstay of student events. This form has been reworked to include both your event contract and expense requests. **This form must be submitted fourteen (14) days before the date of your anticipated event.**
- Event Report / Re -imbursement Request Form
  - o This form should be filled out after every event a student group hosts. It will help the SRC track what types of events are successful and which ones are not very popular. Information such as attendance and overall event debrief. **Individuals seeking re -imbursement must fill out the form and submit all receipts within fourteen (14) days of your event or re -imbursement may be denied.**
  - o The form also has space for submitting receipts for re -imbursement.
- Annual Club Report

- o Near the end of the school year, the out going executives are to prepare a report reviewing the year in terms of activity and accomplishments. **This form is to be submitted along with the intent to re -apply form that is to be filled out by the incoming executives.**
- Intent to Re -apply
  - o To be filled out by all the newly elected club executives and **submitted by the end of April along with the Annual Club Report.**

The SRC is not the only body that requires paperwork to be filled out for student events. Food services, security and conference services all have forms that may or may not be necessary for your event. The VP Finance will make sure that all paperwork needed is available for your event.

- Conference Services Event Contract
  - o This document is very similar to the SRC Event Contract. Similar information is required to be submitted to Conference Services fourteen (14) days before your event. The VP Finance will deliver this form on your behalf, after your group has filled it out fully.
- Food Approval
  - o As per the contract for food services between UNB and the food service contractor, currently Compass Group, any food being served must have permission from Compass Group Fifteen (15) days prior to your event. Aramark has first right of refusal for all food service on campus. There is some easing of food services during non -business hours for the cafeteria and for events held in SRC space such as club offices.