



CLUB HANDBOOK



CEGEP CHAMPLAIN
ST. LAWRENCE
CHAMPLAIN REGIONAL COLLEGE

S.L.C. STUDENT ASSOCIATION INC. & STUDENTS SERVICES DEPARTMENT

S.L.C.S.A. Club Policy

NOT FINAL VERSION; AS OF May. 8th, 2015

A resolution of the Student Council on September 20th, 2015 adopted the S.L.C.S.A Club Policy and was then amended by resolutions:

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PREAMBLE

Student organizations provide opportunities to connect to the College, pursue special interests, develop leadership and organizational skills, learn about different cultures, make friends, and work with others to achieve common goals. Being involved in a student organization can be an integral part of your education and will teach you valuable skills that will benefit your education at SLC and your future careers.

Cegep Champlain - St. Lawrence is committed to providing extra-curricular and co-curricular activities that will help in the development of leadership and community service skills. We believe that involvement in student organizations can provide a lifetime learning experiences that builds skills students can use in their emerging role as global citizens.

This handbook is designed to help students become familiar with student club guidelines, as well as the responsibilities and benefits involved with being part of a student club at St. Lawrence. It is important that all club members become familiar with this handbook and direct any questions or concerns to Student Services or the Student Association.

Membership to student organizations is open to all St. Lawrence students regardless of race, religion, sex, national origin, physical limitations or sexual orientation. Goals and activities of the organization must be in keeping within the philosophy and objectives of the college and the Student Code of Conduct.

Student Services and the SLCSA would like to thank you for becoming involved. You are commended for taking the initiative to become leaders of our community. Your commitment to student life is greatly appreciated.

Club Policy

A policy relating generally to the organization and the conduct of the affairs of an Official Club or Event Committee of the S.L.C. STUDENT ASSOCIATION INC. /ASSOCIATION DES ETUDIANTS S.L.C. INC.;

1. THE BENEFITS TO BEING AN OFFICIAL CLUB OR EVENT COMMITTEE

- (1) As a SLCSA sponsored club or event, the club or committee would be provided with the below benefits as they are held at a high standard within the college;
- (2) Base Funding of \$100.00 per year that they are active; upon request
- (3) The opportunity to apply for a SLCSA sponsored grant to increase their budget that semester. (Fund Request);
- (4) Insurance for all their activities and events on campus or covered by the College
- (5) Free Radio, Facebook page and Omnivox, and a page on the SLCSA website advertising for club events and activities;
- (6) Access to Office Space (club rooms);
- (7) Free rentals of areas (Student Center, Cafeteria, hallways, etc.) and equipment (cameras, TVs, projectors, etc.) ; upon request in room 272
- (8) Training by the SLCSA for conducting meetings upon demand, and;
- (9) Event/activity approval and support from the Student Services and the SLCSA.

2. HOW TO START A CLUB

The Ratification Process and Checklist:

Any group wishing to start a club must meet the following requirements and conditions:

- (1) The club must have at least twelve (12) signed members along with their student identification numbers and phone numbers. Please fill out Appendix N: Club Members.
- (2) The club must have at least three (3) executives including a President, Vice-President Administration and Vice-President Financial. These executives must be named in the Constitution – see section 4.2.05 of this Policy.

- (3) All clubs must be open to all members of the S.L.C. Student Association without any pre-condition.
- (4) A Constitution must be proposed stating the club intentions and objectives. Please write out a Constitution following the appropriate structure — see section 4.2 of the present Policy.
- (5) Any club wishing to be recognized and seeking financial support from the college, any college department or by any means (sponsors) must include it in their budgets submitted to the Student Council.
- (6) The S.L.C.S.A. and Student Services have the right to refuse access to certain club benefits to any club who can operate without these club benefits.
- (7) The S.L.C.S.A. and Student Services have the right to rescind club recognition from any club that fails to meet the guidelines stated in this policy and/or in that club's own constitution.

3. CLUB CONSTITUTION

The Club Constitution shall constitute the official procedures and informations of an Official Club.

3.1 FORMAT

The Club Constitution shall follow closely the example in Appendix Q: Constitution Example.

3.2 SECTIONS

The Club Constitution shall have at least the following sections:

- (1) Name of the Club
- (2) Objectives and Purpose of the Club
- (3) Members
- (4) Proposed Membership Fee
- (5) Executive Positions
- (6) Elections (Internal / Appointment of officials/ executives)
- (7) Removal of Committee Leader from Office
- (8) General Meetings
- (9) Budget

- (10) General Business of the Club
- (11) Quorums
- (12) Events and Funding Activities

Sections can be added at the end of the constitution, if needed.

3.2.01 NAME OF THE CLUB.

It Should be representative, clear and non-offensive.

3.2.02 OBJECTIVES AND PURPOSE OF THE CLUB

It is the most significant part of the constitution as it is the description and the purpose of the Club.

3.2.03 MEMBERS

The membership shall be opened to all S.L.C Student Association Members. There shall be only one class of members: active members.

3.2.04 PROPOSED MEMBERSHIP FEES

This section should state the cost associated to being a member of the Club and how the costs are determinate. This section must appear even if there is no cost. In that case, it must be stated.

3.2.05 EXECUTIVE POSITIONS

Below are the ground rules for the executive positions' responsibilities. This section has to appear in Section 5 of the Club Constitution with the executive members' names next to the positions.

Note that although the name of the positions may lead one to believe there is a hierarchy within executive members, there is none, the positions differ in their duties only. Every executive member is equal in authority.

There are three (3) positions which are mandatory to start and maintain a productive club. If one of the positions were to become vacant, please refer to section 4.2.06 of the present Policy. They go as follow: President, Vice-President Administration and Vice-President Financial. Two more non-executives positions are available. Executive members may ask regular members of their club to assist them in their tasks without these members being considered as executive members.

At least one of the executives of the Club must be a first year student of the college.

Every member, executive or not, has the right to vote during club meetings.

President:

- *The president represents the club with the college administration and is the official spokesperson for the club;*
- *In case of ties when voting during executive meetings, the president gets to vote a second time;*
- *Is responsible for the communication with the SLCSA;*
- *Is responsible for the communication between different clubs and event committees;*
- *Advertises for the club;*
- *Keeps students informed of club matters, and;*
- *Is responsible for the Chairperson duty if there is no Chairperson.*

Vice-President Administration:

- *The Vice-President Administration has the same duties as the President when the latter is absent;*
- *Is responsible for the communication between different clubs;*
- *Is responsible for the communication with other similar organizations outside of St. Lawrence if it applies.;*
- *Is responsible for the communication with the SLCSA;*
- *Is responsible for the general organization of the Club:*
 - *Manages and keeps records of all club events;*
 - *Is responsible for campus events in relation with the club;*
 - *Plans and organizes events;*
 - *Rents rooms if needed, and;*
 - *Is responsible for anything related to the organization of club activities.*
- *Is responsible for all Secretary duties if there is no Secretary in the club.*

Vice-President Financial:

- *Keeps an up-to-date list of the club properties;*
- *Keeps up-to-date journal entries;*
- *Keeps records all of the club's financial documents;*

- *If club properties are borrowed from the club, the Vice-President Financial is responsible to keep track of them;*
- *Presents records of club finances during the first meeting of every month, and;*
 - *Reminds members of the financial limitations when planning activities.*

Secretary (non-executive)

- *Keeps the minutes of all club meetings;*
- *Is responsible for the good and accurate record of all of the club's documents;*
- *Is responsible to submit minutes from club meetings to the SLCSA Internal Officer and anyone who requests them;*
- *Prepares club elections; (internal elections/appointments)*
- *If abnormalities occur during the election process, they are to report to the SLCSA, to all members, and they are to hang a poster on school's billboard explaining what has happened, and;*
- *Responsible to keep an up-to-date list of active members*.*
- *Responsible of writing a final report (president) and submit it to the SLCSA and student services departement*

Chairperson (non-executive):

- *The chairperson's only duty is to chair club meetings. The chairperson cannot express their opinion or vote during club meetings (this includes executive members). The only time the chairperson votes is when the president chairs and a tie occurs. Then, the president casts the deciding vote.*

Tasks common to all positions:

- *In case a specific executive member is absent and they are needed, an executive member that is present has to replace them. If the president is absent, the Vice-President replaces them. If both are missing, the Vice-President Financial will replace the President. When the executive that was absent returns, they must be told what happened during their absence.*
- *Every executive member has to collect and report complains and commentaries.*
- *Taking any suggestion or request by anyone, which will be discussed during the following executive meeting.*
- *Every executive member is responsible to implement decisions taken during club meetings.*

- *Every executive member has to assist other executive members who request support to fulfill their duties.*
- *Responsible to fill Fund Requests Forms to the SLCSA.*

**Active members are members who attend all scheduled club meetings; failure to attend three meetings will result in the member no longer being recognized as an active member of the Club.*

3.2.06 ELECTIONS

Below are the regulations for the executive positions' elections. This section has to appear in section 6 of the Club Constitution.

Elections:

Elections for returning clubs are to be held at the end of every winter semester and at the beginning of the Fall semester for by-elections of at least one executive role. Posters have to be hung on the club rooms' walls at least a week before the end of the period during which members may apply for any executive position by writing their name, student ID, and the desired position on the designated poster. Additionally, posters will have to inform members of the room in which elections will be held and the time at which elections will be held. Moreover, it must state that members will need their student IDs to vote.

Every active member is allowed to vote. The Secretary will oversee the election process to make sure everything goes according to the club's current constitution. If the secretary sees any abnormalities during the election process they are to inform the SLCSA, all members of the club, and to hang a poster on the club room's walls explaining what has happened. Not reporting an abnormality during the election process is ground for removal from office for all executive members. The SLCSA may choose to nullify the club's elections.*

Appointment process:

The club will rent a classroom or a club room if it is spacious enough in which club elections will be held. Current executives have to bring a list of all members of the club and, when a member comes to vote, they have to show their student ID to cast a vote. Once a member votes, their name will be checked on the Club's members list. The elections are to be done through secret ballots.

Elections may be conducted electronically in any way that the current Club Executives sees fit and that satisfies all of the following conditions:

- (a) *Only active Members of the Club may vote;*
- (b) *All active Members of the Club have the ability to vote;*

- (c) *The Candidates must be clearly identifiable by their full names;*
- (d) *No active Member of the Club may cast more than one vote;*
- (e) *Casting a vote must be anonymous, and;*
- (f) *The appropriate quorum shall be present.*

3.2.07 REMOVAL OF AN OFFICER FROM OFFICE

The following removal from office procedures are only applicable to Club Executives Positions.

- (1) *If a member fails to attend three consecutive meetings and/or three activities and their absence is not excused (which has to be voted on the following executive meeting), the said member will be removed from office .*
- (2) *As soon as an executive member becomes a bylaw-student under Bylaw-8 of Champlain Regional College, the executive will be removed from office.***
- (3) *If a member of a club starts a Removal from Office petition, the member who starts the petition and the member to be removed from office must meet with the Internal Officer of the SLCSA. During that meeting, the member who started the petition has to give the introductory paragraph for their petition with the grounds for removal from office, explanations as to why they believe the executive member should be removed from office. The executive member to be removed from office has to read it and hand in a defence to the Internal officer of the SLCSA within two lecture days. The Internal officer of the SLCSA will hand in a copy of the defence to the member who started the Removal from Office petition and the latter has to put the defence as it is given to them at the end of their introductory paragraph on the first page of the petition. If the defence paragraph is modified from the original version given to the Internal officer of the SLCSA or if it is not on the first page, the petition will be nullified and the person who started the petition cannot start another petition. To remove from office an executive this way, one needs 2/3 of the club members to sign the petition. If the completed petition is filled properly, if it is handed in to the Internal Officer and if there are enough signatures, the petition will be brought before the Student Council to make sure everything is in order. Once the petition is approved by the Student Council, the member will be removed from office immediately.*

Grounds for Removal from Office:

- (1) *An executive member abuses of their power or privileges given to them by their position.*
- (2) *Repeated failure to fulfill their duties stated in section 5.*

When an Executive Position is Vacated:

If an executive member is to resign or to be removed from office, the executive council of the club will go through a vote to elect a new executive. When this is the case, the new member will both have executive powers and the duties of the position.

3.2.08 GENERAL MEETINGS

-Dates

ex.: The first Monday of every month

- Officer in charge of calling them (President)

- Things that will be discussed:

ex.: Activities

Executive Meetings:

Meetings of the executives shall be at least once a month.

3.2.09 BUDGET

(1) Upon request, all clubs will receive base funding from the SLCSA of \$100.00 per year that they are active, which will be deposited in their college account, which is managed by student activities.

(2) By applying for a Fund Request, clubs may apply to the SLCSA for additional funds. In order to do so, they must submit a Appendix B: Fund Request Form to the Internal Officer or its assistant with a detailed budget for the whole year that the club is active and an official letter addressed to the student council explaining in depth the fund request. Let it be known that such applications may be denied or altered by the SLCSA upon their review and that this process may take up to 3 weeks.

3.2.10 GENERAL BUSINESS OF THE CLUB

-The outline of how the decisions will be taken. Who can take decisions? The members, the executives? What subjects can be discussed between the executives and which decisions can they take? Decisions on money spent, activities, communications, events?

-Any constitutional matters shall be discussed with the appropriate quorum of the active members of the Club.

3.2.11 QUORUMS

-The outline of the quorums is:

- (1) Club meetings*
- (2) Elections*
- (3) Executives Meetings*

The Quorum for executive meetings shall be of all executives.

- (4) Changes to the Constitution of the Club (it must be at least 50%)*

- All quorums must be of at least thirty percent (30 %) of the active members.

3.2.12 ACTIVITIES

-List of ideas for activities

-Approximate time frame

3.2.13 AFFILIATIONS (OPTIONAL)

- Collaboration with other organizations

- This section is required even if there is no affiliation to the club. It must be stated in the section if there is no affiliation to the club.

3.3 MODIFYING SECTIONS OR CONTENT OF THE CONSTITUTION

- (1) Any all elements in italics in Sections 4.2.01 to 4.2.13 of this Policy shall appear in the constitution of every club. Any and all changes to the sections in italics must appear underlined (or crossed if it is to be removed) in the Club's Constitution.
- (2) If your constitution has been nullified, the club in question has seven days to submit a new one to the SLCSA or the club will be disbanded.
- (3) All changes made to the constitution must go through a vote by the active members with 2/3 majority vote in favour of the proposed changes. Members cannot abstain when voting for constitutional changes. To change the constitution, 50% of active members shall be present and constitute the quorum.
- (4) Any and all changes to the Constitution of a Club must be approved by the Student Council. Failing to do so will result in nullifying your constitution be it already approved or not by the SLCSA and your club may be put on probation.
- (5) A three days notice has to be given to all members before any and all constitution changes be voted. This notice shall be of the form that the Executives see fit.

4. CLUB AND EVENT COMMITTEE STATUS

4.1 RECOGNIZED CLUBS AND COMMITTEES

A recognized Club or Committee are have their status fully recognized by the SLCSA. They shall have access to all benefits outlined section 1 of this Policy.

4.2 CLUBS AND COMMITTEES ON PROBATION

Clubs and Committees on probation will have all of their requests to the SLCSA put on hold until the situation is resolved. They shall have access to all other benefits outlined in this Policy.

4.3 DISBANDED CLUBS AND COMMITTEES

Disbanded Clubs and Committees will no longer have their status recognized by the SLCSA. They shall have no access to any benefit outlined in this Policy. The Club or Committee in question shall not embark in the ratification process until the next academic calendar.

4.4 CLUB AND COMMITTEE EVALUATION

The SLCSA will evaluate of each proposed constitution and constitutional change and decide whether to approve the application or not.

The membership of all recognized clubs shall be open to all members of the Corporation without any prejudice. Therefore, all recognized clubs commit themselves to seek out the greatest number of possible members from the student body.

Clubs will be evaluated at random by the Internal Officer and a representative from the Student Services in order to ensure clubs perform to the best of their ability they should also evaluate themselves on the following points:

Constitution:

- (1) Are the clubs following their constitution/mandate?

SLCSA Involvement:

- (2) Are the clubs attending the SLC Clubs Committee meetings?
- (3) Have the clubs executed their required number of events?
- (4) Was the planning of these events sufficient?
- (5) Did they promote these events sufficiently?
- (6) Did they allow the SLCSA enough time to approve this event? Paperwork? Budget?
- (7) Are the clubs actively involved in SLCSA events?
- (8) Are the clubs actively seeking new members?

Club Offices/Rules:

- (9) Is the Club space being used according to the Constitution/mandate?
- (10) Are the Club offices clean?
- (11) Are the Clubs respecting the noise levels?

Executives:

- (12) Are the Clubs holding meetings in order to keep their members informed?
- (13) Are executives allowing members to be involved in the Club decisions?

4.5 WITHDRAWAL OF CLUB RECOGNITION

The SLCSA and the Student Services reserve the right to withdraw a club's recognition if it does not follow the guidelines set forth in the Club Policy. Grounds for such disciplinary action are:

- (1) Failure to perform its purpose (which is set out in its constitution);
- (2) Not meeting guidelines stated in its constitution and;
- (3) Guidelines set forth in this Policy.

It is understood that club performance is essential in helping promote student life. However, if a club fails to perform its duties, the SLCSA can and will withdraw its financial contribution from the club, and will bring an end to its allocated office space.

5. CLUB AND EVENT COMMITTEE DUTIES

- (1) Each Club and Event Committee must hold meetings with its executives present throughout the academic year. They may discuss activities, budgeting and so on pertaining to the club. Minutes from those meetings that must be submitted twice a year (at the end of each semester) to the SLCSA Internal Officer and the Student Services;
- (2) Each Club and Event Committee must submit a detailed list of its activities, which they plan to hold along with proposed dates at the beginning of the academic year. Intramural activities dates will be reviewed by the Student Services and the SLCSA and changed if necessary to avoid conflict. Activity lists should be headed in with at least one (1) week's notice in advance of the proposed activity;
- (3) Each Club and Event Committee is responsible to organize activities pertaining to its theme. Every Club and Event Committee must implicate the greatest number of students possible and create activities that will be of interest to them;
- (4) Each Club must hold at least two activities per academic year;

- (5) Each Club and Event Committee should also partake in at least two (2) to of three (3) college promotional activities: Open House in January, St. Patrick's Day Parade in March and the New Comer's Night in May;
- (6) Each c Club and Event Committee must make adequate advertisement to promote the club and its activities or the main event and its funding activities. This can be done by using the weekly newsletter, posters on the schools billboards, Facebook events, etc. (See Communications and Posting section XXX of the Club Policy);
- (7) Each club should also take part in the Club Fair. (See Club Fair Section XXX of the Club Policy);
- (8) Each club has one (1) Key given out to them at the beginning of the Academic calendar. It is the club's duty to understand that the club rooms are office and meeting space and not personal storage. No personal effects nor food, will be tolerated in these areas. It is not up to the Student Services to open up club rooms designated to particular clubs. The President will have a key and that is the way people will have access to club offices;
- (9) Club rooms will be maintained properly throughout the year, and;
- (10) A year-end report shall be submitted by the end of the month of May containing a summary of the activities of the club head during the year, a financial statement, constitution of the executives for the following academic year, and recommendations for the future.

6. CLUB FAIR

The Club Fair will be held once every year during the month of May or June. It will be held during SLC's New Comers' Night. The SLCSA shall be in charge of organizing the event with the Student Services. The club fair will take place in the cafeteria, in the Gym or in the Student Center. Every club should use the club fair to promote the club or committee, to recruit new members and to demonstrate to the public what the club or committee is and it stands for. It is the chance to get new student's attention to your a club or committee, get their names and contact them when the time comes.

7. PLANNING A CLUB ACTIVITY

- (1) The SLCSA requires all clubs to be involved in student life. Clubs are welcome to organize special events on and off campus. However, in order to eliminate conflict, the need to coordinate all activities is imperative. Prior to a club running an activity, authorization must be obtained from the SLCSA and student services.

- (2) SLCSA encourages funding activities. All funding activities, including bake sales, must also be coordinated with SLCSA.
- (3) It is important to note that the college policies exist for certain type of events and that their policies and must be followed. The college has policies on the sale of food on campus, the sale of merchandise, soliciting, and vending.
- (4) Clubs wishing to organize events revolving around one of the above-mentioned policies, must receive permission from the SLCSA by filling out Appendix I: Basic Activity Planner or Appendix J: Bake Sale Form.
- (5) These forms must be handed into the Internal Officer at least two weeks prior to the event date.

8. HOW TO START AN EVENT COMMITTEE

Any group wishing to start an Event Committee must meet the following requirements and conditions:

- (1) The committee must have at least two (2) executives including an Event Leader and a Financial Agent. These executives must be named in the Constitution – see section 5.2.05 of the present Policy.
- (2) A Constitution must be proposed stating the Event’s intentions and objectives. Please write out a Constitution following the appropriate structure — see section 5.2 of the present Policy.
- (3) Any committee wishing to be recognized and seek financial support from the college, any college department or by any means (sponsors) must include it in their budgets submitted to the Student Council.
- (4) The S.L.C.S.A. and the Student Services have the right to refuse access to certain Event Committee benefits to any committee who can operate without these committee benefits.
- (5) The S.L.C.S.A. and the Student Services have the right to rescind committee recognition from any committee that fails to meet the guidelines stated in this policy and/or in that committee’s own constitution.

9. EVENT COMMITTEE CONSTITUTION

The Event Committee Constitution shall constitute the official procedures and information of an Official Event Committee.

9.1 FORMAT

The Event Committee Constitution shall follow closely the example in Appendix Q: Constitution Example.

9.2 SECTIONS

The Event Committee Constitution shall have at least the following sections:

- (1) Name of The Event
- (2) Objectives and Purpose of the Event
- (3) Members
- (4) Membership Fee
- (5) Executive Positions
- (6) Appointments of Executives
- (7) Removal of Committee Leader from Office
- (8) Meetings
- (9) Budget
- (10) Approximate Timeframe
- (11) General Business of the Committee
- (12) Quorums
- (13) Events and Funding Activities

9.2.01 NAME OF THE EVENT

It should be representative, clear, non-offensive and include at least “SLC”.

9.2.02 OBJECTIVES AND PURPOSE OF THE EVENT

It is the most significant part of the constitution as it is the description and the purpose of the Event.

9.2.03 MEMBERS

The Event Committee positions shall be opened to all S.L.C Student Association Members. There shall be only one class of members: active members of the committee.

9.2.04 MEMBERSHIP FEES

This section should state the cost associated to being a member of the Event Committee and how the costs are determinate. This section must appear even if there is no cost. In that case, it must be stated.

9.2.05 EXECUTIVE POSITIONS

Below are the ground rules for the executive positions' responsibilities. This section has to appear in section 5 of the Constitution with the executive members' names next to the positions.

Note that although the name of the positions may lead one to believe there is a hierarchy within executive members, there is none, the positions differ in their duties only. Every executive member is equal in authority.

The committee must have at least two (2) executives including an Event Leader and a Financial Agent. There can be up to four (4) executive members in an event committee and two more non-executives. Executive members may ask regular members of their event committee to assist them in their tasks without these members being considered as executive members.

At least one of the executives of the Committee must be a first year student of the college.

Head Committee Leader:

- *Represents the committee with the college administration and is the official spokespersons for the Event;*
- *Are responsible for the communication with the SLCSA;*
- *Are responsible for the communication between different clubs and event committees;*
- *Advertises for the club;*
- *Keeps students informed of committee matters;*
- *Is responsible for the Chairperson duty if there is no Chairperson, and;*
- *Is responsible to produce a complete report of the Event to the Student Council before the Exam period of the Winter semester as stated in section 7 of the Club Policy.*

Committee leaders (non-essential):

- *Oversee the affairs of the club;*
- *Take executive decisions;*
- *Have a general duty in the committee, and;*
- *Are responsible for the committee's well-kept reputation.*

Financial Agent:

- *Keeps an up-to-date list of the Event Committee's properties;*
- *Keeps up-to-date journal entries;*
- *Keeps records all of the club's financial documents;*
- *If club properties are borrowed from the committee, the Financial Agent is responsible to keep track of them;*
- *Presents records of the Event's finances during the first meeting of every month;*
- *Reminds members of the financial limitations when planning the Event;*
- *Works in close relation with the Financial officer of the SLCSA*
- *Is responsible for all Secretary duties if there is no Secretary in the committee.*

Secretary (non-executive):

- *Keeps the minutes of all committee meetings;*
- *Is responsible for the good and accurate record of all of the committee and the event's documents;*
- *Is responsible to submit minutes from committee meetings to the SLCSA Internal Officer and anyone who requests them;*
- *Responsible to keep an up-to-date list of active members* if there are other people involved than the executives of the Event Committee.*

Chairperson (non-executive):

- *The chairperson's only duty is to chair committee meetings. The chairperson cannot express their opinion or vote during committee meetings (this includes executive members). The only time the chairperson votes is when the president chairs and a tie occurs. Then, the president casts the deciding vote.*

Common tasks to all positions:

- *In case a specific executive member is absent and they are needed, an executive member that is present has to replace them. If the president is absent, the Vice-President replaces them. If both are missing, the Vice-President Finances will replace the President. When the executive that was absent returns, they must be told what happened during their absence.*
- *Every executive member has to collect and report complains and commentaries.*
- *Taking any suggestion or request by anyone, which will be discussed during the following executive meeting.*
- *Every executive member is responsible to implement decisions taken during club meetings.*
- *Every executive member has to assist other executive members who request support to fulfill their duties.*
- *Responsible to fill Fund Requests Forms to the SLCSA.*

**Active members are members who attend all scheduled club meetings; failure to attend three meetings will result in the member no longer being recognized as an active member of the Club.*

9.2.06 APPOINTMENT OF THE EXECUTIVES

Head Committee Leader

People wishing to be Head Committee Leaders shall propose themselves for the role to the student council by filling out and submitting to the Internal officer or the Assistant Internal officer of the SLCSA, Appendix O: Event Committee Leader Form. The Student Council shall make arrangements to meet with the people who are interested and chose the person best suited for the role. Two (2) representatives from the Student Council and one (1) representative from the Student Services shall meet at least once with all interested people in the role individually before taking the final decision.

Committee Leaders

All Committee Leaders shall be appointed. Anyone wishing to fill an executive position shall fill out and submit to Head Committee Leader Appendix O: Event Committee Leader Form before the deadline chose by the Head Committee Leader. The Head Committee Leader shall make arrangements with people who are interested in the roles to conduct interviews. The Head Committee Leader, one officers from the Student Council and a representative from the Student Services shall be present at each interview and shall take, with the Head Committee Leader the final decisions.

9.2.07 REMOVAL OF COMMITTEE LEADER FROM OFFICE

The following removal from office procedures are only applicable to Committee Executives Positions.

- (1) The Committee Leader will receive an informal letter warning that a part of their behaviour is not in accordance with the Constitution or that they have shown negligence in their duties.*
- (2) The Committee Leader will receive a final warning that they are violating the Constitution, not accomplishing their duties and are facing possible removal from office.*
- (3) An Committee Leader may be invited to explain himself before the Student Council if a petition that contains 8 signatures of Officers of the Corporation and all the other Committee Leaders is completed*
- (4) The Committee Leader will be removed from the office if two thirds (2/3) of the Council votes for the removal of the Officer in question.*
- (5) The removed Committee Leader will be provided with a report as to why they were removed from office.*

Grounds for Removal from Office:

- (1) An executive member abuses of their powers or privileges given to them by their position.*
- (2) Repeated failure to fulfill their duties stated in Section 5.*

When an Executive Position is Vacated:

If an executive member is to resign or to be removed from office, the executive council of the club will go through the appointment process to find a new executive as defined in Section 6 of the constitution. When this is the case, the new member will both have executive powers and the duties of the position.

9.2.08 MEETINGS

- (1) There shall be a member from the Student Council present to at least one fourth (1/4) of the meetings of the Committee.*

-Dates (Meetings shall be at last once a month)

-ex.: The first Monday of every month

- The executive in charge of calling the meetings;

- Things that will be discussed:

-ex.: Activities

9.2.09 BUDGET

- (1) *All Event Committee will receive base funding from the SLCSA for publicity of up to \$100.00 per year that they are active.*
- (2) *By applying for a Fund Request, clubs may apply to the SLCSA for additional funds. In order to do so, they must submit a Appendix B: Fund Request Form. Let it be known that such applications may be denied or altered by the SLCSA upon their review. Note: this process may take up to 3 weeks.*

9.2.10 APPROXIMATE TIMEFRAME

This section should include important dates for major documentation to be presented to the Student council, major parts to be prepared or reserved, the approximate date of the event and financing activities, etc.

9.2.11 GENERAL BUSINESS OF THE COMMITTEE

-The outline of how the decisions will be taken. Who can take decisions? The members, the executives? What subjects can be discussed between the executives and which decisions can they take? Decisions on money spent, activities, communications, events?

Any constitutional matters shall be discussed with the appropriate quorum of the active members of the Club.

9.2.12 QUORUMS

-The outline of the quorums of:

- (1) *Committee meetings*
- (2) *Executives Meetings*

The Quorum for executive meetings shall be of all executives.

- (3) *Changes to the Constitution of the Club (it must be at least 50%)*

-All quorums must be of at least thirty percent (30 %) of the members.

9.2.13 EVENTS AND FUNDING ACTIVITIES

- List of ideas for funding activities
- Approximate time frame

9.2.14 AFFILIATIONS (OPTIONAL)

-Collaboration with other organizations

9.3 MODIFYING SECTIONS OR CONTENTS OF THE CONSTITUTION

- (1) Any all elements in italics in Sections 5.2.01 to 5.2.13 of this Policy shall appear in the constitution of every committee. Any and all changes to the sections in italics must appear underlined (or crossed if it is to be removed) in the Committee's Constitution.
- (2) If your constitution has been nullified, the committee in question has seven days to submit a new one to the SLCSA or the Event Committee will be disbanded.
- (3) All changes made to the constitution must go through a vote by the active members with 2/3 majority vote in favour of the proposed changes. Members cannot abstain when voting for constitutional changes. To change the constitution, 50% of active members shall be present and constitute the quorum.
- (4) Any and all changes to the Constitution of a Committee must be approved by the Student Council. Failing to do so will result in nullifying your constitution be it already approved or not by the SLCSA and your club may be put on probation.
- (5) A three days notice has to be given to all members before any and all constitution changes be voted. This notice shall be of the form that the Committee Leaders see fit.

10. POSTER POLICY

- (1) All posters must be approved of the Student Activities Department (room 272). Any other stamp by another service or department will not be considered. All posters found on bulletin boards without authorization will be taken down with no warning;
- (2) The Sports Bulletin board (on the landing between the first and second floor) is reserved to the Sports Department. No posting on this board will be tolerated;
- (3) Never remove or post over another poster to make room for your own. Come to the student activities department (room 272) if you need help;
- (4) Posters will be permitted for a period of one month.
- (5) Postings can only be done on bulletin boards. Any posters found on walls, doors, windows etc. will be removed immediately;
- (6) Approval of a poster may take more than 48 hours if the content is ambiguous and requires the Student Activities team approval;
- (7) Any other publicity material, such as pamphlets or papers, will not be tolerated on school premises (this includes the parking lot);
- (8) Do not leave any publicity material on cafeteria tables;

- (9) Do not insert or paste any publicity material on or in the lockers;
- (10) The mention of alcohol, implied or not, will not be tolerated;
- (11) Any image deemed inappropriate by Student Activities will not be authorized;
- (12) The Student Activities Department reserves the right to refuse or remove any poster we feel does not conform to our rules;
- (13) Always have your English corrected before going to print. We are not responsible for incorrect English on your posters, and;
- (14) The Student Activities Department reserves the right to add or modify the above mentioned rules without any other warning.

11. POSTER PRINTING POLICY

- (1) Each Club or Committee has a limit of 15 coloured 11" X 17" pages supplied by the SLCSA per academic year. This amount is negotiable with the SLCSA Internal Officer, depending on the club's needs;
- (2) Once an event has taken place, it is the responsibility of the club that has run the activity to see that all promotional material is removed and recycled;
- (3) Request for office supplies and photocopying must be made in writing to the Internal Officer or to the Administrative Technician of the Student Services at least two (2) days in advance;
- (4) The file to be printed must have the proper aspect ratio, have at least 300 pixel per inch, be in JPEG or Photoshop format and have at least 5% of it area dedicated to the SLCSA logo and its printing partner's logo, and;
- (5) The Club must be in communication with the Artistic Agent of the SLCSA at least 3 weeks prior to the starting of the advertising campaign to request a poster creation.

12. OFFICE SPACE

12.1 CLUB ROOMS

After being recognized, a club is eligible to request student office space. The Student Services department in collaboration with the SLCSA will assign their rooms, taking into consideration their preferences. More than one club may be assigned to an office. Depending on the demand, there may not be enough office space for all recognized Clubs and Committees. In such circumstance, Clubs and Committees with seniority and prior involvement in student life will be given priority.

12.2 CLUB ROOM KEYS

Each club will have a maximum of 1 key for its respective office. The name and student number must be indicated on the APPENDIX P: Office Space Form along with the key holder signature and a twenty dollars (20\$) deposit per key. The fee of 20\$ has to be paid upon reception of the key; hence only after the office space itself has been approved. Keys will be available within one (1) week after approval of the office itself. In the event that a person loses their key, he/she must inform the Internal Officer immediately. Upon reception of the key before the last day of the academic calendar, the key holder will be reimbursed its deposit.

12.3 REGULATIONS

15.3.1 SECURITY

- (1) Alcohol and/or drugs are not to be stored and/or consumed in Club Rooms;
- (2) Pets, even on a leash or in a cage, are strictly prohibited;
- (3) Firearms, weapons, explosive and corrosives are strictly prohibited;
- (4) Gambling is prohibited, and;
- (5) All problems pertaining to security and cleanliness of club office should be directed to the Internal Officer;

12.3.2 THE OFFICE

- (6) The office is to be kept free from litter at all time. If food is consumed in the office, all remnants and left-over are to be immediately discarded;
- (7) The office is off limits to individuals who are not students or employees of the College unless they have official business on Campus;
- (8) Breakage and theft is to be immediately reported to the Internal Officer and the Student Services;
- (9) If the club office is defaced or damaged, the club is directly responsible for cleaning, repairing and/or replacing it. The money used to do so will be taken from the club's budget. Vandalism and graffiti are strictly prohibited;
- (10) Each office has a basic inventory of furniture; broken furniture has to be reported to the Internal Officer and the Student Services; furniture is not to be removed from the office, and;
- (11) Club offices are to be kept clean.

12.3.3 SCHEDULES:

- (12) Each club is expected to post their office hours, demonstrating a minimum of two booked hours where the office is guaranteed to be open and in use, and;
- (13) Club offices are to be open for their membership from 8:00 a.m. to 10:00 p.m. Monday through Friday during the academic year.

Any violation of these above mentioned office rules can result in a club losing its office space and its club status altogether.

APPENDICES

APPENDIX B:	FUND REQUEST FORM
APPENDIX H:	STUDENT PETITION
APPENDIX I:	BASIC ACTIVITY PLANNER
APPENDIX J:	BAKE SALE FORM
APPENDIX K:	REVENUE DISCLOSURE FORM
APPENDIX L:	TICKET SALE
APPENDIX M:	ADVERTISING FORM
APPENDIX N:	CLUB MEMBERS
APPENDIX O:	EVENT COMMITTEE LEADER FORM
APPENDIX P:	OFFICE SPACE FORM
APPENDIX Q:	CONSTITUTION EXAMPLE