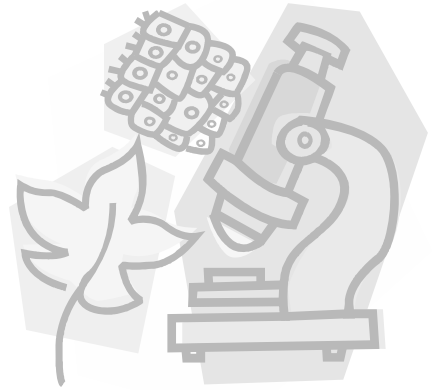




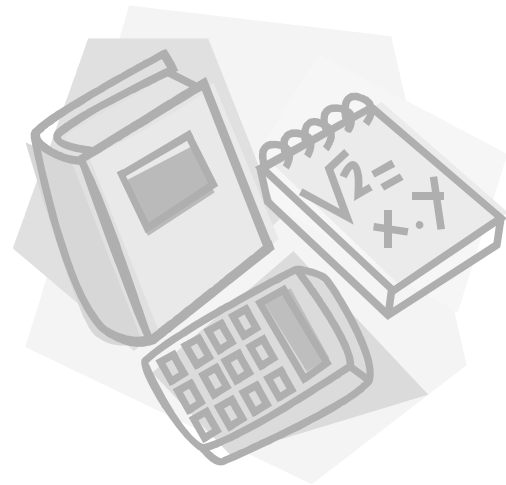
SUCCI

The Student Union of Confederation College Inc.



Club Package

“Encourage school spirit through club activities”



Club Name: _____

Date Received: _____

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CLUB PACKAGE INTRODUCTION

Welcome

Thank you for taking the time to complete this club package. In this package you will find the resources you require to run an effective student club. Please do not be overwhelmed with the size of this package; many of the pages include necessary information and easy to follow steps that will help you to effortlessly create a exciting student club.

The members of SUCCI would also like to take this opportunity to thank you for making a contribution to student life and school spirit through the establishment of a college club. The development of such clubs is beneficial to the success of Confederation College students.

Organizing a Club

SUCCI requires that groups of students who desire to function as a certified club at Confederation College provide certain information through a Club Package for the SUCCI office. This requirement is set out in order to protect the best interests of all Confederation College students.

Certain privileges are extended to clubs who complete a club package and become a certified club at Confederation College.

There are a few exception groups need to be aware of when requesting to become a funded club through Confederation College:

- SUCCI will not grant funds for charity and non-profit organizations
- SUCCI will not grant funds for events unrelated to the club's purpose
- SUCCI will not grant funds for events involving alcohol
- SUCCI will not grant funds for the promotion of a students personal gain
- SUCCI will not recognize a class/program involved in fundraising for field trips, socials, or graduation as a club, nor will SUCCI grant funding.
 - These groups are encouraged to use the SUCCI banking services
- SUCCI will not recognize groups involved in sporting activities as a club
 - Groups can create sport club through Campus Recreation. Sport club packages are at the Campus Recreation Information Booth.

Club Re-Certification

If a student club wishes to receive re-certification they must submit an updated club package and a proposed budget and ensure that the final report and financial statements of the previous year are received by SUCCI.

BENEFITS OF BEING A CERTIFIED CLUB

The following is a list of benefits and rights a students clubs receive for becoming a SUCCI certified club:

1. The right to post within Confederation College building in accordance to the SUCCI Posting Policy*₁. SUCCI must be provided with a copy of each poster that a club intends to post to be kept for reference purpose.
2. The right to petition funds from SUCCI*₂.
3. The right to inquire about the use of Confederation College facilities for club events or activities.
4. The right to inquire about the use of SUCCI facilities for Club events or activities.
5. The option to place club information and news in the OPUS (student newspaper) free of charge*₃.
6. The option to obtain poster paper, markers and photocopying at the SUCCI office free of charge.
7. The option to arrange club related mail to be directed to the SUCCI office.
8. The option to create displays outside of the Ryan Hall cafeteria or in other Confederation College buildings in order to raise awareness of the club and recruit new members. This must be booked through the Campus Recreation Information Booth.
9. The opportunity for the improvement of skills such as leadership, team building, and management, which help develop your resume and career.
10. The opportunity to network and socialize with various Confederation College students

*₁ The SUCCI Posting Policy is on the Club Related Policy and Procedure section on page

*₂ Application will be authorized pending approval by the SUCCI Club Committee. The Club Committee consists of the SUCCI President, Vice President, and Director of Communication. The Club Committee will review all budget requests to insure they are complete and all necessary information has been provided. This Club Committee will present the budget request to SUCCI for consideration. SUCCI has final approval for all club budget allotments.

*₃ A club is limited to a 1/8 page advertisement in the OPUS. If a club wishes to submit a larger advertisement it must be paid for in accordance to the OPUS advertisement rate. Visit www.succi.com to find OPUS advertisement rate

CLUB MEMBERSHIP

SUCCI requires that the necessary club membership information is entered below so that SUCCI is informed of who are active members in every club. A club must have a minimum of ten active student members to receive club status and be declared as a SUCCI certified club. Club membership must be open to all students of Confederation College.

Club Name: _____

Page: _____ of _____ Date: _____

No.	Club Member Name	Student Number	Phone Number
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

EXECUTIVE INFORMATION

Job Description

General Membership

Each member of a club is a representative of the club and therefore must act accordingly with the club's propose and ideals and be accountable for their actions. Each member must attend all scheduled meetings. If a member can not attend a meeting an explanation must be given before the meeting. A member that misses three consecutive meetings without reason will have the membership revoked. Lastly, each member must submit a report at every meeting regarding their club activities since the last meeting. An end of semester summary is also required. The executive must also abide by these rules.

President

The president shall be the official representative of the club and handle the external and internal relations of a club. The president shall sign documents required for the operation of the club and co-sign with the treasurer on all cheques for the expenditure of the club. The president is responsible to ensure that all other club members are aware of and perform their designated duties. The president shall coordinate and maintain the communications among the club members. The president and vice-president shall share in the coordination and supervision of any committees formed.

Vice President

The vice-president should assist and aid the president. In the absence of the president the vice-president shall assume the duties of the president. The vice president responsibility is the creation and coordination of club sanction events, activities and workshops. The vice president is also responsible for the recruitment of new members.

Treasurer

The treasurer is responsible for all financial affairs and the maintenance of all financial transaction records of a club. The treasurer's duty is to maintain an adequate club budget and collect the dues from each member. The treasurer must report to the board detailed monthly financial report. The treasurer is the co signer with the president on all cheques for the expenditure of the club. The treasure is required to be involved in fundraising and events that require a budget.

Chair

The chair shall create an agenda for each scheduled meeting, chair each scheduled meeting, and record all minutes of each scheduled club meeting. The chair shall also compile and maintain a list of the membership and work with the treasurer regarding the collection of club fees.

Club Adviser

The club advisor shall represent Confederation College faculty and staff members. The club advisor must be an overseer of the clubs activities and offer advice and guidance to the club and club members.

Executive Information

President's Name: _____

Address: _____

Phone Number: _____ (H) _____ (W)

Student Identification Number: _____

Program: _____

Vice President's Name: _____

Address: _____

Phone Number: _____ (H) _____ (W)

Student Identification Number: _____

Program: _____

Treasurer's Name: _____

Address: _____

Phone Number: _____ (H) _____ (W)

Student Identification Number: _____

Program: _____

Chair's Name: _____

Address: _____

Phone Number: _____ (H) _____ (W)

Student Identification Number: _____

Program: _____

Club Advisor's Name: _____

Job Position: _____

College Contact Information: _____

CLUB BUDGET

Budget Writing Tips

Do not panic when completing this budget. Remember that this budget is just a rough proposal of estimated costs the club will experience. When actual revenue and expenses occur, then a more accurate budget can be created. A club will not be penalized if the proposed budget is more or less than the actual budget.

The following is a list of tips to remember when creating a proposed club budget:

1. Know the goals of the club and the finances necessary to achieve the goals.
2. List costs for the clubs' goals based on research and educated estimates.
3. Estimate fundraising revenue for each event using round figures.
4. Submit to SUCCI a detailed list of all club revenue and expenses.
5. This budget is a rough idea of actual costs and revenue a club can attain.
6. If necessary re-examine the club budget by cutting expenses or expanding fundraising to create a safety margin between expenses and revenue.
7. If you need any help, please do not hesitate to contact any SUCCI member.

Funding Application

On the following page is the Funding Application and Budget Proposal indicating the clubs expected revenue and expenses and the monetary contribution required from SUCCI. The proposed budget does not need to be detailed or complicated; it just needs to be completed as accurately as possible.

The Funding Application section below is for clubs requesting funding from SUCCI. If a club does not require funding from the SUCCI Board of Directors it is still expected that the club fills out the Budget Proposal sub section.

Funding Application (continue)

Club Name: _____

Date: _____ Funding Request (budget below): _____

Reason for request: _____

Budget

Revenue:

_____	\$ _____	
_____	\$ _____	
Total Revenue		\$ _____

Expenses:

_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expense:		\$ _____
Net Total (Funding Request)		\$ _____

Confirmed By:

Club President

Club Vice-President

Club Treasurer

Club Advisor

Approved By:

SUCCI President

SUCCI Director of Communications

CLUB CONSTITUTION AND BY-LAWS

A Constitution and By-Laws summarize a club's objectives, purpose, goals and structure, as well as outlines a simple set of rules to help govern the operation of a club.

Constitution and By-Law

Of the _____ Club

Of the Student Union of Confederation College

Article One: *Name*

This club will be known as the _____ Club of the Student Union of Confederation College.

Article Two: *Purpose*

The purpose of the _____ club is to promote and encourage the similar interest of all club members pertaining to healthful activities, companionship, wholesome living, and / or academic responsibilities, and to _____

Article Three: *Membership*

All students of Confederation College in good standing shall be eligible for membership within the _____ club. The club must at all times also obtain membership of a minimum of ten active student members.

To expel a member a written warning must be first distributed, if the member still fails to mend their way a four-fifth vote is required.

Article Four: *Executive*

This club shall consist of an elected President, Vice President, Treasurer, and a Chair, and an appointed Club Adviser. The executive are the signing power of the club.

Article Five: *Elections*

The executive must be elected or appointed annually during a ballot election to be held at the second club meeting of the year.

Article Six: *Meetings*

Regularly scheduled meetings shall be held every _____ at _____ o'clock in room _____.

Article Seven: *Amendments*

This constitution may be amended by a two third vote. All amendments are to be submitted in writing and signed by three members and read at a regular meeting.

Article Eight: *Due*

All student must pay \$ _____ dues as set out by the club executive, with a minimum of \$1 per semester per student to become an active member.

Club Meetings

Meetings are open to all interested students. Meetings will be held as decided by the entire club. Meetings must have a 50-percent attendance. After two consecutive meetings that attendance has dropped below 50 percent, the club will lose its status. The director of communications must be notified of all meetings date, time and location two weeks in advance so club meetings can be publicized in the OPUS.

To ensure a meeting runs effortlessly and on time an agenda should be created. Clubs are encouraged to create an agenda and present a copy to the Student Union office, however this is not mandatory. SUCCI does request that minutes are taken and included in the end of semester report.

The following is an example of what a club agenda could consist of. Any form of an agenda is beneficial for a quick and effective club meeting.

Proposed Agenda for the Meeting

of the _____ club

Date

1. Call to Order
2. Quorum Check
3. Adoption of Agenda
4. Adoption of Minutes of Previous Meeting – Date
5. Declaration of Possible Conflict of Interest
6. Reports
7. Items for Discussion
 -
8. Items for Decision
 -
9. New Business
10. Question Period
11. Statement of Next Meeting Date
12. Adjournment

CLUB EVENTS

All SUCCI certified clubs are required to submit a post-event report form, after every event held for the purpose of fundraising.

Post-Event Report Form

Name of Event: _____

Date(s) of Event(s): _____

Location(s): _____

Event Chair: _____

Estimate of People in Attendance: _____

Event Summary

Describe why the club held this event, what was the event purpose?

Operational Information

Include the steps of what the club had to do to create the event.

Estimate Event's Success

Describe what the club did to make the event a success.

END OF SEMESTER REPORTS

All clubs are required to submit a written report to the vice-president at the end of each semester. The report must include a summary of the club's activities and an end of semester financial statements.

End of Semester Summary

End of Semester Financial Statement

Revenue:

_____	\$ _____	
_____	\$ _____	
Total Revenue		\$ _____

Expenses:

_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expense:		\$ _____
Net Profit / Loss:		\$ _____

Signature

Position

Date

CLUB DISSOLUTION AGREEMENT

The _____, being a certified club under SUCCI, has read, understands, and agree to follow the SUCCI club requirements, outlined in this package.

This club agrees and understands that should they violate applicable rules of the SUCCI club manual this club will be subject to internal dissolution, or separation.

This club is also aware and agrees that the club will be termed “dissolved” as a result of a two thirds majority vote of the SUCCI Board of Directors. This club may appeal to the SUCCI Board of Directors decision via a presentation at a regularly schedule SUCCI next board meeting.

Club Members:

Club President

Club Vice-President

Club Treasurer

Club Chair

SUCCI Members:

SUCCI President

SUCCI Vice-President

SUCCI Director of Communications

CLUB CONTACT LIST

There are many excellent services located throughout Confederation College that are beneficial to the success of student clubs. The list below are some practical contacts clubs can use for such reasons as reserving rooms for meetings, booking equipment for events, or advertising a student club.

Student Union of Confederation College Incorporated

SUCCI offers many services beneficial to clubs such as photocopying, faxing, class and club banking, and OPUS. Visit the Student Union offices on the first floor of the Shuniah building, on the website at www.succi.com or call 475-6226.

OPUS

The OPUS is a bi-weekly student newspaper sponsored by SUCCI. 1,500 copies are created with each publication for all college building, including the area campuses and at Lakehead University. SUCCI certified clubs are entitled to free 1/8 page advertisement. For more OPUS information such as publication rates and dates or to submit and advertisement visit Editor-in-chief in the OPUS office located within the SUCCI office, call 473-3861 or send an email to opus@confederationnc.on.ca.

Resource Center

The library offers many services beneficial to clubs. To book equipment visit the resource center or call 475-6219. For general information contact the Info Desk in the library, call 475-6208 or send an email to infodesk@confederationnc.on.ca

Scheduling

Visit Steve Lawson in Facility Services office, call 475-6292 or send an email to stlawson@confederationnc.on.ca to book any room or location at Confederation College.

Graphics

Visit the print shop or call 475-6105 for your clubs printing needs.

Food Services

Visit Aramark Manager Bruce Ahola in room C201 or call 475-6299 for your clubs food needs. bruce_ahola@confederationnc.on.ca

CLUB RELATED POLICY AND PROCEDURES

SUCCI insists that all clubs must follow SUCCI policies regarding banking and posting to ensure proper control is established. The following are SUCCI policies relevant for certified clubs. A violation of SUCCI policies will result with a membership privileges being revoked from all clubs. If a club's membership does not meet the membership requirement due to a revoked membership, the club will have one week to solicit a new member.

SUCCI Banking Policies

The following are SUCCI Banking Policy relevant for SUCCI certified clubs:

1. All Confederation College clubs monies must be deposited and withdrawn at the SUCCI office by utilizing the SUCCI class and club banking service. Two club executive members must authorize all expenditures of the club. The executive members will be requested to sign a purchase order, in order to have funds released from the club account.
2. All purchase orders will be obtained from the SUCCI Executive Director or the Marketing and Office Administrator for approved club expenses. SUCCI will not assume any responsibility for unauthorized bills / invoices incurred by the club. The person ordering the goods or services must assume *personal liability* for the charge. This policy is necessary for establishing proper financial control and will be rigidly enforced.
3. Expenditures for clubs for the amount approved in their budget shall be reimbursed or issued by the SUCCI office. All expenditures must be supported with appropriate receipts / documentation. All receipts must be provided within seven days.
4. Clubs wishing to charge legitimate long distance phone calls or fax charges can do so at the SUCCI office. Calls must be recorded immediately and submitted to a staff member. Upon completion of a fax cover sheet, a SUCCI staff member will send the fax for you. These services are available in the SUCCI office every Monday to Friday from 9 a.m. to 4:00 p.m.
5. The fiscal year for SUCCI runs from May 1 to April 30. All budget requests should be for this period.
6. Failure to comply with these accounting procedures and requirements will result in a freeze and / or possible forfeiture of the club's budget.

SUCCI Posting Policy

The following are SUCCI Posting Policy relevant for SUCCI certified clubs:

1. All club posters must be approved and receive an authorization stamp and initialed with the take down date at the SUCCI Office or the Oshki-Anishnawbeg Student Association office (OASA). Posters are permitted to be posted only on designated SUCCI bulletin boards
2. Posting for events not sponsored by SUCCI or OASA must be no more than a full size poster and limited to four posters in the Shuniah building, four in the McIntyre building and two in the Dorian and Hangars.
3. Only SUCCI or OASA may post in the Ryan Hall Cafeteria with the exception of banners for events held on Confederation College campus by classes or clubs. These banners must be stamped and approved at the SUCCI office or Campus Recreation Booth.
4. Banners will be permitted in the Concourse Area and Ryan Hall Cafeteria for classes or clubs holding events on Confederation College Campus. Banners may be posted a week prior to the date of the event and must be approved.
5. All visual displays i.e. Posters appearing on Confederation College property shall be free of profanity and discrimination on the basis of race, ancestry, place of origin, color, ethnic origin, citizenship, religion, sex, marital status, family status, and disability.
6. Any tampering to existing posting will result in the loss of posting privileges. Violation of the policy will result in a loss of posting privileges.
7. Confederation College class or club who choose to host events at licensed establishments off campus may advertise their event on bulletin boards as long as the date of the event does not conflict with a SUCCI licensed event. These events must be advertised in a way which clearly indicates the name of the college class or club as host of such event. All proceeds from the event must be used by the class or club. There shall be no personal gain by any individual or company involved in marketing the event.
8. Classes or clubs will be permitted to book a table for the purpose of selling tickets for socials held at licensed facilities off campus once their event has been approved for posting by SUCCI. A list of approved events for posting will be forwarded to the Facility Services. SUCCI is not liable or accountable for any of these events held by the class or club.
9. All advertising for events will be in concurrence with the Charter of Student Rights and Responsibilities at Confederation College and Section 3.107- "Use of College Public Space" of the College Operating Practices.

CLUB APPLICATION CHECK LIST

The following is a check list of necessary tasks and information to remember when attempting to complete the SUCCI club package for the purpose of creating a SUCCI certified club. Before handing in the complete club package to the SUCCI Office please take a few minutes to go through the check list and ensure nothing is missing. Missing information will delay club approval and funding.

- Did you complete the Club Membership List included on page 5
- Did you complete the Club Executive Information included on page 7
- Did you complete the Club Budget and if necessary Funding application included on page 9
- Did you complete the Club Constitution included on page 10
- Did you complete the Club Dissolution Agreement included on page 15
- Did you make a copy of this package for club records and keep all attached documents.
- Did you ensure the clubs' goals and objectives are distinct from all other active SUCCI certified clubs already in existence to avoid duplication.
- Are you prepared to supply SUCCI with a current statement of financial position (i.e. balance sheet) when applying for funds.

Tip:

Once the club application process and club package is completed the clubs has an option to create a club presentation for the SUCCI Board of Directors detailing the club. A presentation to the Board of Directors can be a valuable aid for the club, because the club can be fully clarified to the Board of Directors when it is time to decide on club funding. A presentation identifying a student club to the SUCCI Board of Director can also create positive awareness for the club that the Board of Director members can pass on to others.