

# CHAPTERS & CLUBS

## INFORMATION PACKAGE



# TABLE OF CONTENTS

Chapters/Clubs Introduction	4
SCSU Contact Information	5
SCSU Board of Directors	6
What is a Chapter/Club?	7
Chapters/Clubs Advantages	8
Chapter/Club Executive Member Roles	9
Chapter/Club Requirements	10-11
Chapter/Club Application Process	12-13
Chapter/Club Financial Services	14
Chapter/Club Posters	15
Planning Chapter/Club Events	16
Disciplinary Action	17
Other Ways to Get Involved	18

## INTRODUCTION TO CHAPTERS/CLUBS

This package is meant to provide you with the necessary information to form Chapters and Clubs.

Chapters and Clubs allow students to express and share interest with fellow classmates, raise awareness about a cause, and actively participate in the Sault College Community.

Chapters and Clubs are formed for a one year period.

# SAULT COLLEGE STUDENTS' UNION

PHONE: 705 759 2554 | FAX: 705 254 4126

LOCATED IN ROOM F1200

IN THE HEALTH AND WELLNESS CENTRE

## EXECUTIVE STAFF

### **SCSU President**

Aaron McKay Ext. 2707

### **V. P. Student Life**

Chelsey Irvine Ext. 2594

### **V.P. Campus Connections**

Emily Nicoletta Ext. 2708

### **Native Student Council President**

Jonathan Nolan Ext. 2570

## SCSU PROFESSIONAL STAFF

### **Executive Director**

Sue Misasi Ext. 2755

### **Office Manager**

Christine Morrow Ext. 2767

### **Program Manager**

Cristina Guzzo Ext. 2745

### **Operations Manager**

Lua Turcotte Ext. 2527

## BOARD OF DIRECTORS

The SCSU Board of Directors consists of 7 elected students at large. Of these 7, one is elected Chairperson and another is elected Secretary. Each Board member carries a single equal vote.

The Board of Directors meet on a bi-weekly basis. Chapter Executives are encouraged to attend SCSU board meetings to gather information and pass it along to its members.

## 2016-2017 BOARD OF DIRECTORS

Haider Ali

Abby-Rose Arnold

Sierra Betournay

Oliver Karbonik

Robert McLaughlin

Eric Speers

(Jerry) Baixue Wang

## WHAT IS A CHAPTER?

Chapters are groups of students within the same academic program. Chapters form for a variety of reasons such as: electing a central voice for issues that affect the entire class, to raise funds and to build a sense of camaraderie amongst classmates. One of the most important benefits is the information sharing between the Chapter Executive, other Chapters, and the SCSU.

Chapters are responsible for informing all of its members of the information shared with them by the SCSU or other Chapters. Chapters may be called on from time to time by SCSU to help spread information about events (i.e. - elections, Town Hall, General Meeting, student issues).

## WHAT IS A CLUB?

Clubs are groups of students that share the same interests, but are not necessarily in the same academic program. All Clubs must be open to all students who wish to join, with no restrictions.

## **Advantages include:**

- Banking services – Free of Charge Bank Account, Bank Withdrawal, Bank Deposits & Cheque processing
- Event Support
- Fundraising support – including the ability to book information booths for fellow students
- SCSU Executives as a resource
- Access to SCSU contacts
- Office space
- Poster privileges
- Graphic Design services
- Access to the SCSU Mobile App – for more information, contact our V.P. Campus Connections **Ext. 2708**

## PRESIDENT

- Signing authority on bank account
- Represents the Chapter/Club at Executive meetings (or appoints an individual to represent in their absence).
- Promotes goodwill for the Chapter/Club
- Organizes the Chapter/Club Executives
- Directs/Leads the Chapter/Club
- Co-ordinates upcoming events

## VICE PRESIDENT

- Signing authority on bank account
- Assists the Chapter/Club President in all matters
- Represents the President at any function where the President is unable to attend

## SECRETARY

- Signing authority on bank account in the absence of VP
- Provides financial statements, minutes and maintains an activity file of Chapter/Club
- Ensures that the SCSU, Executive (and/or Faculty Advisor) is informed about fundraising and other activities

## TREASURER

- Manages funds and prepares budget in accordance with SCSU policies
- Prepares and submits financial statements after each event to the SCSU Executive Director

## STAFF ADVISOR (OPTIONAL MEMBER)

- Maintains close contact with Executives
- Provides support and resources to Executives

## REQUIREMENTS OF CHAPTERS

- No Chapter shall limit its membership on the basis of age, color, creed, disability, ethnic origin, gender, race, sexual orientation or social status.
- All Chapters are required to operate in accordance with SCSU by-laws, policies and procedures, Sault College Policies and College Code of Conduct.
- Chapters will not take part in initiation activities of its members.
- All fundraising must meet all AGCO and Municipal Lottery regulations.
- When conducting a campus wide event, it must be inclusive for all Sault College students.
- Any and all funds collected by a Chapter through donations, fund-raisers, selling of goods, selling of tickets, etc. **MUST** be deposited into your Chapter account held at SCSU.
- SCSU will call mandatory meetings for Chapters. The Chapter Executive will be notified no less than 15 business days in advance of such meetings. An agenda will be distributed no less than 5 days in advance. **Attendance is mandatory.** If the Chapter is not represented, they will be suspended until the Chapter submits in writing a request to be reactivated and is approved by SCSU. The Chapter will be reactivated when the SCSU Executive passes a motion to re-activate the Chapter.

## REQUIREMENTS OF CLUBS

- Have a minimum of 6 members.
- No Club shall limit its membership on the basis of age, color, creed, disability, ethnic origin, gender, race, sexual orientation or social status.
- All Clubs are required to operate in accordance with SCSU by-laws, policies and procedures, Sault College Policies and College Code of Conduct.
- Clubs will not take part in initiation activities of its members.
- All fundraising must meet all AGCO and Municipal Lottery regulations.
- When conducting a campus wide event, it must be inclusive for all Sault College students.
- Any and all funds collected by a Clubs through donations, fund-raisers, selling of goods, selling of tickets, etc. **MUST** be deposited into your Club account held at SCSU.
- SCSU will call mandatory meetings for Clubs. The Club Executive will be notified no less than 15 business days in advance of such meetings. An agenda will be distributed no less than 5 days in advance. **Attendance is mandatory.** If the Club is not represented, they will be suspended until the Club submits in writing a request to be reactivated and is approved by SCSU. The Club will be reactivated when the SCSU Executive passes a motion to re-activate the Club.

## HOW TO START A CHAPTER

1. Request class time from your teacher for a Chapter Election.
2. Come to the SCSU Office F1200 to book a Chapter Election with the SCSU President through our Office Manager.
3. The SCSU President will hold an election and complete the following forms:
  - Executive Members Form
  - Consent Form
  - Membership List Form
4. The SCSU President will submit the completed forms to the Office Manager.

## HOW TO START A CLUB

1. Come to the SCSU Office F1200 to obtain a Club Proposal Form from our Office Manager.
2. Return the completed Club Proposal Form to SCSU for approval.
3. Upon approval, the Club will have 2 weeks to recruit a minimum of 6 members
4. After 2 weeks, book an appointment for an election with the SCSU President through our Office Manager.
5. The SCSU President will hold an election and complete the following Forms:
  - Executive Members Form
  - Consent Form
  - Membership List Form
6. The SCSU President will submit the completed forms to the Office Manager.

## FINANCIAL SERVICES

SCSU holds an account for each Chapter/Club to withdraw funds and deposit all funds raised. All Chapters/Clubs are required to use the account through SCSU.

Receipts must be provided to the SCSU when withdrawals are requested.

Withdrawal Request Forms must be completed prior to submission at the SCSU office.

Cheque processing requires 48 hours, providing all documentation and forms are approved by the SCSU President.

No personal Cheques are accepted.  
(exceptions apply - see SCSU).

## CHAPTER/CLUB AUDITS

Unless special arrangements have been made at SCSU, a Chapter/Club **Audit (an official inspection of the account and transfer of funds) must be completed by May 31st of the current academic year.**

Funds remaining in a Chapter/Club without an Audit will automatically be transferred to the SCSU Food Bank account.

## POSTERS

SCSU provides the service of a Graphic Designer to create posters for events and also the printing of one poster for each bulletin board (9).

Design Request Forms are available in the SCSU Office. They are to be completed and submitted **2 weeks** prior to the requested date needed.

When posting, Chapters/Clubs must follow the SCSU and Sault College Posting Policies available at the SCSU Office.

## EVENT PERMITS

- Come to the SCSU Office F1200 to obtain an Event Permit from our Office Manager.
- Submit completed Event Permit at least **2 weeks** prior to the event, for SCSU approval. The Chapter/Club will be notified if the Permit has not been approved within 48 hours.
- Tables and rooms may be booked through the SCSU Office Manager at least one week prior to the Event.
- Odeno is available to you for booking at a reduced cost if your accounts is active and in good standing.
- When planning **OFF CAMPUS EVENTS**, a **CERTIFICATE OF INSURANCE** from the venue/supplier adding Sault College Students' Union as additional insured must be provided to SCSU at least **30 days** prior to the planned event.

## DISCIPLINARY ACTION

Chapters/Clubs must adhere to SCSU Policies & Procedures and Sault College Policies & Procedures.

If a Chapter/Club does not operate in accordance with SCSU by-laws, Policies and Procedures, Sault College Policies and Procedures as well as Sault College Code of Conduct, SCSU retains the rights to:

- Remove posting (media/advertising) privileges affiliated with SCSU
- Deactivate bank account
- Limit Access to SCSU resources
- Possibly remove Chapter or Club

# OTHER WAYS TO GET INVOLVED

The Sault College Students' Union requires students to sit on the following committees throughout the academic year. Contact a SCSU member to volunteer to sit on any of the committees listed below, and have your voice heard.

## TECHNOLOGY FEE COMMITTEE

The technology fee is one of the ancillary fees that students pay. This committee decides how this money will be spent to improve student's access to technology.

- 5 students are required for this committee.
- The committee meets once monthly from January – March.

## STUDENT CODE OF CONDUCT APPEALS COMMITTEE

This committee looks at student appeals made on student code of conduct issues.

- 6 students are required for this committee.
- The committee meets on an “as needed” basis.

## ACADEMIC APPEALS COMMITTEE

This committee looks at appeals of the academic nature.

- 12 students are required for this committee with representation from each of the Schools.
- The committee meets on an “as needed” basis.

## ADVISORY COLLEGE COUNCIL

The Board of Governors ensure that an Advisory College Council is established. The Advisory College Council provides a means for students and staff to advise the College President on matters concerning the students and staff.

The following student membership is required:

- 3 Students - School of Technology, Skilled Trades, Natural Resources
- 3 Students - School of Health & Community Services
- 1 Student - Continuing Education, Hospitality & Business
- 1 Student - Native Education & Training



Sault College  
Students' Union

**LOCATED AT F1200**  
**IN THE HEALTH AND WELLNESS CENTRE**