

CHAPTERS & CLUBS

INFORMATION BOOKLET

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INTRODUCTION TO CHAPTERS/CLUBS

This information booklet is meant to provide you with the basic information for students to form Chapters and/or Clubs.

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

Chapters and Clubs are formed for one academic period.

All members of Chapters and Clubs must abide/adhere in accordance with the Sault College Student Code of Conduct and SCSU by-laws, policies & procedures.

SAULT COLLEGE STUDENTS' UNION

EMAIL: SCSUINFO@SAULTCOLLEGE.CA

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IN THE HEALTH AND WELLNESS CENTRE

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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.

CURRENT BOARD OF DIRECTORS

Ahmad Algouthani

Angelica Melchor Garcia

Jacquilyn Caronan

Jeffrey Raiz

Leena Halonen

WHAT IS A CHAPTER/CLUB/MANDATE

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.

Chapters are responsible for informing its members of any information shared 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 who 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.

MANDATE

To support a sense of Sault College community and program pride.

Services 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

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

- No Chapter shall limit its membership on the basis of age, color, creed, disability, ethnic origin, gender, race, sexual orientation or social status.
- 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.

CLUB REQUIREMENTS

- 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.
- 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.

NOTE:

On SCSU Website, the following information and Forms will be available:

- Chapters & Clubs Information Booklet
- Chapters & Clubs Checkoff List
- Chapters & Clubs Positions Descriptions for Executive Members
- Chapters & Clubs Proposal Form
- Chapters & Clubs Membership List
- Chapters & Clubs Event Permit
- Chapters & Clubs Deposit & Withdrawl Slips

PROCESS FOR INITIALIZING A CHAPTER:

1. Interested student will fill out the following forms and forward it to the SCSUInfo@saultcollege.ca:
 - Chapters & Clubs Proposal
 - Chapters & Club Membership List
2. SCSU President will:
 - Approve Proposal → a class election will take place
 - Not approve Proposal → no class election → reach out and explain
3. For an approved Proposal, Program Manager will:
 - Request class list from Professor
 - Email all students who are on the list provided by the Professor the following information:
 - call out for nominations for President, VP, Treasurer, and Secretary
 - attach positions and descriptions
 - allow 5 business days for responses and provide date and time nominations close
 - Set up Electronic Voting which would take place 5 days after nominations close
4. Program Manager will:
 - Send an email to the list above informing the students of the election time and date
 - Upload all results and save it for future reference
 - Inform members of election results

NOTE:

On SCSU Website, the following information and Forms will be available:

- Chapters & Clubs Information Booklet
- Chapters & Clubs Checkoff List
- Chapters & Clubs Positions Descriptions for Executive Members
- Chapters & Clubs Proposal Form
- Chapters & Clubs Membership List
- Chapters & Clubs Deposit & Withdrawl Slips

PROCESS FOR INITIALIZING A CLUB:

1. Interested student will fill out the following form and forward it to the SCSUInfo@saultcollege.ca:
 - Chapters & Clubs Proposal
2. SCSU President will:
 - Approve Proposal
 - Not approve Proposal → reach out and explain
3. For an approved Proposal, SCSU Program Manager will:
 - Inform the student that SCSU requires information to post on Social Media regarding welcoming members to the Club - including who to reach out to stating they want to join the Club - all must provide email contact information
 - Information will be on Social Media for 10 business days
4. Program Manager will:
 - Email all students who wish to join the Club the following information:
 - - call out for nomination for President, VP, Treasurer, Secretary
 - - attach positions and descriptions
 - - allow 5 business days for responses and provide date and time nominations close
 - Set up Electronic Voting which would take place 5 days after nominations close
5. Program Manager will:
 - Send an email to the list above informing the students of the election time and date
 - Upload all results and save it for future reference
 - Inform members of election results

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 is done weekly. SCSU requires 7 days to process a cheque providing all documentation is received at SCSU.

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.

USAGE OF FUNDS

Personal gains that aren't aligned with the mandate of chapters or clubs. The funds must be used for the approved purpose submitted on the chapter/club proposal. To change the purpose/direction of funds the entire membership **must** sign off on the change.

LIMITATIONS

Gift cards or cash may not be purchased for a membership. Gifts for the membership must align with Chapter/Club mandate.

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 (5). Number of boards is subject to change.

Design Request Forms are available in the SCSU Office. They are to be completed and submitted

2 weeks (10 business days) 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

- Submit completed Event Permit at least **2 weeks** prior to the event, to SCSUInfo@saultcollege.ca for 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 **14 days** (10 business days) prior to the planned event.

DISCIPLINARY ACTION

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
- Deactivation of Chapter or Club

The Sault College Students' Union encourages students to be involved with committees throughout the academic year. If you are interested in being part of any of the committees below please go to myscsu.ca/volunteer.

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 recommended:

- Eight (8) student representatives with a cross-section from areas of studying/programs.

