SAULT COLLEGE STUDENTS' UNION

CHAPTERS & CLUBS

EXECUTIVE PACKAGE

Chapter / Club Name: _____

Academic Year: _____

To be completed and signed by all Chapter/Club executives at the beginning of the academic year.

This package contains:

1. Chapters & Clubs Terms and Conditions (including Executive Position Descriptions)
2. Executive Acknowledgement & Sign-Off

Questions? Contact SCSUInfo@saultcollege.ca or visit the SCSU Office, Room F1200.

SAULT COLLEGE STUDENTS' UNION

CHAPTERS & CLUBS — TERMS AND CONDITIONS

This document sets out the Terms and Conditions ("Terms") that govern the recognition, operation, and sanctioning of all Chapters and Clubs under the Sault College Students' Union (SCSU). By applying for, holding an executive position within, or otherwise participating in a sanctioned Chapter or Club, individuals agree to be bound by these Terms in their entirety.

1. Purpose and Sanction

A Chapter/Club is recognized and sanctioned by the SCSU for one academic period only. Sanctioned status grants access to SCSU services and resources and is conditional on continued compliance with these Terms, SCSU By-Laws, Policies and Procedures, and the Sault College Student Behavioural Standards Policy.

Executive members are expected to act in good faith, in the best interest of their membership, and in a manner consistent with the mandate submitted in the Chapter/Club proposal.

2. Membership and Inclusivity

- No Chapter/Club shall limit its membership on the basis of age, colour, creed, disability, ethnic origin, gender, race, sexual orientation, or social status
- Chapters/Clubs must be open to all Sault College students who wish to join, with no restrictions, and must have a minimum of six (6) members
- Chapters/Clubs will not take part in initiation activities of any kind involving their members
- Any campus-wide event must be inclusive and accessible to all Sault College students

3. Executive Responsibilities

Executive members elected or appointed to a Chapter/Club accept the responsibilities of their role, including but not limited to:

President

- Primary contact between the Chapter/Club and SCSU.
- Signing authority on the bank account (co-signs with VP on withdrawals/expenditures)
- Sets direction for the year and leads meetings
- Delegates responsibilities to other executives and holds them accountable
- Represents the Chapter/Club at SCSU meetings and official functions

Vice President

- Signing authority on the bank account (co-signs with President on withdrawals/expenditures)
- Represents the President at any function where the President is unable to attend

Secretary

- Signing authority on the bank account in the VP's absence (with prior President approval via email)
- Records and distributes meeting minutes
- Maintains chapter/club records (membership list, activity file, meeting archive)
- Manages internal communications and scheduling

Treasurer

- Manages day-to-day funds and prepares the budget in accordance with SCSU Policies & Procedures
- Tracks income and expenses
- Prepares and submits financial statements after each event to the other members and to SCSU

Staff Advisor (Optional Member)

- Non-voting, advisory role — not involved in day-to-day operations
- Maintains close contact with the executive team and provides continuity year to year
- Available as a resource and escalation point if issues arise among executives
- Provides support and connects the Chapter/Club to relevant college resources

4. Mandatory Meetings

The SCSU may call mandatory meetings for Chapters/Clubs. Executives will be notified no less than 10 business days in advance, with an agenda distributed no less than 5 days prior.

Failure to be represented at a mandatory meeting will result in immediate suspension of the Chapter/Club. Reactivation requires a written request to the SCSU and formal approval by way of a motion passed by the SCSU Executive, at the next Executive meeting.

5. Financial Terms

- All funds collected through donations, fundraisers, sale of goods, ticket sales, or any other means **must** be deposited into the Chapter/Club account held at SCSU
- Withdrawal Request Forms must be completed and submitted to the SCSU office, with supporting receipts, prior to any withdrawal. Cheque processing takes up to 7 business days once all documentation is received
- No personal cheques are accepted, except where prior exceptions have been approved by SCSU
- All fundraising activities must comply with AGCO (Alcohol and Gaming Commission of Ontario) and Municipal Lottery regulations
- Funds must be used only for the approved purpose stated in the Chapter/Club proposal. Any change to the purpose or direction of funds requires written sign-off from the entire membership

- Club funds cannot be used to purchase gift cards or distribute cash to club members. Any exceptions to this policy must be requested in writing via email and approved in advance. Any gifts to the membership must align with the Chapter/Club's stated Proposal
- 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, unless alternate arrangements are made with SCSU in advance
- Any funds remaining in a Chapter/Club account without a completed audit will be automatically transferred to the SCSU Food Bank account

6. Events, Bookings and Promotion

- A completed Event Permit must be submitted to SCSUInfo@saultcollege.ca at least 2 weeks prior to any event. The Chapter/Club will be notified if the permit has not been approved
- Tables in the Common Link must be booked through the SCSU Office Manager at least one week prior to the event and are available on a first come first served basis
- **For Off-Campus events, a Certificate of Insurance from the venue or supplier naming the Sault College Students' Union as an additional insured must be provided at least 14 days (10 business days) prior to the event**
- All postings must comply with SCSU and Sault College Posting Policies

7. Non-Compliance and Disciplinary Action

If a Chapter/Club fails to operate in accordance with SCSU By-Laws, Policies and Procedures, Sault College Policies and Procedures, or the Sault College Student Behavioural Standards Policy, SCSU retains the right to take one or more of the following actions, at its sole discretion:

- Remove posting, media, or advertising privileges affiliated with the SCSU
- Deactivate the Chapter/Club's bank account
- Limit or suspend access to SCSU resources and services
- Deactivate the Chapter/Club entirely

8. Acknowledgement and Acceptance

Each elected executive member of this Chapter/Club is required to confirm that they have read, fully understood, and voluntarily accept all terms and conditions outlined above, associated with maintaining status as a sanctioned Chapter/Club of the Sault College Students' Union. This includes, but is not limited to, compliance with all SCSU By-Laws, Policies, and Procedures currently in effect or as may be amended from time to time.

Executive sign-off for these Terms and Conditions is completed on the Executive Acknowledgement & Sign-Off page that follows.

EXECUTIVE ACKNOWLEDGEMENT & SIGN-OFF

Chapter / Club Name: _____

Academic Year: _____

By signing below, the elected members of this Chapter/Club confirm that they have read, fully understood, and voluntarily accept all terms and conditions associated with maintaining status as a sanctioned Chapter/Club of the Sault College Students' Union (SCSU). This includes, but is not limited to, compliance with all SCSU policies, procedures, and governing documents currently in effect or as may be amended from time to time. The undersigned executive members acknowledge that continued recognition and support from the SCSU is contingent upon adherence to these terms, and agree to uphold the standards of conduct, reporting, and operation required of all sanctioned Chapters/Clubs.

Position	Printed Name	Student Number	Signature	Date
President				
Vice President				
Secretary				
Treasurer				
Staff Advisor (if applicable)				

Return the completed form to the SCSU office (F1200) or email a scan to SCSUInfo@saultcollege.ca. A copy will be kept on file for the academic year.

FOR SCSU OFFICE USE ONLY

Date Received:		Received by (initials):	
Date Website Updated:		Date Listserv Updated:	
Updated by:		Updated by:	

SCSU Notes: