



St. Lawrence College Student Association Clubs Policy

Scope:

This policy applies to all clubs – as well as club members and club executives – who have been ratified by the Student Association as recognized clubs.

Mission:

To ensure the members of the Student Association, clubs, and student body have a clear set of guidelines for creating and sustaining clubs.

Policy Statement:

The Student Association of St. Lawrence College, Kingston, Ontario (S.A.) aims to provide members of the St. Lawrence College community with opportunities to participate in club activities in a safe and positive environment. The S.A. expects that each visitor to the S.A. behaves and acts in a manner that respect the rights of others.

All official St. Lawrence College, Kingston Campus clubs must take primary responsibility for the behaviour and actions of all persons associated with their club activities.

Inappropriate Behavior and Activities:

Inappropriate behaviours of club members and/or club activities that prevent the rights of others to use and enjoy the club is unacceptable and prohibited. The S.A. will not recognize any club or group whose activities, in the opinion of the S.A., promote hatred, violence, propaganda or whose sole purpose is designed to disparage a government, state, country, religion, individual or group of people.

The S.A. will not recognize any group that:

- Operates under a secret Constitution
- Fails to comply with the St. Lawrence College code of conduct
- Fails to comply with the Student Association policies
- Fails to comply with provisions included in this document

Rights & Responsibilities

Rights:

Student clubs may think, speak, write, create, study, and learn together with mutual respect for the dignity of themselves and their peers.

Non-St. Lawrence College students are welcome to participate in club events that are held at St. Lawrence College, Kingston campus. Non-St. Lawrence College students may not sit on the executive for any S.A. club.

Responsibilities:

All clubs must align with the ENDS of the Student Association.

Part 1:

“Student (quality of) life is improved, both on and off campus in a manner that represents good value for money (or at a justifiable level of cost efficiency)

Part 2:

“2.1- Students are engaged with the student association;

2.2- Students are supported during their academic career as a St. Lawrence College student

2.3- students enjoy the holistic college experience; and

2.4- Students’ issues and opinions are heard.”

All clubs must represent St. Lawrence College’s values of Belonging, Integrity, Teamwork, Student’s First and Innovation.

The following list of expectations is placed on each club. Enforcing these expectations falls to the Manager of Student Engagement as well as the executive members of each club.

- Each September club executives must recertify their club with the Student Association (see below)
- Each club must participate in at least one Clubs Day per semester (unless no such event is run)
- Each club must host one independent recruiting drive per academic year (this may be an event, sign-up poster, email, or something else as decided by the executive and approved by the S.A.)
- Each club must do all it can to ensure the continuation of the club from year to year, this includes establishing a succession plan (see below)
- Each executive member is to be accountable for the conduct and organization of their club
- Clubs must create a welcoming environment for all new members and adhere to the St. Lawrence College Student Code of Conduct and Student Association policy

Club Recognition & Expectations

For a club to be recognized, they must

- 1) fill out the **Student Association Club Start Up** package found on the S.A. website (saslc.ca/clubs)
- 2) complete training (for club leaders & executives) available through URSLC portal

The Club Start Up application will be reviewed by the Student Association executive team and shall be assessed annually according to these guidelines:

- The club demonstrates a clear, unique purpose by establishing written goals and objectives
- The objectives of the club contributes to the ENDS of the Student Association
- Club has the membership of at least 4 activity fee paying students including two executive members at all times
- Clubs must submit a progress report three times per year that includes a membership list and details of club activities since the previous reporting period; these dates are:
 - **September 25**
 - **December 15**
 - **April 15**
- Each recognized club is responsible for submitting a club **Succession Plan** of returning members and new/continuing executives (accompanying the April 15th listed above)

The club executives of St. Lawrence College, Kingston Campus, have agreed upon the above-listed guidelines and agree to adhere to the guidelines represented in this policy section.

Recruiting

Each recognized club will be required to run recruiting events to increase the scale of the club and promote themselves throughout the school. The Student Association will provide resources to each club to accomplish effective recruiting, such as:

1. Clubs Day
2. Tables in the cafeteria, or similar, for specified (and pre-arranged) times
3. Representation on the S.A. website
4. Email Blasts
5. A page on the URSLC app
6. Availability for the use of S.A. space and poster boards around the campus

Clubs Day:

Each club will be given a table in the location where Clubs Day takes place to support the promotion of their club. During Clubs Day, each club should be able to represent its vision and mission statement with its goals, objectives, and ideas of events and activities they will be organizing throughout the year to encourage new memberships.

S.A. Website page:

Each club will be given space on the S.A. website (<https://saslc.ca/clubs>) to post a blurb about their club to grow awareness for their club and its activities. The website will be used to inform students who miss Club Days about what the goals and mission statements of each club are.

Social Media

If a club decides to create their own account on social media, club executives have to monitor its activity and ensure that all the published content follows the Student Code of Conduct, Student Association Ends, Bylaws and Policies & Procedures at all times.

Any misuse of or inappropriate content found on the club's social media account will be considered a policy violation and may cause penalty measures to come into force.

Funding

All clubs may be given access to funds through the academic year if they are a club certified by the SA AND if they have completed mandatory training available for club leaders. Clubs will be able to submit budget requests to host events, which the S.A. executive team will review and ultimately approve or deny. Funding may be withheld if clubs fail to comply with portions of this or other applicable policies.

Any club that undertakes fundraising efforts or collects monies through any method must declare such to the Manager of Student Engagement prior to, during, and after the collection, including details of amounts and purpose for the collection, and the intended use of the funds.

The process for funding is:

1. Clubs send in a **Funding Request Form** prior engaging in any spending
2. A budget for how the funds will be used is required before any approval will be given
3. Once the funds have been spent the **Reimbursement Form** is then filled out with receipts/invoices attached. Only approved funds will be reimbursed. Reimbursements will only be made to the individual who made the original funding request

The funds must be used as the original funding request stated and any assets or capital purchased by the club with the provided funding will be the property of the Student Association held in trust for the club. This means all capital purchases must be returned to the Student Association at the end of the academic year. Failure to return capital may result in the club losing its ratification.

All clubs available funding expires on March 31 of the academic year!

Failure to Comply Procedure:

If S.A. clubs fail to follow the above criteria will be held accountable by a five level process. If there is recognized inappropriate club behaviors and/or club member activities the Manager of student engagement will follow the five step process.

Level 1: A written warning will be sent to the clubs spokesperson and/or President via email from the Manager of Student Engagement.

Level 2: A mandatory meeting will be requested to discuss the issue with the Manager of Student Engagement. The meeting will be documented and will remain on file for a minimum of 2 years. Failure to attend this meeting will immediately place the club onto step 3.

Level 3: All club activity will be put on suspension for half of a semester. This includes room bookings, club funding, and any other club related activities.

Level 4: All club activity will be put on suspension for a full semester. This includes room bookings, club funding, removal of club recognition from the Student Association website, and any other club related activities.

Level 5: All club activity will be put on suspension for a full academic year. The Student Association will no longer recognize the club and the club will be removed for the remainder of the academic year, and may be suspended for a portion of the next academic year based on the time of suspension.

Disclaimer

The Student Association of St. Lawrence College, Kingston Campus and the club executives of St. Lawrence College, Kingston Campus have agreed upon all the above listed guidelines and both parties agree to adhere to the guidelines represented in this policy.

Signature of approval

Date
