



HSF
CLUBS
and
ASSOCIATIONS

Information and Start-up
Package

TABLE OF CONTENTS

General Information	2
Clubs Policy	3
Clubs and Association Classification	4
Funding	5
Special Event Funding	7
Club of the Year	8
Club Accounts	9
Room Space Bookings	10
The Executive	11
Roles of Affiliates	12
Campus Clubs' and Associations' Committee	13
Clubs' Marketing Policy	14
Club Purpose and Outline of Plans	15
Campus Club or Association Executive Info.	16
Club or Association Membership.....	17

GENERAL INFORMATION

The Humber Students' Federation encourages and supports all full-time students who wish to participate in Campus Clubs and Associations.

This package outlines the procedures for becoming a "sanctioned" HSF campus club or Association, and outlines the rights and responsibilities of the clubs once recognized.

Individual students and student groups are responsible for conducting their activities in a manner consistent with the Charter of Student Rights and Responsibilities of Humber ITAL and the Constitution and By-Laws of the Humber Students' Federation.

Clubs and Associations shall not require its members to participate in any activity incompatible with scholastic attainment or acceptable general development. No student or group of students will be permitted to use mental, verbal or physical violence against another student or in any way jeopardize the health, morals, scholastic standing or civil liberties of another student or college personnel.

The Humber Students Federation and its standing committees shall not discriminate on the basis of race, sex, nationality, handicap, religion, political beliefs, sexual orientation, age or other non-merit reasons when considering application packages

Campus clubs and associations are granted access to equipment and facilities owned and operated by HSF under the guide lines presented on page 9.

The HSF Vice President Campus Life and the Programming Director at North or Programming Coordinator at Lakeshore shall hold one meeting per semester in order to keep HSF clubs and associations informed and up to date. At least one (1) member from each club and association must attend these meeting to retain active status.

All events run by the Campus Clubs and Associations will be open to all students of Humber College.

CLUBS POLICY

Student Involvement in Clubs and Associations

All Full Time students are encouraged to participate and join any club they desire. All HSF clubs are accessible to all students no matter age, gender, religious or cultural beliefs. Any instances where individuals are restricted participation with a specific club or association, it is to be reported directly to the Programming Director immediately.

Club membership is restricted to full time Humber ITAL/Guelph-Humber Students. Individuals who are not full time students cannot be members of a campus club. Individuals who are not full time students who attend club meeting or events without written prior consent of the Programming Department will be treated as trespassers on Humber College property and the associated club can lose their sanctioned status.

As non-fee paying students, part time students are not permitted to be members of a Club or Association. It is the responsibility of Club Executives to monitor the academic status of their club membership. If members are not students or are part time students, Club Executives must notify the individual and the Programming Director/Coordinator immediately.

Clubs and Associations are permitted to foster relationships with other academic Institutions' Clubs and Associations, however all events which members of another schools students will be coming on campus will require written notification from the Programming Director and the Humber College Director of Security.

CLUB AND ASSOCIATION CLASSIFICATION

Clubs are made up of groups of Full-time Humber/Guelph Humber Students who have an interest in a particular field. Clubs are not permitted to assist in classroom assignments and funding will not be granted for any group that receives a grade for their club actions.

Clubs are recognized in two ways:

- 1) **Probationary Club** – a club or association that is being sanctioned for the first time. This may also include a club that has not retained its active status by failing to abide by the sanctioning regulations.
- 2) **Established Club** – a club or association that has been sanctioned two consecutive semesters.

HSF Clubs can be activated from the first day of the fall semester until the last day of the winter semester.

Please note, that clubs must be sanctioned EACH semester and a new clubs package must be filled out each school year.

For clubs and associations wishing to become or remain sanctioned, the following regulations must be followed:

- a) Any sanctioned club or association which has been inactive for two or more semesters must reapply for sanctioning and their status will fall to that of “Probationary Club”.
- b) All clubs must be active around campus and submit a bi-monthly report on their activities during the semester. This report should consist of a breakdown of all club related events for that month and an overview of what is ahead for the next month.

FUNDING

Once a club or association has been sanctioned, the Clubs' Committee will determine the amount of seed money.

All clubs and associations are sanctioned with a "zero-based" budget for each semester. Once a club requires funding they will fill out either the HSF Club Funding Request Form (for any funding \$600 or less) or the HSF Special Event Funding Form (for any funding of \$600 to \$1,000)

HSF Club Funding Request Form

Funding from \$0 - \$600.00

Club Funding Requests are required at least 2 weeks before funding is necessary.

Each Club Funding Request will be examined by both VP's of Campus Life and the Programming Director/Coordinator.

After review a monetary amount will be determined and the appropriate funding will be deposited into the Club account.

An HSF representative will contact the executives of the club to inform them the amount of funding approved

Clubs can reapply for funding throughout the year but all funding is at the discretion of the VP's of Campus Life.

Special Event Funding

Funding from \$600.00 - \$1,000

In order to apply for special events funding, a club or association must complete a "Special Event Funding Application" and submit it to the VP Campus Life at least three weeks before the date of the special event and meet the following criteria:

- a) A club must be in good standing and have completed the required bi-monthly reports.
- b) The event must be consistent with the club or association's purpose as stated in their application process.
- c) A brief follow-up report is to be submitted in writing with the receipts to the Vice President Campus Life at the respective campus within one week after an event in order to get reimbursed for expenses.

- d) The club will be reimbursed for the exact amount of receipts submitted for the event up to the maximum amount of funding determined by the HSF Board of Directors.

After the application package has been approved by the VP Campus Life, the club executive must attend the next HSF BOD meeting. They will explain to the board why they should receive special funding. The HSF Board will then set the club or association up with special funding.

The HSF BOD will be notified of the current financial condition of the clubs-funding budget.

Membership Fees – All clubs have the option to collect membership fees from each club member. All fees collected by the club should be recorded, stating the student's name, club name, term of membership and the amount. (Copies of the receipt will be given to the club, one copy to the member, and the third copy must be submitted to the HSF along with the payment.)

Once a club or association has been sanctioned, expenditures from that date forward may be submitted for reimbursement under the following conditions:

- a) Club or association funds will be administered by the HSF President, Vice President Campus Life, and the Business Manager/Executive Director. Accounts will be set up to record all revenue of the clubs or associations and ensure funds are used for the sole purpose of developing the club or association that raised the funds.
- b) Club or association funds cannot be used for the sole purpose of a year-end party.
- c) Reimbursement will not be given for alcohol receipts.
- d) Any activity occurring during the summer semester will not be considered HSF sanctioned and will not be recognized as such. Receipts will only be reimbursed for activities occurring during the fall and winter semesters.
- e) All receipts must be original receipts with a date, amount and details of the purchase. **Debit and Credit Card transaction records will not be accepted.**
- f) All requisitions must have two executive signatures. An executive cannot authorize a cheque payable to him or herself.
- g) Deposits require an invoice or receipt paid out of your own pocket, and the required amount exists in the club account, a cheque can be processed. Please allow two weeks for payments to be processed.
- h) HSF Club Funding Request forms should be filled out BEFORE an event as we can not guarantee reimbursement for unapproved activities.
- i) Upon submitting Funding Request or Special Event Funding, Programming Director/Coordinator will examine the logistics of the event and if a Risk Assessment meeting is required the club president will be contacted immediately. Any event that takes place on campus without a risk assessment will NOT be sanctioned by the Humber Student Federation.

CLUB OF THE YEAR

The Club of the Year is selected by the Clubs Committee and is awarded to the club or association that is most active in the college. An amount of \$500.00 will be awarded to the club or association that meets or exceeds the following criteria:

1. Conducted events at both campuses.
2. Participated in at least one awareness event.
3. Provided Community Support.
4. Had Membership at both campuses.

The monetary award will be added to the following year's account balance.

CLUB ACCOUNTS

Once a club or association is established, they will receive access to an account containing either an accumulated balance or profits from previous semesters or a deposit of funds designated by HSF.

Withdrawals or reimbursements will be given with the Cheque Requisitions consisting of two club or association executive signatures and the appropriate receipts to the Business Manager/Executive Director. Cheques will be placed in the club's assigned mailbox.

All funds must be deposited into HSF accounts only. Large cash deposits should be made immediately upon receipt.

Clubs will have full access to all money deposited through fundraising. A Funding request form will not be necessary to access these funds.

Cheques given to a club or association must be made payable to **"Humber Students' Federation"**

A club or association cannot operate a separate bank account. Clubs or associations found to be operating an account without HSF knowledge will lose club status and future funding will be denied.

Clubs that are inactive for four consecutive semesters will have their account balances forfeited.

ROOM AND SPACE BOOKINGS

The HSF has designated rooms strictly for clubs usage. There are also many other options for space that the HSF can help secure.

North Campus

1. Lecture Theatre
2. HSF Promo Cart
3. Concourse Area
4. Student Centre

Lakeshore

1. HSF Meeting Rooms KB100, K104, K105, RM A168
2. HSF Board Room A168
3. HSF Student Centre in K building (must be booked)

All bookings must be done at least one week in advance. Areas which require permission from outside the HSF should be booked at least two weeks in advance.

Booking Procedure

In order for any club or association to book space, an “Event Information Sheet” must be filled out. The booking sheet needs an approval signature from the Programming Coordinator and the Marketing and Communication Director if there are any advertising needs. Any requests for marketing supplies, including posters, banners or copies will not be granted unless the Event Information Sheet has the Programming Coordinator’s signature.

CLUB EXECUTIVE COUNCIL

The executive of the campus club or association shall hold one regular meeting in the fall and one in the winter semester. Regular meetings may be held from time to time at the discretion of the executive. The time and place of all meeting's are to be determined by the executive and announced to the general membership at least 48 hours prior to the meeting date. A special meeting may be called by the executive or on the signed request of at least 15 members who are registered with the HSF office. Minutes of all meetings will be submitted to the HSF VP Campus life within one week of the meeting.

The club executive shall be elected at a special meeting attended by at least two thirds of the registered members. A by-election may be held at any time in the event that an executive position has not been filled or upon the resignation of any two members of the executive. Only registered members may vote in the club's or association's elections.

The club executive shall serve from the first day of sanctioning to the last day of the winter semester in that academic year. Executives may be removed from office during a special meeting with a two third majority vote of the registered members present and in person. A member of the HSF Clubs' Committee must attend meetings, which can result in the removal of an executive member.

Duties of Club President:

1. Attend and chair all meetings.
2. Attend inter-club meetings.
3. Assume responsibility for all club actions and events.
4. Liaise with VP Campus Life and Programming Director to book space.
5. Act as signing officer for all cheque requisitions.

Duties of Club Vice-President:

1. Assume the duties of the President in his/her absence.
2. Succeed the President in the event of his/her resignation or dismissal.
3. Act as signing officer for all cheque requisitions.
4. Attend all meetings.

Duties Club Secretary/Treasurer:

1. Record attendance and minutes of all meetings.
2. Responsible for internal and external correspondence with college entities and the HSF.
3. Attend all meetings.
4. Act as signing officer for all cheque requisitions.

ROLE OF HSF AFFILIATES

President

- To monitor the finances of all clubs and associations

Vice President Campus Life (North and Lakeshore)

- Ensure campus clubs and associations are informed and up-to-date.
 - Encourage the vigorous participation of all student clubs.
 - Report to the HSF on the activities of all clubs and associations.
 - To represent campus clubs and associations at HSF BOD Meetings.
 - To monitor the finances of all clubs and associations with the HSF President.
 - Be accessible to clubs and associations for guidance and suggestions.
 - Oversee adherence to College and HSF regulations.

Business Manager

- Monitor transfer of Funding Requests to club accounts.
- Receive, review and record all financial transactions such as cheque requests, deposits, photocopies, food service charges, courier charges etc.
- Advise clubs on policies and procedures of clubs, HSF and College.
- Maintain club account balances.

Programming Director and Programming Coordinator

- Advise and assist in the development, organization and implementation of club and association meetings and events as requested.
- Accessible to clubs and associations to give guidance and suggestions.
- Approve contracts.
- Reserve college or HSF space for club functions.
- Organize and conduct general campus club and association fairs.
- To promote communication and cooperation between clubs, associations and the HSF.

Communications Director and Communications Coordinator

- Help clubs promote and advertise events and meetings.
- Coordinate postings and banner making.
- Ensure all advertising materials fit HSF standards.
- Offer advice and support for all marketing related inquiries (See clubs and associations marketing policies).

CAMPUS CLUBS AND ASSOCIATIONS COMMITTEE

The clubs' committee shall be composed of the President, the Vice President Campus life (North and Lakeshore), and two other appointed members of the board of directors. The Programming Director and the Programming Coordinator will also sit on the Campus Clubs and Associations Committee in ex-officio capacity.

The clubs committee shall perform the following duties to the extent authorized by the clubs and association's manual on behalf of HSF and the members in conjunction with other HSF staff:

1. Sanction clubs and associations.
2. Act as liaison between respective clubs and the HSF.
3. Foster growth and awareness of clubs and associations.
4. Monitor the spending of clubs and associations.
5. Uphold the mission statement and goals of the HSF.

Clubs Marketing Policy

In order to make marketing more efficient and timely, HSF clubs must adhere to the following rules:

1. All posters that need to be posted must be submitted to the front desk and a posting request form must be filled out. All requests must be submitted two weeks prior to an event. Any posters handed in the day of an event or the day before the event will not be posted. (Only 30 posters per event will be accepted)
2. All clubs that require promotional banners must fill out a banner request form. All submissions must be submitted two weeks prior to the scheduled event. Late requests must allow for a 48-hour turnaround time, which is subject to the discretion of the Marketing Coordinator.
3. Any materials that need to be used (i.e. Markers) must remain in the HSF office.
4. Any materials borrowed (i.e. tape) must be returned to the HSF office once the individual or party is finished using them.
5. Any clubs using the banner table or a HSF area must ensure that the areas are clean during and after use of these areas.
6. All clubs must remember the HSF office closes at 4:30 pm. Any members still left working on stuff will be asked to return the following day to finish up any remaining work.
7. If the banner table needs to be used by clubs please email the Communications Director (nbobyk@hsfweb.com) to set up a time.
8. If clubs post their own posters or banners, they must ensure that once the event is over all posters or banners are removed within 24 hours.
9. Clubs requesting photocopy or printing must fill out a form with the reception desk. Please allow for a 24 hour turn around time on all requests.

OFFICE USE ONLY

Received By: _____ **Date:** _____

*** Return only pages 15-17**

Name of Club or Association: _____

Main Campus _____

Purpose and Plan of Operations

In the space provided, outline your club's purpose and plan of operations.

Activities

In the space provided, outline some of the activities that your club or association is planning.

Funding

Please use the space provided and briefly detail your club or associations intentions for the use of the funding received once sanctioned.

Budget

If your club has been previously sanctioned within the past two semesters, please list the clubs current bank balance (can be obtained from the business manager).

Campus Club or Association Information

Status: New or Established _____

President Name: _____
 Phone # _____
 Email: _____
 Student # _____
 Signature: _____

Vice- President Name: _____
 Phone # _____
 Email: _____
 Student # _____
 Signature: _____

Treasurer Name: _____
 Phone # _____
 Email: _____
 Student # _____
 Signature: _____

Full-time Faculty/Staff Advisor
 Name: _____
 Phone # _____
 Email: _____
 Student # _____
 Signature: _____

