

SRC Clubs Manual

Policies and Procedures



Bishop's University
Phone: (819) 822-9600
Web: <http://www.busrc.com/clubs/>
Comments or questions may be directed to:
srcclubs@ubishops.ca

Purpose

This manual is intended to clearly communicate to the student body and larger Bishop's community the regulations, freedoms, and procedures related to the operations of SRC clubs and to ensure that there is a high-level of transparency surrounding the privileges and responsibilities of students to one another and to the SRC.

Principles

1. To ensure that the campus community and any events held on campus comply with all University, Provincial, and Federal regulations regarding the creation and operation of clubs/organizations;
2. To assist the campus community in understanding safe, fair, and transparent club practices and how to comply; and
3. To create support and awareness of clubs and organizations within the University community and recognize them as an integral part of student life at Bishop's University, providing students with an opportunity to engage in civic discourse through co-curricular activity.

Abbreviations

BSR: Board of Student Representatives

CCAC: Club Conflicts Appeals Committee

CRC: Clubs' Representative Council (see "Internal Club Structures" on pg. 10)

DSA: Dean of Student Affairs

GCC: Grants for Clubs Committee

GMA: General Manager Administration

L.E.A.P.: Leadership and Extra-Curricular Activity Profile

SA: Students' Association

SRC: Students' Representative Council

SUB: Student Union Building

VP: Vice-President

Definition of an Organization

An organization is a formal group of people with one or more shared goals. For recognition purposes, a club/organization must be comprised of at least ten (10) Bishop's University students including a Clubs' Representative Council (CRC), have a stated purpose, constitution, and comply with SRC and University policies and procedures.

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SRC Contacts List

SRC Position	Email
Clubs	srclubs@ubishops.ca
President	srcpres@ubishops.ca
Director of Finance and Operations	srcdfo@ubishops.ca
VP Academic Affairs	srcacad@ubishops.ca
VP Student Life	srcstu@ubishops.ca
General Manager Administration	srcgma@ubishops.ca
General Manager Operations	srcgmo@ubishops.ca
Director of Communications and Marketing	src@ubishops.ca
The Gait	thegait@ubishops.ca
Sustainable Development Student Intern	sdsi@ubishops.ca
SRC Recording Secretary	srcrecsec@ubishops.ca

How to Start an SRC Club

Club Creation/Ratification Process:

The General Manager Administration, under the SRC, is responsible for facilitating the process of club creation and ratification. Ratification does not indicate or imply that the university or SRC endorses the views of the organization's members or the views expressed at their events or meetings. The individuals involved in SRC clubs are responsible for any views held or expressed. The SRC reserves the right to reject a group's application to create a club if the club's values are not in line with the policies of the SRC or Bishop's University, if they present unwarranted safety concerns to the student body and/or greater community, if they infringe on the territory or function of other clubs or organizations on campus, or if the leadership of their club is not in good standing with the SRC or the University. The SRC reserves the right to review the activities of student organizations and to monitor compliance with SRC and university policies. Students interested in forming a new club must complete the following steps:

1. Visit The BUbble at busrc.com/clubs, navigate to the Groups tab and click Create a Group
2. Fill out the create a group form, following all instructions on the website
3. Draft and submit a constitution, using the **Template Constitution found within your group's dashboard on The BUbble**. The constitution must include a mission statement describing the club's purpose.
4. Appoint your group's leadership (minimum 2) on The BUbble
5. Group leadership should sign the terms of agreement on the group dashboard on The BUbble.
6. At this point, your group should be eligible for provisional approval and will be visible on The BUbble to potential members.
7. Acquire 10 members.
8. If the Club has met all of the application requirements, the Vice President Student Life will present their application to the BSR for approval.
9. When possible, the Club Representative should be present at the BSR in which their club application is presented so they can answer any questions posed by the BSR. Club Leads or members are also welcome to attend. Please note that Club Representatives/Leads/Members may be asked to leave the BSR during a vote for approval.
10. The GMA will inform the designated Club Representative, by email, of their club's approval/rejection.
11. Upon ratification, a club will undergo a period of one (1) semester of probation, as explained in Section five (V) of "Basic Club Information" in the Clubs Manual.
12. Club office/storage space may be requested during a probation period using the **Club Office/Storage Request Form found on The BUbble under group forms**. Please note that priority will be given to SRC clubs that are not on probation.
13. Upon completion of the probationary status, clubs may request funds from the Grants for Clubs Committee (GCC) using the **Grants for Clubs Committee Grant Application found on The BUbble under group forms**.

*Please be aware that one may be a member of a maximum of two (2) CRCs, and a maximum of one (1) CRC in the case of newly ratified clubs, where newly ratified refers to a club in its first semester of activity. Previous CRC members who have left a club without first replacing their position or who have been on the CRC of a club that was dissolved by the SRC must wait one (1) semester before assuming the position of CRC on a new club (if the academic semester is more than half way completed, the student will be required to wait until the end of the subsequent semester).

SRC clubs benefit from the following privileges:

1. Eligibility for SRC funding (see pg.11);
2. Use of some SRC publicity outlets (see pg.12);
3. May raise funds or make other permissible solicitation on University property (see pg.12);
4. Opportunity to participate in the fall and winter Clubs Day (see pg.14);
5. Possibility of club storage and/or office space on campus (see pg.14);
6. Right to printing credits for event advertisement (see pg.14);
7. Use of The BUbble for club management;
8. Ability to sponsor or present a public performance on University property; and
9. Inclusion in the yearbook as a recognized student organization.

Basic Club Information

I. Club Structures (General)

- i. There are five (5) categories of clubs, including Academic, Athletic, Social, Charity/Volunteering, and Culture/Equity. There are also a number of Non-SRC Associations (see section 3.11 under “General Rules”), as well as Religious/Spiritual clubs that are not under the jurisdiction of the SRC (i.e. the religious/spiritual clubs are managed by the Campus Minister).
- ii. Under these categories, each club may designate themselves as either education-focused or communion-focused.
 - a. Education-focused clubs engage in learning and/or teaching practices within their clubs for the benefit of the members and/or the student body in general. These clubs are open to students who are interested in learning, and may not have any prior knowledge of the subject matter/activity with which the club is focused.
 - b. Communion-focused clubs engage, instead, in activities and meetings for the purpose of internal communion and/or support. Communion-focused clubs do not operate for the sake of educating students about the subject/activity with which they are concerned, though they may make this a part of their club’s operations, if they so choose. These clubs should not be viewed as a resource for other students and/or the SRC, unless otherwise stated.
- iii. Under this designation, each club may either have open membership or restricted membership according to the regulations outlined in section 2.01 of the SRC constitution (see pg.17).
- iv. Clubs may choose to formally change their designation should they so choose, but must inform the GMA prior to the start of the semester if they wish to have this advertised on the Clubs Website, in Clubs Day, etc.

II. Internal Club Structures

- i. Each club is required to have two (2) Co-Leads, one (1) of which will act as the Club Representative. A club may decide to have more than two (2) Co-Leads, but there cannot be more than one (1) Club Representative. The Club Representative will act as the main correspondent between the club and the SRC, as well as the club and the student body. The Club Representative will work with the other Co-Lead(s) to initiate and organize club meetings and activities to the benefit of all members involved.

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- ii. Each club is allowed to designate up to three (3) Alternative Leads who may take on the role of Co-Lead in the absence of any designated Co-Lead.
- iii. Each club is required to have two (2) Financial Signing Authorities. These persons are responsible for:
 - a. Approving all financial transactions of the club;
 - b. Facilitating efficient decision-making and ensuring that the financial actions and decisions of the club reflect the values and desires of all club members; and
 - c. Ensuring that transactions are executed as intended and in accordance with applicable law, regulations and University policy.
- iv. The positions thus outlined shall collectively be referred to as the Club's Representative Council, hereto referred to as their CRC (i.e. The CRC of the Environmental Club).
- v. One may be a member of a maximum of two (2) CRCs, and a maximum of one (1) CRC in the case of newly ratified clubs, where newly ratified refers to a club in its first semester of activity.
- vi. Previous CRC members who have left a club without first replacing their position or who have been on the CRC of a club that was dissolved by the SRC must wait one (1) semester before assuming the position of CRC on a new club (if the academic semester is more than half way completed, the student will be required to wait until the end of the subsequent semester).

III. General Rules

- i. All clubs report to and fall under the administrative authority of the SRC GMA.
- ii. Clubs are required to submit two (2) club reports at the end of each semester through The BUbble.
- iii. One (1) Co-Lead (preferably the Club Representative) from each club is required to attend each SRC Club Leads Meeting, as well as an annual Club Leads Training meeting. Other members of their respective CRCs are welcome to attend, though not required.
- iv. Clubs are required to have an up to date constitution, which outlines their club purpose, goals, and values. This constitution shall guide the club's future actions and decisions. Any additional documentation referring to further policies and regulation of club member behaviour must be submitted to the SRC GMA to be approved.
- v. Clubs must adhere to the provisions outlined in the SRC Constitution, the SRC Clubs Manual, the Bishop's University Student Charter of Rights and Responsibilities, the Bishop's University Code of Student Conduct, all other University policies and procedures binding students and student led clubs, and all provincial and federal laws. This shall include ensuring (striving for and safeguarding) that the club is accessible and inclusive, affirming, celebrating, and understanding human complexity and difference, and taking anti-discriminatory action to reduce stigma and increase holistic wellbeing.
- vi. As an extension of the SRC, all clubs are strictly forbidden to discriminate against members on the basis of sexual orientation, gender identity, and/or gender expression, which includes any individuals who identify as or are perceived as lesbian, gay, bisexual, heterosexual, transgender, transsexual, two-spirit, queer or questioning.
- vii. The SRC aspires to facilitate and encourage the participation of all students, and any other persons associated with the SRC or Bishop's University to ensure all members of our diverse community are welcomed, respected, accepted and supported in all facets of their shared experience

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- viii. The SRC believes that all students, regardless of sexual orientation, gender identity and gender expression, should have the opportunity to participate in club activities in a safe, respectful, inclusive and non-judgmental environment.
- ix. The SRC allows Athletic Clubs to run sex-separated sport activities under the condition that any student, staff, coach, manager, trainer or other persons who identify as or are perceived as lesbian, gay, bisexual, heterosexual, transgender, transsexual, two-spirit, queer or questioning may participate fully and safely in accordance with their lived gender identity.
- x. As an extension of the SRC, all clubs are responsible for creating inclusive and safe environments for all members, students, community members, and all other persons regardless of ethnicity, race, gender, sexual orientation, religion, disability, GPA, major, etc.
- xi. Non-SRC Clubs are organizations that are affiliated with Bishop's University and/or the SRC and regulated by a staff or faculty member(s). These clubs may be given access to SRC publicity outlets, including Clubs Day and The BUbble, subject to the approval of the SRC GMA. Other organizations may contact the SRC General Manager Administration for inquiries about booking tables in the SUB for the purpose of promoting their group or events. Non-SRC clubs and unaffiliated organizations are prohibited from all other kinds of solicitation on campus, unless otherwise given permission from the SRC General Manager Administration.
- xii. As an extension of the SRC, all clubs are responsible for recognizing and exercising, where possible, environmental awareness. In any and all circumstances a club shall work to limit its ecological footprint. Clubs may work with the University Sustainable Development Student Intern and/or the SRC Environmental Sustainability Representative to develop better awareness of their environmental impact and engage in more conscious practices. Both positions offer a free resource to clubs looking to improve their awareness and implement environmentally friendly practices. Clubs should also consult the **Bishop's University Green Event Checklist (Appendix B)** when planning events. The SRC strives to address justifiable environmental concerns.
- xiii. Upon ratification, clubs must successfully complete a probationary period of one (1) semester and meet reporting deadlines and abiding guidelines set out by SRC policy. If a club is ratified after the second regular BSR of a semester takes place they will remain under probation for the duration of the current semester as well as the subsequent semester. After completing probation, clubs will be eligible for LEAP credits. (add description of LEAP somewhere in document)

IV. Club Reports

- i. Club reports are due: December 1st and April 1st. Failure to submit club reports by the deadline may result in a decision to return the club to probationary status. Club reports are important for many reasons, including:
 - a. They provide the SRC GMA with an updated list of active membership, which can be used to track a club's popularity, their level of membership retention, and the names of those who would like to earn L.E.A.P. credit for their membership;
 - b. They provide the SRC with an updated list of CRC members and club contacts so that they can keep their website updated and ensure that students are able to contact clubs without difficulty or confusion;

- c. They provide valuable feedback to the SRC GMA so that they may better support each club according to their specific needs and ensure that concerns are resolved in an efficient and timely manner; and
- d. They help keep CRCs accountable to their members by encouraging them to set goals, keep track of budgets, be aware of the changes in their club membership, and help ease transition for incoming CRCs.

V. Probationary Status

- i. A club with probationary status shall endure the following limitations for the duration of one (1) semester:
 - a. They shall not be permitted to request or receive funding from the GCC;
 - b. They shall not be permitted to request or receive free print credits from the SRC;
 - c. If said club is requesting office/storage space, priority will be given to SRC clubs that are not on probationary status; and
 - d. If said club currently occupies office/storage space, an immediate review will be conducted to determine future use.
 - e. If a club is ratified after the second regular BSR of a semester takes place they will remain under probation for the duration of the current semester as well as the subsequent semester.
- ii. At the beginning of this probationary period, the CRC shall be required to meet with the SRC GMA in order to discuss strategies to ensure the club's success and/or solutions to the club's previous failures. If a club is unable to meet reporting deadlines and/or abide by the guidelines set out by SRC Policy during their probationary semester they will be subject to dissolution.

Club Privileges and Restrictions

I. Club Grants

- i. **Grants for Clubs Committee Grant Applications** may be found online under group forms on The BUbble.
- ii. Grants for Religious/Spiritual Clubs will be awarded with the use of an application process, through the Campus Minister on an as-needed basis.
- iii. Charity clubs shall not be permitted to petition funds from the GCC, but they may request loans from the SRC, for the purpose of fund raisers, which must be approved by the GA.
- iv. The SRC will not allocate funds to clubs wishing to be reimbursed for off-campus services if a comparable on-campus service exists. If a club is not sure about whether there is a comparable alternative on-campus they should consult the GMA.
- v. The following items may not be purchased or reimbursed with funds granted by the SRC: Alcohol, tobacco or Cannabis; T-shirts or other giveaway items for club members; Gifts to speakers, guests, etc.; or donations to philanthropic organizations
- vi. Clubs will be awarded grants according to a number of factors including the number of club members benefitted, the number of community members benefitted, the amount contributed by the club members, the amount fundraised, as well as the number of volunteer hours contributed by the club, as a whole. The following are examples of opportunities are available for clubs that are interested in volunteering:

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1. Volunteer Walk Home / Safe Walk
2. Blood Drive
3. Study Hall
4. Exam Care Packages
5. Other

*Please visit the volunteer page on the SRC website to learn more. Busrc.com/volunteer

** Only events organized by the SRC will count towards GCC volunteer hours

II. Advertising Events and Fundraisers

- i. The way a club advertises their events can be the key factor in its success or failure. It is important that events are advertised across multiple mediums and well in advance. Popular mediums include:
 - The BUbble
 - Facebook events, Instagram, Twitter, and posters.
 - The Dish – Submit your advertisement/promotion to the Dish at www.busrc.com/dish by 6:00pm on either Sunday or Wednesday in order to have your notice sent out the following morning.
 - SRC Social Media – fill out the form at busrc.com/publishme
- ii. Clubs may contact the GMA or Director of Communications and Marketing for further assistance or advertising advice.
- iii. It is important that advertising be done in a respectful way, according to the SRC's regulations, which will not permit the inclusion of:
 - a. Religious or political messages, beyond those political messages of elected representatives of the SRC;
 - b. Promotion of tobacco or any form of substance abuse;
 - c. Demeaning or derogatory portrayals of individuals or groups which, through community and University standards, may be considered offensive;
 - d. Sexually suggestive material; and/or
 - e. Alcohol beverage advertising or promotion which may:
 - Promote sexism or discrimination
 - Encourage alcohol abuse
 - Link drinking to popularity and social success
 - Imply that drinking improves health, intellectual or physical performance, etc.
- iv. The SRC reserves the right to remove any advertisements that violate these regulations. Any advertisements determined to be harmful to the general student population, which fall outside of these regulations, may be removed should the SRC executive or GMA deem that it is in the best interest of the student population. For further regulations on poster advertising, please see the **Bishop's University SRC Poster Policy (Appendix A)**.

III. Fundraising

- i. If a club wishes to hold a bake sale or any other fundraiser involving food on campus, they must comply with the Campus Dining Policy to ensure that they are following the provincial regulations regarding the selling and serving of food on campus. This document can be found

on the Bishop's University website. Before you consider hosting an event or fundraiser on campus involving food, please be aware of the following:

- a. Before completing an application to provide food for a fundraiser, please ensure that your location is available on the date you require (see pg. 15 for details about how to book locations around campus).
- b. Only groups/clubs registered with the Students' Representative Council (SRC) or who are affiliated with Bishop's University and receive authorization from Residence and Conference Services may provide food on campus;
- c. A completed application* to request the right to provide food on campus shall be submitted three (3) days prior to a fundraising event to Residence and Conference Services; and
- d. Potlucks held on campus are allowed only when the food is prepared and served by volunteers for members of their own organization at no cost and for groups to a maximum of 40 persons. Applications* to Residence and Conference Services must be received at least two (2) weeks before the actual event.

*The application to provide food on campus may be found at: <http://www.ubishops.ca/future-current-students/student-campus-life/residence/campus-dining/campus-dining-policy/>

- ii. **There are other fundraising opportunities to be had at The Gait, including profit-sharing for theme nights if your club provides the concept. Contact the General Manager operations for more details.**
 - a. srcgmo@ubishops.ca

Restrictions:

- iii. No more than two (2) clubs are permitted to fundraise in The Gait at the same time, and only insofar as they do not influence one another. (i.e. they may not be the same type of fundraiser, only one (1) will be allowed to serve food, etc.) In the case that two (2) clubs wish to use the same type of fundraiser, priority will be given to those who submit a request first.
- iv. Fundraisers should demonstrate congruity with their cause/charity, and should state explicitly what the money raised will go towards (ex. The cheerleading club has a fundraiser with a sign saying that all money raised will go to buying new uniforms).
- v. Only one (1) club is allowed to hold a bake sale in a single location at the same time.
- vi. The SRC General Manager Administration and General Manager Operations reserve the right to limit a club's fundraising efforts, especially in cases of high demand areas, in the interest of preventing the monopolization of fundraising opportunities.
- vii. In order to meet the quality expectations of the student body and community, The Photo Club is considered the only club with the right to run a photo booth as a fundraiser. If another club would like to run a photo booth, they can partner with The Photo Club according to following regulations:
 - a. The Photo Club should be contacted at least two (2) weeks in advance of any event or fundraiser their services are requested for in order to provide adequate time for locating tools and materials;
 - b. If another club would like to partner with The Photo Club to put on a photo booth, they must split the fundraised profits with The Photo Club;

- c. If props or backdrops are required for an event or fundraiser put on with the aid of The Photo Club, the club requesting their services must either provide the props and backdrops or provide the funds for the purchase of these items well in advance; and
- d. If another club, organization, or individual would like to utilize the services of The Photo Club for any other reason than a photo booth they may contact the Club's Representative in order to determine an appropriate donation to be given to The Photo Club for their services (Recommended donation is \$20/hour, but may be more or less depending on the demands and nature of the request).

Suggestions/Ideas for Fundraisers

- Themed night at the Gait
- Happy Hour (Photos, raffles etc.)*
- Selling flowers for Valentine's Day
- Garage Sales
- Silent auction
- Poetry night
- Plant Sales
- Card or board game tournament
- Face painting/henna
- Pizza Sale
- 50/50 tickets (rugby, etc)*
- Car wash
- Sports teams BBQ (Optimist Park)
- Dance-a-thon
- Tournaments (dodge ball, etc)
- Trips outside of Lennoxville
- Murder mystery dinner**
- Bake sale (Sub and Library)**
- Coffee House**
- Live art show

*Please be aware that there are strict regulations limiting raffle ticket sales that club's should make themselves aware of before pursuing this type of fundraiser.

**All food related fundraisers on-campus require authorization from Residence and Conference Services. Please see the fundraising regulations above for details.

IV. Clubs Day

- i. All clubs are given the opportunity to participate in Clubs Day! Each club will be provided with a table and two (2) chairs and may bring any props or activities of their choosing to help attract new members to their group. Clubs Day is a great way to give visibility to your group and to make contact with other clubs at the beginning of each semester.
- ii. Clubs are expected to provide representation for at least one (1) Clubs Day each semester so that students may have the opportunity to speak with representatives in person and become aware of all the clubs available to join on campus. They should sign up for Clubs Day a minimum of seven (7) days in advance.
- iii. If a club fails to meet this requirement without notifying the GMA and without a justified reason, they will automatically be put on probation for the following semester.
- iv. The GMA must provide at minimum two (2) weeks' notice to all Club Representatives prior to all Clubs Day so that they may sign up for a table.

V. Club Offices/Storage

- i. The SRC has limited office/storage space on-campus available for clubs. Clubs must submit the **Club Office/Storage Request Form on The BUbble** by September 31st to be considered.
- ii. Priority will be given to clubs based on physical need and number of events executed. Clubs granted office space are expected to occupy their office for a minimum of 4 hours a week and will be asked to outline specific office hours when they expect to be present.

VI. Print Credits

- i. Each club has the right to request print credits for up to 25 colour posters (8.5"x11") per semester.
- ii. A Co-Lead must request and receive a print credit slip from the SRC General Manager of Administration in SUB office 105 prior to placing the order at the print shop in order to be eligible for this offer.

*Please refer to the "Bishop's University SRC Poster Policy" in **Appendix A** and pg.12 for more information on advertising regulations.

VII. Booking Locations On-Campus

Clubs interested in booking:

- i. **The Gait, SUB lobby, or Diversity Center** should refer to the "Bookings" page under the "Get in Touch" menu on the SRC website.
- ii. **Seminar Rooms** in the library should go to the Bishop's University Library webpage, click on the "Book a Seminar Room" button, and follow the instructions.
- iii. **The Sports Plex** should visit the following webpage to check if the facility they are interested in is available: <https://buy.gaiters.ca/FacilityScheduling/FacilitySearch.aspx>. If it is free they should contact the Manager of Facilities Christopher Fowlis (cfowlis@UBishops.ca) for booking.
- iv. **The Loft** meeting space in Tim Horton's or **Patterson Assembly Hall** should contact the SRC General Manager of Administration at srcgma@ubishops.ca
- v. **Mackinnon Blue Room** should contact Annie Lavariere at alavarie@UBishops.ca.
- vi. **Classrooms** between Monday-Friday should contact Mary Lou MacDonald at mmacdona@UBishops.ca
- vii. **Classrooms** over the weekend should contact Annie Lavariere at alavarie@UBishops.ca.
- viii. **Bandeen Hall** should contact Monique Lafaille at mlafaille@ubishops.ca
- ix. **Other Rooms** on campus should contact the SRC General Manager of Administration at srcgma@ubishops.ca or the GMA at srclubs@ubishops.ca.

Restrictions:

- x. When your club is planning an event where alcohol is served on-campus (i.e. Wine and Cheese) you must adhere to the Campus Alcohol Policy enforced by the Alcohol Concerns Committee, which includes information on alcohol permits and marshals (this may be found on the Bishop's University Website).

- xi.** The GMA should be informed of all events involving alcohol that are taking place off-campus. In cases where a club will be renting buses and transporting students to off-campus establishments, security must be informed. It is required that a sober designate be selected to help facilitate the event.

VIII. Ticket Sales

- i.** Club events or fundraisers may sell tickets through club members, in the SUB lobby upon reservation, or through Doolittle's with a 10% fee. In order to sell tickets through Doolittle's please follow these steps:

 - a.** Contact Doolittle's Operation Manager at least seven (7) days prior to ticket sales and inform them of the dates you wish to sell your tickets and any instructions necessary for ticket sales;
 - b.** One (1) day before the start of ticket sales, bring your tickets to Doolittle's in a collection box with a memo noting the price of tickets, any pertinent instructions for sales, how long they will be on sale, and a contact number;
 - c.** Have the noted contact collect the accumulating ticket money at appropriate intervals over the course of ticket sales to ensure its safe security (Please note that the contact shall be responsible for any inquiries into the details of the event or the sale of the tickets); and
 - d.** On the final day of ticket sales, have the contact pick up the tickets and all accumulated cash.

*Please be aware that Doolittle's is not responsible for the loss or theft of any monetary assets accumulated through ticket sales at its location.

IX. Ordering Apparel

Many clubs on campus choose to order clothing for their club members. Club apparel ranges from shirts, pants, sweaters, bags and much more. Any item(s) that include the Bishop's University name, logos, or suggestion of a connection to the University must adhere to the Commercial Trademark Policy. As such, these guidelines must be followed by all student organizations. The following guidelines are for items produced for the purpose of sale to club members and/or fundraising:

1. Go to the Bookstore and talk to the Manager.

You probably have an idea of the item you want to order, and chances are the Bookstore can source what you want at a competitive price. If you already have a quote from an outside vendor, the Bookstore Manager may or may not decide to bid on the order. If not, the Manager will sign a release form, which will be given back to you.

2. Head over to the Communications Office (Johnson 105).

Bring your signed release form along with a copy of the proposed artwork for your item. If your artwork is in compliance with the university's branding guidelines, the Office will sign the form and keep the copy of the artwork. If your artwork is not in compliance, the Office will ask that you keep working on the design until it is in compliance.

3. If you are using an outside vendor, you must pay a 10% royalty fee based on the total cost (after taxes) of producing your item. This fee must be paid when the Communications Office signs your release form. Payments can be made with a cheque (payable to Bishop's University) or cash.

If you have any questions, please contact the Bookstore Manager at extension 2240 or the Communications Officer at extension 2840.

X. Sloth Status

- i. Clubs have the right to be put on Sloth Status, which allows them to be inactive for up to one (1) semester, if they fall under one of the following categories:
 - a. The club must restructure their CRC with little notice because the Club Representative or Co-Lead(s) suddenly become unable to run the club effectively because they are seriously ill, leave the school, or have failed to meet the SRC's requirements for clubs, despite the club members desire to run the club properly;
 - b. The club's membership has fallen beneath ten (10) people and they would like to spend a semester working on strategies for recruitment and retention of members;
 - c. The club was unable to find the adequate number of replacements for their CRC and need the time to find these replacements so they can continue running the club in the following semester; or
 - d. The club presents another reason for requesting Sloth Status, which the BSR must approve. Requests must be submitted prior to the first BSR of the semester, except in the case of extenuating circumstances, as determined by the BSR. Clubs on Sloth Status will return to Active Status in the following semester. Sloth Status can be granted only once every two (2) years.
 - e. Clubs on Sloth Status will be subject to the same limitations as those on Probationary Status (see pg.11).

Bishop's University Students' Representative Council Constitution

(Pending the Approval of the Updated SRC Constitution which shall enter in effect May 1st 2018)

2.01 Club Bylaws and Regulations

- i. All clubs report to and fall under the administrative authority of the SRC GMA.
- ii. Any club may become recognized as an official SRC club upon application to the SRC GMA, pending approval by the BSR at a meeting in which an official quorum (i.e. the minimum number of members present in order for proceedings to be considered valid) is present.
- iii. The SRC GMA shall present the new clubs application for approval, unless a club desires to present their own case at GA.
- iv. Applications for official club status may be rejected if the clubs values are not in line with those outlined in the policies of the SRC or Bishop's University, if they present unwarranted safety concerns to the student body and/or greater community, if they infringe on the territory or function of other clubs or organizations on campus, or if the leadership of their club is not in good standing with the SRC.

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- v. In order for a club to be recognized under the SRC constitution, it must adhere to the following bylaws:
 - a. Club membership is open to all students in good standing with the SRC unless otherwise indicated. A club who wishes to restrict their membership must submit a document to the SRC GMA for approval, which stipulates the terms under which membership may be rejected. This document shall be presented to BSR for approval. The following are conditions under which club membership is eligible to be restricted:
 - i. Academic clubs may limit membership to students with majors or minors in a club's respective program, if they so choose;
 - ii. Athletic clubs may limit membership based on gender, so long as these limitations adhere to the stipulations made in Section 3 under "Basic Club Information" in the SRC Clubs Manual;
 - iii. Athletic clubs may hold try-outs and limit membership for a "Competitive team" according to skill, on the condition that they are willing to create a "Recreational team" should there be enough persons interested in participating in the club to create a second team. Clubs may also choose to create a "practice squad" that is allowed to practice with the regular team, but not compete in official games, in order to accommodate extra players;
 - iv. Religious/Spiritual clubs may limit membership to students who are recognized under their designated denomination; and
 - v. Culture or Equity clubs may limit membership to those who identify with their community, for the purpose of mutual-support and/or healing
 - b. No club is permitted to discriminate against membership, except under the conditions previously outlined. Any other discrimination based on ethnicity, race, gender, sexual orientation, religion, disability, GPA or major will not be tolerated.
 - c. Clubs must present a clear idea of the purpose and objectives of their club.
 - d. A club is permitted to create their own constitution, however the SRC constitution shall take precedence and all bylaws stated in specific club constitutions must be in accordance with the SRC Constitution.
 - e. Any new club policies must be approved by the SRC GMA, in accordance with the values and constitutions of the SRC and Bishop's University.
 - f. A club should present an up to date CRC (Club Representation Council) to the SRC GMA in their final Club report each year.
 - g. Two (2) financial officers who will have signing power must be named.
- vi. All new clubs must pass a probationary period of one (1) academic semester (not including the spring/summer semester), during which their privileges will be limited according to the regulations set out in Section 5 of the Basic Club Information in the SRC Clubs Manual.
- vii. Following the successful completion of the probationary period a club is granted full SRC club status with all of its associated privileges.
- viii. Charity clubs shall not be permitted to petition funds from the GCC, but they may request loans from the SRC, which must be approved by the GA.
- ix. Charity clubs must annually present the SRC with proof of donation by means of a tax receipt. Should proof of donation not occur, said club will be reviewed with possible sanction of termination.
- x. A club may petition the BSR for Sloth Status, which if accepted gives the club one (1) academic semester to become re-established and fully active once again.

- xi.** All posters put up by clubs must adhere to the **Bishop's University SRC Poster Policy (Appendix A)**.
- xii.** All on-campus events where alcohol will be served must adhere to the University Alcohol Policy.
- xiii.** Elections concerning the new CRC of a club must occur at least two (2) weeks before the last day of classes during the winter academic semester. Elections for each position shall be based on a "first past the post" voting system (i.e. a system in which each member is allowed to vote once, anonymously, for one (1) candidate per position, where the candidate who polls more votes than any other candidate is elected). If the outgoing CRC does not fulfill this obligation, funds may be withheld at the end of the semester and in the following semester.
- xiv.** Each newly elected representative is responsible for ensuring that the old representative completes and submits the end of year report to the SRC GMA, or the club will be liable to probation for one (1) semester.
- xv.** Club Representatives are charged with the responsibility of assuring that their members are registered in the Leadership Extracurricular Activity Profile (L.E.A.P.) program.
- xvi.** The Club must submit criteria to the SRC GMA with regards to what qualifies its members for the L.E.A.P. program. There should be a minimum of four (4) criteria that must be met. Club Representatives should specify whether club members who participate for only one (1) semester are eligible to receive a L.E.A.P. credit.
- xvii.** Each CRC should indicate on their final report of the year which members should receive L.E.A.P. credits.

2.02 The Grants for Clubs Committee (GCC):

- i.** The Grants for Clubs Committee will consist of five (5) voting members of the GA:
 - a. Director of Finance and Operations (as Chair);
 - b. GMA;
 - c. Vice-President Student Life; and
 - d. Two (2) student representatives appointed by the SRC Appointments Committee.
- ii.** In the case that a member of the GCC is also a member of the club that is applying for funding, they shall be required to abstain from voting, as well as abstain from offering discussion on the subject, except from their position as an CRC member if they are formally addressed and invited to speak by another member of the GCC.
- iii.** The committee shall meet bi-weekly during the fall and winter semesters, with the express purpose of allocating funds to SRC clubs to support their academic, community and student life endeavours, in a fair and just manner.
- iv.** As a committee, these individuals are asked to critically examine each grant request without bias. Each request will be evaluated individually based on the following four (4) criteria:
 - a. The number of club members benefitted by the grant
 - b. The number of students/community members benefitted by the grant
 - c. The financial contribution of the club in comparison to the amount requested from the GCC;
 - d. Volunteer hours contributed by clubs as a whole (over the previous calendar year, or since their last major grant)
- v.** Upon evaluating a grant request, the GCC will make a formal recommendation to BSR that will approve requested funding in its entirety, approve a portion of funding requested, or deny

funding entirely. The recommendation will be subject to a majority vote by the BSR. No amendments by the BSR may be made to recommendations of the GCC.

- vi. The GCC must provide written notice of meeting dates to all clubs at the beginning of the fall semester, two (2) weeks prior to the first meeting date.
- vii. A CRC member(s)* must demonstrate need for funding by providing information required in the grant application form including:
 - a. Club name, as well as Club Representative and Co-Lead(s) name(s);
 - b. Name of financial officers (2);
 - c. Purpose of requested funds;
 - d. Invoice, quote or receipt for monies requested;
 - e. Amount requested from GCC and amount contributed by club, both through fundraising and club members; and
 - f. Impact on club members and student life at Bishop's.
- viii. The GCC may ask for additional information at their discretion if a majority of members vote additional information is required.
- ix. The grant application form must be submitted to the SRC Recording Secretary no later than 3 business days prior to the scheduled GCC meeting in which they wish their application to be considered. No late applications will be considered.
- x. The SRC Recording Secretary will forward all applications along with the agenda to GCC members no later than two (2) business days prior the scheduled GCC meeting.
- xi. Meetings of the GCC will be open to all SRC CRC members that wish to observe. CRC members who wish to attend may only offer discussion when formally addressed by a member of the GCC.
- xii. In the instance that a club is bringing forth a request and there is no CRC member available to be present, the Club Representative may assign a designate in their place to attend.
- xiii. Minutes of all GCC meetings will be made available 5 business days following the GCC meeting. At this time minutes will be available on the SRC website and also upon request through the GMA
- xiv. The GCC will maintain documentation of all applications and also document the justification of the GCC.

2.03 Club Reports

- i. Each club must submit two (2) semester reports through The BUbble group form tool.
- ii. Should a club fail to provide their semester reports to the GMA by the specified dates, they will be subject to probationary status. The GMA may use their discretion in any extenuating circumstances, regarding probation decisions.

Reporting:

Report One – submitted no later than December 1st – must include:

1. Contact information for the Clubs' Representative Council
2. A detailed list of club members who attend Bishop's University
3. A detailed list of all non-Bishop's club members.
4. Goals for the year
5. L.E.A.P. Standards
6. Projected Budget (if applicable)

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Report Two – submitted no later than April 1st – must include:

1. Contact information of current and incoming Clubs' Representative Council
2. A detailed list of club members who attend Bishop's University
3. A detailed list of all non-Bishop's club members.
4. A brief reflection on whether or not your club was able to meet its goals for the year
5. A list of events or fundraisers your club held over the year and their results (if applicable)
6. A couple pieces of advice for the incoming CRC (if applicable)
7. A review of the GMA and SRC's support for your club over the year
8. A final budget breakdown (if applicable)*

*All charity clubs must annually submit proof of donation, with a copy of the tax receipt to the SRC GMA. This is to ensure that we, as a governing body as well as you, as a club are held accountable to the funds that were gathered on behalf of a charity. If a charity club fails to submit proof of donation, measured in money or time with its final report, the club's SRC status will undergo review.

2.04 Club Conflict Appeals Committee (CCAC)

- i. The CCAC shall be comprised of acting representatives of the SRC. Membership shall consist of;
 - a. The President
 - b. Vice-President Student Life
 - c. GMA
- ii. Membership of the CCAC lasts for the entire academic year. Members forfeit their right to act as CRC members during their term. All members of the CCAC shall be present at all meetings to satisfy quorum.
- iii. The CCAC shall hear any and all appeals related to decisions made by CRC's that disqualify a member or impedes on their right to join or be a member of a club.
- iv. The CCAC shall hear any and all appeals related to financial decisions made by the CRC.
- v. The CCAC will meet to discuss an appeal upon written petition by a member of the SA, or if a matter is referred to them by the DSA.
- vi. After holding a hearing, where each side may present their arguments to the CCAC, a decision will be reached by a unanimous vote.
- vii. All decisions of the CCAC are final and binding.

List of Appendices

Appendix A: Bishop's University SRC Poster Policy

Appendix B: General Event Checklist

Appendix C: Bishop's University Green Event Checklist

Appendix A:

Bishop's University SRC Poster Policy

3.01 Criteria

- i. Any individual or group wishing to advertise or place posters in the Student Union Building and in all academic buildings must conform to the following policy. All posters/advertisements must be tasteful and inoffensive. Any poster/advertisement that violates this policy will be removed and discarded. Failure to comply with any of the criteria will result in immediate loss of poster privileges.

3.02 Policies

- i. All posters/advertisements must be approved and stamped by the SRC or Residence Services before being posted.
- ii. All posters/advertisements must conform to the regulations found in the University Alcohol Policy.
- iii. All posters/advertisements must be dated for removal.
- iv. A limit of 25 posters/advertisements for the same event.
- v. The SRC reserves the right to reject approval of posters, if the poster is of unreasonable size, where unreasonable size will be defined by the BSR by a majority vote.
- vi. As a general guideline, posters/advertisements may remain posted for a period of up to two (2) weeks and for a maximum of 24 hours after the relevant event date has passed. It is up to the discretion of the stamper should special circumstances require otherwise.
- vii. Posters/advertisements are only permitted on bulletin boards in the Student Union building, Residences and all academic buildings
- viii. Advertisers are responsible for the removal of all their posters/advertisements by 4:30p.m. on the removal date.
- ix. Defacing or the removal of another's poster/advertisement is strictly prohibited.
- x. Poster/advertisements that are placed on buildings not designated in this policy must abide by the policies that are in force at those locations.
- xi. Posters/advertisements for any off-campus business or group advertising a service, product, activity, promotion, or event for any off campus business or group will be charged a fee for the SRC approval stamp, per poster, payable at Doolittle's Convenience Store.
- xii. Posters/advertisements cannot be placed on any brick walls, doors or windows.
- xiii. Only sticky tack (walls) or pins (bulletin boards) can be used to place posters/advertisements, no tape.

Appendix B:

General Event Checklist

Off Campus Events*

1. Transportation – have you booked a bus or found a driver, and calculated gas costs? Are you going to pay the driver? Are you able to collect payments from members prior to departure to cover these expenses?
2. Parking – where will you park? For how long? How much will it cost?
3. Risks – have you considered the possible risks posed by the intended event and done all that you can to ensure the physical, emotional, and psychological safety of your members and community?
4. Reputation – have you considered how your actions and/or attendance at an off-campus event could reflect on your club and the University?

On-Campus Events (without speakers, artists, performers, etc.)**

1. Space booked – is it available? Is it appropriate? Does it accommodate your projected attendance?
2. Equipment – will you need chairs, tables, or other similar equipment?
3. Noise considerations – will your event involve music or loud interactions that could be disruptive to those in the surrounding area? If so, have you asked permission to hold an event that is loud in nature and/or considered other venues that may be more suitable?

On-Campus Events (with speakers, artists, performers etc.)**

1. Space booked – is it available? Is it appropriate? Does it accommodate your projected attendance?
2. Equipment – will you need chairs, tables, or other similar equipment? Will you need microphones, projectors, or other such equipment? Have you contacted IT to request equipment and help with its set-up?
3. Noise considerations – will your event involve music or loud interactions that could be disruptive to those in the surrounding area? If so, have you asked permission to hold an event that is loud in nature and/or considered other venues that may be more suitable?
4. Guest accommodation – if you are bringing a professional speaker/leader to campus, how will they get to campus? Where are they going to stay? What are they going to eat?

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5. Tickets – will you need to sell tickets ahead of time for this event? How will you restrict entrance?
6. Publicity: have you given enough time for publicity? What are your advertising strategies?
7. Do you need marshals for your event? Have you factored in their wages? (In order to book Marshals please contact the General Manager of Operations (srcgmo@ubishops.ca))

Film

1. Screening Rights – do you have them?
2. Space booked – is it available? Is it appropriate? Does it accommodate your projected attendance?
3. Tickets – will you need to sell tickets ahead of time for this event? How will you restrict entrance?
4. Publicity: have you given enough time for publicity? What are your advertising strategies?

Items Purchased for Event/To Sell at Event

1. If you are planning on purchasing and/or selling items with the Bishop's University name, logos, or suggestion of a connection to the University, have you read and followed the Bishop's Commercial Trademark Policy (refer to Section IX of the Club Privileges and Restrictions of the Clubs Manual)?
2. Shipping – How much does it cost? Where will it ship to?
3. Tax & Duty fees – How much will they cost?
4. American vs. Canadian dollar – are all prices in Canadian?
5. Storage – Where will you put it? Who will have access to it?

* The GMA should be informed of all events involving alcohol that are taking place off-campus. In cases where a club will be renting buses and transporting students to off-campus establishments, security must be informed. It is required that a sober designate be selected to help facilitate the event and be held responsible.

** If your club would like to plan an event in which alcohol is served on-campus (i.e. Wine and Cheese) you must adhere to the Campus Alcohol Policy enforced by the Alcohol Concerns Committee, found at: <http://www.ubishops.ca/wp-content/uploads/Alcohol-Policy-amended-Version-April-2015-final.pdf> (Insert Updated Version / Pending Alcohol Concerns Committee Approval)

Appendix C:

Bishop's University Green Event Checklist

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Name: _____
 Email: _____
 Organization/Dept.: _____
 Date of event: _____
 Venue: _____

*Starred items may be partially funded through the Green Levy Fund. Apply online

Action	Contact	Completed
Communication and Promotion		
Go all/more digital: invitations, websites, decorations, and more! TIP: For ticketed events, instead of paper tickets, ask them to show the confirmation email.	For invites: http://anyvite.com/features http://www.pingg.com/	
Go paperless: use biodegradable banners, make them re-usable and shareable. 1) large poster: use recycled paper, or make a fun fabric one – easy storage! 2) Facebook cover page: make one for the organizers, and allow attendees to use it as well – free promo!	https://www.fotor.com/features/facebook.html https://www.canva.com/create/facebook-covers/	
Use your laptop as an electronic sign-up sheet for SUB sign-up sessions	Ask for Name, Email	
Create posters that can be re-used (blank spaces for dates and times) for events that happen often		
Announce your greening efforts as part of your promotion	Contact the SDSI@ubishops.ca about using the ility logo	
Have a Green Officer to make sure you are on track	sdsi@ubishops.ca	
Food and Beverage		
Use the local catering options provided by campus caterers.*	Check http://sdxcampusservices.com/ubishops/catering/index.html for options and assistance	
Use vegetarian options for at least 50% of catering.*		
Use the fair trade catering options provided by campus caterers.*		

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Use compostable dinnerware, or even use reusable dinnerware!*		
If you don't want to splurge on dinnerware, have a Bring Your Own (Cup, Plate, Bowl, etc.) event.	Especially for popcorn, beverage, or single food events.	
Provide hydration stations instead of bottled water.	Conference Services: 819 822-9651 e-mail: confcent@ubishops.ca	
Check your items – plastic #6 cannot be recycled in Sherbrooke (ie Red solo cups)		
Waste Disposal		
Provide receptacles for all of the waste streams. Contact B&G to reserve a compost bin, recycling bin or even a tri-belles (all three)	Please allow 48h for the work order to go through https://intranet.ubishops.ca/	
Clearly label what waste goes where – you don't want to have to sort it all out later!		
Locate nearest bins to empty your containers into.		
Can the event be waste-free? Be sure to advertise that!	Make sure your guests know that there will be no garbage available!	
Transportation and Energy Conservation		
Turn off lights, computers and equipment when they are not being used.		
Off-Campus Events		
Carpool		
Try to find a location near campus, or easily accessible by bus	Ask at the local churches if you can use their hall	
Bus buddies or travel groups		
Gaiter Gears, Snow shoe rental*		
Budget		

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	Use the money saved from cost reducing actions to fund the cost increasing actions.		
	Ask companies to offer sponsorship, donations or reductions for greening.		
	At other events, Always Ask about sustainability efforts: the more people that request these services the more cost effective they become.		
We also went the extra mile by doing the following:			
	Share events with other clubs: twice as successful, half the waste (promotions, etc.)		
	Reuse old decorations from other club events (your club's or other club's)		
	Use recycled material for photo booths		
	Have a giveaway highlighting sustainability	Organic, Fair Trade and local products are a great thank you gifts for special guests	

*Please note, if your club encounters financial barriers in adapting your event based on this checklist you may apply for monetary compensation prior to your event through the Green Levy Fund. See <http://www.busrc.com/green> for more details on applying for the Green Levy Fund.