



BUSRC Extracurricular Manual

Created by: Olivia Woods, Vice-President of Student Life '23-24

Ratified by the Board of Student-Representatives on October 16, 2023

We acknowledge that the land on which Bishop's University operates is the stolen land called Ndakina. The Bishop's Students' Representative Council recognizes as settlers on this land; we are grateful for its opportunities. We currently gather, work, live, and play on this land, home to resilient Indigenous people still living. It's critical to remember the ongoing systemic oppression First Nation, Métis, and Inuit communities still face today. We will continue to educate ourselves and the Bishop's community about the truth of the stolen lands we reside on and how to become better allies. Beyond education, it's our responsibility to take accountability, listen and take concrete steps for change.

Table of Contents

Preamble

- Principles
- Abbreviations
- Definition of SRC Extracurricular Groups

Article I - General Principles

Article II - Procedures

- 2.1 Internal Structure
 - Group Executive Structure
- 2.2 Group Categories
 - Group Membership Fees
- 2.3 Additional Regulations for Each Group Category

Article III - Group Status and Probation

- 3.1 Upkeeping Active Group Status
- 3.2 Sloth Status
- 3.3 Probation Status
- 3.4 New Group Status
- 3.5 Group Conflict Appeals Committee

Article IV - Services, Event and Fundraising

- 4.1 Services provided by the SRC
 - The Gaiter Grants Committee
 - Print Credits
 - Bank Accounts and Information
- 4.2 Events and Fundraising: Rules and Regulations
 - Event and Fundraising Authorization Form

Article V - Semester Requirements and Responsibilities for Leads

- 5.1 Semester Requirements
 - Lead Training
 - BUSRC Extra Day
 - Fall and Winter Semester Reports
 - Constitution Updates
- 5.2 Increasing Your Group's Visibility

Appendix

Preamble

The Students' Representative Council (SRC) is dedicated to creating an inclusive and supportive community that encourages mindful engagement in student-led activities. Students can participate in various extracurricular activities, ensuring an enriching university experience. The SRC encourages students with similar interests or goals to unite and participate in shared activities through clubs, student associations, and academic societies. SRC Extracurricular is a platform that enables and supports student-led initiatives and student participation in learning opportunities outside the classroom.

This manual aims to assist students in starting and maintaining Extracurricular Groups on campus. It covers the policies and procedures that Groups must follow to become officially registered and qualify for support and funding.

The SRC Extracurricular Program no longer oversees Sports Groups. The Bishop's Athletic Program oversees the Club Sports Program. The Clubs Sports Program is dedicated to creating an inclusive, supportive community that encourages mindful engagement in student-led sports Groups. We encourage student body members to participate in competitive and non-competitive Groups that foster well-being and enjoyment. For more information, please contact Bishop's Athletic Department at rodgilpin@ubishops.ca.

Principles

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

Abbreviations

BSR: Board of Student Representatives

SRC: Students' Representative Council

GGC: Gaiter Grants Committee

GCAC: Group Conflict Appeals Committee

SRCEM: Students' Representative Council Extracurricular Manager

SUB: Student Union Building

VPSL: Vice-President of Student Life

For more information about these abbreviations, please visit <https://busrc.com/>.

Definition of an Extracurricular Group

An Extracurricular Group is formally registered and ratified under the SRC and pertains to Groups of people with one or more shared goals. For recognition purposes, an Extracurricular Group must be composed of at least ten (10) Bishop's University students, including established executives, who have a stated goal and constitution and comply with the SRC and University Policies and Procedures. Over the years, the SRC Extra program has enabled the sustenance and creation of various Groups on campus. Students can find a list of active Groups online at <https://busrc.com/busrc-extra/>.

Article I - General Principles

1.1 Extracurricular Groups are those that the SRC recognizes under the terms of the BUSRC Bylaws and this Manual. SRC Extra shall work to promote, support, and facilitate all Groups registered under the SRC on the Bishop's University campus.

1.2 All Extracurricular Groups report to and are under the administrative authority of the Students' Representative Council Extracurricular Manager (SRCEM) and the Vice-President of Student Life (VPSL) or designate. The SRCEM and the VPSL reserve the right to refuse a Group's application that violates the BUSRC's or Bishop's University's governing documents.

1.3 Groups and Teams must adhere to the provisions outlined in the *SRC Bylaws* ([Appendix A](#)) and policies, the BUSRC Extracurricular Manual ([Appendix B](#)), the *Bishop's University Student Charter of Rights and Responsibilities* ([Appendix C](#)) and all other University Policies including, but not limited to, the *Bishop's University's Student Code of Conduct* ([Appendix D](#)) and the *University Alcohol Policy* ([Appendix E](#)).

1.4 Extracurricular Groups shall be divided into the following categories and subcategories. Refer to “*Section 2.3*” for more information.

- I) Clubs
 - i) Social Clubs
 - ii) Charity-based and Volunteering
 - iii) Leadership and Advocacy
- II) Academic Societies
- III) Student Associations
 - i) Culture and Equity Associations
 - ii) Religious and Spiritual Associations

1.5 As an extension of the SRC, all Extracurricular Groups are responsible for ensuring all members of our diverse community are welcomed, respected, accepted, and supported by creating inclusive and safe environments for all members, students, community members, and others.

Therefore, Groups and Teams are strictly forbidden from discriminating against members based on race, ability, socioeconomic status, ethnicity, sexual orientation, gender identity and gender expression, religious beliefs, ability, socioeconomic status, GPA, or major unless stated in “*Section 2.4*”.

This includes ensuring the Group is accessible and inclusive, affirming, celebrating, and understanding human complexity and differences, and taking anti-discriminatory action to reduce stigma and increase holistic well-being.

1.6 As an extension of the SRC, all Extracurricular Groups are responsible for recognizing and exercising, whenever possible, environmental awareness. In all circumstances, a Group shall work to limit its ecological footprint. Groups may work with the SRC Environmental Sustainability Representative (srcenviro@ubishops.ca) or the University Sustainable Development Student Intern (SDSI) (sdsi@ubishops.ca) for a better understanding of their environmental impact and to engage in more environmentally conscious practices. Both positions offer a free resource to Groups looking to improve their awareness and implement environmentally friendly practices.

1.6.1 Groups may also request funding for green initiatives through the *Green Levy Fund* ([Appendix G](#))

[\(https://www.ubishops.ca/sustainable-development-at-bishops-University/sustainable-development-action-Group-sdag/green-levy-application/\)](https://www.ubishops.ca/sustainable-development-at-bishops-University/sustainable-development-action-Group-sdag/green-levy-application/).

1.6.2 Groups should consult the SRC General and Green Event Checklist (Appendix H) when planning events.

1.7 BU Extra Groups are not permitted to sign **any** contracts as they are not considered independent legal entities. This includes, and is not limited to, sponsorships and deals with external companies or brands. Groups must contact the SRC EM to notify and receive permission for sponsorship opportunities and deals.

If the Group is dissolved or ends its affiliation with the SRC, all Group funds, materials, and property must be returned to the SRC.

1.8 It is mandatory for Group Leads to be present at Bishop's University to retain their position as Group Lead. If the Group Lead is no longer a student at Bishop's University, is on an exchange, is spending a semester at a different university or any other circumstances that prohibit them from being present at Bishop's, they will have to step down as Lead. Exceptions can be made at the discretion of the SRC Extra Manager (srcextra@ubishops.ca)

Article II - Procedures

This article outlines the proper procedures for starting and ratifying a BUSRC Extra Group, what the internal structure of a Group should look like, and the different Group categories.

2.1 Internal Structure

Group Executive Structure

- i)** Each Group must appoint or elect two (2) executives = Co-Leads, President or designate. Leads will be expected to act as positive role models and make decisions in the organization's and its members' best interest.

- ii)** Each Group is recommended to designate up to two (2) Junior executives (Co-Leads) who may take on the role of an executive in the absence of either designated Executive.

iii) Each Group can add any other Executive Team members or Supporting Positions they see fit. Some examples include Social Media Manager, Secretary, Events Coordinator, Treasurer, or any positions they may create, provided they add it to their constitution.

- Groups are encouraged to use the SRC's Voting Platform to elect its leadership. "[*Simply Voting*](#)" is a certified and confidential external online voting platform that ensures secure and reliable results. For further details, please email the SRCCEM (srcextra@ubishops.ca) a minimum of 10 days before the desired date of elections. *Please note that this may not be possible during SRC Election Periods.*

iii) Each Group must have two (2) Financial Signing Authorities, who may be the same as the Club Leads or Executives. These persons are responsible for the finances of the Group. For more information, please see the extracurricular policy.

iiii) Groups may change their designation (as an academic society, student association or social club) formally should they choose to, but must inform the SRCCEM before the start of the semester if they wish to have this advertised on the SRC website during BUSRC Extra Day and on SRC Extra Instagram. The SRCCEM has the right to reject this request.

2.2 Group Membership Fees

- i)** To start charging a membership fee, Groups must follow the outlined below.
- All Groups charging membership fees must give receipts or appropriate payment confirmation to any student who purchases a membership. To access a receipt booklet for your Group, please contact the SRCCEM (srcextra@ubishops.ca). The membership fees collected should be reported in the budget and/or financial statements the Group submits to the SRCCEM in the semester-end report.
 - All Groups must record in an Excel worksheet (or a similar application) the name, email, and student number of each paid member. This list shall be provided to the SRCCEM electronically at the end of the academic year for verification purposes.

2.3 Additional Regulations for Each Group Category

Charity Groups

i) Charity Groups conducting fundraising for external Groups must present the SRC with proof of donation annually, using a tax receipt. Should evidence of donation not occur, said Group will be deemed to have not filed the appropriate reports.

Academic Societies

i) Societies may limit membership to students with honours, majors, or minors within their society's respective program. Such regulations must be outlined in the society's Constitution and approved by the SRCCEM.

Student Associations

i) Culture/Equity Associations may limit membership to those who identify with their community for the purposes of mutual support and/or healing. Such regulations must be outlined in the society's Constitution and approved by the SRCCEM.

ii) Religious/Spiritual Associations may limit membership to students who are recognized under their designated denomination. Such regulations must be outlined in the society's Constitution and approved by the SRCCEM.

iii) Religious and Political Groups may promote their Group and events/fundraisers for their Group. These Groups may not advertise religious or political messaging and ideology. Using any type of mass communication tool to pass religious or political messages will result in being placed on probation. For more specifics, please see section *Section 5.5*.

Any restrictions outlined in section 2.4 must be approved by the SRCCEM and ratified by the Board of Student Representatives (BSR) before implementation. Should a Group wish to add a restriction after being ratified, they must present it to the BSR.

Article III - Group Status and Probation

3.1 Active Group Status

Each semester, every Group has the responsibility to maintain *Active Group Status*. *Active Group Status* means that you have access to the services outlined in Article 4, are in good standing with the SRC (meaning not on probation), and follow the clearly outlined responsibilities in Article 5. Please complete the outlined responsibilities in Article 5 to avoid your Group being placed on probation.

For any questions about the status of your Group and how to maintain Active Group Status, please contact the SRC EM (srcextra@ubishops.ca).

3.2 Sloth Status

Groups have the right to be registered as *Sloth Status*, which allows them to be inactive for up to one (1) semester. This means that they are exempt from semester responsibilities and can remain an Active Group. To be registered as Sloth Status, Groups must communicate with the SRC EM (srcextra@ubishops.ca).

For more information about Sloth Status, please refer to the SRC Extracurricular Policy (Appendix B).

3.3 Probationary Status

i) If a Group fails to file the required reports, is accused of hazing, is accused of unsafe environments or bullying, fails to file the proper forms when organizing an event or fundraiser, does not maintain the minimum membership required, fails to file an updated Constitution with the SRC, or otherwise breaches the SRC Bylaws, Policies, or Manual, they shall be placed on Probationary Status for one (1) semester. If a Group cannot correct the deficiency by the end of its probationary period, it may be dissolved at the discretion of the BSR.

ii) To successfully complete their probationary period, a Group must comply with the *SRC Extracurricular Policy (Appendix B)*. Following the successful completion of the probationary period, the VPSL shall certify that the Group has been granted active status.

iii) Groups placed on probation will have their privileges revoked. For more detailed information, please see the SRC Extra Curricular Policy.

iii) A decision to put a Group on probationary status or to dissolve a Group may be appealed to the Group Conflict Appeals Committee. Refer to the *Operating Policy: Section 3: Extracurricular Groups (Appendix K)* for more information on the Group Conflict Appeals Committee.

3.4 Inactive Group Status

i) Groups that have been dissolved or have not filled out reports for one (1) academic year will be categorized as inactive.

ii) If an Inactive Group wishes to change their status or a student wishes to revive a Group that has previously existed, they can fill out the same Group Ratification Steps outlined in Article 2 and should check the Inactive Group Box. Upon successful ratification, the Group will be given any old records or reports (should there be any) to aid them in developing a successful Group, which will be distributed by the SRCCEM (srcextra@ubishops.ca).

3.5 New Group Status

i) A new Group will be automatically placed on *New Group Status* upon ratification for a four-month period.

ii) Groups will remain on *New Group Status* until four (4) months from the ratification date as determined by the SRCCEM.

During this four (4) month period, the following rules apply:

- They will not be permitted to create group merchandise.
- They will not be permitted to access the major or minor grants from the Gaiter Grants Committee but will be eligible to apply for only the New Group Grant.
- They are permitted to use free print credits.
- At the discretion of the SRCCEM, Groups may be permitted to fundraise and use SRC services as outlined in Article 4.

iii) At the end of the four (4) month period, the Group will present to the Board of Student Representatives what they have achieved and demonstrate the continuity of their Group to obtain *Active Group Status*. Groups are encouraged to work alongside the SRCEM to accomplish this.

For detailed steps and information about how to become/start an SRC Extra Group, please refer to the SRC Operating Policies Section 3: Extracurricular Groups.

3.6 Extracurricular Group Conflict Appeals Committee

i) Being an active BUSRC Extra Group comes with many responsibilities; it also comes with many benefits and privileges. One of the services provided is the *Group Conflict Appeals Committee (GCAC)*. The GCAC oversees any complaints in facilitating and navigating any appeals made to a sanctioning process OR any major internal Group conflicts. Fairness, equity, and community standards should be upheld, maintained, or restored to the best standard during these committee meetings.

ii) The GCAC will meet to discuss an appeal upon a written petition by a member of the SRC or if a matter is referred to them by the VPSL or SRCEM.

All decisions of the GCAC are final and binding and shall be reported to the BSR at the first available opportunity.

iii) Please see the SRC Operating Policies Section 3: Extracurricular Groups for more information.

Article IV - Services, Event and Fundraising

4.1 SRC Services

Gaiter Grants Committee (GGC)

i) The Gaiter Grants Committee (GGC) is the SRC committee that helps decide how the fund reserved solely for Groups is utilized. A set amount is allocated annually to this fund to support BUSRC Extra Groups. **It is a privilege for a Group to receive funding, not a right.** It is *not* up to the SRC to grant money to every Group or provide a yearly budget. Groups that are in good standing, have an involved and active membership, have accurate budgets, and set goals for the money are more likely to receive funding than those Groups that do not fit into these categories.

ii) You can find more information on the application process and the form at <https://busrc.com/extracurricular-funding/>.

Additionally, you can contact the Director of Finance (srcdfo@ubishops.ca) for further information. The GGC does not cover any applications for retroactive events or bills, and no reimbursements will be accepted unless in the case of Sloth Status (refer to “*Section 3.3*”).

- A grant of \$100 or less shall be considered a “minor grant.” A grant of more than \$100 shall be considered a “major grant.” A Group can only receive one (1) major grant and one (1) minor grant per semester.
- A Group under the *New Group Status* can apply for a New Group Grant for up to \$100. A New Group can only receive one (1) New Group Grant during the four-month (4) period.
- Religious and Spiritual Groups will be approved for minor grants through the Campus Chaplain - Jesse Dymond (jdymond@ubishops.ca). Major grants will still go through the GGC.

iii) If Groups require support regarding budgeting (e.g. how to create a sustainable budget, how to balance a budget, etc.), they can reach out to the Director of Finance (srcdfo@ubishops.ca) or the SRCCEM (srcextra@ubishops.ca)

For more information and the complete list of regulations, please see the SRC Operating Policies Section 3: Extracurricular Groups.

Print Credits

i) Each Group has the right to request print credits for up to 25 colour posters (8.5” x 11”) per semester. The Group must request and receive a print credit slip from the SRC Extra Manager or email the poster request to srcextra@ubishops.ca before placing the order at the print shop to be eligible for this offer.

ii) Groups should ensure that they follow the [Poster Policy](#) before printing posters. Groups must also get their posters stamped at the SRC front desk in the SRC offices. Any poster on campus that does not have a stamp will be taken down.

iii) Groups may print more than 25 colour posters but will only receive print credits for 25. Any additional costs will have to be covered out of the Group budget.

Gait Night Fundraisers

Groups in good standing are eligible to hold a fundraiser at the Gait. Groups may register under the [SRC Gait Night Fundraising Registration Form](#) (Appendix N). There are numerous opportunities to raise funds based on the day of the week, including Coat Check, drink specials, running an activity such as trivia, bingo, etc., having a band or DJ come in and much more.

i) At most, two (2) Groups are permitted to fundraise in The Gait simultaneously, only if they do not influence one another. (i.e., they may not be the same type of fundraiser). If two (2) Groups wish to use the same kind of fundraiser, priority will be given to the Group that submits a request first and who is in good standing with the SRC.

ii) To host a Gait night, Groups must choose one of the pre-approved themes on the [SRC Gait Night Fundraising Registration Form](#) (Appendix N) or request a different theme approved (which is located on the form).

iii) To add or switch anything during a Gait night, Groups must outline what they hope to do. For example, host a raffle basket or giveaway during the Gait night.

iiii) Group Leads **must** have completed the mandatory Lead training at the beginning of the semester to be eligible to fundraise via the Gait. Furthermore, Leads and whoever volunteers during the fundraiser must review and sign the Coat Check Contract (<https://busrc.com/the-gait/>) in person with the Gait Managers before the Gait night. Groups will be held responsible for fulfilling this contract; any violation may result in your Group being banned from fundraising at the Gait and, based on the severity, may result in your Group being placed on probation.

Volunteer Opportunities

i) Throughout the year, there will be numerous opportunities for Groups to volunteer contributions at certain events and for significant SRC events such as Orientation Week, Country Fest, Winterfest, etc.

ii) The following are opportunities available for Groups interested in volunteering. These are also examples of volunteer opportunities that the GGC will look for on GGC applications.

- a. Blood Drive
- b. Study Halls
- c. Pet Support Days
- d. Exam care package assembly
- e. SRC event setup/take down (Winterfest, Orientation Week)*

If Groups are interested in getting involved, they should contact the BU Extra Manager (srcextra@ubishops.ca)

4.2 Holding Events; Rules and Regulations

i) To hold a successful event, there are many steps to ensure everything runs smoothly. It is mandatory for Groups to fill out the [Event and Fundraising Authorization Form](#) (Appendix F). This will ensure that the SRC can help promote your event, that the event you plan to hold is safe and that the University Alcohol Policy will be followed to avoid any potential fines.

ii) The BUSRC will not cover unauthorized Group events (on or off campus); Group executives are responsible for communicating with the SRC EM about any events on or off campus. Groups should use the [Event and Fundraising Authorization Form](#) (Appendix F).

iii) The Event and Fundraising Request Form should be completed at least one (1) week before the event. Extenuating circumstances happen; no worries. If you need to complete the form less than one (1) week before the event - please email srcextra@ubishops.ca so we can help you!

iiii) Group executives are liable for any losses or damages incurred. Group funds cannot be used to pay for expenses incurred through unauthorized or unapproved events. Doing so will result in the Group being placed on probation.

4.3 Holding Fundraisers: Ideas and Regulations

i) Fundraisers are great for Groups to help raise funds for upcoming events, fees and future years. Groups are encouraged to plan at least one fundraiser per semester and look at fundraising efforts before applying for the GGC (refer to “*Section 4.1.1*”).

ii) To plan or start a fundraiser, the first mandatory step is to fill out the [Event and Fundraising Authorization Form](#) (Appendix F) and contact the BU Extra Manager (srcextra@ubishops.ca). This is to prevent similar fundraisers from happening simultaneously, increase collaboration, improve transparency between Groups, and ensure that all provincial and federal laws and regulations are followed during the fundraiser (E.g., 50/50 draw, raffles, etc.)

Some ideas for fundraisers include:

- Acoustic Night at the Gait
- Car Wash
- Tuesday Trivia
- Wine and Cheese Nights
- Music Bingo
- Gait Happy Hour (photos, raffles, etc.)
- Holiday Gift Wrapping

If you want to help brainstorm ideas or create a fundraising plan, please contact srcextra@ubishops.ca.

4.4 Group Support

Storage

i) The SRC has limited storage space on campus available for Extracurricular Groups. Groups must contact the SRC EM or designate for more information.

ii) Priority will be given to Groups based on physical need, number of events held, activity status, and standing with the SRC.

iii) Due to limited storage space, there is a high chance of insufficient storage space. However, the SRC EM will assist in any way possible to try and find storage.

Booking Locations On-Campus

Groups are encouraged to book spaces on campus to meet and practice. The detailed list below will show how to book which rooms. For any questions or concerns, please contact SRCCEM (srcextra@ubishops.ca).

Groups interested in booking :

1. The Gait, Student Union Building lobby, or the Oasis should refer to the “Bookings” page on the SRC website (<https://busrc.com/bookings/>).
2. Seminar Rooms in the Library Learning Commons should go to the Bishop’s University Learning Commons webpage (<https://www.ubishops.ca/library/>), click the “Book a Seminar Room” button, and follow the instructions.
3. The SportsPlex should visit the following website to view availability: <https://buy.gaiters.ca/Facility/GetSchedule>. Groups should contact recreation@ubishops.ca to request their preferred dates and times if it is free.
4. The meeting space in Paterson Assembly Hall can be booked through <https://roomit.ubishops.ca/buroom/Agenda.php>.
5. Classrooms between Monday-Friday can be booked by contacting Mary Lou MacDonald at (mmacдона@UBishops.ca).
6. Classrooms over the weekend can be booked by contacting Annie Lavariere at (alavarie@UBishops.ca).
7. Bandeen Hall can be booked by contacting Monique Lafaille at (mlafail@ubishops.ca).
8. For other room inquiries on campus, refer to <https://roomit.ubishops.ca/buroom/Agenda.php> to book the space.

Group Apparel and Merchandise

If you are under new club status, you may not create merch for the first four months after your club's ratification.

To create merchandise for your active Group, please contact srcextra@ubishops.ca.

Article V - Semester Requirements and Responsibilities for Leads

5.1 Semester Requirements

- For Groups to **remain** active and in good standing with the SRC, they must fulfill the following requirements: some are annual, and some need to be completed each semester.

List of Semester Requirements and Responsibilities

- Review and Sign Group Constitution and Club Code of Conduct (annually)
- Attend SRC Extra Days, both Fall and Winter
- Attend SRC Lead Training
- Connect with the SRC
- Submit Semester Reports (December and April)

Group Constitutions

- Incoming executives must ensure their Groups have an up-to-date Constitution which outlines their purpose, goals, and values. This Constitution shall guide future actions and decisions. At the beginning of the year, Groups should read over and sign their constitution and submit it to the Administration Coordinator (srcadmin@ubishops.ca). Every second year, Groups should evaluate if their Constitution needs to be updated. If Constitutions are altered in any way, please notify the Administration Coordinator (srcadmin@ubishops.ca).

SRC Extra Day

- All Groups must participate in SRC Extra Day during the Fall and Winter semesters. It is a mandatory event for all Groups to recruit new members, gain visibility, and welcome First -Year Students. Group members will be provided with one (1) sign, one (1) table, and two (2) chairs (or a shared table, depending on space restrictions). Groups may bring any props or activities of their choosing (sign-up sheets, merchandise samples, pictures, posters, stickers, all within reason) to help attract new members to their Group.

SRC Lead Training

- At the beginning of the Fall and Winter Semesters, all Group Leads are required to attend the mandatory SRC Extra Training Day. All information regarding responsibilities, requirements, supports, and services for Groups is provided, and it is an ideal time for questions about how to run your Group or about the SRC. It is very important and mandatory for Leads to attend the training. SRC Extra Training Day ensures that all Leads know the correct information about how to run an SRC Extra Group, what regulations they must follow, and how to access support.

Semester Reports

- At the end of the Fall and Winter semesters, all Groups must complete a Fall and Winter semester report. Reports are essential; they provide the SRC with feedback, track Groups, ensure visibility, and keep Groups accountable for their responsibilities. Furthermore, the Winter Semester Report acts as the re-registration form for Groups to be active the following year. **Groups that want to continue operating the next academic year must re-register. Failure to do so will result in being placed in Inactive Status.**

Returning Groups must complete an end-of-semester form to remain active the following year or disclose "inactive status." It is important to note that details regarding Group Executive information must match your Group's Constitution. For example, you cannot have executive members in positions not outlined in your constitution; the BUSRC would not recognize those positions or those executive members.

Connect with the SRC

Group Leads are **responsible and accountable** for the following:

- i) The executives of each respective Group serve as the primary contact with the SRC. The executives will initiate and organize Group meetings and activities for members.
- ii) Ensuring the yearly responsibilities (listed above) are met by the required date.
- iii) Let Group members know their constitution and regulations for being an SRC Extra Member.

Once all registration requirements have been met, an organization may still register after the deadline to regain its active status.

Failure to comply with these responsibilities could result in Groups being placed on probation. However, life happens! If something keeps you from completing any of these tasks, please contact srcextra@ubishops.ca. We are here to support you!

It is also suggested for Group continuity to create an Executive transition document. This document should outline advice on how to run the Group, tips and tricks you learned throughout running the Group, how you ran certain events, things you wish you could do and things you wouldn't want to do again. This helps to propel your Group forward instead of being stuck in the same spot. For advice on how to create an Executive transition document, please email srcextra@ubishops.ca.

5.2 Group Marketing and Social Media Accounts

i) How a Group advertises its events can be critical to its success or failure. It is essential that events are promoted across multiple mediums well in advance and indicate their affiliation with the SRC. Popular mediums include:

- For the BUSRC Extra Instagram and Facebook, contact the SRC Extra Manager (srcextra@ubishops.ca).
- Instagram stories, Facebook events, TikTok, and posters. (Refer to the Bishop's University SRC Poster Policy ([Appendix M](#))).
- The Dish – Submit your advertisement/promotion to the Dish at www.busrc.com/the-dish
- Inclusion in the yearbook as a recognized student organization.
- SRC Website - Include your events in our calendar: <https://busrc.com/event-submission-form/>
- To update your Groups section on the SRC website, please email the SRC Extra Manager (srcextra@ubishops.ca).

ii) Groups are strongly encouraged to have - or create - an Instagram page. Groups with an Instagram or any social media account must include Affiliated with the Students' Representative Council @bu_src in their bio.

iii) If a Group is interested in creating a new social media account, they are more than welcome to do so. They are strongly encouraged to send the password to the Administrative & Accounting Coordinator (srcadmin@ubishops.ca). The password will never be shared or used and will be kept in a safe and confidential location; this is simply to assist Groups who have previously lost social media passwords and to help retrieve lost accounts.

Appendix

In this section, you will find all the Policies discussed above; for any questions about the SRC Policies, please contact the SRC Secretary General (sresg@ubishops.ca).

Appendix A: SRC Bylaws

[Bylaws Policy](#)

Appendix B: SRC Extracurricular Manual

[SRC Extracurricular Manual](#)

Appendix C: The Bishop's University Student Charter of Rights and Responsibilities

[The Bishop's University Student Charter of Rights and Responsibilities](#)

Appendix D: The Bishop's University Code of Student Conduct

[The Bishop's University Code of Student Conduct](#)

Appendix E: University Alcohol Policy

[University Alcohol Policy](#)

Appendix F: Event Authorization Form

[Event Authorization Form](#)

Appendix G: Green Levy Fund

[Green Levy Fund](#)

Appendix H: SRC General and Green Event Checklist

[SRC General and Green Event Checklist](#)

Appendix I: Group Registration Forms

[Group Registration Forms](#)

Appendix J: EDI Fund

[EDI Fund](#)

Appendix K: Operating Policies

[Operating Policy](#)

Appendix L: Safer Spaces Policy

[Safer Spaces Policy](#)

Appendix M: Bishop's University SRC Poster Policy

[SRC Poster Policy.doc](#)

Appendix N: Gait Night Fundraiser Request Form

[SRC Gait Night Fundraising Registration Form](#)