



**BUSRC Extracurricular Manual**

**Adopted October 2025**

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.

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## **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](mailto:rodgilpin@ubishops.ca).

## **Principles**

1. To ensure that the Bishop's community and any student-run 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

GDRC: Grants and Donations Review Committee

GCAC: Group Conflict Appeals Committee

SRCEM: Students' Representative Council Extracurricular Manager

SUB: Student Union Building

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). The SRCEM 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](#)) add link and all other University Policies including, but not limited to, the *Bishop's University's Code of Student Conduct* ([Appendix D](#)) add link and the *University Alcohol Policy* ([Appendix E](#)) add link .

**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.

As such, 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 and follow the SRC’s Environmental Policy ([SRC Environmental Policy](#)). Groups may work with the University Sustainable Development Student Intern (SDSI) 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. for a better understanding of their environmental impact and to engage in more environmentally conscious 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/>).

## 1.7 Steps to Follow before Soliciting External Funding for a Student Event or seeking sponsorships:

### Define Concept and Prepare Budget

1. Define your event concept and prepare a budget that details expected expenses and revenues. Be sure to indicate target population and number of expected participants.

### 2. Obtain Approval

- Get approval for your concept and budget from the appropriate Dean, the SRC Extra Manager if you're an SRC Extra group ([srcextra@ubishops.ca](mailto:srcextra@ubishops.ca)) or the Vice-Principal of Student Affairs if you are not,
- explore the possibility of internal funding with them, and
- obtain their approval that it's appropriate to seek external funding for your event.

### 3. Contact Jackie Belleau at the BU Foundation

Once you have approval, reach out to Jackie ([jbelleau@ubishops.ca](mailto:jbelleau@ubishops.ca)) with the following details:

- A brief description and date of the event
- A budget showing how the requested funds will be used
- A list of companies or organizations the club plans to approach

### 4. Review and Guidance

Jackie will review the information and follow up with any advice, guidelines, or restrictions related to fundraising efforts.

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

1.9 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](mailto: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 SRCEM ([srceextra@ubishops.ca](mailto:srceextra@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.*
- iv)** 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.
- v)** Groups may change their designation (as an academic society, student association or social club) formally should they choose to, however must inform the SRCEM 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 SRCEM 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 membership. The membership fees collected should be reported in the budget and submitted to

the SRCEM in the end of semester 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 SRCEM 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 SRCEM.

### 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 SRCEM.

- 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 SRCEM.

- iii) Religious and Political Groups may promote their Group and events/fundraisers for their Group. These Groups may not advertise religious or political messaging or ideology. Using any type of mass communication tool to pass religious or political messages will result in being placed on probation. Groups are allowed to use their platforms to advertise events. For more specifics, contact SRCEM.

### Affiliation

- i) If your club is a chapter of a larger organization or otherwise is affiliated with a

non-SRC group, that group must write an Affiliation Letter to be included with your application. Affiliation should include details about the relationship between your club and their organization, including any potential funding, other support, information you are required to submit to their organization, etc. Please provide as many details as possible on how your club will interact with their organization! If your club is affiliated with another group, ensure that this is reflected in Article 10 of your proposed constitution!

## **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 SRCEM ([srcextra@ubishops.ca](mailto: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 SRCEM ([srcextra@ubishops.ca](mailto: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 attend SRC Extra and/or Training Day, 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 SRCEM.
  
- 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 SRCEM 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.
  
- iv) 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 SRCEM ([srcextra@ubishops.ca](mailto: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 SRCEM.

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 Grants Donations and Review 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 SRCEM, Groups may be permitted to fundraise and use SRC services as outlined in Article 4.
- New Groups are able to update their constitution upon meeting with the SRC Extra Manager if it is deemed appropriate

- iii) At the end of the four (4) month period, the Group will submit a letter indicating 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 SRCEM. All decisions of the GCAC are final and binding and shall be reported to the Executive Director at the first available opportunity.
- iii) Please see the SRC Extracurricular Groups Policies Part VII: Extracurricular Groups for more information.

## **Article IV - Services, Events and Fundraising**

### **4.1 SRC Services**

#### **Grants and Donations Review Committee (GDRC)**

- i) The Grants and Donations Review Committee (GDRC) 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.** Groups that are in good standing, have an involved and active membership, have accurate budgets, and have clear, tangible, realistic plans for the money are more likely to receive funding than those Groups that do not.

Groups are expected to provide a copy of their bank account statements when applying for funding.

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

You can contact the [SRC Extra Manager](#) for further information. The GDRC does not cover any applications for retroactive events or bills, and no reimbursements will be approved unless the application is in regards to a cost incurred when the GDRC was not able to meet.

- 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 New Group may apply for a minor grant while they are under said status.

**iii)** The SRCEM is able to approve a minor grant alone without meeting with the committee, but is required to update the committee on any approvals.

**iv)** If Groups require support with creating and maintaining a budget they can reach out to the SRCEM ([srceextra@ubishops.ca](mailto:srceextra@ubishops.ca)) for assistance offered by peers.

## 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 email the poster request to [srceextra@ubishops.ca](mailto:srceextra@ubishops.ca) before placing the order at the print shop to be eligible for this opportunity.

**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 removed.

- 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 by the group's 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 Request Form \(Appendix N\)](#) or request a different theme approved (which is located on the form).
- iii) Groups must outline all activities they plan to carry out at the Gait night. For example, host a raffle basket or giveaway during the Gait night.
- iv) Leads and whoever else volunteers for 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 at certain events and for significant SRC events such as Orientation Week, Winterfest, etc.

**ii)** The following are opportunities available for Groups interested in volunteering. These are also examples of volunteer opportunities that the GDRC will look for on relevant 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](mailto: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. Groups are highly encouraged to promote their events on Bounce (Appendix F).

**ii)** The BUSRC will not be held responsible for unauthorized Group events (on or off campus); Group executives are responsible for communicating with the SRCEM about any events on or off campus **prior to the event being held**.

**iii)** 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) Groups must contact the SRCEM if they are looking to host a raffle and must go over and follow the Campus Dining Policy for any food-related fundraising.

iii)

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 help brainstorming ideas or to create a fundraising plan, please contact

[srcextra@ubishops.ca](mailto: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 SRCEM 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 SRCEM 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 SRCEM ([srcextra@ubishops.ca](mailto: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](mailto: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 ([mmacdona@UBishops.ca](mailto:mmacdona@UBishops.ca)).
6. Classrooms over the weekend can be booked by contacting Barbara Keller [bkeller@ubishops.ca](mailto:bkeller@ubishops.ca)

Bandeen Hall can be booked by contacting Sarah Dufault

7. at ([sdufault@ubishops.ca](mailto:sdufault@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](mailto: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 both SRC Lead Trainings
- 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 Administrative and Accounting Coordinator ([srcadmin@ubishops.ca](mailto: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 Administrative and Accounting Coordinator ([srcadmin@ubishops.ca](mailto: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](mailto: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](mailto:srcextra@ubishops.ca).

## **Group Finances**

SRC Extra groups must have a bank account with either the University or the SRC. Groups are not allowed to have an external bank account in order to uphold best and transparent practices.

## 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 Events Instagram and Facebook, contact the SRC Extra Manager ([srcextra@ubishops.ca](mailto: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](http://www.busrc.com/the-dish)
- Inclusion in the yearbook as a recognized student organization.
- The University Events Calendar: <https://www.ubishops.ca/events/>
- To update your Groups section on the SRC website, please email the SRC Extra Manager ([srcextra@ubishops.ca](mailto: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](mailto: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.

**iv)** Groups are expected to use Bounce to advertise their events and for ticketing for free and paid events. If you need help with Bounce please reach out to the Bishop's Bounce Ambassadors. For technical help contact [bishops.support@bouncedinc.com](mailto:bishops.support@bouncedinc.com)

## 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 ([srccsg@ubishops.ca](mailto:srccsg@ubishops.ca)).

Appendix A: [SRC Bylaws](#)

Appendix B: [BUSRC Extracurricular Manual](#)

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

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

Appendix E: [University Alcohol Policy](#)

Appendix F: [Bounce](#)

Appendix G: [Green Levy Fund](#)

Appendix H: [SRC General and Green Event Checklist](#)

Appendix I: [Group Registration Forms](#)

Appendix J: [EDI Fund](#)

Appendix K: [Operating Policy](#)

Appendix L: [Safer Spaces Policy](#)

Appendix M: [SRC Poster Policy.doc](#)

Appendix N: [SRC Gait Night Fundraising Registration Form](#)