

HOW-TO-START-A-CLUB GUIDE 2016



Interested in starting your own Huron club? Follow the steps outlined in this package to get started!

HUCSC MISSION

The Huron University College Students' Council is committed to funding a clubs system that supports the diverse interests of Huron students. Membership is free to all Huron students. We provide funding for all clubs' operations while allowing clubs to maintain autonomy to fulfill their own missions.

Our Clubs Policy:

The HUCSC Clubs Policy contains the rules and regulations all clubs must follow. Please read through the policy before beginning your application.

The HUCSC Clubs Policy can be obtained at myhuron.ca or by e-mailing one of the contacts listed on the following page. A copy is also available in the HUCSC office.

HUCSC Clubs Policy Requirements:

1. All clubs must be open to all Huron students
2. All clubs must have an executive committee comprised of only undergraduate Huron students
3. All clubs must be unique and distinct from any other Huron club
4. All clubs must have an executive committee comprised of at least a president and treasurer
5. The Clubs president and treasurer must attend the mandatory meetings as specified by the Clubs Commissioner

The Clubs Governance Board:

The Clubs Governance Board is a standing committee made up of voting members of the Huron University College Student Council. Its purpose is to act as an impartial supervisor for the clubs system at Huron University College. The board meets once in September to approve budgets and constitutions and ratify new clubs, in January to review clubs' financial integrity and proposed budget changes, and in April to review the executive reports of clubs and the year-end reports of the Clubs Commissioner and Clubs Finance Commissioner. It also meets on an *ad hoc basis* as issues come up throughout the year.

The Clubs Governance Board can also approve applications for club grants (up to \$1000), approve conflicts-of-interests within clubs, and decide what should be done when disciplinary action must be taken place against a club.

HUCSC CONTACTS

The following HUCSC members will be able to help you in the day-to-day operations of your club. Please contact them with any questions or concerns, either through email or during their office hours in the HUCSC office when they are made available at myhuro.ca.

Emily Abbott - Clubs Commissioner

clubs@myhuron.ca

Sean Molnar - VP Finance

vpfinance@myhuron.ca

CLUB RATIFICATION TIMELINE

Early September

- Brainstorm your vision for your club
- Check current club list for overlap
- Meet with the Clubs Commissioner and/or the VP Finance to discuss your vision for your club, and learn more about the HUCSC clubs community
- Establish who will be your club's initial president and treasurer. They will be representing your organization until it is ratified as a club!



September 9

- Attend a *Clubs Executive Training Session* in September
- Your club's president and treasurer **MUST** attend one of these meetings in order to be ratified



September 30

- Email your club's application package to the Clubs Commissioner ([see page 5 for a list of documents that this package must include](#))



Early October

- Check your email! The status of your application will be sent to you by this date.
- If the Clubs Governance Board requires some changes to your clubs budget or constitution, you can work with the Clubs Commissioner to get these done as soon as possible so your club can be approved and receive funding!

HUCSC CLUB PROPOSAL PACKAGE

Due Date: September 30

In order to have a new club ratified by the HUCSC's Clubs Governance Board, you MUST submit a package containing the following five documents to the Clubs Commissioner.

1. Cover Letter

- A typed cover letter stating the club's desire to be ratified along with the names, student numbers, email addresses, and telephone numbers of your intended president and treasurer

2. Proposal

- You must include a typed, maximum three (3) page, proposal answering the following questions:
 - What is the purpose of the club?
 - What activities will the club hold? Are these activities feasible?
 - How is the club unique from already ratified HUCSC clubs?
 - What type of budget is the club proposing?
 - What are some of the liability issues that the club may face?

3. List of Members

- You must include a typed list of no fewer than ten (10) students currently registered at Huron who are interested in joining the club if ratified
- This list shall include the students' names and student numbers
- A template can be found on page 8

4. Proposed Constitution

- A typed copy of the proposed constitution for the club that includes the following components:
 - A section that states clearly that its views and actions in no way represent the HUCSC
 - The definitions of the name of the club
 - The club's mandate
 - The club's membership
 - The executive positions and their respective duties and responsibilities
 - When the club will hold meetings
 - An outline of election procedures
 - The process of amending the club's constitution
 - The process of impeaching an executive member

5. Proposed Budget

- A typed copy of the club's proposed budget for the upcoming academic year, which adheres to the budget guidelines outlined in section 7.4 of the HUCSC Clubs Policy