



CLUB MANUAL

2022-2023

INTRODUCTION

This document is designed to assist students in the formation, operation and development of clubs. TSI supports the creation and activities of clubs through financial, administrative and fundraising support.

Clubs provide an enhancement to student life and betterment to the experience of students at St. Clair College.

Clubs should promote the growth and awareness of all students at St. Clair College and fulfill a need on campus. They will act as a hub of student life in which the students of St. Clair College can gather together with similar interests and ambitions to further their educational and social purposes.

Clubs must be open to all students of St. Clair College regardless of race, religion, ability, gender, sexual orientation, social status and/or program of study.

All ratified clubs must abide by all St. Clair TSI Inc. and St. Clair College policies and procedures.

Please see our website for more information regarding club procedures and outlines.

CLUB MEMBERSHIP

General membership is open to all Chatham students of the college; Clubs require a minimum of ten (10) members to ratify. Each club must be distinct in their mission from one another and in their representation.

Under the umbrella of St. Clair TSI Inc., clubs must:

- They must promote inclusion
- They serve a purpose on campus
- They mustn't be based on religious belief or culture; and
- They are not related to a political party or have any political affiliation; and
- They are non-athletic, or hobby-based; and
- They are not an extension of an already established external organization

All clubs that fall under the following guidelines are eligible for ratification funding and will be recognized as an official TSI Inc. club.

CLUB HIERACHY BREAKDOWN

Each club must appoint a faculty advisor to over-see club meetings, club decisions and be a liaison for the club within the College. Your faculty advisor should be available to help you calculate risk and support your club in its entirety. Although, faculty advisors are there to assist, they in no way have full control over the club. A faculty Advisor can be chosen each academic year and can change based on the direction of the incoming executive of the club. A signature from two (2) signing authorities and the faculty advisor(s) is required on all club documents to receive approval by TSI.

Clubs Ratification Package

2022-2023

CLUB NAME

DATE RECEIVED

CLUB CONSTITUTION

Thames Students Inc. requires that all clubs form a constitution. A constitution outlines the objectives, duties and finances of your club. For additional information or assistance in forming your constitution, please contact TSI's General Manager.

I. CLUB NAME _____

II. OBJECTIVES

- a. Provide for the administration and promotion of co-curricular affairs for the students of St. Clair College.
- b. Provide liaison between the students and the Thames Students Inc.
- c. Provide opportunities for professional and social development.

III. MEMBERSHIP

- a. All clubs must be inclusive to all students of St. Clair College; regardless of age, race, religion, ability, gender, social status, sexual orientation, or program of study.

IV. FINANCES

- a. Fees - the club membership fee shall be \$_____ per year. A minimum of \$5 stake is required per member.
- b. Banking - the club monies shall be deposited through TSI.
- c. Cheques- all cheques will be issued by TSI. A cheque request must be submitted by at least two days prior in order to receive the cheque when it is required.
- d. Audit - club financial records are audited each year by an independent auditor, club executives must be accountable for club spending.

REPRESENTATIVES OF THE CLUB

- I. Hold club meetings
- II. Represent the club at all occasions deemed necessary
- III. Maintain minutes off all club meetings
- IV. Maintain all records,reports and correspondence

SIGNING OFFICERS

NAME (PRINT)_____	SIGNATURE_____
NAME (PRINT)_____	SIGNATURE_____
NAME (PRINT)_____	SIGNATURE_____

FACULTY ADVISOR

FIRST NAME	LAST NAME
EMAIL	
PHONE #	

MEMBERSHIP LIST

#	NAME	STUDENT NUMBER	EMAIL	PAID
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