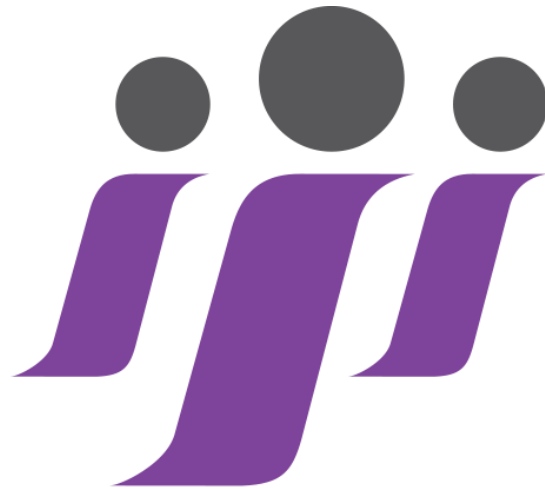


CSC Student Groups and Clubs Application Package



CAMBRIAN
STUDENT COUNCIL

Contact List

All questions and concerns are to be brought to the Director of Student Groups before going to another position.

Director of Student Groups: Jas Kaur
ext. 7721
Email: jasmeet.kaur@CambrianCollege.ca

President: Kate Keaney
ext.7729
Email: kate.keaney@CambrianCollege.ca

Vice President: Lekan Oluwayomi
ext. 7724
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Director of Special Events: Shrishti Vaz
ext. 7726
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Communications Content Creator: Edwin Edward
ext. 7714
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Director of Inclusion and Diversity: Arun Thankachan
ext.7722
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Special Event Coordinator: Michelle Beauchamp ext. 7744
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Application Process

Starting a Club/Group

1. Complete the CSC student groups' package meeting the following criteria:
 - a) Membership must be open to all full-time Cambrian students (this does not include Hanson or Barrydowne College students)
 - b) Application will include a synopsis of how students will benefit from the group, what the group's goals are and a promotional paragraph.

2. If the student group has been ratified by CSC, they are considered a ratified club/group with active status. Should a club/group not adhere to the rules and policies set by CSC, the club/group will be put on probation for one month. All services and privileges are denied to the club/group at this time. All members must be current Barrydowne campus students in order to be a part of the club.

Booking Space

The Director of Student Groups can help in finding and reserving space for group meetings and activities. If you require a space to meet for a group activity/meeting please send the following information to the Director of Student Groups.

Name:

Club/Group Name:

Number of people:

Date/ Time Needed:

Is this room needed for the entirety of the semester? Yes/No

Club/Group Policy

The CSC Club/Group Policy is to ensure that all clubs within the Cambrian College community have access to a document that outlines requirements for a group. The following list of policies is what all groups must adhere to, both starting and maintaining the group:

1. No group shall limit membership on the basis of age, color, creed, disability, ethnic origin, gender, race, or social status.
2. No group sanctioned by CSC shall take part in any form of initiation/hazing of members.
3. All groups are required to operate in accordance with CSC By-Laws, Policies and Procedures, Cambrian College Policies and the College Code of Conduct. This includes both criminal and civil laws.
4. No student or group of students will be permitted to use mental, verbal and physical abuse against another student(s).
5. All group events must be open to all Cambrian College (Barrydowne campus) students who have opted in to all CSC fees.
6. Groups will not have any type of off campus banking system, including but not limited to: bank, personal banking system, a safe, etc. All funds will be circulated within the Cambrian College banking system. There are no exceptions.
7. If receiving outside funding it is the clubs responsibility to manage it in an appropriate manner. The club members will be responsible to fund the event with receiving money from the company as a reimbursement. The club must keep the Director Student Groups updated.
7. All groups must be nonpartisan in order to be ratified by CSC.
8. All groups must run on a not-for-profit basis.

Poster Policy

All posters must be designed by the club. If assistance with the posters is needed then the Director of Student Groups will contact the Communications Content Creator on the group's behalf. If needed, a meeting can be set up for any design discussion. The Communications Content Creator must receive 4 weeks' notice for the creation of a poster.

- a) All posters must be digitally delivered to the Director of Student Groups, via email to be approved.
- b) All posters must have an approval stamp by CSC on them before they can be put up. If a poster is found without a stamp, it will be removed and a warning will be given.
- c) All posters must have appropriate material pertaining to the event or group information.
- d) All posters must be seen by the Director of Student Groups before being put up.

Probation Status (Leading to De-Ratification)

The following will lead to a probation status of one month:

- a) Violation of any policy set in place by CSC.
- b) Abuse of any CSC services provided to the club/group (including poster policy).
- c) Abuse and misuse of any meeting space provided by CSC.
- d) Execution of activities and events not approved by CSC.
- e) Mental, verbal and/or physical abuse towards members within the club.

If a club/group is in probation status, the club/group president will be notified. Upon receiving such notice, a designated representative from the club/group will be permitted to appeal to CSC.

Appeals

Any member of the club/group can be designated as the spokesperson for the club and is then allowed to appeal the decision of probation status made by CSC. Appeals are made to the members of CSC by the designated member on the grounds of:

- a) The club/group feels that the decision was unreasonable or;
- b) The penalty was unreasonable in light of the circumstances.

Group Approval

All group members and executives of a Cambrian College group, must be students at Cambrian College's Barrydowne Campus.

1. All clubs/group members must be students and have opted into all CSC fees.
2. All clubs/groups must submit the student group package to the Director of Student Groups in order to be ratified.

* Only for class clubs

3. All groups must have a staff member advisor/mentor.
 - a) Any part-time or full-time member of the faculty is eligible to serve as an official advisor/mentor to a Cambrian College club.
 - b) Advisors/mentors must have an active interest in the group and must be familiar with the Cambrian College Student Group Package. They must ensure that the group attempts to fulfill the purpose of the group as well as follow set policies.
 - c) Advisors/mentors should be up to date at all times up on group's events, meetings and other initiatives.
4. Each ratified club/group may be eligible for addition benefits:
 - a) Free Student Centre promo table during operating hours
 - b) Free meeting space
 - c) Limited storage space, if available
5. Once the club/group has been ratified by CSC, it will NOT have to be re-ratified annually provided that:
 - a) There's a President and membership to continue the club/group
 - b) New leadership of the group has read and signed the re-ratification form.
 - c) Updated membership lists are provided to the Director of Student Groups at the beginning of each term.

Reports

All clubs must submit the following reports in order to ensure communication between the Director of Student Groups.

Meetings

Should the group hold a meeting please send a meeting synopsis to the Director of Student Groups in order to maintain our records and history on the group.

End of Club Term/Academic Year

Each club/group must submit a report to the Director of Student Groups detailing the business of the past semester. The end of semester report should include:

Date:

Group Name:

List of Events for 2022 and summary:

Notes/ideas for Fall 2022:

Any conflicts or issues in 2022:

Budget (up to date, including any additional incomes from open or closed events)

Executive Information

Name of Club/Group: _____

President

Name: _____

E-mail Address: _____

Phone Number: _____

Student Number: _____

Signature: _____

Co-op President (optional)

Name: _____

E-mail Address: _____

Phone Number: _____

Student Number: _____

Signature: _____

Vice-President

Name: _____

E-mail Address: _____

Phone Number: _____

Student Number: _____

Signature: _____

Treasurer

Name: _____

E-mail Address: _____

Phone Number: _____

Student Number: _____

Signature: _____

Faculty Advisor/Mentor

Name: _____

Extension: _____

Signature: _____



Student Groups Ratification Package

The following package must be completed to be ratified as a student group by the Cambrian Student Council.

When the form is complete, please submit it to the Director of Student Groups in the CSC office, Room 1164.

Group objective(s):

How do you plan on carrying out these objective(s) over the course of your ratification?

How will your student group benefit student life here at Cambrian College?

Please provide some advertising/marketing tactics you plan on using to promote your group.

Club Membership

****An updated membership list must be provided at the beginning of each term. All club members must be current students at Cambrian College's Barrydowne Campus.****

	Name	Student #	Signature	Email
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