

**S S M U  
C L U B  
H A N D  
B O O K**

# WHAT CAN SSMU DO FOR YOU?

## SSMU PROVIDES RESOURCES, SUCH AS

- Access to **club funding**
- Email addresses on the SSMU Domain
- Websites on the SSMU Domain
- **Web and graphic design services** from the Club Website Designer (clubweb@ssmu.mcgill.ca)
- Locker and storage space
- Up to 15 hours per week of free room booking in the building
- **Free equipment booking**
- Catering Services
- Insurance
- Mailboxes
- Student-run services to assist during events
  - MSERT, Walksafe, Drivesafe, Midnight Kitchen, and the Plate Club
- Room Booking Perks
  - Your club has up to **15 hours per week of free room booking** in the University Centre (SSMU Building)!
  - Go to [ssmuems.ssmu.mcgill.ca/virtualems](https://ssmuems.ssmu.mcgill.ca/virtualems) to create an account for your club and to make room or table bookings
  - Contact the Events Administrator with any inquiries about space booking at eventsadmin@ssmu.mcgill.ca

# PROMOTION AND OUTREACH TIPS

## USEFUL FORMS OF OUTREACH AND PROMOTION INCLUDE

- Postering
  - Can be done in most McGill Buildings on designated boards
  - Check with the porter or associated faculty association about the regulations for that building and to get permission
  - Do not poster off campus
- Tabling
  - Use SSMU's online booking system to book tables within the SSMU Building
  - Table bookings in other buildings can be organized through the faculty association located in that building
- Participating in the Fall and Winter **Activities Nights**
- Creating online platforms, such as a website or Facebook page
- Advertising events and your club in listservs put out by the faculty associations and SSMU
- Collaborating with other McGill groups on your events and initiatives to reach a wider audience
- Adding your club to the **SSMU Volunteer Service** listing, if applicable
- Contact the **Clubs and Services Facebook** and **Instagram** pages



# POLICIES

## MAINTAINING CLUB STATUS

- **Mandatory yearly requirements for SSMU Clubs to maintain club status:**
  - 1. Complete the Student Group Information Form**
  - 2. Have two executives attend a Club Workshop**
  - 3. Complete a Fall Semester Audit**
  - 4. Complete a Winter Semester Audit**
- Clubs will be deemed “inactive” if these requirements are not met over the year. If a club is inactive for two consecutive years, their club status will be lost
- Contact the Club Administrative Officer at [clubadmin@ssmu.mcgill.ca](mailto:clubadmin@ssmu.mcgill.ca) to check if your club met these requirements last year

## USING THE MCGILL NAME

- To reflect the SSMU’s Memorandum of Agreement with McGill, student groups must use the word “Students” when using the name “McGill” in their name
- Please maintain this in promotional material and social media pages
- Your websites and social media must specify that your club is **“a student group of the SSMU, an undergraduate students society at McGill University”**

## MEETING SSMU'S EQUITY POLICY

- The Equity Policy is in place to promote fairness, respect, safety, equitable treatment, and anti-oppression within SSMU and the student body
- The above can be addressed through initiatives that tackle discrimination, marginalization, harassment, and education about oppression
- When planning events and initiatives, ensure they are inclusive - that members of all social groups can feel comfortable attending your event
- Ensure themes are appropriate, alternative food and beverage choices are available, and all attendees are treated fairly and equally
- The ***Equitable Event Planning Guide*** can be consulted for assistance in equitable event planning
- If ever you wish to make an Equity Complaint, please follow the procedure outlined in SSMU's Equity Policy



## MEETING SSMU'S SUSTAINABILITY POLICY

- The Sustainability Policy is in place to foster sustainability on campus, lead to a more sustainable SSMU and McGill (economically, socially, and environmentally), and provide students with information and resources to act sustainably
- When planning events and initiatives, consider the products being used, the waste that will be produced, recycling and composting accessibility, and the provision of vegetarian and vegan food options
- The **Green Events Guide and Green Events Checklist** can be consulted for assistance in sustainable event planning
- Note that sustainability also includes being financially responsible and accountable
- Refer to your constitution for the clause included about sustainability



## MEETING SSMU'S ACCESSIBILITY POLICY

- The Accessibility Policy is in place to address barriers faced by students with disabilities within the physical environment, learning environment, and student life environment, as some students still face lack of access to certain physical spaces, proper support services, and involvement in extra-curricular activities
- When planning events and initiatives, consider features such as the physical accessibility of the location, childcare options, and language translation. Include this information in advertisements and promotion
- The Equitable Event Planning Guide and master list of accessible venues can be consulted for assistance in accessible event planning.
- Beyond the above considerations, please also consider financial accessibility when planning your events

## DOCUMENTATION

- Keep an up-to-date constitution.
- To make **constitutional amendments**, please submit a revised version, with changes noted, to the Club Commissioner at [clubcom@ssmu.mcgill.ca](mailto:clubcom@ssmu.mcgill.ca)
- It is also suggested that club executives provide exit reports to their successors in order to create institutional memory for the club and aid in transition from year to year

# FINANCE

## BANKING PROCEDURES

- All club bank accounts must be hosted at Scotiabank as a subsection of the SSMU bank account and have two or three signing officers designated
- Signing officers can withdraw funds and sign cheques, but they do not have any rights beyond this
  - This means “signing officers” cannot sign contracts on behalf of your club
  - **The VP (Student Life) must review and sign all contracts**
- To change signing officers, please use the Club Bank Account Form
  - It’s important to ensure that information regarding executive positions and titleholders is consistent between your Student Group Information Form, Club Bank Account Form, and constitution



SSMU is transitioning clubs to online banking – get in touch if you’d like your club to be one of the first online!

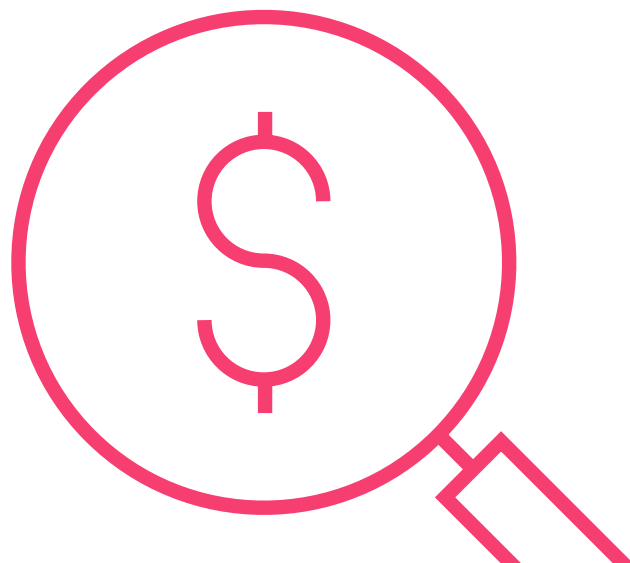


## SSMU FUNDING SOURCES

- Full status clubs are eligible to receive funding from the Campus Life Fund Ambassador Fund, Charity Fund, Space Fund, Equity Fund, Green Fund, and First Year Fund Club Fund
  - To learn more about these specific funds, go to the “Overview of SSMU Funds” page on the SSMU website
- Interim status clubs are eligible to receive funding from the above funds, excluding the Club Fund
- Find out more about SSMU Funding at [ssmu.mcgill.ca/about-us/funding/funding-for-student-groups](https://ssmu.mcgill.ca/about-us/funding/funding-for-student-groups)



Previously made fundraising efforts look great on funding applications!



## EXTERNAL FUNDING SOURCES

*Funding can also be attained from external sources such as:*

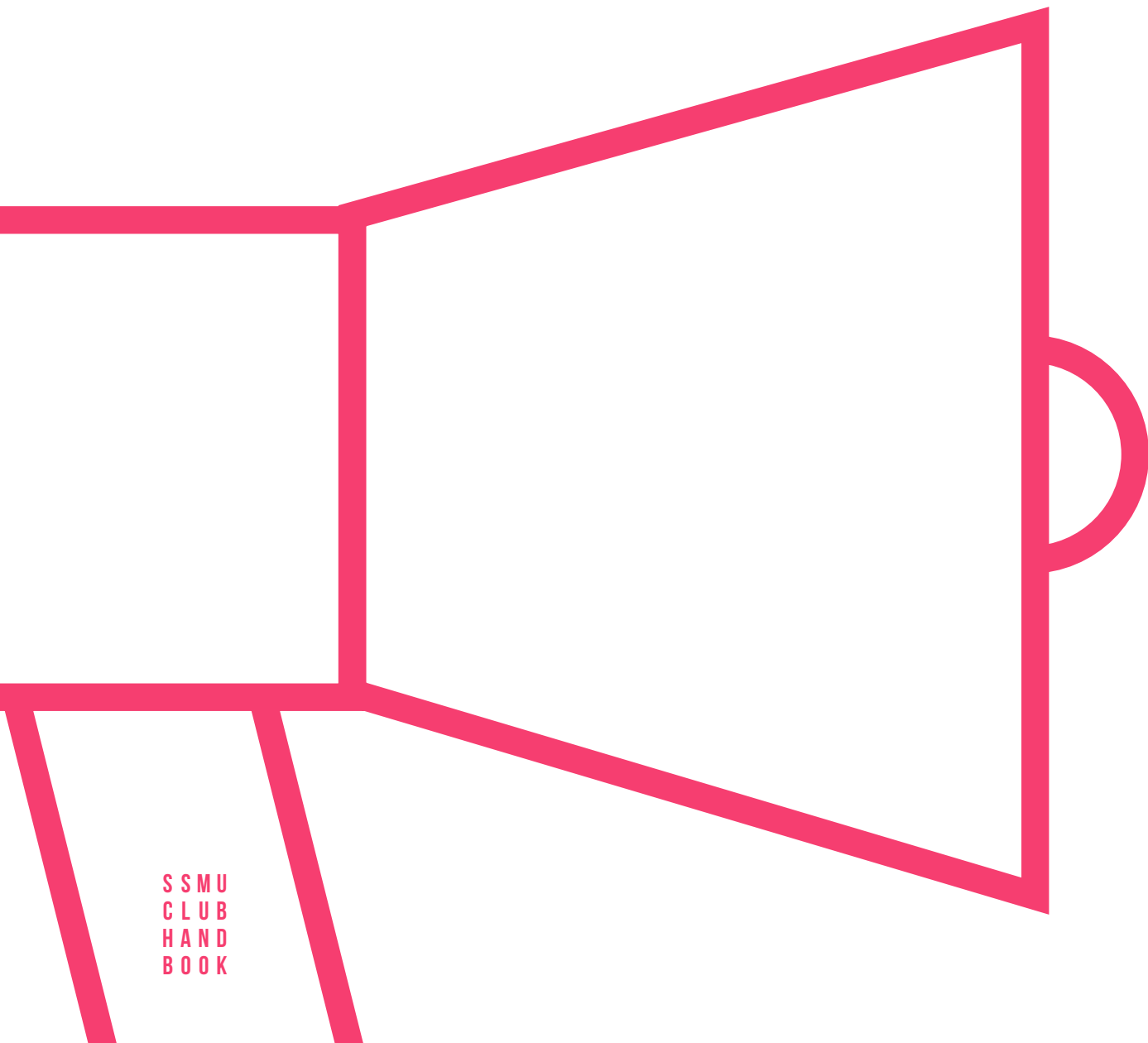
- Sponsors
  - Note that all sponsorship contracts should be reviewed and signed by the Vice-President (Student Life)
  - Signing contracts without the authority of SSMU can leave you personally liable for contract agreements
- Grants
  - McGill departments, McGill faculty associations, and external groups provide grants for various needs. The McGill Alumni Association is keen to connect with and help student groups
- Crowdfunding:
  - This can be done through various platforms. The McGill Alumni Association runs a platform called Seeds of Change, which doesn't charge users part of their profits
- Bake Sales and Samosa Sales

## FINANCE TIPS

- Keep all receipts and a detailed log of your transactions. *You will need these to submit your audits at the end of each term*
- Funding applications should be submitted as early as possible and with as much information as possible
- Be realistic and detailed in your budget. This will help you stick to it and make smart financial decisions throughout the year

# FEEDBACK FOR SSMU

- If you ever have issues, comments, or complaints, please bring them to your Club Representatives!
  - The Club Reps act to keep the Vice-President (Student Life) accountable to your needs and comments
- Comments can also be submitted via the **Anonymous Feedback Form** found in each Clubs and Services listerv
  - Subscribe at [eepurl.com/Cg2Sv](http://eepurl.com/Cg2Sv)



# CONTACTS

## REPRESENTATIVES TO COUNCIL

**VICE-PRESIDENT (STUDENT LIFE)** ELAINE PATTERSON  
studentlife@ssmu.mcgill.ca

**CLUB REPRESENTATIVES TO COUNCIL (2)**  
clubsrep1@ssmu.mcgill.ca / clubsrep2@ssmu.mcgill.ca

## ADMINISTRATIVE SUPPORT STAFF

**CLUB ADMINISTRATIVE ASSISTANT** LAUREANNE PELLETIER  
clubadmin@ssmu.mcgill.ca  
*Contact for general inquires, form processing, or bank account processes*

**CLUB COMMISSIONER** MARY HELMER-SMITH  
clubcom@ssmu.mcgill.ca  
*Contact for the Club Committee, applications for Full Club Status, or constitutional amendment requests*

**FUNDING COMMITTEE COORDINATOR** ARISHA KHAN  
fundcom@ssmu.mcgill.ca  
*Contact for the Funding Committee or funding application inquiries*

**EVENTS ADMINISTRATOR** STEPHANIE YUNG  
events@ssmu.mcgill.ca  
*Contact for room booking or rental equipment booking inquiries*

**CLUB AUDITOR** SIBAT ANAM  
clubauditor@ssmu.mcgill.ca  
*Contact for information about submitting a club audit or your audit scores*

**CLUB WEBSITE DESIGNER**  
clubweb@ssmu.mcgill.ca  
*Contact for graphic design for your club's website*