

CLUB PROCESSES

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Club Definition

A Club is an official, student-run group recognized by the SSMU, consisting of 25 or more McGill University student members. A Club is defined by its function or purpose and must be distinct from other recognized SSMU groups.

Process to Become a Club

A group becomes a recognized club by application to the Club Committee (Committee of Council, see *Committee Terms of Reference*). The Club Committee reviews the application and determines if the application can proceed based on criteria outlined in the *Internal Regulations of Student Groups*. If the application is approved to proceed, the Club Committee recommends approval for the group to gain **interim** Club status. The Club Committee will then create a report identifying the groups for approval and present it to the Legislative Council, which must vote on the recommendations. If approved at Council, the resolution(s), must be ratified by the Board of Directors. Following ratification, the group will then be recognized as an **interim** Club. The Vice-President Student Life or Clubs Commissioner will add the **interim** club to the Club Master List located on the Wufoo platform and inform the group of their **interim** status. Following addition to the Club Master List, either the Clubs Commissioner or Vice-President Student Life will inform the Controller and Accounting Analyst of the new club(s). Either the Controller or Accounting Analyst will assign a CLU# (unique, alphanumeric code) to the new Club and add their information to the Master Club List.

During the **interim** status period (5 months from the date of ratification), the Club must prove its ability to function outlined in the *Internal Regulations of Student Groups*. If the **interim** status club fulfills its obligations, it may apply to the Club Committee to receive **full** status. The Club Committee will review these applications and either approve or extend their **interim** status. If the club does not fulfill its obligations, it may be stripped of **interim** status by the Club Committee. If the Club is stripped of its **interim** status, either the Clubs Commissioner or Vice-President Student Life will inform the Controller and Accounting Analyst of the change and all pending or implemented services to the affected Club will be revoked. If the Club fulfills its obligations, the Club Committee will grant **full** status to the club. Again, as with any status change, the Clubs Commissioner or Vice-President Student Life will inform the Controller and Accounting Analyst of the change.

Benefits of Status

Interim status allows for a Club to apply for a bank account and funding. All other SSMU services are applicable once an **interim** Club becomes **full** status.

Process to Terminate a Club

If a **full** status club does not fulfill its obligations, the Club Committee can convert the Club to **interim** status or recommend the termination of club status altogether. In order to terminate club status, the Clubs Committee must report their recommendation(s) to the Legislative Council, which must vote on the recommendation(s). If approved at Council, the resolution(s), must be ratified by the Board of Directors. Following ratification, the group will then be terminated as a Club. In egregious cases that affect the financial or legal integrity of the SSMU, the Board of Directors may vote on the recommendation(s) directly. If terminated, the Clubs Commissioner or Vice-President Student Life will inform the Controller and Accounting Analyst of the change and all pending or implemented services to the affected Club will be revoked (if not already revoked prior to the resolution).

Process to Open a Bank Account

All status Clubs are entitled to receive a bank account. If a Club wishes to open a bank account, the following steps are observed:

1. The Club will file a *Club Bank Account Form* for the transaction, academic year;
2. Once submitted the SSMU Accounting Department will verify the signing authorities by referencing the *Group Information Form* on Wufoo;
3. If the names match the entry, the Accounting Department will process the request within five (5) business days;
4. If the names do not match the entry, the Vice-President Student Life will contact the Club for verification and request that the necessary changes are made for processing the request;
5. Once the account is created the Club is notified and the bank account becomes active for club activities.
6. Club signing authorities must make an appointment with the SSMU Accounting Department to receive any physical resources related to the account;

Unless otherwise specified, all Clubs will receive approved funding directly into their bank account.

When the Club Executives change, the Club must submit another *Club Bank Account Form* and steps 1 through 5 are repeated.

Status Sanctions

To remain in good standing a Club must fulfill 6 criteria:

1. Submit a fall and winter audit;
2. Attend the training workshop(s);
3. Submit the student group information form;
4. Adhere to the Club constitution;
5. Adhere to all SSMU and McGill policies;
6. Inform the SSMU Building Director or Operations Director of all off campus events twenty (20) days prior to event commencement to determine insurance compliance.

If the club fails to perform any of the above tasks, sanctions will apply:

1. A Club may be reduced to **interim** status for a period of 6 months, if already a **full** status Club;
2. An **interim** status Club may have their **interim** status extended by 6 months; or
3. If already sanctioned, the Club may be terminated;

Administrative Sanctions

As **interim** or **full** status, Clubs will benefit from a number of SSMU services, including, but not limited to, free room reservations, a bank account, funding opportunities and so forth. If, however, these benefits are misused, administrative sanctions may apply. Sanctions may be the suspension of one, some or all benefits for a determined time period. If misuse continues, then Club status may be affected (see **Status Sanctions**).

Various departments can only apply sanctions to clubs by suspending or terminating access to SSMU services. Reasons for doing so can be varied, however, there will be no exceptions to the application of the sanctions. The metric for sanctions are described in the following table:

Issue	Sanction	Duration
No or outdated Student Group Information Form	Suspension of room bookings, No change of signing officers, No new account, Suspension of funding	Until the submission of the form
First unsatisfactory audit	Suspension of bank account	90 days
Consecutive unsatisfactory audit	Termination of bank account	1 year, status revision

Misuse of funds	Termination of bank account	1 year, status revision
First absence at workshop	Suspension of room bookings	90 days
Second absence at workshops	Suspension of all services	90 days
Third absence at workshop	Termination of all services	1 year, status revision
1 instance of overdraft in the financial year	Suspension of bank account	90 days
2 instances of overdraft in the financial year	Termination of bank account	1 year
Non-payment	Suspension of bank account	90 days
1 instance of the misuse of booking privileges	Suspension of booking privileges	90 days
2nd instance of the misuse of booking privileges	Termination of booking privileges	1 year
Violation of SSMU and McGill rules and regulation and/or club constitution	Suspension of all services	90 days, 1 year or status revision (TBD regarding severity)
Multiple sanctions	Suspension of some/all services up to termination of all services (TBD regarding severity)	Status revision
SSMU/McGill policy/regulation violation(s)	Suspension of some/all services up to termination of all services (TBD regarding severity)	90 days up to 1 year or status Revision (TBD regarding severity)
1 instance of not providing the SSMU with off campus event information.	Suspension of booking privileges	90 days
2 instances of not providing the SSMU with off campus event information	Suspension of booking privileges	1 year

In all cases, any suspension or termination will be reported to the General Manager, the VP Finance and VP Student Life, Controller and Accounting Analyst by the affected departmental Manager or Director. Applied sanctions will be recorded in the Club Master List without delay.

For Clubs subject to sanction, the VP Student Life can recommend the status change of the Club to the relevant governing body or Committee for approval. If the status changes, the VP Student Life will inform the Controller, Accounting Analyst and General Manager in order to change the status on the master list. The same process will apply to any department. For example, if a Club misuses room booking privileges, the Operations department can suspend or terminate those privileges. Status changes may impact ongoing or pending services and the affected Club must be informed of the change to status and be provided with information about the change without delay.

Club Requirements

In order to become a Club or maintain Club status, all Clubs must fulfill/follow several basic requirements:

Workshops

Training workshops provide training to Clubs and services. They inform groups about Club requirements, finances, resources, contacts, accessibility, and so forth. All Clubs are required to attend.

Audits

All Clubs are required to submit their financial documentation to the SSMU Club Auditor in the fall and winter semesters. The Club Auditor will review the documentation (e.g. receipts, budgets, etc...) and compare the information with the bank records.

Constitution

All Clubs must have an approved constitution. The constitution will describe the purpose, structure, high level procedures and mechanics of a Club.

Form Submission

SSMU requires all Clubs to submit up-to-date information with respect to their Executive structure and contact information. Clubs must update the information via on-line form every year at the beginning of the fall semester.

Legal Status

All Clubs are part of the SSMU and have no legal status. Therefore, Clubs cannot enter into legally binding contracts or engage in activities that would pose a risk or liability to the SSMU.

Insurance

All Clubs that hold events or activities off campus are required to inform the SSMU of said events or activities prior to commencement to determine if the SSMU has the proper insurance coverage.

Cash Controls

Cash handled by Clubs must be kept in a secure lock box at all times. Whenever transactions are made with cash a physical receipt must be generated. One copy must be provided to the recipient and the other must be enclosed in the lock box. All receipts must include the following information:

1. Amount of the transaction;
2. Date of the transaction;
3. Description of the product or service sold;
4. Signature of seller.

Once the cash is collected, the receipts must be reconciled (e.g. spreadsheet) and deposited into the bank without delay. The receipts and spreadsheet must be kept and submitted to the Club Auditor upon request.

Alcohol

The following regulations describe what clubs can and cannot do with respect to organizing events that include alcohol and alcohol purchasing:

1. Funds may not be used for alcohol purchases except alcohol purchased at venues holding a valid liquor permit for the purpose of consumption on-site;
2. Individuals will not be reimbursed for alcohol purchases made outside of venues;
3. The SSMU must approve any events involving alcohol. Clubs must submit a description of their event request via the SSMU EMS (University Centre events only) or directly to the SSMU Operations Director at operations@ssmu.ca a minimum of 5 business days prior to the event;
4. If club funds are used for alcohol purchases that are not permitted within these regulations, sanctions will apply.

Cannabis

Club funds may not be used for cannabis purchases under any circumstances.