



**CLUBS  
HANDBOOK  
2019  
2020**

# HELLO TO ALL OUR NEW CLUB EXECES!

*We know there can be a lot of information about Clubs and it can sometimes be hard to find all there is to know when you are a new executive.*

*That's why we created this handbook! It has all the most important information regarding running your Club and making sure you are aware of all the requirements and benefits of being a SSMU Club. If there's anything you want to learn about in more detail, please visit the [SSMU Club Resources page](#).*

*Wishing you a great start to the new semester!*

*Best,*

***Billy Kawasaki***

*Vice-President (Student Life)*

*studentlife@ssmu.ca*



# MAINTAINING STATUS

*In order to retain their Full or Interim Status, Clubs must complete the following mandatory administrative tasks at the beginning of every year:*

1

## **Adhere to All SSMU and McGill Policies and Regulations**

There are several important SSMU policies that you need to consider when running your Club. Below you'll find a list of the most relevant documents that must be read by your Club executives:

- *The Club Resources page of the SSMU website is the spot to find extensive information, documentation, and links.*
- *The Internal Regulations of Student Groups includes all the rights and responsibilities of Clubs, Services, and ISGs of the SSMU.*
- *The Club Processes document details Club administrative processes and contains a complete list of sanctions.*
- *The Student Groups Event Preparation Checklist will help you organize your off-campus events and activities.*

- *If you need to prepare a contract with an external party, make sure to consider all the information on the [Contracts & Agreements Checklist](#).*
- *The [External Sponsorship Guide](#) describes the guidelines and processes for Club sponsorship agreements.*

For a complete collection of the Society's policies and regulations, visit the [Constitution, Internal Regulations, and Policies](#) page.

2

## Submit Student Group Information Form

All SSMU Clubs must fill out the [Student Group Information Form](#) every year at the beginning of the fall semester, or when any change occurs in their executive structure or contact information. If the form is not submitted, access to SSMU services will be suspended until it is completed. The deadline to submit this form is on **September 15, 2019**.

3

## Attend Club Workshops

Two executives from each Club must attend a number of SSMU-run workshops every year in order to maintain their Club status. The workshops are:

- *Club Workshops*
- *Audit Workshops*

- *Finance Workshops*
- *Equity Workshops*
- *Sustainability Workshops*
- *Gendered and Sexual Violence (GSVP) Workshops (5 members or 50%, whichever is less)*

Keep an eye on all the dates and registration procedures announced in the [Clubs Listserv](#).

## 4

### **Submit Club Audits**

The Club audit is a self-reported evaluation of your Club's financial status, which serves to ensure that Clubs are accountable and transparent in their handling of Club money.

Please complete the Club Audit Form (stay tuned to the Club listserv and SSMU social media for the link) as well as the online submission of your original receipts and other documentation. All Clubs, whether Interim or Full Status, must complete the audit. No late applications will be accepted. Failure to complete an audit will result in a Club sanction. Even if your Club has not completed any transactions during the year, please submit a blank audit stating that your club did not engage in any financial activity.

Audits occur at the end of the fall and winter semesters. Audit workshop information and submission deadlines will be sent out through the Clubs Listserv.

# 5

## Adhere to your Club Constitution

There are some guidelines all SSMU Clubs must follow in regards to the structure and content of their constitution. All SSMU Club Constitutions must:

- > *Be in line with the Club Constitution templates: Executive Structure Template or Collective Structure Template*
- > *Reference and defer to the SSMU Constitution and Internal Regulations.*
- > *Your Club executive positions must all be recognized in your Club Constitution.*
- > *Include all Club executive positions; only positions included in the constitution will be recognized by the SSMU.*
- > *Be approved by the Clubs Committee and SSMU Legislative Council and ratified by the SSMU Board of Directors.*

If a SSMU Club would like to amend their constitution, they must:

- A. Make sure the new constitution contains all of the mandatory clauses indicated in the Club Constitution template**
- B. Ratify the new constitution with your Club membership**
- C. Send the new constitution indicating the new changes to the Clubs Administrative Coordinator at [clubadmin@ssmu.ca](mailto:clubadmin@ssmu.ca)**

The Coordinator will take your constitution to the Club Committee and to the SSMU Legislative Council for approval and then to the Board of Directors for ratification.

It is important to note that any amendments made to your constitution cannot be acted upon until the new constitution has completed the approval and ratification process.

## 6

### Insurance Coverage

Any Club event or activity must be declared via the [Declaration of Event & Insurance Request Form](#) prior to its commencement and promotion. We recommend that you submit your events well in advance to ensure your event will be properly covered (~20 days).

Using the form, you must notify the SSMU of:

- *Your Club's weekly and monthly activities, whether they are held during the academic year or over the summer months*
- *All activities held outside the University Centre (activities held inside the University Centre building do not need to be disclosed)*

Please contact the Operations Department ([operations@ssmu.ca](mailto:operations@ssmu.ca)) for details on how to obtain extra insurance for activities involving athletics or sports, or those which involve travelling outside the city of Montreal. It may take at least 60 days to be processed by the insurance broker.

# THINGS TO NOTE

## A. Naming Conventions

To reflect the SSMU's Memorandum of Agreement with McGill, all SSMU Clubs must use the word "Students" when using "McGill" in their name. Make sure to include the following line in all Club communications, including your Club's social media (Facebook, Twitter, Instagram), printing materials (banners, posters, flyers), and website:

*"A Student Group of the Students' Society of McGill University (SSMU)"*

## B. Not to Sign Contracts

All SSMU Clubs are part of the Society and have no independent legal status. As such, they cannot enter into legally binding contracts or engage in activities that would pose a risk or liability to the SSMU. This includes, but is not limited to, contracts and/or agreements (including verbal agreements) with venues, sponsors, or caterer services.

Please send contracts to [operations@ssmu.ca](mailto:operations@ssmu.ca)

## C. Annual Executive Transition

At the end of every academic year, it is necessary for all Club executives to fulfill certain requirements to ensure a smooth turnover for the following year. Below are outlines of the necessary steps outgoing executives must carry out each year:

- > *Keep records of Interim and Full Status applications.*
- > *Archive constitution and any updates to the constitution.*
- > *Create exit reports for each executive position.*
- > *Create database of online credentials (passwords, usernames, etc.).*
- > *Outline any additional information that future executives may find helpful (activities, calendars, etc.).*
- > *Ensure that all outstanding invoices, bills, or subscriptions have been paid in full.*
- > *Return your credit card, bank tokens, unused cheques, and deposit slips to the SSMU Office.*

**It is recommended that you archive all of your files in your Club's Google Drive.**

## D. Alcohol

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

- *The SSMU must approve any events involving alcohol. Clubs must submit a description of their event request via the SSMU EMS portal (University Centre events only) or directly to the SSMU Events Administrator at eventsadmin@ssmu.ca a minimum of 5 business days prior to the event.*
- *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.*
- *If your event is approved, alcohol may be purchased one of the following ways:*
  - **A CSP (consommation sur place):** *The establishment (bar or restaurant) is allowed to sell alcohol under all the laws and regulations set by the Quebec government. This is the easiest way for Clubs to have an event involving alcohol since the venue will coordinate all the necessary logistics.*
  - **A CAD (consommation à domicile):** *A temporary permit that may be applied to a space or venue when requested on behalf of a non-profit organization. In order to serve alcohol, a reunion permit (CAD) issued by the Quebec government must be in place. This is the least recommended option, since it could involve additional costs to your event as the SSMU must supply all support staff.*
- *If Club funds are used for alcohol purchases that are not permitted within these regulations, sanctions will apply.*

## E. Cannabis

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

## F. Food Sales

SSMU student groups who wish food-related events on/off campus will need to complete an Application for the Sale and Service of Food on Campus at least fifteen business (15) days prior to the event. This procedure is not required for hot or cold beverages (such as coffee, tea, packaged juices, or soft drinks) and/or pre-individually packaged food items by the manufacturer that remain un-manipulated (such as granola bars, candies, chocolate bars, etc.). Only SSMU student groups that receive authorization from the SSMU Operations Department may sell or serve food on/off campus at designated locations.

All procedures are outlined in the SSMU Sale and Service of Food Policy and the MAPAQ regulations to protect the health and safety of all students, employees, and campus visitors.

# BENEFITS TO BEING A SSMU CLUB

*As an Interim or Full Status Club you are eligible to apply for the following resources:*

## **A Bank Account**

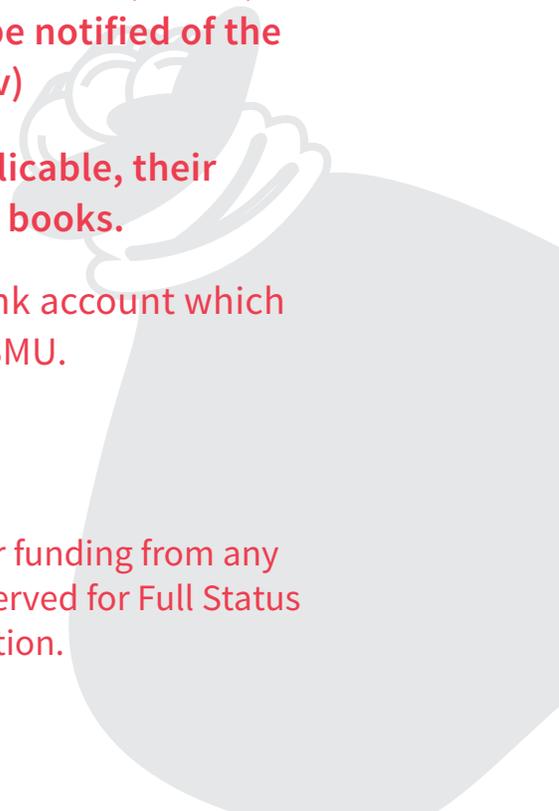
Opening a SSMU bank account is not mandatory, but if you are interested, the process for obtaining an account is as follows:

- **Your Club's Signing Officers will need to fill out the Banking Services Contract for the academic year and bring the printed and fully signed copy to the Finance Workshop.**
- **All Signing Officers must then attend the Finance, Audit, and RBC Training Workshops (Clubs will be notified of the date for registration via the Clubs Listserv)**
- **Once processed, Clubs will receive, if applicable, their tokens, credit card, cheques, and deposit books.**

Please note that it is not permitted to open a bank account which has not been authorized and approved by the SSMU.

## **Funding**

As an Interim Status Club, you are eligible to apply for funding from any of the SSMU funds except the Club Fund, which is reserved for Full Status Clubs. Visit the [SSMU Funding page](#) for more information.



Please make sure to keep detailed records of any funding or revenue you gain as a Club, as you will need it for your Club audit and for your Full Status application, which requires detailed spending breakdowns for events. As an interim status club, you are required to fulfill the same requirements as a full status club. This also applies to sanctioned clubs.

## SSMU Email Addresses

After submitting the Student Group Information Form, you may email the Systems Administrator at [itsupport@ssmu.ca](mailto:itsupport@ssmu.ca) to create your email for the first time. The SSMU will use this email to contact you for all communications.

## SSMU Domain for Your Website and Website Support

- Clubs can request assistance in building a site, having their site hosted on the SSMU server, and even having a SSMU subdomain if they wish (which will look something like clubname.ssmu.ca).
- For any of these requests, student groups are required to fill out the [Student Group Website Request Form](#).

## Mailboxes

If mail needs to be delivered to your Club, please direct any letters or parcels to:

<p style="text-align: center;"><b>Name of the Club</b></p> <p style="text-align: center;"><b>Students' Society of McGill University</b></p> <p style="text-align: center;"><b>3600 rue McTavish, Suite 1200</b></p> <p style="text-align: center;"><b>Montreal, Quebec, Canada</b></p> <p style="text-align: center;"><b>H3A 0G3</b></p>
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When Clubs have a package sent to their mailbox, it will be accepted by the SSMU front desk and the Club will receive a notice via email to pick up the package. Only an executive member recognized in the Executive Contact Sheet is eligible to pick up a package on behalf of the Club.

## Room-Booking Privileges

As an Interim Club, you will receive a 50% discount on room booking reservations in the University Centre. As a Full Status Club, you will have up to 15 hours per week of free room booking in the building.

To activate your account, please email the Events Administrator at [eventsadmin@ssmu.ca](mailto:eventsadmin@ssmu.ca) with your ssmu.ca email.

In the [EMS User Guide & Internal Bookings Regulations](#) you will find all the information to make your reservations.

Due to the University Building closure, the SSMU is looking into finding other office and event spaces on campus for student groups. Unfortunately, there is no guarantee of securing space.

### **Room booking in SSMU buildings** (680 Sherbrooke)

Bookings must be submitted via the [EMS booking system](#) at least 2 business days in advance and within 2 months before the date of the event.

### **Any other building on McGill campus**

The SSMU can book rooms across campus on behalf of Clubs, please submit your request via the [Space Request SSMU Student Groups Form](#). If you try to book directly through McGill's booking system, you will be referred back to the SSMU to make your request.

# Student-Run Services to Assist During Events

As a Club, you are also able to take advantage of the SSMU's many student-run Services in order to ensure the success and safety of your event. You should consider working with:

MSERT: provides first-aid services to McGill residences and major SSMU events.

Walksafe: provides accompaniment for those who are uncomfortable travelling by themselves in the evenings.

DriveSafe: provides safe and free rides home to anywhere on the island of Montreal on weeknight evenings.

Midnight Kitchen Collective: provides vegan catering services for initiatives that keep within their political mandate.

Plate Club: provides free, reusable dishware rentals for special events including those organized by Clubs who want to ensure their event is environmentally sustainable.

## Sponsorship Support

Student groups may ask the SSMU Operations Department for assistance in finding sponsors and creating a sponsorship package.

**Remember!** All SSMU Clubs are part of the Society and have no independent legal status. They cannot enter into legally binding contracts or engage in activities that would pose a risk or liability to the SSMU.

Should you wish to enter into contractual agreements with a third party, you must submit these agreements (as an attachment) in the [Declaration of Event & Insurance Request Form](#) or contacting the Operations Department ([operation@ssmu.ca](mailto:operation@ssmu.ca)) for processing.

For more information, make sure to check out the [External Sponsorship Guide](#) as well as the [Contracts & Agreements Checklist](#).

## Event-Planning Support

Should you require assistance with creating your event, we have various preferred venues, caterers, and bars that would be happy to offer you their services and collaborate! Please submit all inquiries to the Events Administrator ([eventsadmin@ssmu.ca](mailto:eventsadmin@ssmu.ca)).

## Eventbrite Ticketing System

Student groups are encouraged to use the SSMU [Eventbrite](#) account to sell tickets if they expect the capacity of their event to exceed 199+ people. The SSMU will create the Eventbrite page, collect the earnings on tickets sold, and then deposit the amount directly into the group's bank account.

Please note that Eventbrite will charge a processing fee and a service fee based on the number of tickets sold (these fees will be deducted when the SSMU deposits the ticket earnings into your account). Please fill out the [SSMU Eventbrite Request Form](#) to get started. If you have any questions regarding the progress of ticket sales or requesting refunds for certain attendees, please contact [communications@ssmu.ca](mailto:communications@ssmu.ca).

# INCREASE YOUR VISIBILITY

## Activities Night Registration

Activities Night is an excellent opportunity for Clubs to showcase what they do and engage with students interested in joining their group at the beginning of each semester!

When registration for Activities Night becomes available, the form will be sent out through the Clubs Listserv with all the logistics of the event.

## SSMU Calendar

Share your student group event on the [SSMU Campus Calendar](#)! The SSMU Calendar compiles all of the activities on and around campus. To submit your event, please fill out the following [form](#).

## Display Screens

If you'd like to display content on screens around campus, please visit the following [page](#).

## Listserv Submissions

The SSMU Listserv, sent out on a weekly basis, reaches nearly all undergraduate students at McGill. You can submit an event to be placed on the listserv by visiting the [Listserv page](#).

## Tabling

If you are a SSMU Club you are allotted eight subsidized hours a week for kiosk and table reservations. Table booking request are submitted via the [SSMU EMS portal](#).

### Booking and Tabling Outside of SSMU Building

SSMU Clubs are also able to book tables for promotion or sales in other buildings—including Leacock, Burnside, Bronfman, and McConnell.

McGill Sports Complex offers a \$15 rental rate for the rental of gyms, activity rooms, and fieldhouse courts for SSMU-accredited groups. Contact the Administrative Coordinator ([sandra.crescenzi@mcgill.ca](mailto:sandra.crescenzi@mcgill.ca)) for more information!

## Posting

It's important to consider these points when you prepare a promotional campaign for an event:

- *Do not poster off campus.*
- *All posters for a Club or Service event must include both the name of your Club as well as recognition that your Club is “a student group of the Students’ Society of McGill University”.*
- *SSMU Clubs wanting to poster in buildings around campus other than the University Centre will need to follow the rules and regulations set out by each individual building.*

Check out the [McGill website](#) for all on-campus posting.

# STAY CONNECTED WITH THE SSMU

## Subscribe to the Clubs Listserv

All SSMU Clubs receive the listserv via their ssmu.ca email addresses. However, if you would like to subscribe with an additional email address, please fill out the following [form](#).

## Clubs and Services Facebook Page

Make sure to follow the [SSMU Clubs and Services Facebook page](#) to stay tuned regarding important updates for your Club and don't hesitate to tag the page to help share your event!

# FORMS

## Club Management

- [Student Group Information Form](#)
- [Request for Website Design and Support Form](#)

## Banking

- [Banking Contract Form](#)
- [Bank Token Replacement Request Form](#)
- [SSMU Cheque Request, Purchase Order, and Petty Cash Form](#)
- [Credit Card Request Form](#)

## Events

- [Event Declaration and Insurance Form](#)
- [Sponsorship Declaration Form](#)
- [Guest Speaker Declaration Form](#)
- [Application for the Sale and Service of Food on Campus](#)

*We do our best to ensure the handbook is as up to date as possible, but new developments in Club processes may take time to be updated here. Please take note that the information listed above may not reflect the most recent changes.*

# CLUBS CHECKLIST

## Fall Semester

- Register your Club for Activities Night Fall 2019 (registration will be announced via the Clubs listserv).
- Complete the [Student Group Information Form](#) (before September 15).
- Complete the [Banking Services Contract](#) (before September 14) and bring a printed copy to the Finance Workshop.
- If your previous executive did not pass on the bank token, please fill out this [form](#) (before September 14) .
- Attend the Club workshops:
  - Club Workshop (2 executives: preferably President and VP Finance)
  - Finance Workshop (2 signing officers: Usually President and VP Finance)
  - Audit Workshop (2 executives: preferably President and VP Finance)
  - Sustainability (2 executives: preferably President and VP Events or Social)
  - Equity (2 executives: preferably President and VP Internal)
  - GSVP (5 members or 50%, whichever is less)
  - Attend the Club workshop (September 14, 15). Registration coming soon!

- Declare all your events via the [Declaration of Event & Insurance Request Form](#) prior to their commencement and promotion.
- Submit the fall audit. Deadline and details will be sent out through the Clubs Listserv.
- Make sure your Club Constitution is in line with the templates: [Executive Structure Template](#) or [Collective Structure Template](#). Send the new Constitution indicating the new changes to the Clubs Administrative Coordinator at [clubadmin@ssmu.ca](mailto:clubadmin@ssmu.ca) for approval and ratification.

## Winter Semester

- Register your Club for Activities Night Winter 2020 (registration will be announced via the Clubs listserv).
- Complete the [Student Group Information Form](#) (only if there are any changes from last year form).
- Complete the [Banking Services Contract](#) (only if there is any signing officer change).
- Declare all your events via the [Declaration of Event & Insurance Request Form](#) prior to their commencement and promotion.
- Submit winter audit by May 17, 2020 at 11:59PM.
- Make sure your Club Constitution is in line with the templates: [Executive Structure Template](#) or [Collective Structure Template](#). Send the new Constitution indicating the new changes to the Clubs Administrative Coordinator at [clubadmin@ssmu.ca](mailto:clubadmin@ssmu.ca) for approval and ratification.

# End of the School Year Checklist

- Ensure that all outstanding invoices, bills, or subscriptions have been paid in full.
  - Return your credit card, bank tokens, unused cheques and, deposit slips to the SSMU Office.
  - Ensure that all exit reports are in your SSMU email drive for institutional knowledge.
  - Create database of online credentials (passwords, usernames, etc.) and transmit it to the new Executives of your club.
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