



STUDENTS' SOCIETY OF MCGILL UNIVERSITY

SSMU CLUBS HANDBOOK



2022-2023

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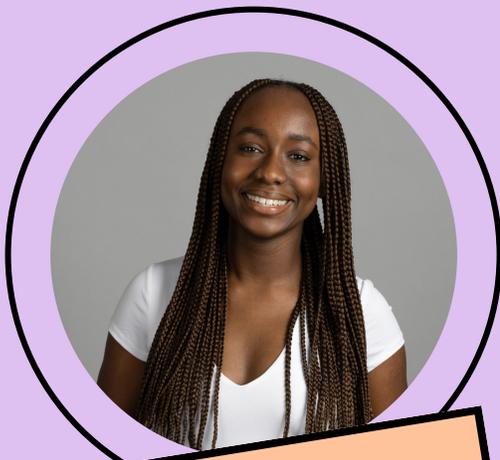
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INTRODUCTION

Hello to all of our new Club Executives!

There's a lot of information about Clubs and it can sometimes be hard to find all there is to know when you're 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're 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 Resources page](#)**. Wishing you a great start to the new semester!

Best,



Hassanatou

Hassanatou Koulibaly (she/her)
Vice-President (Student Life)
studentlife@ssmu.ca

IMPORTANT LINKS

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



Linktr.ee

linktr.ee/clubshandbook



Resources
Page

ssmu.ca/student-life/club-resources/

MAINTAINING STATUS

In order to retain Full or Interim Status, your Club must complete the following mandatory administrative tasks at the beginning of each academic school year:

I. 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 **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 **VEMS User Guide** includes instructions on how to book rooms in the University Centre through the online portal;



The **Sponsorship Guide** describes the guidelines and processes for Club's to obtain sponsorship.

MAINTAINING STATUS



If you need to prepare a contract or agreement with an external party, make sure to consider all the information outlined in the **Contracts & Agreements Checklist** template;



The **Independent Contractor Agreements Guide** describes guidelines and policies for hiring independent service providers.



The **Exchange of Goods & Finances Guide** outlines requirements and best practices for managing Club funds.



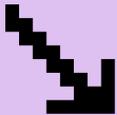
The Sale & Service of Food Guide outlines the regulations relating to providing and serving food safely on and off campus, the conditions which may impact existing contractual agreements and permits (if not adhered to), and the procedure to be followed when preparing and handling food for organized events.

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

MAINTAINING STATUS

2. Submit Student Group Information Form

All SSMU Clubs must fill out the ***Student Group Information Form*** 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 13, 2022.**

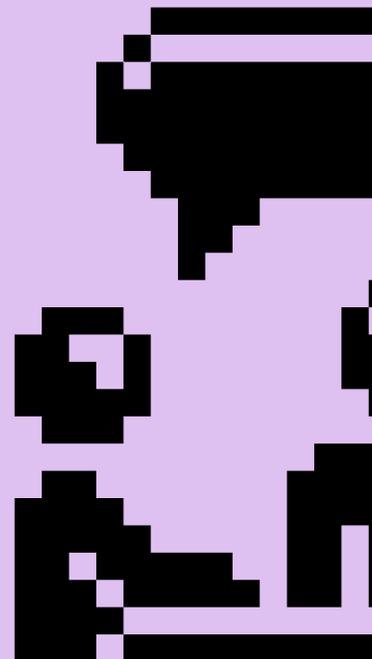


3. Attend Club Workshops

Clubs must send one (1) representative to each mandatory Workshop **each semester** in order to maintain Club status. The GSVP Workshop requires **5**, or **50%**, of executives in attendance. Workshops must be held within the first three (3) weeks of the academic semester. The workshops are:

- ✔ Club Workshop
- ✔ Finance Workshop
- ✔ Accessibility and Sustainability Workshop
- ✔ Audit Workshop
- ✔ Equity Workshop
- ✔ Gendered and Sexual Violence (GSVP) Workshops.

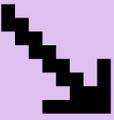
Information about the workshops and the registration link will be communicated through the Clubs Listserv and the Student Life Instagram page **[@ssmustudentlife](#)**.



MAINTAINING STATUS

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.

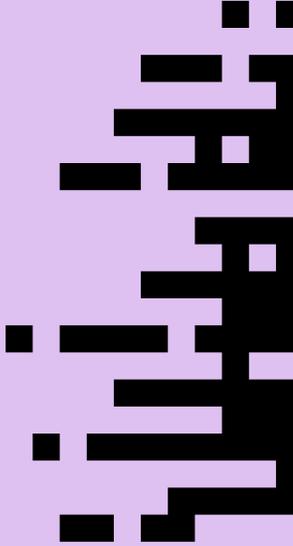


All interim and full status clubs are required to complete the Club Audit Form as well as the online submission of your original receipts and supporting documentation. No late applications will be accepted unless the VP Finance approves an extension. **Failure to complete an Audit, will result in a club sanction and suspension of financial services for up to 180 days.** Even if your Club has not completed any transactions during the year, you are still required to submit a blank audit to confirm that your club did not engage in any financial activity.

Audits occur at the end of the fall and winter semesters. **Audit workshops will be held at the start of each semester.** Information and submission deadlines will be communicated through the Clubs Listserv.

5. Adhere to your Club Constitution

All Clubs must ensure that an up-to-date copy of their constitution is on file with the Vice-President (Student Life) by submitting constitutional amendments to the Clubs Committee. There are some guidelines all SSMU Clubs have to follow in regards to the structure and content of their Constitution. All SSMU Clubs Constitutions must:



MAINTAINING STATUS

- ✓ 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

Any amendments made to your constitution cannot be acted upon until the new constitution has completed the approval and ratification process.

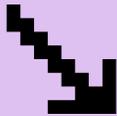
If a SSMU Club would like to **amend their Constitution**, they must:

- (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 Coordinator at **clubscoord@ssmu.ca**;
- (D) The Clubs Administrative Coordinator will send it to the Club's Committee for review and ratification.

Any modification to the constitution or other governing document of a Club must be submitted to the Club Committee, which will review all proposed amendments and make a recommendation to the Legislative Council, which may ratify amendments by a simple majority vote.

MAINTAINING STATUS

6. Insurance Coverage



Clubs are required to submit information about their activities and events in order to be covered by the Society's general liability insurance coverage. All Club events and activities that occur outside of the University Centre (eg. external venues or on McGill Campus), must be declared via the **Declaration of Events & Activities Form** prior to its commencement and promotion. Requests must be submitted a minimum of **(20) business days prior to your event** for processing to ensure proper coverage.

Using the form, you must notify the SSMU of:

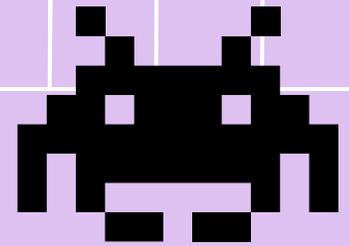
- ✔ Your **Club's weekly and monthly activities**, whether they are held during the academic year or over the summer months;
- ✔ All **events / activities held outside of the University Centre** - room booking requested internally do not need to be disclosed.



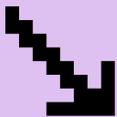
Your club can obtain insurance for activities that are not covered by our policy! These activities include:

- ✔ Athletics, **sports** (including yoga and dance);
- ✔ **Alcohol-related events** that are not in a licensed venue;
- ✔ Travel **outside of Montreal**.

MAINTAINING STATUS



Additional insurance for these activities can be obtained for a **fee**. Please contact the **External Events Coordinator** (externalevents@ssmu.ca) for details!



- ✓ It may take **at least (60) days** to be processed by the insurance broker;
- ✓ A certificate for **proof of insurance** may also be requested by venues from time to time;
- ✓ The SSMU may also request a certificate for **proof of insurance** from external venues (eg. Bars, Event Venues, Gyms, Dance Studios, etc.)

6.1. Liability Waivers

Waivers are required any time a Club will be hosting an event that is not covered by SSMU's insurance (see above). A waiver must be signed by each participant and returned to the **External Events Coordinator** (externalevents@ssmu.ca) before partaking in the particular activity. The template can be found [here](#).

If an athletic event is taking place within the **McGill Athletics Building**, then no insurance or waivers are required, as you are covered as a McGill Student.

If your event is open to the general public (**non-McGill students in attendance**), additional insurance may be required.

Please note that **your group is still required to submit proof of booking McGill facilities.**

MAINTAINING STATUS

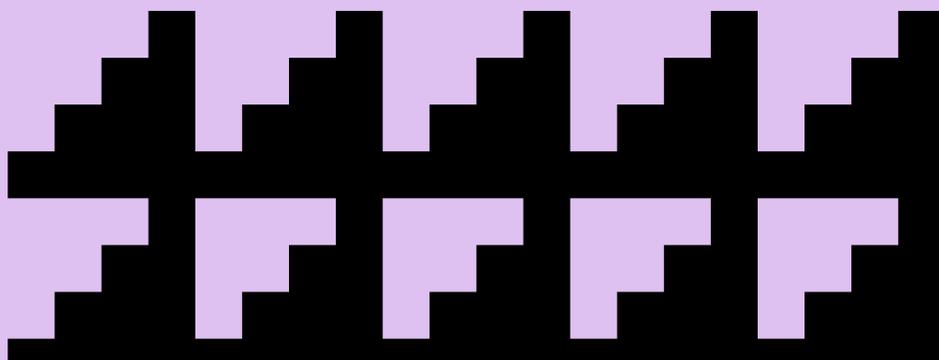
7. Operations

Clubs must transact all activities and operations in compliance with applicable SSMU and McGill University by-laws, internal regulations, policies, plans, and procedures; and abide by all municipal, provincial or federal laws, regulations, by-laws, statutory Internal Regulations of Student Groups regulations, standards, codes, and ordinances that are in effect. Clubs are required to operate in accordance with the All-Faculty Involvement Restriction Policy and any policy that may supersede or replace it.

8. Name 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. This also applies to all Club communications (e.g. your Club website, social media (Facebook, Twitter, Instagram), and printing materials (banners, posters, flyers):

***“A Student Group of the Students’ Society
of McGill University (SSMU)”***



MAINTAINING STATUS

9. Contracts & Agreements

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.**

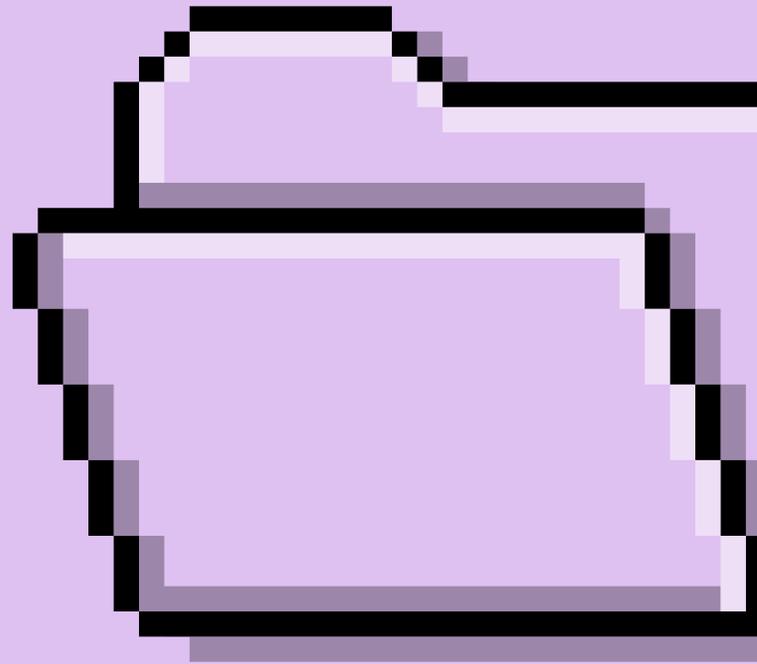
This includes, but is not limited to, contracts and/or agreements (including verbal agreements) with venues, sponsors, and service providers.

All potential contracts and agreements must be processed and reviewed by the Student Life Operations Department and must be signed by authorized SSMU Signing Officers. A contract may be entered into and signed in the name of the SSMU by:

- ✓ the Vice-President Finance; and
- ✓ the Comptroller or Student Life Operations Director.

10. Cannabis

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



MAINTAINING STATUS

II. Alcohol

The following regulations describe what Clubs can and cannot do with respect to organizing events that include alcohol and alcohol purchasing. **The Student Life Operations Department must approve any events involving alcohol:**

University Centre Event

Clubs must submit a request for alcohol via the **SSMU EMS portal** when making a reservation or directly by email to the Internal Events Coordinator at least **(14) business days prior to the event.**

External Venue Event

Clubs must submit a **Declaration of Events & Activities Form** and clearly indicate whether alcohol will be served or purchased at the venue.

- ✔ Funds may only be used for alcohol purchased at **venues holding a valid liquor permit** for the purpose of consumption on site (eg. Bar, restaurant, venue)
- ✔ Hosting at a **venue that is not permanently licensed may incur additional costs** at your Club's expense:



Obtaining a **“Reunion Permit”** by La Régie des alcools, des courses et des jeux (RACJ);

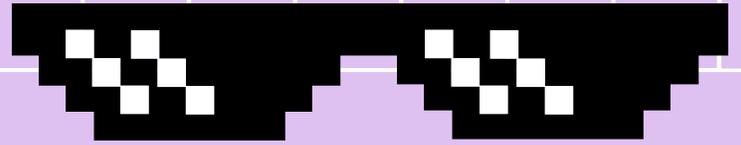


Additional insurance may be required from time to time in venues that are not permanently licensed and/or do not want to assume responsibility or liability to alcohol-related events;



Staffing.

MAINTAINING STATUS



If you wish to **purchase alcohol**, you may do so one of the following two ways:

A CSP (consommation sur place) or bar establishment permit

It allows the **bar or restaurant to sell alcohol** to the patrons of the establishment. This means that the establishment has accepted the responsibilities and laws set forth by the Quebec government.

For liability reasons, we recommend that you partner with local venues that have all proper licensing and permits in place.

If Club funds are used for alcohol purchases that are not permitted within these regulations, sanctions will apply.

A CAD (consommation à domicile) or reunion permit

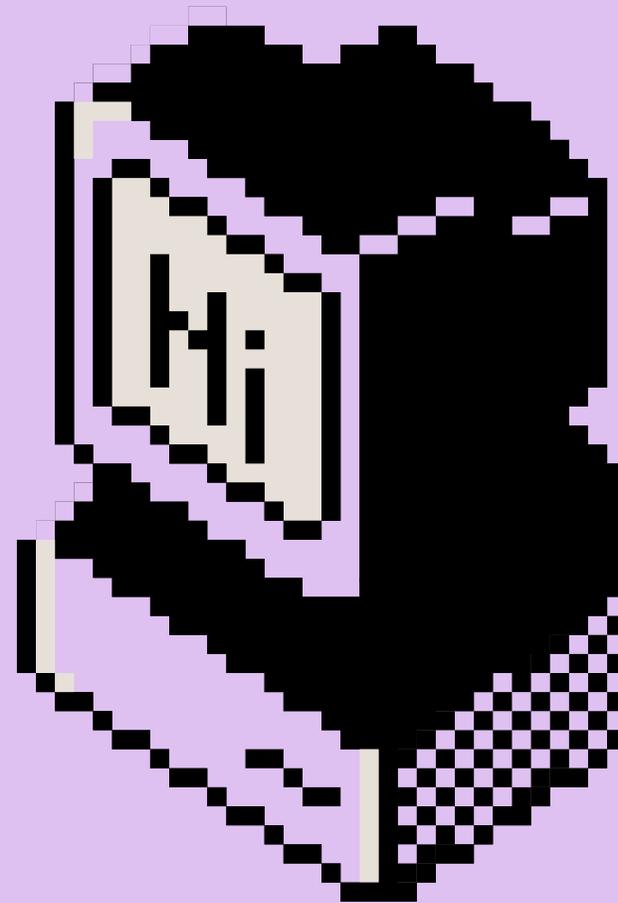
is a **temporary permit** that may be applied to a space or **venue when requested on behalf of a non-profit organization**. In order to serve wine, beer, or any other type of alcoholic beverages at an event a reunion permit issued by the Quebec government must be in place. Some venues may ask you to apply for a reunion permit, however it is important to confirm that they are liable for the venue and are able to supply certified staff to service the alcohol. Due to our regulations, the venue must purchase the alcoholic beverages in accordance with the provisions of the reunion permit issued by the Regie and maintain appropriate records relating to the purchase and sales of alcoholic beverages for possible audit by provincial authorities. They can invoice you accordingly.

MAINTAINING STATUS

12. 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.
- ✓ Return your **credit card, bank tokens, unused cheques and deposit slips** to the SSMU Office.
- ✓ Create a 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**.



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

BENEFITS TO BEING A SSMU CLUB

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

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.

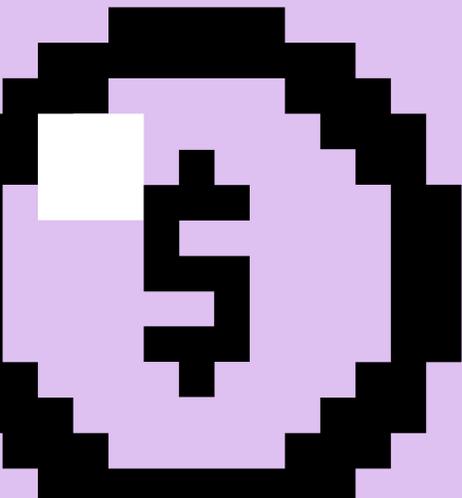
It is not permitted to open a bank account which has not been authorized and approved by the SSMU.

Funding

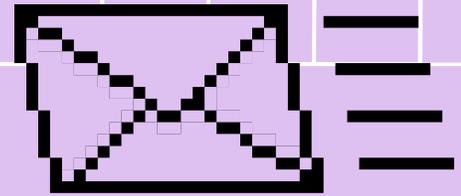
As an Interim Status Club, you are eligible to apply for funding from any of the SSMU funds except the Club Fund, which is reserved for Full Status Clubs. Visit the **SSMU Funding page** for more information.

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.

Interim status clubs are required to fulfill the same requirements as a full status club. This also applies to sanctioned clubs.



BENEFITS TO BEING A SSMU CLUB



SSMU Email Addresses

After submitting the ***Student Group Information Form***, you may email the **Systems Administrator** at 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 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 (e.g. 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:

When Clubs have a package sent to their mailbox, the **SSMU front desk will accept it 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.

Name of the Club
Students' Society of
McGill University
3600 rue McTavish, Suite
1200
Montreal, Quebec, Canada
H3A 0G3

BENEFITS TO BEING A SSMU CLUB

Room Booking Privileges

Full Status as a SSMU Club

Clubs who have Full Status as a SSMU Club are entitled to:

- fifteen (15) hours per week of free **room booking**
- eight (8) hours per week of free **tabling** in SSMU buildings.

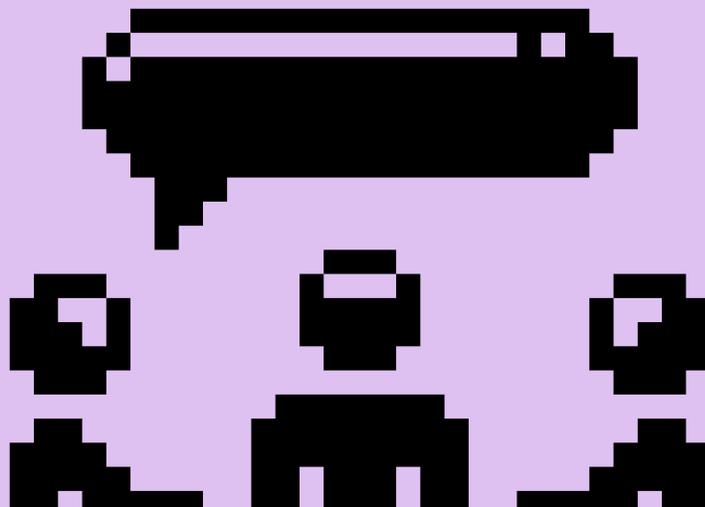
Interim Status as a SSMU Club

Clubs who have an Interim Status as a SSMU Club are entitled to:

- five (5) hours per week of free **room booking**
- two (2) hours of free **tabling** in SSMU buildings.

After free hours are exceeded, rooms and tables can be booked at an hourly cost with a 50% discount.

- ✓ To activate your VEMS account, email the **Internal Events Coordinator** at internalevents@ssmu.ca with your ssmu.ca email.
- ✓ In the ***Booking with VEMS User Guide***, you will find all the information to make your reservations.



BENEFITS TO BEING A SSMU CLUB

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

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



DriveSafe

DriveSafe provides safe and free rides home on weeknight evenings.



Plate Club

Plate Club provides free, reusable dishware rentals for events including those organized by Clubs who want to make their event more environmentally sustainable.



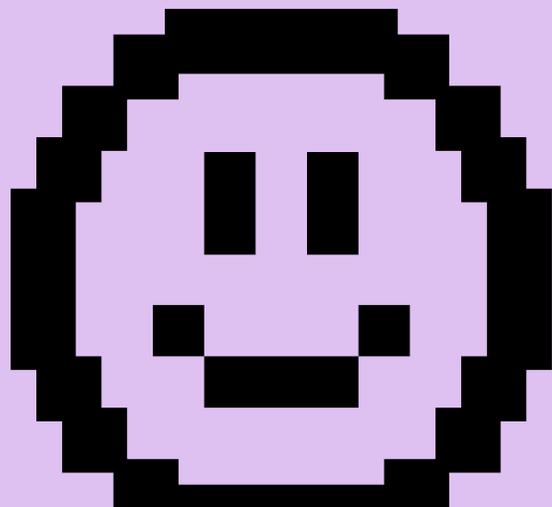
Midnight Kitchen Collective

Midnight Kitchen provides vegan catering services for initiatives that align with their political mandate.



Walksafe

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

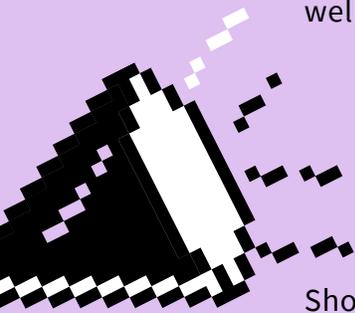
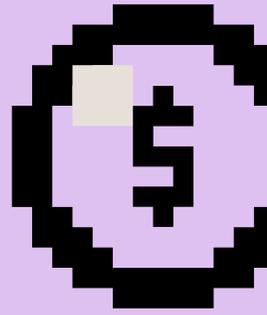


BENEFITS TO BEING A SSMU CLUB

Sponsorship Support

External sponsorship is a great way to raise funds for your Club and help foster ties within the McGill community. As a Club, you have the authority to seek and negotiate sponsorship but cannot enter into legally binding or sign on behalf of your group. Should you wish to enter into contractual agreements with a third party, you must submit the provisions via the **Sponsorship Declaration Form**. An agreement will be created on your Club's behalf and sent to the appropriate parties for signature.

For more information, make sure to check out the **Sponsorship Guide** as well as the **Contracts & Agreements Checklist**.



Event-Planning Support

Should you require assistance with creating your event, we have various event support resources that have experience working with SSMU Groups. These include, but are not limited to: preferred venues, caterers, rental companies, and services that would be happy to collaborate and bring your vision to life!

Internal events

For internal events support and inquiries, please contact the **Internal Events Coordinator** at **internalevents@ssmu.ca**

External events

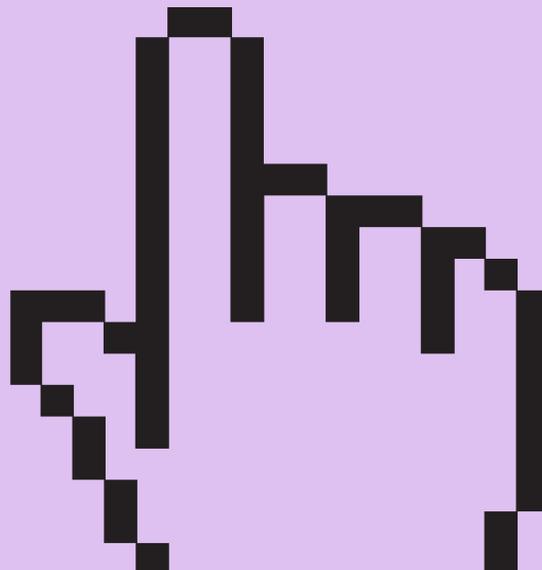
For external events support and inquiries, please contact the **External Events Coordinator** at **externalevents@ssmu.ca**

BENEFITS TO BEING A SSMU CLUB

Accessibility Support

If you have any accessibility concerns regarding your services, events, training, etc. you can reach out to the **SSMU Accessibility Commissioner** at accessibility@ssmu.ca. The Accessibility Commissioner can provide consultation, training, advice, and resources for any concerns you may have in the sphere of accessibility. Furthermore, if you or any individual within your club or receiving services from your club has an accessibility concern you can utilize the **SSMU Accessibility Complaint form**.

Some useful resources to consider to assure the centering of accessibility needs in all your clubs activities include the **Practical Guide to Accessible Graphic Design** by the Ontario Association of Registered Graphic Designers, the **SSMU Researcher Guide**, for if you are collecting data on your clubs members/users and this **Accessible Event Planning** in the McGill Context training.



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 opens, the form will be sent out through the Clubs Listserv with all the logistics of the event.

Register your club for **Activities Night Fall 2022 (before September 9)**.



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**.

SSMU Listserv

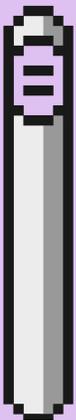


The SSMU Listserv, which is sent out on a weekly basis, reaches nearly all undergraduate students at McGill. You can submit an event to be placed on the listserv by visiting the **Listserv page**.

INCREASE YOUR VISIBILITY

Tabling

University Centre



If you are an SSMU Club you are allotted eight subsidized hours a week for kiosk and table reservations. Table booking requests are submitted via the **SSMU EMS portal**.

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**) for more information!

Postering



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

- ✓ 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.
- ✓ 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”.
- ✓ Do not poster off campus.

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***.

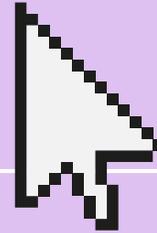


SSMU Student Life Social Media

Make sure to follow the ***SSMU Student Life Facebook page*** and ***Instagram Page*** to stay tuned regarding important updates for your Club. Don't hesitate to tag the page to help share your event!

@ssmustudentlife

FORMS



Events

[Events & Activities Declaration Form](#)

[Ballroom Booking Request Form](#)

[Sponsorship Declaration Form](#)

[Guest Speaker Declaration Form](#)

[Independent Contractor Agreement Request Form](#)

[Outdoor Equipment Booming Request Form](#)

[Sale & Service of Food Request Form](#)

[Food Equipment Request Form](#)

Banking

[Banking Contract Form](#)

[Bank Token Replacement Request Form](#)

[SSMU Cheque Request, Purchase Order, and Petty Cash Form](#)

Club Management

[Student Group Information Form](#)

[Request for Website and Design and Support Form](#)

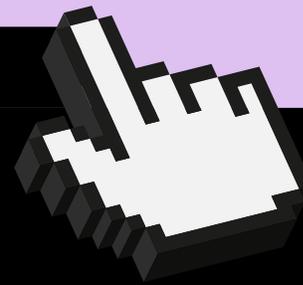
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CLUBS CHECKLIST

Fall Semester 2022

- Register your club for **Activities Night Fall 2022 (before September 9)**
- Complete the **Student Group Information Form (before September 13)**.
- 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.
- Complete the **banking services contract (before September 13)** and bring a printed copy to the Finance Workshop.
- Attend the Club workshop** (on September 3, 4, 10, or 11). Registration coming soon!
- 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 Coordinator** at **clubscoord@ssmu.ca** for approval and ratification.

Club workshop



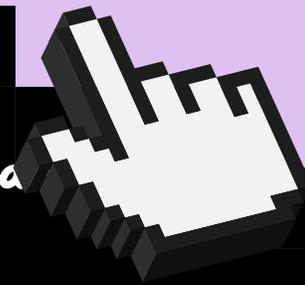
- **Club** (2 executives: preferably President and VP Finance)
- **Finance** (2 signing officers: Usually President and VP Finance)
- **Audit** (2 executives: preferably President and VP Finance)
- **Equity** (2 executives: preferably President and VP Internal)
- **GSVP** (5 members or 50% of executives or collective members, whichever is less)
- **Sustainability** (2 executives: preferably President and VP Events or Social)

CLUBS CHECKLIST

Winter Semester 2023

- Register your Club for **Activities Night Winter 2023** (the date 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).
- Verify that all training workshops have been attended. Contact the **Club Administrator clubadmin@ssmu.ca** if you have missed any of the trainings listed above.
- Declare all your events via the **Declaration of Event & Insurance Request Form** prior to their commencement and promotion.
- Submit winter audit.
- 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 Coordinator** at **clubscoord@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 a **database of online credentials** (passwords, usernames, etc.) and transmit it to the new Executives of your club.



STUDENTS' SOCIETY OF MCGILL UNIVERSITY