

# HOW-TO-START-A-CLUB MID-YEAR GUIDE 2020



***Interested in starting your own Huron club? Follow the steps outlined in this package to get started!***

# HUCSC MISSION

The Huron University College Students' Council is committed to funding a clubs system that supports the diverse interests of Huron students. Membership is free to all Huron students. We provide funding for all clubs' operations while allowing clubs to maintain autonomy to fulfill their own missions.

## **Our Clubs Policy:**

The HUCSC Clubs Policy contains the rules and regulations all clubs must follow. Please read through the policy before beginning your application.

The HUCSC Clubs Policy can be obtained at [myhuron.ca](http://myhuron.ca) or by e-mailing one of the contacts listed on the following page. A copy is also available in the HUCSC office.

### ***HUCSC Clubs Policy Requirements:***

1. All clubs must be open to all Huron students
2. All clubs must have an executive committee comprised of only undergraduate Huron students
3. Have a minimum of ten (10) members including the executive
4. All clubs must be unique and distinct from any other Huron club
5. All clubs must have an executive committee comprised of at least a president and treasurer
6. The Clubs president and treasurer must attend the mandatory meetings as specified by the Clubs Commissioner

## **The Clubs Governance Board:**

The Clubs Governance Board is a standing committee made up of voting members of the Huron University College Student Council. Its purpose is to act as an impartial supervisor for the clubs system at Huron University College. The board meets to approve budgets and constitutions and ratify new clubs, and as issues come up throughout the year.

The Clubs Governance Board can also approve applications for club grants, address conflicts-of-interests within clubs, and decide what should be done when disciplinary action must be taken place against a club.

# HUCSC CONTACTS

The Clubs Commissioner can help you with the day-to-day operations of your club while the VP Finance and Administration can help you with preparing financial statements. Please contact them with any questions or concerns.

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**Rebecca Marsh - Clubs Commissioner**

[clubs@myhuron.ca](mailto:clubs@myhuron.ca)

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**Andrew McCann - VP Finance and Administration**

[vpfinance@myhuron.ca](mailto:vpfinance@myhuron.ca)

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# CLUB RATIFICATION TIMELINE

## October-December

- Brainstorm your vision for your club
- Check current club list for overlap
- Establish who will be your club's initial president and treasurer. They will be representing your organization until it is ratified as a club!
- If you have any questions about how to start your club contact the Club Commissioner



## Month of January

- Attend a *Clubs Executive Training Session*
- Your club's president and treasurer **MUST** attend this meetings in order to be ratified



## January 31 @ 6:00pm

- Email your club's application package to the Clubs Commissioner ([see page 5 for a list of documents that this package must include](#))



## Early / Mid February

- Check your email! The status of your application will be sent to you by the Club Commissioner
- If the Clubs Governance Board requires some changes to your clubs budget or constitution, you can work with the Clubs Commissioner to get these done as soon as possible so your club can be approved!

# HUCSC CLUB PROPOSAL PACKAGE

**Due Date: January 31 @ 6:00pm**

*In order to have a new club ratified by the HUCSC's Clubs Governance Board, you MUST submit a package containing the following five documents to the Clubs Commissioner.*

## **1. Cover Letter**

- A typed cover letter stating the club's desire to be ratified along with the names, student numbers, UWO email addresses, and telephone numbers of your intended president and treasurer

## **2. Proposal**

- You must include a typed, maximum three (3) page, proposal answering the following questions:
  - What is the purpose of the club?
  - What activities will the club hold? Are these activities feasible?
  - How is the club unique from already ratified HUCSC clubs?
  - What are some of the liability issues that the club may face?

## **3. List of Members**

- You must include a typed list of no fewer than ten (10) students currently registered at Huron who are interested in joining the club if ratified
- This list shall include the students' names and student numbers

## **4. Proposed Constitution**

- A typed copy of the proposed constitution for the club that includes the following components:
  - A section that states clearly that its views and actions in no way represent the HUCSC
  - The definitions of the name of the club
  - The club's mandate
  - The club's membership
  - The executive positions and their respective duties and responsibilities
  - When the club will hold meetings
  - An outline of election procedures
  - The process of amending the club's constitution
  - The process of impeaching an executive member
  - Who constitutes a signing officer

## **5. Proposed Budget**

- A typed copy of the club's proposed budget for the upcoming academic year, which adheres to the budget guidelines outlined in section 7.04 of the HUCSC Clubs Policy