



Club Leader Guide

2024

Contents

Introduction..... 3

Club Policies..... 3

Starting a Club 4

Roles and Responsibilities..... 4

Compensation 4

Club Activities..... 5

Fundraising 5

Club Marketing and Communications 6

Media Relations..... 7

Social Media 7

Club Resources 7

Club Funding..... 8

Club Reports 9

Disciplinary Policies..... 9

Introduction

Student Government aims to create an engaging student community within Loyalist College and Club Leaders play an essential role in the creation and maintenance of an engaging environment. Clubs give students the opportunity to connect with likeminded individuals and share their passions outside of academics. Connection between students increases quality of mental health, provides support systems, builds networking opportunities, provides leadership opportunities, and enriches the lives of all students involved. The Student Government works in partnership with student clubs to provide guidance and support for them and their initiatives. The main point of contact for Clubs is the Student Vice-President, Student Life in collaboration with the Student Experience and Engagement Team whose role is to assist and direct clubs.

Club Leaders will meet regularly with the Student Vice-President, Student Life and the Student Experience and Engagement Team regarding the needs of the club including space, advertising, and activity requirements, feedback from club members, gathering information to share with club members, staying up to date on policies and procedures, club fairs and other member recruitment opportunities, club events/activities and club succession planning.

Club Policies

The name of the Club cannot include the words, “Loyalist College.” However, the use of the word “Loyalist” is acceptable.

The Loyalist Student Government will not sanction any club that is political or religious in nature. Please note that the Loyalist Student Government is not against any political or religious group but will not support one party or faith over another. Membership must be available to all current full-time students of Loyalist College regardless of religion, ethnicity, age, gender, financial position, sexual orientation, or disability. No clubs sanctioned by the Loyalist Student Government shall take part in any form of initiation of its members. All ratified clubs must abide by the Loyalist Student Government Constitution and the [Loyalist College Student Code of Conduct](#). The club is not an agent or representative of the Loyalist Student Government and has no authority to act on behalf of the Loyalist Student Government. The views and actions of the club in no way represent the Loyalist Student Government. The Club Contact is the official representative for the club with regards to interaction with the Loyalist Student Government. An optional non-student position exists for a College Staff or Community Member to provide advice and guidance to the club and its members as well as assist the club in sustaining itself from year to year. Membership fees shall not be collected from each member unless approved by the Loyalist Student Government Board. The Loyalist Student Government has the authority to suspend and/or de-ratify any club that is in breach of the [Club Policies](#) or any Loyalist College policies and procedures. Should the club wish to continue each year, the current Club Contact must appoint a Club Contact for the following year at the end of each academic year. The name and contact information must be given to the Student Vice-President, Student Life.

Starting a Club

Students who are interested in starting a club on campus are encouraged to review the [Club Policies](#) as well as the list of [existing clubs](#) on campus before completing the [Online Club Application](#). The Student Government Board will review the club application at a Board meeting. Following the Board, the Student Vice-President, Student Life will contact the club contact through email to advise if the club was ratified by a majority vote in favour or if there are questions regarding the application of the Board would like more information.

The Student Vice-President, Student Life and the Student Experience and Engagement Team will consult with the Director, Athletics and Recreation and the Campus Recreation and Fitness Coordinator regarding any athletic-related club proposals prior to bringing forward to the Student Government Board.

Roles and Responsibilities

The role of the Club Leader is to oversee the club and create a safe, welcoming, and friendly environment for its members. Club Leaders agree to uphold important responsibilities to the students of Loyalist College and to its own membership. All Club Leaders will behave in a manner in accordance with Loyalist College Policies, including but not limited to, the [Loyalist College Student Code of Conduct](#).

- 1. Recruit:** Recruit new members, track membership as members join and leave.
- 2. Communicate:** Familiarize themselves with and uphold the Student Government [Club Policies and Procedures](#), maintain the club's email, and respond promptly to club-related correspondence, maintain regular communication with members, manage the club's social media account(s) and ensure that all content is appropriate including posts and comments from other users, prepare Club Reports as requested by the Student Vice-President, Student Life and the Student Experience and Engagement Team.
- 3. Plan:** Schedule and facilitate meetings with members, work with club members to determine and plan activities, work on a succession plan to keep the club active from year-to-year and create a monthly plan to submit for approval of hours.

Club Leaders cannot speak for Loyalist College or the Loyalist College Student Government, or sign any legal documents (purchase orders, contracts, leases, agreements, etc.) on behalf of their club.

Compensation

Compensation is available for Club Leaders in recognition of the time commitment and responsibility involved in leading a club on campus. Club Leaders will be required to submit a plan to the Student Vice-President, Student Life and the Student Experience and Engagement Team at the beginning of every

month, outlining their clubs' events and meetings. This will allow for accurate budgeting and scheduling. Upon plan approval, Club Leaders will be paid the current Ontario minimum wage for hours worked.

Club Leaders will be provided an opportunity to participate in student leader training opportunities.

Club Activities

The Student Government encourages clubs to host events on campus that are open to all students and are related to the club's purpose and objectives.

For each event that a club would like to host on campus, a [Club Event Request Form](#) must be completed a minimum of fourteen (14) business days before the proposed event date. The proposed event will be reviewed by the Student Vice-President, Student Life in consultation with the Student Experience and Engagement Team to ensure that the event adheres to Loyalist College policies and fits within the programming schedule.

The Student Government will not support any club events or activities that:

- Contravene Loyalist College's Student Code of Conduct
- Are not open to all members of the Loyalist College community
- Encourage gambling or illegal activities
- Are unrelated to the club's purpose
- Are held outside of the Loyalist College campus
- Present significant risk or liability

If the event request is approved, the Student Vice-President, Student Life and the Student Experience and Engagement Team will work together with the Club Leader on developing an event plan that adheres to Loyalist College policies and procedures.

If a Club chooses to host and participate in an off-campus club event, each club member and event attendee acknowledges and assumes all liability and risk associated with participating in the event and understands that the Loyalist Student Government and/or Loyalist College cannot be held liable for any outcomes associated with the event.

The club must intend to carry out activities that do not infringe on federal, provincial, municipal, or regional laws, and which will not interfere with the ordinary course of business at the College; nor infringe on the rights or privileges of others, which include the rights to privacy and freedom of expression and association.

Fundraising

Clubs are welcome to organize fundraising initiatives; however, these must be approved by the College's Advancement Office. The [Fundraising Prospect Approval Form](#) must be completed and submitted at least

two (2) weeks in advance. Bake sales are not allowed due to risks associated with food allergens and food safety.

Club members agree to indemnify the Loyalist Student Government and Loyalist College from and against all actions, suits, claims, and demands in connection with club events and activities.

Club Marketing and Communications

It is the responsibility of each Club to promote their events and activities. Each club will be featured on loyalistlife.com with a description of the club as well as the contact email to join the club. Clubs, in general, will also be featured in various Loyalist Life and Loyalist College marketing channels.

Each semester, the Loyalist Student Government will allow each club colour copies of their marketing materials. A request for these copies must be made at least one week in advance of the posting date to the Student Experience and Engagement Team. The clubs display case in the Link Lounge is available for all clubs for posting advertising and displaying awards. Clubs who wish to add items to the display case must contact the Student Vice-President, Student Life. In addition, clubs can post their event and activities on the Club Calendar blackboard in the Shark Tank Pub.

Every club must abide with the following posting policies. Failure to do so may result in a suspension of posting privileges:

- All posters MUST be approved by the Student Experience and Engagement Team before putting them up.
- All posters are ONLY to be posted on Club specific bulletin boards designated by the Student Government.
- Posters cannot cover other posters.

Posters must not be put in/on the following surfaces/areas:

- Washrooms
- Glass/windows/lockers
- Painted surfaces
- Pillars
- Plants or plant holders

Club logos must be approved by the Student Government Board. The Loyalist College and Loyalist Student Government logos are NOT to be used in any print or online marketing materials.

Media Relations

All official communications with the media, on behalf of the College, shall be coordinated and supported by Marketing and Communications Services. The President and CEO shall be the primary official spokesperson for the college. Specific media requests pertaining to clubs must be approved through the Student Government President and the Student Experience and Engagement Team before undertaking.

Social Media

Clubs and groups sanctioned by the Student Government are welcome to use social media as a place for members to connect, share information and ask questions. Social media platforms include but are not limited to Facebook, Instagram, Snapchat, Twitter, LinkedIn, Online forums, blogs, message boards, chat rooms, etc.

Club Leaders will be responsible for providing the handles and login information of all club-associated social media accounts to the Student Vice-President, Student Life and the Student Experience and Engagement Team for monitoring regularly and ensuring that all content is appropriate including posts and comments from other users. Posts and comments must NOT violate any Loyalist College policy including the [Student Code of Conduct](#), be abusive, threatening, profane, derogatory, slanderous, defamatory, or offensive, include obscene language or sexual content, promote foster, or perpetuate discrimination on the basis of race, creed, colour, age, religion, gender, marital status, national origin, physical or mental disability or sexual orientation. Club Leaders will contact the Student Experience and Engagement Team regarding requests to post information on the Loyalist Student Government as well as Loyalist College social media platforms. These requests are subject to approval, at the discretion of the Loyalist College Marketing and Communications Department.

Should there be an occurrence where inappropriate conduct is reported or found, depending on the severity of the incident; the Club Leader will meet with the Student Vice-President, Student Life and the Student Experience and Engagement Team to discuss disciplinary action.

The Loyalist Student Government is not liable for any content posted by clubs or groups on social media and these posts do not necessarily reflect the opinions of the Loyalist Student Government.

Club Resources

Clubs approved by the Student Government Board will be able to use College Space and multimedia equipment. Bookings can be arranged with the college as follows:

Rooms and Booth: Student Experience and Engagement Team (semester-to-semester basis)

Multimedia Equipment: Club organizer through the Service Desk

Student Experience & Engagement Equipment & Supplies: Student Experience & Engagement Office Coordinator through the office, 1S1F

For room/space bookings, please allow at least one weeks' notice and include date, time, purpose, desired location, approximate number of attendees and any other important details with your inquiry.

The following rooms and spaces are great options for Club use:

- 3N9 Student Lounge
- 3N35 Meeting Room
- 1L26 Multipurpose Room (large open space)
- 1N1 (furniture can easily be moved to create an open space)
- Shark Tank Pub
- Link Lounge
- Residence Commons (with approval from Residence staff)

The Student Experience and Engagement Equipment and Supplies include:

- Popcorn machine
- Slushie machine
- Button maker
- Lifesize games
- Board games
- Beverage dispensers
- Crockpot
- Assorted arts and crafts supplies

It is the Club Leader's responsibility to ensure the college spaces are left in a clean and tidy state, equipment purchased for use by the Club is well-maintained and borrowed equipment is returned promptly and in good working condition.

Club Funding

The Student Government provides funding to clubs in support of their initiatives to enhance student experience and engagement at Loyalist. Funding considerations are made on a case-by-case basis. Clubs who wish to apply for funding must complete the [Club Funding Request Form](#) which will be reviewed by the Student Government Board. Funds will be issued based on the decision of the Board taking into consideration the following criteria contributes positively to student experience and engagement at Loyalist College, provides value to the club and assists the club and its members in achieving their goals, and increases the visibility, profile and/or awareness of the club.

Club funding may be requested for the following, but not limited to club supplies and/or equipment, expenses for participating in workshops, conferences, and competitions related to the club mandate, branded/promotional items intended for long-term/multipurpose use, booth giveaways and supplies for

club booth, expenses for hosting events open to all students, and projects the club has chosen to initiate related to the club mandate.

Club funding may not be requested for the following, but not limited to academic, computing and learning services, personal and/or class projects, program/lab supplies, alcohol and/or any controlled substance(s), direct donations to organizations, memberships to other associations or political parties, appreciation dinners or banquets, and personal expenses.

If the funding request is approved by the Student Government Board, the Student Vice-President, Student Life and the Student Experience and Engagement Team will work together with the Club Leader to acquire the goods and/or services, adhering to all procedures outlined in the Loyalist College [FIN 200 Procurement Services Policy](#).

Any materials or equipment purchased using club funds become property of the Student Government and must be surrendered to the Student Government at the end of the academic year, upon request, or upon termination of the club. Any items purchased for clubs must be stored securely after each use.

Club Reports

All clubs are required to submit periodic reports to the Student Vice-President, Student Life and the Student Experience and Engagement Team upon request, to update on club initiatives, plans and priorities.

In general, the report will include a list of current members, a summary of all club events, a list of upcoming events and initiatives (planned or proposed), and any other information deemed relevant by the Club Leader, Student Vice-President, Student Life, and the Student Experience and Engagement Team.

In April, Clubs will be required to submit a report that highlights the past year's accomplishments and outlines the transition plan for the next academic year.

Disciplinary Policies

Inappropriate behaviours of club members and/or club activities that prevent the rights of other to use and enjoy the club is unacceptable and prohibited.

Written noticed will be given to any club who is violation of any Club or Loyalist College policies, including the [Student Code of Conduct](#). Should the violation be severe in nature, the Student Government reserves the right to suspend and/or disband said club at the discretion of the Student Government President and Student Vice-President, Student Life as well as the Director, Student Experience and Engagement. Such violations may include, not are not limited to:

- Violations of the [Loyalist College Student Code of Conduct](#) and/or other Loyalist College policies

- Disrespect and/or harassment of staff, faculty, students and or any other individuals representing the club
- Misrepresenting or slandering the Student Government or Loyalist College in anyway