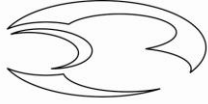


Brock University Students' Union

# **BROCK UNIVERSITY STUDENTS' UNION**

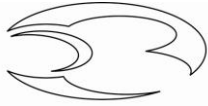
## **CLUB HANDBOOK**



Brock University Students' Union

# BROCK UNIVERSITY STUDENTS' UNION TABLE OF CONTENTS

Table of Content .....	2
Contact List .....	3
General Philosophy of Clubs.....	4
Roles of BUSU and Clubs .....	
The Vice-President Student Services' role is.....	
The role of a BUSU is:.....	
Club Policy Committee .....	
Committees' responsibility:.....	
How to Become a Club.....	
Financial Guidelines.....	
Club Ratification Procedures .....	
Conditions for De-Ratification .....	
Club Privileges .....	
Funding and Budget Policy .....	
Acceptable expenditures.....	
Supplemental Grants.....	
Busu and University Policies.....	



Brock University Students' Union

## **BROCK UNIVERSITY STUDENTS' UNION CONTACT LIST**

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### **PHONE NUMBERS:**

Brock University	(905) 688-5550
BUSU Office/Reception	ext. 3568
Vice-President Student Services	ext. 3750
President	ext. 3101
Vice President Finance and Administration	ext. 3184
Vice-President University Affairs	ext. 4198
Events and Projects Coordinator	ext. 3143
Manager of Advertising and Design	ext. 3188
BUSU Business Manager	ext. 4199
Brock Press (Editor-in-chief)	ext. 4221
Communication Services	ext. 3260
Physical Plant	ext.3717
Isaac's Bar	ext. 4202/4204
Vince Wilson (Risk Management)	ext. 4101

### **YOUR BUSU ADDRESS:**

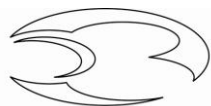
Club Name  
c/o Brock University Students' Centre Inc.  
500 Glenridge Ave.  
St. Catharines, Ontario  
L2S 3A1  
Phone: (905) 688-5550 Fax (905) 641-7581

## **IMPORTANT EMAIL ADDRESS(ES):**

Vice President Student Services	<a href="mailto:vpss@busu.net">vpss@busu.net</a>
BUSU receptionist	<a href="mailto:reception@busu.net">reception@busu.net</a>
Vince Wilson	<a href="mailto:vwilson@brocku.ca">vwilson@brocku.ca</a>
President	<a href="mailto:president@busu.net">president@busu.net</a>
Vice President Finance and Administration	<a href="mailto:vpfa@busu.net">vpfa@busu.net</a>
Vice President University Affairs	<a href="mailto:vpua@busu.net">vpua@busu.net</a>
BUSU Business Manager	<a href="mailto:rongourlay@busu.net">rongourlay@busu.net</a>
Brock University Student Radio (CFBU)	<a href="mailto:pd@cfbu.ca">pd@cfbu.ca</a>
Advertising and Design	<a href="mailto:ads@busu.net">ads@busu.net</a>
Brock Off Campus	<a href="mailto:boc@busu.net">boc@busu.net</a>
Foot Patrol Coordinator	<a href="mailto:footpatrol@busu.net">footpatrol@busu.net</a>
Brock Press	<a href="mailto:editor@brockpress.com">editor@brockpress.com</a>
Isaacs	<a href="mailto:Isaacs@busu.net">Isaacs@busu.net</a>

## **ACRONYMS:**

BUSU- Brock University Students' Union  
BUSAC- Brock University Student Administrative Council  
ADS- Advertising Design Service  
VPSS- Vice President of Student Services



Brock University Students' Union

## **BROCK UNIVERSITY STUDENTS' UNION GENERAL PHILOSOPHY OF CLUBS**

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### **GENERAL PHILOSOPHY OF CLUBS**

Clubs that are ratified by the Brock University Students' Union (BUSU) are designed to help students get the most out of University life. BUSU recognizes the value of clubs in providing social, cultural and educational services designed to encourage students at Brock to participate and learn.

All clubs must be open to:

**EVERY STUDENT AT BROCK REGARDLESS OF RACE, RELIGION,  
COLOUR, ABILITY, GENDER OR MONETARY STATUS.**

With being ratified comes a great responsibility, for both the club and for BUSU. A club must contribute continually to the student body, while maintaining its legal responsibilities. Brock University Students' Union supports and abides by all Brock University Policies including but not limited to the Campus Alcohol Policy and the Harassment Policies and will not ratify or support clubs that do not also abide by University policies.

Under the umbrella of the Brock University Students' Union there will be **no athletic clubs funded**. They will be ratified through Athletics and Services. However, these clubs will still have the same privileges as any other club in terms of the services available.



Brock University Students' Union

## **BROCK UNIVERSITY STUDENTS' UNION ROLES OF BUSU & CLUBS**

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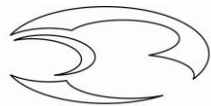
### **ROLES OF BUSU & CLUBS**

#### **The Vice-President Student Services role is:**

- Advise on budgeting, writing a constitution and organizing events.
- Help your club avoid some of the pitfalls involved with club operations both on campus and off campus.
- Make contacts for you with various people in the university administration as well as at other universities.
- Liaison to the Club Policy Committee and supplemental grants.

#### **The role of a BUSU Club is:**

- To keep a good working relationship with the Vice-President Student Services.
- Keeping the Vice-President Student Services informed of club activities and to ask for help with advertising and the promotion of events, if needed.
- Follow BUSU and Brock University procedures in event planning and implementation.
- Be aware and follow the bulletin board policy.
- To practice good risk management strategies at all times, and filling out risk management forms 21 days before an event takes place.
- To read the Clubs by-law 2550.



Brock University Students' Union

## **BROCK UNIVERSITY STUDENTS' UNION CLUB POLICY COMMITTEE**

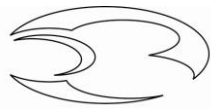
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### **CLUB POLICY COMMITTEE**

The Clubs Policy Committee (CPC) is the effective administrative body used for handling day to day operations of clubs. The CPC is composed of the Vice-President Student Services, two (2) members of BUSAC and two (2) students at large. Quorum for the CPC is three (3) people.

#### **Committees' responsibility:**

- Certifying proper club ratification procedures.
- State clearly the general principles upon which the above considerations and recommendations are based.
- Examining present BUSAC policy directly or indirectly related to clubs.
- Upholding and executing the guidelines in this information handbook.
- Supervision and maintenance of all ratified club/external association constitutions. This includes the right to make unilateral amendments therein, except in the areas of:
  - Name
  - Membership
  - Meetings
  - Elections
  - Amendments
  - Agency
- The de-ratification of clubs not fulfilling their responsibilities will occur after consideration and recommendation by the Club Policy Committee. BUSAC or BUSU Board of Directors will further endorse and implement this recommendation.
- Considering any other questions that the Committee feels are relevant.
- Approving or rejecting supplemental grants up to \$200.
- Recommendations to BUSAC for grant requests above \$200.



Brock University Students' Union

## **BROCK UNIVERSITY STUDENTS' UNION HOW TO BECOME A CLUB**

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### **HOW TO BECOME A CLUB**

- 1) The executive must complete the Club Ratification Package and submit it to the Vice-President Student Services.
- 2) All clubs wishing to be ratified need to have a membership list of at least 10 paid members (excluding 3 club executive members), 80% of which must be current Brock University undergraduate students.
- 3) A Club Constitution.
- 4) A bank account. Each club must open a bank account with three (3) signing officers. The bankbook/statement must be submitted to the Vice-President Student Services along with the ratification package in order to complete the process.

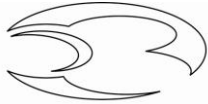
### **FINANCIAL GUIDELINES/TIPS**

#### **Bank Accounts**

The first step in efficient money management is to open a bank account and to keep updated records on your existing account.

#### **Budget Proposals**

A budget is a quantitative expression of a plan of action. It serves several functions: it compels planning ahead; it provides a framework for judging your performance; and it promotes communication and coordination among club executives. Budgets provide the tools necessary for BUSU to assess a club's need for funding. Clubs that are in good standing with BUSU may submit a request for funding, otherwise known as a Supplementary Grant. This is determined by the CPC and/or BUSAC.



Brock University Students' Union

## **BROCK UNIVERSITY STUDENTS' UNION CLUB RATIFICATIONNITION PROCEDURE**

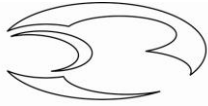
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### **CLUB RATIFICATIONNITION PROCEDURE**

To become a ratified club, the Club Policy states that it:

1. Every club must open its membership to EVERY STUDENT AT BROCK REGARDLESS OF RACE, RELIGION, ABILITY, GENDER OR MONETARY STATUS OR SEXUAL ORIENTATION.
2. Intends to carry on activities that do not infringe federal or provincial laws or municipal, regional or university by-laws, and which will not interfere with the ordinary course of business at the university; nor infringe on the rights or privileges of others, which include the rights to privacy and freedom of expression and association.
3. States clearly in its constitution that it is not an agent or representative of BUSU, that it has no authority to act on behalf of BUSU and that its views and actions in no way represent BUSU.
4. The President of each club must sign an indemnification on behalf of their club.
5. Club executives must read the Draft copy of the Brock University Alcohol Policy and sign that they have read and understood the material and that they agree to abide by the policy and to educate the members of the club according to the policy.
6. Club executives must read the club handbook and sign that they have read and understood the content.
7. Club executives must acknowledge activities not to be undertaken including but not limited to: drinking games, pub crawls, skydiving, parachuting, dangerous activities, equestrian activities, climbing, sporting activities, and martial arts.

8. Shows clearly that it is of benefit to the student body. The potential club must show that:
  - ✓ It shares similar values to the BUSU General Philosophy of Clubs.
  - ✓ It will generate a significant interest within the student body. This interest will be judged by a membership list, minimum 10 paid members, not including the club executive.
  - ✓ It does not share the same mandate as any other club ratified by BUSAC.
9. Has a minimum membership fee of \$3.00 and a maximum membership fee of \$25.00.
10. In addition, ratification will be measured by:
  - ✓ Attendance at Club President Meeting(s).
  - ✓ Amount of involvement and enthusiasm.
  - ✓ An outline of proposed activities for next year.
  - ✓ An updated bank account balance.



Brock University Students' Union

## **BROCK UNIVERSITY STUDENTS' UNION CONDITIONS FOR DE-RATIFICATION**

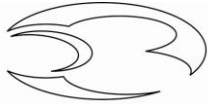
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### **CONDITIONS FOR DE-RATIFICATION**

The following will be cause for De-Ratification:

1. Violation of the General Philosophy or the Club Ratification Policy.
2. Abuse of any BUSU services or privileges, including bulletin board violations and general abuse of meeting rooms.
3. Not having at least three (3) meetings in the school year, one of which must be an Annual General Meeting.
4. Not abiding by the club's constitution as ratified by the CPC.
5. Missing Club Presidents meetings.
6. Not abiding by the stated conditions of the ratification policy.
7. Violation of the Brock University Alcohol Policy.
8. Execution of events not approved through BUSU and the Brock University Risk Management Policy.
9. Violation of any of the procedures indicated in the Club Handbook.
10. Upon the discretion of the Club Policy Committee and/or BUSAC and/or BUSU Board of Directors.

Notice of de-ratification shall be served through the clubs BUSU mailbox and via email.



Brock University Students' Union

## **BROCK UNIVERSITY STUDENTS' UNION CLUB PRIVILEGES**

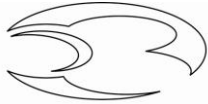
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### **CLUB PRIVILEGES**

Upon ratification, a club is entitled to access certain BUSU services for clubs.

Basic Universal Services - these include, but are not limited to:

1. The right to reserve a room for meetings and functions without room rental charges. Contact the Student Union secretary (ext. 3568) for details on room bookings. Bookings are to be made at minimum 5 working days in advance.
2. The club will be given a BUSU.net email address. I.e.: [clubname@busu.net](mailto:clubname@busu.net). All emails must be approved by the VPSS.
3. The use of BUSU mailboxes. Please check these as often as possible as they are the link between students, BUSU executives and Club executives.
4. Access to the assistance of the Vice-President Student Services to help set up special events, or for any general problems encountered during the year.
5. Access to other Club executives during "President Summit Meetings." (Note: Other club presidents are a good way to get feedback on some ideas or problems your club may be having)
6. Posting on the BUSU bulletin boards free of charge.
7. Access to the Community Announcements Section in the Brock Press, with a maximum of 75 words. (Note: This is the best way to reach your club members and any new students who may be interested in joining your club)
8. Supplemental Grants upon the discretion of the Club Policy Committee and/or BUSAC and/or BUSU Board of Directors.
9. Free locker for each club to be used to store club related materials.



Brock University Students' Union

## **BROCK UNIVERSITY STUDENTS' UNION FUNDING & BUDGET PROCEDURES**

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### **FUNDING & BUDGET PROCEDURES**

- All funding requests must be handed in to the Vice-President Student Services.
- To receive funding a club must be ratified.
- All funding will be in the form of membership fees and supplemental grants only. A club may raise additional money by selling approved items and/or holding approved fundraisers, etc.
- Supplemental grants:
  - CPC reserves the right to determine allocation of funds up to \$200. Over \$200 BUSAC and/or BUSU Board of Directors reserve the right to determine allocation of funds.
- Club allocated funds are non-transferable.
- Any club who fraudulently represents their assets will be de-ratified.

### ACCEPTABLE EXPENDITURES

#### Office Supplies/Miscellaneous:

- I.e. Membership cards, tickets, printing, stationary, programs for events, journal subscription, newspaper subscription, etc.

#### Entertainment:

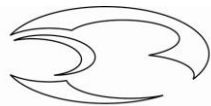
- I.e. Speaker's honorarium, films, slides, video cassette rental, disc jockey, guest performing groups, lighting, decorations, set up charge for dinner in the Pond Inlet or Isaac's, trays and racks (rented from Marriott foods only), bus travel costs, etc.

#### Advertising:

- I.e. Press advertisements, posters, typesetting, bristol board, etc.

Other Activity Expenses:

- I.e. Isaac's clean-up charge, Physical Education facility rental, Pond Inlet dance floor charge, Tower cafeteria clean-up charge, rental of outside facilities, Brock Campus Police security, etc.



Brock University Students' Union

## **BROCK UNIVERSITY STUDENTS' UNION SUPPLEMENTAL GRANTS**

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### **SUPPLEMENTAL GRANTS**

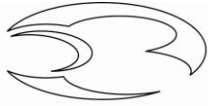
Supplemental grants may be used for funding club events and/or capital purchases.

#### **SUPPLEMENTAL EVENT GRANTS**

- Must complete a Supplemental Grant Form, which can be obtained from the Students' Union Administrative Assistant.
- A copy of the club's budget must accompany the supplemental grant form.
- All Risk Management forms need to be filled out and approved.
- All supplemental grants under \$200 will be decided by the CPC. Any requests above \$200 will be brought to BUSAC or BUSU Board of Directors by the recommendation of the CPC.
- The club president's signature must be on all of the necessary forms.

#### **SUPPLEMENTAL CAPITAL GRANTS**

- Must complete a Supplemental Grant Form.
- If any equipment is purchased in conjunction with the Students' Union, it becomes the property of the Students' Union.
- All supplemental grants under \$200 will be decided by the CPC. Any requests above \$200 will be brought to BUSAC or BUSU Board of Directors by the recommendation of the CPC.
- The club president's signature must be on all the necessary forms.



Brock University Students' Union

## **BROCK UNIVERSITY STUDENTS' UNION BUSU & UNIVERSITY POLICIES**

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### **BUSU & UNIVERSITY POLICIES**

The following are a list of the policies you are expected to know and understand as a club ratified by BUSU.

Club Handbook (this document)

Alcohol Policy: <http://www.brocku.ca/atyourservice/alcohol.php>

New Respectful Work and Learning Environment Policy:

<http://www.brocku.ca/hr/policies/Respectful%20Work%20and%20Learning%20Environment%20Policy.pdf>

Code of Student Conduct:

[http://www.brocku.ca/sdc/discipline/policies\\_conduct.php](http://www.brocku.ca/sdc/discipline/policies_conduct.php)