



CLUBS

**Clubs Handbook
2019-2020**

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Welcome

Welcome to the Clubs life at UPEI! Here at the Student Union, we strive to offer resources to help aid our students to have the best experience possible over their University career. Participating in a club and/or society can completely change your experience by connecting you with like-minded individuals. With 50+ ratified clubs, there is a club for everyone! The best part - if there isn't, you're welcome to create a new club.

Clubs work hard throughout the year towards hosting successful events and to the end goal of success.

I'm Tessa Rogers, your VP Student life for the 2019/20 school year. I am here to support and encourage your clubs goals, as well as answer any questions about Club Ratification, Event Management, Room Booking & Risk Management, and just about anything else your club may need! I look forward to working with all of you and demonstrating the highest level of Panther Pride UPEI has ever seen!



Tessa Rogers
Vice President Student Life
vpstudentlife@upeisu.ca

Welcome

Hello there and welcome! My name is Maria J. Aguirre and I will be your Clubs & Campaigns Coordinator for this year. I'm in charge of liaising between clubs and the Executive Committee, as well as aiding students regarding Event Management, Club Initiatives and any other issue that might arise throughout the year!



Whether it is a question regarding any Clubs-related events or simply to ask for some help choosing a club that fits your needs **I'm the person to reach out to!**

Maria J. Aguirre
Clubs and Campaigns
Coordinator
clubscampaigns@upeisu.ca

Hello! My name is Keesha Ryan and I am this year's VP Finance and Administration. Part of my job includes ensuring that Clubs at UPEI have access to financial resources they may need in order to succeed. I can help set up bank accounts for clubs, assist with creating club budgets, as well as provide funding through Clubs and Society Funding Assistance.

Clubs and Society Funding is available to UPEI clubs and societies who meet certain funding requirements. My goal this year is to provide more funding to clubs to help them meet their full potential. All information about funding and other financial opportunities for clubs can be found on our website, or feel free to email me at any time.

I look forward to working with the many great clubs and societies we have on campus this upcoming school year.

Keesha Ryan
VP Finance and
Administration
vpfinance@upeisu.ca



UPEI Student Union

The **UPEI Student Union** is a non-profit democratic organization, tasked with representing our students at UPEI. We are dedicated to fostering pride in the university, the betterment of university life, and enhancing the overall student experience. We provide many important services and resources throughout our campus, some of these being student and society funding, health and dental insurance, events and entertainment, T3 Transit pass and Panther Patrol, advocacy efforts, student employment opportunities, and many more! We value our independence as an organization while maintaining effective relationships with the University, as well as our surrounding community.

As a unifying body, the UPEISU strives to provide leadership while assisting students as they obtain the highest standards in their academic and personal life; enhancing their quality of life now and into the future.



UPEISU Governance

Student Council

The UPEISU Council is the chief governing body of our organization - this means that the final say in everything pertaining to the Student Union falls into Council's hands. Council has the power to add, remove, or modify any service or affiliation of the SU as they decide most beneficial for the student body. The Council is formed by student representatives that all UPEI full-time students have the opportunity to vote into position - there are 26 Student Councillors and our 4 Executive Committee members. Don't forget to put your name forward in the next election period in order to represent your faculty!

Executive Committee

The Executive Committee consists of the President, Vice President Academic and External, Vice President Finance and Administration, and Vice President Student Life. The executive committee develops initiatives, provides direction, and manages the logistical and financial operations of the Student Union. Executive committee members must be registered, full-time UPEI students and work in the office a minimum of 20 hours per week to assist students and student experience.

UPEISU Staff

In order to help things run smoothly, there are many different people who work in the SU office every day, these include: General Manager, Administrative Coordinator, Office Assistant, Director of Communications, Associate Director of Communications, Clubs and Campaigns Coordinator, Policy and Research Coordinator, Bar Manager, Cadre Editor in Chief, Chief Returning Officer, Yearbook Editor, Graphic Designers, and Photographer. Without the hard work and dedication these people put in the Student Union wouldn't be able to accomplish nearly as much as we do!

Important Club Contact Info



Website

<http://upeisu.ca/clubs-societies/>



Vice President Student Life - Tessa Rogers

vpstudentlife@upeisu.ca



Clubs & Campaigns Coordinator - Maria Jose Aguirre

clubscampaigns@upeisu.ca



Administrative Coordinator - Candice Heigh

admin@upeisu.ca



Vice President Finance and Administration - Keesha Ryan

vpfinance@upeisu.ca



Director of Communications - Caroline Simoes Correa Bizulli

communications@upeisu.ca



Bar Manager

thefoxandcrow@upeisu.ca



Security Services

security@upei.ca



Athletics and Recreation - Stephanie Knickle-Currie

sknickle@upei.ca



Student Affairs

studentserv@upei.ca

Club Registration Process

How to register a club for the first time

To ratify as a brand new club you must fill out the online registration form found following these directions

www.upeisu.ca/clubs-socitites → **start a club** → **club registration form**

This is the standard registration form you will fill out each time you re-ratify, but as a new club you are additionally required to provide a list of 15 interested full-time UPEI students and a constitution (guidelines can be found on our website).

After the submission of the registration form, the VP Student Life will request Council's approval to ratify the club as an official sub-organization of the UPEI Student Union. Upon Council's approval, the VPSL or the Clubs Coordinator will then have a meeting with the Clubs designated main contact (President) in order to supply information about adequate resources/clubs expectations for the year.

Club Registration Process

When and how to re-register a club:

Every club is required to re-ratify annually to allow the Student Union to keep up-to-date which clubs are active within the UPEI community. Clubs can re-ratify by filling out the online registration form found in these directions (note: a list of only 7 interested full-time students is required for re-ratification)

www.upeisu.ca/clubs-soceties → **start a club** → **club registration form**

After the submission, the VPSL will request Council's approval to re-ratify the club as an official sub-organization of the UPEISU. Upon Council's approval, the VPSL or the Clubs Coordinator will then have a meeting with the Clubs designated main contact (President) in order to supply information about adequate resources/clubs expectations for the year.

Club Commitments

In order for the SU and the Clubs to keep transparent communication we have certain responsibilities that they must complete. These commitments are not optional and they do affect the likelihood of getting ratified next year as we want Clubs to be as active as possible with the time that they have.

Running Meetings

Meetings are an important part of running a club, and keeping members engaged and involved. Meetings are the best occasion to make decisions, gather information, report back to members, and coordinate actions and events.

Tips for running an effective meeting:

- Inform your members of the time, date, and place at least 2 weeks in advance
- Facebook polls are an easy way to communicate and decide meeting times.
- Make the objective of your meeting clear by creating an agenda
- Start on time and end on time
- Have somebody taking minutes (notes) - these should be shared with members, as well as on the Google folder.
- Encourage participation and make everyone feel welcome

Club Commitments

Responsibilities of UPEISU Clubs

- Represent your club professionally, and remember that the actions of your club reflect on both the UPEISU and the University
- Read and understand the UPEISU Sub Organization Bylaws
- Check your club email on a regular basis
- Keep your members up-to-date and informed about meetings and events
- Organize a minimum of one event per semester;
- Complete the Room Booking & Risk Management form before organizing any event
- Attend Club Orientation
- Attend the Club Executive Training Program
- Attend the Club Mentorship Program
- Update the Clubs Document twice per semester
- Submit your monthly bank statements to the SU
- Complete a year-end report
- Enjoy your time as a club executive!

Elections

Every registered club must hold annual elections to determine who the executive committee will be. The nomination process is up to the current executives. If there is more than one nominee for any position, written/electronic ballots should be used to allow club members to vote. A simple majority of the votes will determine who wins the election. If you need advice on how to run an election, contact the Clubs Coordinator at clubscampaigns@upeisu.ca for help.

Benefits of Being a Registered UPEISU Club

Financial Assistance

Funding is available to clubs for certain expenses, given that they meet the criteria outlined in the Clubs and Society Funding Policy which can be found on our website.

Club funding is administered and overseen by the VP Finance and Administration, and applications must then go to the Funding Committee.

Applications must be submitted before the end of each month prior to the month the event will take place in. For example - if requesting funding for an event in October, the application must be completed prior to September 30th. This is important as the funding committee will meet every two weeks to decide whether to grant the funding request or not.

Receipts equaling the total amount issued by the SU must be submitted to the VPFA within 14 days of the event. If receipts are not submitted within the 14 day grace period, the total amount allotted must be repaid to the SU within 30 days.

Make sure to check on the SU website for any new club funding opportunities!

Benefits of Being a Registered UPEISU Club

Campus Space Privileges

Rooms and facilities (subject to availability) around campus may be booked free of charge by filling out the room booking form that can be found on the UPEISU website and receiving confirmation from the VPSL.

Clubs may book tables (subject to availability) in the W.A Murphy Student Centre Concourse free of charge by filling out the table booking form and receiving confirmation from the VPSL.

You may book these by filling out the form located at www.upeisu.ca/clubs-societies → clubs & societies resources → room booking and risk management form

Forms **MUST** be filled out in advance and applicants **MUST** receive a confirmation email to ensure their venue is booked under the SU.

Event insurance

Clubs must apply for insurance each time they host an event by filling out the Room Booking and Risk Management form and getting it approved by the VP Student Life.

This will mitigate risk from the club that is hosting the event, and allow them to ensure proper safety measures are put in place.

If they do not get their events pre-approved, the UPEISU assumes no liability for the event, and all risk will fall personally on the club executives.

You may find the insurance form at: www.upeisu.ca/clubs-societies → clubs & societies resources → Risk Management Form

Must be filled out no later than one week prior to event.

Club Membership Cards

Each club will receive Club Cards for their members that will provide discounts to local businesses. The club's finance executive will be in charge of tracking revenue brought in by the Campus Cards and all funds will remain within the club/society for future initiatives.

UPEISU Advertising Privileges

Clubs may advertise their events and activities free of charge through the UPEISU communication channels. These channels include but are not limited to: The Cadre, SU website (online calendar), Campus-wide calendar, SU Update Newsletters, and UPEISU social media outlets, including the Club of the Week feature on Instagram.

To submit an event, email the SU Director of Communications directly, or fill out the form located at upeisu.ca/events/community/add (events must be submitted in advance)

Event Coat Check & Hydration Station

Clubs may apply to operate coat check or the hydration station at UPEISU events as a way to generate funds for the organization. **The application forms for these opportunities can be found at www.upeisu.ca/clubs-societies → clubs & societies → clubs & societies resources**

Administrative Privileges

- Black-and-white photocopies - 200 free of charge - 5¢ per sheet after the initial 200
- Button Maker privileges
- Free outgoing/incoming faxes
- Mailbox address, upon request
- Space at club fairs to help publicize sub-organizations and recruit members (first come, first serve basis)
- Contact information on the UPEI SU website
- Secure upeisu.ca email address upon request

The Fox & Crow Bookings

Sub-organizations are provided the opportunity to book entertainment to host a "Society Night" at the Fox & Crow with possible deposit.

Clubs hosting an event shall be responsible for the cost of all entertainment except where a prior agreement exists between the UPEI SU and the sub-organization.

To book space societies must fill out the Risk Management Form and the Fox and Crow booking form no later than two weeks in advance.

Club Governance

Club Executive Responsibilities

All clubs must have at least three executive members, one of which **must** be finance. All executives must be registered full-time students at UPEI. One executive member will be responsible to meet with the VPSL and/or the Clubs & Campaigns Coordinator on a bi-monthly basis in order to assure club success.

Role of President

To oversee the development of the club, foster club unity, preside at all meetings and ensure that the club functions properly. They are the executive who shall report to the VP Student Life and Clubs Coordinator. They will sit on the Clubs Committee which meets 4 times/year to assure adequate communications between Club leaders, VPSL, and the Clubs Coordinator.

Role of Vice President

To assist the President in running the club and the act as the president if he/she is unable to fulfill the role. This position helps to foster club unity.

Role of Treasurer

To receive all club money, deposit it into the club account, ensure all cheque requisitions are completed correctly and have the appropriate documentation attached. The treasurer is also responsible for ensuring the club's account balance is correct and that any grants the club receives are accounted for. Funds must be tracked and accounted for in the club's folder on Google Drive in order to aid transitions.

Role of Secretary

To record the minutes, to send out the minutes to all club members and to keep the contact information for the club current and updated. Must submit club documentation in club's folder on Google Drive in order to aid transitions and communication with the VPSL/Clubs Coordinator.

Role of the Staff/Faculty Advisor

Staff/Faculty Advisors provide mentorship and support to the club's executive team. They may attend staff meetings, assist with recruitment, and provide advice. The main role of an advisor is to provide support to the club and work with them throughout the year(s) to improve the club's operations. Note that this is an optional position, however, it is recommended.

Constitution

Every club must create a constitution if one does not already exist for that club. A constitution is a short document stating the fundamental rules governing the conduct of a club, and establishing its concept, character, and structure. The document should be general in nature and embody the aspirations and values of the club.

Constitution guidelines can be found online at www.upeisu.ca/clubs-societies → start a club → club constitution guidelines

Note: names of positions can be altered if preferred

Annual Club Events

Clubs Fair

Clubs may register to take part in the Clubs Fair which is held in MacMillan Hall in the W.A. Murphy Student Centre or outside in the quad at the beginning of each semester. When a club registers they are given a table to set up a display of their club. A few executives/members will then stand at the display and talk to interested students about their club. The Clubs Fair is a great opportunity for the general student body to see all the clubs they can join at UPEI, and for clubs to showcase themselves in hopes of gaining members.

The Clubs Fair will take place on Wednesday 4th of September of 2019.

Clubs Orientation

Executive members of a club will be expected to attend the mandatory club's orientation held in the early fall. It will be an opportunity for clubs to learn about the structure of the SU, how the SU will benefit their club, resources available, and get the opportunity to meet other club execs in the hopes of collaboration. There will be a second orientation held in January for a freshmen up, as well as the chance to integrate late registering clubs.

The Fall Clubs Orientation will be taking place on Saturday the 14th of September of 2019.

The Winter Clubs Orientation will be taking place on Saturday the 11th of January of 2020.

Clubs Committee

This will be a committee composed of the VP Student Life (Co-Chair), Clubs Coordinator (Co-Chair), and all club presidents. There will be a total of four meetings throughout the year. The committee's purpose will be to discuss upcoming club events, fundraisings, and potential collaborations between clubs. This will also be an opportunity to discuss new initiatives, suggestions, or issues regarding clubs.

The dates for the Clubs Committees will be updated along the year.

Clubs Cup

The Club's Cup is a campus-wide competition between clubs at UPEI. There will be a different event held each month, running from a one-day competition to a two-week challenge. The winner of each event will receive an operating grant. Throughout the year, clubs will be evaluated for the Club Awards.

Registration is open to all. To get your club involved in this event, contact the Clubs Coordinator through email. [Please see below the dates of this year's events.](#)

September 20th

Scavenger Hunt

One-day event

The classic Scavenger Hunt throughout the Campus, it's a great opportunity for new students to learn where the campus facilities are located.

September 25th - October 9th

Get Out The Vote

Two week event

Inspired by the upcoming elections, we will be handing out pledge forms to clubs. The club that gathers the most amount of pledges in a two-week period will win.

November 22nd

Art Battle

One-day event

A night for Clubs to choose a group of representatives to make a piece of art on site, the club members will vote for the best artwork and the winners of the night will earn a prize.

February 7th

Blood Drive

One-day event

We are hosting a Blood Drive.

March 3rd - March 17th

Make a Change

Two week event

Each club will receive a jar to place in their clubs' rooms and they will be asked to donate their spare change, they can each choose a charity to donate to, whoever donates the most over a two week period wins and all the money goes to the winning club's charity.

January 17th - January 31st

Food/Toiletries Drive

Two week event

In order to help fellow students, clubs are to host a two-week food/toiletries drive, the donations are to go to the SU Foodbank.

Club Executive Training Program

The Club Executive Training Program is a three-day crash course that we expect Clubs Executives to attend. One of them will take place at the fall semester and the remaining two will take place in the winter semester. These workshops will be mandatory and we ask clubs to send at least two of their executive members, although all of the executive team is definitely welcome!

The first Club Executive Training Program Event will be taking place on **Tuesday September 24th, 2019.**

The second Club Executive Training Program Event will be taking place on **Tuesday January 14th, 2020.**

The first Club Executive Training Program Event will be taking place on **Tuesday March 17th, 2020.**

Club Mentorship Program

The Club Mentorship Program is a five-day program taking place in different parts of the year. The purpose of this is to ensure that the UPEISU is contributing to the continuity of your club and providing future executives with the tools needed. Two of these events will take place in the fall semester, and likewise two will be in the winter semester. For this a club executive will be expected to bring a first or second year who is interested in becoming an executive of their respective club in the upcoming years.

The first Club Mentorship Program Event will be taking place on **Friday October 18th, 2019.**

The second Club Mentorship Program Event will be taking place on **Friday November 15th, 2019.**

The third Club Mentorship Program Event will be taking place on **Friday January 17th, 2020.**

The fourth Club Mentorship Program Event will be taking place on **Friday February 14th, 2020.**

The fifth Club Mentorship Program Event will be taking place on **Friday March 13th, 2020.**

Club Awards/ Society Banquet

This event is to be held on the **31st of March of 2020**. It is an evening to celebrate all of the hard work clubs have done throughout the year, as well as recognize groups who stood out in certain areas. There will be entertainment, prizes, refreshments, and lots of wonderful company. **Please look below for the categories that will be awarded:**

Upcoming Society: A new society that rises through the ranks, has a lot of events, a club to join next year if you want to make friends.

Event of the Year: Most creative event of the year, not necessarily the event with the biggest turnout.

Executive Member of the Year: Someone that is heavily involved with their own club, but that is also willing to collaborate with other clubs.

Society of the Year: A society that does a lot of events, is consistent with their updates and bank statements, that is the very example of what a society needs to do, is inclusive, is nice to other members.

Clubs Cup winner

Collaboration Award: Awarded to two clubs that have collaborated at least once and were able to join together to bring the campus closer (Please collaborate with a club that is different to yours, e.g. the Business Society collaborating with the Sociology Society).

Team that helped better the community award: Whether they volunteered or donated, this is awarded to the club that tried their best to help the community surrounding them.

Campus pride award: A club that reflected a lot of panther pride.

Fundraising and Event Ideas



Multi-Venue Event

(Tip: the use of the term “Pub Crawl” is prohibited on campus)

Fifty/fifty ticket draw

Gift Card tree

Coat check / Hydration station at Wet/Drys

Movie night

Game night

Pie your prof

Bowling night

Commonly Used Forms

All forms can be found online at upeisu.ca/clubs-societies

Club Registration Form

This form is to be filled out by new and existing clubs each year. After submission of the form, it will go to Council for final approval. After council approves, the club is officially ratified under the UPEI Student Union.

Risk Management Form

This form must be completed each time a club wishes to host an event - on or off campus. This form will be submitted to the VP Student Life who will review it to ensure that your event has the proper risk management procedures in place, before going ahead with the event.

Room/Table Booking Form

This form will also be used to book space on campus, each time you wish to book a room or space you must fill out this form and get it approved. This form must be filled out at least one week prior to event.

Club & Society Funding

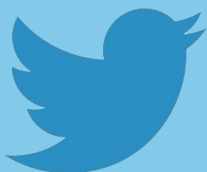
This application form can be completed for clubs who wish to receive an event/operating grant from the UPEISU. These forms are submitted to the VP Finance and Administration, who then brings it to the Funding Committee to determine whether or not to accept the request. Funding deadlines are at the end of each month for events in the following month.

Coat Check / Hydration Station Fundraiser Application Form

This application form can be filled out by a club who wishes to operate the coat check or hydration station at a UPEI SU event. This is a fundraising opportunity for clubs as any profit made from the coat check will be given to them. The application must be submitted at least 5 days prior to any event.



**Enjoy
your
year in
Clubs
Life!**



@upeisu

info@upeisu.ca

