

# Thunder Bay Clubs Handbook

2016 – 2017 Academic Year



## Table of Contents

<b>Welcome from the VP Advocacy .....</b>	<b>3</b>
<b>So you want to start a club.....</b>	<b>4</b>
<b>What are the benefits of starting a club?.....</b>	<b>4</b>
<b>How do clubs work? .....</b>	<b>5</b>
<b>So how do I start a club?.....</b>	<b>5</b>
<b>How to Start a Club.....</b>	<b>6</b>
<b>The Club Application.....</b>	<b>6</b>
<b>Apply for a new club .....</b>	<b>7</b>
<b>Model Constitution .....</b>	<b>8</b>
<b>Ratification by LUSU .....</b>	<b>8</b>
<b>Renewing your club .....</b>	<b>9</b>
<b>Tenured Clubs .....</b>	<b>9</b>
<b>How to renew your club .....</b>	<b>9</b>
<b>Help with the process .....</b>	<b>10</b>
<b>Formal Responsibilities .....</b>	<b>10</b>
<b>Due Diligence and Officers' Responsibility.....</b>	<b>10</b>
<b>Elections &amp; General Meetings.....</b>	<b>10</b>
<b>Amending your Club Constitution .....</b>	<b>11</b>
<b>Club Days .....</b>	<b>11</b>
<b>Running Your Club .....</b>	<b>11</b>
<b>Holding Meetings.....</b>	<b>11</b>
<b>Club Finances.....</b>	<b>12</b>
<b>Overdrawing your Club Account.....</b>	<b>12</b>
<b>Booking Space .....</b>	<b>12</b>
<b>Borrowing Equipment.....</b>	<b>13</b>
<b>Catering and Food .....</b>	<b>13</b>
<b>Insurance for Events .....</b>	<b>14</b>
<b>Requesting Additional Funding.....</b>	<b>14</b>
<b>Communicating with Members &amp; the Public.....</b>	<b>15</b>
<b>By Mail.....</b>	<b>15</b>
<b>By E-Mail.....</b>	<b>15</b>
<b>Advertising .....</b>	<b>15</b>
<b>Dates to Remember .....</b>	<b>16</b>
<b>Need help? Here's who to contact!.....</b>	<b>16</b>

## Welcome from the VP Advocacy

Dear prospective club applicant:

It's great that you're getting involved in leading student life here at Lakehead University! Clubs are the backbone of the student experience, and I look forward to seeing what you and your members are going to do this year. Part of my job at LUSU is overseeing clubs and their activities, so if you have any questions about anything pertaining to your club, please don't hesitate to contact me. My e-mail address is [vpadvocacy@lusu.ca](mailto:vpadvocacy@lusu.ca), or you can reach me by phone at (807) 343-8602.

Whatever your activities you have planned, I'm sure they will be a blast!

Have a great year,  
Matt Quick

## So you want to start a club

Awesome! Clubs are the cornerstones to student life at the university, and your student union is proud to support each and every one.

Clubs can be started by any group of LUSU members and can focus on almost anything you can imagine—whether you're looking to run trivia competitions about eastern European art history, you want to talk philosophy or politics with a group of like-minded folks, or you are looking to improve on your hockey skills with a friendly weekly game—starting a club can help you do it.

### What are the benefits of starting a club?

Other than being able to call yourself an official organization, club status gives you a number of benefits:

1. Recognition by LUSU and the university that you're a legitimate group working together and taking part in student life.
2. Free or discounted access to space across campus, including use of LUSU's facilities such as The Outpost and The Study.
3. A \$200 club grant from LUSU that can be used to further your club's purpose, like buying equipment or putting together a great social event.
4. Insurance for your events, provided by LUSU, to make sure that if anything unforeseen happens, you won't be personally on the hook.
5. LUSU offer clubs safe and secure management of club funds. Deposit, and request funds from your club account for free.
6. Mail services through a club mailbox at the LUSU office, including the ability to send club-related mail for free.
7. Complimentary photocopy and fax service at the LUSU office.<sup>1</sup>
8. Graphics design and printing services through the LUSU office.<sup>2</sup>

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<sup>1</sup> A fair use limit applies to photocopies made by clubs at the LUSU office.

<sup>2</sup> Booking time for graphics design and printing must be done well in advance. Please contact the Communication Officer

There are tons more benefits you get from being a club that we wouldn't be able to list here, but we encourage you to give us a call and ask how we can support you.

### **How do clubs work?**

Clubs are a good way to learn how to run an organization on a smaller scale. Clubs have a statement of purpose, which describes why the club exists and what the club intends to offer its members. Clubs also have "officers", who lead the club and help run activities.

Lastly, clubs have a "constitution", which is a set of written rules that the club, its officers, and its members must follow.

Clubs are democratic organizations, which means that club members choose the leaders of the club and the rules that the club follows. After your club is created, members must choose their future leaders at the end of each academic year. This helps keep your club alive and active even after you leave the university.

### **So how do I start a club?**

We've significantly simplified the process for starting up a club because we hate the thought of red tape getting in the way of fun. We've developed an online application for easy application and management for your club.

Through the online club application, club officers can:

1. View and track club finances
2. View club memberships
3. Create and send out mass mails to your club members
4. Booking spaces for events and functions
5. Ensure properly and easy transition from year to year
6. Ensure people who are club members are actually interested

The following sections go into more detail about the club creation process and give existing clubs information on how to apply for their renewal.

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<sup>2</sup> Booking time for graphics design and printing must be done well in advance. Please contact the Communication Officer at (807) 346-7756.

# How to Start a Club

## The Club Application

The online club application will ask you a number of questions about your club, you might want to consider these before the starting your application.

1. **Club Name:** Probably the most obvious question, but also the most important. Make sure you pick a name that best illustrates your activities. Please note that you can't pick a name that would confuse people into thinking that you're an official LUSU or university department, nor can you pick a name that would violate university regulations or the LUSU governing documents.
2. **Club Acronym:** We hate writing things out because it takes too long. That's why you get to pick a club acronym that allows people to refer to your club without saying or writing the whole thing. For example, "Lakehead University Tennis Club" would become LUTC.
3. **Club Purpose:** You probably already know what your club will be doing, but boiling it down to a couple of sentences is a bit of a challenge. Your club's purpose statement is an official outline of what you're going to be doing and how. Try to be broad and illustrate the essence of what you will be taking on; for example, the LU Tennis Club might write, "to promote the sport of tennis at Lakehead University and to support our members through providing resources and opportunities for improving their playing skill." It's important not to get too specific; for example, don't write "we'll host three events annually" or "we play hockey on a weekly basis."
4. **Membership Exclusivity:** For the majority of clubs, you'll want to let any interested student join and take part in your activities. In some instances, however, you may want to place restrictions on who can become a member. The LUSU by-laws only allow restrictions under three distinct categories: politics, religion, and area-of-study. If your club's purpose is to engage in activities related to a particular political ideology, you can restrict your membership to only those who identify with that ideology. Similarly, if you want to start a religious club, you may restrict your membership to only those who identify with your religion. Lastly, if you'd like to start a club for only those in a particular faculty, major, or discipline, you may restrict your membership to only those who are registered in a particular program.

Please note that the LUSU by-laws do not allow for political clubs to qualify for the \$200 club grant.

5. **Membership Dues:** Sometimes you may want to mandate a fee that people must pay before they can become members of your club. This may be important for clubs that

plan a lot of events in which the majority of club members participate (such as a sports club renting equipment and practice space). If you want to charge dues, you must get special approval before your club is ratified. In order to assist LUSU in approving your ability to charge dues, please make sure that your fee is reasonable and that you demonstrate your need to charge dues.

6. **Club Officers:** Your club must have at least three officers. Three traditional roles officers play are that of president, treasurer, and secretary. If you choose to use the model constitution, these roles will be pre-defined for you and you have to do nothing further.
  - **President:** The president is your club's chief executive and primary decision-maker. They set the direction of the club and are ultimately responsible for running its operations.
  - **Treasurer:** The treasurer is your club's financial officer, who is in charge of the money flowing in and out of your club. They are also typically in charge of helping your club budget its events and raising money to fund your activities.
  - **Secretary:** The secretary is your club's record keeper. Because a club is an official (albeit relatively informal) organization, it needs to keep records of its activities. The secretary is in charge of chronicling all of what your club does, as well as keeping minutes at official club meetings.
7. **Public Contact Information:** We will need the name of a contact person (usually the club president) and an e-mail address we can make public so that we can put potential and current members in contact with someone within your club's leadership. Optionally, you can provide us with your club's website address and a phone number if you want to allow people to call you.

### **Apply for a new club**

For a step by step application guide, you can visit and watch the application guide: [https://www.youtube.com/watch?v=iL2eTDIZGXQ&list=PL3cCyU7-3XtxqDzHMTvGT\\_OU9Ka50sdl](https://www.youtube.com/watch?v=iL2eTDIZGXQ&list=PL3cCyU7-3XtxqDzHMTvGT_OU9Ka50sdl)

1. Visit the LUSU Clubs website at [www.lusu.ca/clubs](http://www.lusu.ca/clubs) and click on "Create or Renew a Club"

2. Fill in the online application with your club's name, acronym, purpose, primary club officers, and public contact information.
3. Decide and input the club's exclusivity and membership dues
4. Receive permission from the Vice-Provost (Student Affairs) if your club name includes the words "Lakehead University" or "Lakehead U". This process is done automatically through the club application.
5. List the club officers and their duties/responsibilities.
6. Fill out public contact information
7. Submit club application.
8. Create an officer account at [www.lusu.ca/clubs](http://www.lusu.ca/clubs) and click on "Officer Registration".
9. Log in to the officers account and update contact information
10. Upload your constitution (see details below) and other related documents
11. Gather member signatures
12. Ratification (see details below)

If your club have been operating for more than two (2) years, you club will be automatically ratified.

### **Model Constitution**

A constitution will be generated for you when you complete your club application. This constitution is your club's "rule book", which sets out what your club does, who can be a member, who's in charge, and how new club officers get chosen. This document is important because it ensures continuity within your club (e.g., it can exist long after the founders leave), and it creates an environment of fairness for your club members.

You are free to edit this model constitution if you wish by adding new officers (if you have them), expanding your purpose, or making any other change that you feel is appropriate. If you make significant edits to the model constitution, please make sure they do not violate LUSU's Constitution & By-Laws.

For most clubs, however, the model constitution is perfectly appropriate and no changes need to be made.

### **Ratification by LUSU**

LUSU collects club applications until the deadline on October 15. Shortly afterward, the LUSU Board of Directors approves all completed club applications that meet the criteria of being an official club. At this point, you can take advantage of the rights and privileges afforded to official clubs.



All official clubs hold this designation until September 30 of next year, at which point we should have received a renewal application in order to extend your club's status for an additional year. This process needs to be repeated every academic year.

Please note that prior to notification of official club status, you cannot use the name of your club to run events or organize meetings.

## **Renewing your club**

If you are a club that was approved to operate last year, you can file a renewal application that's much less work than starting a new club.

**If your club did not exist or operate last year, you cannot qualify for renewal.** You must file a brand new application.

### **Tenured Clubs**

If your club has been around for two prior years (in other words, you're going into your third or additional year), you qualify for "tenured status," which means that as long as you submit your required renewal forms, you are automatically approved for another year.

### **How to renew your club**

For a step by step renewal process, you can visit and watch the video:

<https://www.youtube.com/watch?v=GjxhS3O7sPM&list=PL3cCyU7-3Xtzqu-Ex4hK-83I4u2Lcco87>

1. Visit the LUSU Clubs website at **www.lusu.ca/clubs** and click on "Create or Renew a Club"
2. Select campus and choose the club you wish to renew on the right
3. Fill out the contact information
4. Review current club information to ensure it is up to date
5. Update officers list and information
6. Submit renewal and follow the steps outlined after the application has been submitted
7. Application deadline is October 15<sup>th</sup>, 2015

## **Help with the process**

If you need help with the process of your club application, you can contact the Matt Quick at (807) 343-8602 or via email [vpadvocay@lusu.ca](mailto:vpadvocay@lusu.ca). Please ensure the subject of your email is clearly labeled.

## **Formal Responsibilities**

We know most clubs just want to have fun and not bother with formalities. Regardless, these formalities are vital to your club's continued existence, so we ask you to do your very best to work through these requirements.

### **Due Diligence and Officers' Responsibility**

Because officers run the club, they are responsible for making decisions in the best interests of the club's members and in the furtherance of the club's stated purpose. Officers are also responsible for the actions of their members at events or meetings that are hosted or attended by their members. This means that officers need to follow the LUSU's governing documents (available at <http://www.lusu.ca/governance/> or in the LUSU office), LUSU's Code of Conduct (attached to the governing documents), and Lakehead University's Student Code of Conduct. Officers will be held responsible for everything they do in the name of their club, so it's important to practice "due diligence", or a standard of care over your club and its activities.

By signing on as an officer of a club, you also agree to take on the debts and obligations of your club, so don't make any agreement with any organization (including LUSU or the university) that you are unable to honour, either financial or otherwise. Likewise, if you are becoming an officer of an existing club, you will inherit those obligations, so make sure you take care of any outstanding agreements as soon as possible.

### **Elections & General Meetings**

Elections allow your club to continue long after you leave the university. This means that every year your members must vote on who will lead the club in the following year. This election happens at an Annual General Meeting, or a meeting with the club officers and all of the club members. This meeting can take place any time between January and April and is called and led by the president. LUSU recommend having the election sometime between February to April and take advantage of the online election process. The meeting has to be announced at least two weeks prior to all of your club's members. At this meeting, your members will vote on who next year's officers will be. It's important that your secretary take minutes of this meeting. Finally, your treasurer must give a report on the club's finances at this meeting.

**Please make sure you call your general meeting.** If you don't do that, your club will face serious difficulty receiving a renewal next year. If you can't get enough members together for a general meeting, the model constitution allows officers to appoint their successors after a certain number of attempts.

If your members don't like what's going on with your club, they can call a Special General Meeting and take a vote on changing your club's constitution or replace any or all of your officers. It's important to listen to your club's members and not let any problem lead up to this point. Thankfully, the majority of clubs don't experience this level of difficulty.

If you need any help with setting up an election process contact Matt Quick at (807) 343-8602 or [vpadvocacy@lusu.ca](mailto:vpadvocacy@lusu.ca).

### **Amending your Club Constitution**

If you need to make changes to your club's constitution after you create your club, you must get your members to approve the changes at a general meeting. Once the changes are approved, you need upload the documents to the online club application.

## **Club Days**

Every year, LUSU hosts a day for clubs to gather in the Agora in Thunder Bay and reach out to new members. This is an ideal opportunity to get people involved in your club, as typically hundreds of students show up and check out what clubs are doing. This event is being held on **September 23<sup>rd</sup> in the fall semester and TBD in the winter semester** and **it's highly encouraged that you attend**. Clubs that are just starting can attend in order to generate interest for their organization.

This event is **free of charge** for anyone interested in participating. Contact the Emily Lauzon at (807) 343-8259 ext.1 or [emily.lauzon@lusu.ca](mailto:emily.lauzon@lusu.ca) by **September 11<sup>th</sup> or January 4<sup>th</sup>** in order to book space.

## **Running Your Club**

### **Holding Meetings**

Regular meetings with your members are encouraged in order to facilitate the business of your club. Consider booking space on campus to hold meetings and talk about what activities you are planning. Meetings should encourage participation amongst your members. If your club regularly sees a large turnout at its meetings, you may consider creating a formal agenda and timeline for the meeting.

Unless you are holding your Annual General Meeting, it's not necessary for your meetings to be formal, follow "rules of order", or include the formal taking of minutes. Remember, you don't want to create needless work for yourself or participate in activities that probably wouldn't be very fun for your members.

## **Club Finances**

All of your income and expenses must be managed through LUSU and your club application. You can submit club deposits or have cheque issued in payment. This can be done via the club app. When requesting a cheque, you must submit itemized receipts and other relevant documentation to authorize the payment. **Please note that cheque requisitions require at least five working days to process; we cannot rush any payment under any circumstances.**

It's vital that you keep your personal funds and your club's money separate. Any money collected from your members, donors, or third parties that is intended for your club, must be deposited into your club account. Likewise, any expenses should be drawn from your club account by way of a requisition form with signatures of your president and treasurer. It is very important that you keep all your club finances within LUSU, for more information please refer to the "club finance/banking policy- or something".

If you need any help with your club finances you can contact Emily Lauzon at (807) 343-8259 ext.1 or [emily.lauzon@lusu.ca](mailto:emily.lauzon@lusu.ca).

## **Overdrawing your Club Account**

If you have expenses that are greater than the available funds in your club account, you will overdraw your account and go into a negative balance. **This is not permitted and you must replenish your club account as soon as possible.**

Accounts that are overdrawn for longer than thirty (30) days may lead to club suspension until you have brought your account back into balance. If this occurs at the end of the academic year, your club will not be approved for renewal for the next year and club officers will be held personally liable for the money they owe LUSU.

**If your club is having financial difficulties, please contact Emily Lauzon at (807) 343-8259 ext.1 or [emily.lauzon@lusu.ca](mailto:emily.lauzon@lusu.ca), as soon as possible so we can figure out ways to help.**

## **Booking Space**

Whether you want to reserve the Agora for an event or you would like to book a classroom for one of your meetings, you can do most of your bookings online through

the club application, or should you require more assistance you can contact the LUSU's Services Officer, Emily Lauzon. You can reach her at (807) 343-8259 ext.1 or at [emily.lauzon@lusu.ca](mailto:emily.lauzon@lusu.ca).

In Thunder Bay, LUSU space available for all approved clubs, including: the LUSU board room (UC-2020), The Study's VIP lounge, and The Outpost.

To book the LUSU boardroom (UC2020) please contact Emily Lauzon – LUSU Services Officer at (807) 343-8259 ext.1 or at [emily.lauzon@lusu.ca](mailto:emily.lauzon@lusu.ca).

For more information or to book The Study please contact Noreen Gracey - Manager at (807) 346-7726 or [manager@thestudycoffeehouse.ca](mailto:manager@thestudycoffeehouse.ca)

For more information or to book The Outpost please contact Maddyson Bouvier - Manager at (807) 343 8551 or [manager@outpostpub.ca](mailto:manager@outpostpub.ca)

Note that depending on what you are doing, booking The Outpost or The Study may result in a fee (for example, when you are hosting an event outside of the venue's normal operating hours). Should you require the space, please book well in advance of the date of the event.

## **Borrowing Equipment**

If you are hosting an event or a meeting and need equipment such as laptops, projectors, or other technology, we can usually help facilitate it. Please contact Emily Lauzon at (807) 343-8259 ext.1 or at [emily.lauzon@lusu.ca](mailto:emily.lauzon@lusu.ca) well in advance of your needs (at least ten business days). You should also be aware that there might be a fee associated with certain types of equipment rentals; we will let you know beforehand in this case.

## **Catering and Food**

If you would like to have food at one of your events, we encourage you to ask The Outpost or The Study to cater your function alternatively, you can contact Aramark, the university food services provider, who can provide you with a quote. Both LUSU and Aramark will allow you to make purchases against your club account, but please ensure you have the money available in your **LUSU club account** before you make catering arrangements.

You can also bring food from off-campus to your event. In such cases, it's important to make arrangements with the Emily Lauzon. **Please let us know before you bring food on campus** as there are specific university rules.

## Insurance for Events

Whether you're holding an event on or off campus, you must do significant planning beforehand. One aspect of planning is covering your liability for mishaps that may occur during the event; this process is called "risk management".

LUSU extends insurance coverage to all official clubs for their events, so long as they fill out a risk assessment form that outlines the activities the club is undertaking. Most of the time, the form is very simple and doesn't need much time to complete; however, for complex events or ones with elevated risk (for example, certain sporting activities), there may be a longer process associated with getting clearance. Additionally, if you are renting a venue somewhere off-campus, they will likely ask for a certificate of insurance, which LUSU can provide after you complete a risk assessment.

Are you renting a car for a club activity? We strongly encourage you to take advantage of insurance provided by the rental agency. **LUSU insurance will not cover club car rentals.**

Risk Assessment forms are available on the website. If you have any questions about the risk assessment process or would like to move forward with assessing one of your events, please contact Matt Quick at (807) 343-8602 or [vpadvocacy@lusu.ca](mailto:vpadvocacy@lusu.ca).

**Please note that if you do not undergo a risk assessment when holding an event and anything goes wrong, your club officers will be personally liable for any damages; therefore it's very important to make sure you take the time to complete the assessment.**

## Requesting Additional Funding

Planning some kickass event but you don't have the money to see it through? LUSU might be able to help! Clubs can apply for additional funding through the office of the Vice-President Operations & Finance by using a funding request form, which is available online at [www.lusu.ca](http://www.lusu.ca) or at the LUSU office.

It's important to try and raise as much money as possible prior to asking LUSU for more, but once you've exhausted all of the avenues, LUSU is here to give you a hand. Please see the funding request package for more information about what is required when making a request.

If you require further information, please contact Li Kang at (807) 343-8553 or [vpfin@lusu.ca](mailto:vpfin@lusu.ca).

## Communicating with Members & the Public

### By Mail

If you need to send or receive mail, you can access your mailbox at the LUSU office. Have anyone address incoming mail to the following:

*[Your club's name]*  
c/o Lakehead University Student Union  
955 Oliver Road  
Thunder Bay, ON P7B 5E1

### By E-Mail

A mass mailing list of your members will be automatically generated through the online club application. **We do not condone spam in the name of your club**, and we take complaints of spam very seriously. Please make sure to send only relevant and important emails to your members and respect their requests for removal.

We encourage you to create a free e-mail account using an online service such as Gmail or Hotmail, which you can use as a general delivery mailbox for communicating with your members. This also allows you to pass on the same e-mail address to the club officers who will come after you. This can help with transition year to year. LUSU does not provide website or email services.

### Advertising

If you're running an event, you definitely want people to know about it. LUSU poster boards are available around campus for your use, and you can contact Trevor Waytowich, our Communications Officer for design & printing services. Please note poster design is only available for large events. The printing price can be found below.

8.5" x 11"	Colour	\$0.40/page
11" x 17"	Colour	\$0.60/page
8.5" x 11"	Card Stock	\$0.60/page
11" x 17"	Double sided	\$1.20/page

You can reach him at [trevor.waytowich@lusu.ca](mailto:trevor.waytowich@lusu.ca) or at (807) 346-7756. **Graphic design and printing must be requested well in advance (i.e. two weeks prior to the date required).**

You can also contact *The Argus*, your on-campus student-run newspaper, who gives preferential advertising rates for official clubs. Additionally, they can list your event for free in the small events section that is available in every issue of the paper. If you're running a particularly spectacular event, you should encourage a reporter to attend and write an article. You can contact the Editor-in-Chief of *The Argus* at [editor@theargus.ca](mailto:editor@theargus.ca).

Lastly, if your club has some news or is running an event that is relevant to the majority of students, you can get your message into LUSU's weekly mass mails. Please contact Roman Jakubowski, the LUSU President, at [president@lusu.ca](mailto:president@lusu.ca).

## Dates to Remember

Club applications and renewals open.....	August 20, 2015
Club Days in the Agora (Thunder Bay).....	September 22 & 23, 2015
Club Skill Development .....	October 7 <sup>th</sup> , 9 <sup>th</sup> , & 13 <sup>th</sup> , 2015
Application deadline for clubs (with funding) .....	October 15, 2015
Application deadline for clubs (without funding).....	January 31, 2016
Club Days in the Agora (Thunder Bay).....	January 13 <sup>th</sup> , 2016
Club Skill Development .....	January 18 <sup>th</sup> , 22 <sup>nd</sup> , & 26 <sup>th</sup> , 2016

## Need help? Here's who to contact!

For general information about your club application, club finances, booking rooms, or getting equipment:

Emily Lauzon, [emily.lauzon@lusu.ca](mailto:emily.lauzon@lusu.ca), (807) 343-8259 ext: 1

For information about your club's status, risk assessments, questions about events, funding requests, or general administration:

Matt Quick, [vpa@lusu.ca](mailto:vpa@lusu.ca), (807) 343-8602