

JOHN ABBOTT COLLEGE



STUDENT CLUB MANUAL

APRIL 11, 2025

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What is a Club?

A Club is a social group open to all John Abbott students that share a common interest in the Club's activity. All activities are acceptable if they are not offensive or discriminatory. A Club:

- Must be open to all full-time John Abbott students;
- Should have a minimum of 10 active members;
- Must have at least 2 Executives;
- Adheres to SUJAC's mission and values.

How To Start a Club?

- Meet with a Student Activities Advisor first and/or the SUJAC VP Internal to get information about starting a Club (activity, meetings, budgets, etc.);
- Organize an open information meeting at 5:30 pm;
- Book a classroom for the meeting through Student Activities;
- Advertise the open meeting on Omnivox for at least 2 days prior to the first meeting;
- Prepare an Agenda to discuss the Club's purpose, goals and activities at the meeting;
- Submit a written request to Clubs Committee for official Club status. The request must be submitted to the Student Activities Advisor and/or the SUJAC VP Internal and must include:
 - A list of potential Club members (minimum 10 students) with Student ID numbers, who are physically present at the first meeting. If names are deemed invalid by Student Activities, the Club leaders must schedule an additional open meeting and re-submit the list of names no more than two (2) academic weeks after being informed.
 - The purpose, goals and activities of the Club;
 - A budget request if the Club requires funds from Clubs Committee.

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Club Status

- Club status is the formal recognition granted to Clubs, which makes them an official John Abbott Club;
- A Club must have official Club status if requesting a budget or Club room; or Portal announcements, printing or posting to the bulletin boards;
- Club leaders must meet with the Student Activities Advisor and SUJAC VP Internal at the beginning of each semester;
- Clubs must participate at SUJAC-Club Day;
- Clubs of a cultural nature must participate in Multicultural Week activities.

Club Name and Purpose

- Clubs have the freedom to request any name they wish as part of the Clubs Committee approval process;
- Clubs seeking a name change or a change in purpose or mission must submit a written request and have the change approved by Clubs Committee. Such request must be supported with a signed approval of the majority of the Club's members.

How does a Club request a Club Room?

- Clubs must make a request in writing to the Clubs Committee;
- Rooms are allocated to those Clubs which require a room to function;
- Priority will be given based on:
 - Length of existence;
 - Number of members;
 - Availability of rooms;
 - Sharing of rooms.
- If a Club does not have a designated Club room, then a classroom can be reserved with Student Activities for meetings or activities taking place after 5:30 pm.

How does a Club get a Budget?

- Budget requests must be made in writing to the Clubs Committee, which will approve, modify or deny the request. Requests may be submitted to the Student Activities Advisor and/or SUJAC VP Internal;
- Clubs are funded through the Student Activity Fee;
- Clubs must provide a detailed breakdown of their budget request, which includes a breakdown of expenses and revenue;
- The Student Activities Advisor will help a Club set up the budget request if needed.

Club Representation Participation in Congress

- It is mandatory that Clubs with a budget of \$1,000+ must send one (1) Club Rep to attend Congress weekly meetings. If the Club misses sending a Rep to 3 out of 5 consecutive meetings, the Club's Budget will be temporarily frozen and/or access to their Club room will be restricted until regular attendance is re-established.

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What is SUJAC?

- The Student Union of John Abbott College (SUJAC) is the officially recognized Union which represents all students at John Abbott College.

SUJAC Mission Statement

The Mission of SUJAC is
to provide the student body with
committed student representation
to promote and protect student rights;
to oversee the allocation of student funds;
and to offer the opportunity for participation
in student Clubs and activities
to enhance student development
and potential for success
in College and community life.

What is SAC?

- Stands for Student Activity Committee;
- Made up of the SUJAC VP Finance, 2 Congress members, the Director of Student Services, and the Student Activities Chairperson;
- Chaired by the SUJAC VP Finance;
- Makes decisions on all financial matters pertaining to the spending of the Student Activity Fee;
- Delegates the financial decision-making process for all Clubs to the Clubs Committee;
- CSKY, Bandersnatch and SUJAC are all service organizations and make financial requests directly to SAC.

What is Clubs Committee?

- A sub-committee of SAC (Student Activity Committee);
- Made up of 2 SUJAC Executives (VP Internal and VP Finance), 2 Congress members, and the Student Activities Chairperson;
- Makes decisions on Club status, space, finances, equipment, policies, requests, etc.;
- Is solely responsible for the approval of the status, name, mission and activities of a Club;
- Chaired by the SUJAC VP Internal.

Role of the SUJAC VP Internal

The SUJAC VP Internal shall be responsible for:

- Supervising the state of the different Clubs on campus and ensuring that they abide by SUJAC and College policy;
- Chairing the Clubs Committee, including approving Club status, budgets, rooms, Club Manual, Code de Vie, etc.

How does the Student Activities Department help Clubs?

- The Student Activities Advisors help Clubs with financial and other matters;
- Student Activities helps Clubs logistically when requesting and booking College facilities for Club use;
- Student Activities approves Club requests for any outreach activities;
- Student Activities Advisors are available to help on any Club matter.

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How does SUJAC fit in with Clubs?

- The Student Union of John Abbott College (SUJAC) and the Student Activities Department work together in promoting Clubs on campus;
- The contact in SUJAC is the VP Internal for non-financial matters and the VP Finance for all financial matters;
- SUJAC's Coordinator helps Clubs with various administrative duties like photocopying, ordering stationery, etc.;
- The VP Finance and the SUJAC Coordinator keep an up-to-date account of all Club financial transactions. Clubs may consult the records at any time.

SUJAC Branding and Social Media

- Clubs must adhere to any branding guidelines established by SUJAC;
- Clubs may not use the official John Abbott College logo as part of their Club logo: Clubs may use the SUJAC logo;
- Clubs with a social media presence should post content that is related to their purpose, mission or nature of activities. The content must be in alignment with the College's and/or SUJAC's values and mission;
- Social media posts or sharing of posts must not be offensive or discriminatory and be free of homophobic statements, defamation of character, racism, sexism, slander, hate, malice, and libel.

How To get money from my Budget?

- All money is kept in a general Clubs account with the College's Accounting Department;
- Clubs must provide receipts for reimbursement. Student Activities will reimburse in cash for amounts up to \$200.00;
- Student Activities will prepare the necessary accounting forms for reimbursement for amounts over \$200.00. A delay of up to 2 weeks is normal for reimbursement by direct deposit or cheque;
- Clubs should discuss major purchases with Student Activities whereby major purchases can be made with the College credit card or by creating a Purchase Order (PO);
- Club budgets are to be used exclusively for Club activities based on the purpose, mission and the approved budget breakdown;
- Clubs may not use funds for personal use or gain unless approved by the Student Activities Advisor, SUJAC VP Internal or by the Clubs Committee;
- Clubs Committee designates an amount each academic year--currently to a maximum of \$60.00--that Clubs may use from their budget for snacks and refreshments at meetings. The designated amount for the academic year may be confirmed with the SUJAC VP Internal or the Student Activities Advisor.

Is there a Travel Allowance?

YES. The Travel Policy is as follows:

- Clubs Committee will match the College mileage rate policy;
- “Once a year” special trips will be considered for individuals or Clubs.
Clubs Committee will cover up to \$200.00 or 50% of travel costs per student (whichever is lower) to a maximum of \$2,000.00 per group;
- Travel must be for Club purposes;
- See Student Activities for explanation and reimbursements.

What Club Room Policies are there?

- Club Executives must keep an active membership list. The list must be submitted to Clubs Committee or Student Activities on demand. The list must include first and last name and student ID number;
- Rooms are to be used for meetings during the day, storage, games, writing, debating, and receiving and giving information;
- Rooms are **NOT** for sleeping;
- Rooms can be open from 8:00 am to 6:30 pm on class days;
- Club leaders may designate up to 5 members who can sign out the key to unlock the Club room door. Keys are signed out from Student Activities;
- Keys must be returned to Student Activities by 4:30 pm each day;
- Club leaders must notify Student Activities if the Club room is needed past 6:30 pm;
- Rooms doors are to remain unlocked when there is someone inside;
- No vaping/smoking.

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Responsibility

- If any of the Club Manual rules are violated, a formal notice will be made via MIO to the Cub leaders regarding the necessary actions;
- A discussion between the leaders and the Student Advisor/Student Activities Chairperson must take place in order to discuss further measures;
- If any additional support is needed, the leaders may send a request for review from the Clubs Committee and/or SUJAC VP Internal;
- Should the problem persist, College Administrators will be involved.

ENJOY YOUR CLUB ACTIVITIES!