

CSC Student Groups and Clubs Application Package



Cambrian Student Council

Welcome to the CSC Student Groups and Clubs Package!

We are thrilled to support your journey in creating and maintaining a vibrant student group or club. This guide outlines the process for starting a group, the policies to follow, and the resources available to ensure your group thrives within our dynamic campus community. Let's get started!

How to start a Student Group:

Step 1: Submit the Student Group Package

- Complete the CSC Student Groups Package, meeting the following criteria:
 - Provide a synopsis of how the group will benefit students, outline the group's goals, and include a promotional paragraph.
 - The package can be submitted to the Director of Student Groups.
 - Must have an active/involved faculty advisor/mentor (Part-time/Full-time).

Step 2: Obtain Ratification

- Once CSC approves your application, your group becomes a ratified club/group with active status.
- Clubs/groups must adhere to CSC rules and policies (can be found below). Violations may result in probation and suspension of services and privileges.

Eligibility Criteria:

- All club members must be students at Cambrian College's Barrydowne Campus.
 - Membership must be open to **all** fee paying Cambrian College Students.
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CSC Club/Group Policies

To ensure a positive and inclusive environment, all groups must adhere to the following policies:

1. **Inclusivity:** Membership cannot be restricted based on age, color, creed, disability, gender, race, social status, etc. **Must be open to everyone.** Meaning anyone CAN join the club.
2. **Anti-Hazing:** Initiation or hazing activities are strictly prohibited (no humiliation tasks).
3. **Compliance:** Groups must follow Cambrian College and CSC By-Laws, Policies, and Procedures.
4. **Respect:** No mental, verbal, or physical abuse of any kind is allowed within groups or CSC staff.
5. **Financial Management:** Groups must use Cambrian College's banking system exclusively; external banking is prohibited.
6. **Funding:** If receiving external funding, groups must notify the Director of Student Groups.
7. **Non-partisanship and Nonprofit:** Groups must remain nonpartisan and operate on a not-for-profit basis.

CSC Club/Member Policies

To ensure a positive and inclusive environment, all members of a CSC club must adhere to the following policies:

1. **Respect:** All members of a CSC club/group must respect other club/group members including, respecting others' ideas, thoughts, beliefs, and expression.
2. **Property:** CSC club members must not destroy, vandalize, or damage CSC, Cambrian College, or Club property.
3. **Behaviour:** CSC club members must have appropriate behaviour and use appropriate volume, language, and actions.
4. **Club/group policy:** All CSC club members must abide by and respect both CSC policies, individual club policies, and the Student Code of Conduct.

If a club member does not abide by these policies they may be subject to a suspension or removal from the club. CSC club members will operate on a 2 strike system:

1. Initial written warning from the Director of Student Groups
2. Final written warning from the Director of Student Groups

After the final warning, the club member will be asked to leave. A club member will have an opportunity to appeal this after a probationary period set by the Director of Student Groups and the club.

Booking space for your group

Individual clubs are responsible for booking their own space; however, the Director of Student Groups can assist in reserving space (i.e. the clubs room) for meetings or activities. To book a space, provide the following details to the Director of Student Groups via email or in the CSC office:

- Name:
- Club/Group Name:
- Date/Time Required:
- Is the room needed for the entire semester? (Yes/No):

Poster Policy

The club must design all posters. If assistance with posters is needed, the Director of Student Groups will contact the Content Creator on the group's behalf. If needed, a meeting can be set up for any design discussion. The Content Creator must receive 4 weeks' notice for the creation of a poster.

Posters to promote your group or events must adhere to the following guidelines:

- Must be designed independently or with the Content Creator (requires 4 weeks' notice).
 - If made independently, the design must be approved by the Content Creator or Director of Student Groups.
- Must be submitted to the Director of Student Groups for approval.
- Must display the CSC approval stamp before being posted.

******Any unapproved posters will be removed, and a warning will be issued.

Reporting Requirements

1. **Meeting Reports:** Submit a summary of each meeting through email to the Director of Student Groups including: date, student attendance, and activity.
2. **End-of-Semester Reports:**

Complete an end-of-semester report, including the following:

- Group name and date of submission
- Up to date list of group members
- Any conflicts or issues faced
- Any other items worth mentioning

****Re-ratification is not required annually, provided the appropriate documentation is submitted to the Director of Student Groups.**

Probation and de-ratification

Reasons for probation:

- Violation of CSC policies.
- Misuse of CSC services or meeting spaces.
- Event execution without approval. ****Please refer to the Event Proposal Form.**

If a club/group is on probation status, the club/group Leader/President will be notified. Upon receiving such notice, the club Leader/President or a designated representative from the club/group will be permitted to appeal to CSC.

Probation length is at the discretion of the Director of Student Groups and will vary depending on the violation, severity, and compliance of the club. At the end of the probationary period, the Director and the club will have a meeting to debrief, review the violation, and plan how to move forward for the future.

Groups may appeal probation decisions if they feel:

CSC Student Groups & Clubs Package

- The decision is unreasonable.
- The penalty is excessive considering the circumstances.

The appeal will be reviewed by CSC at the next scheduled CSC meeting, and the Director of Student Groups will follow up with the student regarding the decision.

We are here to support your success - if you need any assistance, please contact the Director of Student Groups at CSCGroups@cambriancollege.ca

Executive Information

Name of Club/Group: _____

President /Leader

Name: _____

E-mail Address: _____

Phone Number: _____

Signature: _____

Co-President (optional)

Name: _____

E-mail Address: _____

Student Number: _____

Signature: _____

Vice-President / 2nd Leader

Name: _____

E-mail Address: _____

Student Number: _____

Signature: _____

CSC Student Groups & Clubs Package

Cambrian Faculty/Staff Mentor

Name: _____

Contact: _____

Signature: _____



Cambrian Student Council

Student Groups Ratification Package

The following package must be completed for the group to be ratified by the Cambrian Student Council.

When the package is complete, please submit it via email to the Director of Student Groups or bring it to the CSC office.

Group/Club objective(s):

CSC Student Groups & Clubs Package

How do you plan on carrying out these objective(s)?

How will students benefit from your group/club?

Please provide some advertising/marketing tactics you plan on using to promote your group.

Club Membership

****An updated membership list must be provided at the beginning of each term. All club members must be current students at Cambrian College's Barrydowne Campus. ** This can also be done digitally.**

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CSC Student Groups & Clubs Package

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CSC Student Groups & Clubs Package

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