



## Association étudiante de l'Université McGill

*Située sur les territoires traditionnels des collectivités Haudenosaunee et Anishinaabe.*

## Students' Society of McGill University

*Located on Haudenosaunee and Anishinaabe, traditional territories.*

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# CLUB PROCESSES

*Last updated on August 20th, 2024*

## *Club Definition*

A club is a student-run organization that each consist of 25 or more McGill University student members that is dedicated to a particular interest or activity that is shared with its members. Club membership must be open to all members of the society and cannot have a distinction, exclusion or preference of membership unless it is included in the group's constitution which has been ratified by the Legislative Council.

Clubs are not legal entities and may not be under the legal oversight of another organization that is external to SSMU.

## *Process to Become a Club*

The Interim Club Status application process:

### Step 1

Get in touch with the Club Administrative Assistant ([clubadmin@ssmu.ca](mailto:clubadmin@ssmu.ca)) to confirm whether or not any overlapping Clubs are already in existence.

You can also check the [SSMU Club Directory](#) to see if similar groups are currently listed.

Each club is assessed by uniqueness and feasibility, institutional sustainability and financial sustainability,

### Step 2

Become familiar with all the rights and responsibilities of Clubs as outlined in the [Internal Regulations of Student Groups](#).

We recommend that you read this document before submitting your application.

### Step 3

Submit a completed [SSMU Interim Status Application Form](#). This includes the following documentation;

1. **Cover letter:** You will need to prepare a cover letter with an explanation of the goals, mandate, and operations of your Club, as well as how your Club will benefit students.



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- 2. Proposed Club's Annual Budget:** It is mandatory that your budget is formatted with Microsoft Excel or an equivalent spreadsheet program (.xlsx). You must use the [Club Annual Budget template](#) when building your budget.
- 3. Club Constitution:** A Club Constitution is a Club's primary governing document and outlines your Club's mandate as well as its internal operations – this includes a breakdown of the executive team, your membership fee (if applicable), and the procedure by which executives are elected. Clubs must use the following templates to create their proposed constitution: [Executive Structure Template](#) or [Collective Structure Template](#).
- 4. Member List:** In order to be considered for Interim Status, your Club must have at least 10 undergraduate or graduate students sign up as potential members should the Club be approved. Use the [template membership list](#) to submit your list.
- 5. Affiliation:** If your Club is a chapter of a larger organization or otherwise affiliated with a non-SSMU group, that group must write an Affiliation Letter to be included with your application. The letter should include details about the relationship between your Club and their organization, including any potential funding and other support, as well as any information you are required to submit to their organization. Ensure that this affiliation is reflected in Article 10 of your proposed constitution!

#### Step 5

After your application has been reviewed and your group is considered a viable candidate to become a SSMU Club by achieving a simple majority vote by the Clubs Committee, it will go to the SSMU Legislative Council and the SSMU Board of Directors for evaluation based on the criteria outlined in the Internal Regulations of Student Groups. A simple majority vote must be obtained.

#### Step 6

The Club Administrative Assistant ([clubadmin@ssmu.ca](mailto:clubadmin@ssmu.ca)) will inform you of the final decision and the next steps to begin running your Club!

### Approved Interim Club Applications

Before you start recruiting and operating as a SSMU Club, there are a number of administrative steps that you are required to take. These must be completed in order for you to retain your Interim Status. However, keep in mind that Interim Status is only temporary. If you wish to continue operating long term as a SSMU Club, you will need to apply for Full Status within 5 academic months or your status will automatically expire unless otherwise extended by the Legislative Council.

Clubs that do not apply for Full Status by the 5-month deadline will lose all official status and the privileges associated with being a SSMU Club, including room bookings and access to Club funding. The club must reapply for interim status.



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In order to activate your membership and start receiving communications from the SSMU, please follow these 2 steps:

1. Fill out the [Student Group Information Form](#).
2. Create an official SSMU Club email. This can be done by contacting the Systems Administrator at [itsupport@ssmu.ca](mailto:itsupport@ssmu.ca).

Please visit the [Maintaining Status page](#) for a complete list of administrative procedures and regulations to maintain your Club's status.

## Full Club Status Application

After 3 academic months have passed since your Club was granted Interim Status, you can begin applying for Full Status! (Note that if 5 months have passed since being granted Interim Status and you have not yet submitted an application for Full Status, you will lose Interim Status.) The application process for Full Status is the final step in finalizing your Club.

The clubs fulfillment of Interim status mandate, long term sustainability of member base and financial sustainability will be taken into consideration.

### Step 1

Submit completed [Full Status Application Form](#). This includes the following documentation;

1. [Club Annual Budget Template](#) confirming 3 events of activities hosted by Club during its Interim Status Period
2. [Member List Template](#) including names of at least 25 members of the Society.

### Step 2

The Clubs Committee will review the content of the application based on the standardized [Full Status Club Approval Rubric](#). The committee must be satisfied with the significant benefit the organization can provide for the Members of the Society.

### Step 3

After your initial submission to the Club Commissioner via the online form, the application will be taken first to the Club Committee for review, then to the SSMU Legislative Council for approval, and finally to the SSMU Boards of Directors for ratification.



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#### Step 4

In the case where your Club is not granted Full Status following the submission of the Full Status Application Form, you may submit an appeal through the [Full Status Appeal Form](#). You will be able to provide information on circumstances that prevented the Club from meeting the standards outlined in the approval rubric. However, please keep in mind that the Club Committee is under no obligation to consider or grant appeals.

## Club Requirements

In order to maintain Club status, all Clubs must fulfill/follow several basic requirements or be considered inactive:

### Training through Workshops

Training workshops provide training to Clubs and services. They inform groups about Club requirements, finances, resources, contacts, and accessibility. All Clubs are required to attend.

### Audits

All Clubs are required to submit their financial documentation to the SSMU Club Auditor in the fall and winter semesters. The Club Auditor will review the documentation (e.g. receipts, budgets, etc) and compare the information with the bank records.

Cash handled by Clubs must be kept in a secure lock box at all times. Whenever transactions are made with cash a physical receipt must be generated. One copy must be provided to the recipient and the other must be enclosed in the lock box. All receipts must include the following information:

1. Amount of the transaction;
2. Date of the transaction;
3. Description of the product or service sold;
4. Signature of seller.

Once the cash is collected, the receipts must be verified(e.g. spreadsheet) and deposited into the bank without delay. The receipts and spreadsheet must be kept and submitted to the Club Auditor upon request.

Credit cards must be kept secure and used only by the designated person identified on the card.

Whenever transactions are made with a credit card, the receipts must be kept and submitted during audit sessions.



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## Governance through constitution

All Clubs must have an approved constitution. The constitution will describe the purpose, structure, high level procedures and mechanics of a Club. All constitutions must reference and defer to the SSMU Constitution and governing regulations. Any constitution or action of the Club that violates the SSMU Constitution and governing regulations, McGill policies or legal statute will result in sanction and/or status revision.

## Contact information through Student Group Information Form

The SSMU requires all Clubs to submit up-to-date information with respect to their executive structure and contact information. Clubs must update the information via an online form every year at the beginning of the fall semester or when any change occurs in their Executive structure or contact information.

## Operations

All Clubs are part of the SSMU and have no legal status. Therefore, Clubs cannot enter into legally binding contracts or engage in activities that would pose a risk or liability to the SSMU. If Clubs would like to create a contract with an external party, they must conduct the proper process with the SSMU Operations department.

## Insurance

All Clubs that hold events or activities are required to inform the SSMU of said events or activities prior to commencement to determine if the SSMU has the proper insurance coverage. These events and activities must be declared via the Event Declaration and Insurance Form located on the SSMU website.

## Alcohol

The following regulations describe what clubs can and cannot do with respect to organizing events that include alcohol and alcohol purchasing:

1. Funds may not be used for alcohol purchases except alcohol purchased at venues holding a valid liquor permit for the purpose of consumption on-site;
2. Individuals will not be reimbursed for alcohol purchases made outside of venues;
3. The SSMU must approve any events involving alcohol. Clubs must submit a description of their event request via the SSMU EMS (University Centre events only) or directly via the Event Declaration and Insurance Form located on the SSMU website



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4. If club funds are used for alcohol purchases that are not permitted within these regulations, sanctions will apply.

## Cannabis

Club funds may not be used for cannabis purchases under any circumstances.

## Sanctions

As **interim** or **full** status, Clubs will benefit from a number of SSMU resources, including, but not limited to, free room reservations, a bank account, funding opportunities and so forth. If, however, these benefits are misused, administrative sanctions may apply. Sanctions may be the suspension of one, some or all benefits for a determined time period. If misuse continues, then Club status may be affected (see **Status Sanctions**).

Various departments can only apply sanctions to clubs by suspending or terminating access to SSMU services. Reasons for doing so can be varied and there will be no exceptions to the application of the sanctions.

## Sanction Processes

When infractions by club activity are brought to the attention of SSMU Executives or staff from any department, the issue must be brought to the attention of the Clubs and Services Coordinator and VP Student Life. Examples of these infractions include club audit failure from the Finance department, lack of event declaration from the Operations department and advert/website misconduct from the Communications department.

The Vice-President (Student Life) may then refer to the Metric chart to issue sanctions to Clubs in response to failure to abide by the Internal Regulations, the Constitution, Policies, Plans, the constitution of the Society-Accredited Group in question, or other stated causes such as failure to adhere to Club requirements.

In all cases, any suspension or termination will be communicated to the SSMU administrative staff (Communications, Operations, Accounting, Building and General Administration Departments), the VP Finance and VP Student Life.

Applied sanctions will be recorded in the Student Group Master List without delay.



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## Sanction Types

### **Suspension of All Resources**

Suspension of all resources includes the suspension of the club bank account, access to funding, room booking privileges, and contract authorization.

### **Suspension of Booking Privileges**

Suspension of booking privileges includes the suspension of all discounts and prioritization of room bookings in SSMU and when using SSMU to book space on campus.

### **Suspension of Financial Services**

Suspension of financial services includes suspension of bank account access, bank tokens, credit cards, cheques and access to SSMU funding.

### **Suspension or Revocation of Club status**

May be prompted by multiple or continuous club requirement infractions. The Clubs Committee will bring the issue to the Legislative council who will vote on the possible suspension or revocation of club status.

For Clubs subject to status revision, the VP Student Life and the Club Committee will review the recommendation and if approved, will submit the revision request to the next Legislative Council for approval. Following approval at Legislative Council and ratification at the Board of Directors, the VP Student Life will inform the SSMU administrative staff (Communications, Operations, Accounting, Building and General Administration Departments) of the change and all pending or implemented resources provided to the affected Club will be revoked or modified (if not already revoked or modified prior to the resolution).

The duration of the sanction may last 1-6 months and is composed of one, two or all three sanction types depending on the issue as per the Metrics listing below.

In certain cases, as per the Internal Regulations on Student Groups, the SSMU Legislative Council has the authority to approve additional sanctions of a group, increasing the total length of sanctions to exceed one year.



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## Metrics

The metric for sanctions are described in the following table:

Issue	Sanction	New
No or outdated Student Group Information Form	Suspension of all resources	Until the submission of the form
First unsatisfactory audit	Suspension of financial resources	60 days
Consecutive unsatisfactory audit	Suspension of financial resources	180 days, possible status revision
Misuse of funds	Termination of financial resources	180 days, status revision
First absence at workshop	Suspension of room bookings	30 days
Second absence at workshops	Suspension of all resources	Until completion of workshops
Third absence at workshop	Termination of all resources	Remove third absence
1 instance of overdraft in the financial year	Suspension of bank account	60 days
2 instances of overdraft in the financial year	Suspension of financial resources	180 days
Non-payment	Suspension of financial resources	90 days





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1 instance of the misuse of booking privileges	Suspension of booking privileges	30 days
2nd instance of the misuse of booking privileges	Suspension of booking privileges	90 days

Issue	Sanction	New
Violation of SSMU and McGill rules and regulation and/or club constitution	Suspension of all resources	30 days to 180 days or status revision (TBD regarding severity)
Multiple sanctions	Suspension of some/all resources up to termination of all resources (TBD regarding severity)	180 days to 1 year or status revision (TBD regarding severity)
1 instance of not providing the SSMU with event information	Suspension of booking privileges	30 days
2 instances of not providing the SSMU with off-campus event information	Suspension of booking privileges	90 days
Signing contracts or agreements without undergoing the proper process with the SSMU	Suspension of all resources	30 days (Contract with McGill or McGill-affiliated group), 90 days (Contract off-campus), 180 days (Contract involving alcohol, athletics, or travel) or status revocation (TBD regarding severity)



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Unauthorized purchase of cannabis or alcohol	Suspension of all resources	90 days, 180 days and/or status revision (TBD regarding severity)
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## Event Services

As an ISG, you can also collaborate with the SSMU's many student-run Services in order to ensure the success and safety of your event. You should consider working with:

- [MSERT](#): The McGill Student Emergency Response Team provides first-aid services to McGill residences and major SSMU events.
- [WALKSAFE](#): WALKSAFE is a group of volunteers who provide accompaniment for those who are uncomfortable travelling by themselves in the evenings.
- [DriveSafe](#): DriveSafe is a service that will provide safe and free rides home to anywhere on the island of Montreal on weeknight evenings.
- [Midnight Kitchen Collective](#): The Midnight Kitchen provides vegan catering services for initiatives that keep within their political mandate.
- [Plate Club](#): The Plate Club provides free, reusable dishware rentals for special events including those organized by Clubs who want to ensure their event is environmentally sustainable.

\*The services of SSMU WALKSAFE, DriveSafe, and MSERT can be requested through the [Safety Service Request Form](#).