

CSA Clubs General Meeting

Winter 2019



Introductions

Roy Rebelo – Clubs Administrative Coordinator

Main contact for accreditation questions

Email: csaclubs@uoguelph.ca

Winter Office Hours

Mondays 1:00 pm – 3:30 pm

Wednesdays 1:00 pm – 3:30 pm

Fridays 12:00 pm – 3:00 pm

* By appointment as necessary*

Introductions

Lindsay Williams – Clubs Programming Coordinator

Main contact for questions about running events and SRM

Email: csasrm@uoguelph.ca

Winter Office Hours

Tuesdays 10:30 am – 12:30 pm

Wednesdays 10:30 am – 12:30 pm

Thursdays 10:30 am – 12:30 pm

* By appointment as necessary*

Where to find us online!

Main website: www.csaonline.ca/clubs/

Facebook page: [@csacclubsguelph](https://www.facebook.com/csacclubsguelph)

Twitter page: [@csacclubsguelph](https://twitter.com/csacclubsguelph)

We moved!!!

The CSA Clubs Office has moved to UC Room 243
(Dark Blue Door)!

NEW Clubs - Important Steps!

Review: Forming a New CSA Club online at www.csaonline.ca/clubs/

Review Accreditation Steps & Documents – also on clubs website

Meet with Roy to review completed accreditation requirements and set up GryphLife account

Complete Accreditation Form online on CSA Clubs Gryph Life Page.

CSA Club Privileges

Use of space on campus

Eligibility for financial assistance from the CSA

Access to printing services through the CSA front office

Clubs Email Address

Clubs Mailbox

Use of CSA equipment – (Projector, Button Maker, etc..)

Access to CSA Boardroom

Use of clubs hallway, lockers, and the garage

Booking Rooms

more info can be found in Clubs Handbook

Bullring – email thering@uoguelph.ca

Brass Taps – email brasstaps@uoguelph.ca

CSA Boardroom – email csamain@uoguelph.ca

Branion Plaza, MACN Foyer and WarMem – email spevent@uoguelph.ca

Science Complex Atrium directly at: **EXT. 52991**

Classrooms – email orsrooms@uoguelph.ca

For Classroom bookings make sure you give Class Tech Services 2 days for access to class projectors, etc..

UC Rooms – email ucreserv@uoguelph.ca

Only booking officers (indicated in accreditation application form) will be permitted to book space on campus

Clubs Hallway Room Bookings

Room Booking for the CSA Clubs Hallway are now going to go through the CSA Clubs Office in UC Room 243

- One of your Booking Officers must come in person to book a room as we will not be accepting any email requests
- Between Lindsay and I, we have office hours everyday of the week so there is a lot of time for clubs to book rooms

Reminders for Clubs Hallway

- If your club is using the whiteboard, **you must erase** what you write afterwards because leaving marker on the board damages it
- Your club also must leave the furniture in the room as you found it (**the layout is posted in every room**). Also, **DO NOT** move any furniture from one room to another
- Lastly **DO NOT** touch the TV's, just plug in the your HDMI and that's it; if it does not work still DO NOT touch any buttons please come to the CSA or UC offices

UC Room & Table Bookings

Booking rooms in the UC – email ucreserv@uoguelph.ca
<http://www.uoguelph.ca/ucservices/room.shtml>

Room Cancellation Penalties

15+ working days in advance

10+ working days in advance

Under 10 working days in advance

No Penalty

50% of room rate

100% of room rate

Booking Tables in the UC - email ucreserv@uoguelph.ca:

Booking a table in the UC = \$0

Booking a table in Branion Plaza = \$10 (This is still goes through UC office as well)

No Fee for use EXCEPT for late cancellations and no-shows

UC Policies

Food and Beverages

All events with food and beverage service must arrange for service through a recognized food service provider as per University of Guelph and University Centre Policies.

For UC meeting rooms, food and beverages must be provided by Hospitality Services, UC Services or Brass Taps Pub

Sales and Solicitation

As long as your accredited you are allowed to promote any events or services your club provides

If you are planning on selling or raising funds or bringing anything from off-campus within the UC you **must submit a sales and solicitation form prior to the event**

More information found online at <http://www.uoguelph.ca/ucservices/promo.shtml>

Lockers

Lockers are available for clubs who require the storage space

We have a limited number of lockers available

All clubs who would like a locker must also fill out a locker request form

Locker request forms are **due by the accreditation deadline Feb 1st**

Security gate now operational (**Lockers will only be accessible Mondays - Fridays 9am to 11pm**)

If your club needs to access your locker on the weekend you must obtain a key from the CSA front office (and it must be returned by the Monday)

Do not keep any valuables in the lockers

Mailboxes and Emails

Mailboxes

Accredited clubs will be assigned a mailbox in the CSA front office

Please include your clubs name if you are ordering items and having them delivered to the front office

Please check it on a weekly basis!

Emails

Please check club emails at least every 48 hours

If you would like a @uoguelph.ca email address please send a request before Feb 15th – all email requests will be sent to CCS as a list

Advertising

more info can be found in Clubs Handbook

Posters/Banners – the CSA employs a graphics designer to help create posters and banners. Advanced notice must be given.

CSA employs two poster runners who can hang your approved posters up across campus.

More information on both of these services can be found here:
<https://csaonline.ca/services/promotional-services>

Financial Assistance

more info can be found in Clubs Handbook

You can PDR the CSA for money. Forms are available at <https://csaonline.ca/services/petitions-delegations-and-representations>

You can also PDR the college governments and Interhall Council directly

Check out the Student Affairs website for information on their Special Grants Fund and the Student Life Enhancement Fund (Deadline early October)

You can run a referendum question during an election period to request a portion of student fees

Email Sophia at csaclubs@uoguelph.ca for more info & help!

Booking Equipment

more info can be found in Clubs Handbook

Button Maker – requires a \$75.00 deposit and purchase of buttons (\$0.10/button) email csamain@uoguelph.ca

Projectors/Projector Screen, DVD player, extension cords, megaphone etc.. (minimum two days notice, deposit required)

email csamain@uoguelph.ca

Booking other equipment such as projectors or speakers in MacKinnon email cts@uoguelph.ca

CSA Club Responsibilities

Receive Anti-Oppression Training every year

Complete Accreditation Application correctly **every semester**
(Shorter Process in Winter)

Comply with all CSA policies and bylaws

Keep accurate records of club funding and spending

Must inform the Clubs Office of any contract you may enter

Be open to all members of University of Guelph Community

Have a minimum of 25 members, 2/3 of which must be
undergraduate students

CASL (Canadian Anti-Spam Legislation)

New, was passed summer 2015

If you are sending emails through a listserv, you must obtain **explicit consent** to add them to the listserv – such as signing up to receive clubs emails

Please save all listserv sign up sheets (as proof of consent)

Please include an unsubscribe option in every mass email

Ethical Purchasing

“The CSA (CSA) is committed to upholding the values and principles of Ethical Purchasing. Recognizing that oppressive working conditions are the reality of workers worldwide, the CSA is committed to bringing these issues to light and standing in solidarity with workers both locally and internationally in their struggle to have fair and just working conditions. In addition, the CSA is committed to being a more sustainable organization by making environmentally conscious purchases. We recognize that by changing the way we purchase, we are contributing to the overall demand for ethically made products; this in turn benefits the global health of workers and the environment. The purpose of this policy is to ensure that the CSA and all services, clubs and organizations accredited through this organization are making environmentally sound purchases and supporting workers locally and internationally by purchasing from suppliers that maintain a positive and ethical working environment.”

Ethical Purchasing

In the case that the committee finds that one of the companies used to purchase goods are not in compliance with the University of Guelph's Code of Conduct and/or the CSA's Ethical Purchasing policy, the committee must follow the following steps:

- **Informal Warning:** A constructive and informative letter from the Committee that provides the purchaser with information about the importance of Ethical Purchasing and how the purchaser can improve. This informal warning will be kept on file, but will be removed after 18 months if the purchaser improves their purchasing practices.
- **Formal Warning—Level 1:** Written warning on file. Formal apology to the CSA Board of Directors. The next purchase that is made by the purchaser must be ethical. This warning can only be issued if an informal warning has already been issued.
- **Formal Warning—Level 2:** Notice of Hearing. Recommendations made from a hearing, must be submitted to the board of directors within 3weeks after the hearing date

Punishments

more info can be found in Clubs Handbook

CSA reserves the **right to revoke a Club's accreditation status** and deny clubs privileges if our requirements are not met.

Funds from clubs that are inactive for three semesters will be absorbed into the CSA budget.

You have **one week** to rectify situations warranting a letter of warning from the Clubs Coordinator, or you will lose your accreditation.

Email csaclubs@uoguelph.ca for help

CSA Clubs Conduct Tribunal

Called by the CSA Clubs Coordinator, made up of The Human Resources and Operations Executive Commissioner and two CSA Board members

The Tribunal will be responsible for reviewing accreditation status of a CSA Club to deem whether a student club's accreditation status or club privileges, including use of space on campus, club space, access to PDRs/funding, collection of student fees, will be revoked, denied and/or subject to any limitations

Don't let it get to this point!

Primary Contact

Only the Primary Contact will be able to access the accreditation form!

Two options for changing primary contact:

1. Old primary contact logs onto GryphLife and assigns primary contact status
à Step by step instructions found on clubs accreditation page

<https://csaonline.ca/sites/uoguelph.ca.csa/files/public/How%20to%20Change%20your%20Primary%20Contact%20on%20GryphLife.pdf>

OR

2. Email slgryph@uoguelph.ca and request change of primary contact

Accreditation Application Requirements

Will be reviewing accreditation later this evening but a quick summary of requirements needed for the accreditation application are below:

- Attend General Clubs Meeting
- Complete Anti-Oppression Training
- Minimum of \$25 in club internal bank account
- Signed SOP deposit form
- Completed internal and/or external financial officer banking forms
- Completed a Clubs Membership list with minimum of 25 members' names, central logins and Gryph Mail addresses
- Up to date club's constitution
- Have copies of every contract your club is currently a part of
- Completed a financial report and forecast
- Completed an event timeline proposal for the current semester
- Read the CSA Policy Manual, Appendix G and Clubs Handbook

Clubs Constitution

Date of creation/last amendment (last time updated)

Must be updated at least every 5 years

Statement of Purpose and Mandate of the Club

Statement of Compliance with all CSA Policies and Bylaws

Membership Information – how to join, membership fees and privileges, etc..

List of executive positions and duties

Other important details such as: elections process, meeting structure, member removal, how the constitution can be changed, etc..

Finances

A minimum of \$25 deposit required in CSA internal banking account at all times. See Business Manager Lee Anne to **sign SOP Deposit form***

If your club receives or spends more than \$1000 in one month, you are required to submit a financial statement to the clubs office asap.

Clubs that hold bank accounts at outside banks must submit **External Banking Account Form*** on their accreditation application

If you are doing many transactions in one semester you should open up an external banking account. Come speak to me during office hours to chat about this process!

Financial Statements

Any income received through PDR, fundraising, merch sales, Student Fees, Membership Fees, etc. **must be recorded in a financial statement document**

Any spending **must be recorded** (include date, amount, and what it was spent on – be specific

September 21st \$53.40 = Three large pizzas **NOT** Approx. \$50 on food

If you receive funding from any source other than your membership or a campus organization the Clubs office **must be informed ASAP.**

A financial statement of last fiscal year and a financial forecast of this fiscal year is **required in your accreditation application form**

Financial and Events Statement Example – found online

SAMPLE CLUB BUDGET

	<u>2016</u>	<u>Projected</u>
Revenue		
Meeting Tickets	\$ 250.00	\$ 300.00
Raffle	500.00	700.00
Gross Profit	<u>\$ 750.00</u>	<u>\$ 1,000.00</u>
Expenditures		
Advertising	\$ 25.00	\$ 50.00
Decorations	15.00	20.00
Food & Beverage	50.00	75.00
Printing	10.00	10.00
Raffle Prizes	100.00	125.00
Raffle Tickets	5.00	5.00
Venue	100.00	100.00
Wrist Bands	5.00	5.00
Misc.	100.00	100.00
Total Expenditures	<u>410.00</u>	<u>490.00</u>
Net Profit (Loss)	<u>\$ 340.00</u>	<u>\$ 510.00</u>

New Accreditation Process

Accreditation for returning clubs will now only take place in the Fall!!!

- Clubs that have accredited in the Fall semester will only have to fill out a quick update form on Gryphlife
 - This form outlines any changes your club might've gone through
 - The form will be known as **Winter Confirmation**
- Clubs accrediting for the first time in Winter will go through longer process in Winter and again in the Fall (but next Winter semester you'll complete the Winter Confirmation form)
- Summer Accreditation is possible as well and it is the only way your club may run events during O-Week

Accreditation Applications

**Accreditation Applications will be due Friday
Feb 1st**

No extensions will be given

**Please start your application as soon as
possible!**

Accreditation Applications

Accreditation will be online on GryphLife!

New clubs need to set up new GryphLife account (**See Roy!!**)

Returning clubs need to ensure they have an active GryphLife page prior to completing accreditation application

Do not wait until the night before the deadline to set up your GryphLife account. This process can take a few days and will prevent you from completing your accreditation application on time!

Questions?

