

YUKON UNIVERSITY

Clubs Manual

Last reviewed: September 2023

**STUDENT ENGAGEMENT
COORDINATOR**

studentlife@yukonu.ca



WHY JOIN (OR START) A CLUB?

- **Meet people** who share your interests
- **Get support** from YukonU Student Engagement to plan, carry out and promote your activities
- **Learn new skills** like event planning
- **Build your resume** with leadership experience

TYPES OF CLUBS

Student clubs at Yukon University can be any of the following:

- **Sports clubs or teams** (e.g., YukonU Basketball Club)
- **Hobby or interest-based groups** (e.g., YukonU Chess Club)
- **Local chapters of larger organizations** (e.g., YukonU jack.org Club)
- **Based on shared experience** (e.g., International Students Alliance, Student Parent Support Group, etc.)

BENEFITS OF BEING A CLUB

Official YukonU student clubs can get support from Student Engagement, including:

- Help with club promotion and recruitment
- Room bookings at the university, including the gym or certain classrooms (if available)
- A free shared locker for your club
- An official YukonU.ca group email
- Reimbursement of approved expenses up to \$100/semester or \$200/year

CLUB BASICS

STARTING A CLUB

Before starting a club, you will need to

- **Check to see if the club you have in mind already exists** by visiting YukonU.ca/clubs-activities
- **Find a few more people to start the club with you.** If at least three YukonU students are interested, you can register as an official YukonU student club
- **Look for a faculty or staff mentor.** Although you don't need one to be an official club, working with a supportive member of staff can help you navigate the University and connect with other resources

Need help? Email studentlife@yukonu.ca for support with recruitment and planning to turn your idea into a club.

REGISTERING YOUR CLUB

To be officially recognized as a YukonU student club:

1. Complete a Clubs Registration form and email studentlife@yukonu.ca requesting approval of a new club. You will need:
 - your **club name**
 - a brief **description** (1-5 sentences), and
 - the **names and emails of 3 current YukonU students** who agree to be contacted by University staff on behalf of the club
2. The Student Engagement Coordinator will set up a meeting to discuss your plans, what kind of support the club might need and give official approval of the club.
3. Ensure all members of the club understand and agree to the Clubs Code of Conduct and information provided in the Clubs Manual.

STAYING ACTIVE

- Confirm or update the list of student contacts each semester and resubmit the Club Registration Form each fall to renew activity for each academic year

- If student membership drops below three current students, clubs may lose official status
- Clubs which are in breach of the Code of Conduct may not be renewed until the situation is remedied

YUKON UNIVERSITY STUDENT CLUB REQUIREMENTS & CODE OF CONDUCT

Official YukonU Student Clubs are a part of the University's student services. Clubs are an extension of Yukon University, and club activities must reflect the University's values.

By joining an official YukonU Student Club, members agree to the following:

Membership

- Clubs must be open to all YukonU students, with these exceptions
 - Clubs may require members agree with a purpose or mission
 - Members may be excluded for misconduct by due process
- Clubs must not make financial or in-kind contributions a condition of membership
- Clubs are only available for current YukonU students and staff

Events and activities

- Clubs must ensure their activities are covered by YukonU insurance. If you have questions, you can ask the Student Engagement Coordinator
- Clubs may not be used to promote hate, bullying or harassment, illegal activity, or the personal gain of club executives
- Clubs engaging in advocacy or with external organizations must first be pre-approved by the Student Engagement Coordinator and ensure they do not speak on behalf of YukonU

Transparency and accountability

- Clubs agree to get prior permission from the Student Engagement Coordinator for any proposed partnerships with organizations within or outside of YukonU
- Clubs agree to allow the Student Engagement Coordinator to review or audit the Club's operations at any time

The Student Engagement Coordinator retains the right to deny or remove official status from a club at their discretion.

POLICIES AND PROCEDURES

CLUB STRUCTURE & DECISION-MAKING

All clubs must have a structure for making decisions democratically and transparently. By default, the process is simply a majority vote of all members present at a club meeting. Make sure that you:

1. Keep a list of all members (typically, this includes any current YukonU student who asks to be a member and provides contact information)
2. Inform all members of the date, time and location of the meeting so they can attend
3. When significant decisions are made, keep a record of the decision and who was present at that meeting

If your club has a lot of members, handles a large amount of money, or is associated with an outside association you may decide to elect an executive committee or other decision-making structure.

Talk to the Student Engagement Coordinator (studentlife@yukonu.ca) for support developing more formal club procedures.

BUDGET & FUNDING

Official YukonU student clubs may request funding for club activities from the Student Engagement Coordinator, up to a maximum of \$100 per semester, or \$200 for the academic year. Clubs may also fundraise on their own.

YukonU Clubs funds

To request YukonU Club funding, clubs must:

1. Be an official YukonU Student Club in good standing
2. Request approval of the expense from the Student Engagement Coordinator in writing before committing to the expense

- Clubs must show the expense was approved according to the club's decision-making structure (see above) and the Student Engagement Coordinator
3. Keep records of all financial transactions performed with YukonU Club funds

When possible, purchases must be made by the Student Engagement Coordinator. If the Student Engagement Coordinator approves the club to purchase the item to then be reimbursed, the club must provide a receipt before being reimbursed.

Allowable expenses

YukonU funding is intended for expenses that are central to the club's purpose. Any supplies or resources purchased for the club with YukonU funds remain the property of YukonU.

Examples of items that can be purchased with YukonU funds include:

- Snacks for Club meetings
- Expenses for Clubs activities/events (e.g., art supplies, speaker fees, etc.)
- Marketing items (e.g., posters, flyers, business cards, etc.)

YukonU funds cannot be used to provide honorariums, salaries or gifts for club executives and their immediate family members.

Questions about budgeting? Email studentlife@yukonu.ca for help developing a budget, fundraising or determining if an expense is eligible.

LOSS OF OFFICIAL STATUS

A Club can lose its status for one or more of the following reason(s):

- a) Failure to abide by this Clubs Manual
- b) Participation or coordination of any activities deemed discriminatory
- c) Violation of YukonU policies and campus regulations (e.g., selling or providing liquor without prior permission)
- d) Participation or coordination of unethical behavior as defined by YukonU
- e) Improper usage of YukonU funds and property

A club that loses official status loses official YukonU recognition and all privileges and funding available to YukonU Clubs.

Procedure for Loss of Status

If a club is at risk of losing its status for one of the reasons above, the following steps will apply:

1. The Student Engagement Coordinator will set up a meeting with the named club contacts about the violation and discuss steps to improve conduct.
2. A written letter will be provided to the club contacts documenting the infraction(s) and outlining steps to take to resolve the situation (if any).
3. If the required steps are not taken, Club contacts will be notified that the Club has officially lost status. The Club will lose all privileges such as room bookings, IT services, and will be required to return any remaining items purchased with YukonU funds.

TIPS AND RESOURCES

BUDGETING

Make a budget at the start of each term to support the Club activities.

1. Before the start of activity, sit down to plan the year keeping in mind academic timetables, holidays and other important dates
The Student Engagement Coordinator can help if needed
2. Once there is a rough plan, research the cost of the events or activities
3. Consider where your funds will come from. Sources can include:
 - annual Club funding from YukonU
 - sponsorship/partnership with other organizations or groups
 - donations
 - cost-recovery from events (e.g. entrance fee to cover food)

➔ For any sponsorship/partnership or donations you must have pre-approval from the Student Engagement Coordinator prior to reaching out to external organizations.
4. Determine whether your sources of funds can cover your estimated cost. If not, can you cut back on expenses? Get items or services for free? Explore other types of fundraising?

FUNDRAISING

There are numerous ways for Clubs to raise money. Fundraising is a great way to connect with the community, raise awareness about the Club and increase the Club revenue. The Student Engagement Coordinator will provide support and direction for any fundraising events or activities – please ask for help before starting any fundraising activities.

CLUB EVENTS

Events are a great way to attract new members to your club, share your passion with the broader community, and give your club something to work toward. Here are some ideas of events:

- Workshop on a specific topic
- Speaker or performance
- Movie screening or watch-along
- Trivia night

- Sports tournament
- Day or week of activities
- Campaign

COMMUNICATIONS AND MARKETING

Marketing your Club is a great way to get students interested and involved. When planning your budget, consider allocating funds for outreach. All student clubs must meet the YukonU brand guidelines. The Student Engagement Coordinator will assist you with creating marketing materials. Below are ways to market your Club and upcoming events:

- **Collaborate** with another Club or group for double the audience
- Make use of University communications tools:
 - **Student Newsletter** - email studentlife@yukonu.ca
 - **TV screens** around the Ayamdigut campus
 - **Posters on campus** and in **Campus Housing**

Tips for posters:

Posters should be 11" x 17" and landscape orientation. This will work for a Facebook event and the YukonU TV screens as well as printed posters.

Make sure your poster contains the **Name of the Event, Name of the Club, Date, Time, Location, Social Media/Website, Contact Information** and any **cost** associated or **registration** required.

Need help? Don't hesitate to contact the Student Engagement Coordinator at studentlife@yukonu.ca for support with your club's events and activities.