



UNIVERSITY COLLEGE LITERARY AND ATHLETIC SOCIETY
U C CLUB RECOGNITION FORM

Sarah Ubbi
Literary and Creative Arts Commissioner

Submission Deadline: You may apply for UC club status at any point throughout the year. Although please be advised it takes time to process the request.

Date: _____

Name of Club: _____

Name of Contact Person: _____

Address (specify if using the Lit's): _____

Phone: _____ E-mail Address: _____

Description of Club:

Officers/Executive:

Is your club affiliated with any groups external to U.C. or the University of Toronto? If so, please explain:

Please submit this form to the U.C. Lit office c/o Sarah Ubbi. Please remember to attach the following to your submission:

- Current membership list, including list of executives
- Budget for the year
- Calendar of events
- Brief information sheet about your club along with a sign up sheet for the Lit office

Any questions? E-mail sarahubbi@gmail.com

UC Clubs Recognition Policy

Preamble: The policy endeavours to ensure that clubs are formed to be of maximum service to the students of University College, and that the UC Literary and Athletic Society is able to play a supportive role in their function.

Forming a Club/Applying for Recognition

Any member of University College may form a club. Application for recognition must be filled out and submitted to the UC Lit c/o Sarah Ubbi. This may be done at any time during the academic year. Recognition may be revoked if an organization acts in a manner that is inconsistent with its constitution, or with the UC Lit Policy on Clubs Recognition. A group which has had its recognition revoked may apply again during the next academic year.

Note: Recognition of 2008/2009 clubs will automatically be renewed if the club submits an audit- a financial statement of how much money it received and spent in the previous year- the application form, constitutional amendments, and new membership list (including executives and contact person) to the Lit in the spring of 2009.

Membership Requirements

- Minimum of 10 persons or 50%+1 of the total club membership must be University College students: a member list must be regularly updated and submitted to the Literary and Creative Arts Commissioner.
- All members must have full visiting rights in general meetings and elections.
- The club must participate in all “clubs” days during the year as a regular recruitment drive.
- No fewer than three executive members and a contact person should be named, a mailing address, phone number, and e-mail address should also be given. Please note that the information relating to the contact person will be made available to the general public.
- Club members must actively sign up each year in order to be counted for membership. Clubs can not assume individuals are members of their club due to membership in a program, course, cultural group, religion, previous club membership, or other.

Club Duties

- Clubs must hold at least two meetings during the academic year. If applicable, informal minutes (attendance list, summary of proceedings) may be requested.
- Club must hold at least one of the following events per year
 - Cultural
 - Educational
 - Fundraising
 - Lit Related
- Clubs must submit the following each year:
 - Current membership list, including a list of the executive board (please specify whether or not the member is a UC student)
 - A budget for the year and calendar of events
 - Constitution or charter
 - Accounting procedures, receipts, etc.
 - An information sheet and sign up sheet for the Lit office
- Clubs must be accessible to the entire UC community. Accordingly, clubs are expected to advertise all events, meetings, etc. to all University College students.

Club Privileges

- Clubs are qualified to make budget submissions to the UC Lit summer and fall budget meetings.
- Club are permitted to use the Lit office copier/fax at a minimal cost.
- Clubs may use the Lit office as a mailing address.
- Clubs may request advertisement of events on the UC Lit website.
- Clubs may rent Lit-controlled facilities without a fee.
- Clubs may rent Lit-controlled equipment at a minimal cost.

Final Note: Relax. It's not as hard as it may sound to form and maintain a recognized UC club. It may sound like a lot of bureaucracy, but the recognition policy is designed to ensure that all clubs get treated fairly and have full access to the resources available to them.

Extra Information for Clubs, 2008-2009

Getting Members

When trying to recruit members for your club, make sure that the students know you exist! Poster around the college and residences, advertise on the Lit website, write an article for the Gargoyle, hook up with the passport program, anything that will grab students' attention. Spread the word during tea time at the Union or anytime in the JCR. Tell people about your club! Clubs days are also a great way to recruit members; recruitment drives will be held both in the fall (to attract all those frosh) and in January (to get the attention of all those students who are looking for something fun in the second term).

Fundraising

If your club needs money, there are a bunch of ways you can go about trying to raise some. Try bake sales (the Sid Smith lobby is a great place to sell your goods), car washes, shoe shining, small membership fees, club nights, singing telegrams... the list goes on. Get creative!

Budgeting

If your club wants to request money from the Lit, it's important to make sure you've got a clear idea of how much you want and where the money will be going. Do your homework- if you have a billiards club and want a pool-table for your club, be prepared to tell the Lit where you're getting it from, various prices, and even where you're planning to store the table if/when you get it. Clubs may submit budget requests to Literary and Creative Arts Commissioner Sarah Ubbi. Each Club will be assigned a clubs code for budget purposes; please mention this code on all financial correspondence. Budget requests forms are available in the Lit office. Keep all your receipts because you'll need them if you want to be reimbursed for anything you get.

Where Does the Lit Fit In?

The Lit is a great resource- don't neglect it! If your club has a great idea for an event that would work well with a certain commission, don't hesitate to contact that commissioner. Also, don't forget that your club can use the Lit for a number of services. These include photocopies, mailing address, telephone, etc... don't be shy! Come to the Lit office! We're here to help!

Room Bookings

To book a room in UC for club events, contact Yvonne Palkowski in the Principal's Office (416-978-3160). To book the JCR, please contact the Lit's Vice President, Kendra Knoll, by email at icrrentals@gmail.com or at the Lit Office (416-979-2500).

Clubs Constitution

All groups must submit a copy of their constitution. However, club constitutions do not have to be a major formal affair. What the Lit is looking for is some statement of purpose (mandate), how the club elects its executive (assurance that the club is democratic), and some procedure for the handling of club funds whereby the club takes responsibility for its own financial matters. The UC Lit's interest in the constitution is based on its concern that organizations using its name, facilities, and services pursue activities in the best interests of the community, and that all rules/regulations are spelled out so that all members who join a club and take part in its activities may do so with full knowledge of their rights and responsibilities within the group.

How to Write a Club Constitution

Can't think of how to put together a constitution? The following is a simple model for establishing a club constitution which seems to work... but hey, this is only an example. Feel free to create the club constitution any way you see fit.

Article 1: Name

State the official name of the club.

Article 2: Purpose

Briefly outline the purpose, goals or objectives in the club. It may also include a description of the way the club intends to benefit the students, what the group hopes to achieve, etc.

Article 3: Membership

Outline requirements of membership status in the club, including membership fees (if applicable). Indicate the rights of members in the club. How does one become a member? Indicate the number of executives.

Article 4: Executive

List the executive titles and briefly list the duties that fall under each position.

Article 5: Finances

Outline financial procedures for the club. Include specifics regarding membership fees in this section.

Article 6: Meetings

Set a minimum of two meetings for the year. A minimum of seven days notice must be given to members in order for a meeting to be considered valid. As well, notice of the meeting must be posted by the club in the Lit office.

Article 7: Elections

Elections procedures for the club executive should be outlined. Remember that the Club needs to inform the Lit of changes to its executive and contact person. A new club should hold its elections prior to applying for recognition.

Article 8: Amendment

Amendments to the club constitution normally require approval by two-thirds majority of the voting members, after the appropriate notice has been given.

Policy on Clubs

Voluntary organizations formed by members of University College are a traditional part of undergraduate campus life, and contribute in a significant way to its intellectual, political, social and cultural diversity. Under the terms of this policy, the UC Lit will not attempt to censor, control or interfere with any group on the basis of its philosophy, beliefs, interests or opinions expressed unless and until these lead to activities which are illegal or which infringe on the rights and freedoms already mentioned. By the same token, recognition as a club by the Lit does not imply endorsement of activities. It assumes only that the Lit has a responsibility to inform itself of organizations which use its facilities, services and name, and to deny or withdraw recognition if the requirements of this policy are not observed. The Lit will not attempt to monitor or review the activities of a group in the normal course of events. It will however, investigate any charges that an organization has acted in a manner that is inconsistent with its constitution or with the requirements of this policy. If these complaints or charges prove to be valid, recognition may be withdrawn. Application for a renewal of recognition may be made any time during the following academic year.

For more information about clubs or any concerns with regard to the recognition policy, etc. please contact Sarah Ubbi at the Lit Office (416-979-2500) or send an e-mail to sarahubbi@gmail.com.