

University College 15 King's College Circle Toronto, ON M5S 3H7

www.uclit.ca

## CLUB RECOGNITION FORM University College Literary and Athletic Society 2021-22

# To be recognized by the Society, each Club must fulfill the following requirements, unless otherwise agreed upon by three-fourths (3/4) of the Council:

- A. A majority (50% + 1) of the total club membership consists of Members of the Society.
- **B.** The club consists of no less than ten (10) total members.
- C. Submit, and regularly update, a member list at the Head Office of the Society.
- **D.** Allow all club members to have full participatory rights in general meetings and elections for that Club.
- E. Participate in all "Clubs Day" activities during the year as a regular recruitment drive.
- **F.** Clearly specify no fewer than three (3) executive members and a primary contact person, mailing address, phone number, and e-mail address on the member list submitted to the Society.

Submit this form to Youssef Metwally at <u>vp@uclit.ca</u>.

Name of Club:

**Description of Activities:** 

**Public Contact:** 

Role	Name	Student #	UC Student?	Email address

Club Executives: Minimum of 3 executives, with duties outlined in the club's Constitution.

**Club Members:** *Minimum 10 members with the majority being UC students, as per UC Lit Council Policies.* 

Name	Student #	UC Student?

**Events Calendar & Descriptions:** All UC Clubs must hold at least one event each year open to all UC students with a focus on Culture, Education, Fundraising or Community Building. Clubs must also hold at least two meetings throughout the year. Include any open events, and the date of your first meeting here.

Event Name	Description	Date

### **Club Constitution**

Please attach your club's constitution to this form. It should include the following articles:

- A. Group name and purpose or mission statement
- **B.** Requirements for membership
- C. List of executive positions and their responsibilities
- **D.** Outline of financial processes
- **E.** Outline of meeting processes
- F. Outline of election processes
- **G.** Outline of constitution amendment processes

#### **Budget Requests**

If you are seeking funding for your club, please attach The Budget Request Form for UC Clubs (available at <u>uclit.ca</u>).

### **END OF APPLICATION**