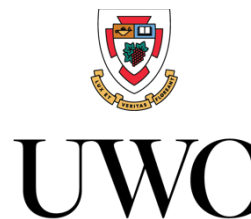


## **Guidelines for Student-Led Clubs and Committees at UWC**



Clubs at UWC provide students with excellent opportunities to explore extra-curricular interests, build leaderships skills, and engage with their peers. This document serves as a set of guidelines to help students, faculty, office staff, and admin ensure consistency, accountability, and organization with all UWC student-led clubs and committees. All clubs and committees must have a student leader(s), student members, at least one faculty supervisor, and must submit a club information form to the Deans for approval. The UWC Student Club Information Form can be found by visiting the UWC office.

### **Roles and Responsibilities**

1. Student Leader(s) and Members
  - a. Elect or appoint chairs/leaders as necessary.
  - b. Plan, attend, and lead meetings, events, and all other club related activities.
  - c. Communicate with the faculty supervisor.
  - d. Advertise and recruit new members.
  - e. Document key information (meeting notes, event details, contacts, etc.).
  - f. Keep accurate records of club finances and submit budget requests if needed.
  - g. Uphold the UWC value of respect, inclusivity, and responsibility.
  - h. Inform the office of any changes to the club's meeting time, schedule, or if the club is dissolving.

## 2. Faculty Supervisors

- a. Oversee all club activities in an advisory role.
- b. Mentor the student leader(s) by encouraging student initiative and responsibility.
- c. Ensure the club or committee is following UWC regulations, policies, and procedures as outlined in our Code of Conduct and Student Handbook.
- d. Attend all club activities, including meetings, fundraisers, events, etc., or confirm that an alternate faculty supervisor is present.
- e. Monitor club finances and ensure the money is held securely in the office.

## **Procedures**

### 1. Approval and Renewal

- a. All clubs must fill out a club information form before holding regular meetings or events. The information form is to be submitted to the office.
- b. The information form includes:
  - i. Club name
  - ii. Mission statement or purpose
  - iii. Student leader(s)
  - iv. Faculty supervisor(s)
  - v. Meeting date/time/location
  - vi. Overview of club activities

## 2. Communication and Promotion

- a. All communication such as posters, Collegiate Times, and CCTV, must be approved the Deans before distribution.
- b. Any requests to add to the upcoming Collegiate Times must be submitted by Wednesday.
- c. Posters must follow the UWC Poster Policy.
- d. Social media accounts must be jointly held by the Faculty Supervisor, and the Faculty Supervisor must approve each post.

## 3. Meetings

- a. Hold regular meetings and keep minutes of each meeting, including any decisions that were made.
- b. Classrooms and spaces must be booked by the UWC office.
- c. Events in Duckworth must be booked through the UWC Physical Education department.

## 4. Finances

- a. If finances are needed for club activities, a proposal budget must be submitted to the Dean's for approval.
- b. If the proposed budget is not funded 100% by UWC, clubs may fundraise to offset the costs.
- c. Fundraisers must be approved by the Dean's a minimum of two weeks before the event date, otherwise events may not be approved.
- d. All funds raised should be held in the main office.
- e. Money should only be collected as cash. Clubs are NOT allowed to accept e-transfer, debit, or credit card payments.