

# CLUBS & ASSOCIATIONS

## **New Club Registration Information**

### **TIMELINES**

New Club Registration is open for two periods during the academic year:

- Period 1: To register a new club for Fall term onwards, the period usually occurs mid-summer (June/July).
- Period 2: To register a new club for Winter term onwards, the period usually occurs mid-Fall term (October/November).

You can start preparing for registration in advance, but the official form will not be available until those periods open.

### **NECESSARY CRITERIA**

In order to be ratified, all potential clubs/associations must:

- 1) Be open to all Wilfrid Laurier University undergraduate students;
- 2) Add value to the Laurier community by serving a unique purpose or role not already available through an existing club/association on each campus;
- 3) Establish an executive structure with a president and at least two (2) executive members, one of which must be "Treasurer" who responsible for club/association finances;
- 4) Responsibly manage club/association finances.

## **STEP-BY STEP BREAKDOWN**

**Step 1:** Check out our current clubs listing to ensure we do not already have a club that offers the same value proposition as your current idea. You can view all active organizations on The Nest [HERE](#).

**Step 2:** Read up on our *Clubs & Associations Policy, Clubs & Associations Procedures Manual*, which you can find on the [New Club Registration page](#).

**Step 3:** Reach out to your peers to recruit members. Please note that clubs based on the Waterloo campus must have a minimum of 20 members and clubs based on the Brantford campus must have a minimum of 10 members, as outlined in our Clubs & Associations Policy. You are required to present a listing of these members in the Roster in your application.

**Step 4:** Read over the application breakdown below to get a better understanding of what is required in your application.

**Step 5:** Wait until the next New Club Registration opens so you can officially start your application and submit required documents.

## **GENERAL INFORMATION TO CONSIDER**

**Club/Association Name:** ensure that this is exactly how you would like it to be in our records. Following the Club name, please put the campus your club is located on in Brackets ie) Midas Fan Club (Brantford)

**Club/Association Affiliation:** is your group SU-based or faculty-based? If you are faculty-based, which faculty association are you associated with?

- **SU-Based Club:** A club funded by the Students' Union Campus Clubs fee that provides opportunities for groups to form around common interests, including recreation, social justice, mental health, entrepreneurship, and personal faith.
- **Faculty Association/Faculty-Based Club:** A discipline-specific sub-group of Faculty Associations. These clubs must be specific to the faculty and the programs it offers.

**For Faculty-Based Clubs, please note:** The Students' Union does not decide whether or not a club is accepted under a faculty association's umbrella.

- If you want to be considered for a club under a Faculty Association please ensure when selecting categories that you select the category of Faculty Associations/Faculty Based Clubs.
- By selecting to be a faculty-based club under a faculty association, we will filter your application to the faculty association to review. If the faculty association does not accept your club under their umbrella, you will still be considered for SU-based status.

**Club/Association-Specific Email:** this is your general mailbox that will be passed down from team to team and will be used to store club files. Typically, these are your clubname@emailserver.com. If you do not have a general mailbox, please create one.

**Club/Association Social Media Account Handles:** please make sure to specify and include handles for ALL social media platforms that your club actively uses. This can include, but is not limited to, Facebook, Instagram, Twitter, Snapchat, TikTok, etc.

**Club/Association Logo:** You will need to attach your club's logo that will be used in promotions.

## **REQUIRED DOCUMENTATION**

When filling out the New Club Registration form, the following documentation will need to be provided/uploaded:

1. Roster
2. Constitution Template (Mandatory)
3. 3<sup>rd</sup> Party Affiliation Form (If Applicable)
4. Clubs & Associations Advisor Agreement (If Applicable)

\*Please see below for a more detailed explanation of each component

**Roster:** this must be a listing of all students who have expressed interest in joining your proposed club. You will need their Full name, @mylaurier.ca email, and club role/position.

- \*Please note that all clubs based on the Waterloo campus must have a minimum of 20 members and clubs based on the Brantford campus must have a minimum of 10 members, as outlined in our Clubs & Associations Policy. If your club is planning to operate on a multi-campus level, you require a minimum of 20 members with a minimum of 5 members from each campus.

**Constitution:** this must be a copy of your club's constitution outlining all the key aspects of your club and its operations. This is a key document that your club will reference throughout the year, so please make sure you are putting thought into your procedures and outlining them here. You can find the template [HERE](#).

**3rd Party Affiliation Form:** this form must be completed if you are planning on being affiliated with an external organization. 3rd Party Affiliation organizations will not be recognized by the Students' Union if there is no form filled out by their respective club or association. You can find the form [HERE](#).

**Clubs & Associations Advisor Agreement:** this form must be completed if you plan on having an advisor who assists your club. Club advisors will not be recognized by the Students' Union if there is no form filled out by their respective club. You can find the form [HERE](#).

### **Athletic & Recreation Based Clubs**

The Students' Union is not able to support any clubs that focus on participating in physical activity, whether it be recreational, a sport, etc. If you're looking to start a club that focuses on a physical activity, please reach out to Laurier's Athletic Department.

However, you are able to create a club focuses on watching/supporting sports and recreational activities.

### **QUESTIONS**

If you have any questions about New Club Registration?

Email the Vice President of Clubs & Associations at [suvpca@wlu.ca](mailto:suvpca@wlu.ca), with the following subject line: "[Club Name] - New Club Registration Inquiry"