

# STARTING A CLUB

Your how-to-guide for becoming a...



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## Introduction

### Why Should My Organization Register with the SU?

Why start your own club? Even with 300+ clubs on campus, there's always room for more! The Students' Union welcomes all unique ideals and proposals for the creation of clubs that foster community engagement and improve the overall quality of life on campus.

### Perks

As a Student's Union (SU) Registered Club, your organization has the opportunity to benefit from some privileges that other organizations on campus don't have access to. The chart below outlines these perks.

|                        |  |
|------------------------|--|
| <b>FREE SPACES</b>     | <ul style="list-style-type: none"> <li>Clubs have access to a number of free bookings in the MacEwan Conference and Event Centre (MCEC) including That Empty Space, the South Courtyard, Conference Rooms, and tables in MacHall. There are two club spaces to hang out in on campus, Clubs West (by the Stör) and Clubs East (by Jugo Juice). Your club will also get to participate in the Fall and Winter Clubs Weeks!</li> </ul> |
| <b>FUNDING</b>         | <ul style="list-style-type: none"> <li>The SU is proud to offer the opportunity for clubs to request funding for both small and large events. Charity Grants are also available for clubs hosting projects in the MacEwan Student Centre that will raise money for a registered charity.</li> </ul>  |
| <b>SERVICES</b>        | <ul style="list-style-type: none"> <li>Besides free spaces and funding, other services clubs can benefit from include advertising on the LOOP, receiving free pop, and getting popcorn for cheap! One of the biggest services the SU offers is your club's own ClubHub portal, where you can post info about events, keep track of your members, and more.</li> </ul>  |
| <b>STORAGE</b>         | <ul style="list-style-type: none"> <li>Clubs often need storage for their equipment. The SU provides over 190 lockers of various sizes in Clubs West and Clubs East for your club's storage needs. The SU also offers storage space for your club's mail in the Clubs Office.</li> </ul>   |
| <b>EDUCATION</b>       | <ul style="list-style-type: none"> <li>Your Coordinator, Student Organizations (CSO) acts as a resource for developing planning and leadership skills by providing workshops and information throughout the year.</li> </ul>   |
| <b>RISK MANAGEMENT</b> | <ul style="list-style-type: none"> <li>Did you know that you could be liable for any incident that happens at one of your club events if you don't have insurance? The SU covers all SU approved club events, on- and off-campus under the SU general commercial liability policy. We also provide waivers and waiver training for risky events, as well as free ProServe training for club execs.</li> </ul>                        |
| <b>SUPPORT</b>         | <ul style="list-style-type: none"> <li>Becoming an SU Registered Club means that you have the full support of the Students' Union. Your CSO is available as a resource for all your club needs and any questions you may have! SU recognition opens many doors for advocacy and awareness, along with opportunities to engage with community leaders and other interested students.</li> </ul>                                       |

## Basic Rules

The Students' Union registers clubs according to the [Student Organization Registration Procedure](#). This means that registered clubs must:

- ✓ Be autonomous, student-run organizations with undergraduate student leadership;
- ✓ Have at least 20 members, 2/3 of whom are current undergraduate students;
- ✓ Be unique in name and mandate;
- ✓ Have membership opportunities for all students at the University of Calgary; and
- ✓ Exist to promote the general welfare of students at the University of Calgary.

These general rules are outlined in more detail in the Registration Process. Remember, while registering your organization with the SU provides many benefits, organizations do not have to register with the SU to operate on campus.

## Registration Process

New club registrations are due on [ClubHub](#) by noon on the **third Friday** of October, February, and June each year.

The complete registration process is outlined briefly below and in detail further on.



### Step 1: Name and Mandate

Club mandates and names must be unique. The SU will **not** register clubs that are perceived to substantially duplicate existing organizations, don't promote the general welfare of students on campus, or exist to support one-time events.

- ✓ Keep your name short and simple
- ✓ The name should give a clear idea of what it is the club does
- ✓ Take care to select a name for the club that will last
- ✓ Avoid acronyms that are already used by other clubs (check the [list!](#)). Duplicate acronyms will cause confusion
- ✓ If possible, do not include the phrase "University of Calgary" as it adds unnecessary length
- ✓ Pick a category for your club:
 

|                          |                         |
|--------------------------|-------------------------|
| Academic                 | Interest / Hobby        |
| Activism / Service       | Political / Ideological |
| Cultural / Ethnic        | Religious / Spiritual   |
| Department               | Sports / Outdoors       |
| Greek Letter Association |                         |

If you are part of a local, national, or international organization looking to recruit student volunteers, the Students' Union [Volunteer Services](#) (specifically the *Into the Streets* program) is always looking to promote new opportunities. Unsure if you should start a club or post opportunities through VS? [Email the CSO!](#)

## Step 2: Write a Constitution

Every club must have a **unique** purpose or mandate to be registered. The club's governing document will state this mandate and outline the internal rules for managing your student organization.

The constitution is the most important part of the registration process. The SU has prepared a **writing guide** that clubs should follow. This guide includes best practices, examples, and explanations. Remember, these are your rules for running your club!

The Clubs Office has also prepared a template you can use to start your club's constitution. You can find this template on ClubHub, under [our Students' Union Clubs Documents section](#), in:

[Students' Union Clubs Documents Home](#) >> For Club Executives >> Registering a Club

**Note: An electronic (.docx only, please!) version of your constitution is required to complete the online registration!**

## Step 3: Recruit Members & Executives

A club needs to have members to fulfill its purpose. To register with the Students' Union, you must have **at least 20 members** in your club total. **Two thirds** of club members **must** be undergraduate students at the University of Calgary. The other third can be whomever you wish.

Remember to include **names** and **student ID numbers** on this list. Student ID numbers are required so that we can track which members are undergrad students or not. You will need to submit a membership list online, so an electronic spreadsheet format (.xlsx) is required. Use **the handy template** located in:

[Students' Union Clubs Documents Home](#) >> For Club Executives

to organize your member list!

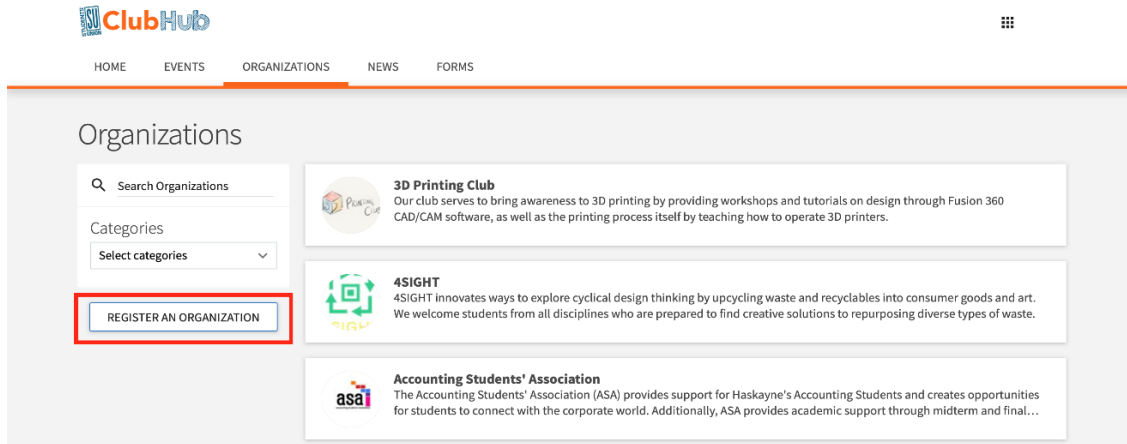
Clubs **may** charge a membership fee at their discretion. This fee must be outlined in their Club Constitution.

All club executives **must** be current U of C Undergraduate Students. You must have a minimum of **four** execs. Clubs are permitted to create non-voting "executive advisory / consultant" positions (or similar) for community, faculty, or graduate members who consult on club matters.

## Step 4: Register on ClubHub

[Sign in to ClubHub](#). You will have to log in with your [@ucalgary.ca](#) student email through the University's Central Authentication Service (CAS) – the same way you'd log in to D2L, or MyUofC.

After you've logged in, you'll be taken to the [SU Clubs Home Page](#). Click "[Organizations](#)" and choose **Register New Organization** to start your online application. You can also check out other club's portals from this page!



## Step 5: Revise and Resubmit

If applicable, you will be contacted by the CSO with any revisions that are required. These revisions must be completed and [e-mailed to the CSO](#) before your registration will be approved.

Once approved, the CSO will create your new ClubHub portal. Instructions for giving access to your new executives can be found on our [help page](#).

## Approved Registration Status

Once you have received an email from the CSO stating that your club is officially an **SU Registered Club**, stop by the Clubs Office to ask any questions you have! You can ask us for lots of resources that will be a big help in getting your club up and off the ground, such as:

- ✓ The Clubs Manual
- ✓ SU Registered Club Survival Guide
- ✓ Info on the Jr Executive Program
- ✓ A handful of SU Club Cards (these offer sweet discounts)

If you're not available to meet in person, you can always [email the CSO](#)!

Looking for more information on Clubs Week, Executive Workshops, Funding, and more fun stuff? Be sure to check out the [Clubs Manual](#) for your definitive guide to funding, services, rights, and responsibilities as a Registered Student Organization.

STUDENTS' SU CLUBS  
are on  
ClubHub