



**HOLLAND COLLEGE
STUDENT UNION**

CLUB HANDBOOK

2023-2024

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WELCOME

Welcome to the exciting world of clubs at Holland College!

As you embark on your college journey, we invite you to explore many opportunities for personal growth and community involvement that our clubs offer.

Whether you are looking to pursue a passion, develop new skills, or make lifelong connections, there is a club for you. So, dive in, get involved and make the most out of your college experience!



Hello everyone! My name is Victoria Onyekachi, and I am excited to serve as your Vice President. My role is to support your clubs in achieving their goals. If you have any questions about club ratification/registration, or club operations, please feel free to contact me. I'm looking forward to working with all of you.

WHO IS THE HCSU?



The Holland College Student Union is a not-for-profit organization that is run by students for students.

The HCSU has services for students, hosts events at all HC campuses, and advocates on behalf of students to make sure each student has the best college experience they can.

To learn more about how the HCSU operates feel free to contact us, or find our Constitution and By-Law at www.hcsu.ca



HCSU STRUCTURE

Board of Directors

The HCSU Board of Directors is made up of 7 representatives (one from each Campus), a **President**, a **Vice President** and the **Executive Director**. All are elected students (with the exception of the Executive Director who sits on the Board as ex-officio member).

The HCSU Board of Directors sets the intention and steer the organization to ensure that each student at HCSU is represented, has their voice heard, and has the best student experience possible.

HCSU Staff

A diverse team of individuals work to ensure the smooth operation of the SU. The HCSU consists of three full-time staff - an **Executive Director**, an **Executive Administrative Assistant**, and an **Events and Communications Coordinator**.

Their hard work and dedication are truly invaluable to our organization.

CLUB COMMITMENTS

Representing your club

In order to foster transparent communication between the Student Union and our Clubs, we have established certain responsibilities that must be met. These commitments are essential and play a vital role in determining a club's success.

As a member of a club, you have the unique opportunity not only to represent your club but also HCSU and Holland College as a whole.

CLUB COMMITMENTS

Set goals for your club and plan on achieving them!

- Delegate duties to other officers and club members
- Monitor the progress of your club and its members
- Collaborate with club members and others to take on tasks and projects.
- Keep club members in the loop by regularly informing them of upcoming meetings and events.
- Create your club's constitution

WHAT IS A CLUB CONSTITUTION?

A club constitution is a written document shared with other club members that outlines the rules, regulations, and operating procedures of your club.

It provides a framework for how your club should operate and helps ensure that all members are on the same page.

For example: How many times can a club member miss a meeting? Event? This is specific to your club. You can make it as detailed as possible, or as brief as your club wants. However, keep in mind that the details will determine how changes are made to your club.

CLUB GOVERNANCE

Your Club must include a minimum of three executive members. All executives of your Club must be **full-time students** at Holland College. Your club is responsible for creating designated roles for each member. Remember, add roles to your club constitution.

Club President Role

The Club President is responsible for setting and monitoring the goals of the club, running club meetings, appointing committee chairs and delegating tasks as necessary, recruiting, and maintaining regular communication with other club members.

Club Vice President Role

The Club Vice President is responsible for ensuring that the duties of the President are carried out effectively.

Club Treasurer Role

The club treasurer is in charge of managing the club's finances, ensuring that all financial records are current and that funds are spent properly.

CLUB REGISTRATION

For your brilliant idea to become a club at Holland College, there are a few steps you will need to take.

- Fill out the club registration form at [HCSU.ca](https://www.hcsu.ca)
 - Your club needs:
 - A minimum of ten full-time student names and ID numbers
 - Two learning managers or instructors' name and email (if applicable).
- After completing the online club ratification form, the next step is to write a constitution.
 - This document should explain:
 - The purpose of your club,
 - Outline any future plans
 - Provide information about your club's members.
 - It is important to take your time to carefully craft this document and provide as much detail as possible about your club's goals and objectives.
- You will then hand in all required forms either in person, at the HCSU office or by email at suvicepresident@hollandcollege.com before the deadline (to be announced)
- The Board of Directors will review the information.

CLUB RE-REGISTRATION

After becoming a ratified club, you will need to re-register your club each year. Re-registering your club is a simple process.

When re-registering your club, you will need to:

- send an email including your club's goals and objectives, and your club's executive members information to the HCSU Vice President
- You will **not** need to fill out the club's online ratification form, club's constitution, or the purpose of your club again.

FUNDRAISING

Fundraising and Event Ideas

Clubs can be costly. Organizing fundraising and events can be a great way to raise money for your club to cover expenses.



Bake Sale



Bingo or Trivia Night



50/50 Raffle Tickets



Movie Night



Bowling Night



Gift Basket/Auction

CLUB BENEFITS

As a registered club, you'll now have access to a range of benefits provided by the HCSU. We're here to support you every step of the way, from club funding from HCSU to booking rooms for meetings and events to helping you plan fundraisers.

To book a room in the future, simply contact the HCSU office at 902-566-9630 or email us at studentunion@hollandcollege.com.

Forming your own club is just one of the many learning opportunities available at Holland College. Not only will you build leadership skills and establish friendships, but you will also develop your social skills as your club grows. We're excited to be alongside you on this journey!

Contact Us



Phone

902-566-9630



Website

www.hcsu.ca



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HCSU President:

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HCSU Accounting:

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Follow the HCSU!

