



CLUBS INFO MEETING

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Some important points to remember





01 Club Spaces

Important rules for
usage

Renovations in process



2C.11



A work order has been placed with FAMA for the 2C.11. Main reason for the delay. Will be opened after the study break.



2C.03



Furniture has been moved, cleaning and organizing the storage is left




2C.09



Open.

Spaces



- Spaces are delimited and attributed according to VP Operations & Services
 - Clubs may demand for a different space or more space if they provide valid reasons
 - The DSU reserves all rights to refuse any request after giving a valid explanation. Further immediate demands after the refusal will be dismissed. Clubs must respect the executive's decisions.
 - If unsatisfied, they may talk to the DSU President.
- 

Space Regulations



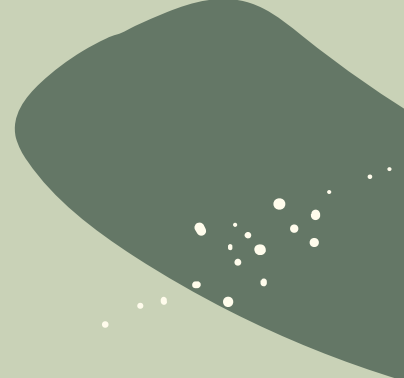


- Please read the space regulations for club spaces
- Executives are responsible for the space while present
- DSU reserves all rights to sanction clubs accordingly if there is disruptive behavior or rules non-respected

Link to the regulations: <https://drive.google.com/file/d/1nZyCVpRXrduiJ9dZvGz5lnUqswpxMqVS/view?usp=sharing>



Room booking



- Room booking should be made through a club executive
 - They should contact either the VP of student life or the VP of operations and services
 - Clubs should provide the name of their event along with dates and times of the activities
 - They should specify what they need; a screen for presentation, conference table, speakers, etc.
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- 



02 Finance

Money problems gives
everyone anxiety

Club Funding – Accredited Clubs

Per Semester



750\$

1500\$



Per Year

**Non
accumulative**



Leftover money will not
be transferred to next
year

Club Reimbursement



Meeting's Minutes

A vote where the majority of the members agree to the purchase by X person for around X amount of money.



Receipts

Clear picture of the receipts after the purchases



Executive Signatures

Two signatures of club executives that authorized this purchase.

Purchases above 75\$

Must be approved by the DSU
before purchase

APPROVED

Send an email to

vp.finance@dawsonstudentunion.com or
vp.studentlife@dawsonstudentunion.com

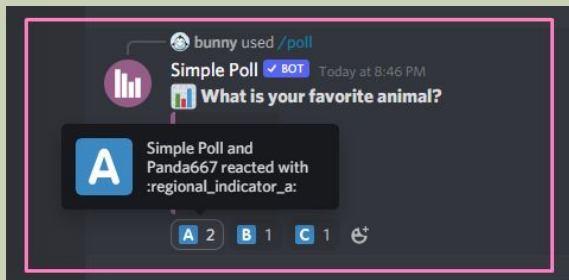
OR

Come to the office in person during VP
Finance or VP Student Life's office
hours

IMPORTANT



Polls or «React to this message if you agree with X purchase»



- Screenshots of these will not account as valid votes or proof for the purchase. The DSU is not capable of verifying every individual's identity

DSU Banking System

Desjardins Business Account

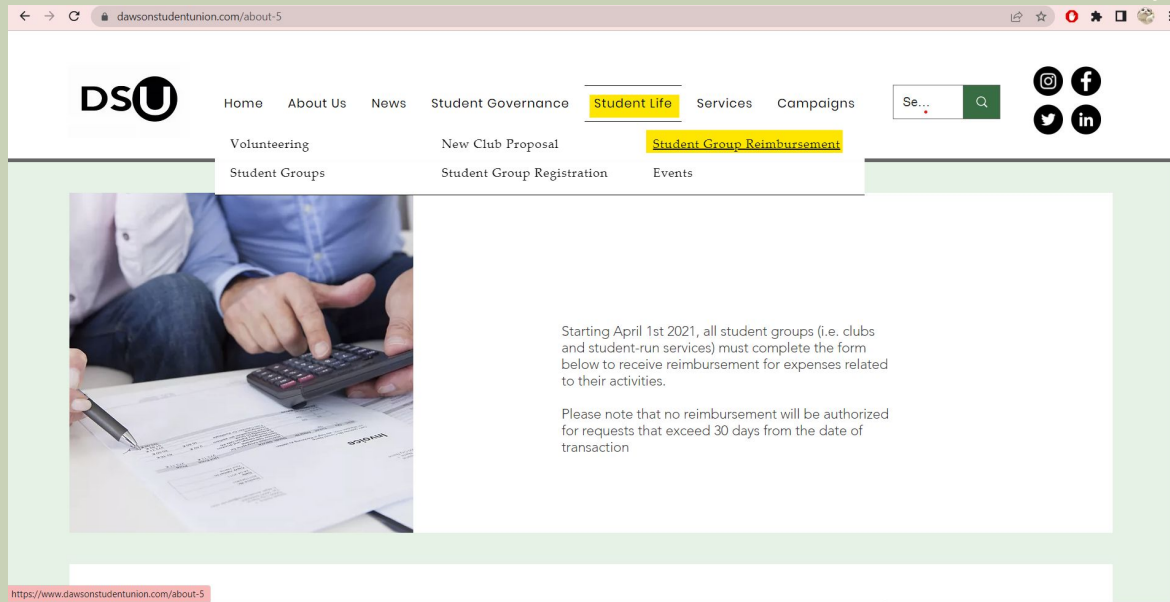
Payments

- E-transfers are not possible
- DSU refrains from using checks
- Direct deposit (1-2 days)
- Entering people in the system (up to 2 months)
- Limit the purchases to 1-2 exec per club



Reimbursement Form

Can be found on the DSU Website



Special Project Funding

What is it?

- Budget allocated to fund student-led projects, events or initiatives
- 15 000\$ (approved by the student council)

Requirements


- Be a student at Dawson
- May not be solely used to do fundraisers
- Must target the Dawson Community or community at large directly
- Has properly completed the application process extensively




Special Project Funding

More informations...

APPLICATION PROCESS

1. Complete the proposal template
 2. Complete the budget template
 3. Complete and submit the application (you will be able to upload your proposal and budget here)
 4. The DSU will review your application and communicate with you if it has any questions
 5. You will receive a decision via email
- 

POST-FUNDING REPORT

1. Complete the report
 2. Send the report via email to the DSU along with an updated budget containing exact numbers following the project and receipts/invoices
- 



The DSU reserves all rights to return a demand for revision if there is a lack of details, explanation, etc.



03

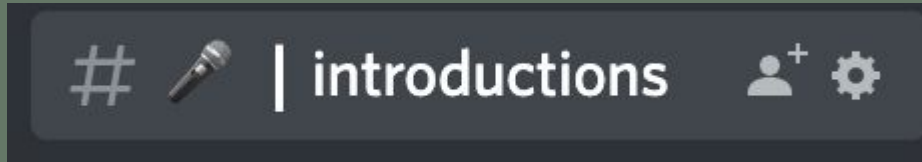
Discord

101

How to access the DSU Clubs Discord

To access discord, you will need an invite link, which you can receive by contacting any of the Executives

Once you arrive in the discord, you will be prompted to introduce yourself, as well as your position in the introductions channel



🌍 | updates

🎈 | club-fair



Important Channels

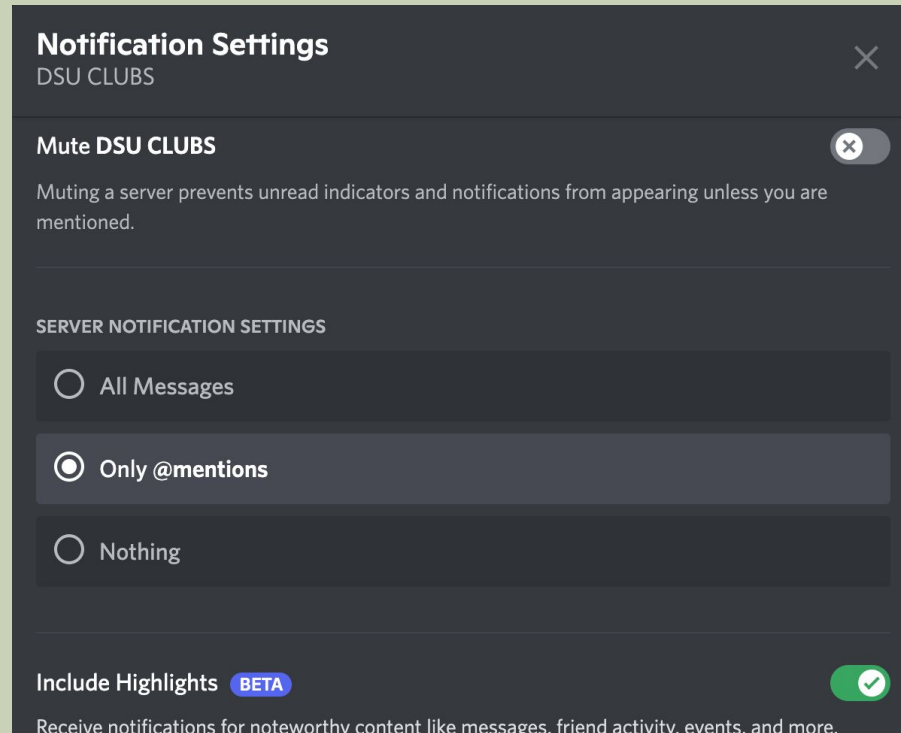
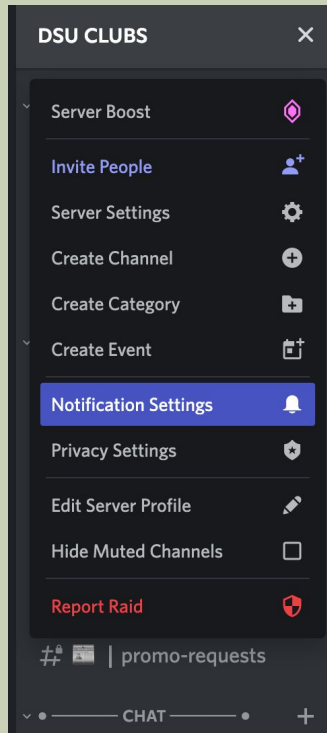
The most Important Channels are:

- Updates
- Your club's channel
- Channel concerning current events



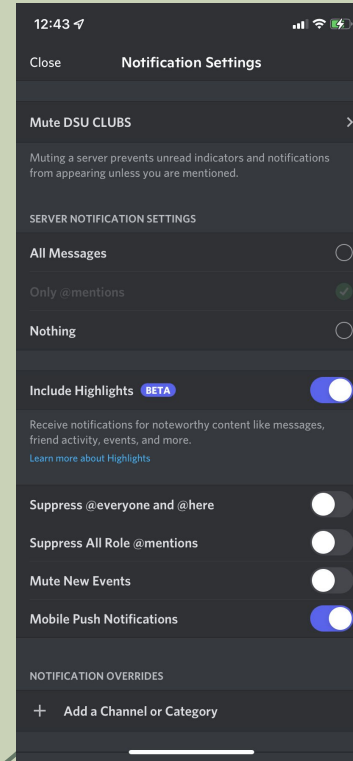
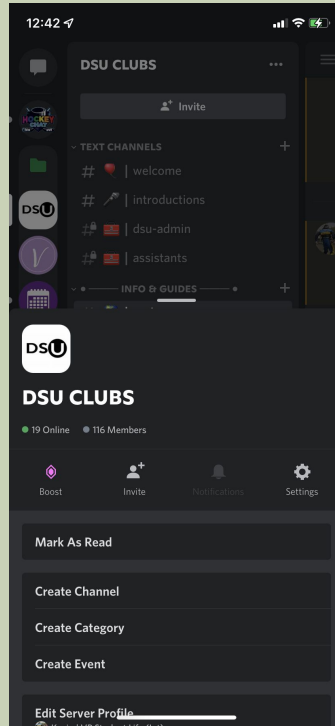
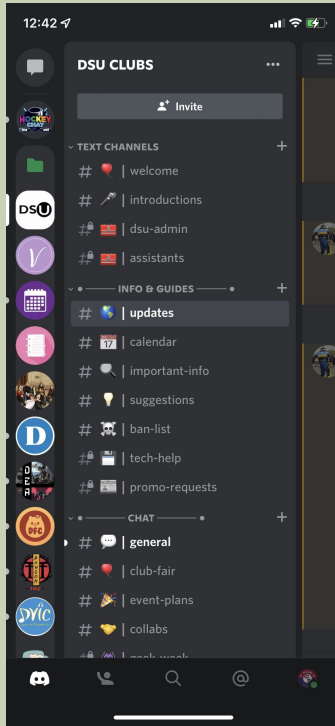
Getting the important information (desktop)

Notifications in Discord can be overwhelming, which is why I suggest doing this so you only get the important information



Getting the important information (Mobile)

Notifications in Discord can be overwhelming, which is why I suggest doing this so you only get the important information





04

Regulations

To keep chaos at bay

Most Important Points

Where to find the Club
Standing Regulations

1

Understanding the Club
Standing Regulations

2

The Interim and
Accredited status

3

Where to find the Club Standing Regulations

Governance Documents | Dawson Student Union

On the DSU Website, under Student governance

Scroll down and Click on
“Standing Regulations”



Home About Us News **Student Governance** Student Life Services Campaigns

Governance Documents Elections Commission Reports
General Assembly General Elections Minutes
Finances Referenda

Se...



DSU Student Groups

Check out the lists of clubs and how to contact them.

Join now!

June 1, 2021 - Present



DSU Constitution was ratified by Referendum on May 14th, 2021 and became in effect June 1st, 2021.

Standing Regulations

November 2022-Present



Club Standing Regulations was ratified by Student Council.

Resolutions and Positions

Understanding the Regulations

The regulations contain all of the important info concerning the clubs

It contains:



- The requirements in order to become a club
- The policies that clubs must respect
- All the info concerning the financial aspect of clubs
- How to become a club
- How to go from interim to accredited
- General info on FAQs



Interim and Accredited Clubs



When a club is created, it must undergo interim status for the duration of a semester as well as respecting these criterias

1. Present a club constitution
 2. Have a list of 3 executive members (Secretary, Treasurer and President)
 3. Present a petition of 50 signatures, with 10 of them being members
 4. Once these are respected, you will be an interim club for the duration of a semester, having to do one event and a proof of bi-weekly meetings
 5. Once you've completed a semester as interim and have sent the proofs of the event and the bi-weekly meeting, you will be an accredited club, which will lend you access to a shared club space as well as a club budget
 6. To keep that status as accredited, you must attend a consent workshop, and hold at least 3 events per year (Two semesters). If these conditions aren't respected, you will be revoked from your accredited status.
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The DSU reserves all rights to refuse a club proposal if there is a similarity to a current club or lack of explanation behind it.



Questions?

Or contact us anytime via Discord, email or in person during our office hours!



Thank
You <3