



# UNIVERSITY OF THE COMMONWEALTH CARIBBEAN

*Fostering Leadership & Innovation*

## CLUBS & SOCIETIES GUIDELINES

1. The Club/ Society Executive body should be comprised of a President, Vice President, Treasurer, and a Secretary.
2. All club leaders should keep the Department of Student Affairs abreast of their activities and seek approval from the Department should there be planned activities outside of the confines of UCC, especially if the brand is being used.
3. When soliciting sponsorship, financial aid or conducting any outside activities which requires the use of a letter, kindly note only the UCC letterhead must be used. This must be done by making a request of the DSS no less than three (3) days in advance of the implementation of the project/function.
4. Please note requests for Rooms, Audio Visuals or for pasting posters should be through DSA and at least one (1) week notice is required.
5. Each club/society should have an affiliated member of staff (admin or faculty) to liaison with DSA on the club's behalf. In the event that a member of staff cannot be selected, then the club's President will serve as the liaison with DSA.
6. Each club executive is responsible for the creation of a calendar of events at the start of each semester. This club calendar must be submitted by the club's President via email to the Department of Student Affairs for approval and inclusion on the DSA general calendar. For each event, the estimated resources needed from DSA (such as costs, personnel and transportation) should also be indicated.

7. All planned activities that will occur external to any UCC campus (especially if the UCC brand is being used) must be communicated to the Department of Student Affairs for approval by the Marketing Department.
8. Each club/society should have regular weekly meetings while classes are in session.
9. All club meetings must be documented by the Secretary to preserve a formal record of club activities. At the end of each month, each club's Secretary is responsible for submitting a formal report via email to the Department of Student Affairs.
10. All receipts of club income (originating from dues, fundraisers and donations) and club expenditure must be documented by the Treasurer. At the end of each month, each club's President is responsible for submitting a statement of the club's income and expenditure via email to the Department of Student Affairs.
11. Each club/society must conduct an outreach project at least once per semester. This outreach project.
12. All advertisements of club activities must be routed through the Department of Student Affairs at least one (1) week in advance of each event. The DSA will be responsible for vetting the advertisement and ensuring that it is disseminated to the general student population.
13. All solicitation of sponsorship, financial aid, or any other communications external to the UCC, may require a formal letter from the Department of Student Affairs. This formal letter will be placed on the official UCC's letterhead and directly disseminated from the DSA to the intended recipients.

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