



# Student Club Handbook & Policies

Revised September 2010

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## **Introduction**

This handbook is designed to help students become familiar with student club guidelines, as well as the responsibilities and benefits involved with being part of a student club at NorQuest. It is important that all club members become familiar with this handbook and direct any questions or concerns to the General Manager of the Students' Association.

In the event of a discrepancy between this handbook and the Students' Association of NorQuest College's bylaws or policies or procedures, the latter will take precedent.

The purpose of clubs is to offer students the opportunity to engage in co-curricular activities which facilitate the development of essential life skills such as interpersonal communication, conflict resolution, and time management. Clubs provide a vital medium for students to network with other students, faculty, businesses, and the community. Students may chose to simply participate within a club to support and promote events or tackle a more challenging leadership role. Regardless of your level of involvement, clubs help you to feel more connected to the campus community.

The Students' Association of NorQuest College would like to thank you for becoming involved this year. You are commended for taking the initiative to be leaders of our community. Your commitment to student life is greatly appreciated.

# Section One – Students’ Association

## ***Students’ Association***

The Students’ Association of NorQuest College is a student-led Organization that administers the affairs of students at NorQuest.

The Students’ Association exists to:

- act as the sole representative body for all NorQuest students;
- provide a wide variety of student services;
- enhance students’ overall college experience;
- provide meaningful volunteer opportunities for students;
- coordinate special events and activities;
- provide leadership development opportunities
- act as the official medium of communication between the students and NorQuest College;
- develop and manage student clubs;
- liaise between the students, NorQuest College, and the various levels of government;
- help interpret NorQuest College policies with and for students;
- promote the general welfare of students consistent with the purposes of NorQuest College;

## **Contact List**

*The people you need to know...*

### **Students’ Association Main Office (A121)**

[Students.association@norquest.ca](mailto:Students.association@norquest.ca)

(780) 644-6250

### **Deanna Malcom, Student Support Facilitator**

780-644-6250

deanna.malcolm@norquest.ca

### **Cherie Sawaryn, General Manager**

780-644-6252

cherie.sawaryn@norquest.ca

## Section Two – Club Ratification

### *Getting Started*

The process for establishing a new Student Club on campus is structured to allow students the most effective and efficient way to ratify their club.

**Step 1:** Think of an idea for a new Student Club.

**Step 2:** Pick up the Club Ratification Package & Club Handbook from the Reception (121) or on-line at [www.norquestsa.com](http://www.norquestsa.com)

**Step 3:** Recruit at least 5 (five) student members → **Ask how we can help**

**Step 4:** Decide which 3 members will be signing authorities for club activities and finances

**Step 5:** Fully complete and submit the “Club Ratification Package.”

**Step 6:** The Club’s Ratification Package is reviewed and the club is ratified by Students’ Council.

### *Ratification Eligibility*

Each student club must meet the following criteria in order to be ratified by Students’ Council and to have the privileges which are exclusively available to ratified clubs:

1. The student club must have a common purpose or mandate which serves some or all of the NorQuest College student community or the general welfare of students and is consistent with the principles established by the Students’ Association of NorQuest College in its bylaws, policies, and procedures.
2. The student club must have at least 5 members consisting of current NorQuest students.

3. The student club must not limit or discriminate membership on any basis except that members must be current students of NorQuest College.
4. The student club must submit a current copy of their bylaws or constitution with their ratification package.
5. The student club must have submitted an annual report for the previous year if they are re-ratifying.
6. The name of the club must not include the terms “Students’ Association,” “Students’ Council,” or “Students’ Union”.

***Responsibilities of Student Signing Authorities***

The signing officers of a student club are responsible for ensuring that the club meets all of its obligations and operates within its own bylaws or constitution, and within the guidelines of this handbook.

***Ratified Student Clubs Must:***

1. Abide by their own approved bylaws or constitutions;
2. Comply with Students’ Association policies and by-laws.
3. Designate three signing authorities from their members.
4. Maintain a bank account with the Students’ Association or provide The Students’ Association with copies of bank statements and receipts on a semi-annual basis.
5. Have all posters and promotional materials approved in advance of posting.

***Ratified Student Clubs Must Not:***

1. Abuse the Students' Association's services, privileges or funding;
2. Use all or part of the corporate name, symbol, and/or initials of the Students' Association of NorQuest College without written consent of the General Manager of the Students' Association of NorQuest College, or his/her designate;
3. Use NorQuest College's corporate name, symbol, and/or initials without express permission obtained from the Marketing Department.
4. Use the corporate name and/or symbol of any outside organization without written consent;
5. Recruit members to any outside organization
6. Solicit any funding or sponsorship without advance written permission from the Students' Association.
7. Participate in or arrange activities which are deemed by the Students' Council as blatantly disregarding public safety, violating the bylaws or policies of the Students' Association, or damaging the Students' Association, its facility, or its staff or representatives;
9. Enter any obligation or contract without the signature of three Students' Association signing authorities. Clubs may not bind the Students' Association or the student club to any contract whatsoever;
10. Hold any events or activities that have not been expressly approved. In the event that such an activity or event is held, the planners will not be acting as members of the student club but as individuals and will be held individually liable for any damages, costs, suits or claims resulting.

## **Section Three – Finances**

### ***Club Accounts***

Each student club can have an account with the Students' Association. All funds collected by the student club must be deposited into the account through the main office. If the Student Club has an outside bank account they must provide the Students' Association with bank statements and receipts on a semi-annual basis.

### ***Cash, Deposits & Bookkeeping***

When clubs receive money they should note how much money they were given; who gave them the money; and what the money is for. Clubs should keep the money separate from other cash on hand until they have had a chance to deposit it. Ensure that you get receipts for every payment that is made by the student club. Keep all detailed memos, letters, and emails which deal specifically with any business of the club's finances. Signing officers of student clubs will be responsible for all funds that are not properly accounted for.

## **Section Four – Events**

### ***Activity Approval***

All on and off-campus events held by student clubs must be approved by the Students' Association.

Due to risk and liability issues, the General Manager or designate carries authority to either approve or disapprove of club events.

Student Clubs must fill out an "Activities Approval" form outlining the details of the event at least a week in advance and submit it to the SA office.

### ***Event Liability***

The Students' Association is not responsible or liable for any damages, costs, suits, or claims arising through the unapproved actions of any student club.

### ***Space for Events***

The areas available to be booked include the cafeteria & lobby.

### ***Contracts***

Student clubs do not have the authority to bind the Students' Association to any contract.

## **Section Five – Funding**

### ***Start-up Funding***

A one (1) time one hundred dollar (\$100) grant is available to help new student clubs subsidize the administrative costs associated with getting a student club up and running. To apply for start-up funding, a student club must fill out and return the "Application for Start-up Funding" to the General Manager. The student club must also submit a budget outlining what the funds will be used for. All requests will be brought to Students' Council to be reviewed and approved.

### ***Fundraising***

All fundraising activities must be pre-approved by the Students' Association. Student clubs must seek the approval of the General Manager for all external sponsorship and fundraising. Student clubs can do this by filling out a "Sponsorship Proposal Form." **Charitable tax receipts will not be issued to any individuals or companies that make donations to student clubs.**

## **Section Six – Club Benefits**

### ***Room Bookings***

Student clubs can book rooms and spaces in NorQuest College for meetings or events at no charge. Rooms can be booked through the Students' Association office.

### ***Table Bookings***

Student clubs can book tables inside NorQuest College for promoting activities, events, fundraising, or membership sales. All table bookings need to be done through the Students' Association office.

The presence of special guests or celebrities at your table must be approved at the time of your table booking.

### ***Posters***

The Students' Association approves all club posters to be posted on the bulletin boards in the College. The SA will also send posters free of charge to East Court, Capital Centre, Health Learning Centre and Westmount to put up.

### ***Advertising***

The Students' Association will advertise club events free of charge in The Quest Student Paper, on the Students' Association website and through other social media channels.