



Student Club
Ratification Package
2010-2011

Student Club Ratification Process

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 choose to simply participate within a club to support and promote events or tackle a more challenging leadership role by becoming a part of the decision making. Regardless of your level of involvement, clubs help you to feel more connected to the campus community.

The process for establishing a new Student Club on campus is smoothly structured to allow students the most effective and efficient means 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

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.

Signing Authorities

Each registered club must have at least three signing authorities.

These members will be the only members who will have the authority to access the club's bank account.

Date Submitted _____

Club Name _____

Signing Authorities

Name & Position _____

Phone & email _____

Student ID _____

Signature _____

Name & Position _____

Phone & email _____

Student ID _____

Signature _____

Name & Position _____

Phone & email _____

Student ID _____

Signature _____

Student Club Contract Form

Date Submitted _____

Club Name _____

Mission and Purpose of Club

We, the _____

Club having read and understood the Student Club Handbook and other related material do hereby agree to abide by the terms and conditions of ratification as stated by the Students' Association of NorQuest College.

Furthermore, we agree to follow the policies and bylaws of the Students' Association of NorQuest College under which we are ratified, the instructions of the Students' Council, and any applicable NorQuest College policies and to adhere to the constitution and/or bylaws of our Club.

Signing Member _____

Phone & Email _____

Student ID _____

Signing Member _____

Phone & Email _____

Student ID _____

Signing Member _____

Phone & Email _____

Student ID _____

Membership List

Clubs must have at least five (5) STUDENT members to be eligible for ratification. All of these members must be current students of NorQuest College.

Student Club: _____

Name	Student ID	Signature
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Sample Constitution

A typed copy of the Club's Constitution must be submitted with the Ratification Package and MUST be signed by three (3) Club Signing Authorities.

This is a SAMPLE only- please do not sign this, sign YOUR Constitution.

Article I	Name	Full name of the club with acronym in brackets.
Article II	Objectives	This is the purpose of forming the club.
Article III	Membership	This states who is eligible for membership and the definition of an active member. Will the club charge membership fees and if so, how much?
Article IV	Signing Authorities	This is a list of the officers including their phone numbers and email addresses.
Article V	Duties	Define the roles and responsibilities of each Executive Officer and terms (length) of office.
Article VI	Elections	Outline the election procedures including dates and what constitutes quorum for an election to be valid.
Article VII	Meetings	State the frequency of meetings, the number of members required for quorum, and the method of publication.
Article VIII	Impeachment	State the procedures and majority vote required to impeach an Executive Officer and / or a member.
Article IX	Finance Audit	State the source of the funds and the fiscal period.
Article X	Amendments	Outline procedures for constitutional amendments, notice of motions, and majority vote required to pass.
Article XI	Property	State the procedures for purchases, use, and disposal of club property.
Article XII	Bylaws	Include any bylaws if applicable.