



# Student Club Handbook



September 2008

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**Sample Forms Included**

- **Activities Form**
- **Sponsorship & Fundraising Form**
- **Start-up Funding Form**

## **Introduction**

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

In the event of a discrepancy between this handbook and the Students' Association of NorQuest College's by-laws, 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 by becoming an executive member. 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 for students at NorQuest College.

The Students’ Association exists to:

- act as the sole representative body for all NorQuest College 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 designed to complement students’ academic pursuits;
- 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 (A823)**

Students.association@norquest.ca

**Cherie Strid**, General Manager

780-644-6252

cherie.strid@norquest.ca

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## **Section Two – Club Ratification**

### ***Getting Started***

The process for establishing a new NorQuest Student Club on campus is structured to allow students an effective and efficient means to register their club.

**Step 1:** Conceive and visualize a concept for a new NorQuest Student Club

**Step 2:** Pick up the Club Ratification Package and Club Handbook from the SA.

**Step 3:** Participate in Clubs Day in the lobby September 19th

**Step 4:** Recruit at least ten (10) student members

**Step 5:** Hold an election to elect your Student Club's Executives

**Step 6:** Fully complete and submit the ratification package by **September 26th**

**Step 7:** Student Club packages are reviewed and 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 10 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".
7. All ratification packages must be fully complete and submitted **September 26<sup>th</sup>**

### ***Responsibilities of Student Club Executives***

The executive 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. Have at least one designated executive member present at the Students' Association of NorQuest College's Annual General Meeting and any Special General Meetings;
4. Have a designated executive representative who will attend all Clubs Committee meetings;
5. Designate at least two signing authorities from their executive officers;
7. Maintain a bank account with the Students' Association. No outside bank accounts will be permitted.
8. Submit an annual report outlining the clubs events and activities which includes financial statements for the year. Failure to do so will make the club ineligible for renewal of ratification.
9. Have all posters and promotional materials approved in advance of posting.

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

1. Miss Clubs Committee meetings;
2. Miss the Students' Association Annual General Meeting and any Special General Meetings;
3. Abuse the Students' Association's services, privileges or funding;
4. 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;
5. Use NorQuest College's corporate name, symbol, and/or initials without express permission obtained from the Marketing Department.
6. Use the corporate name and/or symbol of any outside organization without written consent;
7. Recruit members to any outside organization (Chapters are excluded from this prohibition)
8. Solicit any funding or sponsorship without advance written permission.

9. 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;
10. Enter any obligation or contract without the signature of three Students' Association signing authorities. Club executives may not bind the Students' Association or the student club to any contract whatsoever;
11. 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 – Clubs Committee**

The Clubs Committee is a committee run by and for ratified clubs on campus.

The primary responsibilities of the Committee will be:

- to share information between amongst clubs;
- to develop new joint initiatives amongst clubs
- to discuss issues and SA initiatives that affect student clubs.

The Clubs Committee is composed of one designate from each ratified student club, an SA staff member and an SA Students' Council member.

Clubs Committee meets once a month. Attendance is mandatory.

## **Section Four – Finances**

### ***Club Accounts***

Each student club maintain an account with the Students' Association. All funds collected by the student club must be deposited into the account.

### ***Cash and Deposits***

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 any other petty cash on hand until they have had a chance to deposit it with the SA and record it in their books.

### ***Bookkeeping***

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. Executive officers of student clubs will be responsible for all funds that are not properly accounted for.

## **Section Five – Events**

### ***Activity Approval***

All on and off-campus events held by student clubs must be approved by the SA. 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, Networks Café, The Auditorium, and the Lobby.

### ***Contracts***

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

## **Section Six – 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 Seven – Direct 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 SA office in A823.

### ***Table Bookings***

Student clubs can book tables inside NorQuest College for promoting activities, events, fundraising, or membership sales. There are two tables in the lobby and one on the 8<sup>th</sup> floor in the cafeteria that are able to be booked. All table bookings need to be done through the SA office.

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

### ***Club Mailboxes***

Each ratified student club has a mailbox located at the SA reception in A823.

### ***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 facebook.