

NCSAC Club Proposal

General Information

Which campus would you like to start a Club at?

Club Name:

Club Acronym (if applicable)

Weekly Meeting Day	Monday	Weekly Meeting Time	AM
	Tuesday		PM
	Wednesday		
	Thursday		
	Friday		

Club Mandate/Objective

Club Goals

How will your Club benefit Student Life at Niagara College?

Promotional paragraph (to be used on the the NCSAC website)

Executive Team Information

Each Club must have a President, Vice President, and a Secretary Treasurer. The individuals who hold these positions have additional responsibilities than the general membership. Please familiarize yourself with each position's duties to ensure you are comfortable taking on an executive role.

Club Position

Student Number

First Name

Last Name

Phone Number

E-mail

I would prefer to be
contacted by

Phone
E-mail

I have read over the job description for my Club Position and understand my roles and responsibilities.

Club Position

Student Number

First Name

Last Name

Phone Number

E-mail

I would prefer to be
contacted by

Phone
E-mail

I have read over the job description for my Club Position and understand my roles and responsibilities.

Club Position

Student Number

First Name

Last Name

Phone Number

E-mail

I would prefer to be
contacted by

Phone
E-mail

I have read over the job description for my Club Position and understand my roles and responsibilities.

Membership List

In order to become an official NCSAC Club, there must be a prospective or existing membership of no less than ten (10) Niagara College students, including Executive Members.

If you have additional members, please add an additional page.

This application will not be processed if names and student numbers are missing or illegible.

Club Member's names will be kept confidential by the Niagara College Student Administrative Council Inc. at the request of the applying club.

A club may be recognized as a club with less than ten (10) required members; however, no financial funding will be received from the Niagara College Student Administrative Council unless an updated membership list is resubmitted with the minimum requirements prior to the deadline date.

Name

Student #

E-mail

Name

Student #

E-mail

Will your club be charging a membership fee?

Yes

No

REMEMBER: Clubs may charge a reasonable and justified membership fee of no more than \$20.00 per student per semester.

Total number of members:

Club Agreement

This Club Agreement is
BETWEEN:

NIAGARA COLLEGE STUDENT ADMINISTRATIVE COUNCIL

Hereinafter referred to as 'NCSAC'

- and -

Hereinafter referred to as 'The Club'

The Club agrees that once a sanctioned club under the Niagara College Student Administrative Council Inc., has read, understands, and agrees to follow the Niagara College Student Administrative Council Inc. club requirements.

The Club agrees and understands that should they violate applicable rules of the Niagara College Club package, the Niagara College Student Administrative Council By-Laws, Policies, the Niagara College Policies and the College Code of Conduct, they may be subject to internal dissolution (for example, separation of any future support).

The Club is also aware and agrees that the club will be termed "dissolved" as a result of two-thirds majority vote of the Niagara College Student Administrative Council Executive Committee.

Unless caused by the actions or inaction of NCSAC, or those for whom it is in law responsible, our Club release, hold harmless and indemnify NCSAC from and against any actions, claims, suits or other demands and against all costs, damages, expenses or losses which may be incurred or sustained by our Club as a direct or indirect consequence or any events or activities, sponsored by our Club and whether such activity or event occurs on or off the College premises.

Please note: NCSAC reserves the right to deny or revoke any club endorsement or financial sanctioning.

We understand that our Club, is liable for all unauthorized debts incurred by the club. We agree to speak with a representative from NCSAC before entering into any contractual agreement.

By checking off the box below, The Club confirms that they have read and understand the Club Agreement.

Name of President

Date (mm/dd/yyyy)

Name of Vice President

Date (mm/dd/yyyy)

Behaviour Contract

This Behaviour Contract is
BETWEEN:

NIAGARA COLLEGE STUDENT ADMINISTRATIVE COUNCIL

Hereinafter referred to as 'NCSAC'

- and -

Hereinafter referred to as 'The Club'

All members of The Club are aware and understand that there are behaviours expected of every club member in the way we conduct ourselves and club business.

We, the members of The Club, will always display the utmost respect for our club, its members, other clubs, all students, Niagara College, Niagara College Student Administrative Council, and the community as a whole. We will always strive to lead by example and to operate our club in a positive manner.

We will encourage all Niagara College students to join our club and will not limit membership on the basis of race, religion, ethnicity, age, gender, financial position, social status, sexual orientation, ability/disability, or program of study.

We understand that the main goal for our club is to enhance student life on campus by creating relationships based on the common interest of our club. NCSAC encourages all clubs to use social media to connect with club members and to discuss club business. However, if any member of your club fails to exercise positive interactions through social media, your club will be put on probation and perhaps terminated as a result.

We understand that all booth displays, posters, demonstrations, and any other on-campus interaction must be respectful to all students, faculty, staff, and visitors. We understand that NCSAC reserves the right to remove any materials that they deem disrespectful.

We understand that any non-compliance with the club requirements (as outlined in the club application package) may result in de-ratification of our club (i.e. failing to host monthly meetings, misuse of funds, denying membership to students, vandalism, etc.)

We, the members of The Club, understand that if the above conditions are not met, the Niagara College Student Administrative Council reserves the right to terminate our club, which will be left to the discretion of the Board of Directors.

By checking off the box below, The Club confirms that they have read and understand the Behaviour Contract.

Name of President

Date (mm/dd/yyyy)

Name of Vice President

Date (mm/dd/yyyy)

Funding Proposal Form

In order to receive funding for your Club it is imperative that you complete this application form and submit it to the SAC office for approval.

Please list your expected costs for running your sanctioned club. This proposal form will be reviewed by your Director of Clubs along with the Executive Council. It is important that you take the time to list all of your Club's estimated expenses for the year with an associated cost in Canadian currency.

Keep in mind that all receipts will still have to be submitted along with a Monthly Club Report Form in order to receive reimbursement.

PLEASE REMEMBER: The maximum that any club can request is \$500.00 In addition, the Director of Clubs reserves the right to adjust the proposed amount to reflect availability, justification of use, and the number of sanctioned clubs.

Expenses -
(Description)

Estimated Amount -
(Must be in Canadian Currency)

Total Funds Requested:

*Please save the following document as "'Club Name - Application' for example: "Fun Club - Application" and e-mail it to:

cwilliams@niagaracollege.ca (Welland)
hstorey@niagaracollege.ca (Niagara-on-the-Lake)
smocsan@niagaracollege.ca (Niagara Falls)

Once your Club has been reviewed by the NCSAC, the Director of Clubs will contact you to set up a meeting.