

# Club Information Package

## What can NCSAC do for YOU?

- Assist with the start-up of a club
- Communicate resources available to clubs
- Assist with marketing needs and promotion of approved events
- Assist with accessing meeting spaces (dependent on availability)
- Approve club advertising and events
- Hold at least one “Club Fair” per semester so you share your club with the Niagara College community
- Informal one-on-one consultation with your Director of Clubs to help with running your club
- Capability of having a “Club Organization Page” on the Co-Curricular Record (CCR) website

## What can YOU do for NCSAC?

- Spread the word! Tell your friends and classmates about NCSAC clubs!
- Ensure you familiarize yourself with the “Club Application” so you are aware how NCSAC clubs are run
- Fill out the appropriate paperwork to start your club
- Hold at least one monthly meeting every month and complete a Monthly Club Report Form
- Communicate with your Director of Clubs regularly
- Attend and inform all club members of “Club Fairs” that will be held at your campus!
- Stay organized! Make sure that you submit all forms and receipts to the Director of Clubs

## What are the Guiding Principles of Governance?

1. Act in **GOOD FAITH** and **GOODWILL** to maintain the integrity and spirit of the College Community and the student life experience
2. Be **INCLUSIVE** (It is so important to welcome any student to your club with open arms)
3. Be **RESPECTFUL** (Respect is huge. Respect your club members. Respect other clubs. Respect the student body. Respect Niagara College. Respect the community. Respect SAC. Respect YOUR club)

## What is the Purpose of Having a Club?

NCSAC recognizes that clubs form a vital part of the student life experience at Niagara College. Clubs provide students with the opportunity to have social interactions with others who share the same interests and to promote awareness of their club to others at Niagara College. The purpose of these clubs is to provide students with the opportunities that enhance and complement the following:

- ✓ Interpersonal skills development
- ✓ Curricular programming in an informal atmosphere
- ✓ The College Community through diverse interest groups and activities
- ✓ The development of future leaders

## What is the Process?

1. Complete the Niagara College Student Administrative Council Club Proposal
  - ✓ General Information
  - ✓ Executive Team Information
  - ✓ Membership List
  - ✓ Club Agreement
  - ✓ Behaviour Contract
  - ✓ Funding Proposal Form
2. Submit completed package via e-mail
3. The Niagara College Student Administrative Council will meet to approve, reject, or request further information
4. Be patient. You will get a response back within one (1) – two (2) week(s)
5. Before approval, you will be contacted by your Director of Clubs to attend a mandatory training meeting and to receive an informational package providing guidance in how to run a club
6. Once approved you may begin running your sanctioned club! Take notice of all requirements presented in this package

## What are the Club Requirements?

- Fill out the entire Niagara College Student Administrative Council Club Proposal
- Maintain a minimum of seven (7) general members and three (3) executives for a total of ten (10) members (see “Membership” section)
- Allow **ANY** student to join your Club
- Attend informal “check-in” meetings, which will be scheduled with the Club President and your Director of Clubs
- Conduct a minimum of one (1) monthly meeting. Monthly Club Report Forms must be completed and submitted to the SAC Office or electronically using the Monthly Club Report Form found on the Niagara College Student Administrative Council’s website, [www.ncsac.ca](http://www.ncsac.ca)
- Post all meetings to encourage new members to join your club
- Any club participating in dangerous or physical activity must have all club members sign a liability waiver

### ADDITIONAL INFORMATION –

- The President of the club must be available for a mandatory training meeting after the club is approved. The time, date and location of this meeting will be determined by the Director of Clubs who will notify Club Presidents by email with this information
- Participation in a “Club Fair” that would potentially take place at the beginning of the each semester

*NOTE: Failure to fulfill the Club Requirements may disqualify your club.*

**Remember: If you are unsure or have any concerns with the process of becoming a club, please contact your Director of Clubs. Failure to comply with the application process may jeopardize any future funding.**

## What are the Different Types of Clubs?

1. **Social** - A club whose goals focus on a common social goal; i.e. Gamers Club or Guitar Club.
2. **Cultural** - A club whose goals focus on cultural beliefs; i.e. Organic Eaters Club or Christian Club.
3. **Academic** - A club that is related to your program of study; i.e. Business, Technology, Nursing.

*NOTE: Clubs sharing a common interest (i.e. baking) will not be permitted to co-exist. NCSAC reserves the right to deny sanctioning of a club if their primary purpose or function mirrors that of a pre-existing club (i.e. "Baking Club" and "Pastries Club"). It will be suggested that these two clubs merge into one. However, clubs sharing a common interest can exist on each campus as long as each club has a different Executive. Executives must attend the campus on which the club is housed. (i.e. There could be a Baking Club at the NOTL campus and one at the Welland campus)*

## What are the Benefits of Having a Club?

YOUR CLUB MAY BE ELIGIBLE FOR THE FOLLOWING BENEFITS –

- ✓ Meeting new people who share a similar interest
- ✓ Sense of community
- ✓ Enhancing student life for yourself and others
- ✓ NCSAC funding
- ✓ Meeting spaces
- ✓ Access to NCSAC contacts

## How can I make sure my Club Remains "Active"?

- Club Presidents will be expected to attend a monthly Presidents Meeting which will be set by the Director of Clubs
- Attend informal "check-in" meetings with your Director of Clubs which will be scheduled and decided between the Club President and the Director of Clubs
- Ensure that your club is offering at least one monthly meeting for your club
- Submit the Monthly Club Report Form to your Director of Clubs

### PROBATION STATUS –

The following will lead to probation status:

- ✗ Not following the Guiding Principles of Governance (Act in Good Faith and Goodwill. Be Inclusive. Be Respectful)
- ✗ Violation of any policy set in place by NCSAC
- ✗ Abuse of any NCSAC services provided to the club
- ✗ Abuse and misuse of any meeting space provided by NCSAC
- ✗ Not having mandatory monthly meetings
- ✗ Failure to submit Monthly Club Report Forms
- ✗ Execution of activities and events not approved by NCSAC

### APPEALS –

Any member of the Club can be designated and is then allowed to appeal the decision of probation status made by NCSAC. Appeals are made to the members of NCSAC by designated member on the grounds of:

1. The club feels that the decision was unreasonable
2. The penalty was unreasonable in light of the circumstance

## What is the Ratification Period?

The ratification period for which NCSAC financially sanctions Clubs is September 1<sup>st</sup> – March 31<sup>st</sup>. Your club is welcome to run from April 1<sup>st</sup> – August 31<sup>st</sup>, however you will be unable to receive funding.

## What is the Membership Model for a Club?

- Membership **must** be available to all current full-time and part-time students of Niagara College
- No club has the right to exclude a person because of personal differences, with the exception that the person is not a Niagara College student
- No club shall limit its membership on the basis of race, religion, ethnicity, age, gender, financial position/social status, sexual orientation, ability/disability, or program of study
- No clubs sanctioned by the Niagara College Student Administrative Council shall take part in any form of initiation of its members
- All clubs are required to operate in accordance with the Niagara College Student Administrative Council By-laws, Policies, the Niagara College Policies and the College Code of Conduct which are available on-line at [www.ncsac.ca](http://www.ncsac.ca) or by request
- Club Executive members exist to be official representatives for the club with regards to interaction with the Niagara College Student Administrative Council and other clubs or associations
- ✓ There are **four types of members** for any Club: (1) President, (2) Vice President (3) Secretary Treasurer and (4) General Members
- ✓ If you would like to receive funding for your club, you must elect a Secretary Treasurer
- ✓ All Executive members must be elected or appointed to their position. The process must be democratic and barrier-free
- ✓ Members of the Niagara College Student Administrative Council Inc. cannot be Executive members of a Club
- ✓ You **are** permitted to be the Present and/or Vice President for two different clubs. However, **they must differ in interest** (i.e. you CANNOT be the President for both a “Board Game Club” and an “On-line Video Game Club”)

*PLEASE NOTE: NCSAC is the voice for all students at Niagara College and we respect everyone's personal opinions in regards to political issues. NCSAC will always remain non-partisan in these matters.*

The following are mandatory Club Executive positions and recommended responsibilities.

<p><b>President</b></p> <ul style="list-style-type: none"> <li>• Responsible for all aspects of the operation of the club.</li> <li>• Acts as the official club representative to the Niagara College Student Administrative Council.</li> <li>• Attends all Niagara College Student Administrative Council Club Committee meetings.</li> <li>• Prepare monthly reports on the activities, agenda and budget to be submitted to the club's members and the Niagara College Student Administrative Council.</li> <li>• Be a signing officer on all funding requests.</li> <li>• Liaise with the Director of Clubs for any NCSAC (Niagara College Student Administrative Council) requirements.</li> <li>• Act as a signing officer for picking up reimbursement cheques</li> </ul>	<p><b>Vice President</b></p> <ul style="list-style-type: none"> <li>• Assume the duties of the President in their absence, resignation or dismissal.</li> <li>• Attend all meetings.</li> <li>• Maintain an updated list of all members.</li> <li>• If there is not a Treasurer; maintain and monitor the club budget.</li> <li>• Be a signing officer on all funding requests.</li> </ul>
<p><b>Secretary Treasurer</b></p> <ul style="list-style-type: none"> <li>• Responsible or submitting all club receipts</li> <li>• All cheques will be made out to the Secretary Treasurer</li> <li>• Act as a signing officer for picking up reimbursement cheques</li> <li>• Responsible for distributing funding to reimburse club members</li> </ul>	<p><b>General Member</b></p> <ul style="list-style-type: none"> <li>• Each member is a representative of the club and must act accordingly with the club's purpose and ideals and be accountable for their actions.</li> <li>• Attend all scheduled meetings.</li> <li>• Be proactive in the well-being of the club.</li> </ul>

## “Membership Fees” VS. “Membership Dues”

OPTIONAL –

- ✓ Membership **FEES** are a one-time payment.
- ✓ Membership **DUES** are payments paid on several occasions.

PLEASE NOTE –

- All clubs have the option to collect a membership fee/due from each club member.
- Clubs may charge a reasonable and justified membership fee of no more than \$20.00 per student per semester.
- Membership fees/dues must be justifiable and need to reflect what members can expect to get out of the club.
- Please remember that some students have a significantly hard time with finances. If a student would like to join your club and seems sincere about not being able to afford the membership fee, please ensure that they are still welcomed to the club like any other student.

## WAIT – We get FUNDING for our Club?!

RECEIPTS MUST BE IN CANADIAN CURRENCY –

- The budget approved for each sanctioned club varies based on their planned expenditures for the year
- Each club must submit a Club Funding Proposal Form with a maximum that any club can request is \$500.00
- Funding is not guaranteed! The Director of Clubs reserves the right to adjust the proposed amount to reflect availability, justification of use, and the number of sanctioned clubs
- You must have a designated Secretary Treasurer on order to receive funding for your Club
- Funding begins on the date of sanctioning, and no receipts dated prior to sanctioning will be considered for reimbursement
- Funding comes in the form of a reimbursement cheque made payable to the Secretary Treasurer upon submission of **receipts**
- Inappropriate and/or unlawful behavior by club and/or club members will result in the removal of sanctioning at NCSAC's discretion
- The **Club Funding Proposal Form** must be specific and reflect what the Club is spending their budget on.
- Your club is encouraged to hold *at least* one event (recruiting day, demonstration, activity, etc.) for your club.
- Your club is welcome to run during April 1<sup>st</sup> – August 31<sup>st</sup>, however you will be **unable to receive funding**

## What is the Reimbursement Process?

1. Ensure that the materials you are purchasing are club related.
2. Your club will pay money out-of-pocket first, and then be reimbursed.
3. Keep all receipts in a safe place. NCSAC will not reimburse your club if you have lost receipts.
4. **Only the Secretary Treasurer is permitted to submit receipts to the Student Services Assistant in the NCSAC office.** The Student Services Assistant will photocopy the receipts and give a copy to the Secretary Treasurer for Club Records.
5. A cheque will be made out to your **Secretary Treasurer**.
6. Once approved, your Director of Clubs will contact the President and the Secretary Treasurer to let you both know the cheque is ready to be signed for and picked up.
7. Be patient. The reimbursement process can take between 5-10 business days.

## What can our Club Spend our Budget On?

Please view the chart below to get a better understanding on how your Club can spend your budget.

*Remember:* Funding is not guaranteed! The Director of Clubs reserves the right to adjust the proposed amount to reflect availability, justification of use, and the number of sanctioned clubs.

Funding will be <b>APPROVED</b> for:	Funding will <b>NOT BE APPROVED</b> for:
<ul style="list-style-type: none"><li>✓ Purchasing of items to be used by your club. Office supplies will be determined at NCSAC's discretion.</li><li>✓ Items purchased to help run an event.</li><li>✓ Items purchased to help run a fundraiser.</li><li>✓ Marketing materials.</li><li>✓ Food for your meetings.</li></ul>	<ul style="list-style-type: none"><li>✗ Events unrelated to the Club's purpose.</li><li>✗ Events involving alcohol unless approval is granted by the Niagara College Student Administrative Council.</li><li>✗ Fuel</li><li>✗ The promotion of a student's personal gain.</li><li>✗ Clubs with less than ten (10) members.</li><li>✗ Failure to comply with all requirements as outlined in this application process.</li><li>✗ Receipts from outside of Canada</li></ul>

*If you have any questions in regards to funding, it is recommended that you contact your Director of Clubs directly. Make sure that your Club qualifies for reimbursement before you spend any money out of pocket!*

**\*\*\*NO RECEIPTS WILL BE ACCEPTED FOR REIMBURSEMENT AFTER MARCH 31<sup>ST</sup>\*\*\***

### Still Interested?

**SUBMIT A NIAGARA COLLEGE STUDENT ADMINISTRATIVE COUNCIL CLUB PROPOSAL TODAY!**

**THE DEADLINE FOR SUBMITTING A CLUB PROPOSAL IS JANUARY 30**