

Re-ratification Form

Important information about the SANQC Student Club Program:

- The purpose of student clubs is to increase leadership skills in student club executives through extensive development, training and providing you ownership over your club success and goals.
- We update our handbook and club policies annually based on feedback from club executives. The re-ratification process is necessary in order for clubs to be updated and continue running.
- All clubs must be re-ratified by the Students' Association and specifically Students' Council. Clubs are required to have a minimum of 3 executives to re-ratify their club. These executives must be current NorQuest students.
- A club would need to re-ratify by October 9 before an initial closing of the club notice is sent. Club would be required to follow the directions of the closing of the club notice after that date.
- Visit the SANQC website at www.sanqc.ca for student club information and resources.

You must submit this completed form, with your new team (or their schedules) to lin.wang@norquest.ca to receive re-ratification approval and to book your training meeting where we will help you with club governance.

Re-ratification Form

Student Information

Name: _____

Email: _____

Phone: _____

Club Information

Club Name: _____

Club Abbreviation: _____

Has the main purpose of your club (MISSION) changed?

(TIP: Review your constitution to see if things are being adjusted.)

Activities

What types of activities do you anticipate your group will want to plan? Please be descriptive.

Executives

Club executives are the leaders of your club. You need a minimum of three (3) club executives to run and maintain any ratified club. We recommend you review your constitution for current structure plans, and if there are any adjustments to the positions, please also make them in your constitution. We recommend four (4) executives with the roles divided as President, Communications, Operations and Events. If you need more space, for more executive information please photocopy this page and attach additional executive roles. These members must be current NorQuest students and Students' Association members, in good standing.

Executive Position #1: _____

Name: _____

Email: _____

Phone: _____ Student ID #: _____

Signature: _____

Executive Position #2: _____

Name: _____

Email: _____

Phone: _____ Student ID #: _____

Signature: _____

Executive Position #3: _____

Name: _____

Email: _____

Phone: _____ Student ID #: _____

Signature: _____

Executive Position #4: _____

Name: _____

Email: _____

Phone: _____ Student ID #: _____

Signature: _____

Executive Position #5: _____

Name: _____

Email: _____

Phone: _____ Student ID #: _____

Signature: _____

Executive Position #6: _____

Name: _____

Email: _____

Phone: _____ Student ID #: _____

Signature: _____

Executive Position #7: _____

Name: _____

Email: _____

Phone: _____ Student ID #: _____

Signature: _____

Executive Position #8: _____

Name: _____

Email: _____

Phone: _____ Student ID #: _____

Signature: _____

Re-ratification Check List

Are you aware of any sanctions on this club that are still in effect?

☐ **Yes** ☐ **No**

How financially feasible is the allotted budget of \$600 a year/club?

☐ **1** ☐ **2** ☐ **3** ☐ **4** ☐ **5**

(1 being not at all feasible – 5 being absolutely feasible)

Describe how your plan is financially feasible and how you will manage this within the year.

Please review your previous documents and submit your new or continuing copies.

- ☐ Constitution
- ☐ Executive Job Descriptions
- ☐ Signing Authorities
- ☐ Club Membership List

Please ensure you have completed the following

- ☐ Annual General Meeting
- ☐ Election Process
- ☐ New Club Training
- ☐ Review of your Club Finances

If applicable. . .

- ☐ Gatherings plan for the term
- ☐ Annual list of potential sponsors for donations
- ☐ General list of planned event ideas for the term
- ☐ Updated Faculty or Faculty Liaison Form

We acknowledge that we are prepared to run our club for the Fall 2023 and Winter 2024 terms. Upon review of this form we understand that we will be sent an approved re-ratification letter, or a letter requesting adjustments to our club file before we can plan events or activities.

Club Executives Signing Authorities (2 required)

Name (print): _____

Name (print): _____

Signature: _____

Signature: _____

Date: _____

Date: _____