Re-ratification Form

Important information about the SANQC Student Club Program:

- The purpose of student clubs is to create opportunities for all students to develop leadership and teamwork skills, explore their interests, build community, and actively contribute to the success and sustainability of your club.
- We update our handbook and club policies annually based on feedback from club executives. The The re-ratification process is necessary for clubs to be updated and continue running.
- All clubs must be re-ratified by the Students' Association. Clubs are required to have a minimum of 3 executives to re-ratify their club. These executives must be current NorQuest students.
- Clubs undergoing re-ratification that are updating only their Executive Members are not required to obtain approval from the Students' Council. If any changes are made to club constitution, mission, or other governing documents, the revised documents must be submitted to the Students' Council for review and approval as part of the re-ratification process. Such changes do not take effect until they have been approved by the Students' Council.
- A club would need to re-ratify by Sep 30, 2026, 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.
- Club training will be provided for new executives.
- Visit the SANQC website at www.sanqc.ca for student club information and resources.

You must submit this completed form to students.association@norquest.ca to receive re-ratification approval.

Re-ratification Form

Club Information

Club Name: _____

Club Abbreviation: _____

Has the mission of your club changed?

If it has changed, describe the updated mission below.

Activities

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

What types of activities do you plan to do that are community facing? Please be descriptive.

Executives

If you need more space for more executive information, please photocopy this page and attach additional executive roles.

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: _____

Re-ratification Check List

With your allotted budget of $600 for Fall and $600 for Winter, please provide a rough budget plan for the year.

_____

_____

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

- ◯ Club Constitution
- ◯ Signing Authorities
- ◯ Club Membership List

Please ensure you have completed the following

- ◯ Election Process
- ◯ Club Training
- ◯ Review of your Club Finances

If applicable. . .

- ◯ Annual General Meeting (AGM)
- ◯ Gatherings plan for the term
- ◯ Updated Faculty or Faculty Liaison Form

We acknowledge that we are prepared to run our club for the upcoming Fall and Winter 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: _____