Student Club Handbook

SANQC

STUDENTS' ASSOCIATION OF NORQUEST COLLEGE

HERE FOR YOU

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About Us

We are the Students' Association of NorQuest College (SANQC) and we are Here For You! We are committed to advocating on behalf of all students. Governed by a Students' Council - elected by you - we work hard to ensure college policies are fair for everyone. We are here to be your voice; to advocate on the issues that affect all students at NorQuest College. Your Students' Association fees help to fund programs such as the Student Club Program!

Mission

We are dedicated to serving and representing students

Vision

Transforming the student experience

Values

Diversity

- We believe in including all students, respecting diverse backgrounds and creating a sense of belonging and community.
- We believe in providing a welcoming, inclusive, and safe environment for students.

Leadership

- We believe our leadership role brings democracy to the student body, empowering students to have an active role in the College.
- We believe in providing opportunities for students to gain leadership skills so they can contribute to their communities.

Fun

- We believe in improving the college experience by providing a fun and exciting atmosphere where students can connect with each other.
- We believe in leaving a lasting, positive impression with each student we interact with.

Advocacy

- We believe in acknowledging student needs and advocating on issues that are important to them.
- We believe in protecting the rights of students.
- We believe in providing a student perspective and being the voice for students.

Support

- We believe in helping students by providing access to support services and community resources.
- We are dedicated to providing services that promote the health and well-being of our students.

If you need any support with your club please email students.association@norquest.ca

Clubs

Student clubs come from student ideas! They are student run and student - led initiatives. All clubs are run through SANQC as mandated by the Post-Secondary Learning Act. They exist as groups under the umbrella of SANQC and are the only official student clubs allowed to exist at NorQuest College. Your club will be ratified by Students' Council Representatives.

The purpose of student clubs on campus is to foster leadership, collaboration, and community engagement by bringing students together to have some fun while enjoying a shared interest. Clubs provide opportunities for personal and professional development while encouraging responsibility for planning, growth, and long-term success. They also receive support for events, activities, fundraising, and communication with the student community, with SANQC guiding as needed.

Clubs are required to have a minimum of three (3) executives to ratify (or re-ratify). These executives must be current NorQuest students and members of the Students' Association.

Type of Clubs

Note: Clubs cannot discriminate and limit membership, regardless of their mission.

Academic Clubs

Academic clubs may only be established around courses or programs offered by NorQuest College.

- An academic club is required to have a faculty or staff liaison who can support with sustainability and recruitment of the club.
- A faculty or staff liaison supports the sustainability of the club, recruitment, and connection to the College community. The liaison must agree to the role and sign the required agreement.
- A faculty advisor provides academic, professional, and subject-matter guidance within the area of focus represented by the student club. A faculty advisor may support students as they navigate challenges, provide feedback on plans and initiatives, and contribute to the development of future student leaders as it relates to the faculty subject-matter. The faculty advisor is primarily an exper tise and mentorship role, using faculty related knowledge and experience to support the educational, professional, and leadership development of club members. Attendance at occasional club meetings may provide relevant faculty direction or guidance on club decision-making.
- The faculty advisor does not replace the responsibilities of club liaison, student executives or SANQC in the administration, management, or operation of the club.
- One person may serve as both the faculty/staff liaison and faculty advisor, provided they are able and willing to fulfill the responsibilities of both roles and sign the required agreement.

Interest Clubs

Interest clubs can include skill, talent, activity or topic related to a general group.

- You do not need to have a faculty or staff liaison, however one is recommended.
- You are required to have a student be a noted advisor and is experienced in your club topic.

Cultural Clubs

Cultural clubs can be built to contribute to the diversity at NorQuest. They can be built around ethnicity, culture, sexuality, age, gender, religion or other topics.

- You do not need to have a faculty or staff liaison, however one is recommended.
- You are required to have a student be a noted advisor and is experienced in your club culture.

Supports for Clubs

SANQC provides clubs with the resources, services, tools, and support they need to operate simply, successfully, and enjoyably.

Start Up Package

All clubs that complete the ratification process will be given a start-up package that includes club-branded shirts, one coroplast sign, and a digital version of their club logo.

Funding

SANQC provides funding to clubs to plan events and activities on campus so that you do not have to spend all of your time fundraising. The Club Event Application Form is used for you to access these funds.

Equipment Booking

Student Clubs have the advantage of accessing and borrowing SANQC equipment for on campus events. The equipment list is updated and included on the Club Event Application Form. Should you want to borrow any SANQC equipment you can sign the items in and out on the day of the event. Using SANQC equipment is a great way to save your club money. You may be able to borrow items such as the sound system, spin wheel, popcorn machine, cotton candy machine, snow cone machine, pop-up tent and AV equipment if not already in use at the requested time.

***Note**: Fire regulations may impact where some items can be used.*

Clubs Responsibilities

Each club is required to have a minimum of three (3) executives to support the leadership and management of the club. In order for your club to continue to be ratified, you must fulfill all expectations and follow all guidelines and policies as established by SANQC.

Student clubs are responsible to, and agrees to abide by the following guidelines:

- Abide by the SANQC Code of Conduct.
- Abide by NorQuest College policies and procedures.
- Follow your own club designed constitution.
- Be up to date on club policies or procedure changes.
- Complete re-ratification process.
- Attend all mandatory training sessions or meetings.
- Maintain an open and non-discriminative club.
- Recruit new executives to have sustainability in your club.
- Update SANQC with any changes in signing authorities, executives and if applicable, changes in noted advisors and/or faculty or staff liaisons.
- Track meeting minutes and decisions in your club.
- Maintain confidentiality, safely and securely regarding all sensitive club information concerning students and employees, in accordance with the POPA (2025).
- Submit all event forms for approval by established deadlines prior to promoting the event.
- Be responsible for your guests at events and while on campus.
- Ensure any contracts or agreements involving the club or SANQC are reviewed and approved before making commitments.
- Seek approval before soliciting donations or sponsorships from external organizations.
- Maintain a safe and respectful environment by avoiding the purchase or consumption of intoxicating or illegal substances during club activities.
- Notify SANQC before speaking to the media or participating in interviews on behalf of the club
- Represent the club in a professional and respectful manner at all times.
- Use club-affiliated social media accounts only to support the club's purpose and mandate.
- Obtain approval before using the Students' Association of NorQuest College (SANQC) name or logo, or the NorQuest College name or logo.

If a club executive is unsure about any of the above guidelines, please contact us for clarification. Any violations can be subjected to sanctions of the club and possible disbandment of the club.

SANQC Responsibilities

As mandated by the Post-Secondary Learning Act, SANQC has the responsibility to support clubs with a functional, fair and transparent process.

SANQC is responsible to, and agrees to the following guidelines:

- Set rules, guidelines, or processes for all clubs. These guidelines may be adjusted from time to time, and SANQC will notify clubs of any changes.
- Create a procedure for new clubs to be established that is supportive, transparent, and does not impede the interests of SANQC or go against our core values.
- Provide resources in multiple formats that are easily accessible to student club executives, including forms, handbooks, policies, guidelines and other materials that support clubs.
- Provide deadlines and communicate requirements to clubs.
- Communicate all procedural changes to club executives.
- Outline the process for booking campus space and support clubs with free booking during designated hours.
- Provide a process for funding within the designated club budget approved by Students' Council.
- Hold and maintain financial accounts for each club.
- Provide a clear approval process for all club events and activities.
- Approve events that are covered under SANQC's liability insurance
- Support clubs with creating promotional materials.
- Provide space on the SANQC website for clubs to promote their activities.
- Provide training opportunities for club executives on club procedures and best practices.
- Reimburse approved receipts in accordance with the financial policy and guidelines within three weeks in the same budget year.
- Enforce sanctions fairly when clubs violate policies or procedures.
- Ensure compliance with NorQuest College policies and procedures regarding conduct on campus and in campus spaces.
- Report club statistics and information annually to Students' Council.

If your club feels that SANQC is not upholding its responsibilities, please complete and submit a SANQC Grievance Form or contact us to report your concern so we can address the issue and determine the best way to support your club.

Club Governance

Governance within clubs decides who is responsible for decisions and how decisions are made within the group. This is the most critical component of your club and will last for the duration of its existence.

Constitution

A club constitution is a written record of your club's fundamental principles and established precedents. The club constitution is the most essential internal document and describes the policies and procedures of operations and governance of your club. Each club is responsible for the creation of a club-specific constitution.

The constitution will explain to SANQC and support your fellow executives who oversee the group. The purpose of this constitution is to ensure the club has a transparent process and stable structure. You will outline components such as club mission, elections, job descriptions, meeting procedures, decision-making, impeachment, finances, amendments and any bylaws for the club. SANQC will support you with some constitution examples to help to create your own easy-to-follow constitution.

Membership

As club executives, it is important to know who is part of your club. SANQC will request membership information throughout the year to support club administration, reporting, and recognition. Club membership is open to all NorQuest students, fostering an inclusive, welcoming, and engaging community.

Update your membership list promptly as new members join or existing members choose to leave the club. Club membership is no cost for all NorQuest students, as recognized clubs are supported through Students' Association student fees.

Maintaining an accurate and up-to-date membership list at all times help:

- Confirm eligibility for club events.
- Verify participation in club voting and elections.
- Report membership numbers to SANQC for club awards, funding opportunities, and club re-ratification.
- Protect members' privacy by keeping membership information confidential and handling personal information responsibly.

Elections

Elections are conducted to ensure a fair, transparent and democratic process for selecting the executive members of your club. Clubs may determine their own election process, provided the process is fair, transparent and established before nominations or voting begin. Through the election process, members collectively determine the executive team responsible for advancing the mission of the club, representing the interests of its membership, and carrying out the duties and responsibilities associated with their respective positions.

Club Management

SANQC wants you to enjoy your experience as a club member and take pride in the contributions you make to your club success. While your time at NorQuest is temporary, the impact you leave can last well beyond your time as a student. By developing strong club management and leadership skills, you ensure that future members can continue building on the foundation you have created. Effective planning, documentation, and succession practices are key to creating a sustainable club that continues to thrive year after year.

Club Meetings

Holding a meeting is an essential part of being in a club! Meetings allow time for your group to plan, make decisions and reflect.

When you are running a meeting you should:

- Do a call out for agenda items in advance to be discussed
- Have a prepared meeting agenda and send it out in advance
- Start the meeting on time and end on time
- Have someone dedicated to taking meeting minutes
- Conduct your meeting in a respectful way and encourage discussion

Re-Ratification

In order for your club to be eligible for future funding and to continue as a group, you must be sure that you are aware of who will be in charge of filling out your Club Re-Ratification Form. These documents will keep your club existing. The Club Re-Ratification Form will be emailed to ratified clubs and is available online at www.sanqc.ca. Deadlines will be sent to all ratified clubs.

All recognized clubs are required to complete the annual re-ratification process by September 30 each year. Re-ratification confirms that the club remains active, has an executive team in place, and continues to meet the requirements for recognition. Clubs that do not complete re-ratification by the deadline may lose their recognized status and access to Students' Association funding, services, and resources until the requirements have been met.

Annual General Meeting (AGM)

All clubs are encouraged to hold a yearly annual general meeting. Any large changes that affect your membership should be brought to these meetings. An AGM is the perfect place to hold elections, bring forward any constitutional changes or to re-ratify.

An AGM is a meeting of your membership. You will want to note how the AGM will take place and how decisions are made in your constitution.

Transition Binder

Your club should always have your transition binder up to date. It should include things such as your passwords, a copy of the logo, previous event plans and term end reports. This should be handed off to the new incoming club executives or left with SANQC to hand off for you.

Fundraising, Sponsorships & Donations

SANQC wants to provide you with enough funding so that you do not need to spend your time soliciting sponsorship or fundraising. Only the Students' Association, ratified student clubs under the Students' Association and the NorQuest College foundation are allowed to fundraise on campus. In the event that you require additional support, any sponsorship and fundraising efforts must be pre-approved by SANQC before they are able to be conducted.

Fundraising and Sponsorship

All clubs that are interested in fundraising or obtaining sponsorship would need to fill out the Club Fundraising & Sponsorship Form. Clubs can fundraise for themselves or an external organization.

Donations

Your club might receive donations from external resources. Donations must be deposited to your club using a Club Funds Deposit Form. Donations of tangible value need to be accompanied by a letter from the donor that includes who they are and what they are donating to your group. This letter is required by SANQC for any donations received by a club.

Events & Activities

Planning events or activities is a fun way to bring your club together. All club activities must be pre-approved by SANQC so that they are covered under our liability insurance. All club events will have a SANQC staff member assigned to support planning and execution. All new clubs will be required to plan their first event in collaboration with the Volunteer & Club Coordinator.

Guidelines

Promotion Table - 2 tables per month

A promotion table consists of a simple booth set up to promote your club or club initiatives. You can do this twice a month. You must submit your completed Club Table Booking Form 3 weeks in advance and all promotion days must be pre-approved.

- Be scheduled for no more than two hours in duration
- Be designed around a single table with two chairs format
- May include prizes or giveaways with a single small activity that is contained to your table
- Should be manageable without SANQC staff or support
- May request handbills in advance. 5 business days for previously created ones; 10 business days for a new design
- Shall not promote unapproved events
- Is eligible for SANQC event funding

Club Gatherings

Gatherings are strictly for club membership only. They allow you to practice, discuss or partake in the main purpose of the club

- Gatherings follow different guidelines than events
- Must be predictable and pre-approved at the beginning of the term
- Requires no additional resources
- Shall not include members of the public
- No individual advertising other than on your private club membership lists or social media
- Is NOT eligible for SANQC event funding

Club Events - 2 per term

These can be fun, informative or support events. A fun event is anything put on for the purpose of socializing and community building. These can be inclusive events, cultural events or seasonal events. A support event promotes awareness, information, fundraising, or community volunteer opportunities for the club.

- Events must have a Club Event Application Form filled out and be approved by SANQC a minimum of 3 weeks in advance.
- On campus events start no earlier than 10 am and end no later than 7 pm, Mon - Fri. Off campus and/or weekend events will be discussed on a case by case basis.
- All virtual club events will require a SANQC staff member in attendance
- Can include outside partnership or sponsorship upon approval
- Can include prizes or giveaways and can have multiple activities designed to support the goals of your event
- Activity can be fundraising for club or external charity contributions

Funding

SANQC wants to support you in planning successful events that contribute to campus life. While outside sponsorship for events is possible, SANQC will provide internal funding to each club. Event funding is applied for through the Club Event Application Form. A club that submits all of its term-end reports, has no sanctions, and has no outstanding reconciliations on its club accounts is eligible for funding in the upcoming term. Each planned event will be accompanied by a Club Funding Form, which will include the overall budget, track receipts and expenses, and show the total amount remaining in the club's account.

All approved club activities, events, and funding must be used within the academic year for which they were approved. All funded activities and expenditures must be completed by June 1 to align with the end of our fiscal budget cycle on June 30. New funding will be accessible starting July 1, unless otherwise approved by the Students' Association.



Student Book Club of NorQuest College Promo Table

Risk Management & Liability

As a club, you are responsible for your members and their behaviour while they are participating in any club activities. It is the responsibility of the club to identify risks, and plan to mitigate those risks. In collaboration with SANQC, all club liability and risk will be assessed. The goal is to make sure that your club has done everything reasonable to keep all attendees and spaces safe.

Insurance

Club events must be approved by the SANQC insurance policy. Plan far in advance for events that include off campus locations, traveling or transportation, athletics or sports, water activities or are partnered with an outside agency may require additional insurance coverage.

In Person Off Campus Events

The purpose of clubs is to enhance campus life. Occasionally an off campus location may be more suitable. Any off campus events must still follow the outline as established under the Club Event Guidelines. Clubs are responsible for the behaviour of all attendees during events.

Waivers

For specific events, whether virtural, on or off campus, a SANQC waiver form may be required. A copy of the waiver form will be provided and the club is responsible to ensure all attendees have signed the form prior to participation. A club that has participants who have not signed a waiver form for an event that required them may be subjected to the event being shut down and the club being sanctioned.

Transportation

Clubs are not permitted to use their personal vehicles to arrange event logistics. If a club needs to purchase items for an event it can be easily arranged with SANQC. Where a club member chooses to use their own transportation to pick up event items or attend an event, they are doing so on their own accord and SANQC is not responsible for any injury or loss.

Food Handling

Clubs are required to use a licensed caterer service for all food orders being distributed on campus. In order to ensure that food handling safety is being upheld, all clubs should have food items delivered to campus and are subjected to the cost of that delivery. Any pre-packaged snacks such as granola bars or chips are able to be brought to campus by the club. All food items should be accompanied by, or have available, an ingredient list in case of allergies.

Club Finances

SANQC supports clubs with financial management, providing budget support and overseeing your account balances. Finances should be tracked in a ledger document that shows all money, incoming and outgoing, for the club. Each transaction should be accompanied by a deposit, withdrawal or funding form. Each club is responsible for having signing authorities who can access club finances and conduct financial business on behalf of the club.

Signing Authorities

Each club is required to have a minimum of three (3) signing authorities on their club account. Only signing authorities are able to withdraw money from a club accounts or pay club expenses. Signing authorities will be added to the account list that SANQC will use to verify eligibility to withdraw money. For this purpose, signatures and student identification will be required to have on file for this verification.

Signing Authorities can be changed at any point within the term by submitting the Club Signing Authority Add-on and/or Removal Forms. A signing authority can only be removed by their own accord, or if accompanied by documentation showing the removal of the signing authority. A club cannot conduct any financial business until they have three (3) active signing authorities on their account. Receipts will not be reimbursed without two signatures from signing authorities and signing authorities are the only authorized members able to conduct financial business.

Deposits

All club finances that are collected through fundraising, donations or sponsorship must be deposited using the Club Funds Deposit Form. All cheques being deposited must be written to the Students' Association of NorQuest College with the club name in the memo. Deposits require one signing authority but it is recommended that multiple people verify the deposit prior to submitting to SANQC.

Make an appointment with the Volunteer & Club Coordinator to coordinate the drop off of a completed deposit. Club Executives should retain all copies of deposit forms for verification into your club accounts.

Withdrawals

Any time your club has expenses they need to pay, or donations they would like to make, you are required to fill out a Club Funds Withdrawal Form. Clubs cannot withdraw more money than what is in your club account. A withdrawal may be made for petty cash, the issuance of a cheque, an electronic funds transfer (EFT), or for SANQC to make a payment using the company credit card. When

submitting a withdrawal, you must provide details of the purchase and attach all applicable receipts. Missing receipts will result in the expense not being reimbursed.

All receipts must be from the company or vendor from which the purchase was made and must include an itemized list of purchases. A separate withdrawal form must be completed for each individual payee.

SANQC Credit Card Payment: Club Executives are highly recommended to use the SANQC credit card for approved club purchases whenever possible. We will assist you with completing the payment process, making it easier and more convenient while supporting you to save time and reduce the amount of paperwork required for reimbursements and receipts. Receipts will be saved and provided to the club for accounting purposes. We will assist you with the payment, verify your receipts and total amount, and provide you with a copy confirming that we received your completed withdrawal form.

Petty Cash: Petty cash is available for expenses under $100. Each club may receive up to $100 in petty cash per club executive, per event.

EFT / Cheque: Clubs that require more than $100 or need to make payments to an external organization are required to submit a cheque request. Cheques are issued only once per month, at the beginning of the month. Please check the payment deadlines with the companies you are using. Individuals without a corporate invoice cannot be issued a cheque.

Prizes and Giveaways

SANQC requires a Prize Claim Form for any items purchased or designated as prizes or giveaways. The form must be submitted with the applicable receipts, and gift receipts should be retained whenever available. Club Executives should record the name of each person who receives a prize or giveaway. Keeping a record of recipients helps ensure that all prize distributions are properly tracked and documented for club records.

Shine Award

Each Winter term every student who takes on a leadership role as a student club executive will be eligible to apply for the Student Club Executive Leadership Award. Executives of ratified clubs are eligible to apply for the personal Student Club Executive Leadership Award of $500!

Eligible club executives will be sent the application process and applicable deadlines. The award is scored anonymously.

Communications

Communication is important to your branding and to let the College Community know what your club is all about and events/activities that you are planning.

Logos

Club logo is your unique design to implement what your club stands for. We will support you to, imagine, build and execute a club logo. If a club chooses to build their own logo, you must provide SANQC with a vector version of your logo.

Branding

Clubs should consider what type of branding they will be using overall. Guidelines for branding can be created to support each executive member to communicate with the same voice. They should be simple, but still unique for your club.

Club Email

It is essential to have a club email to communicate with current and prospective members. Using personal individual email is discouraged. SANQC recommends that you create a club email using common platforms such as Outlook, Gmail.

SANQC Website

SANQC will post all ratified clubs on our website (www.sanqc.ca) in the club directory. We will post your club picture, email, name and logo with any additional details about your club mission. All club events will be hosted on our website for you. You are not required to have external registrations or sign-up pages for your events.

Social Media

Social media is a fantastic tool to advertise events and to recruit members. We recommend that you consider making social media accounts using your new club email. SANQC is required to have access to all your social media platforms.

A club should not express content on social media that is unrelated to the purpose of the club's stated mission. A club that has posted content that is inappropriate, is discriminatory, violates anyone else's rights or expresses the opinion of an individual rather than that of the club may be asked to remove the post, or could be sanctioned.

Handbills

Handbills are a great way to promote your club or club events. You can use them to hand out to students as well as electronically to communicate with your members. You can either create these on your own or schedule a meeting with us to support you with your specific needs. SANQC will print handbills for you for free in our office. There are limits on the number of handbills that we will print based on the type of activity they are being used for.

Other Communications

SANQC creates a monthly digital ad for student club events for the digital boards around the college. If there are limited number of club events during a specific month, we will include your club in the SANQC event ad and note that the event is hosted by your club.

Club Sanctions

As clubs exist under the umbrella of the Students' Association, it is our responsibility to ensure that clubs are conducting themselves in a professional and appropriate manner. The following is a guideline for sanctions on clubs, SANQC has the authority to impose alternative sanctions to the club as a whole, or individual member of the club, at SANQC's discretion.

All clubs are expected to operate in accordance with their club constitution, the Students' Association Code of Conduct, the NorQuest College Community Standards, and any other applicable Students' Association or institutional policies and procedures.

If there is reason to believe that a club has violated any of these requirements, the Students' Association may conduct a review or investigation. Where a policy violation is confirmed, the Students' Association may take appropriate action based on the nature and severity of the violation. Actions may include educational measures, restrictions on club privileges, suspension of funding or recognition, or revocation of the club's recognized status.

All individuals involved will have an opportunity to provide their perspective on the occurrence. Students' Council representatives will review the information provided and determine the appropriate sanction(s). Any violation of the Students' Association Code of Conduct supersedes all other infraction processes.

***Note**: Where a sanction requires a specific individual to be removed from an executive position, the club must still maintain a minimum of three (3) executives to remain ratified and eligible to host club activities.*

Student Club Forms

Below is a list of forms that student clubs have access to and what each is used for.

New Club Start Up

This form is required to start up a club. After submission your club may receive conditional approval.

Club Event Application Form

This form must be filled out for any events, or any funding requests for gatherings. All events require a risk and liability review before being approved. This must be submitted at least 3 weeks prior to the date of your event.

Club Faculty or Staff Liaison Agreement

This form can be used to help you recruit a faculty member or staff member to support your club.

Club Re-Ratification Form

This yearly form will need to be completed by any existing clubs that are going to continue into a new academic year. Documents need to be attached. Deadlines apply.

Club Signing Authority Add on

This form is used to add signing authorities to your student club. Student ID and signatures are required.

Club Signing Authority Removal

This form is used to remove yourself or a signing authority from your student club. Meeting minutes are required to be attached with the submission of this form.

Club Fundraising & Sponsorship

This form is used for two purposes: 1) If you are fundraising, or 2) If you are soliciting donations and sponsorship. Please complete the appropriate section and email or drop off to SANQC.

Club Funds Deposit

This form is required to make all deposits into your club account. All monies that come to your club must be deposited before being reimbursed.

Club Funds Withdrawal

This form is used to withdrawal money from your club account. This can be used for petty cash reimbursements, creating cheques or to use the SANQC credit card for pre-payment.

Club Table Booking Form

This form is used for booking the space for your events.

SANQC

STUDENTS' ASSOCIATION OF NORQUEST COLLEGE

sanqc.ca