



**NSCC STUDENT ASSOCIATION CAMPUS
STUDENT CLUBS & SOCIETIES CHARTER KIT**
Application Form, Policies and Procedures

STATEMENT OF INTENT

All student Clubs & Societies ratified by the Nova Scotia Community College Student Association (NSCCSA) are supported in an effort to help students get the most out of their college experience. The NSCCSA recognizes the value of student organizations in providing social, cultural and educational services designed to encourage students at NSCC to participate and learn.

NSCCSA Ratification is required in order to be recognized as an official NSCC Club or Society.

PURPOSE

The Student Association is composed of students with varying academic and non-academic needs and interests. While the NSCC Student Association as a student government strives to address these diverse needs, it also realizes that other student groups may exist on campus to help support this endeavour. Therefore, the purpose of this package is to assist students in the development, formation, and operation of these important campus student groups (hereafter referred to as Clubs/Societies) and to make clear the obligations that a group has to the NSCC Student Association and to its members.

WHAT IT MEANS TO BE A CHARTERED CAMPUS STUDENT **CLUB/SOCIETY**

As per Article 8, Section 3 of the NSCC Student Association Common Constitution, the SA has “the power to issue charters to clubs and organizations for the purpose of promoting extra curricular activities”.

Being chartered by the Student Association means that the SA endorses the activities that your Club/Society does, and this affords you all the privileges that come with being affiliated with the Student Association (e.g. financial help, administrative support and inclusion under the Student Association General Liability insurance policy). It also means that your organization has been approved by the Student Association and its’ Students’ Council and registered with the proper College departments.

APPLICATION PROCESS

1. Complete the Student Association Clubs & Societies Kit, making sure to meet the following criteria:
 - Statement of purpose and goals of the Club or Society, and how it intends to meet these goals;
 - Charter application form is completed in full.
For Societies, this includes the name of the NSCC faculty or staff member who has agreed to serve as Advisor.
For Clubs, this includes the names of at least two students who have agreed to take on the leadership role;
 - Fundraising plan if accessing Student Association seed funding;
 - Tentative outline of activities (including fundraising activities); and
 - Indemnity Agreement is completed.
2. Once the package has been completed, it must be submitted to the VP Services of the Student Association for presentation at a Student Association Students' Council meeting between September and December. At least one member of the student Club or Society is asked to be in attendance to make a presentation to the Students' Council.



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MEMBERSHIP

No student clubs or societies shall limit its' membership on the basis of age, college program, colour, disability, ethnic origin, gender, race, social status, sexual orientation, etc. As such, the Student Association will not consider political or religious affiliated clubs/societies, but may consider culture sharing clubs/societies.

All student clubs or societies must run on a not-for-profit basis.

No student clubs or societies sanctioned by the NSCC SA shall take part in any form of initiation of its' members nor charge any NSCC student a membership fee/dues in order to participate.

CAMPUS STUDENT **CLUB/SOCIETY** NAME

All Clubs and Societies must include their campus as a prefix in their name and may not use the term "Student Association".

Examples: "Ivany Music Business Society" or "NSCC Sydney Waterfront Book Club"

RATIFICATION PERIODS

CLUBS will be sanctioned from the date of their presentation to the NSCCSA Students' Council until April 30 of the current academic year. Each subsequent academic year, the student chairperson of the Club must submit **FORM 1** to reconfirm their chartered status. If the Club's mandate, type or goals change from the original Club kit submission, a new package must be completed in full and reviewed by the NSCCSA Students' Council for re-ratification.

SOCIETIES will be sanctioned from the date of their presentation to the NSCCSA Student's Council with the expectation they will continue into the following academic year. In March of the current academic year, Societies should host an electoral meeting to determine the student chairperson for the following academic year. The newly elected chairperson should refile **FORM 1** with the current VP Services by April 30 to continue their ratification status.

EVENTS & SPECIAL FUNCTIONS

Clubs and Societies are encouraged to plan events on their campus; however, event-planning details should be brought to the attention of the Student Association VP Services so that appropriate facilities planning and risk management processes can take place, if appropriate.

Please note, due to the high risk factors and liability issues involved in organizing student activities, all Clubs and Societies must adhere to the guidelines around prohibited and high risk activities, as outlined in the NSCC Student Risk Management and Activity Planning Manual. **(See FORM 4)**

CAMPUS STUDENT **CHAIRPERSON**

For each club and society, we ask that members designate one Student Chairperson to serve as the primary contact for the group with regards to interaction with the NSCCSA and other Clubs and Societies. To be the Chairperson, the student must be a registered student at NSCC and be a member in good standing with the NSCCSA.

CAMPUS STUDENT **ASSOCIATION** FUNDING

All funding of Clubs & Societies by the Student Association shall be determined in adherence to the following guidelines:

- Upon ratification by the NSCCSA Students' Council, Societies will be eligible to receive a small stipend (*amount to be set by each campus SA based on budget*) to assist them in delivering on their stated goals, as per their submitted Fundraising Plan.
- Clubs may submit a Funding Request to the VP Finance for approval by the Student's Council.
- The Student Association will not extend startup funds to Clubs or Societies with a political or religious affiliation.



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FINANCIAL GUIDELINES

To ensure that proper financial procedures are being followed and that all student funds/expenses can be tracked through financial statements, it is the preference of NSCC's Director of Internal Audit that all student Clubs & Societies bank through the campus Student Association. This might include a Society-specific bank account hosted under the Campus SA's bank account. All accounts are subject to frequent oversight by the VP Finance as well as annual audits. It will be the responsibility of the Society Chairperson to coordinate with the VP Finance to account for all funding throughout the year. Clubs are not eligible for bank accounts.

The following are a list of general information and guidelines regarding Society finances:

- May be reimbursed only for legitimate expenses, including but not limited to postage, print credits, speakers, registration fees, competition fees, and advertising or campaign awareness supplies.
- Parties, alcohol or pub crawls are not considered legitimate business and will not be funded.
- Food will be reimbursed only upon receipt of an approved cheque request accompanied by a valid receipt for the purchase.
- Society financial records must be accurate and complete. (Remember, you are handling other people's money, not your own, and you are responsible for it).
- Always give and get receipts to provide verification of all revenue and expenditures.
- Be certain to deposit all money from your events/activities.
- Do not run up bills you cannot pay.
- Society budgets vary from year to year. No Society is permitted to accumulate debts or make commitments on the assumption that next year's society budget can or will finance them.
- Any items/equipment/materials (ie. books, games, dice) purchased with Student Association funds should be returned to the VP Services by April 30 so that these items can be used by future students in the same or similar club/society.

To deposit funds - All funds raised by the Clubs or Societies will be deposited with the Student Association and the SA will issue receipts for each and every deposit made. The Chairperson will also be responsible for keeping track of all funds deposited with the SA.

To withdraw funds

Societies will access their funds by submitting cheque requests to the Student Association, which must be approved by at least two members of the organization. In accordance with the Student Association's own financial management regulations, no cheques may be written to cash. Societies are not eligible to receive advanced cheques.

Clubs should adhere to the Funding Policy to request and withdraw approved funding.

NEITHER THE NOVA SCOTIA COMMUNITY COLLEGE NOR THE STUDENT ASSOCIATION WILL BE RESPONSIBLE FOR ANY DEBTS INCURRED BY ANY CLUBS OR SOCIETIES WHO FIND THEMSELVES TO BE OPERATING AT A DEFICIT AT THE END OF THE YEAR.

ASSISTANCE

In addition to the support provided by the Student Association and the Society Advisor, students may also seek further assistance in setting up and maintaining their Clubs & Societies through NSCC Student Life.

Contact NSCC Student Life

Email: studentlife@nscC.ca



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STUDENT **CLUBS AND SOCIETIES** REGISTRATION FORM (FORM 1)

We, the undersigned, wish to *(please circle)* **apply/reapply** for NSCC Student Association chartered campus *(please circle)* **Club** or **Society** status.

Members of the _____ (club/society name) who are in good standing with the NSCC Student Association, are:

(PLEASE PRINT CLEARLY)

	NAME	STUDENT ID#	PHONE #
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Please attach sheet with additional members if necessary.

Type of club (✓ one): ___Recreational ___Environmental ___General Interest

Type of society (✓ one): ___International ___Cultural ___Program Related

___Other. Please specify: _____



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CAMPUS STUDENT **CLUB/SOCIETY** REGISTRATION (FORM 2)

It is understood that the aims of the _____ are to be:
(Please print clearly and include goals of the club/society proposed programs, services or events. Please attach separate sheet with any additional information as necessary).

Each club/society should have their contacts listed below:

	NAME	PHONE #	EMAIL
STUDENT CHAIRPERSON			
STAFF ADVISOR (Societies) or ALTERNATE CHAIRPERSON (Clubs)			

It is further understood that all activities will be based on NSCC Student Association approval, that the chairperson for this club/society shall be responsible for regular communication to NSCC Student Association Executive, and that this campus student club/society shall be open to any interested NSCC students.

Signature of Chairperson

Date

Advisor Name

Signature

Date

We have read and understand the NSCC Student Association procedure for student clubs & societies and will adhere to the regulations stated therein.

DISCLAIMER

Participation in this campus student club/society and any event or activity that it is involved with may include risk. The use of equipment, facilities, and premises of and/or contracted by the NSCCSA, by persons participating in any event or activity, shall constitute acceptance of that risk regardless of the nature of the injury. The NSCCSA, its officers and agents shall not be liable for any injury, loss or damage sustained or suffered by persons participating in any event or activity at the College or off campus, unless caused by the negligence of the NSCCSA, its officers, agents and otherwise. The student club/society chairperson must make all persons signing this Form aware of this waiver. If this waiver is not explained to the members, the responsibility will lay with the student club/society and not with the NSCCSA.



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STUDENT **CLUBS & SOCIETIES** INDEMNITY AGREEMENT (FORM 3)

Student Club/Society Name: _____

Date: _____

WE, the undersigned, release the Nova Scotia Community College (NSCC) and the Nova Scotia Community College Student Association (NSCCSA) and all persons for whom it is lawfully responsible from any and all liabilities, damages, costs, claims, suits or actions arising out of:

- Any damage to property including loss of use thereof, any personal injury, including death, arising from cause whatsoever which shall be sustained by myself, any of the participants, spectators or any other person who may be in the vicinity of any event carried on by:

STUDENT CLUB/SOCIETY NAME

Additionally, we are liable for all unauthorized debts incurred by the campus student CLUB/SOCIETY.

We agree not to enter into any contractual relationship with anyone with respect to the aforementioned campus student organization. We recognize that any violations of the above will result in immediate de-ratification of our campus student club/society.

Primary Student Contact Signature



IDENTIFICATION OF PROHIBITED/HIGH RISK ACTIVITIES (FORM 4)

<p style="text-align: center;">List A</p> <p style="text-align: center;">Prohibited Activities -</p> <p>It is recommended that the organization of and participation in the following be prohibited.</p>	<p style="text-align: center;">List B</p> <p style="text-align: center;">High Risk Activities -</p> <p>Due to the nature of these activities, NSCC requires that all guidelines be followed and caution be exercised when organizing and supervising these activities.</p>
<ul style="list-style-type: none"> • Activities offering alcohol/spirits as prizes or giveaways • ATVing • Auto Racing • Boxing • Bungee Jumping • Car Rallies • Demolition Derby • Drag Racing • Dunk Tank • Extreme Sports • Hang Gliding • Hot Air Balloons • Ice Climbing • Mechanical Bull Riding • Motorcycling of any nature • Non-commercial planes • Pub Crawls • Racing of Watercraft • Rifle Range or Other Activities Involving Fire Arms • Sky Diving 	<ul style="list-style-type: none"> • Bicycle Motocross BMX • Canoeing • Caving • Fencing • Helicopter Rides • Inflatable play structures (i.e. jousting, Velcro wall) • Kayaking • Mountain Biking • Mountain Climbing • Commercial Planes • Open Water Swimming • Paint Ball/Laser Tag • Private Planes • Rappelling • Rock Climbing • Scuba Diving • Skateboarding • Skiing • Snowblading • Snowboarding • Team athletic sports • Tidal Rafting • Trampoline • Wall Climbing • White-Water Rafting

This list may not include all high-risk activities. Some of these activities are excluded under Insurance policies. Please contact your campus Student Life Assistant for clarification on coverage prior to approving your event. Please note that NSCC reserves the right to add to or modify these activities at any time.