



STATEMENT OF INTENT

All student organizations 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 athletic, social, cultural and educational services designed to encourage students at NSCC to participate and learn.

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 organizations (hereafter referred to as CSOs) 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 ORGANIZATION

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 CSO does, and this affords you all the privileges that come with being affiliated with the Student Association (like 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 Student Organization Kit, making sure to meet the following criteria:
 - Statement of purpose and goals of the CSO, and how it intends to meet these goals;
 - Charter application form is completed in full, with name of the NSCC faculty or staff member who has agreed to serve as Advisor;
 - 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 SA Executive for presentation at the SA Students’ Council meeting. At least one member of the student organization is asked to be in attendance to make a presentation to the Students’ Council.
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MEMBERSHIP

No student organization shall limit its' membership on the basis of age, college program, colour, disability, ethnic origin, gender, race, social status, sexual orientation, etc.

All student organizations must run on a not-for-profit basis.

No student organization 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 ORGANIZATION NAME

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

Ex: "NSCC Marconi Environmental Alliance" or "NSCC Waterfront Marketing Society"

RATIFICATION PERIOD

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

SPECIAL FUNCTIONS

CSOs 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 CSOs 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 ORGANIZATION CONTACT

For each organization, we ask that members designate one student to serve as primary contact for the group with regards to interaction with the NSCCSA and other CSOs. To be the Primary Contact, the student must be a registered student at NSCC and be a member in good standing with the NSCCSA.

CAMPUS STUDENT ORGANIZATION FUNDING

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

- CSOs, upon ratification by the NSCCSA Students' Council, will be eligible to receive a small stipend (*amount to be set by each campus SA based on budget but no campus SA shall exceed \$300*) to assist them in delivering on their stated goals.
 - The Student Association will not extend startup funds to CSOs 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 organizations bank through the campus Student Association. It will be the responsibility of the SA VP Finance to separately account for all student organization funding throughout the year; this accounting will be available to each student organization at any time for reconciliation purposes.

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

- CSOs may be reimbursed only for legitimate expenses, including but not limited to postage, phone calls, photocopying, 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.
- Student organization 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.
- Student organizations must be recognized each and every year. No organization is permitted to accumulate debts or make commitments on the assumption that next year's student organization can finance them.

To deposit funds - all funds raised by the CSO will be deposited with the Student Association and the SA will issue receipts for each and every deposit made. The organization contact will also be responsible for keeping track of all funds deposited with the SA.

To withdraw funds - each CSO 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 and any organization members receiving advance cheques to cover future event costs must provide receipts/leftover cash to the SA within 10 days of the cheque issue date.

NEITHER THE NOVA SCOTIA COMMUNITY COLLEGE NOR THE STUDENT ASSOCIATION WILL BE RESPONSIBLE FOR ANY DEBTS INCURRED BY A CAMPUS STUDENT ORGANIZATION WHO FINDS 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 Student Organization Advisor (SOA), students may also seek further assistance in setting up and maintaining their campus student organization through NSCC Student Life.

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CAMPUS STUDENT ORGANIZATION REGISTRATION (FORM 2)

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

Each organization should have their contacts listed below:

Table with 3 columns: NAME, PHONE #, EMAIL. Rows for PRIMARY STUDENT CONTACT and STUDENT ORGANIZATION ADVISOR.

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

Signature of Primary Student Contact _____ Date _____

Advisor Name _____ Signature _____ Date _____

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

DISCLAIMER

Participation in this campus student organization 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 organization representative 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 organization and not with the NSCCSA.



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STUDENT ORGANIZATION INDEMNITY AGREEMENT (FORM 3)

Student Organization 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 ORGANIZATION NAME

Additionally, we are liable for all unauthorized debts incurred by the campus student organization.

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 organization.

Primary Student Contact Signature



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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 the Manager, Student Engagement and Awards or 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.