

## **NSAC Policy for Recognition of Student Clubs**

The NSAC strives to provide quality experiences for our students through a variety of recreation, intramural, varsity and club activity. The formation of student clubs is a traditional part of NSAC student life. In an effort to ensure the place of student clubs on campus and to make the distinction between clubs and teams the University has adopted the following policy regarding the recognition of student clubs, along with a statement of privileges and responsibilities.

### **Purpose**

Clubs recognized by the NSAC represent members of the campus community with similar interests, backgrounds or ambitions and gather for educational, informational and/or social purposes to benefit personal and community development.

### **Club Recognition**

Recognition as a “club” is a privilege based upon affiliation with the NSAC and the acceptance and observance of procedures and responsibilities established for student clubs and the NSAC Community Standards.

The NSAC will not attempt to censor, interfere with or control any student club on the basis of its philosophy, beliefs, interests or opinions unless club activities are illegal or infringe the rights and freedoms of individuals, misrepresent the institution or are in violation of the NSAC Community Standards.

Recognition of a student club by the NSAC does not imply endorsement of a particular group’s beliefs or philosophy.

### **Membership**

All NSAC clubs are open to all NSAC students, so long as they agree to uphold and support the purpose of the club.

### **Recognition Procedure**

The NSAC’s interest in implementing a formal recognition procedure is based on its concern that clubs and individuals using its name and its facilities are serious club groups that intend to pursue activities in accordance with the law and the NSAC Community Standards. Additionally, the request for contact information organizational structure and operating procedures are intended to support clubs and to ensure they have knowledge of their rights, privileges and responsibilities.

Any group that is organized to compete in athletic contests must work with the NSAC Athletics Department to be recognized as an NSAC team.

Any group requesting club status must seek recognition and approval from the Student Union in writing. The request package must include the following:

- I. A completed Terms of Reference form, which is available in the SU office, outlining the request for recognition;
- II. An estimate of the number of people who will be members of the club;
- III. A name of the club lead/administrator, including address and phone number;
- IV. A proposed statement of purpose;
- V. A proposed program for club activities for the current year.

The Student Union will:

- I. Consider the request for recognition at the next regular Student Representative Council meeting.
- II. Provide a copy of the Terms of Reference form for all approved clubs to the Associate Vice President Academic for Students for final approval.

### **Club Privileges**

A recognized club is granted the following privileges:

- I. Use of NSAC notice boards and meeting space;
- II. Permission to advertise events on the NSAC campus;
- III. Use of the NSAC name (only clubs approved through this policy are permitted to use the NSAC name);
- IV. Use of NSAC Student Union Letterhead
- V. Financial support from the Student Union.

### **Club Duties**

A NSAC Club must:

- I. Include the word: "recognized club of the NSAC" under its name and the NSAC SU logo on all letterhead, advertising and publicity;
- II. Ensure that the Club is operating according to the approved Terms of Reference;
- III. Maintain communication with the SU – as outlined by the SU;
- IV. Ensure the Club has an executive;
- V. Follow recognized NSAC Policy, including applicable travel policies, and the NSAC Community Standards.

The Student Union Executive shall serve as a resource to all clubs and is available to advise clubs on operational and financial matters.

It is recommended that a club select a faculty/staff member to serve as a club advisor who shall:

- I. Be invited to serve as advisor by the Club Executive;
- II. Act as a resource and advisor to the Club;
- III. Advise the Club on issues related to operational and institutional policy issues, and be open to discuss and explore ideas with the Club in order to aid members in decision-making, among other areas;
- IV. Be available to the Club Executive for consultation and advising on a regular basis (to be established by the Executive and the Advisor).

### **Funding**

Clubs are to make a proposal to the NSAC SU for financial support once they have received Club status.

Clubs are responsible to the SU for financial management and reporting.

### **Club Administration and Operation**

All Clubs should function/operate in accordance with their Terms of Reference as submitted to and approved by the Student Union and Associate Vice President Academic for Students.