

NOSMSS CLUB STATUS APPLICATION PACKAGE

APPLYING FOR INITIAL CLUB STATUS

1. In order to apply for club status, the club organizing committee must provide the following documentation to the Northern Ontario School of Medicine Student Society Executive Group (hereafter known as the NOSMSS Executive Group) by **September 30th** of the Academic Year:
 - The organizing committee list (including contact email and phone number)
 - A membership list with the members' host university indicated and student number
 - The club's constitution
 - A preliminary budget

2. In order to receive official recognition, clubs must be approved by the NOSMSS Executive Group, by majority vote. If a club is refused club status, a full explanation of the refusal will be provided to the club organizing committee. They will have the opportunity to submit the club documents once more for reconsideration during that academic year.

3. Following this approval, the application will be forwarded to the Student's General Association of Laurentian University (hereafter known as the SGA) for funding approval.

APPLYING FOR CONTINUING CLUB STATUS IN SUBSEQUENT YEARS

1. The club organizing committee shall file a contact name with the NOSMSS by **April 18th** annually and shall file a list of the succeeding organizing committee with the NOSMSS no later than **September 30th** in order to remain recognized.

2. Clubs that were officially recognized in the previous academic year will be recognized in future academic years unless they are out of operation for one year or more

3. All recognized clubs shall lose recognition by the NOSMSS if their constitution is not renewed by **October 31st**.

CRITERIA FOR STATUS APPROVAL

1. The Club must be considered open to all students for approval by the NOSMSS Executive Group to be granted. It must not in any way exclude students from becoming a member or from participating in the Club's events. The Club must also have a provision to ensure that both East and West campus NOSM students are able to participate at an approximately equal level.
2. The club must be open to all students. This may include non-medical students, however, executive members of the club must be students of NOSM.
3. The constitution and general purpose of the club must be consistent with the principles of the NOSMSS before club status can be granted. The club constitution, mandate, events and individuals representing the club must not violate the freedoms and rights of other persons as outlined in the Canadian Charter of Rights and Freedoms. Namely:
 - a. Freedom of conscience and religion;
 - b. Freedom of thought, belief, opinion and expression, including freedom of the press and other media of communication;
 - c. Freedom of peaceful assembly; and
 - d. Freedom of association.

REQUIREMENTS FOR FUNDING

REQUIREMENTS FOR NOSMSS FUNDING

1. Funding for any groups planning events will be available through the "Student Initiative Special Event" fund. Please refer to the applicable protocol and policy to access these funds.

REQUIREMENTS FOR SGA FUNDING

1. The SGA must receive all approved Clubs documents from the NOSMSS Executive Group to request funding.
2. The budget must consist of a list of expected revenues and expenditures, and all planned fund-raising activities.

3. Clubs and associations asking for money must have their events open to all students of Laurentian University.

The Students' General Association of Laurentian University has a budget allotment which is annually granted to student clubs and associations. The objective of these grants is to encourage clubs and associations to provide activities and services which benefit the student population. To establish a fair and equitable system for evaluating clubs and associations, and to expedite the granting process, certain criteria must be met. These are the general guidelines which are subject to the interpretation of the Clubs Committee:

1. The Students' General Association provides financial support for the clubs and associations under its auspices.
2. The Students' General Association does not fund religious or political clubs and associations, although they do recognize them as official clubs.
3. The Students' General Association does not fund sporting clubs or varsity teams. Clubs or associations requesting funding for specific events must show the Clubs Committee that:
 - The event has as its principle subject the academic and/or cultural development of its members. No events involving alcohol will be subsidized.
 - The club or association enhances the image of Laurentian University and its students throughout the Sudbury community.
 - The club or association provides a service that contributes beneficially to student life at Laurentian University.
 - Other criteria which will be taken into consideration are the number of members, the visibility of the club, the membership fee, the quality and number of projected events, and the quality of the application.

*** These criteria are subject to interpretation by the clubs committee

Issuing Funds

1. The objective of these grants is to encourage clubs and associations to provide activities and services which benefit the student population.

2. After the formal request for funds has been made to the Clubs Committee, they make an evaluation and bring it to the SGA Board, who makes the final decision.
3. If the funds issued to the club/association are not used towards an event approved of by the Clubs Committee, a reimbursement may be requested of the unused funds.
4. The club executive shall be responsible for any debts incurred by the club they represent. The SGA shall not be responsible for any of the said debts.

NOTE:

- The club's books and financial information may be subject to an annual audit by the SGA or the NOSMSS Executive Group.
- The club/association may request assistance regarding applications, audits, reports, etc. from the vice-president services or a member of the clubs committee.
- By providing the appropriate documentation (ie membership list, financial statements etc.) the club has demonstrated that they can be financially self-sufficient.
- Any club/association that provides information that is found to be fraudulent or misrepresented will be denied funding

INSURANCE

As a club recognized by the NOSMSS Executive Group, insurance will be provided for events free of charge provided the processes outlined in the "Learner Event Risk Management Protocol" are followed.

SAMPLE HISTORY AND MEMBERSHIP LIST

Just for Fun Club History

The Just for Fun Club was started in September of 1995 by Jane Doe. The membership for their first year was 35 students. That year they held numerous events and had record high attendance for campus events. They have since grown and their membership now consists of 150 Laurentian University Students.

In 2000 they received probationary status from the SGA and later that year received full club recognition. Since then they have remained a club in good standing. They have also altered their programming during the school year in order to facilitate a better working relationship with the SGA. They have expanded their agenda in order to host more events for 'underagers' and to promote community awareness. In 2002, the Just for Fun Club received space in the Student Centre Clubs Room.

Just for Fun Club Membership List

Executive:	Janet Jones, President	555-1235	jjones@fun.com
	Bob Waters, Vice-President	555-9876	bwaters@fun.com
	Helen Rae, Treasurer	555-4748	hvae@time.net
	Philip Kramden, Secretary	555-5960	pkramden@fun.com

General Membership:

	Name	Campus	Student #
1.	_____	_____	_____
2.	_____	_____	_____

SAMPLE CONSTITUTION

Constitution of the Just for Fun Club As of September 2006

Article 1: Preliminary

1.0 NAME

1.1 The Students of Laurentian University of Sudbury have grouped together to form an organization known as 'The Just for Fun Club of Laurentian University', hereafter called the 'JFC'.

2.0 PURPOSES AND OBJECTIVES

2.1 The purposes and objectives of the JFC are:

2.1.1 To encourage students to participate in school activities.

2.1.2 To provide leisure and social activities to its members throughout the academic year.

3.0 MEMBERSHIP

3.1 Anyone interested in participating in the activities of the JFC may be a general member, subject to the following conditions:

3.1.1 That s/he be a registered student of Laurentian University.

3.1.2 That s/he pay the prescribed fee known as the 'Just for Fun Club fee', the amount of which shall be determined at a JFC general meeting no later than March 9 of every year.

Article II: Officers and their Election

1.0 THE EXECUTIVE

1.1 Anyone who is a member of the JFC may run for an Executive position.

1.2 The Executive of the JFC shall consist of the President, the Vice-President, the Treasurer, and the Secretary.

1.3 The Executive positions shall each have their own job description as follows:

1.3.1 The President shall:

- I) Chair all meetings.
- ii) Have signing authority over JFC funds with the Treasurer.
- iii) Shall be the spokesperson and represent all members of the JFC in dealing with other student bodies or any other organization within the University.

1.3.2 The Vice-President shall:

- I) Assume the position of President on a temporary basis should that position becomes vacant.

1.3.3 The Treasurer shall:

- I) Have signing authority over JFC funds with the President.
- ii) Attempt to ensure that the affairs of the JFC are conducted in a fiscally responsible matter.

1.3.4 The Secretary shall:

- I) Be responsible for all minutes during Executive and General Meetings.

2.0 ELECTION OF OFFICERS

- 2.1 All officers must be elected by October 1st annually.
- 2.2 All candidates shall hand in a nomination form to the President one (1) week prior to the election.
- 2.3 All general members of the JFC may vote during the elections.

ARTICLE III: MEETINGS

1.0 MEETINGS

- 1.1 There must be at least two (2) meetings of the JFC Executive per school term.
- 1.2 A quorum of the JFC Executive shall consist of three (3) executives.
- 1.3 There must be at least one (1) General Membership Meeting per school term

ARTICLE IV: CONSTITUTION

1.0 CONSTITUTION

- 1.1 Any amendment to this Constitution must be given prior notice at a JFC General Meeting.
- 1.2 Amendments shall be carried by a simple majority vote (50%+1).

SAMPLE BUDGET

Just For Fun Club
2006/2007 Budget

REVENUES:

Membership Fees	\$ 200
Fund Raising:	
Bake Sale	\$ 100
Pool Tournament	\$ 65
Social Events:	
Pop and Pizza	\$1 100
Movie Night	\$ 50
Dance	<u>\$1 100</u>
	\$2 615

EXPENSES:

Photocopies	\$ 100
Office Supplies (tape, pens, markers)	\$ 125
Phone	\$ 120
Pop and Pizza	\$2 000
Movie Night	\$ 125
Dance	\$ 600
Miscellaneous	<u>\$ 50</u>
	\$3 120

NET LOSS **\$ 505**
