

# STUDENT-LED ORGANIZATION GUIDE

**nugss**  
northern undergraduate  
student society

## INTRODUCTION

*There are many Student-Led Organizations (SLOs) at UNBC. Whether they are academically oriented or just for general interests and hobbies, SLOs are a great way to pursue your interests and make new connections. They provide the opportunity to meet people outside of the classroom, to contribute to something bigger, and to experience one of the most important extracurricular aspects of university life. The small university feel of UNBC makes it easy to get involved with different clubs and to gain valuable leadership experience.*

*Are you new to UNBC and not sure which groups you want to join?*

*Every September NUGSS holds Clubs Days where different SLOs set up tables in the hallways of the Wintergarden and provide information about their group and sign up sheets.*

*You can ask for information from and sign up for as many clubs as you like in addition to trying out different ones to see what you enjoy.*

*If you have any questions, the NUGSS Office Manager is our expert on everything SLO related and can be reached at [nugss-officemanager@unbc.ca](mailto:nugss-officemanager@unbc.ca).*



# GETTING STARTED

- ❖ *Decide what kind of group you want it to be and pick a name. Check the SLOs List on the NUGSS website for current approved SLOs to ensure your group is not similar to one which already exists.*
  - ❖ *Create a club constitution. A sample constitution can be found in the Appendix of this document. There is also a digital version on the NUGSS website.*
  - ❖ *Gather a membership list. To become an SLO (club) recognized under NUGSS you need signatures from 8 people and at least 75% of these must be UNBC undergraduate students.*
  - ❖ *Fill out the SLO Application Form available online on the NUGSS website or email [nugss-officemanager@unbc.ca](mailto:nugss-officemanager@unbc.ca).*
  - ❖ *SLOs are approved at each Board of Directors meeting. You will receive an email once your SLO has been approved.*
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## ROLES FOR CLUB EXECUTIVE

*Each SLO can make up their own way to govern themselves. The following pages show a few suggestions for roles.*

# PRESIDENT

*The President is the head of the SLO's executive and must be prepared to make the hard decisions. This position will be looked to for guidance and should be filled by a past club member who has demonstrated commitment and interest in club activities.*

*The President should be aware of the club's past, its future goals and be prepared to lead it to new heights in organization, member relations and school involvement. The President should have a strong understanding of the club's constitution and check that the club stays on track with its yearly plans.*

*The President may be responsible for the following duties:*

- ❖ *Knowing NUGSS club policies and encouraging other members to know it as well.*
- ❖ *Act as the NUGSS liaison to the Assistant General Manager.*
- ❖ *Act as one of the signing authorities for the club.*
- ❖ *Have access to the designated club email.*
- ❖ *Ensure club meets all of its NUGSS requirements for club status.*
- ❖ *Be aware of all club activities and ensure the club is responsible and respectful at all times.*
- ❖ *Facilitate the creation of yearly goals for the club.*
- ❖ *Act as primary knowledge holder of the club's mission and goals.*
- ❖ *Ensure all executive members are performing their duties with integrity.*
- ❖ *Encourage members at large to be more involved/run for executive positions.*
- ❖ *May act as Chair for general meetings.*
- ❖ *Sets general meeting times.*
- ❖ *Set meeting time for AGM.*
- ❖ *Set election guidelines and dates.*

# VICE PRESIDENT

*The Vice President is the second-in-command in the club's executive and may perform duties as acting President when the President is unavailable. The Vice President should aid the President in their duties and the position should be filled by a past club member who has demonstrated commitment and interest in the club's activities.*

*The Vice President should be aware of the club's past, its future goals and be prepared to aid the President in leading the club to new heights in member relations and school involvement. The Vice President should have a strong understanding of the club's constitution and help the President check that the club stays on track with its yearly plans.*

*The Vice President may be responsible for the following duties:*

- ❖ *Knowing the NUGSS policies and encouraging other members to know it as well.*
- ❖ *Act as one of the signing authorities for the club.*
- ❖ *Have access to the designated club email.*
- ❖ *Ensure the club meets all of its NUGSS requirements for club status.*
- ❖ *Be aware of all club activities and ensure that the club is responsible and respectful at all times.*
- ❖ *Aid in the creation of the yearly goals for the club.*
- ❖ *Act as a secondary knowledge holder of the club's mission and goals.*
- ❖ *Encourage members at large to be more involved/run for executive positions.*
- ❖ *May act as Chair for general meetings.*
- ❖ *May aid in setting general meeting times.*
- ❖ *May aid in setting meeting time for AGM.*
- ❖ *May aid in setting election guidelines and times.*

# SECRETARY

*The position of Secretary is an essential part of a club's organization and structure and is a key figure within the club executive.*

*The Secretary is/may be the contact person for anyone wishing to join the club or ask for more information. The Secretary can also act as a communication link between club members and the executive.*

*A good Secretary requires many skills. He/She must have strong written and oral communication skills as well as good organizational skills.*

*A club Secretary may be expected to perform the following tasks:*

- ❖ *Take minutes at every meeting.*
- ❖ *Have access to the club's designated email account.*
- ❖ *Prepare minutes for distribution after the meeting.*
- ❖ *Distribute meeting minutes to all club members.*
- ❖ *Organize all meeting minutes in a way that can be presented to NUGSS if required.*
- ❖ *Maintain the club's membership/email list.*
- ❖ *Communicate all club decisions to the members.*
- ❖ *Acts as the main point of contact for most correspondence in the club.*
- ❖ *Keep an up-to-date copy of the club constitution.*
- ❖ *Maintain a club filing system for the records.*
- ❖ *Know NUGSS club's policy.*

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## SLO ROOM

*SLOs have access to the SLO Room where there are filing cabinet drawers available to store club documents. There is also space within the room to store equipment – this space is limited. All SLOs who use this room are responsible for keeping the room clean. Access is via keycard only. Please see the Front Desk or email [nugss-hello@unbc.ca](mailto:nugss-hello@unbc.ca) for more information.*



# TREASURER

*The Treasurer plays a vital role in the effective management of any club. This position is necessary to ensure the club is financially responsible and accurate with its transactions.*

*Maintaining accurate financial records and presenting clear budgets to the Monetary Affairs Commission are essential to the approval of club funding requests.*

*This position also promotes strong organizational skills and a critical eye, both of which will only be an asset to your future endeavors.*

*The Treasurer is responsible for the following duties:*

- ❖ *Maintain accurate financial records.*
- ❖ *Help to prepare budgets for events and for the academic year.*
- ❖ *Present any and all financial reports deemed necessary to the Board of Directors or General Manager as required to ensure accurate accounts are being kept.*
- ❖ *May have signing authority for the club account.*
- ❖ *Authorize and be accountable for all petty cash.*
- ❖ *Coordinate with the rest of the executive to attain strategic goals.*
- ❖ *Know NUGSS clubs' policy.*

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## NOTE

*This outline of Treasurer responsibilities is only meant to provide guidance. NUGSS expects to see transparent and accurate financial records as well as good budgets when a club is requesting funding.*



# TRANSITION TIPS FOR CLUBS

*One of the biggest challenges clubs face is the transition process. The academic year can make it very difficult to transfer knowledge between previous and new executive and club members.*

*Here are some questions to ask yourself when preparing for the transition:*

- ❖ *What do I wish I knew at the beginning of the year?*
- ❖ *What were some of the biggest challenges I faced?*
- ❖ *What were the best advantages of being a NUGSS club?*
- ❖ *What were some of the routine problems the club faced and how did we overcome them?*
- ❖ *What were some of the projects the club did not have time to complete?*
- ❖ *Did the club meet its goals?*

*Here are some essential things to remember with transition:*

- ❖ *Transfer:*
  - *Signing authority.*
  - *Mailing lists and documents.*
  - *Previous meeting minutes and the club constitution.*
  - *Previous financial information, including the club financial ledger.*
  - *Any advertising material used for previous club events (banners, etc.)*
  - *Examples of previous M.A.C. funding requests.*
- ❖ *Provide the new executive with access information for the club email account.*
- ❖ *Show the new executive where all club materials and resources are kept (Clubs Room, locker, etc.)*
- ❖ *Provide the new executive with access to the club locker.*
- ❖ *Provide the new executive with contact information for any organizations or people who have helped the club with any events/sponsorships/etc.*

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## TRANSITION TIP

*If possible, have a club transition meeting when past and new executive members can get together to pass on information, discuss the club and plan for the future. (NUGSS also does this!) Don't forget to tell the new executive to contact the Office Manager at [nugss-officemanager@unbc.ca](mailto:nugss-officemanager@unbc.ca) if they have any questions or concerns!*

# SLO PERKS

*There are several perks to being an approved SLO at UNBC, such as:*

- ❖ *Free room and equipment booking services. Speak to staff in the NUGSS office for more information.*
- ❖ *General liability insurance under NUGSS.*
- ❖ *Use of the UNBC name in compliance with UNBC communications policy, section 6.*
- ❖ *Opportunity to apply for NUGSS funding through the Monetary Affairs Commission (M.A.C.).*
- ❖ *Use of the SLO Room.*
- ❖ *Use of an SLO locker.*
- ❖ *The option to receive club mail via the NUGSS office.*
- ❖ *A \$20.00 Copy Card issued the beginning of Fall and Winter semesters.*
- ❖ *Inclusion in the list of active SLOs on the NUGSS website.*
- ❖ *Free use of the NUGSS bulletin boards to advertise club organized events. All posters must be approved by staff in the NUGSS office and can only be hung on NUGSS bulletin boards.*

# SLO ADVICE

*There are so many things your SLO could do to raise money, its profile, or its actions. Here are a few ideas.*

## FUNDRAISING

*Don't hesitate to ask professional organizations related to your goals for sponsorship. It benefits them and can help your club thrive.*

*Many SLOs hold pub nights or club nights at either The Thirsty Moose Pub or at establishments downtown.*

*If you are in a pinch or want some easy money, contact [nugss-gm@unbc.ca](mailto:nugss-gm@unbc.ca) to see if The Thirsty Moose Pub has any recyclables to give away!*

*Poke around on the internet. There may be grants or other funding sources out there you hadn't thought of!*

*Create partnerships with other SLOs! You never know what kind of resources or resourcefulness is in an organization until you talk to them. Some SLOs have membership fees, your SLO could also consider this.*

*If your SLO has a unique event it wishes to host, you can look into applying for funding through the Monetary Affairs Commission (M.A.C.).*

## CLUB ENGAGEMENT

*Get in touch with a professional or reputable organizations in your SLOs field of interest who may be able to offer advice to your group.*

*Participate in campus events or community fundraisers.*

*Hold local, provincial or national events for your SLO*

*Don't be afraid to dress up your meetings! Make a good agenda so everyone can get out on time.*

*Make sure your members understand the rules of your SLO This will keep everyone on a level playing field and people will learn ways they can contribute appropriately.*

*Be organized, whether it be regular activities or positions your SLO takes around items of concern.*

*Be inclusive! Do not settle simply for those in your social circle or your program. Reach out to those who may have never thought of joining your group. It may help your SLO and that person immeasurably.*

*Being involved in an SLO is a huge part of what makes UNBC so enjoyable for students. It may sound lame, but thank you for taking part! It helps all UNBC students.*

# CONSIDER THIS

## BAKE SALES

*BEFORE your SLO decides to host a bake sale, you must review the Bake Sale Policy document on the NUGSS website.*

*This Policy is in place due to the University's exclusivity contract with UNBC'S Food Services and to ensure food safe standards are maintained.*

## MOVIES

*If your SLO wants to host a movie night and show a movie for UNBC students, visit the Film Screenings page at the Geoffrey R. Weller Library to check if the movie you wish to play is permitted. If yes, you are good to go. If not, then what you are doing is not legal and NUGSS will not be held responsible.*

*There is a link to the Film Screenings page on the NUGSS website.*

## INSURANCE

*NUGSS provides insurance for all recognized and approved SLO events.*

*Depending on the type and location of your event, your SLO may need additional insurance. This is usually required for activities done outside of the NUSC building (with the exception of tabling) and for activities which take place off UNBC grounds.*

*Sometimes waivers may be required for your participants based on the risk involved with the activity.*

*Contact the NUGSS Office Manager [nugss-officemanager@unbc.ca](mailto:nugss-officemanager@unbc.ca) with your event details and we can assist you further with your insurance needs.*

*Please allow a minimum of two weeks to process these requests.*

## BANKING AUTHORITY

*If you need to update or change your SLO's bank signing authority, there are a few steps involved.*

*Start by downloading the "Change of Signing Authority Procedure SLO Bank Account" document from the NUGSS website.*

*If you need assistance or are ready to change your signing authority, contact us at the NUGSS front desk or [nugss-hello@unbc.ca](mailto:nugss-hello@unbc.ca).*

## **NUGSS SLO CONSTITUTION TEMPLATE**

[SLO NAME]  
**CONSTITUTION**  
[DATE ADOPTED]

### **ARTICLE I: SLO NAME**

- 1.1 The official name of the SLO will be “UNBC (SLO Name)”.
- 1.2 No other name shall be used in the advertisement and the representation of the SLO

### **ARTICLE II: PURPOSE**

- 2.1 (Insert SLO Purpose Number One)
- 2.2 (Insert SLO Purpose Number Two)
- 2.3 (Insert SLO Purpose Number Three)

### **ARTICLE III: MISSION STATEMENT**

- 3.1 The Mission Statement of (SLO Name) is: (*Mission Statement*).

### **ARTICLE IV: MEMBERSHIP**

- 4.1 Membership is open to everyone.
- 4.2 Only undergraduate students of UNBC are eligible to hold voting privileges and executive positions in the organization
- 4.3 Associate non-voting members should be allowed.

### **ARTICLE V: MEETING**

- 5.1 The Chair of all the meetings will be chosen by the members of the SLO.
- 5.2 The Chair will be another member of the SLO aside from the executive.
- 5.3 At least three (3) general meetings shall be held during academic year, including the SLO’s Annual General Meeting.
- 5.4 Members must be informed of the Annual General Meeting at least seven (7) days in advance.
- 5.5 Quorum shall consist of fifty percent (50%) plus one voting member.
- 5.6 Executive decisions shall not be autocratic. If there is any opposition to an executive decision, the decision must be taken to a vote of the membership.

## **ARTICLE VI: EXECUTIVE BOARD AND THEIR DUTIES**

6.1 The Executive Board shall consist of:

a) President:

- \*oversees the other members of the Executive Board in their duties; and,
- \* has signing authority for the SLO

b) Vice- President

- \* assists the President in her/his duties; and,
- \* assumes all powers of the President in her/his absence.

c) Treasurer

- \* is responsible for all financial dealings of the SLO;
- \* keeps complete record of all financial transactions

d) Secretary

- \* is responsible for minute taking at the SLO's meetings
- \* makes sure minutes are passed by the Board,
- \* and keeps the complete record of all the SLO members.

## **ARTICLE VII: FINANCES**

7.1 The executive will set a membership fee annually.

7.2 The finances of the organization must be handled exclusively by the organization and kept separate from any other group.

7.3 Any surplus resulting from the yearly operations of the group should be transferred to reserve for future use and no part of the surplus will be payable to any member.

7.4 All SLO's must provide the Board of Directors or General Manager with their up to date bank account statements, cancelled cheques, financial ledger, deposit books and any other financial document that is deemed necessary to assure that accurate accounts are being properly kept.

7.5 In the event of the dissolution of the group, all surplus and assets will be transferred to NUGSS to be placed in NUGSS' s allotted funds for SLOs.

## **ARTICLE VIII: ELECTIONS**

8.1 The Executive Committee of the SLO must be elected from and by the membership by a majority vote.

8.2 The election shall be held by secret ballot.

## **Article IX- AMENDMENTS**

9.1 Amendments to the constitution shall be made at the Annual General Meeting.

9.2 Amendments to the constitution must pass by a two-thirds (2/3) majority vote of the members present.

## **Article X- IMPEACHMENT**

10.1 A motion to remove a member of the SLO must be signed by at least five percent (5%) of the regular members of the SLO.

10.2 The motion shall be presented in writing at a regular meeting of the SLO where it shall be inscribed on the agenda of the next regular meeting of the SLO, whereupon the impeached person will be give right to defend her/his actions.

10.3 A quorum of one-half (1/2) of the voting members of the SLO is required to consider a motion to remove a member of the SLO.

10.4 A two-thirds (2/3) majority vote of all member's present shall be required to remove a member of the SLO and any responsibilities or privileges associated with such.

## **Article XI- AGENCY**

11.1 The SLO is not an agent of NUGSS and the SLO's views and actions do not represent those of NUGSS.





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