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Introduction

Congratulations! You have decided to either start a new club or want to make sure your club is compliant with North Idaho College’s policies and procedures. This handbook is provided for student organizations so that they will find success organizing their activities and events, reach their goals, and make a positive impact on campus. Inside this handbook you will find a comprehensive guide to information on club formation, requirements, benefits and policies.

The Associated Students of North Idaho College (ASNIC) Student Government established the Intra-Club Council (ICC) to provide clubs the opportunity to receive official recognition from the college and offer a public forum to present and promote their needs and interests. The ASNIC Constitution and by-laws provide the scope of authority and purpose for ASNIC clubs.

**ASNIC Constitution Article XI**

ASNIC Clubs and Organizations
SECTION 1: In order to provide a balanced experience, ASNIC may recognize clubs and organizations as outlined in the ASNIC Bylaws.
SECTION 2: The ASNIC Vice President shall supervise the ASNIC Recognized Clubs and Organizations.

**ASNIC by-laws Article IX**

The ASNIC Intra-Club Council (ICC)
SECTION 1: Purpose: to provide active participation in the operations of ICC and clubs to best serve students
SECTION 2: ICC Organization
Clause 1. Intra-club Council (ICC) shall be composed of the ASNIC Vice-President, two ASNIC Senators, and one representative from each ASNIC recognized club.
Clause 2. ICC shall meet twice a month in an area set by the Chairperson.
Clause 3. Any and all members may attend an ICC meeting, but only one voting member shall be recognized during decisions on official ICC business.
Clause 4. The ASNIC Clubs handbook fully describes the duties and responsibilities of all those involved in the ICC.
ASNIC Student Government and Student Development

The ASNIC Student Government and Student Development office are here to help students who are interested in being involved with student clubs at North Idaho College. The ASNIC Vice President and ASNIC Advisor can be helpful resources and provide support for individuals who are interested in starting an ASNIC club. If you have any questions, please contact us.

ASNIC Vice President:
Phone 769-7844
E-mail: cscolquhoun@NIC.EDU

ASNIC Advisor:
Phone 665-5459
E-mail: haerikson@nic.edu

ASNIC Office:
Phone: (208) 769-7761
E-mail: ASNIC.Clubs@nic.edu
Website: http://www.nic.edu/ASNIC or https://www.facebook.com/ASNIC

Mailing address:
1000 West Garden Avenue
c/o ASNIC
Edminster Student Union Building – Second Floor
Coeur d’Alene, ID 83814

Office Hours: Monday-Thursday 7:30-5:00 and Friday 7:30-2:30
Appointments are encouraged

Recognized ASNIC Clubs

ASNIC clubs provide students the opportunity for learning outside the classroom; meeting people with similar interests; developing life, work, and leadership skills; gaining a broader experience and a greater perspective; and engaging students as citizens of the campus community.

Link to Current Membership
Benefits Available to ASNIC Clubs

Clubs officially recognized by receive the following privileges:

- Apply for funding through FAST
- Receive $150 to start club
- Teambuilding/Challenge Course experience
- Utilize campus facilities at no cost
- Advertise on campus bulletin boards, NIC website, Facebook, campus screensavers, banner space, table tents, NIC college calendar, and other official outlets
- Access the ASNIC club room in Edminster Student Union Building (SUB) 220 and use the supplies (computers, etc.) for free
- Fundraise as an official entity
  - To solicit monies on campus
  - Utilize resources in the NIC foundation office
- Receive invitations for student development opportunities
- Eligible for ASNIC end of the year awards
Starting an ASNIC Club

NIC Students may start a new organization at any point during the year. A minimum of three currently enrolled fee-paying North Idaho College students may form a new student club or organization by completing the application procedure below.

Starting a student ASNIC Club takes six easy steps:

1. Review the list of recognized student organizations on the ASNIC website to verify the club you hope to start does not already exist at North Idaho College.

2. Submit “Intent to Form a Student Club” to state your intention(s) to start a new student organization as soon as possible, this gives you time to finish the rest of the Club packet.

3. Complete a New Club packet (found ASNIC website).
   - Roster- Please keep this updated as your club grows in membership
   - Advisor-Identify and enlist a full-time faculty or staff member to serve as an advisor for your organization
   - Constitution-Review handy constitution template in the New Club Packet to incorporate required elements
   - Estimated Budget-use as a planning tool. (Do not need to turn in)

4. Schedule a meeting with ASNIC Vice President, the club advisor, and the ASNIC advisor to review paperwork, requirements, and campus policies and procedures.

5. Attend ICC meeting to present new club, and answer questions. ICC will vote to induct club.

6. Attend FAST Meeting to ask for start-up funds.

NOTE: THE STUDENT DEVELOPMENT STAFF OR AN ASNIC REPRESENTATIVE IS AVAILABLE TO ASSIST IN THE PROCESS OF STARTING A NEW CLUB.
Requirements for ASNIC Clubs

In order for your student organization to be officially recognized by the ICC, they must adhere to these policies and procedures:

- **Activities Request Form** – An Activities Request Form must be completed by all clubs and organizations for all meeting notifications, events, facility requests, risk management, travel, fundraising, and food service requests.

- **Meetings** - There are two types of meetings ASNIC clubs need to know about:
  - **ICC** - Purpose of the meeting is conduct business.
    - First Tuesday of every month
    - Each club must have a representative attend the ICC meetings
    - Each club receives one vote in items that require voting
    - Official club status may be revoked if a club fails to send a representative to two ICC meetings in a semester
  - **FAST** - Purpose is to hear funding requests and allocate ICC funds
    - ASNIC clubs who have requested funds during that month need to attend to explain their requests

- **Advisor Requirements** – All club advisors must be employed as a full-time faculty or staff member of North Idaho College

- **Membership Requirements** – Each club must maintain a minimum of three (3) currently enrolled fee-paying North Idaho College students

- **Club Officers** – All club officers must be enrolled fee-paying students at North Idaho College

- **Annual Requirements** – Keep up-to-date student contact on record with ASNIC office, advisor training, advisor agreement, and update roster as needed

- **Student Code of Conduct** – All clubs and organizations must comply with North Idaho College’s policies and Student Code of Conduct (pg. 27)

- All club policies procedures and actions must follow North Idaho College’s Non-Discriminatory Policy: *North Idaho College is committed to its policy of nondiscrimination on the basis of race, color, religion, national origin, gender, age, disability, pregnancy, sexual orientation, or status as a Vietnam-era veteran. This policy applies to education programs, services, and facilities, and includes, but is not limited to, admissions, employment, and access to programs and services.*

- All clubs must be open to all students

- Sporting clubs have additional requirements to address risk management policies
ASNIC Club Funding

The Funding Approval Student Taskforce (FAST) is the mechanism by which student organizations may request funds from the ASNIC ICC funds.

FAST Meetings – All clubs and organizations must attend the first FAST meeting in September. Meetings are held the third Tuesday in the month as established by the ICC Chair. If the third Tuesday falls on a non-school day the ICC chair will post a new meeting time.

FAST–Comprised of the ICC Chairperson, three ICC representatives, an alternate ICC representative, and two ASNIC representatives. These representatives will serve on FAST September to May.

The ASNIC representatives will be nominated by ASNIC Student Government by the third Tuesday in September. They will abstain from voting in matters that impact clubs in which they are members

ICC Representatives
The ICC chair will facilitate application and selection process at the meeting on the first Tuesday in September. Interested parties should turn in their application by the second Tuesday in September. ICC will confirm the committee selections at the first meeting in October.

Expectations:
- Students selected will serve September to May
- Attend and participate all prep meetings before FAST Meetings (8 meetings)
- Attend and participate in all ICC Meetings (9 meetings)
- Understand all ASNIC Club Policies Procedures
- Knowledge of campus activities, and events.
- Hear and judge all ICC requests, engage in funding conversation and determine funding requests by all ICC clubs.
- Remain impartial and judge requests based on criteria outlined by ICC and the merit of the request.
- Respond to group correspondents and be available for additional meetings as necessary.

Benefits of being an ICC FAST Representative:
- Improve Leadership skills
- Develop group dynamic, communication, and public speaking skills
- Network with faculty, students, and administration
- Enhanced resume experience
- Tuition waiver of $__ per semester awarded at the end of each semester
Requirements to apply:

- Enrolled in Fall 2014 and Spring 2015
- Club participation
- Must meet Student Academic Progress with a minimum 2.5 GPA

Grants Available

Grant are available for clubs seeking leadership development opportunities including, but not limited to, conference registration, educational opportunities, hosting guest speakers, club retreats, individual and team building activities (such as leadership assessments). And to support club activities which fulfill their mission, such as events on campus, volunteer projects, supplies and materials.

FAST Criteria

- How much will the purpose of the funding benefit the whole campus?
- How many students in the club will this benefit? How many students are actively participating in the club?
- Does the purpose of the proposal meet the club’s Mission? Does the purpose of the proposal support the NIC Mission, Vision, and Values
- How active has the club been on campus? (We will look at the clubs ARF submitted.)
- How much has the club participated in ICC?
- Detailed budget (educated estimates are ok.)
- How much is this grant a part of the total budget?

Requesting Grant Funds

- To request grant funds clubs submit an ICC Club Funding Request form to the ASNIC office by the first Tuesday of month.
- Attend FAST Meeting the 3rd Tuesday of the Month
  - ASNIC clubs who have requested funds during that month need to attend to explain their requests

Financial Overview

Club Budgets and Accounts

NIC Auxiliary Services Office provides an accountant to maintain all bookkeeping functions for each student club and organization. The office can be reached at 769-5913.

North Idaho College is a public institution; it is subject to state law governing the handling of funds. This includes yearly audits of all club accounts. NIC has established policies and procedures that govern financial practices for the college. All ASNIC recognized clubs must abide by the rules to maintain their charter.

NOTE: ALL FINANCIAL PROCEDURES MUST ADHERE TO NORTH IDAHO COLLEGE’S FINANCIAL POLICIES.
Cash Handling

ALL monies collected by a club or organization MUST be deposited into the club account. Deposits should be made directly to the Auxiliary Services/ASNIC Accountant located in the Student Union. Fill out the ASNIC/ICC Deposit form completely with the correct student club account number. The club’s treasurer will receive a deposit receipt upon request after making the deposit. The club treasurer, in conjunction with the advisor, should keep records of all transactions.

A secure cash box can be checked out in the ASNIC office.

Specific Cash handling procedures can be reviewed by student development or auxiliary services accountant for specific events or activities.

Payment and Purchase Order Requests

Payment and Purchase Order Request Forms can be found on the ASNIC Clubs website or in the ASNIC office. Requests should be associated with An activities Request Form, (For example if you are request supplies for a meeting the ARF should already be completed.)

Before Making Requests please ensure your club has funds to cover the request.

What is a Purchase Order? (PO)
A PO is an authorization given to the vendor that you have authority to spend money on behalf of your account. PO authorizations or the PO number are delivered/mailed/faxed to a vendor that will authorize you to make a purchase on behalf of your club without paying via cash or check at the time of the purchase.

Payment Requests (PR)
Are utilized if a vendor does not accept a PO or if a signed contract stating conditions (service provided and rate) is obtained.

Procedure:

1. Request form: The club representative completes a "ASNIC CLUB Purchase Order- Payment Request Form" with appropriate information. Student and advisor must sign.

2. Once the form is filled out completely, return the completed form to the ASNIC Club box in the ASNIC office. The assistant Director of Student Development will sign it and

3. The ASNIC accountant produces the physical Purchase order- Will be delivered to the ASNIC Club Mailbox

4. The ASNIC club representative communicates the PO to the appropriate vendor

5. The vendor submits an invoice upon receipt of goods or completion of services. Deliver all receipts & invoices to the ASNIC Office
Fundraising and Raffles

Fundraising Events

ASNIC recognized clubs are eligible to conduct fundraising events. Every fundraising event proposed by a club must be submitted to the ASNIC Vice President for review and approval by completing an Activities Request Form. Clubs that proceed with a fundraising effort without review and approval by the ASNIC Office may have their club status revoked.

Off-campus solicitation

It is important to work with the development office when working with off-campus companies and organizations. Every fundraising event proposed by a club must be submitted to the ASNIC Vice President and the NIC Foundation Development Office for review and approval by completing an Activities Request Form.

Off-campus solicitation requires approval because often the Development Office is officially working with an off-campus company or organization to secure donations and build relationships. If numerous affiliated NIC group’s approach them with funding requests it may jeopardize the Foundation’s work. The Foundation office can provide direction and assistance for raising funds off-campus. Therefore, all off-campus solicitation requests must follow the procedures outlined above.

Raffles

Clubs may conduct raffle drawings to raise funds for their club accounts. Raffles are governed by Idaho Gaming Commission and require additional planning. To conduct a raffle, seek approval by completing an ACTIVITIES REQUEST FORM (ARF).

Raffles procedures:

ASNIC office will provide tickets

Tickets and money must be reconciled with ASNIC representative or accountant

Drawing must be held in a public area and drawn by an individual who is impartial to the outcome.

The value of prize must be under $500

Event Planning

Catering/food services

North Idaho College Food Services offers many catering options for your events. Outside food is not permitted on campus as part of a scheduled event or activity, according to the
NIC purchasing guidelines, section M. All catering must be requested from NIC food service through the ACTIVITIES REQUEST FORM (ARF).

Exceptions
SUAB Policy #5 allows for exceptions to be made for events where specialty, ethnic, or international cuisine that is not commonly produced by Dining Service will be sold as a fundraiser. Request for exceptions to the policy can be requested in writing 14 days in advance, after completing an ACTIVITIES REQUEST FORM.

Facilities Request
Clubs may request space on campus by submitting the ACTIVITIES REQUEST FORM online.

Hosting Off-Campus Events
Club events should be held on-campus as much as possible. Off-campus events must have prior approval and adhere to Risk Management procedures. Approval can be obtained by submitting the Activities Request Form online a minimum of 14 days in advance of the event.

Contracts
Contracts can only be signed by the Vice President for Resource Management. Clubs contracting goods or services should review the campus policy. http://www.nic.edu/modules/images/websites/107/file/11%20%20Contracts_Sept_2012.pdf

Outside Vendors, Contracts and Performers
A certificate of insurance is needed from outside contractors and performers. Please review the campus policy for details. Contact the contractor or performer to request a certificate of insurance from them. http://www.nic.edu/modules/images/websites/107/file/11%20%20Contracts_Sept_2012.pdf

Advertising
Social Media All club social media sites are considered official representation of North Idaho College and must follow Social Media Guidelines. Prior to establishing a social media presence for college use, employees must notify their supervisor and students must notify their club/organization advisor; must contact the NIC Communications and Marketing Director to review and consent to NIC Social Media Guidelines; supply username and password to the NIC Communications and Marketing Director and receive set up assistance and/or instruction if necessary.

Bulletin boards
Posters and fliers may be distributed on campus bulletin boards, without being stamped by the bulletin board monitor.

Please ensure to include the club name, date(s) of the event and contact information.
Do not post anywhere else besides designated boards including on Faculty boards.

Poster and fliers can be dropped off at ASNIC office for distribution.

Refer to NIC administrative guidelines for specific bulletin board location and procedures:

**Electronic Posters and Fliers**

A .jpeg image of a flier can be sent to the ASNIC office for electronic distribution. Email directly to haerikson@nic.edu. The image will be displayed on screensavers located throughout the campus.

**College Calendar**

Events can be submitted for inclusion in the College Calendar by submitting the Activities Request Form online.

**Communications & Marketing**

The North Idaho College Communications and Marketing office is available and willing to help clubs promote large events; especially events that are available to off-campus participants.

**Risk Management**

All ASNIC recognized clubs must adhere to North Idaho College’s Risk Management policies.

North Idaho College strives to provide a safe environment for employees, students and visitors. Risk Management includes activities that reduce the college’s risk of financial loss from property and liability claims, injuries to employees or damage to reputation.

Risk management requirements in regards to travel are addressed under Travel Procedures.

All participants in sporting clubs must show proof of health insurance.

**Travel Procedures**

Start all travel by completing an Activities Request Form. Clubs must have an advisor present when traveling. If the advisor is not available to travel, please consult with ASNIC staff to find an alternative college representative. Persons not listed on the Activities Request Form are not permitted to participate. All participants should travel as a group, students should travel in personal vehicles or any other mechanism not listed on the Activities Request Form.

“NIC Board of Trustees policy governs travel for college personnel. Administrators, instructors, classified personnel and students may travel on college-sponsored trips, provided they have sufficient budget to accommodate travel costs. NIC encourages travel to events like conferences, conventions and convocations that are thought to improve educational quality.”

**Travel Authorization**

Clubs obtain travel permission by completing an Activities Request Form, as part of the form all
Travelers must be listed with their student ID# and emergency contact information. Detailed route/flight information is also required.

NOTE: IN ORDER TO UTILIZE AN NIC VEHICLE, A DRIVER-TRAINING COURSE MUST BE COMPLETED. FOR MORE INFORMATION PLEASE CONTACT THE TRANSPORTATION DEPARTMENT AT 769-3309.

Travel Appeal

If an advisor is unable to accompany a club, an appeal process can be submitted using the Activities Request Form. All appeals will be reviewed by the Director of Student Development.

Payment for Travel

In addition to the Activities Request Form supporting documents may be required to pay for travel expenses.


Flight Travel: Use Transportation Charge Authorization form and make arrangement with college travel agent.

Ground Transportation: Provide club budget number when reserving a college vehicle. Personal Vehicles should not be used for club travel.

If individual members are contributing to the cost of travel they must pay into the club account and all costs associated with travel should be paid from the club account with supporting documents.

Inactive/Disbanded Clubs

In the event that a club does not meet the requirements, or fails to comply with ICC procedures they can be determined inactive.

If a club does not meet criteria listed under “requirements” section the ICC Chairperson has a duty to notify clubs of such status, and affirm the status at the next ICC meeting.

Inactive Status

- All club activities must be canceled until status is regained
- All access to funds are suspended
- Benefits of club membership will be suspended
- Clubs can remain inactive status for up to three semesters until their membership and funds are disbanded.

To re-activate
- Meeting with ICC Chair and Club Leadership
  
  Present a plan to stay active (i.e. Schedule of upcoming meetings, Who will be attending ICC.)
  
  Update missing forms (club roster, budget submission etc.)
  
  What assistance does the club need to stay active?

**Disbanded Clubs**

Clubs will be considered disbanded if they spend three consecutive semesters on the inactive list. Any remaining funds will be kept in the club account will be moved to the ASNIC Fund Balance account.

ASNIC can revoke club status if a club is found to have more than three policy violations.