



# Do you want to create a new club?

Student associations have the objective to create and contribute to student life on campus. Similarly, cultural associations are formed to embrace and promote diversity both on campus and across our community. IEAC provides its sub-associations an exceptional opportunity to build cross-community social ties. IEAC also provides its sub-associations resources to encourage cultural diversity in our community. If you do not find a club that represents your community, here is how to create a new club!

There are many cultural and non-cultural clubs at Concordia. Please make sure that your idea is unique by consulting the [Concordia student group](#) list. To start, it is important to verify whether there is an active club that shares a similar focus to your idea. IEAC will not approve new clubs that overlap in mandate with existing clubs. If you have any doubts please don't hesitate to contact [ieac.concordia@gmail.com](mailto:ieac.concordia@gmail.com).

After the verification, the next step is to complete the clubs' proposal, which will require the submission of the following documents:

1. **Cover Letter:** This acts as the proposal for your new club. The cover letter is the main document used by the Clubs Committee to decide whether your club should be approved, so make sure that it accurately reflects your vision for the club. To do so, you will need to make sure that the letter clearly explains the goals and mandate of your club by answering the following question; *how you differ from other clubs on campus, how your club would contribute to the Concordia community, and why you feel your group should be granted club status.* [Cover letter example](#)
2. **Constitution:** All clubs are required to have a constitution, it serves as an agreement and guidelines conveying the policies to be followed by the club. The mandate that you outline in the constitution will be used in the future to determine whether your club has been pursuing its goals and mandate when evaluating funding and office space opportunities for clubs, so make sure that the mandate is achievable and reflects the goals of your club. Make sure that your constitution reflects all of the points laid out in the [IEAC Constitution template](#), and that you outline all of the positions and portfolios that you want to comprise your Executive Team in your constitution because IEAC will only recognize the Executive Positions that are written into your constitution. If you start using positions that are not outlined in your constitution, this can cause several problems for your club, including losing access to club funds, space bookings, and other club privileges. If you want to modify the composition of your Executive Team, you will need to submit a constitutional amendment that reflects this change.
3. **Petition:** The Clubs' proposal application ([IEAC new club petition template](#) \* *please use this example for informational purposes. Due to Covid you may create a google form that does not include signatures* ) requires a list of 50 undergraduate Concordia students who support the creation of your club – this does not mean they are committing to membership in your club.



4. **Affiliation Letter:** If your new club is a campus chapter of an external organization (like a charity foundation), you will also be required to submit a letter from the organization you plan to be affiliated with that recognizes your chapter and explains how your club will be connected to the larger organization (Will they provide you with funding? Are you required to provide them with your membership list?).

Once you have the necessary documents, you will submit the completed club proposal to the Clubs Administrators for assessment. You can submit the documents by email to [bod.ieac@gmail.com](mailto:bod.ieac@gmail.com), or you can drop them off at the IEAC office on 2010 Mackay, Q-106 ( visit <https://www.facebook.com/ieac.concordia> for office hours). The Board of directors, along with IEAC's general manager is a resource during the entire process and can answer any of your questions.

After the general manager has assessed your proposal, it may be sent back to you with corrections and recommendations for updates before the proposal is taken to the Board of directors.

When you have made the necessary corrections to the proposal, your club proposal will be presented to the Board of directors, a standing committee of IEAC Council that meets approximately once to twice a month during the school year, according to need.

- **NOTE:** The committee considers a wide variety of factors in determining whether or not your club should be approved, including how you would contribute to the Concordia community, the long-term sustainability of your club (financial, environmental, social, and institutional), the uniqueness of your events in comparison to all existing clubs including those under the Concordia Student Union, your fundraising and financial capacity, any potential overlap you may have with other existing clubs, and how you plan to fulfill your mandate. Be sure to address these points in your cover letter so that the Committee may better evaluate your proposal!

After discussing your clubs' proposal, the Committee will render one of three decisions:

- **Approval:** If the committee thinks that your proposed club will make a positive contribution to the student body, club status will be granted to your club.
- **Tabling:** If the committee is unsure of whether to approve your club after reviewing the proposal, they may table the application to get more information about the club. If your application is tabled, the Clubs Administrators will contact you with questions about your club proposal to give you a chance to address the Committee's questions and concerns.
- **Rejection:** If your club overlaps with existing IEAC clubs, violates IEAC's policies, has a narrow mandate, or is otherwise unsustainable, your proposed club will not be granted club status. You will be informed of the reasons for the rejection, and you may use these concerns to further develop your original proposal and apply again after addressing the concerns brought forward by the committee.

Please note that the process for the approval of new clubs may take up to a month.