



## **Student Clubs Policies & Procedures**

**Created:** January 13, 2020

**Last Revised:** September 9, 2020

## Table of Contents

PREAMBLE .....	3
DEFINITIONS .....	3
POLICY STATEMENTS.....	5
PROCEDURES.....	5
1.0 Club Registration .....	5
2.0 Club Executives .....	6
3.0 Club Membership.....	6
4.0 Club Rights and Responsibilities.....	7
5.0 Club Banking .....	7
6.0 Club Reimbursement Funding Program.....	8
7.0 Club Events .....	9
8.0 Club Sponsorship .....	11
9.0 Club Marketing and Social Media Accounts .....	11
10.0 Clubs Committee .....	11
11.0 Disciplinary Action.....	12
12.0 Termination/Dissolution of a Club .....	12

Subject	Approved by:	Approval Date:	Revision Date
Student Clubs	BOD	May 10, 2018	September 9, 2020
	EC	N/A	

**PREAMBLE**

Saitsa encourages individuals with similar interests or a common goal to gather and take part in shared activities or purpose. Saitsa Clubs are one avenue through which Saitsa provides support to students who wish to engage with those of similar interests. Registered Saitsa Clubs are eligible for funding and awards; Club Executives are also eligible for Co-curricular Record recognition through SAIT should they meet the requirements. The aim of this document is to support students and Saitsa Staff through the process of forming, organizing and maintaining a club on SAIT campuses. This document outlines the steps required by Saitsa in order for a club to be formally registered and eligible for funding and other club supports that Saitsa provides. This document also lays out rules and requirements intended to minimize risk and liabilities to both clubs and the Students' Association.

*Note:* All forms or application processes mentioned within this document can be found online at [www.saitsa.com](http://www.saitsa.com).

**DEFINITIONS**

***Academic Student Club***

Refers to a student club that is supported by or connected to a SAIT school, program, or a group of programs and is primarily run by and for their students. Academic Clubs are encouraged to have a SAIT faculty Club Advisor.

***Non-Academic Student Club***

Refers to a student club that does not focus on students in a specific SAIT program(s) and where the purpose of the club is to provide events and activities promoting social, cultural and/or religious interaction between students and the community.

***Club Advisor***

Refers to a Community Member who takes on a mentorship role with a club and is recognized as an advisor by the clubs executives. Any community member may be a club advisor so long as they are not a current SAIT student.

***Club Event***

Refers to a gathering of a club's executives or membership. Club Events may include: meetings, social gatherings, fundraisers, networking events, etc.

***Club Executive***

Refers to a member of a club who is a current SAIT student and who acts as a representative of the club. Club executives maintain prominent roles and responsibilities within their clubs and must be made known to the Clubs Coordinator.

***Club Member***

Refers to any SAIT student or member of the community who joins a Saitsa Club.

### ***Club Reimbursement Funding Program***

Refers to the Saitsa club program that supports clubs by providing reimbursement funding for events, special projects and fundraisers. In order for a club to be eligible, the club must be registered and have submitted a completed funding application form which must include: Event Proposal Form, Post-Event Summary Form, receipts/invoices. Refer to Saitsa's website for more information.

### ***Community Member***

Refers to any club member joining from within the surrounding community, including but not limited to, SAIT or Saitsa staff.

### ***Contract or Agreement***

Refers to any written agreement between a club and a third party with the intention of creating legally-binding obligations for said club. Agreements may include, but are not limited to: venue contracts, hotel contracts, or sponsorships.

### ***Fiscal Year***

Refers to Saitsa's fiscal year, which runs from July 1<sup>st</sup> to June 30<sup>th</sup>.

### ***Governing Document***

Refers to any document that governs the Association, including but not limited to: Saitsa's Bylaws, Policies and Procedures, and Code of Conducts.

### ***New Club***

Refers to a club in its first year of registration with Saitsa. A club with the same name or purpose as a previous club that has been inactive for one (1) academic year shall also be considered a new club. New clubs are eligible for one-time Start-Up Event funding.

### ***Returning Club***

Refers to a registered club that wishes to renew their registration for the following year.

### ***Registered Saitsa Club (Saitsa Club, Club)***

Refers to a group of individuals with a common purpose or interest, who meet regularly and take part in shared activities, and who have adhered to all requirements as outlined in this document to be formally recognized by Saitsa.

### ***Signing Authority***

Refers to the ability to sign documents and agreements including but not limited to: contracts, sponsorships, cheques, invoices, etc. Only Club Executives that are *authorized* to have signing authority may sign on behalf of a club.

## POLICY STATEMENTS

- 1.0. Saitsa shall work to promote, support and facilitate all student clubs on SAIT campus.
- 2.0. Clubs must register with Saitsa each fiscal year in order to be formally recognized by the organization.
- 3.0. Saitsa reserves the right to refuse any club application that violates Saitsa's governing documents.
- 4.0. No club may restrict membership based on a person's program of study, race, age, gender, gender identity, gender expression, sexuality, religion, ethnicity or any other characteristic protected by the *Canadian Charter of Rights and Freedoms* and/or the *Alberta Human Rights Act*. Clubs must be inclusive to every SAIT student and/or community member.
- 5.0. Clubs will be subject to disciplinary action for any unbecoming conduct or violation of Saitsa's governing documents.
- 6.0. Saitsa clubs shall be provided a club bank account. Clubs are not permitted to maintain their own bank account outside of Saitsa.
- 7.0. Saitsa shall provide funding, in the form of reimbursement, throughout the fiscal year for eligible club events or special projects. Saitsa retains the right to approve or deny club funding applications.
- 8.0. Clubs may negotiate sponsorship agreements with external sources where both the agreement and sources do not violate SAIT or Saitsa's governing documents and/or existing documents.
- 9.0. All contracts and/or agreements must only be signed/authorized by Club Executives. External contracts and/or agreements signed are non-binding to Saitsa or SAIT.
- 10.0. Unapproved/unauthorized club events will not be insured by Saitsa; Club Executives are liable for any loss or damage incurred during such events. Club funds cannot be utilized to cover any costs related to unapproved/unauthorized events.

## PROCEDURES

### 1.0 Club Registration

- 1.1. Clubs are required to register with Saitsa each fiscal year, as per *SAIT Policy AC 6.2*.
- 1.2. Registration forms must include the following information:
  - a. Name of club
  - b. Purpose of club
  - c. Names and contact information of Club Executives
  - d. Club constitution (if applicable)
  - e. Name and contact information of Club Advisor (when applicable).
- 1.3. Clubs are required to have a purpose and name not currently held/reserved by an existing Club.
- 1.4. Clubs may register at any point during the fiscal year.
- 1.5. Clubs are permitted to change their club name at registration only.
- 1.6. Once the registration form has been reviewed, the Clubs Coordinator shall arrange a meeting with the Club Executives to:
  - a. Review Saitsa's Club Policies & Procedures and club orientation documents;
  - b. Orient the Club Executives on Saitsa's club program, including information on: funding, accounting, annual reports, insurance, etc.;

- c. Ensure all required documents are signed, including but not limited to, the Club Checklist and Signing Authority Form.
- 1.7. Once all documentation has been reviewed and authorized by the Clubs Coordinator, the club shall be considered a Registered Saitsa Club and provided all the rights and privileges of a Saitsa Club until June 30<sup>th</sup> of the current fiscal year.
- 1.8. Returning clubs are encouraged to submit a completed Annual Report prior to re-registration.
- 1.9. Fraternities and sororities are strictly prohibited.

## **2.0 Club Executives**

- 2.1. Clubs must elect or appoint a minimum of two (2) current SAIT students to act as the Club Executives: President and Vice President.
- 2.2. Club Executives are accountable for the club's:
  - a. Registration
  - b. Annual Report
  - c. Finances
  - d. Event and waiver forms
  - e. Executive transition/club continuity
  - f. Club Reimbursement funding and award applications
  - g. Sponsorships and fundraising (if desired)
  - h. Communication and promotion
  - i. Meetings and room bookings
  - j. Membership list, which shall include member names and contact information.
- 2.3. Only Club Executives are permitted to retain signing authority for their club. Those with signing authority are permitted to:
  - a. Participate in banking activities on behalf of the club;
  - b. Sign contracts and/or agreements with an external party.
- 2.4. Should an Executive withdraw or be removed from their position, the Clubs Coordinator must be notified via email within two (2) weeks by the remaining Executive(s).

## **3.0 Club Membership**

- 3.1. Club membership shall be open and inclusive to all SAIT students; any violation of this is subject to disciplinary action.
- 3.2. Members of the community, including SAIT and Saitsa staff and faculty, are eligible to become members at the discretion of the club's Executives; however, they cannot act as Club Executives or hold voting rights.
- 3.3. Club membership must consist of a minimum of seventy-five per cent (75%) of current SAIT students.
- 3.4. Clubs are permitted, but not required, to charge membership fees. Club membership fees are to be:
  - a. Determined by Club Executives;
  - b. Deposited into the club's bank account.
- 3.5. To become a member of a club, individuals shall:
  - a. Contact the Club President (or designate) and request to become a member;
  - b. Fulfill all obligations as prescribed by the club's membership requirements (attend meetings, pay membership fee, etc.).

## **4.0 Club Rights and Responsibilities**

- 4.1. Clubs have the right to:
  - a. Develop a Constitution or Charter
  - b. Apply for Saitsa Club Reimbursement Funding
  - c. Charge membership fees
  - d. Host club events, on or off campus
  - e. Negotiate sponsorships with external parties
  - f. Apply for grant or bursary funding and awards
  - g. Book space or tables on SAIT campuses via the Clubs Coordinator
  - h. Rent equipment from Saitsa for events and meetings
  - i. Distribute club event tickets through the Saitsa Resource Centre
  - j. Post approved materials on designated Saitsa poster boards
  - k. Advertise club events and/or news in the student publication, The Weal
  - l. Suspend or remove club members
  - m. Additional services or privileges may be approved by the Senior Manager of Student Experience and Executive Council.
- 4.2. Clubs will be provided the following:
  - a. A club bank account
  - b. A locker for club supplies
  - c. Fifty (50) free prints a month from the Saitsa Resource Center; credits are not carried over from previous months.
- 4.3. While not required, it is recommended that an Annual Report be completed by the Club Executives by June 30<sup>th</sup> of the current fiscal year. The Annual Report form is to contain the following information:
  - a. Names of outgoing and incoming Club Executives
  - b. Name of outgoing and incoming Club Advisor (if applicable)
  - c. List of club events held throughout the year
  - d. Most recent financial information
  - e. Total number of active members
  - f. Additional documents (if applicable).
- 4.4. Club Executives are encouraged to participate in events hosted by Saitsa that are designed to promote networking and training, such as: Club Orientation, Club Workshops and Club Expo.

## **5.0 Club Banking**

- 5.1. Once a club is registered, the club shall be provided a club bank account. Clubs are not permitted to maintain an additional or separate bank account to hold club funds.
- 5.2. For club funds to be deposited into a club bank account:
  - a. Cash or cheques (made out to Saitsa) must be submitted by a Club Executive to the Clubs Coordinator;
  - b. A detailed description of how the funds were generated must also be provided.
- 5.3. To withdraw money from a club bank account, a Club Executive with signing authority must submit the following to the Clubs Coordinator:
  - a. Completed Cheque Request Form
  - b. Proof of payment (i.e. detailed receipt, invoice, deposit slip, etc.).

- 5.4. Monthly bank statements of club bank accounts will be emailed to the club's signing authorities within the first week of each month.
  - a. In the event that a club requires a more recent bank statement, a written request can be sent via email to the Clubs Coordinator, who will be required to respond within two (2) business days.
  - b. It is encouraged that the Club Treasurer (or designate) maintain their club's own financial records. Any discrepancies between club records and Saitsa must be brought to the attention of the Clubs Coordinator as soon as possible.
- 5.5. Saitsa reserves the right to perform a financial audit of any club at any time.
- 5.6. Saitsa reserves the right to withdraw funds from a club bank account if a club neglects to pay any outstanding debts. Saitsa shall provide one (1) week's written notice before any such withdrawal is made.
- 5.7. In the case that a club ceases to be actively registered with Saitsa for two (2) fiscal years, any remaining club funds shall be forfeited to Saitsa and absorbed into the Student Experience Department's budget.

## **6.0 Club Reimbursement Funding Program**

### *Eligibility*

- 6.1. Saitsa shall provide funding for the following:
  - a. Social events;
  - b. Industry or networking events;
  - c. Fundraisers;
  - d. Special projects. (training, equipment and marketing)
  - e. New club start-up events
- 6.2. Saitsa may provide the following funding amounts:
  - a. Social Events: up to 50% of the event cost, to a maximum of \$1000, subject to funds available;
  - b. Industry Events: up to 100% of the event cost, to a maximum of \$1000, subject to funds available;
  - c. Fundraising Events or Special Projects: up to 50% of the event or project cost, to a maximum of \$1000, subject to funds available;
  - d. New Club Start-Up Events: up to 100% of the event cost, to a maximum of \$500, for any type of event intended on attracting a membership to a new club. This type of funding is only available to new clubs, may only be used once, and must be used within the same fiscal year as a new club's registration.
- 6.3. Deadlines and the number of funding periods are subject to change from year to year; deadlines are to be posted online and be made accessible to Club Executives.
- 6.4. Clubs can only apply for reimbursement for an event that occurred within the current fiscal year.
- 6.5. Multiple funding requests for the same event will not be approved.
- 6.6. Clubs may apply any number of times per fiscal year for reimbursement; however, approval will be subject to funds available.



### *Application Process*

- 6.7. To apply for reimbursement funding, clubs must submit a completed Reimbursement Funding Application Form prior to June 30<sup>th</sup>.
- 6.8. Applications must be received prior to the funding period deadline in order to be considered for the current funding period.
- 6.9. Clubs are required to disclose any monetary or in-kind sponsorship that was received for the event to which they are applying for reimbursement funding.

### *Distribution*

- 6.10. Funding is provided on a first-come, first-served basis and as a reimbursement only.
- 6.11. The Clubs Coordinator and Senior Manager of Student Experience shall review and approve eligible applications for funding requests under \$500.
- 6.12. Applications for requests \$500 and above shall be reviewed by the Clubs Committee.
- 6.13. Applications will be reviewed within five (5) business days of the funding period deadline.
- 6.14. Applicants will be notified of the status of their application by the Clubs Coordinator within ten (10) business days of the funding period deadline.
- 6.15. Failure to submit all receipts and invoices, in addition to a Post-Event Summary Form, within fifteen (15) business days of the funding application deadline for which they applied will result in the application being considered incomplete.
- 6.16. Incomplete applications will not be approved for reimbursement. A club may re-apply for the same event or project in a proceeding funding period.
- 6.17. Reimbursement funds shall be deposited into the club's bank account within ten (10) business days upon final approval of a completed reimbursement funding application.

## **7.0 Club Events**

### *General*

- 7.1. All club events must be approved by the Clubs Coordinator.
- 7.2. A completed Club Event Proposal Form must be submitted a minimum of one (1) week prior to the proposed event date.
- 7.3. A club cannot plan an event without having or acquiring sufficient funding.
- 7.4. With permission from the Clubs Coordinator, Clubs are permitted to advertise and sell tickets to their events through the Student Resource Centre.
- 7.5. One (1) club member (not necessarily a Club Executive) shall formally assume responsibility to act as a point of contact for the duration of an event, as identified on the Event Proposal Form.
- 7.6. Saitsa shall provide clubs with waiver forms for their members to sign if their event includes activities for which a waiver is deemed necessary by the Clubs Coordinator. These include, but are not limited to the following:
  - a. Transportation of members
  - b. Sporting or physical activity
- 7.7. Clubs are liable for any loss or damages incurred during events. Should the damages and/or fees exceed the funds available in the club's bank account, the club's President shall be held personally liable.

- 7.8. Post-Event Summary Forms are required to be submitted by Club Executives in order to complete the Reimbursement Funding application process.
- 7.9. Club Executives are encouraged, but not required, to submit a Post-Event Summary Form for events held without funding support from Saitsa.
- 7.10. All room/space bookings on SAIT campus must be arranged by the Clubs Coordinator.
- 7.11. In the event that a room/space is booked through a club's academic department/advisor, the club must:
  - a. Provide booking information in the Club Event Proposal Form;
  - b. Inform the Clubs Coordinator how payment for the room/space will be arranged.
- 7.12. Events approved by Saitsa's Clubs Coordinator are covered by Saitsa's insurance.
- 7.13. Hosting an event or booking a space/room without approval from the Clubs Coordinator may result in the following:
  - a. Club Executives being held personally responsible for any damages or fees;
  - b. Referral of the violation to the Clubs' Committee for disciplinary action.
- 7.14. Should an unapproved event incur any costs or damages, Saitsa will not reimburse charges and will not approve funding requests for charges associated with damages.
- 7.15. All club events organized in a SAIT-managed area (i.e. 4Nines, Irene Lewis Atrium, etc.) must adhere to SAIT Policies and Procedures, including but not limited to the following: *AD.2.2.1, AD.2.6.1, AD.2.4.1 and AD.2.5.1*.

#### *Borrowing Equipment from Saitsa*

- 7.16. If equipment is required for an event, the request must be included on the Event Proposal Form and is subject to availability.
- 7.17. Equipment rentals from Saitsa must be returned to the Saitsa Resource Centre in original condition the morning of the proceeding business day following the event, unless otherwise arranged with the Clubs Coordinator.
- 7.18. Clubs will be charged from their bank account for any Saitsa equipment or property that is damaged or stolen during an event.

#### *Hosting an Event with Food, Alcohol and/or Gambling*

- 7.19. Club funds, regardless of how they were acquired, cannot be used for the purchase of alcohol. At the discretion of the Senior Manager of Student Experience, exceptions may occasionally be granted.
- 7.20. All on or off-campus events involving alcoholic service or gambling activities, including 50/50 raffles or lotteries, must adhere to the rules and regulations outlined by the *Alberta Gaming and Liquor Commission (AGLC)*.
- 7.21. Clubs must provide taxi chits for their members and/or guests when events involve alcohol. Taxi chits can be acquired by contacting the Clubs Coordinator; unused taxi chits must be returned.

## **8.0 Club Sponsorship**

- 8.1. Clubs may not approach, or accept offers from, organizations that conflict with SAIT or Saitisa-affiliated sponsors, or organizations that violate Saitisa's governing documents.
- 8.2. Clubs are required to contact the Clubs Coordinator to have their sponsorship agreement reviewed before signing.
- 8.3. Only Club Executives with signing authority may sign a sponsorship agreement on behalf of a club.

## **9.0 Club Marketing and Social Media Accounts**

### *Online Presence and Social Media*

- 9.1. Any club looking to have their social media accounts linked to the Saitisa website, as well as a club with general questions relating to their online presence, must send their requests the Clubs Coordinator.
- 9.2. The Clubs Coordinator, in consultation with the Marketing & Communications Department, shall review all online content before it is officially linked to [www.saitisa.com](http://www.saitisa.com).
- 9.3. The Marketing & Communications Department shall ensure all appropriate online content is posted within five (5) business days of the request sent by the Clubs Coordinator.

### *Posters and Advertising*

- 9.4. All posters and advertising materials must be approved by the Clubs Coordinator prior to being printed/distributed, including but not limited to, posters, promotional clothing, swag, etc.
- 9.5. Any clubs wishing to display posters on campus must ensure to:
  - a. Email the proposed poster in PDF format to the Clubs Coordinator for approval;
  - b. Submit the proposed poster to the Clubs Coordinator a minimum of two (2) business days before the poster is required to be printed.
- 9.6. All club posters and advertising must include the Saitisa Clubs Logo in its original form. For a copy of the official Saitisa Clubs Logo, clubs may contact the Clubs Coordinator.
- 9.7. Clubs will be permitted to display approved posters on-campus only, on designated Saitisa posting boards.

## **10.0 Clubs Committee**

- 10.1. The purpose of the Clubs' Committee is to:
  - a. Approve or deny club reimbursement funding applications \$500 and above;
  - b. Determine disciplinary action on clubs who are found to be in violation of SAIT or Saitisa's governing documents;
  - c. Regularly review and consider feedback regarding Saitisa's club program.
- 10.2. The Clubs' Committee shall be composed of:
  - a. Clubs Coordinator – Chair of Committee
  - b. Club Administrative Assistant – Recording Secretary (non-voting)
  - c. Senior Manager of Student Experience

- d. Vice-President Student Life
- e. Two (2) Student at Large (SAL) Club Executives, from different clubs.

## **11.0 Disciplinary Action**

- 11.1. Disciplinary action shall be taken against a club if:
  - a. The club violates Saita and/or SAIT's governing documents;
  - b. The club abuses SAIT or Saita services, privileges or funding;
  - c. The club engages in unbecoming conduct.
- 11.2. An individual wishing to report a perceived club violation may contact the Clubs Coordinator, who then shall notify the Senior Manager of Student Experience.
- 11.3. Any disciplinary concerns shall be brought forward at the next scheduled Clubs' Committee meeting to determine appropriate action. In the event that immediate action is required, the Clubs Coordinator, or designate, will have the authority to immediately suspend club privileges and call an emergency committee meeting.
- 11.4. The club shall be notified of the decision of the Clubs' Committee within five (5) business days following the committee meeting.
- 11.5. Disciplinary actions may include, but are not limited to:
  - a. Suspension of all club funds
  - b. Inability to apply for future Saita funding
  - c. Termination of individuals' member status
  - d. Restriction of club benefits
  - e. Registration revocation.
- 11.6. Should a club have their registration revoked, the club shall:
  - a. Surrender all assets (finances, equipment, locker, etc.) to Saita
  - b. Forfeit its ability to apply for club registration for the remainder of the fiscal year

### *Appeal Process*

- 11.7. A club may appeal the decision of the Clubs' Committee regarding the decision on any disciplinary action. The process is as follows:
  - a. A letter must be submitted to the Saita President via email by a Club Executive within two (2) weeks of being notified of the committee's decision;
  - b. The President shall review the appeal. Should the President deem the appeal to have grounds, they shall present the appeal to the Executive Council at their next regularly scheduled meeting. The VP Student Life must abstain from any motions pertaining to the appeal;
  - c. A maximum of two (2) Club Executives will be permitted to attend the meeting to present their case.
- 11.8. The Executive Council reserves the right to uphold or overturn any decision of the Clubs' Committee.

## **12.0 Termination/Dissolution of a Club**

- 12.1. Clubs can voluntarily terminate their club's registration at any point throughout the fiscal year. Termination requires a minimum of two (2) Club Executives to contact the Clubs Coordinator.
- 12.2. All funds remaining in the club's bank account will be surrendered to Saita following two (2) fiscal years of inactivity.

- a. In order to encourage the continuity of Clubs, Saitsa members shall be notified of leadership opportunities for any Clubs that are at risk of dissolution, or who do not have registered club executives for one (1) semester.
- 12.3. Any club supplies abandoned in storage will be surrendered to Saitsa.