



Student Clubs Policies & Procedures

Last Revised: February 2024

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**PREAMBLE**

Saitsa encourages individuals with similar interests or a common goal to gather and take part in shared activities or purpose. Saitsa clubs are an 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 purpose of this document is to support students and Saitsa staff through the process of forming, organizing and maintaining a club on SAIT campuses. Therefore, this document outlines the steps required by Saitsa in order for a club to be formally registered and eligible for funding and another 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

### ***Club Advisor***

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

### ***Club Bank Account***

Refers to a Saitsa issued bank account dedicated to managing any funds associated with a club. Clubs are required to manage and oversee their Saitsa issued bank account.

### ***Club Event***

Refers to a gathering of a club's executives or membership. Club events may include but is not limited to meetings, social gatherings, fundraisers, networking events, etc.

### ***Club Executive***

Refers to a member of a club who holds leadership positions within a student club. Club executives are responsible for the day-to-day management and operation of the club.

### ***Club Funds***

Refers to any money within the Saitsa clubs bank account. Funds deposited within the Saitsa clubs account may be used to help pay for club activities, including but not limited to events, equipment rentals, food, or other club materials.

### ***Club Grants Program***

Refers to funds allocated by Saitsa to support their activities that will benefit Saitsa Student Club members and the SAIT Community, such as events, industry nights, teambuilding activities, community initiatives, and etc. Please refer to the Clubs Handbook for more information.

### ***Club Member***

Refers to any SAIT student or community member who joins a Saitsa club.

### ***Club Signing Authority***

Refers to a designated Club Executive that has the ability to sign documents, agreements and participate and/or conduct financial affairs of the club, with Saitsa and external parties.

### ***Club Start-up Reimbursement Funding Program***

Refers to the Saitsa program that supports clubs by providing reimbursement funding to support new club start-up, other club activities, returning club assets, or approved administrative expenses at the beginning of the semester.

### ***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, and policies and procedures.

***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.

***Primary Event Organizer***

One (1) club member (not necessarily a Club Executive) shall formally assume responsibility to act as a Primary Event Organizer or point of contact for the duration of an event, as identified on the event proposal form.

***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.

***Returning Club***

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

***Student Club***

Refers to a student organization registered with Saitsa. Clubs may be academic or non-academic in nature and may be connected to a SAIT school, program, or a group of programs. Non-academic student clubs are primarily intended to provide social, cultural, or other events and activities between students and the community. All clubs are run by and for their students. Academic clubs are encouraged to find a SAIT faculty Club Advisor.

***Student Experience, Clubs Assistant***

Refers to an employee of Saitsa who is responsible for assisting clubs in effective organization, management, and support of student clubs banking.

***Student Experience Coordinator, Clubs***

Refers to an employee of Saitsa who is responsible for assisting clubs in effective organization, management, and support of student clubs within an educational institution. This individual acts as a liaison between Saitsa and student clubs, working to enhance the overall student experience.

## 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 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 or any protected grounds. 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.** Clubs will manage club funds via a Saitsa-issued bank account. Clubs are therefore not permitted to maintain any external bank accounts associated with the club outside of their Saitsa issued bank account.
- 7.0.** Saitsa may reimburse clubs for eligible club events, special projects, or approved administrative expenses throughout the fiscal year. 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 Signing Authorities. External contracts and/or agreements signed are non-binding to Saitsa or SAIT.
- 10.0.** Unapproved or 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. Any currently enrolled student at SAIT is eligible to establish or join a student club.
- 1.2. All Student Clubs must have objectives that align with SAIT and Saitsa's Mission and Values. Interested students must complete the official Students Clubs Registration Form, available through the Student Clubs Online Portal. The form requires details about the club's purpose, objectives, activities, anticipated membership, and proposed leadership positions.
- 1.3. Clubs are required to have a purpose and name not currently used or reserved by an existing club.
- 1.4. Clubs may register at any time during the fiscal year, however, clubs are permitted to change their club name at registration only.
- 1.5. Clubs that promote violence against anyone or anything including depicting or simulating violence between people are prohibited.
- 1.6. All registered student clubs are encouraged to find a Club Advisor who is a SAIT community member that takes on a mentorship role with a club. Academic Clubs are encouraged to find to find a SAIT faculty Club Advisor.
- 1.7. The Student Experience Coordinator, Clubs reviews the club registration application form for adherence to guidelines and policies.
- 1.8. Clubs that meet the requirements will be granted official recognition by Saitsa and SAIT.

### 2.0. Club Executive

- 2.1. All student clubs must have club executives who are responsible for the day-to-day management and operation of the club. Their duties might include planning and organizing events, managing club finances, coordinating meetings, promoting the club, and overseeing various aspects of club activities.
- 2.2. All Student Clubs must have three (3) current key club executive positions filled, which is the President, a Vice-President Operations, and a Vice-President Finance. These positions will serve as the Club Signing Authorities. Club executives who have signing authorities are designated to handle financial matters on behalf of the club and sign documents and agreements.
- 2.3. Should a club executive withdraw or be removed from their position, the Student Experience Coordinator, Clubs must be notified via email within two (2) weeks by the remaining club executive(s).
- 2.4. Club executives are not authorized or permitted to sign an agreement in SAIT or Saitsa's name.
- 2.5. Club executives acknowledge they are not to undertake unsanctioned alcohol related activities (pub crawls) and activities not approved by the Student Experience Coordinator, Clubs.
- 2.6. Club executives must be in good academic standing.
- 2.7. Only current SAIT students who have paid their Saitsa fee and may hold executive positions.
- 2.8. Club executives can only hold one executive title. Varied duties can be captured under their role description.

### 3.0. Club Membership

- 3.1. Club membership shall be open and inclusive to all SAIT students; Clubs may be subject to disciplinary action for discriminating against community members wishing to join their club.
- 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. Registered clubs are responsible for upholding SAIT and Saitsa's code of conduct and policies.
- 4.2. Clubs must submit an annual report outlining their activities, membership, and achievements by June 30<sup>th</sup> of each fiscal year.
- 4.3. Clubs are responsible to renew their registration annually by completing re-registration steps, available through the Student Clubs Online Portal.
- 4.4. All clubs must participate in most of campus events, fairs and other activities organized by Saitsa.
- 4.5. Registered clubs are responsible for notifying the Student Experience Coordinator, Clubs for any changes to their leadership, objectives, or activities.
- 4.6. 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 Student Experience Coordinator, Clubs
  - 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. Suspend or remove club members
  - l. Additional services or privileges may be approved by the
- 4.7. Clubs have the right to appeal any decision related to their recognition status through the established appeal process.

#### **5.0. Club Privileges**

- 5.1. Registered clubs gain access to meeting and event spaces on campus.
- 5.2. Each registered club is eligible for a free locker for a period of one year, which begins every September 1st, and ends every April 28 of each fiscal year.
- 5.3. Each registered club is eligible for 15 free poster prints for a period of one year, which begins every September 1<sup>st</sup>, and ends every April 28 of each fiscal year.
- 5.4. Each registered club is eligible to have a Saitsa Issued Club Bank Account.
- 5.5. Registered student clubs are granted the privilege of accessing funding from Saitsa to support their activities and events. This funding is intended to enhance the quality and impact of club initiatives, enabling clubs to engage in a diverse range of educational, cultural, and recreational activities.



## **6.0. Club Events**

- 6.1. All club events must be approved by the Student Experience Coordinator, Clubs.
- 6.2. Approved events shall be covered by Saitsa's insurance.
- 6.3. A completed club event proposal form must be submitted two (2) weeks prior to the proposed event date.
- 6.4. Clubs may be penalized for failure to submit a club event proposal Form. This may include, but is not limited to:
  - a. Cancelling the event
  - b. Ineligibility for reimbursement
  - c. Suspension of other club privileges
- 6.5. A club cannot plan an event without having or acquiring sufficient funding.
- 6.6. With permission from the Student Experience Coordinator, Clubs are permitted to advertise and sell tickets to their events.
- 6.7. One (1) club member (not necessarily a Club Executive) shall formally assume responsibility to act as a Primary Event Organizer for the duration of an event, as identified on the event proposal form.
- 6.8. The Primary Event Organizer must be in attendance the entire time. This person cannot be a SAIT employee, member, non-club participant, or member of your parent organization.
- 6.9. 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 Student Experience Coordinator, Clubs. These include, but are not limited to the following:
  - a. Transportation of members
  - b. Extreme physical activity
  - c. Events with alcohol
- 6.10. Off-campus activity on venues that require a contract or agreement are to be made in the name of the organizer (club executive or club name), not Saitsa. The club personally assumes responsibility for loss or damage in the event that they sign a contract or agreement with off-campus venues.
- 6.11. By completing an approved event proposal submission, the club is registering their event with Saitsa.
- 6.12. All room/space bookings on SAIT campus must be arranged by the Student Experience Coordinator, Clubs.
- 6.13. 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 Student Experience Coordinator, Clubs how payment for the room/space will be arranged.
- 6.14. Hosting an event or booking a space/room without approval from the Student Experience Coordinator, Clubs 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.
- 6.15. 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.
- 6.16. All club events organized in a SAIT-managed area (i.e. 4Nines, Irene Lewis Atrium, etc.) must adhere to SAIT Policies and Procedures.

### *Borrowing Equipment from Saitsa*

- 6.17. Saitsa may loan equipment for clubs to use for their events. The Student Experience Coordinator, Clubs shall take reasonable steps to ensure clubs are aware of this service.
- 6.18. Saitsa may charge clubs an administration fee for processing equipment rental requests.
- 6.19. If equipment is required for an event, the request must be included on the event proposal form and is subject to availability.
- 6.20. Equipment rentals from Saitsa must be returned to Saitsa in their original condition the morning of the business day following the event, unless otherwise arranged with the Student Experience Coordinator, Clubs.
- 6.21. Club funds may be withdrawn from a club's account for any Saitsa equipment or property that is damaged or stolen during an event.

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

- 6.22. 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, Liquor and Cannabis Commission (AGLC).
- 6.23. Alcohol and Club Funds: Clubs cannot purchase alcohol with funds from their club bank account. Funds can only be used to purchase the labor costs associated with hiring a bartender.
- 6.24. Admission to approved events with alcohol is restricted to club members and the guests that have completed the event waiver.
- 6.25. Promotion or advertising of a licensed function's activity that relates specifically to the drinking of alcoholic beverages/Cannabis/controlled substances may refer to the fact that it is licensed, but:
  - a. Must not specifically refer to the type, brand and/or manufacturer of the alcohol to be served;
  - b. Must indicate that admission is restricted to members and the guests of the sponsoring organization, group or individual; and
  - c. Must refer to the availability of non-alcoholic beverages. Positive slogans or icons promoting responsible drinking are to be visible on ads. Alternatively, messages and/or slogans that promote overconsumption such as "cheap booze" and "get blitzed" are not permitted, as per AGLC advertising regulations.
- 6.26. Events that take place at a pub, restaurant or hotel that holds a liquor license and is the sole "provider" of socially responsible liquor service for the event. The venue handles all the food and liquor service (purchasing, serving and sales) for the event will be referred to as TYPE 1: Venue Operated Alcohol Service and will have the following rules for club events submission and implementation:
  - a. The event must be submitted two (2) weeks prior to event date, and an in-person meeting between the Primary Event Organizer (PEO) listed and the Student Experience Coordinator, Clubs should be arranged.
  - b. The club and alcohol providers must set up serving practices to ensure that patrons are not served past the point of intoxication (intoxicated people do not enter).
  - c. Already Intoxicated people cannot enter the club organized event.
  - d. Request Taxi Chits from the Student Experience Coordinator, Clubs. You need to have at least one taxi chit for every 4 people attending your event. The people attending your event need to be informed that the taxi chits are available, but by no means do you have to use them. They must be provided for any emergency that may arise. If they are

- used, the taxi company invoices Saitsa, and that money will then come out of your club bank account.
- e. The club will man a registration/check-in area at all club meetings or events (on-campus) where alcohol will be provided. The registration area will be responsible for checking each attendees ID to confirm they are of age, once confirmed, the attendee will receive a stamp on their hand to indicate that their ID has been checked. Even if a stamp has been issued, bartenders will still have the ability and responsibility of reconfirming a patron's age as the situation warrants.
  - f. Any events that a certificate of insurance is required, all insurance documentation and details must be submitted to the Student Experience Coordinator, Clubs, for endorsement at least two (2) weeks before the planned event. The certificate of insurance must include both the club and Saitsa as additional insured parties.
- 6.27. On campus events with alcohol that utilizing the SAIT Liquor license (as arranged by the Student Experience Coordinator, Clubs and Conference Services), will be referred to as TYPE 2: On-Campus Events with Alcohol Service, and will have the following rules for club events submission and implementation:
- a. Alcoholic beverages must be obtained through Commercial Services' food service Provider - Hotel Arts.
  - b. Alcohol service and consumption may occur only at a pre-authorized location indicated on SAIT's current liquor license or at a location approved through the liquor license extension process, and only during the times specified on the permit for that location.
  - c. Already Intoxicated people cannot enter the club organized event.
  - d. Request Taxi Chits from the Student Experience Coordinator, Clubs. You need to have at least one taxi chit for every 4 people attending your event. The people attending your event need to be informed that the taxi chits are available, but by no means do you have to use them. They must be provided for any emergency that may arise. If they are used, the taxi company invoices Saitsa, and that money will then come out of your club bank account.
  - e. The club will man a registration/check-in area at all club meetings or events (on-campus) where alcohol will be provided. The registration area will be responsible for checking each attendees ID to confirm they are of age, once confirmed, the attendee will receive a stamp on their hand to indicate that their ID has been checked. Even if a stamp has been issued, bartenders will still have the ability and responsibility of reconfirming a patron's age as the situation warrants.
- 6.28. When organizing an event on campus, all food must be ordered through SAIT's approved catering vendor.
- 6.29. Catering requests should be made at least one (1) month before the club event, and all clubs must adhere to the Quote Approval process.

## **7.0. Club Banking**

- 7.1. Once a club is registered, club executives will be responsible for establishing and managing the club's finances through the Saitsa-issued bank account.
- 7.2. Clubs are not permitted to maintain an additional or separate bank account to hold club funds.
- 7.3. Clubs will be required to submit a monthly financial report every 25th day of the month, detailing the revenue and expenses associated with their club issued bank account to the Student Experience Coordinator, Clubs. The report should cover transactions made from the 15th day of the last month to the 15th day of the current month.
- 7.4. Failure to submit the financial report on the 25th day of every month will result in the discontinuation of a club's eligibility for funding from Saitsa, and referral of the violation to the appropriate committee for disciplinary action.
- 7.5. Saitsa shall be responsible for maintaining and managing the club reimbursement bank account.
- 7.6. Club executives in conjunction with another club member will be permitted to deposit cash or cheques into their Saitsa issued bank account.
- 7.7. Following the deposit, a detailed and comprehensive description of how the funds were generated must be provided in the monthly financial report.
- 7.8. Withdrawals of club funds may only be made by club executives and the appropriate signing authorities in the form of an e-Transfer or EFT. Following a withdrawal, a detailed description of why the funds were withdrawn must be provided within the monthly financial report.
- 7.9. Saitsa reserves the right to perform a financial audit of any club at any time. Clubs may be audited for the following reasons:
- 7.10. In the case that a club ceases to be actively registered with Saitsa for two (2) consecutive fiscal years, any remaining club funds shall be forfeited to Saitsa and absorbed into the Student Experience department's budget.
- 7.11. Saitsa shall review records of registered clubs from the previous and current fiscal year to determine if a club failed to register or has disbanded. If a club is found to have not registered for two or more consecutive years, the Student Experience Coordinator, Clubs shall notify the Manager, Student Experience that the club has disbanded, and the total funds the club had at the last time it was registered.
- 7.12. Saitsa shall attempt to contact the last known club executives to determine if the club has disbanded or failed to register. If no response is received within two (2) weeks of this contact, the club shall be assumed to have disbanded.

## **8.0. Club Start-up Reimbursement Funding Program**

- 8.1. Saitsa shall provide start-up funding for new club start-up, other club activities, returning club assets, or approved administrative expenses at the beginning of the semester.
- 8.2. The club can spend up to \$500.00 for new clubs, and \$200.00 for returning clubs, upfront, either in increments or the entire amount at once.
- 8.3. To apply for start-up reimbursement funding, Clubs must submit the Club Start-up Funding Application Form within one (1) month from the time when purchases and/or administrative expenses were paid.
- 8.4. Clubs may apply for start-up reimbursement funding during the two (2) start-up funding intakes every month, in a fiscal year. Applications must be received prior to 12:00 p.m. of the start-up intake deadline to be considered for the current intake funding period.
- 8.5. 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.
- 8.6. Receipt or paid invoice (i.e.: proof of purchase) must be included with the application.

- 8.7. Failure to submit all receipts and invoices, in addition to a Post-Event Summary Form, upon application, will result in the application being considered incomplete.
- 8.8. Incomplete applications will not be approved for reimbursement.
- 8.9. Funding is provided on a first-come, first-served basis and as a reimbursement only.
- 8.10. The Student Experience Coordinator, Clubs shall review and approve eligible applications for start-up reimbursement funding requests.
- 8.11. Saitsa shall provide start-up reimbursement funding every 15th and 30th of every month.

**9.0. Club Grant Program**

- 9.1. Saitsa shall provide funding for clubs to support club activities that will benefit Saitsa Student Club members and the SAIT Community
- 9.2. Saitsa registered student clubs are eligible to receive up to \$5,000.00 of grant funding per term, with terms running from July 1 to December 31 and from January 1 to June 30. Additional funding may be provided to a club each term, pending approval and review of the Manager, Student Experience.
- 9.3. Tedi's Clubhouse Grant Program may cover:
  - a. 100% of the total ordered cost, up to \$5,000.00 of Hotel Arts catering for on-campus events.
  - b. 100% of the total ordered cost, up to \$5,000.00 of Gateway Services equipment rentals for on-campus events.
  - c. 50% of the total ordered cost, up to \$1,000.00 of club promotional/branded items.
- 9.4. Tedi's Clubhouse Grant Program do not cover:
  - a. Direct donations to charities.
  - b. The purchase of alcohol.
  - c. The purchase of cannabis.
  - d. Repayment of loans.
  - e. Purchase of bid items for silent auctions.
  - f. SAIT hosted activities – activities must be hosted and run by the student club.
  - g. Items purchased prior to grant funding approval.
  - h. Gifts for club members.
  - i. Gifts for graduation and Year End Celebrations.
  - j. Subsidies for merchandise or attendance fees for SAIT Staff, Alumni and non-SAIT guests.
- 9.5. Funding is prioritized towards running events and initiatives that build an experience over the purchase of swag/merchandise. Clubs must meet Club Funding Eligibility requirements in order to be approved.
- 9.6. Clubs can apply for the Grant Program by completing the Grant Intake Form available through the Student Clubs Online Portal.
- 9.7. Applications must be submitted three months or at least one month prior to the club event/project start date. This timeframe ensures adequate time for approval and funds transfer processes.
- 9.8. Applications must be submitted at 12:00 p.m. of the grant funding intake deadline to be considered for the current intake funding period.
- 9.9. Applications should have pricing screenshots or initial quotes to back up budget research.
- 9.10. Each activity/project is its own separate grant proposal. Clubs may submit more than one application per intake period.

### *Grant Program Review Committee*

- 9.11. The Grant Review Committee, together with the Student Experience Coordinator, Clubs and Student Experience, Clubs Assistant will meticulously evaluate all grant applications for approval.
- 9.12. The Grant Review Committee is constituted by assembling a varied group of individuals chosen from the pool of interested candidates. Should there be a lack of interest from the general student body, the Committee will seek the involvement of the Manager, Student Experience, and the Assistant Manager, Student Experience.
- 9.13. The committee aims to include representatives from various clubs and backgrounds to ensure a balanced review process.
- 9.14. The Student Experience Coordinator, Clubs announces the upcoming grant review cycle and the need for committee members.
- 9.15. The announcement is shared through official communication channels such as emails, and Saitsa Clubs newsletters
- 9.16. Interested Saitsa club executives and members are encouraged to express their interest in being part of the Grant Review Committee.
- 9.17. Interested individuals submit their expressions of interest by sending an email to the designated contact, the Student Experience Coordinator, Clubs saitsa.clubs@edu.sait.ca. The email should have the subject line "Request to Participate: Grant Review Student Committee."
- 9.18. The Student Experience Coordinator, Clubs reviews the received expressions of interest and verifies that they meet the eligibility criteria. This includes ensuring the individuals are either club executives or members.
- 9.19. Those who meet the criteria are acknowledged with a confirmation email that outlines the next steps.
- 9.20. The selected committee members are invited to an orientation session. During this session, they are briefed on the review process, evaluation criteria, and guidelines they need to follow.
- 9.21. They are provided with information about maintaining fairness, confidentiality, and professionalism throughout the review process.
- 9.22. The Grant Review Committee will meet approximately one week after the grant application deadline, and decide whether to award full, partial, or to deny the application.
- 9.23. Any Saitsa club executive, or Saitsa Club member can participate on the Grant review, given that your club does not have an application submitted for that grant intake.

### *Grant Review Process*

- 9.24. Grant applications are distributed among the committee members for review. Each application is typically reviewed by multiple committee members to ensure unbiased evaluations.
- 9.25. Committee members evaluate applications based on predefined criteria such as alignment with club goals, feasibility, and potential impact.
- 9.26. The committee convenes to discuss the applications and share their evaluations. Deliberations are held to collectively determine which applications should receive funding based on the evaluations and discussions.
- 9.27. The committee has the right to deny funding if the following occurs:
  - a. There is insufficient information and/or missing information in the application. All student club applicants must be specific and correct in calculating requested amount.
  - b. The club did not fulfill eligibility requirements by the grant deadline.
  - c. There is no Event Proposal submitted/ if Event Proposal was unapproved.

- d. The project/activity is considered less beneficial than other applications in an oversubscribed grant intake.
  - e. The club is not in good financial standing.
  - f. The request is not something that Saitso would approve (cannabis, alcohol, etc.).
- 9.28. After thorough discussions, the committee reaches a consensus on which grant applications to approve and allocate funding to.
- 9.29. The decisions are made with a focus on the quality of the proposed initiatives and their potential contribution to the student community. The committee's decisions are communicated to the applicants.

*Following Grant Decisions*

- 9.30. The Student Experience Coordinator, Clubs will notify successful applicants about the grant they will receive, along with any conditions or reporting requirements, and will indicate the application close-out date.
- 9.31. Saitso shall deposit the approved amount to the Saitso Issued Club Bank Account within 2 weeks from the grant application deadline.
- 9.32. All receipts relating to the grant must be submitted to the Student Experience Coordinator, Clubs on or before the close-out date indicated on the grant approval email, or the club will be held financially responsible.
- 9.33. Lost receipts will not be honoured, only approved expense with receipts that have been submitted to the Student Experience Coordinator, Clubs will be covered by the grant.
- 9.34. Clubs who have received external monetary sponsorship for an event and/or project should fully utilize the external monetary sponsorship funding first, before applying for a Club Grant.
- 9.35. Expenses incurred that are not listed in the grant funding request will not be covered by the grant. These expenses are the club's responsibility.
- 9.36. Clubs that come under budget do not get to keep unused funds in their account. An automatic reclaim of unused grant funds will occur after the close out date.
- 9.37. Clubs must adhere to attendance tracking for grant-funded events.
- 9.38. If the date of a club event involving grant funds changes, it is the responsibility of the club to notify the Student Experience Coordinator, Clubs for the grant close out date to be changed.

**10.0. Club Sponsorship**

*Eligibility*

- 10.1. Student Clubs seeking sponsorship must be officially recognized and registered with Saitso through the Student Experience Coordinator, Clubs.
- 10.2. Student Clubs must demonstrate a clear mission, goals, and activities that align with the educational objectives and values of Saitso and SAIT.
- Application
- 10.3. Student Clubs are to prepare different levels of sponsorship packages based on the club's size, activities, and demonstrated impact on the campus community and submit to the Student Experience Coordinator, Clubs prior to seeking sponsorship.
- 10.4. The sponsorship package should include:
- a. Financial support your club requires.
  - b. Services your club will do for the sponsor such as: publicity and promotion, networking, connections, among others.

- 10.5. Clubs seeking sponsorship must submit an application to the Student Experience Coordinator, Clubs at the beginning of each academic year.
- 10.6. The Student Experience Coordinator, Clubs will review all applications and evaluate them based on the eligibility criteria and available resources to Saitsa and SAIT institutional policies and guidelines.
- 10.7. The decision regarding sponsorship will be communicated to the club leadership within a reasonable timeframe.
- 10.8. If a club's sponsorship application is approved, a sponsorship agreement will be drafted and signed by the club leadership and the Student Experience Coordinator, Clubs.
- 10.9. The agreement will outline the terms and conditions of the sponsorship, including the financial support amount, the club's responsibilities, reporting requirements, and adherence to Saitsa and SAIT institutional policies and guidelines.
- 10.10. Any changes or modifications to the sponsorship agreement must be mutually agreed upon by both parties and documented in writing.
- 10.11. Sponsored clubs are required to provide periodic progress reports to the Student Experience Coordinator, Clubs, detailing their activities and the impact they have achieved.
- 10.12. Saitsa may conduct periodic evaluations to assess the effectiveness of the sponsorship and ensure that the club is meeting its stated goals and adhering to institutional policies.
- 10.13. Sponsorships are typically granted for one academic year, and so clubs must reapply for sponsorship at the beginning of each academic year.
- 10.14. Renewal of sponsorship will be based on the club's demonstrated performance, impact, and adherence to institutional policies.

#### **11.0. Club Marketing and Social Media Accounts**

##### *Online Presence and Social Media*

- 11.1. Any club looking to have their social media accounts linked to the Saitsa website, as well as a club with general questions relating to their online presence, must send their requests the Student Experience Coordinator, Clubs.
- 11.2. The Student Experience Coordinator, Clubs in consultation with the Marketing & Communications Department, shall review all online content before it is officially linked to.

##### *Posters and Advertising*

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



## **12.0. Club Elections Guidelines**

- 12.1 A club may include the following individuals:
  - a. Voting Member: An individual who is an active student who has paid their Saitsa fees within the current academic year.
  - b. Non-voting member: An individual who has not paid their Saitsa fees within the current academic year.
  - c. Member Staff: An individual who is either an employee, agent, contractor, or volunteer of Saitsa who are simultaneously voting members.
- 12.2 Clubs can endorse or support candidates of their choice, excepting that directors, and member staff shall remain neutral during their official engagements or working hours.
- 12.3 Clubs shall not allow non-voting members to neither campaign in nor influence the outcome of the annual general election, by-elections or membership referenda.
- 12.4 To host any election outreach events and/or opportunities, Clubs must comply with all requirements within the Elections & Referenda Policies & Procedures document and the following:
  - a. Any election outreach and/or opportunities must only occur during the elections campaign period and only allow candidates to promote their campaign to voting members
  - b. Any election outreach and/or opportunities hosted by a Club must provide equal opportunity to each candidate to participate.
  - c. All election outreach and/or opportunities must be pre-approved by the Chief Returning Officer (CRO) in writing a minimum of 48 hours prior to such events and/or opportunities. Clubs must provide the CRO in writing with a minimum of the following details to receive approval:
    - i. Date
    - ii. Time
    - iii. Location
    - iv. Agenda of the event and/or opportunity

## **13.0 Disciplinary Action**

- 13.1. Disciplinary action shall be taken against a club if:
  - a. The club violates Saitsa and/or SAIT's governing documents;
  - b. The club abuses SAIT or Saitsa services, privileges or funding;
  - c. The club engages in inappropriate conduct.
- 13.2. An individual wishing to report a perceived club violation may contact the Student Experience Coordinator, Clubs who then shall notify the Manager, Student Experience.
- 13.3. Any disciplinary concerns brought to the Manager, Student Experience shall be reviewed with the Student Experience Coordinator, Clubs. If immediate action is required, the Manager, Student Experience may immediately suspend club privileges until the issue is resolved.
- 13.4. The club shall be notified of the decision of the Manager, Student Experience r within five (5) business days following their decision.
- 13.5. Disciplinary actions may include, but are not limited to:
  - a. Suspension of all club funds
  - b. Inability to apply for future Saitsa funding
  - c. Termination of individuals' member status
  - d. Restriction of club benefits
  - e. Registration revocation.
- 13.6. Should a club have their registration revoked, the club shall:

- a. Surrender all assets (finances, equipment, locker, etc.) to Saitsa
- b. Forfeit its ability to apply for club registration for the remainder of the fiscal year

*Appeal Process*

- 13.7. A club may appeal the decision of the Manager, Student Experience regarding the decision regarding any disciplinary action. The process is as follows:
  - a. A letter must be submitted to the Chief Executive Officer (CEO) via email from a Club Executive within two (2) weeks of being notified of the Manager's decision;
  - b. The CEO shall review the appeal. Should the CEO deem the appeal to have grounds, they shall meet with the Club Executive and Manager, Student Experience separately to gather information and come to a decision.
  - c. The CEO shall notify the Club Executive of their decision within two (2) weeks of their meeting with respective parties involved.
- 13.8. The CEO reserves the right to uphold or overturn any decision of the Manager, Student Experience.

**14.0 Termination/Dissolution of a Club**

- 14.1. 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 Student Experience Coordinator, Clubs.
- 14.2. All funds remaining in the club's bank account will be surrendered to Saitsa 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.
- 14.3. Any club supplies abandoned in storage will be surrendered to Saitsa.