



## Student Groups

### Rationale

Student Groups play a vital, extracurricular role at MacEwan University by providing an engaging environment for students to interact, create community, and build their skills.

SAMU provides student groups with basic funding to assist them in facilitating activities and events that align with SAMU's mission and vision, and serve to bring a sense of community to the student population. SAMU is responsible for governing and supporting student groups by overseeing their startup and appeals processes; membership eligibility and recruitment; constitutions and executive officers; rights and responsibilities; grants, events, travel and finances; disciplinary measures and student group closure.

### Definitions

An **Active** student group is a group which holds at least one event per academic year and at least one meeting per semester.

An **Event** is any function organized by the Student Group for its members and their guests, on or off campus, including but not limited to, social gatherings, demonstrations, conferences, involving travel, fundraising, guest speakers, or physical activity.

An **Inactive Student Group** may not hold meetings or events and does not have the rights of an approved student group.

A **Meeting** is an organized assembly of current or prospective student group members for the purposes of making decisions or discussing group objectives or operations.

A **Student Group Management Representative** is a full time SAMU staff or Executive Committee member.

A **Student Group Member (member)** is defined as a SAMU member or affiliate who has voluntarily joined a student group, and if applicable, have paid their group membership fee in full.

**Sponsorship** is receiving any benefit from an organization or business in return for access to the student market or resources. This may come in the form of, but is not limited to, money, or in-kind donations.

**Student Groups Platform** is an online network used by the Student Groups Department to administer various group services for Student Groups.

### Regulations

#### Starting a Student Group

- 1 A student group may be approved by SAMU if it:



**1.1** is open to all SAMU Members and SAMU Affiliates;

**1.2** proposes carrying out activities that comply with federal or provincial laws, municipal bylaws, MacEwan University regulations, SAMU bylaws, policies, and procedures, is non-commercial, and does not infringe on the rights or privileges of others;

**1.3** does not duplicate an existing MacEwan University or SAMU service or SAMU student group;

**1.4** submits a completed student group application form on the Student Groups Platform;

**1.5** does not use the word “association”, “society”, or “union” in their name; and

**1.6** has 5 executive members and 5 general members.

**2** Student Group applications are formally reviewed by Executive Committee for approval.

**2.1** Student Groups will be notified of the Executive Committee’s decision by the Manager of Student Groups within one week of a decision being made.

**2.2** Approval confirms the student group is insured by SAMU and is recognized as a legitimate SAMU student group.

### **Membership Eligibility**

**9** All SAMU members and affiliates are eligible for student group membership.

**9.1** Non-SAMU members may only take part in Student Group Events and Meetings as guests.

**9.1.1** Those deemed to be minors, as identified by MacEwan University’s Protection of Minors Policy, may not take part in Student Group events and meetings.

**10** Student Groups may charge a membership fee if the fee is approved by both the student group executive and the Manager of Student Groups

### **Membership Recruitment**

**11** Acceptable recruitment methods include:

**11.1** advertising at SAMU’s Student Groups Expo, or other student group promotional, events;

**11.2** distributing posters, banners, or fliers adhering to MacEwan University and SAMU guidelines, with general information or inviting prospective members to information meetings, social gatherings, and other events;

**11.3** accepting members through sign-up campaigns;



- 11.4** awareness days or weeks;
- 11.5** participating in MacEwan University events;
- 11.6** promotion in classrooms (instructor pre-approval is mandatory);
- 11.7** advertising on the student groups platform; and
- 11.8** other methods approved by the Manager of Student Groups

### **Membership Records**

**12** Student Groups must keep a current membership list in the Student Groups platform used by SAMU.

- 12.1** Any changes to membership must be updated within 24 hrs.
- 12.2** Membership removals must be facilitated by the Manager of Student Groups.

**13** Membership records may only be used for student group business by the student group executive officers and the Student Groups Department.

- 13.1** Student Groups are required to adhere to PIPA and any other privacy and information acts which pertain to their activities.

### **Student Group Constitutions**

**14** A student group's constitution must:

**14.1** outline the name and purpose of the student group, include descriptions of its executive positions, meeting requirements and procedures, procedures for the democratic election of student group executives, a constitutional amendment process, a list of which executives may act as signing authorities, and a breakdown of any applicable membership fees;

**14.2** be completed and submitted to the Manager of Student Groups in accordance with the Student Group Handbook Practices prior to approval;

**14.3** be approved by the Manager of Student Groups;

**14.4** adhere to federal and provincial laws, municipal bylaws, MacEwan University regulations, and SAMU bylaws, policies, procedures, Student Groups Code of Conduct and Student Groups Handbook; and

**14.5** state that it is not an agent or representative of SAMU and/or MacEwan University and that its views and actions in no way represent SAMU and/or MacEwan University.

### **Executive Officers**

**15** Each student group is required to have a minimum of five Executive Officers.



- 16** An individual member may not occupy more than one executive position.
- 17** A current list of the Executive Officers including names, titles, telephone numbers, and email addresses must be maintained on the Student Groups Platform.
- 17.1** Any changes to the Executive Officers must be submitted to the Manager of Student Groups in accordance with the Student Group Handbook Practices within 24 hours of the change.
- 18** All student groups must hold elections for the Executive Officers at least once per year.
- 18.1** In the event a group does not have five Executive Officers, the vacant position must be filled by an election within the timeframe specified by the Manager of Student Groups.
- 19** Elections must follow the election practices established in the Student Groups Handbook.
- 19.1** Only Student Group Members of the Student Group are eligible to vote.
- 20** Executive Officers must be a member of the Student Group in which they are being elected to.
- 21** SAMU Executive Committee members and staff who have signing authority with SAMU are not permitted to be signing authorities for student groups.

### **Rights of Approved Student Groups**

- 22** Upon approval, and subject to meeting all appropriate guidelines and requirements of the Student Groups Policy, Procedure, Handbook, and Code of Conduct, a student group is entitled to:
- 22.1** advertise as an official SAMU student group;
- 22.2** recruit members and collect membership fees;
- 22.3** receive assistance from in accessing MacEwan University facilities (as per university regulations and existing SAMU/university agreements) for provision of facilities and services as outlined in the Student Groups Handbook;
- 22.4** participate in SAMU's Student Groups Department led events and initiatives;
- 22.5** request assistance from the Student Groups Department for student group events or consultation on any student group-related issues or concerns;
- 22.6** request SAMU student group locker space;
- 22.7** request access to student group funding;
- 22.8** post approved materials on designated student group posting boards and Student Group platform; and



**22.9** create its own website, social media accounts, and logos.

### **Responsibilities of Approved SAMU Student Groups**

**23** Upon approval, a student group must:

**23.1** adhere to its mandate as stated in its student group constitution;

**23.2** comply with federal or provincial laws, municipal bylaws, MacEwan University regulations, SAMU bylaws, policies, procedures, Student Groups Code of Conduct and Student Groups Handbook;

**23.3** receive approval from the Manager of Student Groups of any fundraising activities or sponsorship they are applying for, and any donation they wish to make;

**23.4** reply to all correspondence within four business days when active;

**23.5** hold at least one general membership Meeting per fall and winter semester; and hold at least one Event per academic year;

**23.6** forward all constitutional amendments to the Manager of Student and upload on to the Student Groups Platform within ten (10) business days of being approved by the student group membership;

**23.6.1** Amendments must be approved by the Student Groups Department prior to them taking effect.

**23.7** ensure the student group's name is clearly visible on all advertising or publications;

**23.8** only host inclusive activities and events;

**23.9** work respectfully with the MacEwan University community;

**23.10** send the Student Group President and Treasurer to the annual student group Orientation;

**23.11** keep financial records for seven years in accordance with the Student Group Handbook Practices;

**23.12** pay expenses within thirty days of notification;

**23.13** receive formal approval from SAMU before entering into contracts of any kind; including internal and external grants, sponsorships, and donations.

**23.13.1** A SAMU management representative must sign off on contracts along with a group executive officer.

**23.13.2** Contracts cannot be for more than one year.

**23.14** receive appropriate permission(s) when using any logo; and



**23.15** file a year-end report and renewal form by May 31 within the Student Group platform.

### **Student Group Events**

**24** Student Groups must receive approval from the Manager of Student Groups through the Event Approval Form prior to hosting or advertising an event.

**25** Student Groups that are purchasing food for their events on campus, outside of the SAMU building, must follow MacEwan University food service requirements.

### **Student Group Travel**

**26** Student Groups must adhere to MacEwan University regulations and the Student Groups Handbook regarding travel.

**27** A signed copy of the MacEwan Travel Authorization form for student travel must be submitted to the Manager of Student Groups at least one month prior to travel.

**28** Student Groups are responsible for acquiring and providing proof to the Manager of Student Groups the personal insurance necessary to adequately account for all of their travel insurance needs.

### **Student Group Advertising**

**29** Student Group advertising materials must receive approval from the Manager of Student Groups before advertising.

**30** Student Groups promotions, advertising, and communications must comply with SAMU's Advertising Standards procedure.

### **Student Group Finances**

**31** Upon approval of a new student group an account will be created by SAMU's Finance Department.

**31.1** The account number will be communicated to the student group through the Student Groups Platform.

**32** Student Groups must use SAMU's Finance Department for all financial transactions and follow the student group accounting practices outlined in the Student Groups Handbook.

**32.1** Student Groups may not have or use an external bank account.

**33** SAMU reserves the right to conduct financial reviews periodically, at the discretion of the Finance Department, to examine the financial integrity and operations of a student group.

**34** Student Groups in a deficit position will be placed on suspension and given 45 days to repay SAMU for use of holding account emergency funds.

**35** The SAMU Finance Department may withdraw funds from a student group account to



outstanding debt incurred by the Student Group.

**36** Funds remaining in a closed student group account will be transferred into the Student Group Holding Account after 15 days unless otherwise directed by the student group's executive.

### **Student Groups and Liability**

**37** Student Groups must provide all information and insurance needs to SAMU to review and access proper liability insurance for any approved events requiring additional coverage.

**38** Student Groups must obtain any required insurance at least two weeks prior to the event and email a copy of the insurance certificate with the Student Groups Department. Failure to provide such insurance will result in immediate cancellation of the event.

**39** A sufficient risk management plan must be included in all event approval applications.

### **Room Bookings**

**40** All student group classroom and venue bookings must be vetted through the Student Groups Department.

### **Student Group and Student Group Member Disciplinary Action**

**41** The Student Groups Manager reviews and determines outcomes of any SAMU policy, procedure, handbook, directive, or code of conduct breaches

**42** Appendix A: SAMU Student Group Disciplinary Guidelines provides examples of levels of infractions and outcomes but is not to be considered exhaustive.

**43** Disciplinary action may be applied to individual members of the student group as determined by SAMU.

### **Renewal of Student Group**

**44** All student groups must renew their intention to remain active by May 31 of each year by submitting a Year End Report and Renewal Form, which includes the formal process of renewing, to the Manager of Student Groups. Information needed includes:

**44.1** an updated student group membership list; and

**44.2** a copy of the existing student group constitution, signed and dated by the student group's new or returning President and Secretary.

**45** Failure to renew its status will result in the student group being put on inactive status until the documentation is completed.

### **Student Group Closure**

**46** A student group may dissolve itself by following the closure process established in the Student Groups Handbook



**47** The Manager of Student Groups may initiate student group closure due to one year of inactivity. And/or failure to meet the requirements established within the Student Groups Procedure.

**47.1** The Executive Committee has the final authority to close a student group.

**48** The Manager of Student Groups communicates closed status to a student group's Executive Officers by email within two weeks of the closure decision.

**49** Unused funds from a student group account may be used toward the original student group mandate or be donated to a not-for-profit organization.

**49.1** Unused student group funds left in an account for more than 15 days after a student group closure will be transferred to the Student Group Holding Account.

**49.2** Unused SAMU grant funds left in a student group account after closure will be transferred back to the grant fund account.

**49.3** External grants obtained by student groups will be returned to the grantor upon request.

**50** Any student group that has been closed through disciplinary action may only re-apply to re-open under new executive officers, constitution, and name change.

### **Appeal Process**

**51** Student groups and/or individual Student Group Members may appeal:

**51.1** decisions regarding disciplinary action implemented by the Manager of Student Groups to the Director of Programs and Services.

**51.1.1** The Director of Programs and Services has final authority over student group and/or individual member disciplinary action with the exception of closure of a student group.

**51.2** decisions regarding denied new Student Group applicants to the Executive Committee for reconsideration.

**51.3** decisions regarding Student Groups closures to the Executive Committee for reconsideration

**52** In order to be eligible for an appeal process, a student group or Student Group Member must address the concerns outlined in the decision, have taken steps to rectify areas of concern, and/or provide new or more information regarding the decision.

**53** The final authority will respond to an appeal in writing and inform appellant and/or Student Group Member(s) and the Manager of Student Groups of its decision within 30 days.

**54** The result of the appeal process is final.





**Appendix A:**

**SAMU Student Group Disciplinary Guidelines**

Type of Infraction	Possible Outcomes for Student Groups	Possible Outcomes for Student Group Member(s)
<p>Minor Infraction; little or no negative consequences to SAMU or the University.</p>	<ul style="list-style-type: none"> <li>• Verbal warning</li> <li>• Written warning</li> </ul> <p>Only three verbal/written warnings will be given after which discipline will escalate to the next level.</p>	<ul style="list-style-type: none"> <li>• Verbal warning</li> <li>• Written warning</li> </ul> <p>Only three verbal/written warnings will be given after which discipline will escalate to the next level.</p>
<p>Moderate Infractions; major consequences and no perceived malintent.</p>	<ul style="list-style-type: none"> <li>• Written warning.</li> <li>• Suspension from hosting and/or attending Events and Meetings or Exercising the other rights of approved student groups for up to 1 year.</li> </ul> <p>Only three verbal/written warnings will be given after which discipline will escalate to the next level.</p>	<ul style="list-style-type: none"> <li>• Written warning.</li> <li>• Suspension from attending Events and Meetings for up to one year.</li> <li>• Loss of student group executive status for up to 1 year.</li> </ul> <p>Only three verbal/written warnings will be given after which discipline will escalate to the next level.</p>
<p>Severe Infractions; major consequences to SAMU and the University.</p>	<ul style="list-style-type: none"> <li>• Suspension from hosting and/or attending Events and Meetings or Exercising the other rights of approved student groups.</li> <li>• Closure of Student Group.</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension from attending Events and Meetings.</li> <li>• Loss of student group member status up to indefinitely.</li> </ul>



## Fact Sheet

### Approvals:

First Approval – December 19, 2013

Last Approval – August 30, 2023

**Date of Last Review:** August 30, 2023

### Source and Updates:

December 19<sup>th</sup>, 2013: *Clubs* approved by Executive Committee motion E2013-12-19-1.  
Source material drawn from *Procedure 19 – Clubs*.

July 12<sup>th</sup>, 2014: *Clubs* approved by Executive Council motion E2014-07-12-2. Minor updates to terminology as recommended by the Clubs Manager.

October 22<sup>nd</sup>, 2015: *Clubs* approved by Executive Committee motion E2015-10-22-8 upon the recommendation of the Procedure Sub Committee. Major updates made in consultation with the Clubs Manager.

December 14<sup>th</sup>, 2016: *Clubs* approved by Executive Committee motion E2016-12-14-9 upon the recommendation of Procedure Sub Committee. Major updates made in consultation with the Clubs Department.

July 19<sup>th</sup>, 2017: *Clubs* approved by Executive Committee motion E2017-07-19-1 on the recommendation of the Procedure Sub-Committee. MacEwan Travel Authorization form requirement added.

August 31, 2022: *Student Groups* approved by Executive Committee motion E2022-08-31-1 on the recommendation of Procedure Sub-Committee. Updates include changing naming from “Clubs” to “Student Groups”. Major updates based on review and recommendations from the Student Groups department.

October 12, 2022: *Student Groups* approved by Executive Committee motion E2022-10-12-1 on the recommendation of the Procedure Sub-Committee. Updates include requirement that all student group members be current SAMU members, that non-members may take part in Student Group events as guests, excluding those deemed to be minors by MacEwan University, and identifying that only current Student Group members are eligible to vote and be Executive Officers.

August 30, 2023: *Student Groups* approved by Executive Committee motion E2023-08-30-2. Major updates made in consultation with the Student Groups Department.

### Related Documents and Forms:

Grants Procedure

Holding Account Procedure

Student Groups Handbook

Student Groups Code of Conduct