Student Group
Startup Guide

2025-2026

Table of Contents

What are Student Groups?

SAMU Student Groups are approved groups that share a common interest or purpose. Each group is led by a student executive team selected by and from the members. Student groups enhance the student experience by providing students with meaningful programs, events, and opportunities to connect and pursue various interests. Student groups offer a safe environment for people to interact, make new friends, learn new skills, and improve existing skills. We encourage students to dream big and think about the endless possibilities for student groups on and off campus.

Starting a Student Group – Summary

Before starting a new group, you should ensure your ideal group isn't already out there. A complete list of current groups can be found on Student Groups Connect under "Organizations".

> **Note:** Connect uses the word "Organizations" for "Groups".

If your group doesn't exist, you can begin the application process:

1. Find ten (10) other students interested in starting the group.
   a. Five (5) will be executive officers, and five (5) will be general members.
2. Have all ten (10) prospective members create an account on Student Groups Connect.
3. Select "Register a New Organization" and complete the form.
4. Submit the form and wait for final approval!

> **Note:** The application process may take 2-3 weeks as new groups must be approved by the Executive Committee.

Group Members

Students often begin forming groups by leveraging their existing relationships, connecting with classmates or peers within the same program. However, for those who do not have peers with similar interests, networking is crucial. This can be achieved by attending relevant events, reaching out to new students, and actively promoting their idea to form a new group, which can help them expand their circle and find like-minded individuals.

Recruiting Members:

- Use your personal social media accounts to spread awareness about your group.
- Talk to classmates about your group.
- Ask members of existing groups if they would be interested in joining your group.
- Post recruitment posters around campus on Student Groups boards.
    - Make sure to get the design approved by the Student Groups department before printing!
    - Send the Administrative Assistants an email with your design attached. We will approve it. Then bring the posters to the Student Groups front desk to get stamped before posting.

Student Group Executive Officers

Executive members provide the group's leadership and management, ensure that the group meets all approval and reporting requirements, and understand the relevant policies, procedures, and guidelines.

Each group requires at least five (5) Executive Officers, which must include the President, and Treasurer. For the other executive positions, groups may choose position titles/descriptions that best suit their organization. Groups may have up to ten (10) Executive Officers.

Required Executive titles and role definitions:

- **President**
  The President leads the student group by setting goals, fostering unity, and encouraging active participation. They preside over meetings, ensure policies and procedures are followed, and that the group functions smoothly. Additionally, they oversee projects and events, and ensure the group meets its obligations and stay aligned with its mission.

- **Treasurer**
  The Treasurer manages all financial aspects of the student group by receiving and depositing funds, tracking revenue and expenses, and ensuring proper documentation. They review and submit purchase and funding requests, reconcile the account balance regularly, and prepare financial reports. Additionally, they oversee grants and external funding, ensuring funds are used appropriately and accurately recorded.

Optional Executive titles and role definitions:

- **Vice President**
  The Vice President assists the President in running the group by helping coordinate activities, manage projects, and support leadership responsibilities. They act as a backup for the President, stepping in when necessary, and work to foster group unity by encouraging member engagement and facilitating effective communication among members. This role also involves helping to plan meetings and events, ensuring the group functions smoothly and collaboratively.

- **Vice President Events**
  The Vice President Events ensures that all required SAMU paperwork is completed accurately and submitted on time for event approvals, coordinating closely with the Student Groups department. They are responsible for all logistical aspects of events, space booking requests and compliance with policies. Additionally, they assist in planning and promoting events to maximize participation and success. They are also in charge of overseeing the event on the day of, to ensure that everything runs smoothly.

- **Secretary**
  The Secretary records detailed minutes of all meetings, capturing decisions, action items, and important discussions, then distribute these minutes promptly to all group members. They also update and maintain accurate contact information for the group, ensuring communication channels remain current. They are responsible for keeping a secure, organized membership list and ensuring that all records are accessible for future reference and reporting purposes.

There are more executive titles with definitions groups can choose from on Student Groups Connect, such as Vice President External, Vice President Internal, Vice President Social Media, etc... It is up to each group to choose the positions that best suit their needs.

> **Note:** Executives must be current members of SAMU (student who is enrolled in an undergraduate credit course at MacEwan University)

Student Group General Members

In addition to five (5) Executive Officers, groups require at least five (5) general members.

General members must be non-minor MacEwan University students. Non-MacEwan University students may only participate in student group activities as guests. Minors are only permitted to participate in student group activities if the Student Groups Department grants prior permission.

New Student Group Application

The application to form a new student group can be found on Student Groups Connect on the "Organizations" page by selecting "Register a New Organization"

When you select "Register a New Organization" it will lead you to the application. There are seven (7) steps to the application that you will need to fill out.

Whoever completes the application will become the Primary Contact for your group on Connect. Please have the President fill out the form and take on this role.

Application Steps

1. Reviewing instructions

Read the registration instructions and continue with the next steps of the form. The instructions will explain how to complete the application, and some of the requirements of a new student group.

2. Group Details

This is where you will provide basic information about your group.
   a. Name and acronym for your group
   b. Description and description summary
   c. Website and social media links
   d. Group contact information
      i. Include your Group email here (not a personal email).

3. Profile Picture

Upload a photo that represents your group. Using a group logo works well. See other organizations for examples.

4. Group Categories

Select the categories that apply to your group. Categories include Academic, Awareness, Religious, Volunteerism, and more. There is no limit to the amount you can choose, but you want to make sure they represent your group well.

Example: A potential MacEwan Study Group might select Academic and Social as their categories, while a MacEwan Liberalist Club might select Awareness and Political/Debate.

5. Adding Members

This is where you will invite ten members to your group using their @mymacewan email address. You will also assign the five executive positions.

6. Group Application Information

This is where you will answer additional questions to help the Student Groups department determine if your group is ready to be approved as an official Student Group.

  a. What is your Student Group's mandate?
  b. What are three goals or objectives that you have set for your Student Group?
  c. What skills or experience do you have that relate to running a Student Group?
      I. Here you can talk about other executives as well as yourself.
  d. What type of activities will you be planning?
  e. How will you ensure the continuation of your group after you have graduated?
  f. How much time are you planning to contribute to managing your Student Group?
  g. What do you think is the primary role of a Student Group President?
  h. Does your Student Group have any internal or external affiliations?
      I. Internal: Associated with a MacEwan or SAMU department.
      II. External: Associated with a company or non-profit not connected to MacEwan or SAMU.
  i. Any additional notes or comments?

You will also acknowledge the Student Group Executive Declaration in this step.

7. Constitution

Groups must create a constitution when they apply to become a registered Student Group. Although they can expand upon the Constitution later, the first version should provide a solid foundation of the scope and mandate the group intends to follow.

Each section of the Constitution should be clear, concise, and relevant to the group's chosen structure, environment, and activities.

If the group charges a membership fee, it must be stated in the Constitution.

The Constitution Template and Reference Guide can be found in the Connect website resources.

After downloading the template and creating your Constitution, you will upload it in this final step.

Final Notes

Do your best to fill out the required information for now. Some sections, such as social media links or the profile picture, can be added or updated later.

Once you submit the form, check your student email periodically, as the Manager of Student Groups reviews all applications and may comment asking for edits to the information. Once the application has been thoroughly reviewed, it will be sent to the Executive Committee for final approval.

You will receive a final email with the final decision.

After Student Group Approval

You're Approved! Now what? This section covers some of the next steps for running your Student Group.

Overview of Responsibilities

1. Be Respectful and Professional

All Student Group members and executives must conduct themselves respectfully and professionally.

2. Understand the Policies and Procedures that Affect Groups

- Student Groups Policy
- Student Groups Procedure
- Grants Procedure
- Student Groups Code of Conduct

These documents can be found on Connect [here](#).

3. Ensure Consistent Communication

Executives must check their group's email and respond to any inquiries within four (4) business days.

4. Be Active

- Hold at least one (1) event per academic year.
- Hold at least one (1) meeting per semester.

> **Note:** Groups are not required to be active during the
> Spring/Summer semesters.

5. Attend Training and Complete Required Reporting

- Attend the annual Student Groups Orientation.
    - Required for the **President and Treasurer** to attend.
- Attend at least one (1) Workshop per academic year.
- Update Student Groups Connect as changes to your group occur.
- Review the updated Handbook every year.
- Consistently submit Post-Event Reports.
- Complete the Year-End Report and Renewal form at the end of the academic year.

There is a [Student Group Compliance Checklist](#) that you can follow throughout the year to ensure your group is following all requirements.

Student Groups Handbook

The Student Groups Handbook contains all the information needed to run a Student Group. It outlines executive changes, finances (including grants), links to resources, Connect navigation, and much more. All the group executive members should read through the handbook at least once and know where to access it so they can refer to it when needed.

The Student Groups Handbook can be found on the [Connect homepage](#) under Campus Links, and we recommend each executive saves the document.

Student Groups Orientation

Each year, at the beginning of the Fall and Winter semester, the **President and Treasurer** of every Student Group must attend the Student Groups Orientation. Groups will not be permitted to apply for grants or organize any activities (including meetings) until they have completed the Orientation.

Student Groups Orientation provides an overview of the roles and responsibilities of approved Student Groups.

ALTERNATIVE – Online Training

If you start your group in the middle of a semester and miss Orientation, the **President and Treasurer** can complete the online training course instead to become eligible to apply for grants or organize activities (including meetings).

Once the Executive Committee has approved a group, the Manager of Student Groups will notify the group via email and provide directions on how to access and complete the course.

All executive members are encouraged to complete the online training. However, training is only **mandatory** for the **President and Treasurer**.

Questions?

The Student Groups department is available to consult with you on any topic relating to your group. Please come to the front desk or email us if you have any questions.

The Student Groups Department

The Assistants are your **first point of contact**. The Manager and Coordinators will not be available in the evenings and sporadically throughout the day, whereas the Assistants are available for groups to email or visit in person at any time during front desk hours. The Assistants will get you the easiest and quickest response, or they can direct you to book a meeting with the appropriate Manager or Coordinator.

Manager of Student Groups	Student Groups Coordinator I	Student Groups Coordinator II	Student Groups Assistants
• Approves Event requests. • Reviews new group applications. • Addresses policy and procedure violations.	• Approves Purchase and Funding Requests. • Coordinates Lookout bookings. • Coordinates Special Function spaces.	• Tracks student group compliance, including Elections. • Helps groups to remain active. • Reviews and approves Service Hours.	• Approves Room, Advervtising, and Equipment requests. • Staffs the Student Groups Front Desk (SA-214).

Front Desk Hours (SA-214)

Student Groups Front Desk Hours (Fall and Winter)
- Monday – Thursday: 9am – 9pm
- Friday: 9am – 4:30pm
- Saturday – Sunday: Closed

Student Groups Front Desk Hours (Spring and Summer)
- Monday – Friday: 9am – 4:30pm
- Saturday – Sunday: Closed

Contact Information

Student Groups Department Contact Information:
- Student Groups Front Desk – sagroupsadmin@macewan.ca
- Erika Head, Manager of Student Groups– heade3@macewan.ca
- Grace Tsang, Student Groups Coordinator I – tsangg3@macewan.ca
- Nickki Kamprath, Student Groups Coordinator II – kamprathn@macewan.ca