



SAMU Student Group Application Form

This form is to be used to start a new group. All sections must be completed, including the interim group constitution. Being a group involves a time commitment from student group executives, so it is important that you have a full executive team ready when applying for student group approval.

Student Group Executive Declaration

As a SAMU student group, we acknowledge that we are responsible to ensure that:

- The group is **open** and non-discriminative
- At least 60% of the membership are current MacEwan University students
- Student Group executive officers are current MacEwan University students
- The group does not maintain any finances outside of SAMU's student group finance system
- The group will maintain its own financial records
- The group will submit event plans and reviews to the SG Department
- The president will meet with the SG Department annually
- The Student Group and their executive officers will adhere to all SAMU bylaws, policies, and procedures
- The group submits a year-end report to the Student Groups Department
- The group will adhere to its approved constitution, and
- The group will be represented at mandatory training sessions

I understand these declarations and am committed to implementing them upon receiving group approval by the SAMU Executive Committee.

President's Name:

Witness' Name:

President's Signature:

Witness' Signature

Date Signed: _____

Date Signed: _____

Date Form Submitted: ____/____/____

(day-month-year)

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Date Submitted to the Executive Committee: _____ G/L: _____

Date Approved by the Executive Committee: _____



Executive Officer and Signing Authorities

A minimum of five (5) executive officers are required and to act as financial signing authorities for the group. An additional signing authority may be designated if desired. These individuals must be current group members in good standing and be current MacEwan University students. Changes to executive officers and signing authorities must be submitted to the Student Groups Department.

Signing Authority Declaration:

As a signing authority for this group, I understand that it is my responsibility to ensure that all expense receipts and invoices are submitted appropriately and paid in a timely manner for all group activities and the group funds are used for groups activities consistent with the groups mandate and constitution.

1. Position _____	Name _____
Email _____ @mymacewan.ca	Phone _____
Signature _____	
2. Position _____	Name _____
Email _____ @mymacewan.ca	Phone _____
Signature _____	
3. Position _____	Name _____
Email _____ @mymacewan.ca	Phone _____
Signature _____	
4. Position _____	Name _____
Email _____ @mymacewan.ca	Phone _____
Signature _____	
5. Position _____	Name _____
Email _____ @mymacewan.ca	Phone _____
Signature _____	

Advisor

Groups may choose to seek an advisor who will work with the student group executive officers. Typically, advisors should be faculty or staff of MacEwan University.

Position _____	Name _____
Email _____ @macewan.ca	Phone _____



Group Information

Student Group Name *(The group may NOT use the words 'Association', 'Society', or 'Union' in its name. Please use 'MacEwan University' if making a reference to the institution.)*

Generic Group Email Address *(A generic group email must be given. Please confirm availability of address.)*

Group Mandate *(The reason for forming the group and what it will do.)*

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What are three goals/objectives that you have set for your group?

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What skills or experience do you have that relates to running a group?

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What types of activities will you be planning?

How will you ensure the continuation of your group after you have graduated from school?

How much time are you planning to contribute to managing your group?

What do you think is the primary role of a student group president?



GroupType *(Please specify at least one category for the group type.)*

	Academic/Educational		Discussion/Debate		Health/Wellness		Social Issues
	Advocacy		Fundraising/Charity		Medicine		Professional – Experience
	Arts/Music		Fundraising/Grad		Religious		Professional – Networking
	Cultural		Government/Politics		Social-/Activity-Based		Service/Volunteerism

Affiliations *(If applicable, identify any organization the group will be affiliated with; e.g. chapter/branch or service/fundraising partner.)*

Membership

In addition to the minimum 5 executive officers, there must be at least 6 group members to form the group.

Name	Are you a current MacEwan University student?	Signature
	Yes / No	
	Yes / No	
	Yes / No	
	Yes / No	
	Yes / No	
	Yes / No	

Notes/Comments *(Use this space for notes to the Student Groups Department or the SAMU Executive Committee.)*

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_Groups Department's Notes/Comments



Interim Constitution

This interim constitution provides a basic structure for the group to function when first starting up. Within six months after approval, the group must notify the Student Groups Department either that it will continue using the interim constitution approved with its application, or provide an updated constitution that has been adopted by the group executive and members and submit it to the Student Groups Department for approval.

The group may attach its own interim constitution if the basic template provided here is significantly different from the groups desired structure. In this case, please consult the Student Groups Department prior to submitting this application form.

General

The groups 's name and mandate will be as they are identified in the new student group application and approved by the SAMU Executive Committee. The group is not an agent or representative of SAMU and its views and actions in no way represent SAMU. Membership is open to all students of MacEwan University.

Meetings

At least one general meeting will be held in each fall and winter term. Quorum is _____ (number) members. Voting will be done by simple majority approval. The student group executive may vote on decisions or act on items, except elections, if quorum is not achieved.

The student group executive will meet on a regular basis to lead and manage the group. Quorum for group executive meetings require at least _____ (number) executive officers to be present. The group executive will operate on a simple majority approval / consensus (*select one*) decision-making model.

Student Group Executive

The group executive will consist of _____ (number) executive officers, who also act as signing authorities. These executive officers are _____ (list);

2. _____ (position title), whose responsibilities and duties include _____ (list);

3. _____ (position title), whose responsibilities and duties include _____ (list);

4. _____ (position title), whose responsibilities and duties include _____ (list);

5. _____ (position title), whose responsibilities and duties include _____ (list).



Election of the executive officers will occur in _____ (*month or fall/winter term*). Candidates must be current members in good standing and current MacEwan University students. A nomination period of no less than two weeks will be communicated to members. Nomination of candidates may be done in advance of or at the meeting when the election will take place. Voting will be done by secret ballot.

If there is only one candidate for a particular position, that individual will be acclaimed / elected if successful in a yes-no vote (*select one*).

Executive officers will hold their positions from _____ (*identify month and day of start date*) following their election until _____ (*identify month and day of end date*) of the next calendar year or until an effective date of removal or resignation.

When a vacancy occurs, the membership will be notified of the vacancy. The groups executive may appoint an eligible member to fill the vacancy. An appointed executive officer's term finishes at the same time as the elected executive officers identified above.

An executive officer may be removed for not fulfilling their duties and responsibilities, subject to a vote of two-thirds majority in favor of removing the executive officer or by being dismissed by the Student Groups Manager.

Amendment

Within the first six months after the group is approved, the constitution may be amended by consensus of the groups executive and subject to the final approval of the Student Groups Department. After this time, the group executive will review proposed amendments to the constitution. Amendments endorsed by the group executive will be voted on at a general meeting of the group. A two-thirds majority vote in favor at the general meeting is required for amendments to the constitution to pass. Within ten business days of member approval, the amended constitution must be provided to the Student Groups Department for final approval. Amendments have no effect until final approval by the Student Groups Department is received.

Closure

The group may seek closure by a recommendation of the groups executive to the Clubs Department or by a two-thirds majority vote in favour of closure at a general meeting of group members. The Student Groups Department may also recommend closure. The group executive is responsible for closing all accounts and securely deleting all membership information. All money and property will return to SAMU. The final groups executive may indicate a requested donation recipient for funds remaining in the groups account balance at the time of closure.