

Request for Renewal of Active Club Status

One reminder email will be sent to all clubs informing them of their need to renew by the Clubs Department on October 12.

All SAMU clubs must renew their intention to keep their club active no later than November 23.

An email will be sent to the President informing them that the club has been renewed for another academic year by the Clubs Department within 5 business days of receiving the renewal form with all components complete, correct, and confirmed.

The following information must be provided electronically to the Clubs Department or dropped off at reception:

1. Updated Club Membership List (name and student status; *do not include phone numbers, address, identification numbers*)
2. SAMU Club Renewal Agreement Form (pages 2 and 3 of this document), signed by 2 executive members to indicate their willingness to be a club and demonstrate capacity to run the club.
3. A copy of the club's current constitution, signed and dated by the President

SAMU Club Renewal Agreement Form

This form must be completed in order to maintain your club status with SAMU.

Date: _____

The _____ (SAMU club), understands that in order to remain a SAMU club that it does not contravene SAMU Constitution, Bylaws , Policies or the rules that govern MacEwan University.

Description of your club (so promotional and club listing material can be updated if needed, or to have changes in mandate approved):

Executive Information (president and one additional executive must sign this form)

Name	Position	@myMacEwan Email	Phone Number	Club Email (if you have a generic position email)
Name	Position	@myMacEwan Email	Phone Number	Club Email (if you have a generic position email)

Social Media Information

Social Media Name	Address
Facebook	
Website	
Twitter	
Instagram	
Other	

Required Documentation

Signed constitution attached Y or N

Recent Membership List attached Y or N

Names of Club Executives that attended training in Fall 2018:

Name	Position

For Club Department Use Only

Follow up required Y or N

Notes:

Date Renewal Approved	Club President Contacted

Form created May 2017. Form updated October 2018.