



SAMU New Club Application Form

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

Club Executive Declaration

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

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

I understand these declarations and am committed to implementing them upon receiving club 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)

- Office Use Only -

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

Date Approved by the Executive Committee: _____

Executive Officer and Signing Authorities

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

Signing Authority Declaration:

As a signing authority for this club, 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 club activities and the club funds are used for club activities consistent with the club's 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

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

Position _____ Name _____

Email _____@macewan.ca Phone _____

Club Information

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

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

Club Mandate *(The reason for forming the club and what it will do.)*

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

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

What makes your club unique?

What types of activities will you be planning?

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

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

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

What expectations do you have of your executive team?

Club Type *(Please specify at least one category for the club 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 club 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 club members to form the club.

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 Clubs Department or the SAMU Executive Committee.)*

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Clubs Department's Notes/Comments

Interim Constitution

This interim constitution provides a basic structure for the club to function when first starting up. Within six months after approval, the club must notify the Clubs 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 club executive and members and submit it to the Clubs Department for approval.

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

General

The club's name and mandate will be as they are identified in the new club application and approved by the SAMU Executive Committee. The club 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 club executive may vote on decisions or act on items, except elections, if quorum is not achieved.

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

Club Executive

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

1. _____ (position title), whose responsibilities and duties include _____ (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 club 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 favour of removing the executive officer or by being dismissed by the Clubs Manager.

Amendment

Within the first six months after the club is approved, the constitution may be amended by consensus of the club executive and subject to the final approval of the Clubs Department. After this time, the club executive will review proposed amendments to the constitution. Amendments endorsed by the club executive will be voted on at a general meeting of the club. A two-thirds majority vote in favour 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 Clubs Department for final approval. Amendments have no effect until final approval by the Clubs Department is received.

Closure

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