



SAKC Student Club Guide



Students' Association of
KEYANO COLLEGE



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Introduction

The SAKC Board is excited that you have decided to begin your own student club. We see the value in having students come together with a common goal and to support one another. Getting students engaged and interested in participating in new initiatives is a goal of the SAKC Board of Directors. We understand the work and dedication it takes to start and lead a group of students and with that we would like to extend support and guidance to your group to re-engage our students.

The Vice President of Student Affairs and the Executive Director are here to help your student group be the best it can be. If you are experiencing any obstacles in operating your student group we are able to provide moral, institutional, and potentially financial support.

All Student clubs will be considered to have a start date of Sept 1st and an end date of June 30th of the following calendar year, regardless of the time and date that they are founded with the SAKC.

SAKC Contacts for clubs

Membership Engagement is the responsibility of our Vice President of Student Affairs. For all student clubs, your main contact with the SAKC is our Vice President of Student Affairs (vpstudentaffairs@sakc.ca) and our Executive Director (executivedirector@sakc.ca).

Banking & Funds

All Student clubs can request a start up grant of up to \$500 from the SAKC (Subject to approval, and availability) for an event, project, or other purpose provided that no individual or group of individuals associated with the student club will financially benefit from those funds. All additional funds needed by the club must be fund raised, or procured through membership fees.

The SAKC offers student clubs the ability to use SAKC bank accounts to ensure your funds are managed responsibly. Once deposited, these funds will be used to pay bills, invoices, and provide services to members of the club. The SAKC will gladly pay your bills for the club, provided that the proper invoicing is received by the SAKC. The SAKC will not provide funds back to individual students or club representatives directly without either:

- a) Receipts from the approved club contact below, showing that a legitimate expense has been paid out of pocket
- b) The signed minutes of a student club meeting showing a vote has taken place that requests funding to be distributed back to an individual.



Any unused Student club funds deposited with the SAKC will be returned to the SAKC Student club startup fund 60 days after the end of the clubs term (Aug 29th) unless an extension is requested with the club to both the SAKC Executive Director and Vice President Student Affairs, in writing, during the 60 day window, stating the clubs intent to move forward in the next Academic year.

Tables and Room Bookings

SAKC now has a student boardroom that is located in King's Lounge. The current capacity is 12 students but we can accommodate up to 16 if needed. To book the boardroom simply send an email to kingslounge@sakc.ca (at least one week in advance) with the following information:

- Contact Name:
- How many people will attend:
- Date and time needed:

If you would like to book a classroom within Keyano College, email roombookings@keyano.ca. To book a room on campus outside of King's Lounge please include the following information:

- Contact Name:
- How many people will attend:
- Date and time needed:
- Location: Example - elements room, Classroom CC207
- Your clubs name, and the reason for your booking.

Please note, that SAKC has no control over Keyano College controlled rooms, and the room booking service Keyano provides, and cannot guarantee availability of Keyano rooms.

Marketing

Hosting an event that you want us to share on social media? Simply email us with the details and graphics. *Note that we will require one to two weeks notice.

Constitutions

Every student club must have a member approved constitution in order to operate. This document will outline the purpose and functions of your club and will help guide your operations throughout the year. In addition to your constitution, all student clubs must abide by the SAKC Bylaws and Policies, as well as Keyano Policies. Failure to do so may result in your club's suspension of services and dissolution.



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New student clubs must create a constitution before being considered a recognized club by the SAKC. It is recommended that existing groups review and update their constitution at the beginning of each year.

When creating or updating your constitution you must consult with the club membership. When the majority of the members are satisfied with the document, a motion accepting the constitution must be passed. After such time, the student club will submit the constitution via email to the SAKC for approval.

Making the club official

In order for your club to become an official SAKC club and qualify for the benefits that come with it, you need to get the following forms returned to SAKC as your application.

- Your clubs constitution (No template included, but we can help you out if your stuck)
- Appendix A - Student Group Contact Form
- Appendix B - Student Club Election Ratification Form
- Appendix C - List of Elected Officials:
- Appendix D - Club Agreement
- Appendix E - Student Group Membership List

Once these documents have been received, your application will be processed within 30 days. Once approved, your club funds will be allocated, and your primary contacts email will appear on our website, so that other interested students can talk to you and hopefully, join up.



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Appendix A - Student Club Contact Form

Name of student club: _____

Mission and/or Purpose of the club:

Public Contact Information:

Primary Contact Name: _____

Email: _____

Phone #: _____

Social Media Accounts:



Appendix B - Student Club Election Ratification Form

Date of Meeting:

Name of Student club:

Meeting Called to order at **(insert time)**, chaired by **(insert name)**

Nominations were put forward for the following positions:

- President
- Vice President
- Treasurer
- Secretary
- _____
- _____

A vote, by **(secret ballot, show of hands, etc.)** took place.

(Insert name) and **(Insert name)** move to ratify the following results of the **(insert student group name)** election.

- President:
- Vice President:
- Treasurer:
- Secretary:
- Other:

CARRIED.

This meeting was adjourned at (insert time).

Chairperson name and Signature



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Appendix C - List of Elected Officials:

Name	
Position	President (signing authority)
Email	
Phone	
Signature	

Name	
Position	Vice President (signing authority)
Email	
Phone	
Signature	

Name	
Position	Secretary (signing authority)
Email	
Phone	
Signature	

Name	
Position	Treasurer (signing authority)
Email	
Phone	
Signature	

Name	
Position	
Email	
Phone	
Signature	



Appendix D - Club Agreement

We, the undersigned, do hereby agree to abide by the terms and conditions of ratification as listed below.

- We agree to conduct our activities on campus under the direction of the Students' Association.
- We agree to abide by the Students' Association's Bylaws and Policies
- We agree to abide by any applicable Keyano College policies
- We agree to adhere to the Constitution and duly instituted rules or motions of the Student Group of which we are officers.
- We agree to ensure adequate insurance is in place when and where it is required.

Failure to abide by these provisions may result in de-ratification.

Signatures of Elected Officials

Name:
Position:

Signature:

Name:
Position:

Signature:

Name:
Position:

Signature:

Name:
Position:

Signature:

Name: VP Student Affairs
Position: SAKC Vice President Student Affairs

Signature:

Name: Executive Director
Position: SAKC Executive Director

Signature:



Appendix E - Student Group Membership List

Date:

Student club name:

Membership fee amount per year (if applicable): \$

	Name	Student ID	Email Address	Paid (Y/N)
1				
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