

**Section:** Academic/Student (AC)**Subject:** Student Services**Legislation:****Effective:** March 28, 2001**Revision:** August 1, 2003 (reformatted); March 11, 2015; September 1, 2016 (reformatted)**APPROVED:** \_\_\_\_\_  
**President and CEO**

## POLICY

The policy of the Board of Governors is to require all student clubs to register with the SAIT Student's Association (SAITSA), and to require SAITSA to set the requirements and responsibilities for club registration and club operations.

## PROCEDURE

### DEFINITIONS

**Student club**

A group, organization or society of students that exists primarily for and is driven by students, has an executive, holds at least one event per year and meets on a regular basis. A student club falls into one of two categories:

**Academic student club**

A student club that focuses primarily on students in one or more specific SAIT programs and that is supported by or connected to a SAIT school/department or program.

**Non-academic student club**

A student club that does not focus on students in a specific SAIT program(s) and where the purpose of the club is primarily to provide events and activities promoting

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social, cultural, religious or athletic interaction amongst students.

## GOVERNING PRINCIPLES

1. SAIT recognizes that student clubs make a significant contribution to student engagement and student learning.

## PROCEDURE

1. A student club that is eligible to register with SAITSA must do so, and must comply with SAITSA's policies, rules and bylaws.
2. A student club that registers with SAITSA is covered under SAITSA's insurance policy for its on-campus events and activities. Contact SAITSA for information on insurance coverage for off-campus events and activities.
3. A student club that does not register with SAITSA is not covered under SAITSA's insurance; student members may be personally liable for any property damage or personal injuries that arise as a result of the club's events or activities. Contact SAIT's coordinator, insurance management, Finance department, for further information.
4. An academic student club must have a SAIT employee as its club liaison.
5. SAITSA is required to:
  - a) Maintain at its own expense a Comprehensive General Liability policy in the amount of at least \$2,000,000 for each occurrence, insure against bodily injury, death and property damages, and include SAIT as an additional named insured;
  - b) Provide a copy of its Comprehensive General Liability policy and all subsequent renewals to SAIT's vice president, finance and corporate services, and to SAIT's coordinator, insurance management, Finance department;
  - c) Provide SAIT's vice president, finance and corporate services, with a copy of its policies, rules and bylaws, upon request;
  - d) Provide all registered student clubs with training and education in the use and application of food and liquor permits;

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- e) Support and promote proper and reasonable alcoholic beverage consumption in accordance with Alberta Gaming and Liquor Commission Guidelines; and
  - f) Support and promote adherence to campus safety and security regulations and requirements.
6. All student clubs are bound by the provisions of procedure [AC.3.4.4 Student Non-Academic Conduct](#) and by SAIT's policies and procedures on discrimination.

## **POLICY/PROCEDURE REFERENCE**

AC.6.2          Student Clubs policy

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**PROCEDURE**