

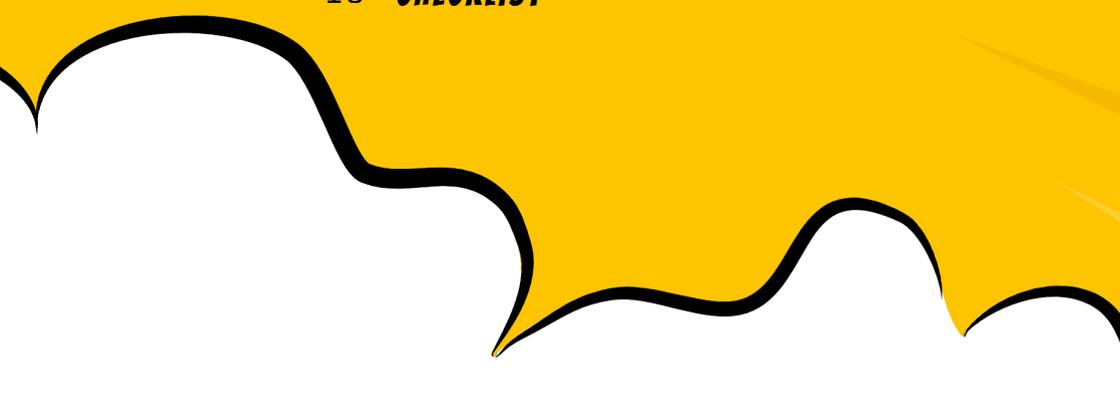


SAMHC
STUDENTS' ASSOCIATION OF
MEDICINE HAT COLLEGE

***KICKSTART YOUR
CLUB JOURNEY***

2025-2026

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Welcome to SAMHC Clubs —where the fun begins and memories are made! This handbook is your trusty sidekick, designed to help you navigate the ins and outs of running your student club alongside SAMHC bylaws and policies. Whether you're organizing events or rallying your team, this guide has got you covered.



Before you dive in, all club executives must get to know this handbook, the Kickstart Your Club Journey guide, and the club bylaws. Trust us, it'll make your club experience smooth sailing. If you ever hit a snag or have questions that these handbooks don't cover, no worries—just reach out to the SAMHC VP External!

WHAT IS A STUDENT CLUB?

A student club is a group of Medicine Hat College students with similar interests who connect with one another to achieve a common purpose.

WHY DO I HAVE TO REGISTER TO BE A STUDENT CLUB?

Medicine Hat College requires that all student clubs must be ratified under the bylaws and policies of the SAMHC. Ratified clubs are also entitled to perks, such as fundraising on campus, internal discounts on rentals, event promotion on SAMHC social media, etc.

2025-2026 CONTACT INFORMATION

The VP External of the Students' Association is here to support club success. Clubs can contact the VP External if they have any questions and/ or concerns regarding their club.

PURPOSE

Clubs are all about having a blast while building essential life skills! Whether you're looking to sharpen your communication, get organized, or master the art of time management, clubs offer the perfect playground for learning and growing. But that's not all—they're also your ticket to connecting with awesome people! From fellow students and faculty to local businesses and the wider community, clubs open doors to endless networking opportunities. Whether you're joining in on the fun or stepping up as a club leader, there's a spot for everyone. No matter how involved you want to be, clubs are the perfect way to dive into campus life and make some unforgettable memories!



NOW LET'S GET THIS CLUB STARTED!!!

STEP 1: DREAM BIG!

Got a killer idea for a new club? Awesome! Gather your friends—or anyone who's pumped about your idea—and schedule a meeting.

STEP 2: CREATE A VISION!

This is where the magic happens! Brainstorm and create a vision for your club. What's your purpose? What's going to make your club the next big thing?

STEP 3: NAME IT AND CLAIM IT!

Once you've got a squad of students ready to roll, it's time to create a club name that truly reflects your purpose. Get creative, but remember, the words "Association," "Union," and "Society" are off-limits (except for SEUS & VASS, who get a pass under the Grandfather Clause).

STEP 4: BUILD YOUR SQUAD!

Start recruiting! You'll need at least 6 members to make your club official. Don't forget to find a Club Advisor—ideally, a faculty member who's just as excited about your club as you are.

STEP 5: PICK YOUR LEADERS!

Time to hold elections! As per your constitution, elect your club executives. You'll need a President, Vice-President, Secretary, and/or Treasurer to lead the charge for the year. For more details on setting up your constitution, check out page 7.

STEP 6: MAKE IT OFFICIAL!

Complete the Club Registration Package and hand it over to SAMHC. You're almost there!

STEP 7: SIT TIGHT AND GET READY!

Your registration forms will be taken to the next Students' Association Council meeting for approval. Once SAMHC reviews and votes on your registration package, and it's approved, you're all set to make your club dreams a reality!

CLUB REGISTRATION ELIGIBILITY

Ready to take your club to the next level? To get approved by SAMHC and unlock all the awesome perks that come with being a registered club, you'll need to meet a few key criteria. Here's what you need to know:

- **PURPOSE WITH A PUNCH**

Your club should have a clear purpose or mission that benefits a part of the Medicine Hat College community or supports the general welfare of students. Make sure your club vibes with the principles laid out in SAMHC's bylaws, policies, and procedures.

- **BUILD YOUR CREW**

Keep your club thriving with an active membership of at least 6 current Medicine Hat College students. No one should be left out—your club must be open to all MHC students, without any discrimination.

- **DO GOOD, HAVE FUN**

Your club's mission can focus on anything positive—be it charitable, artistic, social, educational, or just plain fun! However, clubs can't be all about making money or political campaigning.

- **GET YOUR DOCS IN ORDER**

Submit a complete registration package, including a current copy of your club's bylaws or constitution. This is your ticket to getting officially recognized.

- **WHAT'S IN A NAME?**

Choose a name that reflects your club's purpose, but steer clear of terms like "Association," "Union," and "Society" (except for SEUS & VASS, who've got a special pass). Also, you can't use "Medicine Hat College," "College," or "MHC" without written permission from MHC before you register.

- **MANDATORY TRAINING: DON'T MISS OUT!**

At least one of your club executives must attend the mandatory Clubs Training & Orientation session. These sessions are packed with useful info and are announced at the start of each semester—so make sure to mark your calendar!

GET READY TO GO OFFICIAL!

Get these steps down, and you'll be well on your way to making your club official and unlocking all the great benefits that come with it!

CLUB CONSTITUTION

Every awesome student club needs a solid constitution! This essential document outlines your club's purpose and how it will operate throughout the year. It's your go-to guide for keeping everything on track. If you're starting a new club, you'll need to create a constitution before you can become active. And for existing clubs, it's a great idea to review and update your constitution each year to keep things fresh and relevant.

Here's a simple template to help you get started:

ARTICLE I:	NAME	This is where you'll state the full name of your club, along with any acronym you might use (e.g., "The Creative Writers Club (CWC)").
ARTICLE II:	OBJECTIVE	What's your club all about? This section outlines the purpose of your club, your mission or vision statement, and your future goals. Think of these as the key areas where you want your club to shine.
ARTICLE III:	MEMBERSHIP	Your club must be open to all MHC students. If you're charging membership fees (even something as small as \$5), outline how those fees will be collected and what they'll be used for. Don't forget to deposit any fees through your club account!
ARTICLE IV:	EXECUTIVE DUTIES	List out the executive positions in your club (like President, Vice-President, Secretary, etc.) and what each role is responsible for. Include how long each term lasts and what happens if an executive member leaves—succession planning is key!
ARTICLE V:	ELECTIONS	Here's where you explain how elections will work. Include details like the election dates, the number of voters needed for a quorum, and any other important election procedures. Remember, elections for ongoing clubs must be wrapped up by the last day of March each year.



- ARTICLE VI: MEETINGS** How often will your club meet, and what's the purpose of these meetings? This section should also outline the number of members needed for a quorum (i.e., the minimum number of people required to make decisions).
- ARTICLE VII: FINANCES** Explain how your club's financial records will be kept, who's in charge of the money, and who the signing authorities are. Also, include how your club's expenditures will be approved—keeping track of finances is super important!
- ARTICLE VIII: AMENDMENTS** Outline how changes to the club constitution will be made. Include details on how notice of motions will be given and what majority vote is needed to pass amendments.
- ARTICLE IX: PROPERTY** If your club has any property or equipment, this section should state the procedures for purchasing, using, storing, and disposing of it.
- ARTICLE X: IMPEACHMENT OR VACANCY** Detail the reasons and circumstances under which an executive officer may be removed from their duties. Also, include the minimum number of members required to vote and the percentage needed to remove someone from office.
- ARTICLE XI: BYLAWS** If your club has any specific bylaws, this is where you'll include them.



Once your constitution is complete, make sure it's signed by all three club executives. This is your club's roadmap—so take the time to make it clear, concise, and ready to guide you to success!

MEET THE DREAM TEAM

Every awesome club needs a solid team at the helm to keep things running smoothly. At a minimum, your club should have a President, Vice President, Treasurer, and Secretary.

These executive officers are the backbone of your club, ensuring everything stays on track, follows your club's bylaws or constitution, and aligns with SAMHC policies.

While these are volunteer positions, the experience and skills you'll gain are priceless! Here's a rundown of what each role entails:

PRESIDENT

The President is the captain of the ship, overseeing all club activities and ensuring that other executives fulfill their responsibilities.

- **Main Liaison:** Serves as the primary contact with the SAMHC Vice President External, keeping the Students' Association updated on club activities.
- **Monthly Reporting:** Creates and submits a monthly club report to the SAMHC VP External by the first Friday of each month.
- **Meeting Leader:** Leads and chairs all club meetings; typically a non-voting member but casts the deciding vote in case of a tie.
- **Signing Authority:** Holds signing authority along with the Treasurer and Club Advisor.
- **Operational Oversight:** Manages day-to-day operations and oversees other executive officers.
- **Financial Authorization:** Authorizes the Treasurer to pay bills.
- **Clubs Council Reporting:** Submits a monthly report for Clubs Council meetings.

The Vice President is the President's go-to sidekick, jumping in to help with all the tasks and making sure the club's goals are crushed!

VICE PRESIDENT

- **Right-Hand Person:** Assists the President with all duties and ensures the club's goals are met.
- **Backup Leader:** Takes over the President's responsibilities whenever the President is unavailable.
- **Meeting Attendance:** Attends all club meetings.

TREASURER

The Treasurer is your club's money wizard. They're the go-to for all things cash flow, from depositing funds into the club account to keeping everyone in the know with a financial report at every meeting

- **Money Manager:** Manages and accounts for all club funds.
- **Bill Payer:** Pays bills as authorized by the President.
- **Financial Informant:** Keeps the club informed about its financial status.
- **Signing Authority:** Holds signing authority along with the President and Club Advisor.
- **Monthly Reporter:** Submits a monthly financial report to the Club President.

The Secretary is the club's information ninja, mastering the art of organization and making sure every meeting is documented like a pro.

SECRETARY

- **Minute Master:** Records and distributes meeting minutes.
- **Communication Hub:** Handles club correspondence with the SAMHC Council.
- **Meeting Regular:** Attends all club meetings.
- **Executive Roster Keeper:** Keeps an updated list of Executive Members and forwards it to the Clubs Council.

WITH THIS DREAM TEAM IN PLACE, YOUR CLUB IS PRIMED FOR AN EPIC AND SUCCESSFUL YEAR! EACH ROLE IS KEY, SO PICK MEMBERS WHO ARE FIRED UP AND READY TO DIVE INTO THE ADVENTURE!



CLUB ADVISOR

CLUB ADVISOR RULES:

- Advisors do not run meetings.
- Advisors do not vote.
- An Advisor should help the club identify and negotiate the roles and contributions of club members, and help the executives get and retain active club members.
- The Advisor should act as a positive critic of the club and give feedback on how to improve
- The Advisor serves as a resource for alternate ideas or solutions.
- The Advisors' prime area of responsibility is ensuring that the club keeps records and evaluations. Even if the club is doing this, the advisor might want to keep his/her notes.
- Advisors can and should suggest different methods of making the club succeed. Try to utilize those methods, which encourage group independence.
- Advisors should attend regular meetings of the club and/or have regular informal meetings with the Club President or Executives to keep the advisor informed.
- The Advisor should be the first checkpoint for anything important. The advisor is there to help.
- The advisor holds signing authority along with the President and Treasurer.

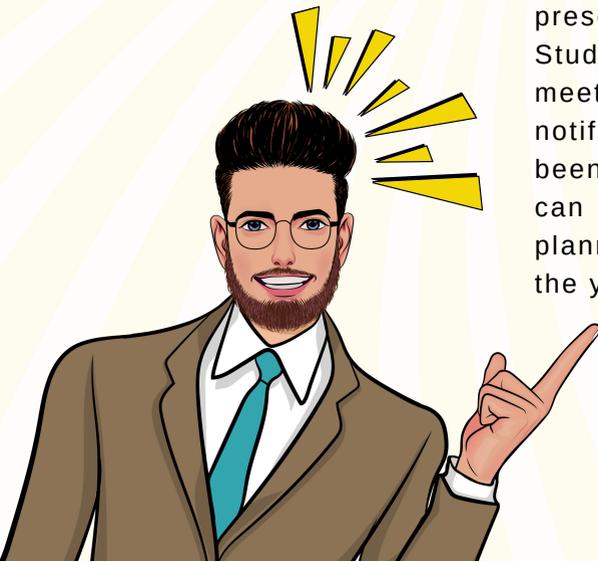
EVERY SAMHC-RECOGNIZED CLUB MUST HAVE AT LEAST ONE FACULTY/STAFF ADVISOR CHOSEN BY THE CLUB. FACULTY/STAFF AT MHC OFTEN HAVE EXPERIENCE THAT CAN BE HELPFUL TO STUDENT CLUBS. THEY CAN PROVIDE ADVICE AND PROBLEM-SOLVING SKILLS THAT MAY PROVE TO BE EXTREMELY BENEFICIAL TO THE SUCCESS OF THE GROUP.



CLUB MEMBERSHIP

**JOINING A CLUB IS EASY AND
EXCITING! TO BECOME A MEMBER,
JUST SIGN THE MEMBERSHIP FORM
AND PAY ANY DUES SPECIFIED IN THE
CLUB CONSTITUTION
(IF THERE ARE ANY).**

*Pro tip: Always give a
receipt to every new
member who pays dues.
Need a receipt book? Grab
one for free at the SA office!*



MEMBERSHIP FORM:

Make sure the form includes the:

- **NAMES**
- **SIGNATURES**
- **PHONE NUMBERS**
- **EMAIL ADDRESSES**
- **AND DUES (IF THERE ARE ANY) PAID BY ALL ACTIVE MEMBERS.**

Once your club has completed and returned the registration form, membership form, and constitution, the Clubs Council Chairperson will present your info at the next Students' Association council meeting for ratification. You'll be notified whether or not your club has been ratified. Once approved, you can open a bank account and start planning your awesome activities for the year!

TO BECOME A CLUB CHECKLIST:

- Read Club Handbook
- Have a common purpose or mandate
- Have a President
- Have a Vice President
- Have a Treasurer
- Have a Secretary
- Have a Club Advisor
- Have 6 members
- Club Registration Form *(Completed & Submitted to the SAMHC)*
- Club Membership form with at least 10 members
(Completed & Submitted to the SAMHC)
- Club Constitution *(Completed & Submitted to the SAMHC)*



FOR MORE INFORMATION, CONTACT:

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