

STEPS FOR BCITSA CLUB SANCTIONING

Step 1 Consult the FAQ section on starting a club, and/or speak with the Club Program Coordinator about your club proposal.

Step 2 Complete and submit the application to start a new club. Submit completed package to the Club Program Coordinator at clubs@bcitsa.ca. This will be reviewed with the VP Student Experience.

Step 3 Next, you will be invited to represent the interests of your club at a Clubs Committee meeting. At least one member must represent your club at the Clubs Committee.

Step 4 After a brief 5 minute presentation about your club and its general operations, members of the Clubs Committee may ask questions to clarify the proposal of the club or request further information.

Step 5 The Clubs Committee will vote on whether to recommend the club be formally sanctioned under BCITSA. That recommendation will be communicated to Student Council, who will vote on a motion to approve or deny sanctioning of the club.

Step 6 You will be notified of the decision by the Club Program Coordinator. If approved as a club, there will be an orientation session scheduled with the Club Program Coordinator which will include:

- Overview of clubs Bylaws and Policies regarding clubs rights and responsibilities
- Assistance with creating your Club's Constitution document, which the club will operate under.
- Instructions on getting administrative support, such as room bookings, accounting, event management, and information on other resources.

Step 7 Submit a completed constitution document to the Club Program Coordinator for approval, before receiving any Student Association benefits/funding. This must be submitted within 30 days after sanctioning from council. If not received, the issue will be brought forward to Council and your club will be desanctioned.

Please contact the Clubs Program Coordinator in the SA Centre, building SE2, or at clubs@bcitsa.ca or **778-331-1328** if you have any questions.