



Campus Groups Policy

Preamble

The University of Saskatchewan Students' Union ('the Union') is composed of students with a wide array of academic and non-academic needs and interests. While the Union strives to meet these diverse needs, it is understood that other groups exist on campus that also seek to address them. Such groups may have the potential to provide services to a constituency that the Union is not able to match. Thus, the Union seeks to provide such groups with as much support as possible.

This policy exists to standardize and streamline the manner in which the Union interacts with student groups. The purpose of this policy is to assist students in the formation, operation, and development of student groups. Furthermore, it exists to clarify any obligations a group holds to the Union and to its members.

Definitions

Campus Group – any undergraduate student organization, including College Societies and Campus Clubs.

College Society – an undergraduate student organization that is the official student body representative of an academic College or School at the University of Saskatchewan as listed in the USSU Bylaw.

Campus Club – a student organization that represents a particular interest among the members of the Union. College Societies as outlined above cannot also qualify as Campus Clubs.

Sport Club – a Campus Club whose main purpose is to organize around the playing of a particular sporting activity.

Re-Ratification – ratification when the Campus Group was successfully ratified in the previous academic year.

Academic Year – the period beginning May 1 and ending the following April 30.

I. Ratification

1. General

- 1.1 In accordance with the budget cycle of the Union, the ratification of a Campus Group shall expire April 30 of each year.
- 1.2 Any Campus Group that does not re-apply for ratification is considered dissolved, and is therefore not entitled to any of the privileges of a USSU Ratified Campus Group.
- 1.3 Applications for Campus Group ratification are accepted beginning May 1 of each academic year.
- 1.4 Groups with a similar mandate and a similar membership to a previously ratified Campus Group or College Society indebted to the Union shall be responsible for repayment of that debt, at the discretion of the Budget and Finance Committee.

2. Ratification of Campus Groups

Groups must submit the following information to the Vice-President Operations and Finance in order to become USSU Ratified Campus Groups:

- 2.1 a comprehensive list of all social, athletic and academic events for the upcoming year (for insurance purposes);
- 2.2 a copy of the Group's most recent constitution;
- 2.3 a list of Executive Members with student numbers and email addresses;
- 2.4 a list of fifteen (15) students who consider themselves members of the Group with student numbers and email addresses. These fifteen must comprise the 75% required in item 3.2 and if there are graduate students and others in the club the full membership list must have 20 members, 15 of whom are undergraduate students;
- 2.5 payment of fees for the academic year, as prescribed in Section II, CampusGroup Fees.

3. Criteria for Campus Groups

Groups must meet the following criteria in order to become USSU Ratified Campus Groups:

- 3.1 The Club must intend to carry out activities that do not infringe any federal, provincial, municipal or university regulations and which will not interfere with the ordinary course of business at the university, nor infringe on the rights and privileges of others. This includes the rights of privacy and of freedom of expression.
- 3.2 The Group must have a minimum of 75% University of Saskatchewan Students' Union membership.
- 3.3 The Group must be governed by and submit to the Union a constitution as defined by Robert's Rules of Order, and adhere to the constitutional guidelines set out in our sample constitution.
- 3.4 The Group's Executive must all be members of the Union.
- 3.5 The Group must have a clearly defined purpose. This purpose must not conflict with the Mission, Vision or Values statements of the Union.
- 3.6 The Group must hold a bank account in the legal name of the Group.
- 3.7 The Group must not have any outstanding debts with the Union.
- 3.8 The Group must have paid their fees for the academic year, as prescribed in Section II.
- 3.9 The USSU will not ratify Groups with a mandate or sole purpose of event planning, including but not limited to, events such as festivals, ceremonies, competitions, parties, or conventions.

4. Acceptance of Application

- 4.1 A Campus Group is considered ratified when its complete application has been approved by the Budget and Finance Committee and its fees have been paid.
- 4.2 For Groups that are applying for re-ratification, the Vice-President Operations and Finance may ratify these groups subject to the approval of the Budget and Finance Committee.
- 4.3 Groups may appeal the decision by the Budget and Finance Committee as outlined in Section V, Appeals.

II. Campus Group Fees

1. Ratification Fee

The Union requires that each Campus Group pay a ratification fee according to the chart below. In the event that ratification is refused, the fee will be returned to the applicant.

General Activities

The non-alcohol related events and activities portion of the fee is based on the membership size of the group. It is charged as follows:

College Societies (college sizes)	
0 – 500	\$150
500 – 1000	\$300
1000 +	\$450
Campus Clubs	\$100
Sports Clubs	\$200

2. Insurance Fee

One of the administrative functions of the Union is to facilitate Campus Group insurance needs. The Union provides insurance coverage to these groups by way of an extension of its liability insurance policy. The following provides an equitable process by which Groups are charged for their coverage.

Campus Groups must submit an event form and/or Application for Memorandum of Insurance at least two weeks before the planned date of the event. Providing that the Union and the insurer approve the event, it will be granted coverage, pending payment of the corresponding event charge (listed below).

The Union reserves the right to withhold approval of events in conjunction with its insurer based on the nature / history of the event. If an event is not approved, then the Union will not extend its liability coverage for that specific event.

The insurance fee that Campus Groups pay will cover their activities and approved events for the rest of the academic year. For the Union's purposes this fee is based on two criteria: the Group's approved events and general operating activities.

In the event that an insurance claim is made on behalf of a ratified student group, the student group will pay the entire deductible.

Alcohol-Based Events

Activities in which the Campus Group has elected to host the liquor license will be charged based on the location and the size of the event. On-campus events present a much lower risk factor than off-campus events. Also, the higher the number of

participants in attendance, the higher the risk associated. The charge is then based on the risk of incident at the event. The fee structure is broken down as follows:

On-Campus Events		\$100
Off-Campus Events	0-500	\$300
Off-Campus Events	501-1000	\$400
Off-Campus Events	1001+	\$500

NOTE: Campus Group Insurance does not cover pub-crawls.

Planned Events

Campus Groups should consider carefully the alcohol-based events that they submit for approval. Any planned events that do not occur for any reason, or events in which the Group decides not to host the liquor license will not be refunded at the end of the academic year.

Note: It is important to remember that Campus Groups are not covered for any events that have not been approved by the Union.

III. Campus Group Funding

This policy has been developed in order to standardize the manner in which the USSU grants funding to Campus Groups. A Campus Group should not rely solely on the USSU for funding since only a portion of the total will be covered. Groups are encouraged to charge a membership fee and solicit funding from alternate sources in order to gain financial independence. All funding requests must be received ten business days in advance of the event in order to be considered.

1. Types of Funding

- 1.1 In total, the maximum amount of combined sponsorship from all sources is one thousand dollars (\$1000) per academic year. This combined sponsorship may be split up between three sources with the following constraints:
 - i. A cash grant of up to five hundred dollars (\$500) of USSU monies to be used towards offsetting an event's budget. Supporting receipts and invoices with proof of payment must be provided.
 - ii. A credit of up to one thousand dollars (\$1000) of USSU credit to be used at any of the USSU's businesses and operations.

- iii. Up to two hundred dollars (\$200) of PepsiCo product and merchandise sponsorship.

2. Criteria for Evaluating Funding Requests

- 2.1 The funding requested must fall into the category of:
 - a special event or project undertaken by a Group;
 - hosting a conference.

- 2.2 Campus Group applications for funding shall be evaluated by the following criteria:
 - does the intent of the funding request fit within the mandate of the club;
 - how the funds contribute to the success of the Group's event, project, or conference;
 - how the Group, the Students' Union, and the general student body benefit from the event, project, or conference;
 - how much external fundraising the Group has done;
 - The Budget and Finance Committee has complete discretion to allocate additional monies to event funding in cases of collaborative funding applications from multiple ratified student groups.

- 2.3 The funds must not be for the private use of a few individuals but must be used towards serving the membership of the organization and the student community in general.

- 2.4 The USSU will not disperse funds to Campus Groups for:
 - direct donation to charity, either for the organization or for other causes;
 - the cost of alcohol served at any event;
 - the day-to-day administrative costs of the organization;
 - year-end banquets;
 - graduation banquets;
 - travel or travel expenses

3. Eligibility for Funding

- 3.1 All USSU Ratified Campus Groups in good standing, with no outstanding debts to the Union, are eligible to apply for funding.

- 3.2 If a funding request is submitted prior to the end of the Academic Year for an event to be held within the first fourteen (14) days of the next Academic Year, Campus Groups are eligible to receive funding on the basis of their previous year's ratification status.

4. Procedure for Funding Requests

- 4.1 Fully completed “Campus Group Funding Request Forms” must be submitted to the Vice-President Operations and Finance. Campus groups are encouraged to apply as early as possible to ensure funding and all requests must be in prior to the event.
- 4.2 Approval or rejection of the funding request is at the discretion of the Budget and Finance Committee, subject to approval of University Students’ Council.
- 4.3 For funding requests in excess of five hundred (\$500), groups are required to make a brief presentation to the Budget and Finance Committee in addition to submitting a funding request form.
- 4.4 Groups may appeal the decision by the Budget and Finance Committee as outlined in Section V, Appeals.

5. Terms and Conditions for Receiving Funding

- 5.1 The funds must be used for the intention stated on the “Campus Group Funding Request Form”.
- 5.2 Failure to comply with the original intent of the funding constitutes fraud and will justify action under Section IV, Disciplinary Measures.
- 5.3 Any Campus Group receiving funds from the USSU must list the Union as a co-sponsor in all advertising for the event.
- 5.4 If Pepsi product or USSU credit are not claimed by a campus group after the event has taken place, the product is forfeited unless applied for again.
- 5.5 The Budget and Finance Committee, at its discretion, can ask for receipts as a condition of receiving event sponsorship.

IV. Disciplinary Measures

1. Infractions

In the event that a ratified campus group engages in behaviour that is considered to be in violation of federal or provincial human rights laws, university policy, or is otherwise deemed to be unfit for an inclusive, welcoming, and open learning environment, the Union reserves the right to take action against said group. In particular, each student has the right not to be harassed or otherwise made to feel discomfort by another.

2. Sanctions

- 2.1 All complaints against a ratified campus group must be filed in writing with the Vice-President Operations and Finance.
- 2.2 If the Budget and Finance Committee deems the complaint to be of a serious enough nature, the committee may at its discretion impose one or more of the following disciplinary measures:
 - de-ratification of the group for the current year or future years;
 - ban the group permanently from ratification;
 - fines of up to fifteen hundred dollars (\$1500);
 - legal action;

V. Appeals

1. Ordinary Appeals

- 1.1 If a Group feels that any decision other than de-ratification by the Budget and Finance Committee is unjust, the option exists for the group to request an appeal before University Students' Council by notifying the Vice-President Operations and Finance.
- 1.2 University Students' Council has the right to grant or deny the appeal by a majority vote.
- 1.3 The appeal must be made within fourteen (14) days of the notification of the committee's decision.

2. De-Ratification Appeals

- 2.1 If the Group that has been de-ratified feels that the action is unjust, it can launch an appeal against this action by notifying the Vice-President Operations and Finance and Vice-President Student Affairs.
- 2.2 If the Vice-President Operations and Finance and Vice-President Student Affairs find the appeal to be of merit, the group launching the appeal must make a presentation to the University Students' Council in order to present their case to remain a campus group at the next meeting.
- 2.3 University Students' Council has the right to grant or deny the appeal by a two-thirds (2/3) majority vote of those present.
- 2.4 If University Students' Council upholds the verdict of the Budget and Finance Committee, the group will remain de-ratified and can neither reapply for ratification nor launch another appeal.

Contact Information: Vice-President Operations and Finance 966-6967

Policy Authority		Budget and Finance Committee	
<u>Approvals</u>	<u>Board/Committee</u>	<u>Date</u>	<u>Motion</u>
Amended	Executive Committee	15/05/01	EXEC03
Amended	Executive Committee	02/07/01	EXEC19
Amended	Executive Committee	02/10/01	EXEC46
Amended	Operations and Finance Board	26/03/02	OFB34
Amended	Executive Committee	28/06/02	EXEC
Amended	Operations and Finance Board	28/10/02	OFB09
Amended	Executive Committee	18/06/03	EXEC05
Amended	Executive Committee	09/03/03	EXEC33
Amended	Operations and Finance Board	10/03/06	OFB55
Amended	Executive Committee	12/05/08	EXEC02
Amended	Operations and Finance Board	05/11/09	OFB18
Amended	Operations and Finance Board	01/04/11	OFB39
Amended	Executive Committee	30/05/11	EXEC06
Amended	Executive Committee	15/09/11	EXEC51
Amended	Budget and Finance Committee	02/04/12	BFC111
Amended	Budget and Finance Committee	05/11/12	BFC007
Amended	Executive Committee	13/02/14	EXEC038
Amended	Executive Committee	09/06/15	EXEC012
Amended	Executive Committee	08/28/15	EXEC028
Amended	Executive Committee	09/15/15	EXEC038
Amended	Budget and Finance Committee	10/30/15	BFC012
Amended	Budget and Finance Committee	01/18/16	BFC018