Preamble

The University of Saskatchewan Students’ Union (‘the USSU’) operates to meet the wide array of academic and non-academic needs and interests of undergraduate students. This policy exists to standardize and streamline the manner in which the USSU 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 obligations a group holds to the USSU and to its members.
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Definitions

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

Campus Group: any student organization, including Constituency Groups and Campus Clubs. Campus Groups can be described more specifically as:

Constituency Group: a student organization that represents all students enrolled in their college, all International students or all Indigenous Students.

Campus Club: a student group that represents a particular interest among the members of the USSU. These interests may relate to an academic program or non-academic interests.

Course based club: A student organization associated with an academic course where students may enroll in multiple successive terms.

Sporting Club: a student group whose main purpose is to organize around the playing of a particular sporting activity.

General Operating / Administrative Costs: any costs incurred by your group that cannot be clearly linked to a project or initiative. This includes expenses for meeting material printing, stationery items, website domain and hosting, banking fees, or other day-to-day expenses.

Good Standing: The group has a history of activity free from harassment, misconduct, legitimate complaints, and has no outstanding debts with the USSU.

New Group: a group that has not been ratified with the USSU in the past five years, and has a significantly different membership and mandate from other student groups ratified with the USSU.

Ratification: the process of applying and being approved for ratification for a group’s first year of operations, or if an existing group had not applied or been approved for ratification in the previous year. Once approved, the club is considered a subsidiary of the USSU.

Renewal: the process of applying for ratification if the club had been successfully ratified the previous year.
Section 1 - Ratification

Ratification is the process of giving official recognition of the relationship between a student group and the USSU. Fully ratified groups are considered subsidiaries of the USSU. As such, ratified groups are entitled to all of the benefits outlined below.

1. General

1. In accordance with the fiscal year of the USSU, ratification of a campus group shall expire on April 30 of each year.
2. The VPOPFIN may extend benefits of provisional ratification to a group no later than September 15 on the condition that the group was ratified in the previous academic year, and maintained good standing.
3. Applications for ratification renewal and first time ratification may be submitted beginning May 1 of each year. Applications will be accepted until the end of the academic year.

2. Benefits

The following benefits are inherent with ratification:

1. Association with the University of Saskatchewan Students' Union
2. Coverage General Liability Insurance ($5,000,000)
3. Access to the Campus Club Space
4. Free space bookings in the Arts Tunnel, the Campus Club Space and North Concourse in Place Riel, Louis’ and Louis’ Loft
5. Ability to book space on University of Saskatchewan Saskatoon campus
6. Discounted services at XL Print and Design
7. Free advertising (USSU TV’s and sandwich boards)
8. Resources, training, and guidance from the USSU.

The following benefits may be applied for:

1. Financial support through cash sponsorship
2. Cash credit at the USSU’s businesses and services
3. Beverage product through Pepsico.

Provisional Ratification

Provisional ratification provides limited resources to support the initial activities of the group. Groups that are granted provisional ratification may enjoy the following benefits:

1. Association with the University of Saskatchewan Students’ Union
2. Coverage General Liability Insurance ($5,000,000)
3. Access to the Campus Club Space
4. Arts Tunnel Bookings
5. Resources, training, and guidance from the USSU.

Provisional ratification is granted after the approval of materials described in Appendix A and lasts for 28 days. If the group has not taken action to become fully
ratified after four weeks, the group will no longer be entitled ratification benefits until orientation and payment are completed.

**Full Ratification**

Full ratification is granted after the group has completed all orientation and training requirements as explained in Appendix A and has paid the prescribed fees per Section 1.5. Fully ratified groups enjoy all benefits described in Section 1.2.

### 3. Eligibility

1. Groups must meet the following criteria to be approved for ratification with the USSU:
   a. The group must have a minimum of 12 members.
   b. The group must maintain a minimum of 75% undergraduate membership.
   c. The group must have an executive of 4 or more people, all of whom must be members of the USSU.
   d. The group must have a governing document (Constitution or Bylaws) that adheres to the guidelines set out in the USSU’s sample campus group constitution.
   e. The group must not have outstanding debts with the USSU.
   f. The group must maintain a bank account in the legal name of the group that must be separate from financial activity of any members or external organization, including national or parent organizations.
   g. The group must intend to carry out activities that do not infringe any federal, provincial, municipal laws, university or USSU policies and which will not interfere with the ordinary course of business at the university, nor infringe on the rights and privileges of others.
   h. The group must have a clearly defined purpose. This purpose must not conflict with the Mission, Vision or Values statements of the USSU or the operations of the USSU and any of the USSU’s centres, businesses, or services.
   i. The group must not have a mandate or sole purpose of event planning, including but not limited to, events such as festivals, ceremonies, competitions, parties, or conventions.
   j. Groups that employ paid staff or are organized for the purpose of university administration programming are not considered student groups and will not be ratified by the USSU.

2. The USSU has the ability to deny a group of ratification if:
   a. The group's stated objectives or activities or the manner of carrying out its activities have in the past or could, by their very nature, lead to justifiable complaints under University or USSU policies and procedures and/or municipal bylaws, Provincial or Federal statutes or regulations, or have or would expose the USSU, or students to unacceptable risk;
   b. The group tolerates, allows or encourages its members or executive to engage in any violation of the Standard of Student Conduct when acting on behalf of or as a representative of the Student Group.
4. **Application**

The ratification process is managed by the USSU Vice-President, Operations and Finance. Please contact the VP or relevant staff for assistance with application.

The list of ratification requirements are included in Appendix A. These requirements must be submitted through the online application form:

1. Applications for ratification renewal and first time ratification may be submitted beginning May 1 of each year. Applications will be accepted until the end of the academic year.
2. Applications are approved by the VP Operations and Finance and are reported to the Budget and Finance Committee. The BFC can overturn the VP’s decision to approve or deny with a ⅔ majority vote of the committee. The Budget and Finance Committee holds the right to deny ratification of any group at their discretion.
3. Groups may appeal decisions made by either the VP OPFIN or the BFC as outlined in section 5.2.

Note: There is no deadline for application submission. However, it is recommended to ratify as early as possible to receive maximum benefits from the USSU.

5. **Fees**

Groups will be prompted to pay a ratification fee upon approval of their application. Fees are determined by the size and nature of your group. Incentives are given to groups that submit complete document sets for ratification renewal. Discounted rates for early renewal are outlined below.

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<tr>
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<td>1000 +</td>
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<td>New Group</td>
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<td>$0</td>
</tr>
</tbody>
</table>

Note: Constituency Association size is measured by undergraduate enrollment, as published in the most recent University of Saskatchewan Census.
Section 2 - Insurance

One of the functions of the USSU is to facilitate Campus Group insurance needs. As a benefit of ratification, groups are covered by the USSU Commercial General Liability and Sports Inclusion Insurance Policies. These policies cover general operating activity of the group and on campus events, unless otherwise notified.

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

In the event that an insurance claim is made on behalf of a ratified student group, the student group will pay the entire deductible. If damages must be paid by the USSU as a result of the group's activity, the group will be charged and/or sanctioned.

Note: It is important to remember that Campus Groups are not covered for any events that have not been approved by the USSU during the ratification process, or through separate application.

1. Extensions

Activities planned to happen off the University of Saskatchewan Campus are not automatically covered by the USSU insurance policies. Campus Groups must apply for an extension of the USSU insurance policies for all off-campus activities.

2. Alcohol Based Events

Activities where the Campus Group has elected to serve alcohol 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 associated risk. The charge is then based on the risk of incident at the event.

Note: Campus Group Insurance does not cover pub-crawls, and these events are not endorsed by either the USSU or the University.

3. Application

Application for extension of insurance must be accompanied by:
   a. Rental agreements for venue, equipment, land or other property
   b. Gaming Permits, if required
   c. For events with alcohol
      i. Liquor permits
      ii. Catering agreements / food serving plans
      iii. Volume of beer, wine and spirits being purchased/served at the event
      iv. Number of serving staff and proof of ‘Serve it Right’ training.
      v. Transportation plans
4. **Fees**

The fee structure is a base fee of $25.00 and 50 cents per student to a maximum of $500.00. On-Campus events are charged a base fee of $25.00 with no additional charge per student.

Insurance fees are assessed using the following schedule:

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<th>Alcohol served</th>
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</thead>
<tbody>
<tr>
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<td>$25</td>
</tr>
<tr>
<td>Off - Campus</td>
<td>$25</td>
<td>$25 for the first 50 attendees +</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$0.50 /attendee thereafter, to a maximum of $500.</td>
</tr>
</tbody>
</table>

Note: Reimbursements will not be issued for insurance expenses upon the cancellation of an event.
Section 3 - Campus Group Grants

The USSU understands the importance of a thriving, vibrant campus group community. Campus Group Grants are available to student groups to support their work and contributions to the student experience. While USSU funding can help a great deal, it is not intended to completely subsidize all costs incurred by a group. Groups are encouraged to become financially sustainable through collection of modest membership fees, event revenue, and external grants and sponsorship.

1. Eligibility

All USSU Ratified Campus Groups in good standing with no outstanding debts to the USSU, are eligible to apply for funding. If a funding request is submitted prior to the end of the Academic Year for an event to be held within the first twenty-one (21) days of the next Academic Year (May 1 - May 21), Campus Groups are eligible to receive funding on the basis of their previous year’s ratification status.

The USSU does not disburse funds for:
   a. direct donation to charity (either for the organization or for other causes),
   b. the cost of alcohol served at any event,
   c. the general operating and administrative costs of the organization,
   d. graduation banquets,
   e. travel expenses.

Preference is given to applications that show environmental, social, and financial responsibility. The funds must not be for the direct personal benefit of a few individuals but must be used towards serving the membership of the organization and the student community that the group serves.

2. Grant Options

There are a number of grants to satisfy the needs of campus groups and to encourage programming and key areas of importance.

Project and Initiative Grant

Purpose
The Project and Initiative Grant is available to campus groups taking on special programming that helps achieve their mission, complements the USSU’s values, and enhances the student experience.

Amount Available
Student groups are entitled to a maximum combined total of $1,000 per academic year. This sponsorship may be used in the following way:

- **Business Credit (up to $1,000 per year)** - Groups may apply for credit at XL Print and Design, Louis’ and Louis’ Loft. Alcohol costs will not be covered by this credit.
- **PepsiCo (up to $500 per year)** - Groups may request Pepsi products from the USSU.
- **Cash Sponsorship (up to $500 per year)** - Groups may apply for reimbursement of cash expenses. Purchases requiring reimbursement must be made after a notice of approval has been issued by the VPOPFIN. These expenses will be reimbursed to the group following delivery and review of all related receipts, invoices and proof of payment.

Note: The kinds of sponsorship described above can be used independently, or can be combined. Your group is entitled to $1,000 in sponsorship through the Project and Initiative Grant.

**Equity, Diversion and Inclusion Grants**

The USSU supports and encourages the work of student groups in key areas of importance. These grants are available in addition to the $1,000 available through the Project and Initiative Grant. These grants are available to groups that have mandates or membership that highlight these communities, and all other student groups that develop programming in these areas:

- Gender and sexually diverse students (maximum $500 per group per year)
- International students (maximum $500 per group per year)
- Indigenous students (maximum $500 per group per year)
- Students with disabilities (maximum $500 per group per year)

EDI grants are competitive and will be allocated equitably at the discretion of the Budget and Finance Committee.

**Sustainability Grants**

Student groups are encouraged to maintain environmentally sustainable operations. To support this, groups are welcome to apply to the USSU Sustainability Fund. Applications for this grant are coordinated by the Vice President Student Affairs and are governed by the USSU Sustainability Policy.

3. **Application Review**

Decisions to approve or deny funding will be made by the VPOPFIN and the Budget and Finance Committee using the criteria outlined in Appendix B.

Decision making must follow these privileges and requirements

1. All funding decisions must be reported to the University Students’ Council through meeting minutes.
2. Applications that are in breach of USSU or University of Saskatchewan policy may be disqualified by the VPOPFIN. Disqualifications must be reported to the Budget and Finance Committee
3. The VPOPFIN has the authority to approve up to $100 in funding. These decisions must be reported to the Budget and Finance Committee at the next possible meeting. These decisions can be overruled by ⅔ majority vote of the committee, excluding the VPOPFIN.
4. In addition to the other application requirements, funding applications in excess of $500 must include a presentation to the Budget and Finance Committee unless otherwise indicated by the committee.

5. The VPOPFIN and Budget and Finance Committee have complete discretion to allocate the amount of funding they deem appropriate for each application based on the prescribed criteria while not exceeding funding maximums (i.e. the amount of sponsorship a group receives may be greater or less than the application amount).

6. Decisions made by the Budget and Finance Committee and the VPOPFIN may be appealed as described in Section 5.

4. **Terms and Conditions of Sponsorship**

   **Obligations of the Student Group**
   - Funding must be used for the project or initiative indicated on the ‘Approved Cost Form’ and must be appropriate to expenses proposed in the funding application. Failure to comply with the intended use of sponsorship constitutes fraud and justifies action under Section 4.2 - Infractions.
   - The student group must agree to credit the USSU as a sponsor in all advertising and sponsorship acknowledgements. The group may provide complimentary invitations to the event. The following materials will be made available to help show the USSU’s support.
     - 11”x17” Posters
     - Vinyl Banner and stand (must be returned after event)
     - USSU branding package (logo files and other collateral)
     - USSU recognition will be included on materials printed using XL credit.
   - The group agrees to prepare a funding report using the template provided.
   - The group agrees to submit all relevant receipts, invoices, and proof of payment in a timely manner. Failure to submit adequate documentation will result in forfeiture of funding.

   **Obligations of the USSU**
   - The USSU agrees to provide products and services through its businesses and operations as per the sponsorship agreement.
   - The USSU agrees to review all reported expenses and provide reimbursement for all eligible expenses.

5. **Retroactive Funding**

   Groups are encouraged to apply for funding far in advance as possible. If a group is unable to follow the application procedure, they are able to ask for reimbursement of expenses after their project or initiative is completed. These requests will be reviewed on a case-by-case basis by the Budget and Finance Committee. Should the committee decide to approve funding, reimbursement must not exceed 50% of the applied expenses. This deduction is to encourage groups to follow the funding application procedure and to compensate the USSU for forgone sponsor recognition.
**Section 4 – Conduct**

The USSU supports the activity of campus groups in all areas of interest. The expectations of student behaviour are described in a number of policies. A list of relevant policies and legislation is provided in Appendix C.

1. **Standard of Conduct**

   Student Groups must intend to carry out activities that do not infringe any federal, provincial, municipal, or university regulations. Campus Groups must not interfere with the ordinary course of business at the USSU, the University, and must not infringe on the rights and privileges of others. Student groups and their members are expected to conduct themselves in accordance with the following principles as defined by the University of Saskatchewan’s Standard of Student Conduct in Non-Academic Matters and Procedures for Resolution of Complaints and Appeals:
   - Freedom of Expression
   - Mutual Respect and Diversity
   - A Commitment to Non-violence
   - A Commitment to Justice and Fairness
   - Security and Safety
   - Integrity

   The following behaviours constitute a breach of the standard:
   - Harms or threatens to harm members of the University community, including students, faculty, or other staff of the University;
   - Disrupts or threatens to disrupt any of the activities of the University;
   - Harms or threatens to harm the property of the University;
   - Violates the policies, procedures or rules of the university; or
   - Abuses or shows disrespect for the processes of the Standard.

2. **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, USSU policy, university policy, or is otherwise deemed to be unfit for an inclusive, welcoming, and open social environment, the USSU reserves the right to take action against said group. In particular, each student has the right to not be harassed or otherwise made to feel discomfort by another student.

**Complaints**

All complaints against a ratified campus group must be filed in writing with the Vice-President Operations and Finance. Complaints are reviewed by the VPOPFIN and are referred to the Budget and Finance Committee or the University Secretary, depending on the nature of the infraction.

**Disciplinary Measures**

If the Budget and Finance Committee deems the infraction to be of a serious enough nature, the committee may impose disciplinary measures at their discretion. In addition to the following examples, the committee may develop alternative penalties or requirements appropriate to the infraction.
- 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.
Section 5 - Appeals

1. **Ordinary Appeals**
   
   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 the Executive Committee by notifying the Vice-President Operations and Finance.
   2. University Students’ Council has the right to grant or deny the appeal by a majority vote.
   3. The appeal must be made within fourteen (14) days of notification from the Committee.

2. **De-Ratification Appeals**
   
   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 in writing.
   2. The appeal must be reviewed by the President and the VP Student Affairs, with the VP Academic acting as an alternate if there is a conflict of interest. If the two executive members reviewing the case find the appeal to be of merit, the appeal may proceed.
   3. The group launching the appeal must present their case to the University Students’ Council where the decision to grant or deny the appeal by a two-thirds (2/3) majority vote of USC members present.
   4. If the 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.
Section 6 - Appendices

Appendix A - Ratification Application Requirements

Provisional Ratification

Groups must submit the following information to be considered for ratification and renewal.

1. The most recent set of governing documents
   a. Constitution / Bylaws
   b. Articles of incorporation (if registered as a non-profit)
   c. Additional Policies

2. A list of all members in the group including the following information for each member.
   a. Name
   b. Position / role in group
   c. Year and program
   d. Student number
   e. Email address

3. A comprehensive list of all social, athletic and academic events planned.

4. Bank statements for all accounts maintained by the group.

5. Names and positions of all people with signing authority

6. Summary of Revenue and expenses for the year.

Full Ratification

Following provisional ratification, information on Group Orientation and Leadership Sessions (GOALS) will be given to executive members. These sessions provide essential orientation and training that help ensure an easy and successful year for the group. Topics covered in training may be altered from year to year in response to changing training needs. Modules may be compulsory or elective at the discretion of the VPOPFIN and may include topics of sexual assault prevention, financial management, internal controls, governance, accountability, cultural education, sponsorship, value generation, and risk management. Satisfactory completion of GOALS includes:

- 50% or more of the executive has completed GOALS
- Both group leader and treasurer have completed GOALS
- Successful completion is defined as a grade of 80% or greater on module assessments

Groups will be considered fully ratified after the group has successfully completed GOALS and has paid the ratification fee.
Appendix B - Funding Application Assessment Criteria

Funding applications will be assessed using the following criteria:

1. Impact on Students
   a. Does this application have significant benefit to students within the group, students within the community that the group serves, and the broader undergraduate community?

2. Impact on the Group
   a. Does this application clearly support the mandate of the group?
   b. Does this application support innovation, creation and change within the group?
   c. Does this application support the success of the group in future years?
   d. Does this application clearly explain assessment plans and relevant measures of success?

3. Alignment with USSU
   a. Does this application align with the mission, vision and values statements of the USSU?
   b. Does this application support environmentally responsible and ethical behaviours?
   c. Does this application support marginalized students?

4. Financial Responsibility
   a. Does this application support financially sustainable operations for the campus group?
   b. Is the amount requested appropriate for the number of students being impacted?

5. Application quality
   a. Does the application material support informed decision making by the committee? (is application material thoroughly specific and relevant)
   b. Does this Application identify sources of risk and outline strategies to limit exposure?
   c. Does this application explain how the group will implement their plan?
Appendix C - Relevant Policies, Legislation and Resources

USSU Policies
- Campus Groups Policy
- Sustainability Policy
- Privacy Policy
- Free Speech Policy
- Space Booking Policy

University of Saskatchewan Policies
A full list of the University’s policies is available at policies.usask.ca. Campus Groups, as with all members of the campus community, must follow all University policies. The policies that are relevant to most campus groups are listed below.

- Space Allocation Guidelines
- Discrimination and Harassment Prevention Policy
- Sexual Assault Prevention Policy
- Violence Prevention Policy
- Smoking, Alcohol, and Substance Policy
- Smudging and Pipe Ceremonies Policy
- Data Management Policy
- Logo and Secondary Logo Use Policy
- Non-Commercial Use of the University Trademark
- Student Advertising and Publicity
- Standard of Student Conduct in Non-Academic Matters and Procedures for Resolution of Complaints and Appeals
- University of Saskatchewan Student Discipline Policy

Legislation
- Saskatchewan Human Rights Code
- Personal Information Protection and Electronic Documents Act
- Local Authority Freedom of Information and Protection of Privacy Act

Other Certification
- Serve it right
- Liquor permits
- Gaming permits
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<td>11/29/2018</td>
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