



<b>Policy Name:</b>	<b>Campus Groups Operations Policy</b>		
<b>Category:</b>	<b>Campus Groups</b>	<b>Policy #</b>	<b>CG-2</b>

## 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

## 1. Definitions

**Campus Group:** any student organization, including Constituency Groups and Campus Clubs. Campus Groups can be described more specifically here but not limited to:

**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 primary purpose is to organize around the playing of a particular sporting activity.

**Cultural Club:** a student group whose primary purpose is to organize events to promote cultural diversity

## **2. Campus Group Privileges**

### **2.1. Financial Support**

- Campus group funding
- Discounted services at XL Print and Design
- Cash credit at the USSU's owned businesses and services
- Financial support through cash sponsorship

### **2.2. Administrative Support**

- Resources, training, and guidance from the USSU to operate a campus group.
- Mailbox
- Web and Email
- Cloud Storage
- Help in conducting election

### **2.3. Space Booking Services**

- Access to the Campus Club Space
- Free space bookings in the Arts Tunnel, the Campus Club Space and North Concourse in Place Riel, Louis' and Louis' Loft
- Ability to book space on the University of Saskatchewan Saskatoon campus. USASK space booking guidelines will be followed.
- Equipment rentals

### **2.4. Training and workshops**

### **2.5. Promotional support**

- Free advertising for an event
- Clubs group upcoming Event Board
- Promoting ticket sales at USSU information centre.

### **2.6. Insurance**

- Association with the University of Saskatchewan Students' Union
- Coverage General Liability Insurance (\$5,000,000)

### **2.7. Beverage products through USSU partners**

- Food and beverage ordering at USSU owned Louis' and Louis loft for student events.

### **2.8. Co-Curricular Record (CCR) Credit**

- CCR credit will be given to executive members of the campus groups. The final decision on CCR will be made by VP Operation and Finance.

### 3. Eligibility

3.1. Groups must meet the following criteria to be approved for ratification with the USSU:

- The group must have a minimum of 15 members.
- The group's membership must maintain a minimum of 75% undergraduate students.
- The group must have an executive of 4 or more people, all of whom must be members of the USSU.
- The group must have a governing document (Constitution or Bylaw) that adheres to the guidelines set out in the USSU's sample campus group constitution.
- The group must not have outstanding debts with the USSU.
- The group must maintain a bank account in the group's legal name that must be separate from any member or external organization's financial activity, including national or parent organizations.
- The group must intend to carry out activities that do not infringe any federal, provincial, or municipal laws; University of Saskatchewan policies or governing documents; or the USSU Bylaw and policies.
- The group must not interfere with the ordinary course of business at the University or infringe on the rights and privileges of others.
- The group must have a clearly defined purpose. This purpose must not conflict with the Mission, Vision or Value statements of the USSU or the operations of the USSU and any of the USSU's centres, businesses, or services.
- 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.
- Groups that employ paid staff or are organized for university administration programming are not considered student groups and will not be ratified by the USSU.
- Groups must have a different membership and mandate from other student groups ratified with the USSU in order to be considered for ratification

***Prior to proceeding with the ratification process, please review the preceding eligibility section and ensure that your group meets the criteria.***

#### **4. Ratification**

- 4.1.** 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 in the \_.
- 4.2.** The ratification process is managed by the USSU Vice-President Operations and Finance. Please contact the Vice-President Operations and Finance or relevant staff for assistance with an application.
- 4.3.** The USSU holds the right to deny a group for ratification if the campus group does not fully meet the eligibility requirements.

#### **5. General**

- 5.1.** In accordance with the fiscal year of the USSU, ratification of a campus group shall expire on April 30 of each year.
- 5.2.** The VP Operations and Finance 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 a good standing.
- 5.3.** Applications for ratification may be submitted beginning May 1 of each year.
- 5.4.** Applications will be accepted until the end of the academic year.
- 5.5.** Applications are approved by the Vice President Operations and Finance and are reported to the Campus Groups Committee. The Campus Groups Committee may overturn the Vice President Operations and Finance's decision to approve or deny a ratification with a  $\frac{2}{3}$  majority vote of the Campus Groups Committee. The Campus Groups Committee holds the right to deny ratification of any group at their discretion.
- 5.6.** Campus Groups may appeal decisions made by either the Vice President Operations and Finance on the Campus Groups Committee as outlined in section \_

## **6. Ratification Application Requirements**

- 6.1.** Groups must submit the following information to be considered for ratification and renewal through an online application at CGMS.
- 6.2.** The most recent governing documents
- Constitution / Bylaws
  - Articles of incorporation (if registered as a non-profit)
  - Additional Policies
- 6.3.** A list of all members in the group including the following information for each member:
- Name
  - Position / role in group
  - Year and program
  - Student number
  - Email address
- 6.4.** A comprehensive list of all events/ meetings planned.
- Minimum one event per semester
  - Minimum two executive meetings per semester
  - Minimum one annual general meeting in an academic year
- 6.5.** Bank statements for all accounts maintained by the group.
- 6.6.** Summary of Revenue and expenses for the year.
- 6.7.** Updated information of executives, following information must be submitted.
- Name:
  - Position / role in group
  - Year and program
  - Student number
  - Email address
  - Bio of each Executive member
  - Phone number and address (mandatory for president and treasurer)
  - Photograph of each Executive member
  - NSID
- 6.8.** PAWS announcement of the election result(screenshot/pdf)
- 6.9.** Group Details
- Groups official name
  - Official Abbreviation used by campus group
  - About, Mission, Vision
  - Official logo

- Membership form link (if existing)
- Website, facebook, or any social media link
- Photos of previous events

**6.10.** Mandatory Campus Group survey

- During ratification application
- Fall (CAMPUS CLUB WEEK)
- Winter (CAMPUS CLUB WEEK)

**6.11.** Consent Forms

- Terms and conditions
- Consent to use information on USSU website

**6.12.** Checklist form

- Any incomplete application with respect to the checklist form will not be considered for review by VP Operation and Finance and Campus group committee.

**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.

\* All documents should be up to the date.

## **7. Provisional Ratification**

**7.1.** Provisional ratification provides limited resources to support the initial activities of the group.

**7.2.** 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.

**7.3.** Provisional ratification is granted after the approval of materials described in section 6 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.

## 8. Full Ratification

**8.1.** Full ratification is granted after the group has completed all orientation and training requirements as explained in section 8.2 and has paid the prescribed fees per section 9. Fully ratified groups enjoy all privileges/benefits described in section 2.

**8.2.** 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 VP Operations and Finance 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

**8.3.** Groups will be considered fully ratified after the group has successfully completed GOALS and has paid the ratification fee enlisted in the section.

## 9. Fees

**9.1.** 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.

<b>Group Size</b>	<b>Submission date: May 1 - July 31</b>	<b>Submission date: August 1 - April 30</b>
0 - 500	\$50	\$100
500-1000	\$100	\$200
1000 +	\$175	\$350
Sporting Group	\$100	\$200
New Group	\$0	\$0

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

## **10. De-ratification**

- 10.1.** De-ratification is the process to officially cease a USSU ratified campus group's account and all of their entitled benefits as outlined in this campus group policy.
- 10.2.** The committee that oversees Campus groups, the Campus Groups Committee, may de-ratify a campus group on the basis of any of the following (but not limited to):
1. Violation of any Campus Groups policies, the USSU Bylaw, or any other USSU policy.
  2. Harms or threatens to harm members of the University of Saskatchewan Community, including: students, faculty, USSU staff, or other staff of the University, guests of the USSU and guests of the University;
  3. Disrupts or threatens to disrupt any of the activities of the University; - Harms or threatens to harm the property of the University;
  4. Abuses or shows disrespect for the processes of the Standard.
  5. Promoting discrimination, contempt or hatred of any group or person based on their sexual identity, gender identity, age, religion, faith, disability, national, ethnic origin, immigration status, socio-economic status, class, language, or any similar factor.
  6. Falsification/ Misrepresentation of any documents submitted to USSU for the purpose of events funding, ratification or similar purposes.
  7. Did Not follow up with the response to a complaint submitted by USSU VP Operations and Finance within 4 days from the date of notice.
  8. Missed the appeal hearing with CGC without a 48 hours prior notice.
  9. Non-disclosure of a significant conflict of interest;
  10. Misuse of Club funds or financial transactions in a manner not communicated to the Executives or members of the Club;
  11. Commitment of an act that negatively affects the interests of the Club and/or its members;
  12. 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;
  13. The group tolerates, allows or encourages its members or executive to engage in any violation of the Standard of Student



Conduct or campus group policy when acting on behalf of or as a representative of the Student Groups

#### 14. Online behaviour

### **10.1 Process of de-ratification**

1. All the official complaints regarding campus groups must be submitted to VP Operations and Finance in written format.
2. VP Operations and Finance will submit all the complaints to the Campus group committee or the University secretary, depending upon the nature of the complaint.
3. Invitation for appeal will be submitted to the appellant and respondent (campus group or members) to appeal in-person to the campus group committee within 7 days after receiving the official complaint.
4. VP Operations and Finance will invite appellant and respondent to present their case in front of the Campus group committee.
5. Appellant has only one chance to miss the hearing by submitting an official notice within 48 hours of the hearing with justified reasoning to VP Operations and Finance.
6. Respondents and appellant have the right to present themselves in front of CGC with all necessary evidence.
7. Campus group committee will review the complaint and will make one or more of the following decisions:
  - a. Notice of final warning of misconduct.
  - b. Provisional de-ratification
  - c. Permanent de-ratification
  - d. Request for official apology letter to USSU and appellant CG
  - e. A fine of up to \$1500
  - f. Legal actions
8. VP Operations and Finance in consultation with CGC need to prepare a Formal notice of the decision within 10 days of the hearing.
9. A formal notice of decision needs to be submitted by VP Operations and Finance to the appellant and respondent CG and CGC within 14 days of the hearing.

After de-ratification VP Operations and finance will:

1. Ensure Appellants CG account under CGMS is deactivated
2. CG is removed from all USSU's online and offline presence
3. Notice of outstanding fund return to be submitted to respondent CG
4. All USSU benefits will be ceased
5. The Campus group will no longer be a USSU affiliated/ subsidiary Campus club.

After de-ratification the Campus group can:

1. Make an official appeal to the Executive committee by notifying the VP operations and finance in writing within the 15 day, after receiving the Notice of decision.
2. The Executive Committee with a majority vote can proceed the appeal to USC.
3. The appellate Campus Group must present their case to the University Students' Council where the decision to grant or deny the request by 2/3 majority vote of USC members present.
4. University Students' Council has the right to grant or deny the appeal by majority vote of USC members if the appellant fails to attend the appeal.
5. If the USC upholds the verdict of the Campus Groups Committee, the group will remain de-ratified and can neither re-apply nor launch another appeal.
6. The VP Operations and Finance will submit a draft of the Decision letter to USC within four days and a final decision letter to the appellant within 15 days of hearing at USC with justified reasoning behind the decision.

<b>Contact Information:</b>	Vice-President Operations & Finance: (306) 966-6967		
<b>Policy Authority:</b>	Campus Groups Committee		
<b>Approvals</b>	<b>Board/Committee</b>	<b>Approvals</b>	<b>Motion</b>
Adopted/Created	Executive Committee	06/18/2021	EXEC005