



<b>Policy Name:</b>	<b>Campus Groups Administration Policy</b>		
<b>Category:</b>	<b>Campus Groups</b>	<b>Policy #</b>	<b>GC-1</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 provides an overview of what a Campus Group is.

## 1. 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 two-thirds 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 particular sporting activity.

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

**General Operating / Administrative Costs:** any costs incurred by a 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 (according to USSU CG policy section xyz-deratification), 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.

**De-ratification:** 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.

**Renewal:** the process of applying for ratification if the club had been successfully ratified the previous year.

## 2. General Responsibility

The Vice-President Operations and Finance shall be responsible for overseeing, managing, administrating, and maintaining relations with all campus Groups.

## 3. Campus Group

A USSU group is a society, organization, association, or club of the USSU that attains recognition in accordance with the Campus Group Policies.

USSU Groups shall:

- Be recognized by the USSU;
- Operate in accordance with all relevant University of Saskatchewan policies;
- Operate in accordance with all relevant USSU bylaws and operating policies;
- Access privileges in accordance with the Campus Groups Operations policy where appropriate;
- Perform duties in accordance with the Campus Groups Operations Policy;

#### **4. Campus Group Membership**

- Membership in groups shall be open to all USSU members;
- Exceptions may be made where granting membership jeopardizes the integrity of the club's purpose.
- The Clubs Administrator shall determine such exceptions in consultation with the campus groups Executive on a case-by-case basis.
- The Vice-President Operations and Finance shall hold an ex-officio seat on the Executive or coordinating body of all campus groups.
- Membership requirements and privileges must be clearly stated in the group's constitution.
- Non-USSU members may hold group membership upon invitation from the group;
- Non-USSU members may not hold Executive office or any position which gives them authority to expend USSU Group funds;

#### **5. Relevant Policies, Legislation and Resources**

##### **5.1 USSU Policies**

- Campus Groups Policies (1-5)
- Sustainability Policy
- Privacy Policy
- Free Speech Policy
- Space Booking Policy

##### **5.2 University of Saskatchewan Policies**

A full list of the University's policies is available at [policies.usask.ca](http://policies.usask.ca). Campus Groups, as with all members of the University 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

### 5.3 Legislation

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

### 5.4 Other Certifications

- Serve it right
- Liquor permits
- Gaming permits

<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



<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



<b>Policy Name:</b>	<b>Campus Groups Insurance Policy</b>		
<b>Category:</b>	<b>Campus Groups</b>	<b>Policy #</b>	<b>CG-3</b>

## Preamble

As a subsidiary of the USSU, Campus Groups are covered by the USSU Commercial General Liability and Sports Inclusion Insurance. This policy outlines Campus Groups responsibilities for the Insurance.

## 1. Insurance

- 1.1. 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 the general operating activity of the group and on-campus events unless otherwise notified.
- 1.2. 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.
- 1.3. If two-thirds of an insurance claim is made on behalf of a ratified student group, the student group will pay the entire deductible. If the USSU must pay damages due to 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 the USSU has not approved during the ratification process or through separate applications.

## 2. Extensions

- 2.1. 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** during the event proposal to VP Operations and Finance or Campus group committee.

### 3. Alcohol-Based Events

3.1. 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 the 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.

### 4. Application

4.1. Application for extension of insurance must be accompanied by:

4.1.1. Rental agreements for a venue, equipment, land or other property

4.1.2. Gaming Permits, if required

4.1.3. For events with alcohol

- Liquor permits
- Catering agreements/food serving plans
- Volume of beer, wine and spirits being purchased/served at the event
- Number of serving staff and proof of 'Serve it Right' training.
- Transportation plans

### 5. Fees

5.1. 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.

5.2. Insurance fees are assessed using the following schedule:

	No Alcohol	Alcohol served
On-campus	No Application Required	\$25
Off-Campus	\$25	\$25 for the first 50 attendees + \$0.50 /attendee after that, to a maximum of \$500.

**Note:** Reimbursements will not be issued for insurance expenses upon the cancellation of an event.

<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>
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<b>Policy Name:</b>	<b>Campus Groups Grants Policy</b>		
<b>Category:</b>	<b>Campus Groups</b>	<b>Policy #</b>	<b>CG-4</b>

## **Preamble**

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 subsidize all costs incurred by a group completely. Groups are encouraged to become financially sustainable through a collection of modest membership fees, event revenue, and external grants and sponsorship.

## **1. Eligibility**

**1.1.** All USSU Ratified Campus Groups in good standing with no outstanding debts to the USSU are eligible to apply for funding. Suppose 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). In that case, Campus Groups are eligible to receive funding on the basis of their previous year's ratification status.

**1.2.** The USSU does not disburse funds for:

- direct donation to a charity (either for the organization or for other causes);
- the cost of alcohol served at any event;
- the general operating and administrative costs of the organization;
- graduation banquets;
- travel expenses.

**1.3.** 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. Still, they must be used towards serving the membership of the organization and the student community that the group serves.

## 2. Grant Options

2.1. There are many grants to satisfy the needs of campus groups and encourage programming and critical areas of importance.

## 3. Project and Initiatives Grant

### 3.1. 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.

### 3.2. 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. This credit will not cover alcohol costs.
- **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 VP Operations and Finance. 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 support through the Project and Initiatives Grant.

## 4. Equity, Diversion and Inclusion (EDI) Grants

4.1. The USSU supports and encourages the work of student groups in critical areas of importance. These grants are available in addition to the \$1,000 available through the Project and Initiatives 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)

**4.2.** EDI grants are competitive and will be allocated equitably at the discretion of the Campus Groups Committee. Applications for EDI grants will close in October of every academic year. The VP Operations and Finance has the right to change the deadline.

## **5. Sustainability Grants**

**5.1.** 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 of Student Affairs and are governed by the USSU Sustainability Policy.

## **6. Application Requirement**

**6.1.** In addition to the other application requirements, funding applications in excess of \$500 **must** include a presentation to the Campus Groups Committee unless otherwise indicated by the committee.

## **7. Application Review**

**7.1.** Decisions to approve or deny funding will be made by the VP Operations and Finance and the Campus Groups Committee using the funding application assessment criteria. Any incomplete application with respect to the checklist form will not be considered for review by the VP Operation and Finance and the Campus Group Committee. Notice for rejection needs to be submitted to the campus group within 4 business days.

**7.2.** The VP Operations and Finance may disqualify any applications that are in breach of USSU or University of Saskatchewan policies. Disqualifications must be reported to the Campus Groups Committee.

**7.3.** The VP of Operations and Finance has the authority to approve up to \$100 in funding. These decisions must be reported to the Campus Groups Committee at the next possible meeting. These decisions can be overruled by a  $\frac{2}{3}$  majority vote of the committee, excluding the VP Operations and Finance.

**7.4.** The VP Operations and Finance and Campus Groups Committee of USC 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).

**7.5.** All funding decisions must be reported to the University Students' Council through meeting minutes.

## **8. Terms and Conditions of Sponsorship**

### **8.1. 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 the event)
  - USSU branding package (logo files and other collateral)
  - USSU recognition will be included automatically 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.
- USSU logo need to be printed on all promotion materials

**Note:** Not following the obligations may result in no reimbursement for the proposed event or additional actions.

### **8.2. 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.

## **9. Retroactive Funding**

**9.1.** 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 Campus Groups Committee of USC. Should the committee decide to approve funding, reimbursement must not exceed 50% of the applied expenses. This deduction encourages groups to follow the funding application procedure and compensate the USSU for forgone sponsor recognition.

## 10. Appeal for Rejected Grants

**10.1.** Decisions made by the Campus Groups Committee and the VP Operations and Finance may be appealed by the campus group by submitting a formal Notice of Appeal to the VP Operations and Finance.

**10.2.** The Notice of Appeal will be submitted to the USSU Executive Committee by the VP Operations and Finance.

**10.3.** The Executive Committee will review the funding application and will make the final decision.

**10.4.** Final decisions of appeal will be submitted within USC meeting minutes.

<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



<b>Policy Name:</b>	<b>Campus Groups Conduct Policy</b>		
<b>Category:</b>	<b>Campus Groups</b>	<b>Policy #</b>	<b>CG-5</b>

## Preamble

Ensuring a safe space for all members is extremely important to the USSU. This policy outlines the standard of conduct that is expected out of groups (and their members) as subsidiaries of the USSU. It also outlines disciplinary processes for if groups are to engage in inappropriate behaviour.

## 1. Standard of Conduct

1.1. 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

1.2. The following behaviours constitute a breach of the standard:

- Harms or threatens to harm members of the University community;
- 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

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

## 3. Complaints

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

## 4. Disciplinary Measures

4.1. If the Campus Groups Committee deems the infraction severe enough, 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:

1. Notice of final warning of misconduct.
2. Provisional de-ratification
3. Permanent de-ratification
4. A fine of or up to \$1,500.00
5. Request for official apology letter to USSU and appellant Campus Group
6. Legal actions

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