



Policy Name:	Campus Groups Operations Policy		
Category:	Campus Groups	Policy #	CG-2

Preamble

The University of Saskatchewan Students' Union (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. The campus group committee reserves the right to interpret this policy as they deem reasonable.

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 representing all students enrolled in their college, including international and Indigenous students.

Campus Club: a student group that represents a particular interest among USSU members. 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 & Design
- Cash credit at the USSU owned businesses and services
- Financial support through cash sponsorship

2.2. Administrative Support

- Resources, training, and guidance from the USSU
- Mailbox
- Web and Email
- Cloud Storage
- Information regarding elections

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
- 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

- Advertising for approved events
- Upcoming events on the USSU website

2.6. Insurance

- Association with the University of Saskatchewan Students' Union
- Coverage General Liability Insurance
- Apply for additional insurance coverage

2.7. Food and Beverage

- 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 10 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 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 its legal name that is separate from any member or external organization's financial activity, including national or parent organizations.
- The group must intend to conduct 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 USSU's Mission, Vision, and Value statements or the operations of the USSU or 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 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

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

4. Ratification

- 4.1.** Ratification is the process of officially recognizing the relationship between a student group and the USSU. As such, ratified groups are entitled to all the benefits outlined in the Campus Groups policies.
- 4.2.** The ratification process is managed by the USSU Vice-President Operations and Finance. Please contact the Vice-President Operations and Finance 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 the benefits of provisional ratification to a group no later than September 15, provided 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 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. The Campus Groups Committee can deny any group's ratification at its discretion.
- 5.6.** Campus Groups may appeal decisions made by the Vice President of Operations and Finance on the Campus Groups Committee as outlined.

6. Ratification Application Requirements

- 6.1.** Groups must submit the following information to be considered for ratification and renewal through the online application process.
- 6.2.** The most recent governing documents
 - Constitution / Bylaws
A campus group must include in its constitution the process of what will happen to the group's funds if it decides to disband; this includes donating to a non-profit organization, charity, or any social cause of its choice.
 - 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. Most recent bank statements for all accounts maintained by the group.

6.6. Summary of Revenue and expenses for the year.

6.7. The following information must be included: updated information on executives.

- 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. Elections (Screenshot/pdf)

- Paws announcement introducing executive members.
- Election results, including vote totals.

Elections/Appointments must be held in accordance with the group's bylaw or constitution. If elections are not held by the group, the group will be required to explain why.

Follow the USSU election result announcement template. Groups who have not conducted elections should do so before September 30.

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. Consent Forms**
- Terms and conditions
 - Consent to use information on the USSU website
- 6.11. Checklist Form**
- Any incomplete application regarding the checklist form will not be considered for review by the VP Operation and Finance and Campus group committee.
- 6.12. Annual General Meeting**
- Annual General Meeting (AGM) minutes from the previous year. If AGM minutes are not available, groups can provide the most recent minutes or conduct an AGM by November 30.

Note: There is no deadline for application submission. However, ratifying as early as possible is recommended to receive maximum benefits from the USSU, and all documents should be up to 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 the described materials and lasts 28 days. After four weeks, if the group has not taken action to become fully ratified, it will no longer be entitled to 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. They 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 have 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 they successfully complete GOALS and pay the ratification fee listed.

9. Fees

9.1. Upon approval of their application, groups will be prompted to pay a ratification fee. The size and nature of your group determine the fee. Incentives are given to groups that submit complete document sets for ratification renewal. Discounted rates for early renewal are outlined below.

Group Size	Submission date: May 1 - Sept 6	Submission date: Sept 7 - April 30
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, published in the most recent University of Saskatchewan Census.

10. De-ratification

10.1. De-ratification is the process of officially ceasing a USSU-ratified campus group's account and all of its 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 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 or ethnic origin, immigration status, socio-economic status, class, language, or any similar factor.
6. Falsification or misrepresentation of any documents submitted to USSU for the purpose of event funding, ratification, or similar purposes.
7. The response to a complaint submitted by the USSU VP of Operations and Finance was not followed up within four days from the date of notice.
8. Missed the appeal hearing with CGC without a 48-hour 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. An 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 seven days of receiving the official complaint.
4. The VP of Operations and Finance will invite the appellant and respondent to present their cases in front of the Campus group committee.
 5. The appellant has only one chance to miss the hearing: by submitting an official notice with justified reasoning to the VP of Operations and Finance within 48 hours of the hearing.
 6. Respondents and appellant have the right to present themselves in front of CGC with all necessary evidence.
 7. The Campus Groups 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 action
 - g. Disciplinary measures as defined by the Campus Groups Committee
 - h. Loss of certain ratification privileges
 8. The VP of Operations and Finance, in consultation with the Campus Groups Committee, needs to prepare a Formal notice of the decision within ten days of the hearing.
 9. A formal notice of decision needs to be submitted by VP Operations and Finance to the appellant and respondent within fourteen days of the hearing.

After de-ratification, VP Operations and Finance will:

1. Ensure the Appellant account is deactivated.
2. The Campus Group is removed from all USSU's online and offline presence.
3. Notice of outstanding funds return to be submitted to the Campus Group.
4. All USSU benefits will be ceased
5. The Campus Group will no longer be a USSU affiliated Campus Group.

After de-ratification, the Campus Group can:

1. You can make an official appeal to the Executive committee by notifying the VP Operations and Finance in writing within 15 days of receiving the notice of decision.
2. The Executive Committee, with a majority vote, can proceed with the appeal to USC.
3. The appellate Campus Group must present its case to the University Students' Council, where the decision to grant or deny the request by a 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 the hearing at USC with justified reasoning behind the decision.

Contact Information:	Vice-President Operations & Finance: (306) 966-6967		
Policy Authority:	Campus Groups Committee		
Approvals	Board/Committee	Approvals	Motion
Adopted/Created	Executive Committee	06/18/2021	EXEC005
Amended	Campus Group Committee	11/16/2022	CGMOTION025
Amended	Campus Group Committee	04/02/2024	CGMOTION216
Amended	Executive Committee	06/26/2024	EXEC013