



<b>Policy Name:</b>	<b>Campus Groups Administration Policy</b>		
<b>Category:</b>	<b>Campus Groups</b>	<b>Policy #</b>	<b>CG-1</b>

## 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 provides an overview of what a Campus Group is. The campus group committee reserves the right to interpret this policy as they deem reasonable.

## 1. Definitions

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

**Bad Faith:** any act or series of actions that will knowingly cause financial, organizational, or social and political harm to the union, university, and wider community.

**Campus Group:** any student organization, including Constituency Groups and Campus Clubs. Campus Groups are described more specifically here, but are 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 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.

**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, and other day-to-day expenses.

**Good Standing:** The group has a history of activity free from harassment, misconduct (according to USSU CG-2, Section 10, de-ratification), 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 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 associated with 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, administering, 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;
- 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.
- 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.
- Only USSU members may hold Executive positions or any other 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 adhere to all University policies.

##### **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**

Depending on the events and activities your group plans to host, the following certifications may be required:

- Serve It Right: The provincial responsible service of alcohol program. Required for anyone involved in the sale or service of alcohol.

- Liquor permits: a document provided by the Government of Saskatchewan allowing for the sale and service of alcohol. Existing permits from the University or the host venue cover most campus group events.
- Gaming permits: a document provided by the Government of Saskatchewan allowing games of bingo, breakopen, raffle lotteries, Texas Hold 'em poker and Monte Carlo (mock casino) events to charitable organizations throughout the province.

<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
Amended	Campus Groups Committee	11/16/2022	CGMOTION024
Amended	Campus Groups Committee	11/28/2022	CGMOTION029
Amended	Executive Committee	06/25/2025	EXEC016