



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 support students in forming, operating, and developing student groups. The Campus Groups 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 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.

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.

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, 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.

2.4 Promotional Support

- Free advertising on USSU plasma screens
- Promotion for events on USSU events calendar

2.5 Insurance

- Affiliation with the USSU
- Groups are covered under the USSU's Coverage General Liability Insurance
- Groups can apply for additional insurance coverage for events occurring off campus and/or involving alcohol

2.6 Food and Beverage

- Access to a campus groups menu and preferred pricing for ratified campus groups at Louis' or Louis' Loft for student events.

2.7 Co-Curricular Record (CCR) Credit

- CCR credit will be given to executive members of the campus group upon application. The final decision on CCR will be made by the Vice-President Operations & 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, at least 75% of

- whom must be undergraduate students.
- The group must have an executive of four (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, separate from any member's or external organization's financial activity, including that of 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 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.

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

4. Ratification

4.1. Ratification is the formal process by which a student group becomes officially affiliated with the USSU. Once ratified, the group gains access to the rights, resources, and benefits outlined in the USSU Campus Groups policies.

4.2. Ratification does not imply endorsement of the group's beliefs or activities. Student groups act on their own behalf and are responsible for their own conduct, including compliance with university policies and laws.

4.3. The ratification process is managed by the USSU Vice-President Operations & Finance. Please contact the Vice-President Operations & Finance for assistance with an application.

4.4. The USSU reserves the right to deny ratification to a group if the campus group does not fully meet the eligibility requirements.

5. General

- 5.1.** In accordance with the USSU fiscal year, ratification of a campus group shall expire on April 30 of each year.
- 5.2.** The Vice-President Operations & Finance may extend the benefits of provisional ratification to a group for no longer than 28 days from the date of approval.
- 5.3.** Applications for ratification may be submitted beginning in May 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 & Finance and reported to the Campus Groups Committee. The Campus Groups Committee may overturn the Vice-President's decision to approve or deny ratification with a two-thirds majority vote. The Campus Groups Committee reserves the right to deny ratification of any group at its discretion.
- 5.6.** Campus Groups may appeal decisions made by the Vice-President Operations & Finance to the Campus Groups Committee as outlined in CG-4 and CG-5.

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 that govern the group
- 6.3.** A list of all members in the group, including the following information for each member:
 - Name
 - Student number
 - Email address
- 6.4.** A list of all executive members in the group, including the following information for each member:
 - Name
 - Position/role in group
 - Student number
 - Email address
 - NSID

- 6.5.** A tentative list of planned events and meetings
- Minimum of one event per term
 - Minimum of two executive meetings per term
 - Minimum of one annual general meeting in an academic year
- 6.6.** Most recent bank statements for all accounts maintained by the group
- 6.7.** A tentative budget for the year, using the USSU budget template
- 6.8.** Election Results (screenshot or PDF)
- Constituency Groups are expected to hold elections to remain accountable to the students they represent. Campus groups are encouraged to hold elections or explain how executives were chosen if elections are not held. Elections should be held in accordance with the group's bylaws or constitution.
- 6.9.** Group Details, including the following:
- Group's official name
 - Official abbreviation (if any) used by the group
 - A brief description of the group
 - Official logo
 - Membership form link (if existing)
 - Website or any social media links
- 6.10.** Consent Forms
- Terms and conditions
 - Consent to use information on the USSU website
- 6.11.** Checklist Form
- Any application marked as incomplete by the USSUHub checklist form will not be considered for review by the Vice-President Operations & Finance or the Campus Groups Committee.
- 6.12.** Annual General Meeting
- Constituency Groups are expected to hold an Annual General Meeting (AGM) each year, with minutes from the meeting provided in the ratification application. Campus groups are encouraged to hold an AGM each year or explain how constitutional changes were made if an AGM was not held. AGMs should be held in accordance with the group's bylaws or constitution.

Note: There is no deadline for submitting your application. However, ratifying as early as possible is recommended to receive maximum benefits from the USSU.

7. Provisional Ratification

7.1. Provisional ratification provides limited resources to support the group's initial activities.

7.2. Groups that are granted provisional ratification may enjoy the following benefits:

- Affiliation with the University of Saskatchewan Students' Union
- Coverage General Liability Insurance (\$5,000,000)
- Access to the Campus Club Space
- Arts Tunnel Bookings
- Resources, training, and guidance from the USSU.
- Louis' and Louis' Loft Bookings.
- On-Campus Space Bookings

7.3. Provisional ratification is granted upon approval of the described materials and remains in effect for 28 days. After this time, 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 Vice-President Operations & 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 executives have completed GOALS

8.3. Groups will be considered fully ratified after they complete the GOALS and pay the listed ratification fee

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 5	Submission date: Sept 6 - 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 enrolment in the college that the association represents or by the number of students identified as belonging to the constituency's outlined membership body. The USSU uses the most recent University of Saskatchewan Census to assess the appropriate fee. For example, if a college has 1,000+ members, its Constituency Association will be assessed \$175 for early ratification or \$350 for standard ratification.

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 Campus Groups Committee may de-ratify a campus group on the basis of any of the following (but not limited to):

- Violation of Campus Groups policies, the USSU Bylaw, or any other USSU policies;
- 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;
- Disrupts or threatens to disrupt any of the activities of the University; - Harms or threatens to harm the property of the University;
- Abuses or shows disrespect for the processes of the Standard of Student Conduct in Non-Academic Matters;
- Promoting discrimination, contempt, or hatred of any group or person based on their sexual identity, gender identity and expression, age, religion, faith, disability, national or ethnic

- origin, immigration status, socio-economic status, class, language, or any similar factor;
- Falsification or misrepresentation of any documents submitted to USSU for the purpose of event funding, ratification, or similar purposes;
- The response to a complaint submitted by the USSU Vice-President Operations & Finance was not followed up within four days from the date of notice;
- Missed the appeal hearing without a 48-hour prior notice;
- Non-disclosure of a significant conflict of interest;
- Misuse of Club funds or financial transactions in a manner not communicated to the Executives or members of the club;
- Commitment to an act that negatively affects the interests of the club and/or its members;
- 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;
- 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 campus group.

10.3. Process of De-Ratification

1. All official complaints regarding campus groups must be submitted to the Vice-President Operations & Finance in written format.
2. The Vice-President will submit all complaints to the Campus Groups Committee or the University Secretary, depending on the nature of the complaint.
3. An invitation for appeal will be submitted to the complainant and respondent (campus group or members) to appeal in person to the Campus Groups Committee within seven days of receiving the official complaint.
4. The Vice-President Operations & Finance will invite the complainant and respondent to present their cases to the Campus Groups Committee.
5. The appellant has only one chance to miss the hearing: by submitting an official notice with justified reasoning to the Vice-President Operations & Finance within 48 hours of the hearing.
6. Respondents and complainants have the right to present themselves before the Campus Groups Committee with all necessary evidence.
7. The Campus Groups Committee will review the complaint and will make one or more of the following decisions:

- a. Provide notice of final warning of misconduct;
 - b. Provisionally de-ratify the group;
 - c. Permanently de-ratify the group;
 - d. Request a letter of apology to the USSU, the complainant, and other involved parties;
 - e. Hold the group responsible for any damages or fines imposed by or upon the USSU or the University, its Departments, or tenants;
 - f. Pursue legal action;
 - g. Pursue disciplinary measures defined by the committee
 - h. Remove certain ratification privileges.
8. The Vice-President of Operations and Finance, in consultation with the Campus Groups Committee, must prepare and send a formal notice of the decision to the involved parties within 14 days of the hearing.

10.4. Post De-Ratification

After de-ratification, the Vice-President Operations & Finance will:

- Ensure the group's USSUHub and Google accounts are deactivated;
- Remove the group from all USSU's online and offline presence;
- Notify IT Services to deactivate the group's @usask.ca email accounts, should they exist;
- Provide notice of outstanding funds owed by the group;
- Cease all USSU benefits provided to the group.
- Cease affiliation between the USSU and the group.

After de-ratification, the campus group may:

- 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.
- Proceed with an appeal to the University Students' Council.

Should an appeal be made to the USC:

- The Campus Group will present its case to the USC, where the decision to grant or deny the request will be made by a 2/3 majority vote of USC members present;
- USC has the right to grant or deny the appeal by majority vote of USC members if the group fails to attend the appeal;
- 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;
- The Vice-President of Operations & Finance will submit a draft of the decision letter to USC within four

days and a final decision letter to the group within 15 days of the hearing at USC, accompanied by a justification for 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 Groups Committee	11/16/2022	CGMOTION025
Amended	Campus Groups Committee	0402/2024	CGMOTION216
Amended	Executive Committee	06/26/2024	EXEC013
Amended	Executive Committee	06/25/2025	EXEC016