



<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 (USSU) serves a wide array of academic and non-academic needs and interests of undergraduate students. This policy exists to standardize and streamline how the USSU interacts with campus groups. The purpose of this policy is to support students in forming, operating, and developing campus 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.

**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**

- 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 social media channels

## **2.5 Insurance**

- Recognized by 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.

## **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, festivals, ceremonies, competitions, parties, or conventions.
- Groups that employ staff or are organized for university administration programming are not considered campus 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 campus group becomes officially recognized by 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. Campus 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 it 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.** Most recent bank statements for all accounts maintained by the group

**6.6.** A tentative budget for the year, using the USSU budget template

**6.7.** 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.

**6.8.** 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

#### **6.9. Consent Forms**

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

#### **6.10. 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.

#### **6.11. 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:

- Recognized by 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 violence 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 GOALS training and pay the assessed ratification fee

## 9. Fees

**9.1.** Upon approval of their application, groups will be prompted to pay a ratification fee. Incentives are given to groups that submit complete document sets for early renewal of ratification.

Rates for Campus Clubs / Sporting Clubs / Cultural Clubs are outlined below:

	<b>Submission date: May 1 - Aug 31</b>	<b>Submission date: Sept 1 - April 30</b>
<b>Campus Clubs</b>	\$50	\$100

Rates for Constituency Groups are outlined below:

<b>Group Size</b>	<b>Submission date: May 1 - Aug 31</b>	<b>Submission date: Sept 1 - April 30</b>
<b>0-1000</b>	\$50	\$100
<b>1000+</b>	\$100	\$200

**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.

## 10. De-Ratification

The de-ratification process is outlined in CG-5, Campus Groups Conduct Policy.

<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	CGMOTION025
Amended	Campus Groups Committee	04/02/2024	CGMOTION216
Amended	Executive Committee	06/26/2024	EXEC013
Amended	Executive Committee	06/25/2025	EXEC016
Amended	Executive Committee	07/28/2025	EXEC031
Amended	Campus Groups Committee	10/31/2025	CGMOTION014
Amended	Executive Committee	05/25/2026	EXEC004