



Campus Groups Policy

Preamble

The University of Saskatchewan Students' Union ('the Union') is composed of students with a wide array of academic and non-academic needs and interests. While the Union strives to meet these diverse needs, it is understood that other groups may exist on campus that also seek to address them. Such groups may have the potential to provide services to a constituency that the Union may not be able to match. Thus, the Union seeks to provide such groups with as much support as possible.

This policy exists to standardize and streamline the manner in which the Union 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 any obligations a group holds to the Union and to its members.

Definitions

Campus Groups – all undergraduate student organizations that have been recognized as “USSU Ratified”, consisting of College Societies and Campus Clubs.

College Society – an undergraduate student organization that is the official student body representative of an academic College or School at the University of Saskatchewan.

Campus Club - a student organization that represents a particular interest among the members of the Union. College Societies as outlined above cannot also qualify as Campus Clubs

Academic Year - the period of time beginning May 1 and ending the following April 30.

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I. Ratification Process and Criteria

1. General

- 1.1 In accordance with the budget cycle of the Union, the ratification of a Campus Group shall expire April 30 of each year.
- 1.2 Groups with a similar mandate and a similar membership to a previously ratified Campus Group or College Society indebted to the Union shall be responsible for repayment of that debt, at the discretion of the Budget and Finance Committee.
- 1.3 Any Campus Club or College Society that does not re-apply for ratification is considered dissolved, and is therefore not entitled to any of the privileges of a USSU Ratified Campus Group.
- 1.4 Applications for Campus Club ratification are accepted beginning May 1 of each academic year. A minimum of seven business days is required to process an application.

2. Process for College Societies

Due to their direct affiliation with the University of Saskatchewan and the permanence associated with such an affiliation, College Societies are automatically recognized as “USSU Ratified Student Groups” each academic year, pending the submission of the following:

- 2.1 a comprehensive list of all social, athletic and academic events for the upcoming year (for insurance purposes);
- 2.2 a copy of the Society’s most recent constitution;
- 2.3 a list of Executive Members with student numbers;
- 2.4 a list of fifteen (15) members with student numbers and email addresses;
- 2.5 payment of fees for the academic year, as prescribed in Section IV, Campus Group Fees.

3. Criteria for College Societies

Groups must meet the following criteria in order to become USSU Ratified College Societies.

- 3.1 The Executive of the Society must currently be members of the Union.

- 3.2 The Society must be governed by a constitution and submit said constitution to the Union. The constitution must adhere to the constitutional guidelines set out in our sample constitution.
- 3.3 The Society must have a clearly defined purpose. This purpose must not conflict with the Mission, Vision or Values statements of the Union.
- 3.4 The Society must not have any outstanding debts with the Union.

4. Process for Campus Clubs

Groups must meet the following criteria in order to become USSU Ratified Campus Clubs:

- 4.1 a comprehensive list of all social, athletic and academic events for the upcoming year (for insurance purposes);
- 4.2 a copy of the Society's most recent constitution;
- 4.3 a list of Executive Members with student numbers;
- 4.4 a list of fifteen (15) members with student numbers and email addresses;
- 4.5 payment of fees for the academic year, as prescribed in Section IV, Campus Group Fees.

5. Criteria for Campus Clubs

Groups must meet the following criteria in order to become USSU Ratified Campus Clubs.

- 5.1 The Club must intend to carry out activities that do not infringe any federal, provincial, municipal or university regulations and which will not interfere with the ordinary course of business at the university, nor infringe on the rights and privileges of others. This includes the rights of privacy and of freedom of expression.
- 5.2 The Club must demonstrate significant interest within the student body by presenting to the Budget and Finance Committee a typed list of no fewer than fifteen (15) students currently registered at the U of S who are interested in joining the club. The list must include each student's name, student number and email address.

- 5.3 The Club must have a minimum of 75% University of Saskatchewan Students' Union membership.
- 5.4 The Club must be governed by and submit to the Union a constitution as defined by Robert's Rules of Order, and adhere to the constitutional guidelines set out in our sample constitution.
- 5.5 The Club must solely have members of the Union as its executive.
- 5.6 The Club must have a clearly defined purpose. This purpose must not conflict with the Mission, Vision or Values statements of the Union.
- 5.7 The Club must hold a bank account in the legal name of the Group.
- 5.8 The Club must not have any outstanding debts with the Union.
- 5.9 The Club must have paid their fees for the academic year, as prescribed in Section IV.
- 5.10 The USSU will not ratify Campus Groups with a mandate or sole purpose of event planning, including, but not limited to, events such as festivals, ceremonies, competitions, parties or conventions.

6. Appeals

- 6.1 In the event that the Budget and Finance Committee decides to not ratify a group, the option exists for the group to request an appeal before University Students' Council (USC). USC has the right to grant or deny leave to the appeal.
- 6.2 A formal notice of appeal must be submitted to the Vice-President Operations and Finance within fourteen (14) days of being notified of the board's decision.

7. Miscellaneous

- 7.1 The Union encourages all Campus Groups to consider applying for and maintaining Non-Profit Corporation status. This would allow the club to become a legal entity. Such status has implications with regard to the amount of liability incurred in the case of a lawsuit and, among other things, would allow the group to enter into contracts on behalf of the group.

For further information on Non-Profit Corporation Status and/or to apply, contact the Saskatchewan Department of Economic and Co-

operative Development (345 3rd Avenue South, Saskatoon, Canada, S7K 2H6) at 933-5750 (or fax 933-7692).

- 7.2 The Union recommends that Campus Groups charge an annual membership fee.

Membership fees provide a base of funding for the group each year. The Union has funding available for Campus Groups. However, such funding is not granted to cover operating costs since a Campus Group should be financially independent of the Union. Funding is granted for special events as outlined in Section IV, Campus Group Funding.

III. Services offered to USSU Ratified Campus Groups

1. Services of the Union

1.1 Operations and Facilities

The Union provides three categories of facilities services to ratified Campus Groups at a discount rate. These categories include space rental, equipment rental and promotional services.

A breakdown of these categories is as follows:

- a. Space Rental
 - i. Table Space in the tunnel between Place Riel Student Centre and the Arts Tunnel
 - ii. Volleyball Courts
 - iii. Mailbox in Union Office
- b. Promotional Services
 - i. Poster Advertising in Place Riel Student Centre
 - ii. Plasma Screen Advertising
 - iii. Information Distribution

1.2 Insurance

All USSU Ratified Campus Groups are granted general liability insurance coverage under the USSU insurance policy, as outlined in Section IV.

1.3 Funding

All USSU Ratified Campus Groups are eligible to apply for Campus Group Funding, as outlined in Section V.

2. Facilities Management

- 2.1 All USSU Ratified Campus Groups may book academic space on campus for free through the office of Room Scheduling in the Facilities Management department. Non-ratified groups may book space once for the purpose of holding an organizational meeting. Bookings should be made at least one week in advance.

3. Department of Computing Services

The Union recognizes the importance of the communication links between a Campus Group and its membership. To facilitate that interaction, USSU Ratified Campus Groups are provided with the means to go on-line through the Department of Computer Services.

3.1 E-mail Accounts

All USSU Ratified Campus Groups can set up free e-mail accounts with the Department of Computing Services.

3.2 Web Page Space

All USSU Ratified Campus Groups have access to space on a Department of Computing Services Server. Groups may then maintain their own web page.

IV. Campus Group Fees

Prior to ratification taking place, Campus Groups must pay their due fees as well as meet all of the criteria listed in Section I. Campus Group Fees are divided into two categories: a ratification fee and an insurance fee.

1. Ratification Fee

The Union requires that each Campus Group pay a ratification fee according to the chart below. In the event that ratification is refused, the fee will be returned to the applicant.

General Activities

The non-alcohol related events and activities portion of the fee is based on the membership size of the group. It is charged as follows.

College Societies (college sizes)	
0 – 500	\$150
500 – 1000	\$300
1000 +	\$450
Campus Clubs	\$100
Sports Clubs	\$200

2. Insurance Fee

One of the main administrative functions of the Union is to facilitate Campus Group insurance needs. The Union provides insurance coverage to these groups by way of an extension of its liability insurance policy. The goal of the following rationale then, is to produce an equitable process by which student groups are charged for their coverage.

Campus Groups must submit an event form and/or Application for Memorandum or Insurance at least two weeks before the planned date of the event. Providing that the Union and the insurer then approve the event, the event will be extended coverage, pending payment of the corresponding event charge (listed below). Applicable forms can be picked up at the Union office.

The Union reserves the right to withhold approval of events in conjunction with its insurer based on the nature / history of the event. If an event is not approved, then the Union will not extend its liability coverage for that specific event.

The insurance fee that Campus Groups pay will then cover their activities and approved events for the rest of the academic year. For the Union’s purposes this fee is based on two criteria; the group’s approved events and general operating activities. The fee structure is broken down as follows.

Alcohol-Based Events

Activities in which the Student Group has elected to host the liquor license 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 risk associated. The charge is then based on the risk of incident at the event.

On-Campus Events	\$100
Off-Campus Events 0-500	\$300
Off-Campus Events 501-1000	\$400
Off-Campus Events 1001+	\$500

NOTE: Campus Group Insurance does not cover pub-crawls.

Planned Events

Campus Groups should consider carefully the alcohol-based events that they submit for approval. Any planned events that do not occur for any reason, or events in which the group decides not to host the liquor license will not be refunded at the end of the academic year.

Note: It is important to remember that Campus Groups are not covered for any events that have not been approved by the Union.

V. Campus Group Funding

Preamble

The University of Saskatchewan Students' Union is a dynamic and progressive organization composed of undergraduate students with diverse needs. While the Union strives to meet these needs, we are also cognizant that some needs are already being addressed by other groups on campus. Thus, because the Union is committed to meeting the academic and non-academic needs of our members, we provide Campus Groups with as much support as possible.

This policy has been developed in order to standardize the manner in which the USSU grants funding to Campus Groups. By no means should a Campus Group rely solely on the USSU for funding. Groups are encouraged to charge a membership fee and solicit funding from alternate sources in order to gain financial independence.

1. Types of Funding

1.1 USSU Cash and Credit

- i. The USSU has a sum of money in cash and credit budgeted for Campus Groups. This money is disbursed through cash grants and credits redeemable at certain USSU services.
- ii. The maximum amount of cash and credit sponsorship available to College Societies and Campus Clubs is one thousand dollars (\$1000) per academic year.
- iii. Groups are eligible to receive a maximum of five hundred (\$500) of USSU monies. Groups are eligible to receive a maximum of one thousand (\$1,000) of credit at USSU operations. Groups must receive at least five hundred (\$500) of USSU credit to reach the one thousand dollar (\$1,000) sponsorship maximum. Keeping in mind these types

of funding limits, groups can apply for any combinations of these funds to the maximum of one thousand dollars (\$1,000).

1.2 PepsiCo Beverages Canada Product

- i. The USSU has access to PepsiCo Beverages product for Campus Clubs and College Societies.
- ii. The maximum amount of PepsiCo Beverages product and merchandise sponsorship available to a Campus Club is two hundred (\$200) per academic year.

2. Criteria for Evaluating Funding Requests

- 2.1 The funding requested must fall into the category of:
 - a special event or project undertaken by a campus group;
 - hosting a conference.
- 2.2 Campus Group applications for funding shall be evaluated by the following criteria:
 - does the intent of the funding request fit within the mandate of the club;
 - how the funds contribute to the success of the group's event, project or conference;
 - how the Campus Group, the Student's Union and the general student body benefit from the event, project or conference;
 - how much external fundraising the Campus Group has done.
- 2.3 The funds must not be for the private use of a few individuals but must be used towards serving the membership of the organization and the student community in general.
- 2.4 The USSU will not disperse cash funds to Campus Groups for:
 - direct donation to charity, either for the organisation or for other causes;
 - the cost of alcohol served at any event;
 - the day-to-day administrative costs of the organisation;
 - Year-end banquets; graduation banquets; and
 - Travel or travel expenses

3. Eligibility for Funding

- 3.1 All USSU Ratified Campus Groups in good standing, with no outstanding debts to the Union, are eligible to apply for funding.
- 3.2 If a funding request is submitted prior to the ratification expiry date (April 30) for an event to be held within the first fourteen (14) days of the month of May, Campus Groups are eligible to receive funding on the basis of their previous year's ratification status.

4. Procedure for Funding Requests

- 4.1 Fully completed "Campus Group Funding Request Forms" must be submitted to the Vice-President Operations and Finance no less than fourteen (14) days prior to the event. Incomplete forms will not be reviewed.
- 4.2 Approval or rejection of the funding request is at the discretion of the Budget and Finance Committee, subject to approval of USC.
- 4.3 For funding requests in excess of five hundred (\$500), groups are required to make a brief presentation to the Budget and Finance Committee in addition to submitting a funding request form. The Vice-President Operations and Finance will inform the group as to the meeting time of the Budget and Finance Committee. Failure to attend a meeting prior to the event date will result in the funding request being tabled until a presentation can be made.

5. Terms and Conditions for Receiving Funding

- 5.1 The funds must be used for the intention stated on the "Campus Group Funding Request Form".
- 5.2 Failure to comply with the original intent of the funding constitutes fraud and is cause for the Operations and Finance Board to rescind the ratification of the Campus Group and deny ratification for one (1) year after the fact, thus entailing the loss of USSU privileges, including liability insurance. In addition, any and all legal recourse will be sought by the Union against the offending Campus Group.
- 5.3 Any Campus Group receiving funds from the USSU must list the Union as a co-sponsor in all advertising for the event. If an amount exceeding five hundred dollars (\$500) is requested, examples of such advertising must be included in the Campus Group's presentation to the Budget and Finance Committee.

- 5.4 If Pepsi product is not claimed by a campus group after their event has taken place, the product is forfeited. Forfeited coke product may be applied for again.
- 5.5 The Budget and Finance Committee, at its discretion, can ask for receipts as a condition of receiving event sponsorship.

6. Appeals

- 6.1 In the event that the Budget and Finance Committee does not grant funding to a group, the option exists for the group to request an appeal before University Students' Council (USC). USC has the right to grant or deny leave to the appeal.
- 6.2 The appeal must be made within fourteen (14) days of the notification of refusal for funding.

VI. Campus Group Expulsion

The Union values and encourages open, thoughtful, and respectful debate within the University community. Moreover, the Union regards freedom of speech as a fundamental element of democracy and as such, it is held in the highest regard. In the event that a campus group engages in behaviour that is considered to be in violation of federal or provincial human rights laws, university policy, or is otherwise deemed to be unfit for an inclusive, welcoming, and open learning environment, the Union reserves the right to de-ratify said campus group. In particular, each student has the right not to be harassed or otherwise made to feel severe discomfort by another. Furthermore, the right of one not to be harassed by another is also the responsibility of one to not harass another or put another in a situation where another is made to feel severe discomfort. If a campus group fails to fulfill this responsibility, the USSU holds the right to de-ratify that group.

1. Procedure

- 1.1 All complaints against a ratified campus group must be filed in writing with the Vice-President Operations and Finance.
- 1.2 Upon receiving the complaint, the Vice-President Operations and Finance can temporarily suspend the ratified status of the campus club while the Budget and Finance Committee investigates the complaint.
- 1.3 If the Operations and Finance Board deems the complaint to be of a serious nature, the board may de-ratify the group responsible.

Furthermore, the board may ban the group, a group similar in principle, and the executive of the group from reapplying for ratification.

- 1.4 If the Budget and Finance Committee deems the complaint to be of a less serious nature, the committee may impose a fine of up to \$1,500 on the campus club found guilty and may suspend all privileges accorded to a campus group for an indefinite period of time or until such a time as the fine has been remunerated in full.

2. Appeals

- 2.1 If the campus group that has been de-ratified feels that the action is unjust, it can launch an appeal against this action after acquiring the signatures of fifty (50) members of the Union who are not current or past members of the group, or a group similar in principle to the group.
- 2.2 An appeal must be filed in writing along with the signatures of the fifty members of the Union outlined in Section VI (2.1) to the Vice-President Operations and Finance and Vice-President Student Affairs within one (1) week of the de-ratification order.
- 2.3 If the Vice-President Operations and Finance and Vice-President Student Affairs find the appeal to be of merit, the group launching the appeal will make a presentation to the University Students' Council in order to present their case to remain a campus group.
 - 2.3.1 The appeal presentation must be made to University Students' Council within one (1) week of the notification by the Vice-President Operations and Finance and Vice-President Student Affairs that the appeal will be considered.
 - 2.3.2 If the presentation is not made within the time outlined above, a future appeal will be considered null and void, and will not be considered by University Students' Council.
- 2.4 If University Students' Council resolves to strike down the de-ratification the group will be reinstated without need to re-apply for ratification.
 - 2.4.1 The resolution to strike down the verdict of the Budget and Finance Committee must pass with a two-thirds (2/3) majority of those present at University Students' Council.
- 2.5 If University Students' Council upholds the verdict of the Budget and Finance Committee, the group will remain de-ratified and can neither reapply for ratification nor launch another appeal.

Contact Information: Vice-President Operations and Finance 966-6967

Category: Campus Groups

Policy Authority Budget and Finance Committee

<u>Approvals</u>	<u>Board/Committee</u>	<u>Date</u>	<u>Motion</u>
Amended	Executive Committee	15/05/01	EXEC03
Amended	Executive Committee	02/07/01	EXEC19
Amended	Executive Committee	02/10/01	EXEC46
Amended	Operations and Finance Board	26/03/02	OFB34
Amended	Executive Committee	28/06/02	EXEC
Amended	Operations and Finance Board	28/10/02	OFB09
Amended	Executive Committee	18/06/03	EXEC05
Amended	Executive Committee	09/03/03	EXEC33
Amended	Operations and Finance Board	10/03/06	OFB55
Amended	Executive Committee	12/05/08	EXEC02
Amended	Operations and Finance Board	05/11/09	OFB18
Amended	Operations and Finance Board	01/04/11	OFB39
Amended	Executive Committee	30/05/11	EXEC06
Amended	Executive Committee	15/09/11	EXEC51
Amended	Budget and Finance Committee	02/04/12	BFC111