



## Policy on Campus Groups

Policy owner:	Operations Manager
Audience:	Executive Committee, Directors, Campus Groups, Clubs and Societies
Approved:	Board of Directors (Board of Directors meeting November 5, 2019)
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### 1. Introduction

The Students' Union of the University of Regina Inc. (URSU) is composed of student members with varying academic and non-academic needs and interests. While we as an organization strive to meet these diverse needs, we also realize that there are some needs already being addressed by other groups on campus. Some groups each provide services to a constituency that we are not able to. Therefore, because of our commitment to meeting the academic and non-academic needs of undergraduate students, we provide Campus Groups with as much support as possible.

This policy has been developed in order to standardize and streamline the manner in which URSU recognizes Campus Groups. The purpose of the policy is to uphold the interests of club and society members, as well as students at large and the university community. In addition, this document was designed to assist students in the formation, operation and development of clubs and to make clear the obligations that a club has to URSU and its members.

### 2. Definitions

- **Campus Groups** – all student organizations that have been recognized as “URSU- Ratified”, consisting of Campus Societies and Campus Clubs.
- **Campus Club** - a student organization that has been recognized as an “URSU- Ratified Student Group”. These organizations must represent a particular interest among the members of URSU but may not be the official student body representative of a Federated College, Faculty, Department or School at the University of Regina.
- **Campus Society** - a student organization that has been recognized as a “URSU-Ratified Student Group”. These organizations are the official student body representative of a Federated College, Faculty, Department, or School at the University of Regina.
- **Academic/Fiscal Year** - the period of time beginning May 1 of any year and ending April 30 of the following year.
- **Ex-officio** – A member of a committee (often a resource-person or chair) who may not vote.
- **Operating funding** - funding to support clubs in ordinary club activities.
- **Group & Event Platform**- current operating system that all URSU affiliated clubs and societies are hosted on.
- **Executive Committee** - an executive committee of the URSU Board of Directors

### 3. Policy

#### 3.1. Minimum Requirements for all Groups

All Campus Groups must apply for ratification each academic year. At that time they must:

- Have a clearly defined purpose
- Sign up their club through the Group and Event Platform hosting site establishing a club homepage.
- Send a minimum of two (2) delegates to any and all URSU General Meetings of the members, including the AGM and SGM.
- Only carry out activities which are legal (according to federal, provincial, and municipal laws) and respect University policies and the URSU Constitution, by-laws and applicable policies (ie: groups may not promote hate). These activities may not interfere with the ordinary course of business at the University and may not infringe on the rights of others.
- Have at least one representative attend the annual campus club/association training session. If a club cannot attend, they must meet with the Campus Life Coordinator when they first apply for ratification and once per year that they re-ratify.
- Have a minimum of 90% University of Regina student membership.
- Have an elected Executive comprised of a minimum of three (3) Executives, typically a President, Vice President and a Secretary who are all members of URSU.
- Maintain a comprehensive contact information list for all executive members.
- Hold a bank account in the Group's legal name if they wish to receive funding from URSU.
- Provide bank account info to URSU.
- Two (2) of the three (3) Executives must be signing authorities on the group bank account.
- Not have any outstanding debts with URSU.
- Post all events on the Group and Event Platform community calendar.
- Keep all information, including the group's stated purpose, up to date on the Group and Event Platform.
- Have two (2) executives sign off on this policy and any applicable terms and conditions to using the Group and Event Platform domain.

#### 3.2. Requirements for Becoming a Society

Campus societies are directly linked with a Faculty, Federated College, Department or School of the University of Regina. They are automatically recognized as "URSU-Ratified Student Groups" each academic year, pending the satisfaction of all requirements in Section 3.1 as well as the following requirements:

- A signed letter of the Dean of a Faculty or President of a Federated College indicating the Society is the official student body representative of a Federated College, Faculty, Department or School of the University of Regina.
- A comprehensive list of events for the upcoming year (for insurance purposes).
- Be governed by a constitution and/or by-laws.
- Submit a copy of its constitution and/or bylaws to URSU and have it prominently posted on their website if applicable.
- The number of active members.
- A copy of the upcoming year's budget and a summary of the prior year including activities completed, budgets for those activities and financial statements.
- Must have a representative (usually the President) at all meetings of URSU President's Advisory Council (PAC)
- Hold at least one event in the Owl or Multipurpose Room, in each of the fall and winter semesters. Joint events, held by up to three societies in partnership,

- shall count as one event for each of the societies involved.
- Any campus society with outstanding accounts to URSU is ineligible to receive funding until the outstanding debts are settled with URSU.

Societies receive PAC Funding and may still apply for additional one-time funding for specific events that would typically be eligible for sponsorship. No other general funding for Student Societies through URSU shall exist.

**Note:** Ratification of societies will be accepted at any point during the year, and societies will only receive funding if they are ratified.

### 3.3. President's Advisory Committee (PAC)

All PAC guidelines on Structure, Purpose, and Funding are now contained in the URSU President's Advisory Committee (PAC) Policy.

### 3.4. Renewal Timeline

Any Campus Group that does not re-apply for ratification is considered dissolved and is not entitled to any of the privileges of an URSU-Ratified Student Group.

Ratification expires yearly on October 15th. New Clubs may ratify at any time on the Group and Event Platform. Clubs that are re-ratifying must submit their ratification request between June 1st and October 15th to be guaranteed ratification (assuming the club meets the other criteria laid out within this policy). Clubs can only apply for ratification for the current academic year.

### 3.5. Club Funding

Club funding is subject to availability. Funding varies depending on the status of the club. No funding will be distributed during the spring and summer months.

#### **1-Year Clubs:**

- Are entitled to apply for reimbursement of operating expenses for up to \$300 per academic year. If an expense is not deemed to be appropriate by the Campus Life Coordinator, reimbursement may not be approved.
- Funding is based on a first come, first served basis.
- URSU will not pay for alcohol-related expenses.
- Expense claims must be accompanied by receipts.

#### **5-Year Clubs:**

- Are entitled to apply for reimbursement of operating expenses for up to \$500 per academic year. If an expense is not deemed to be appropriate by the Campus Life Coordinator, reimbursement may not be approved.
- Funding is based on a first come, first serve basis.
- URSU will not pay for alcohol-related expenses.
- Expense claims shall be accompanied by receipts
- Note: Age of club is only being measured as of September 2014.

#### **Varsity Club Athletics Board clubs:**

- Are not eligible for club funding from URSU.

#### **Student Centre Groups:**

- Are not eligible for club funding from URSU.

### 3.6. Eligibility for 5-year Funding

To be considered as a 5-year URSU-ratified campus club a group must adhere to the above requirements **as well as** the following:

- Have been ratified by URSU for at least the past 5 years.
- Be governed by and submit to URSU a constitution or by-laws.
- Submit a yearly report that includes activities completed, and budgets for those activities.
- Make a presentation of the above to the URSU Executive Committee.
- Must hold at least one event a year in the Owl or the Multi-Purpose room.

\*\*\*Note: Club Age is only being measured as of September 2014. If a group is inactive for even one year, their Club Age is reset to 0.

### 3.7. Appeals

In the event that the Campus Life Coordinator does not ratify a group, the option exists for the group to request an appeal before the URSU Executive Committee. The appeal request must be made within 21 days of the notification of denial of ratification.

### 3.8. Debt

Groups with a similar mandate and a similar membership to a previously ratified Campus Group indebted to URSU shall be responsible for repayment of that debt, at the discretion of the URSU Executive Committee.

## 4. Roles and Responsibilities

### 4.1. URSU President

The President shall:

- Ensure that all PAC Societies are in compliance with this policy.
- Facilitate PAC meetings.
- Ensure that funding decisions of PAC are in compliance with URSU's policies.

### 4.2. Campus Life Coordinator

The Campus Life Coordinator shall:

- Provide guidance and assistance to members of Campus Clubs and Societies.
- Act as a liaison between campus groups, the Owl, and the Hospitality & Events Manager.
- Respond to questions about the Policy on Campus Groups.
- Assist students in completing the application or renewal process.
- Process club and society applications in a timely manner.
- Notify applicants of the outcome of their applications in a timely manner.
- Maintain an internal list of all clubs that are currently ratified by URSU.
- Receive, review, approve or deny any Campus Group expense reimbursement claims.

## 5. Consequences for Non-compliance

Clubs and Societies that do not abide by the Policy on Campus Groups may face disciplinary action. Individual members of Clubs or Societies may face additional action by URSU as decided by the URSU Executive Committee. Decisions regarding discipline shall be made by the URSU Executive Committee. Clubs and Societies may appeal decisions made by the URSU Executive Committee with a motion at a regular URSU Board of Directors meeting.

Certain actions carry mandated penalties. They are as follows:

### **5.1. All Groups**

Any group which fails to follow the rules and regulations laid out in this policy may:

1. Lose eligibility for club funding
2. Lose eligibility to on-campus resources
3. Lose URSU ratification status

### **5.2. Societies**

Any society which fails to hold one event during either the fall or winter semester in the Owl or Multipurpose Room shall have their PAC funding revoked for one semester.