



The Students' Union of the University of Regina, Inc. Policy on Campus Groups

Passed by the Board of Directors, April 11, 2002

Preamble:

The Students' Union is composed of students 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. These groups each provide services to a constituency that we are not able to do. 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 the URSU recognizes Campus Groups. The purpose of the policy is to uphold the interests of club and society members, 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 the URSU and its members.

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 a “URSU-Ratified Student Group”. These organizations may not be the official student body representative of a Federated College, Faculty, Department, or School at the University of Regina, and represent a particular interest among the members of the Students' Union.

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



Ratification Process and Criteria

A. General

In accordance with the Students' Union budget cycle, all College Society and Campus Club ratifications shall expire April 30 of each year.

Groups with a similar mandate and a similar membership to a previously ratified Campus Group indebted to the Students' Union shall be responsible for repayment of that debt, at the discretion of the URSU Board of Directors.

B. Process for Societies

- i. Due to their direct affiliation with a Federated College, Faculty, Department or School of the University of Regina and the permanence associated with such an affiliation, campus societies are automatically recognized as "URSU-Ratified Student Groups" each academic year, pending the submission of the following:
 - 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);
 - a copy of the Society's constitution
 - the number of active members
 - a copy of this year's budget
 - a summary of the club for the URSU handbook
 - a comprehensive contact information list for all executive members

C. Criteria for Societies

To be considered for URSU-Ratified Society status, a group must adhere to certain requirements. Groups not meeting the following requirements will not become URSU-Ratified Campus Societies:

- i. The Society must have as its executive members of the Students' Union.
- ii. The Society must be governed by and submit to the Students' Union a constitution as defined by Robert's Rules of Order, and adhere to the constitutional guidelines.
- iii. The Society must have a clearly defined purpose.
- iv. The Society must not have any outstanding debts with the Students' Union.
- v. The Society President or designate must attend all meetings of the URSU President's Advisory Council.

D. Society Funding – The URSU President's Advisory Council

- i. The President's Advisory Council is a permanent council of Campus Society Presidents.
- ii. One Campus Society holds one vote.
- iii. The URSU President is the ex-officio Chair of the President's Advisory Council and holds no vote.
- iv. The President's Advisory Council is required to meet a minimum of once in the following months; May, June, July, August, October, January, and April.
 - iv. (a) Meeting dates are to be announced to all Campus Societies at least one week prior to the meeting date.
 - iv. (b) Attendance of each Campus Society president or his/her designate is mandatory.
- v. Presidents' Advisory Council meetings are open meetings to the membership of URSU.



vi. The purpose of the President's Advisory Council will be:

vi. (a) Allocate the URSU Society Funding line item, according to their needs as decided by the President's Advisory Council. Decisions will be based on the schedule of events and list of services planned for the entire academic year provided by each campus society.

vi. (b) No single Society can receive greater than one sixth of the allocated Society Funding line item.

vi. (c) The funding is to be dispersed in two equal parts by URSU.

1. The first payment is to be received by the campus societies not later than September 15 of the academic year.
2. The second payment is to be received by the campus societies no later than January 15 of the academic year.
3. Any campus society that is absent from any President's Advisory Council meetings announced between September 15 to January 15 waives their rights to any part of the second payment.

vii. Society Funding line item decisions made by the President's Advisory Council are final and cannot be overturned by any other official body of URSU.

viii. No other general funding for Student Societies through URSU shall exist.

ix. Any campus society or club with outstanding accounts to URSU is ineligible to receive funding until the outstanding account(s) are settled with URSU.

amended June 6, 2002 – added (ix)

amended April 11, 2003 – amended (i),(ii), (vi a),(vi b), (vi c),(ix)

E. Process for Campus Clubs

i. All Campus Clubs must apply for ratification each academic year.

ii. Regardless of when in the academic year a Campus Club is ratified, the ratification expires the following April 30.

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

iv. Applications for Campus Club ratification are accepted starting May 1 of each academic year. It takes a minimum of seven business days to process an application.

F. Criteria for Campus Clubs

To be considered for URSU-Ratified Campus Club status, a group must adhere to certain requirements. Groups not meeting the following requirements will not become URSU-Ratified Campus Clubs.

i. The club must intend to carry out activities which do not infringe any federal, provincial, municipal or university laws and which will not interfere with the ordinary course of business at the university, nor infringe on the rights and privileges of others, which include the right to privacy and freedom of expression.

ii. The club must not share the same mandate as any other club ratified by the URSU.

iii. The Group must demonstrate significant interest within the student body by presenting to the Vice-President Projects & Development a typed list of no fewer than twenty (20) students currently registered at the U of R who are interested in joining the club. The list must include each student's name, student number, telephone number and email address.



iv. The Group must have a minimum of 90% University of Regina student membership.

Example: if a Group has 100 members, then 90 or more of those members must be undergraduate or graduate students at the University of Regina.

v. The Group must be governed by and submit to the Students' Union a constitution as defined by Robert's Rules of Order, and adhere to the constitutional guidelines.

vi. The Group must have as its executive members of the Students' Union. That is, undergraduate or graduate students must hold all executive positions.

vii. The Group must have a clearly defined purpose.

viii. The Group must hold a bank account in the Group's legal name.

ix. The Group must not have any outstanding debts with the Students' Union.

x. The Group must submit a summary of the club for the URSU handbooks

G. Club Funding

i. Clubs are entitled to an operations grant upon ratification up to a maximum of one-hundred dollars (\$100).

ii. Clubs are entitled to apply for a one-time matching grant for eligible expenses related to events and activities not to exceed two-hundred dollars (\$200).

ii. (a) URSU will not provide any matching grant for alcohol-related expenses.

iii. Club funding is subject to availability.

H. Appeals

i. In the event that the executive does not ratify a group, the option exists for the group to request an appeal before the Board of Directors. The BoD has the right to grant or deny leave to the appeal.

ii. The appeal must be made within fourteen (14) days of the notification of denial of ratification.

I. Miscellaneous

i. It is recommended that all Groups maintain Non-Profit Corporation status.

ii. It is recommended that Groups charge an annual membership fee. This provides a base of funding each year.