



Policy on Campus Groups

Policy owner: VP Student Affairs

Audience: Members of Campus Groups

Approved: Board of Directors (Meeting, April 11, 2002)

Last revision approved: Board of Directors (Meeting, August 22, 2016)

Review Schedule: July 2017

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 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 URSU.
- **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.



3. Policy

3.1. 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 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 the upcoming year's budget
- A summary of the society for URSU handbook
- A comprehensive contact information list for all executive members

To maintain URSU-Ratified Society status, a group must adhere to certain requirements. Groups not meeting the following requirements will lose their URSU-Ratified Campus Society status. The Society must:

- Have an executive that is comprised only of members of URSU
- Be governed by and submit to URSU a constitution
- Have a clearly defined purpose
- Not have any outstanding debts with URSU
- 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.

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

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

3.2. President's Advisory Council Structure and Purpose

The President's Advisory Council is a permanent council of Campus Society Presidents. Its structure is as follows;

Chair

- URSU President (non-voting except in the case of a tie)



Ex-officio Members

- President, Graduates Student Association
- President, First Nations University Students' Association
- A representative of the University of Regina Alumni Association
- The URSU General Manager (or delegate)

Voting Members

- President of every ratified Student Society

The President's Advisory Council shall meet monthly during the fall and winter semesters, and every other month during the spring and summer semesters. Meeting dates shall be announced at least one week prior to the meeting date. Attendance of each Campus Society president or a designate is mandatory. President's Advisory Council meetings are open to the membership of URSU. URSU may decline to honour funding recommendations that it feels may promote activities that would be harmful in any way to URSU, its reputation or its membership.

The purpose of the President's Advisory Council is the following:

- advising the URSU President on matters of policy, current affairs and other subjects as determined by the URSU President
- making recommendations on the allocation of URSU Society Funding budget line item according to their needs as decided by the President's Advisory Council based on the schedule of events and list of services that are planned for the entire academic year provided by each campus society.

3.3. PAC Funding Allocation

The following guidelines shall apply when making decisions about funding:

1. No society shall receive more than one sixth of the available society funding. Only ratified societies shall have access to society funding.
2. Funding is to be dispersed in two equal parts by URSU.
 - a. The first payment is to be available to campus societies not later than October 1st.
 - b. The second payment is to be available to the campus societies no later than January 30th.
3. If a society should ratify after one part of funding has been dispersed, the PAC shall recommend to the URSU President if any funding allocated to the PAC is to be dispersed retroactively.

Funding recommendations are subject to the approval of URSU Board of Directors.

Note: Typically this funding shall be allocated as a function of Student Society population



3.4. Becoming a Campus Club

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

1. Present to the Vice-President of Student Affairs 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 member's contact information as laid out on the relevant forms.

Any Campus Club 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.

3.5. Eligibility for Club Status

To be considered for 1-year URSU-ratified campus club status, a group must adhere to the following requirements:

- Must use the word "club" in their name.
- Must not use words like "society", "Union" or "association" in their name.
- Send a minimum of two (2) delegates to the URSU Annual General Meeting
- Only carry out activities, which are legal (according to federal, provincial, and municipal laws) and respect university policies and URSU Constitution (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.
- Not share over 30% of their membership with any other campus club.
- Have a representative meet with the Vice-President Operations and Finance when they first apply for ratification and once per year that they re-ratify.
- Have a minimum of 90% University of Regina student membership.
- Submit a description and a plan for the upcoming year.
- Have an Executive comprised of President, VP Finance, VP Events, and Secretary who are all members of URSU.
- Hold a bank account in the Group's legal name if they wish to receive funding.
- Not have any outstanding debts with URSU.
- Submit an annual summary of the club for URSU handbook

To be considered for 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.
- 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 since 2014



Ratification expires yearly on October 31st. New Clubs may ratify at any time. Clubs that are re-ratifying must submit their ratification request between June 1st and October 31st 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.

3.6. 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 Executive, 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 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 Executive, 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 is only being measured as of September 2014.

Varsity Club Athletics Board clubs:

- Are not eligible for club funding from URSU.

Student Centre Clubs:

- Are not eligible for club funding from URSU.

3.7. Appeal

In the event that the executive does not ratify a group, the option exists for the group to request an appeal before the URSU Board of Directors (or relevant committee). The appeal request must be made within 14 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 URSU Board of Directors.



3.9. Roles and Responsibilities

3.9.1. President

The President shall:

- Ensure that all PAC Societies are ratified and assist existing members in re-ratifying.
- Maintain documentation on the current status of each student society.
- Facilitate PAC meetings.
- Ensure that funding decisions of PAC are in compliance with URSU's policy manual, take recommendations from the PAC and present them to URSU Board of Directors.

3.9.2. Vice-President Operations and Finance

The VP Operations and Finance shall:

- Upon request, provide assistance to the Vice-President Student Affairs with their duties
- Facilitate all funding requests from clubs

3.9.3. Vice-President Student Affairs

The VP Student Affairs shall:

- Upon request, provide guidance and mentorship to members of Campus Clubs and Societies.
- Act as a liaison between campus clubs and the Owl.
- Respond to questions about the Policy on Campus Groups.
- Assist students in filling out application forms.
- Process club and society applications in a timely manner.
- Notify applicants of the outcome of their applications in a timely manner.
- Ensure that the list of clubs and societies is updated at least two times a year on URSU website.
- Maintain an internal list of all clubs that are currently ratified by URSU.



4. Consequences for Noncompliance

Clubs and Societies that do not abide by the Policy on Campus Groups may face disciplinary action up to and including the loss of funding and loss of club status. 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:

4.1. 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.

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 (as described in "PAC Funding Allocation"). However the PAC may choose to disperse said funding if they feel the member had valid reasons to be absent and the student society is still active. Otherwise, funding that is not dispersed shall be remitted to URSU.

4.2. Clubs

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

- Lose eligibility for club funding
- Lose eligibility to on-campus resources
- Lose URSU club status

5. Processes

5.1. Appealing to the Board of Directors

Campus Clubs or Societies who wish to appeal a decision regarding the Policy on Campus Groups may appeal the decision to the URSU Board of Directors.



Campus Club Registration Form

All fields are required and must be completed before this form will be accepted.

Section 1 - Club Information

Please print neatly and fill out all fields or application cannot be processed.

Club Name	
President	
Phone number	
Email	
Signature	
Club Description	
Will your club require regular gym access? Circle one	Yes No



Section 2 – Vice Presidents (Minimum of 3 positions)

Vice-President of Finance			
Phone #		Email	
Student ID		Signature	
Vice-President of Events			
Phone #		Email	
Student ID		Signature	
Secretary			
Phone #		Email	
Student ID		Signature	



Section 3 – Mandatory Banking Certification

All clubs are eligible for operations reimbursements for up to \$300 per URSU fiscal year. In order to receive funding each club must first certify as a ratified club through URSU, and must submit receipts or invoices of expenses to URSU in order to be allocated compensation or obtain reimbursement from said funding. If a club is dormant for a period of two (2) years, the accumulated funding for that club will be returned to the pool of club funding.

Club Signatories: A minimum of two (2) to a maximum of four (4) executive members are required to sign every cheque request form in order for URSU to issue and reimburse club funding.

President			
Phone #		Email	
Student ID		Signature	
VP Finance			
Phone #		Email	
Student ID		Signature	
VP Events			
Phone #		Email	
Student ID		Signature	
Secretary			
Phone #		Email	
Student ID		Signature	



Section 4 – Membership (Minimum 20 members)

	Name	Email	Student ID	Signature
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				



12				
13				
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16				
17				
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19				
20				



Section 5 – Confirmation

The undersigned confirm to the best of their knowledge, all of the above sections have been accurately completed and that all relevant sections of the Policy on Campus Groups are understood and will be adhered to for the lifetime of the club.

President			
Date		Student ID	
Email		Signature	

Name		Position	
Date		Student ID	
Email		Signature	