

Student Organization Registration Procedure¹		
Parent Policy: Related Policies: Approving Body: Passed: Amended:	Clubs Committee Terms of Reference Student Organization Funding and Services Procedure Clubs Committee March 13, 2012 (69.22) July 2, 2019 (77.03)	

Definitions

Active Members refers to current undergraduate students enrolled in credit programs at the University of Calgary.

Annual Report refers to an annual submission in which a Student Organization acknowledges that it was active in the past year and continues to meet SU Student Organization registration criteria.

Club Executive refers to the officers or members that compose the primary decision-making body of a Student Organization.

Club Year refers to the year beginning May 1 and ending April 30.

Greek Letter Organization refers to a Student Organization that is also a member of either the North-American Interfraternity Conference or the National Panhellenic Conference.

Governing Document refers to a Student Organization's constitution or bylaws, which establish the purpose of the Student Organization and the rules that govern its affairs.

Internal Autonomy refers to the freedom granted to Student Organizations to establish, interpret, and practice their own Governing Documents (bylaws, constitution, and policies), provided they are complying with said Governing Documents.

Provisional Registration refers to a status that may be granted to a Student Organization if its Registered status is pending. Student Organizations with provisional status may have limited access to SU Services, resources, and other benefits for a specified time period.

Registered/Registration refers to status achieved by Student Organizations that demonstrate compliance with the criteria and terms of registration established in this procedure.

Student Organization refers to a formal third-party student group such as a club, association, society, or Greek Letter Organization that may choose to register with the SU for access to services, resources, and other benefits.

¹ This procedure was previously named the Club Sanction and Renewal Procedure

Suspended Status refers to a limited registration status imposed on a student organization for failure to comply with requirements for continued registration established in this procedure.

Third Party Complaints refers to complaints received from on- and off-campus organizations, campus service providers, individuals, and other Student Organizations.

Authority

- 1 (1) Section 93(3) of the Post-Secondary Learning Act legislates that the students association of a public post-secondary institution shall provide for the administration of student affairs at the public post-secondary institution, including the development and management of student committees, the development and enforcement of rules relating to student affairs and the promotion of the general welfare of the students consistent with the purposes of the public post-secondary institution.
- (2) Clubs Committee is delegated authority by the Students' Legislative Council (SLC) to establish principles, strategies and procedures for how the Students' Union (SU) supports and engages Student Organizations at the University of Calgary.

Purpose

- 2 (1) The purpose of this procedure is to:
 - (a) Provide clarity regarding the SU's relationship with third-party Student Organizations;
 - (b) Outline the criteria for Student Organizations to obtain Registered status with the SU;
 - (c) Outline the criteria for Student Organizations to maintain Registered Status with the SU;
 - (d) Outline the terms by which Registered Student Organizations may access SU services, resources, and other benefits.

SU Principles Regarding Student Organizations

- 3 (1) The SU believes that Student Organizations can add value to the student experience. In accordance with this, the SU encourages the formation of sustainable and financially responsible Student Organizations that practice good governance and create an inclusive, respectful, and fun environment for Active Members.
- 4 (1) The views and activities of any registered Student Organization shall not represent the views of the SU or current Elected Officials.
- 5 (1) The SU recognizes that Student Organizations have the right to Internal Autonomy. There is a reasonable expectation that Student Organizations are complying with:
 - (a) Their own Governing Documents; and
 - (b) SU policies and procedures.
- 6 (1) The SU recognizes that Student Organizations may charge an annual membership fee.

(2) The SU is not responsible for collecting membership fees on behalf of Student Organizations.

7 (1) The SU may permanently revoke the status of a Student Organization.

Registering Student Organizations

8 (1) The SU shall register new Student Organizations three times a year: once in the Fall, Summer, and Winter terms.

(2) The Registration of Student Organizations is at the discretion of the Clubs Committee Chair and the General Manager or designate.

(3) Student Organizations with demonstrated reasons for not meeting any of the criteria identified in sections 8 and 9, may be referred to the Clubs Committee for Registration.

9 (2) A Student Organization may be Registered with the SU if it can demonstrate that it fulfills the following criteria:

(a) Student Organizations must consist of 20 members, two-thirds of whom must be Active Members;

(b) The Student Organization has a minimum of 4 Executive members, all of whom must be Active Members;

(c) The Student Organization's mandate or objectives must promote the general welfare of students at the University of Calgary;

(d) Membership in the Student Organization must be open to all Active Members;

(e) The Student Organization operates according to a fair, complete, and properly ratified Governing Document;

(f) The Student Organization has submitted a completed Registered Club Agreement in the proper form; and

(g) The Student Organization has submitted a properly completed Annual Report by the end of the Club Year.

10 (1) The SU shall not Register a Student Organization that:

(a) Intends to restrict membership or participation based on grounds of discrimination protected under the Canadian Human Rights Act²;

(b) Is perceived to substantially duplicate the name, mandate, objectives, or activities of an existing Registered Student Organization;

(c) Is perceived to substantially duplicate the name, mandate, objectives, or activities of an SU program or service;

(d) Has or intends to violate University of Calgary policies and procedures;

(e) Has or intends to violate federal, provincial, or municipal legislation;

(f) Exists to solicit political contributions for partisan activities; or

(g) Exists to fulfill a short-term, time limited mandate.

² <http://www.chrc-ccdp.ca/eng/content/what-discrimination>

- 11 (1) A Student Organization that is a member of the North-American Interfraternity Conference or the National Panhellenic Conference shall be automatically designated as a Greek Letter Organization.

Criteria for Continued Registration

- 12 (1) The SU may temporarily or permanently place a Student Organization on Suspended Status if the Student Organization:

- (a) Fails to meet requirements outlined in Union Policy;
- (b) Fails to submit an insurance fee form, or pay the prescribed insurance fee in a timely manner;
- (c) Fails to pay for goods or services provided by the SU within the prescribed time period for payment;
- (d) Fails to submit an event proposal form in a timely manner;
- (e) Fails to collect or submit waivers when notified by the SU of a requirement to do so;
- (f) Fails to pay for repairs or replacement of SU or university property, for which any of its members are responsible for damage, either through willful action or negligence;
- (g) Applies for or receives funding or services on behalf of another party; or

Applies for or receives funding or services by falsifying or omitting relevant information.

Complaints to the SU against Student Organizations

- 13 (1) The SU is not responsible for investigating complaints of misconduct by members of Student Organizations.
- (2) Notwithstanding section 13 (1), the SU may impose Suspended Status on a Student Organization found to have violated criteria set out in sections 5, 9, or 12.
- (3) Subsequent to section 13 (2), the General Manager or designate may impose conditions on Student Organizations while a matter is being addressed.

University and Other Third-Party Complaints and Investigations

- 13 (1) Clubs Committee shall not mediate Third Party Complaints³ against a Registered Student Organization.
- (2) In the event the SU receives a complaint that an Active Member affiliated with a Student Organization has violated University of Calgary policies and procedures, the SU may refer the matter to the relevant University of Calgary authority.
- (3) In the event the SU receives notice of a finding from the University that an Active Member affiliated with a Student Organization or the Student Organization itself has violated University of Calgary policies or procedures, the SU shall comply with the decision from the University.

³ The SU cannot interpret or enforce university policies or procedures, the policies and procedures of third party organizations, or municipal, provincial, or federal legislation.

Applications to the Review Board

- 14 (1) Active Members may appeal SU decisions related to the Student Organization Registration Procedure by submitting a written application to the Review Board within 10 days of receiving the decision.

Accountability

- 15 (1) Clubs Committee and the General Manager or designate is responsible for the implementation and administration of this Procedure.
 - (2) The Clubs Committee is responsible for the review of this Procedure.
 - (3) Clubs Committee and Registered Student Organizations are responsible for complying with this Procedure.

Amendment History: January 28, 2014 (71.14); October 27, 2015 (73.11)