

STUDENT ORGANIZATION POLICY

1. PREAMBLE:

- 1.1. Student organizations on campus are a critical component of the University of Guelph (hereafter referred to as the University). While these student organizations have significant autonomy, they are also part of the University and their actions reflect upon the University as a whole. Therefore, it is agreed that they are required to abide by all University policies and procedures.
- 1.2. It is recognized that student organizations have primary responsibility and accountability first to their student members and Boards of Directors.
- 1.3. This policy is intended to establish the authority and subsequent responsibility and accountability of student organizations and the University.

2. DEFINITION OF TERMS:

- 2.1. **University:** This refers to the University of Guelph. The Office of Student Affairs is responsible for overseeing this policy on behalf of the University. The day-to-day management of the process is the responsibility of Leadership Education and Development (LEAD).
- 2.2. **Primary Student Organizations (PSOs):** The University of Guelph recognizes the following PSOs:

CATEGORY A:¹

- i. **The Central Student Association:** The CSA is the official representative of all full-time and part-time undergraduate students of matters of a general University or cross-campus nature². All registered full and part-time undergraduate students are its members. The CSA is incorporated and is accountable to its Board of Directors.
- ii. **The Graduate Student Association:** The GSA is the official representative of all full and part-time graduate students of matters of a general University or cross-campus nature³. All registered full and part-time graduate students are its members. The GSA is incorporated and is accountable to its Board of Directors.

¹ Primary Student Organizations in Category A have official status due to their incorporated status and do not rely on the University to grant official status.

² At the writing of this document programs include academic and tenant issues, the universal bus pass, the student run coffee shop (Bullring), provincial and federal lobbying, the student health and dental plans.

³ At the writing of this document programs include academic issues, the universal bus pass, the Graduate Student Lounge, provincial and federal lobbying, the student health and dental plans.

STUDENT ORGANIZATION POLICY

CATEGORY B:⁴

- i. **College Governments:** College governments are the official representatives of their respective undergraduate college constituents.
- ii. **Interhall Council:** Interhall Council is the official representative of all students living in residence on campus.

CATEGORY C:

Special Status Groups (SSGs): In addition to the groups listed above, certain clearly defined student groups are granted special status⁵. These groups do not officially represent students through government, but rather provide the entire University community with a special service. They are accountable to the University and their Board of Directors (where applicable). If they are incorporated organizations, they are not reliant on the University to grant them official status, but the University will refuse to collect student fees on their behalf in the event of gross financial mismanagement and/or a serious breach of a University policy.

2.3. **Accredited Student Organizations (ASOs):** The PSOs listed above have the authority to extend ASO status to their respective clubs, societies, and councils. In doing so they accept responsibility for the actions of these ASOs and must ensure they comply with all University policies and procedures⁶. The ASOs are accountable to their PSO as follows:

- i. **The Central Student Association:** All student clubs must register with the CSA, and are accountable to the CSA according to their bylaws.
- ii. **College Governments:** Academic clubs are accountable to their respective college government. In unique circumstances, a club may cross more than one college. In these situations, the club will either be accountable to all relevant college governments, or there will be a written agreement regarding specific accountability.
- iii. **Interhall Council:** Hall Councils are accountable to Interhall Council.

3. THE AGREEMENT:

3.1. Acting on behalf of the Office of Student Affairs, and subject to the receipt of required information (see section 5), LEAD will communicate the status of the PSOs to the following bodies:

⁴ Primary Student Organizations in Category B are responsible to their Board of Directors and to the University and relies solely on the University to grant its official status.

⁵ Groups recognized as having special group status: Women's Resource Centre (WRC); The Munford Centre; OPIRG; and the ISO.

⁶ The GSA does not have any accountability for graduate student clubs that may be formed on an ad hoc basis at the departmental level. Section 6 of this policy does not apply to the GSA.

STUDENT ORGANIZATION POLICY

- i. The Office of Student Affairs
- ii. Hospitality Services
- iii. University Centre Administration
- iv. Office of Registrarial Services
- v. Teaching Support Services
- vi. Student Financial Services

3.2. Benefits of PSOs and ASOs are as follows:

- i. The use of University space and facilities free of charge⁷ (subject to availability);
- ii. Office space where possible;
- iii. Access to official University publications where appropriate for the purpose of publicizing the nature of the group, its purposes and activities (subject to space availability);
- iv. Access to e-mail listserv lists, the High Volume Mail Service and/or the student portal as per the Mass E-mail Policy;
- v. Access to student discounts Hospitality Services provides for student organized events open to students;
- vi. Access to audio/visual equipment through Teaching Support Services; and
- vii. Upon completion of the required documents, all the required fees are collected and released by Student Financial Services at no cost.

4. ACCOUNTABILITY REQUIREMENTS OF PSOs AND ASOs:

4.1. Recognition by the University as a student organization brings with it certain requirements and accountability. These requirements apply to both PSOs (who are first and foremost accountable to their student members and their Boards of Directors) and ASOs (who are accountable to their respective PSO). In particular, all student organizations have the following responsibilities:

4.1.1. **Financial responsibility:** It is expected that all student organizations will manage the finances of their members in a fiscally responsible manner which includes:

4.1.1.1. an open review and approval process for budgets and financial statements;

4.1.1.2. procedures in place to protect them from fraudulent behaviour (i.e. dual signing authority, limitations on authority for spending without Board approval, etc.);

⁷ There are charges for War Memorial Hall and Rozanski Hall.

STUDENT ORGANIZATION POLICY

4.1.1.3. regular financial audits conducted⁸; and

4.1.1.4. prudent action with their members' fees. The following actions would be deemed an inappropriate use of student fees:

- i. an annual deficit with no explanation of unanticipated financial challenges, and with no plan to remove the deficit in subsequent years;
- ii. an accumulating surplus with no plan to address the surplus.

4.1.2. **Adherence to the By-laws, Policies and Procedures of their Board**⁹

4.1.3. **Adherence to University Policies and Procedures:** All student organizations are required to adhere to all University policies. In particular:

- i. Student Rights and Responsibilities
- ii. Human Rights Policy
- iii. Mass E-mail policy
- iv. Solicitations Policy
- v. Alcoholic Beverages Policy
- vi. Postering Policy
- vii. Purchasing Code of Conduct for Vendors

4.1.4. **Risk Management Responsibility:** All student organizations, including those accredited through the PSOs, are subject to the Student Risk Management Process as well as the Orientation Risk Management Standards.¹⁰

5. REPORTING REQUIREMENTS OF PSOs

5.1. **Primary Student Organizations (PSOs):** As part of the accountability requirement, PSOs are required to submit the following information LEAD by the first Monday of May each year for the academic year May to April¹¹:

5.1.1. Name of the organization;

5.1.2. Names, titles, University addresses, phone numbers/extensions, student ID numbers, e-mail addresses, sample signatures, and verification of signing authority with its officers;

⁸ See section 5.1.9, footnote #14 and section 6.1.6 for more specific details.

⁹ Any incorporated organization must also adhere to the Ontario Corporations Act.

¹⁰ The GSA is not part of the SRM process but is expected to follow risk management procedures if running an event.

¹¹ The CVSA holds its elections in the fall and therefore must submit information regarding sections 5.1.2., 5.1.8. and 5.1.10. no later than the last Friday of September.

STUDENT ORGANIZATION POLICY

- 5.1.3. The most up-to-date constitution or written statement of purpose, which include the accreditation process for ASOs under its constituency as outlined in section 5.2, plus any other ASO accreditation requirements specific to their constitution¹²;
- 5.1.4. The forms the organization uses to accredit ASOs under its constituency in accordance with the criteria set out in 6.1;
- 5.1.5. A list of all student groups accredited by the organization¹³ (see sections 6.1 and 6.3 for more information);
- 5.1.6. Certification and evidence that a minimum of $\frac{3}{4}$ of the voting members of the group were eligible to be full-time or part-time students of the University of Guelph at the time they stood for election or were appointed (if this is not already clearly stated in the organization's constitution and/or bylaws);
- 5.1.7. Certification that the group does not exclude or discriminate against members on the basis of race, ancestry, colour, ethnic origin, place of origin, citizenship, creed/religion, gender, sexual orientation, disabilities, age, marital status, family status, record of offences, or receipt of public assistance;
- 5.1.8. A copy of a financial statement from the preceding fiscal year (May 1 to April 30) that has been reviewed and accepted by a duly constituted Board.¹⁴ This should be submitted as soon as possible, but no later than September 1 of the agreement year;
- 5.1.9. Each time \$150,000 cumulatively (including accumulated assets) has gone through a PSO's budget, an *audited* financial statement must be submitted. The PSO is responsible for the cost of the audit and setting that cost into their budget, unless the Office of Student Affairs requests one when not required, at which time it will be performed free of charge by the University¹⁵;
 - 5.1.9.1. The cumulative total will start May 1st, 2005 and accumulate until the \$150,000 mark is reached, at which point an audit will take place and the cumulative total will be reset again to zero (0).
- 5.1.10. A projected budget for the forthcoming year that has been reviewed and approved by a duly constituted Board; and
- 5.1.11. Evidence of payment of insurance in the form of a letter from Financial Services or receipt of payment that liability insurance premiums have been paid for the current academic year, and the name and sample signature of

¹² Not required for the GSA, which does not grant ASO status to any groups.

¹³ Not required for the GSA, which does not grant ASO status to any groups.

¹⁴ For incorporated groups, a copy of their audited financial statements should be submitted.

¹⁵ Not applicable for incorporated groups as they already submit audited financial statements.

STUDENT ORGANIZATION POLICY

the Student Risk Management Representative who is expected to attend Student Risk Management meetings regularly¹⁶.

- 5.2. When this information is submitted to LEAD by the deadline, a letter of approval will be sent to the PSO within ten (10) working days. This letter will indicate they've been granted the full rights and privileges of a PSO from the date of approval of the group's submission of accountability until the final Friday of April.
- 5.3. If a PSO holds incorporated status they must still abide by the following regulations:
 - 5.3.1. Provide for its own insurance policy, either individually or as a part of the Student Group Liability Insurance Policy. (N.B. An incorporated PSO **must** still participate in the Student Risk Management process and abide by the SRM Policy)¹⁷;
 - 5.3.2. Abide by University of Guelph policies regardless of incorporated status (see Section 4.1.3);
 - 5.3.3. Maintain autonomous incorporated operations;
 - 5.3.4. Be accountable for their own day-to-day operations and business management; and
 - 5.3.5. Be responsible for any and all legal liabilities incurred.
- 5.4. Though an incorporated PSO is legally and financially responsible to their board, the University has the responsibility to investigate evidence that there has been a lack of adherence to University policies or non-compliance with Board policies.
- 5.5. The University will follow the dispute resolution outlined in section 8 below. As a possible outcome of the dispute resolution process, the University has the right to take action to remove PSO and ASO privileges, which can include removal of access to office space, discontinuation of fee collection and rescinding accredited status (where applicable).

6. GRANTING ACCREDITED STUDENT ORGANIZATIONS (ASOs)¹⁸:

- 6.1. PSOs have the authority to grant accredited club status to relevant student organizations. Generally, the CSA has the authority to grant club status to general interest groups, the College Governments have the authority to grant club status to departmental/program interest groups, and Interhall has the authority to grant status to residence groups. Each PSO will establish its own policies and procedures to govern this process, and all clubs are required to abide by these requirements. The process will include the collection of the following information at a minimum. This information must be submitted to the

¹⁶ The GSA does not have an SRM representative as per section 4.1.4 and footnote 9.

¹⁷ The GSA does not have an SRM representative as per section 4.1.4 and footnote 9.

¹⁸ This section does not apply to the GSA.

STUDENT ORGANIZATION POLICY

appropriate PSO by the second Friday of October each year for the accreditation period of November to October:

- 6.1.1. Name of the organization;
 - 6.1.2. Names, titles, University addresses, phone numbers/extensions, student ID numbers, e-mail addresses, sample signatures, and verification of signing authority with its officers;
 - 6.1.3. The most up-to-date constitution or written statement of purpose;
 - 6.1.4. Certification and evidence that a minimum of $\frac{3}{4}$ of the voting members of the group were eligible to be full-time or part-time students of the University of Guelph at the time they stood for election or were appointed (if this is not already clearly stated in the organization's constitution and/or bylaws);
 - 6.1.5. Certification that the group does not exclude or discriminate against members on the basis of race, ancestry, colour, ethnic origin, place of origin, citizenship, creed/religion, gender, sexual orientation, disabilities, age, marital status, family status, record of offences, or receipt of public assistance;
 - 6.1.6. Where relevant, a public financial statement from the preceding fiscal year (May 1 to April 30) is required. If the club has a budget in excess of \$150,000 (including accumulated assets), the statements must be audited on an annual basis. The ASO is responsible for the cost of the audit and setting that cost into their budget, unless the Office of Student Affairs requests one when not required, at which time it will be performed free of charge by the University; and
 - 6.1.7. Where relevant, a projected budget for the forthcoming year that has been reviewed and approved by a duly constituted Board.
 - 6.1.8. Any other information that the PSO requires in accordance with the Student Organization Policy and their constitution.
- 6.2. If this information is not submitted by the deadline, the PSO will send the club a warning letter. If a valid response is not provided within five (5) working days of the warning letter, the PSO will place the club on probation. If the material is not received within 30 days of the warning letter, and no valid reason has been given, the PSO will begin taking disciplinary action.
- 6.3. The PSO will review the information and forward to LEAD by the final Friday of October each year. These clubs will be granted full rights and privileges of an ASO from the date of approval by the PSO until the end of the following October.
- 6.4. If an ASO holds incorporated status they must still abide by the following regulations:
- 6.4.1. Provide for its own insurance policy, either individually or as a part of the Student Group Liability Insurance Policy. (N.B. An incorporated ASO **must**

STUDENT ORGANIZATION POLICY

participate in the Student Risk Management process and abide by the SRM Policy);

- 6.4.2. Abide by University of Guelph policies regardless of incorporated status (see Section 4.1.3);
 - 6.4.3. Maintain autonomous incorporated operations;
 - 6.4.4. Be accountable for their own day-to-day operations and business management; and
 - 6.4.5. Be responsible for any and all legal liabilities incurred.
- 6.5. Though an incorporated ASO is legally and financially responsible to their board, the PSO that accredits them as an ASO will refuse to disperse student fees to them in the event of gross financial mismanagement and/or a serious breach of a University or Board policy.
- 6.6. All registered groups must immediately notify LEAD whenever there is a change in the signing authority, executive officers or in the responsibilities of the officers.

7. NON-COMPLIANCE OF REQUIREMENTS:

7.1. Under this policy, there are three categories of non-compliance:

- 7.1.1. **Failure to submit Student Organization Policy documentation (as per section 5) by the set deadline:** The PSO will receive notice in writing from LEAD that it must respond to the issue within ten (10) working days. If a valid response is not provided to LEAD within this time frame the dispute resolution process will be initiated.
- 7.1.2. **Non-compliance of an ASO with the Student Organization Policy:** It is the responsibility of the appropriate PSO to respond to allegations of non-compliance. The Board of the PSO will make decisions regarding action on a majority vote. These decisions may be appealed to LEAD wherein the dispute resolution process will be initiated.
- 7.1.3. **Non-compliance of a PSO with the Student Organization Policy:** It is the responsibility of LEAD to respond to allegations of non-compliance. The PSO will receive notice in writing from LEAD that it must respond to the allegations within ten (10) working days. If sufficient reason is not given the dispute resolution process will be initiated.

8. DISPUTE RESOLUTION:

8.1. The dispute resolution process will follow these steps:

- 8.1.1. The Coordinator, Student Activities will take an issue to a committee consisting of one representative from each PSO (hereafter referred to as 'the Committee') which will make one of the following recommendations:

STUDENT ORGANIZATION POLICY

8.1.1.1. the dispute should be resolved on a peer-to-peer level in a manner to be determined by the Committee; or

8.1.1.2. the dispute should be taken to the next step of the dispute resolution process.

8.1.2. The University and the PSOs and/or the ASOs will use their best efforts to resolve in good faith any disputes that may arise between them under this policy within thirty (30) days of notice by one party to the other of the dispute.

8.1.3. If the parties are unable to resolve the dispute within the thirty (30)-day-period, either party may give notice to the other party that the dispute requires arbitration (notice of arbitration). The provisions of the Arbitration Act, 1991 (Ontario), as amended, shall govern the arbitration. The dispute will be submitted to a mutually agreed upon arbitrator within ten (10) days of notice of arbitration being given. If a single arbitrator cannot be agreed upon, arbitration shall be made by three arbitrators, one appointed by each party within 30 days of the notice of arbitration and the third chosen by the first two arbitrators. The decision of the arbitrators or any two of the arbitrators shall be final and binding on the parties. The cost of the arbitration is at the discretion of the arbitrator.

8.1.4. If within thirty (30) days of the notice of arbitration, the party who has been notified of a dispute fails to appoint an arbitrator or the two arbitrators appointed by the parties do not agree upon a third arbitrator, then the party not in default may apply to a Judge of the Supreme Court of Ontario for the appointment by a Judge of the Supreme Court of Ontario of an arbitrator to represent the party or parties in default or a third arbitrator or both of such arbitrators.

8.1.5. No decision of an arbitrator can be appealed. If the arbitrator rules in favour of the University, but leaves the decision regarding consequences for non-compliance up to the Associate Vice-President – Student Affairs, their decision may be appealed to the University Judicial Committee.

8.2. If the dispute resolution process is not adhered to:

8.2.1. by a non-incorporated PSO, the University has the right to impose further consequences, which can include removal of access to office space, discontinuation of fee collection and rescinding accredited status;

8.2.2. by an incorporated PSO, litigation may be initiated to resolve the issue; or

8.2.3. by the University, litigation may be initiated to resolve the issue.

9. REVIEW:

STUDENT ORGANIZATION POLICY

- 9.1. This Policy must be reviewed and revised by the PSOs, and subsequently approved by their Boards of Directors and the University Board of Governors no later than the last day of March 2010, or sooner if requested by the University or a PSO.

STUDENT ORGANIZATION POLICY

APPENDIX A – Procedures and Mechanics of Registration of PSOs

All groups that wish to become a registered PSO must file the following information with LEAD by the first Monday of May each year for the academic year May to April. Registered PSOs will be granted full rights and privileges of a PSO from the date of approval of the group's submission of accountability until the final Friday of April. By signing this form, Officers understand and agree to abide by the regulations set out in the Student Organization Policy.

1. Organization Information

Name of Organization: _____

University Address: _____

2. Officers

1. Title: _____

Name: _____

Address of residency: _____

Phone # of residence: _____ Student ID #: _____

E-mail address: _____ Signing authority: (please check)

YES NO

Signature: _____

2. Title: _____

Name: _____

Address of residency: _____

Phone # of residence: _____ Student ID #: _____

E-mail address: _____ Signing authority: (please check)

YES NO

Signature: _____

STUDENT ORGANIZATION POLICY

APPENDIX A – Procedures and Mechanics of Registration of PSOs

3. Title: _____

Name: _____

Address of residency: _____

Phone # of residence: _____ Student ID #: _____

E-mail address: _____ Signing authority: (please check)

YES NO

Signature: _____

4. Title: _____

Name: _____

Address of residency: _____

Phone # of residence: _____ Student ID #: _____

E-mail address: _____ Signing authority: (please check)

YES NO

Signature: _____

5. Title: _____

Name: _____

Address of residency: _____

Phone # of residence: _____ Student ID #: _____

E-mail address: _____ Signing authority: (please check)

YES NO

Signature: _____

STUDENT ORGANIZATION POLICY

APPENDIX A – Procedures and Mechanics of Registration of PSOs

6. Title: _____

Name: _____

Address of residency: _____

Phone # of residence: _____ Student ID #: _____

E-mail address: _____ Signing authority: (please check)

YES NO

Signature: _____

7. Title: _____

Name: _____

Address of residency: _____

Phone # of residence: _____ Student ID #: _____

E-mail address: _____ Signing authority: (please check)

YES NO

Signature: _____

8. Title: _____

Name: _____

Address of residency: _____

Phone # of residence: _____ Student ID #: _____

E-mail address: _____ Signing authority: (please check)

YES NO

Signature: _____

STUDENT ORGANIZATION POLICY

APPENDIX A – Procedures and Mechanics of Registration of PSOs

9. Title: _____

Name: _____

Address of residency: _____

Phone # of residence: _____ Student ID #: _____

E-mail address: _____ Signing authority: (please check)

YES NO

Signature: _____

10. Title: _____

Name: _____

Address of residency: _____

Phone # of residence: _____ Student ID #: _____

E-mail address: _____ Signing authority: (please check)

YES NO

Signature: _____

11. Title: _____

Name: _____

Address of residency: _____

Phone # of residence: _____ Student ID #: _____

E-mail address: _____ Signing authority: (please check)

YES NO

Signature: _____

STUDENT ORGANIZATION POLICY

APPENDIX A – Procedures and Mechanics of Registration of PSOs

3. Constitution

Attach a copy of your most up-to-date constitution, which must include the accreditation process for ASOs in section 6.1.

4. Mechanics of Accreditation

Include a copy of the form(s) that your organization uses to accredit ASOs under your constituency in accordance with the criteria and guidelines set out in section 6.1.

5. List of Accredited ASOs

Include a list of all student organizations accredited by your organization as ASOs.

6. Public Financial Statement

Where applicable, attach a copy of a public financial statement from the preceding fiscal year (May 1 to April 30) that has been reviewed and accepted by a duly constituted Board (no later than September 1st of the agreement year).

Attach the current bank balance or an audited financial statement.

7. Projected Budget

Attach a projected budget for the forthcoming year that has been reviewed and approved by a duly constituted Board.

8. Proof of Insurance

Attach a receipt of payment or a letter from Financial Services confirming payment of liability insurance premiums for the Student Group Insurance Policy. *(N.B. In the past, insurance receipts issued by Financial Services are sent out in late fall. If proof of payment is not available by the first Monday of each May, please submit the SOP package on time and submit the receipt no later than the last Friday in November.)*

Where applicable, identify the Student Risk Management Representative whose responsibility it is to attend Student Risk Management meetings regularly and provide their signature below.

Name: _____

Signature: _____

STUDENT ORGANIZATION POLICY

APPENDIX A – Procedures and Mechanics of Registration of PSOs

Sample Signing Officer Signatures

Provide the names and signatures of the signing officers for your organization in the space below. A minimum of two signing officers is strongly recommended. Refer to your constitution.

1. Name: _____ Signature: _____

2. Name: _____ Signature: _____

3. Name: _____ Signature: _____

4. Name: _____ Signature: _____

STUDENT ORGANIZATION POLICY

APPENDIX B – Sample Procedures and Mechanics of Accreditation for ASOs

To be accredited as an Accredited Student Organization (ASO), a new or established student organization must file the following information with the appropriate Primary Student Organization (PSO). This information must be filed no later than the second Friday of October each year for the accreditation period of November to October. By signing this form, Officers understand and agree to abide by the regulations set out in the Student Organization Policy and their PSOs constitution.

1. Organization Information

Name of Organization: _____

University Address: _____

2. Officers

1. Title: _____

Name: _____

Address of residency: _____

Phone # of residence: _____ Student ID #: _____

E-mail address: _____ Signing authority: (please check)

YES NO

Signature: _____

2. Title: _____

Name: _____

Address of residency: _____

Phone # of residence: _____ Student ID #: _____

E-mail address: _____ Signing authority: (please check)

YES NO

Signature: _____

STUDENT ORGANIZATION POLICY

APPENDIX B – Sample Procedures and Mechanics of Accreditation for ASOs

3. Title: _____

Name: _____

Address of residency: _____

Phone # of residence: _____ Student ID #: _____

E-mail address: _____ Signing authority: (please check)

YES NO

Signature: _____

4. Title: _____

Name: _____

Address of residency: _____

Phone # of residence: _____ Student ID #: _____

E-mail address: _____ Signing authority: (please check)

YES NO

Signature: _____

5. Title: _____

Name: _____

Address of residency: _____

Phone # of residence: _____ Student ID #: _____

E-mail address: _____ Signing authority: (please check)

YES NO

Signature: _____

STUDENT ORGANIZATION POLICY

APPENDIX B – Sample Procedures and Mechanics of Accreditation for ASOs

6. Title: _____

Name: _____

Address of residency: _____

Phone # of residence: _____ Student ID #: _____

E-mail address: _____ Signing authority: (please check)

YES NO

Signature: _____

7. Title: _____

Name: _____

Address of residency: _____

Phone # of residence: _____ Student ID #: _____

E-mail address: _____ Signing authority: (please check)

YES NO

Signature: _____

8. Title: _____

Name: _____

Address of residency: _____

Phone # of residence: _____ Student ID #: _____

E-mail address: _____ Signing authority: (please check)

YES NO

Signature: _____

STUDENT ORGANIZATION POLICY

APPENDIX B – Sample Procedures and Mechanics of Accreditation for ASOs

9. Title: _____

Name: _____

Address of residency: _____

Phone # of residence: _____ Student ID #: _____

E-mail address: _____ Signing authority: (please check)

YES NO

Signature: _____

10. Title: _____

Name: _____

Address of residency: _____

Phone # of residence: _____ Student ID #: _____

E-mail address: _____ Signing authority: (please check)

YES NO

Signature: _____

11. Title: _____

Name: _____

Address of residency: _____

Phone # of residence: _____ Student ID #: _____

E-mail address: _____ Signing authority: (please check)

YES NO

Signature: _____

STUDENT ORGANIZATION POLICY

APPENDIX B – Sample Procedures and Mechanics of Accreditation for ASOs

3. Constitution

Attach a copy of your most up-to-date constitution or statement of purpose.

4. Certifications of Voting Members

By signing the form provided by our PSO as an officer, I understand that a minimum of $\frac{3}{4}$ of the voting members and officers of the group are eligible full-time or part-time students of the University of Guelph.

5. Certification of Non-discrimination or Exclusion of Membership

By signing the form provided by our PSO as an officer, I understand that our organization will not discriminate or exclude members on the basis of race, ancestry, colour, ethnic origin, place of origin, citizenship, creed/religion, gender, sexual orientation, disabilities, age, marital status, family status, record of offences, or receipt of public assistance.

6. Public Financial Statement

Where applicable, attach a copy of a public financial statement from the preceding fiscal year (May 1 to April 30) that has been reviewed and accepted by a duly constituted Board.

If the club has a budget in excess of \$250 000.00 (including accumulated assets), attach an audited financial statement.

Attach a current bank balance or an audited financial statement (where applicable).

7. Projected Budget

Where applicable, attach a projected budget for the forthcoming year that has been reviewed and approved by a duly constituted Board.

8. Other information

Attach any other information that the accrediting PSO requires in accordance with the Student Organization Policy and their constitution.

STUDENT ORGANIZATION POLICY

AGREEMENT

The University and the following representatives from the Primary Student Organizations acknowledge that they have read this policy document, understand it, and agree to be bound by it.

The term of this agreement shall be sixty (60) months. It shall be renewed no later than April 15th, 2010.

By signing this agreement, each PSO represented within this policy understands that a minimum of $\frac{3}{4}$ of the voting members and officers of the group are eligible full-time or part-time students of the University of Guelph.

By signing this agreement, each PSO represented within this policy understands that they and the student organizations that they may accredit as ASOs will not discriminate or exclude members on the basis of race, ancestry, colour, ethnic origin, place of origin, citizenship, creed/religion, gender, sexual orientation, disabilities, age, marital status, family status, record of offences, or receipt of public assistance.

For the **University of Guelph (Office of Student Affairs)**

Name (please print)

Signature

Date

Name (please print)

Signature

Date

For the **Central Student Association**

Name (please print)

Signature

Date

Name (please print)

Signature

Date

STUDENT ORGANIZATION POLICY

For the **Central Veterinary Student Association**

Name (please print)

Signature

Date

Name (please print)

Signature

Date

For the **College of Arts Student Union**

Name (please print)

Signature

Date

Name (please print)

Signature

Date

For the **College of Biological Science Student Council**

Name (please print)

Signature

Date

Name (please print)

Signature

Date

For the **College of Physical & Engineering Sciences Student Council**

Name (please print)

Signature

Date

Name (please print)

Signature

Date

STUDENT ORGANIZATION POLICY

For the **College of Social & Applied Human Sciences Student Alliance**

Name (please print)

Signature

Date

Name (please print)

Signature

Date

For the **Graduate Student Association**

Name (please print)

Signature

Date

Name (please print)

Signature

Date

For the **Interhall Council**

Name (please print)

Signature

Date

Name (please print)

Signature

Date

For the **Student Federation of the Ontario Agricultural College**

Name (please print)

Signature

Date

Name (please print)

Signature

Date