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Student Groups Procedure

Office of Administrative Responsibility:	Dean of Students
Approver:	General Faculties Council Executive Committee
Scope:	Compliance with this University procedure extends to all members of the University community.

Overview

The University recognizes that participation in the activities of Student Groups is a beneficial aspect of the University experience. The University environment encourages the formation of different Student Groups. These groups may be defined in a variety of ways, according to, for example, a shared program of study, a commitment to service, a common activity, philosophy or background or particular perspective. When considering a group's application for Registration, the University takes into account the group's stated purposes, goals, activities, membership criteria and other attributes. The University desires to support the activities of Student Groups, but also recognizes the need to regulate them for the benefit of the groups themselves and the University community. When a Student Group is Recognized by the University, responsibilities and benefits result for both.

When sponsoring or conducting a Student Group Event or Activity, Student Groups are also accountable to the University for the conduct of their members and/or guests. While Student Group status is considered in this Procedure, complaints regarding the conduct of individual members of a group and their guests will be addressed under the Code of Student Behaviour and/or through other University policies, procedures or other appropriate processes.

Purpose

To outline the University's processes for the administration of Student Groups.

PROCEDURE

1. RESPONSIBILITIES AND BENEFITS

In Registering with the University, a Student Group accepts the following responsibilities:

- To abide by all University policies and procedures, and all applicable municipal bylaws, Provincial and Federal statutes and regulations;
- To uphold the good name of the University;
- To live up to the group's stated purpose by acting in accordance with the group's constitution, bylaws and polices;
- To respect the safety, security and inherent dignity of each member of the University community;
- To be responsible for members' conduct when members are representing the group, and therefore the University, on and off-campus; and
- To manage the group's assets (financial or otherwise) in a responsible and ethical manner.

A Student Group enjoys a number of benefits, including:

- Ability to book space with the University;
- Use of the University's institutional liquor licenses and the ability to receive permission for gaming events;
- Use of the University's name and insignia;
- Exclusive use of the group's name on campus;
- Access to and ability to rent University property and equipment;
- Use of campus facilities for solicitation of membership.

All of the above benefits are subject to applicable University of Alberta policies, procedures and regulations.

This Procedure in no way limits the freedom of students and others to associate; however, groups of students not **Recognized** by the Dean of Students will not have access to the above benefits.

2. REGISTRATION REQUIREMENTS

In order to be **Recognized** as a Student Group, approval must be obtained by following these registration procedures.

Student Groups must file a Registration application annually with the University through Student Group Services. In addition to Registering with the University, Student Groups may also register with the Students' Union or the Graduate Students' Association subject to meeting the requirements for those organizations.

To become a Recognized University of Alberta Student Group, a group must complete the appropriate Registration Form (available on www.bearshden.ualberta.ca) and must be able to provide satisfactory evidence of the following:

- That a minimum of ten (10) students are members of the group and that all of the executive members with voting privileges are currently part-time or full-time University of Alberta students. When groups have more than ten (10) student members, the remaining ratio of members must be comprised of two-thirds current University of Alberta students. In relation to **Fraternalities** and **Sororities**, the membership must be composed entirely of part-time or full-time University of Alberta students registered during the current academic year.
- That an acceptable constitution exists. (Guidelines for drafting a group constitution are available from Student Group Services.) The constitution must:
 - Outline the purpose of group;
 - Outline the membership eligibility;
 - Outline the executive and membership roles and responsibilities;
 - Demonstrate that the group functions in a democratic manner by outlining the elections process;
 - Outline financial requirements that meet or exceed the University's requirements as outlined below, and address what will happen to any assets, financial or otherwise, if the group should cease to exist for whatever reason.
- That a minimum of one general meeting is scheduled during the next twelve months.
- That, in the case of groups previously Recognized, a minimum of one general meeting has been held during the past twelve months.

- That, if the group is handling money, the appropriate financial arrangements are in place, including:
 - A bank account in the name of the group, or an acceptable alternative (under no circumstances can money held by student groups be deposited into a University bank account);
 - A requirement that at least two signatures of executive officers are necessary for all banking transactions;
 - The direction that all monies of the Student Group go toward the operating expenses of the group, as it carries out its stated purpose/objectives/goals; and
 - The maintenance of financial records in proper order for possible auditing.

Based on the nature of the activities being organized by the Student Group, the Dean of Students may determine additional requirements, which may include, but are not limited to, additional oversight structures, additional risk management requirements, and additional insurance coverage.

In order for the Student Group to be Recognized, the University's liability and indemnification agreement must be signed by two members of a Student Group's executive prior to final approval.

3. REGISTRATION PROCEDURES

Once all registration forms and supporting documentation have been submitted, they will be reviewed in a timely manner and Student Group Services will notify the group as to its status. The Dean of Students will decide one of the following:

- To Recognize the Student Group for the year.
- To grant **Provisional Recognition**, subject to additional requirements. These may include, but are not limited to, any of the following:
 - Submit a complete membership list, including addresses and phone numbers;
 - Submit a financial statement for the preceding year (if an audit is necessary, the complete accounts for the group should be available);
 - Submit the minutes of general meetings held during the last twelve months;
 - Provide a bond in an amount to be determined by the Dean of Students, to be used to pay the cost of damage that may be incurred by the Student Group;
 - Report at specified periods to a specified University official; and
 - Such other reasonable requirements considered desirable to: limit the amount of risk incurred by the University; ensure that the Student Group provides reparation for harm done to the University community, University property or the property of others; or ensure the Student Group takes steps to build trust with the University or surrounding communities.
- To deny Recognition. In the case of denial of Recognition, the Dean of Students will provide written reasons for the decision.

A group's initial Registration with the Office of the Dean of Students may occur at any time of the year; re-Registration must be completed annually within two (2) months of the group's election of new executive members.

Where the Student Group receives Recognized or Provisional status, the president, treasurer and the individual responsible for event planning and risk management must attend training provided by Student Group Services. This must occur on an annual basis.

4. DENIAL, REVOCATION OR TEMPORARY SUSPENSION OF STUDENT GROUP RECOGNITION

- a. The Dean of Students may deny a group Recognition, or revoke or temporarily suspend Recognition, under any of the following circumstances:
 - The group fails to meet the requirements for Recognition outlined above in section 2;
 - The group's stated objectives or activities or the manner of carrying out its activities have exposed or would expose the University to unacceptable risk;
 - The group's stated objectives or activities or the manner of carrying out its activities have in the past or could, by their very nature, lead to justifiable complaints under University policies and procedures and/or municipal bylaws, Provincial or Federal statutes or regulations;
 - The group has engaged in activities involving **Hazing**, unacceptable **Risk to Persons**, or **Risk to Property or Reputation**;
 - The group tolerates, allows or encourages its members or executive to engage in any violation of the Code of Student Behavior when acting on behalf of or as a representative of the Student Group;
 - The group fails to abide by the responsibilities outlined above in section 1; or
 - The group fails to meet the conditions required for their Provisional Recognition.
- b. A complaint against a Student Group relating to any of the circumstances set out in section 4(a) can be made, in writing, to the Dean of Students.
- c. As part of the process of determining whether a Student Group should have their Recognition denied, revoked, or temporarily suspended, the Dean of Students may use the investigative expertise and resources within University of Alberta Protective Services or other entities as required.
- d. In cases where a student group is also registered with the Students' Union or the Graduate Students' Association, the Dean of Students will discuss the issue with the relevant students' association before making a decision. In cases involving Faculty Student Associations, the Dean of Students will discuss the issue with the Dean (or delegate) of the relevant Faculty.
- e. If the group is dissatisfied with the decision of the Dean of Students, the group may submit a request for reconsideration to the Dean of Students. The request for reconsideration must be received by the Dean of Students no more than 15 Business Days after the group is notified of the Dean's decision. A request for reconsideration must set out the reasons why the group is seeking reconsideration and, if applicable, those steps the group proposes to take to correct any actions referenced in the decision. In cases where a student group is also registered with the Students' Union or the Graduate Students' Association, the Dean of Students will discuss the issue with the relevant students' association before making a decision.
- f. If the group is still dissatisfied after the Dean of Students has made a decision on the request for reconsideration, it may make a written appeal of the decision to the Associate Vice President, Risk Management Services. The appeal must be received by the AVP Risk Management Services no more than 15 Business Days after the group is notified of the Dean's decision regarding reconsideration. The AVP Risk Management Services may consult other appropriate or applicable University staff members in the decision making process. The appeal can include a request to meet with the AVP, Risk Management Services. In cases where a group is also registered with the Students' Union or the Graduate Students' Association, the AVP Risk Management Services will discuss the issue with the relevant students' association before making a decision. The AVP Risk Management Services will grant or deny the appeal based on an assessment of the level of risk to the University and will provide the decision in writing. The decision of the AVP Risk Management Services is final.
- g. The denial, revocation or temporary suspension of Student Group Recognition will remain in effect throughout the appeal periods.

5. EVENT PLANNING AND STUDENT GROUP ACTIVITIES

Student Group Events and Activities are core to the functioning of Student Groups. Events and Activities can be organized both on-campus and off-campus. The responsibility for running the events in a safe manner belongs to the Student Group.

All Student Group Events and Activities must be approved by the Office of the Dean of Students. This approval must occur at the planning stage of the event and prior to any advertising or announcement of the event.

Student Groups are subject to all University policies and procedures and must adhere to these when organizing Events and Activities.

A Student Group that wishes to conduct a raffle, 50-50 draw or other activity that requires the issuance of a gaming license by the Alberta Gaming and Liquor Commission (the "AGLC") must request and receive permission from the University prior to applying to the AGLC for a gaming license. Permission to apply for a gaming license does not guarantee that the Student Group meets the requirements to obtain a gaming license from the AGLC.

Student Groups may not enter into legally binding agreements in the name of the University. Should a Student Group wish to enter into a legally binding agreement it shall ensure that such agreement does not contain any provisions that place any obligations on the University or that contravene, or cause the University to be in breach of, the terms of any agreement to which the University is a party.

Depending on the nature of the activity, the Dean of Students may require a Student Group to obtain additional insurance or require the presence of University of Alberta Protective Services or the Edmonton Police Service. The cost of these will be the responsibility of the Student Group.

The Dean of Students has the authority to deny or revoke approval for a Student Group Event or Activity (whether an Event or Activity is in progress or is scheduled to occur) if the Dean of Students reasonably believes that the Student Group Event or Activity has caused or will cause **Risk to Persons** or **Risk to Property or Reputation**.

If the group is dissatisfied with the decision of the Dean of Students, the group may submit a request for reconsideration to the Dean of Students. A request for reconsideration must be received by the Dean of Students no more than 15 Business Days after the group is notified of the Dean's decision. A request for reconsideration must set out the reasons why the group is seeking reconsideration and, if applicable, those steps the group proposes to take to correct any actions referenced in the decision. In cases where a student group is also registered with the Students' Union or the Graduate Students' Association, the Dean of Students will discuss the issue with the relevant students' association before making a decision. The decision of Dean of Students is final.

A number of relevant University policies and procedures apply to Student Groups and/or their members and are listed under related links below.

DEFINITIONS

Definitions should be listed in the sequence they occur in the document (i.e. not alphabetical).

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲Top](#)

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Student Group	A group of students which has applied to Register with and is Recognized by the Dean of Students. Examples include, but are not limited to a club, association, organization, society, fraternity or fellowship.
Registration, Register	The process by which a group requests Recognition by the Dean of Students in order to receive the benefits provided to a Student Group.

Recognition, Recognized	<p>The acknowledgement of a Student Group for receipt of specific benefits as listed in Section 1 of this Procedure, at the discretion of the Dean of Students.</p>
Student Group Event or Activity	<p>Any student function organized by the Student Group for its members and their guests, on or off campus, including but not limited to, social events, demonstrations, events involving alcohol, travel, fundraising, guest speakers, physical activity or events involving the issuance of a gaming license from the Alberta Gaming and Liquor Commission (raffle, 50-50 draw, casino).</p>
Fraternity or Sorority	<p>A student group formed for social purposes and dedicated to the positive development of its members. Members are initiated by invitation, and determined through democratic processes following a trial period used to gauge adherence to common values, aspirations and membership requirements.</p>
Provisional Recognition	<p>Recognition of a Student Group with specified additional conditions for continued Recognition.</p>
Hazing	<p>The creation of an environment or any intentional, reckless or negligent act, that occurs on or off University property, that</p> <ul style="list-style-type: none"> i. endangers the physical health, mental health or safety of a person; or ii. produces physical or mental discomfort, embarrassment, humiliation, harassment, or ridicule; or iii. results in the destruction, damage or removal of any public or private property; or iv. causes, induces, pressures, coerces, or requires another person to violate any federal, provincial, municipal or University regulations; for purposes that include, but are not limited to, initial or continued admission, affiliation or initiation with the group. <p>Examples of hazing include, but are not limited to: any brutality of a physical nature, such as whipping, beating, branding, paddling, or electric shocks, exercise not legitimately related to a sport, forced consumption of alcohol or other substances, inappropriate exposure to the elements, compulsory nudity or immodest dress, transportation and abandonment, threats or implied threats, verbal abuse, physical or psychological abuse, sleep deprivation, physical confinement, coerced hazing of another, compulsory servitude, degrading activities, sexual simulation, sexual assault, or theft or misuse of others' property.</p> <p>Hazing can occur regardless of whether the subject(s) of the hazing have consented to participate in or be subjected to the activities in question, or whether the activities in question constitute a ritual or tradition of a group.</p>
Risk to Persons	<p>Setting or creating an environment or circumstances which endangers or potentially endangers the health, safety or well being of individuals or groups</p>
Risk to Property or Reputation	<p>Setting or creating an environment which promotes or tolerates reputational, financial or physical damage to the University, the University community, or other individuals or groups</p>

FORMS

There are no forms for this procedure. [[▲Top](#)]

RELATED LINKS

Should a link fail, please contact uappol@ualberta.ca. [[▲Top](#)]

[Alcohol Policy](#) (UAPPOL)

[Off-Campus Activity and Travel Policy](#) (UAPPOL)

[Casual Events Booking Procedure](#) (UAPPOL)

[Code of Student Behaviour](#) (University of Alberta)

[Posting Announcements, Notices and Banners Procedure](#) (UAPPOL)

[Posting Announcements, Notices and Banners Procedure Appendix A: Posters, Notices, and Banner Guidelines](#) (UAPPOL)

[Trademarks and Licensing Policy](#) (UAPPOL)