



Student Organization Policy

Oversight: Vice-President Student Life

Date passed: December 2016

Date of next review: November, 2021

Related Documents: Grants Policy

Definitions

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

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

Club Year - the year beginning September 1st and ending April 30th.

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

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

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

Student Organizations - a student group such as a club, association, or society that may choose to register with the ASU for official Acadia recognition and by so doing be permitted to use the Acadia name, access to services, resources, and other benefits.

Purpose:

The purpose of this procedure is to:

- (a) Provide clarity regarding the ASU's relationship with Student Organizations;
- (b) Outline the criteria for Student Organizations to obtain Registered Status with the ASU;
- (c) Outline the terms by which Registered Student Organizations may access ASU services, resources, and other benefits.

Scope:

All ASU officials and ratified Student Organizations.

Statement:

1. The ASU believes that Student Organizations can add value to the student experience. In accordance with this, the ASU encourages the formation of sustainable and financially responsible Student Organizations that practice good governance and create an inclusive, respectful, and fun environment for students.
2. The views and activities of any registered Student Organization shall not necessarily represent the views of the ASU or current Elected or Appointed Officials.
3. Criteria for Registering Student Organizations

3.1 At the discretion of the Student Life Committee, a Student Organization may be Registered with the ASU if it can demonstrate that it fulfills the following criteria:

3.1.1 Student Organizations must consist of 15 members, two-thirds of whom must be Union Members;

3.1.2 All Club Executive members must be Union Members;

3.1.3 The Student Organization's mandate or objectives must promote the general welfare of students at Acadia University;

3.1.4 Membership in the Student Organization must be open to all Union Members;

3.1.5 The Student Organization operates according to a complete and properly ratified Governing Document;

3.1.6 The Student Organization has submitted a completed Registered Club Agreement in the proper form;

3.2 The ASU shall not Register a Student Organization that:

3.2.1 Intends to restrict membership or participation based on grounds of discrimination protected under the Canadian Human Rights Act or the Nova Scotia Human Rights Act;

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

3.2.3 Is perceived to substantially duplicate the name, mandate, objectives, or activities of an ASU program or service;

3.2.4 Has or intends to violate ASU or Acadia University policies and procedures;

3.2.5 Has or intends to violate federal, provincial, or municipal legislation;

3.2.6 Exists to solicit political financial contributions for partisan activities; or

3.2.7 Exists to fulfill a short-term, time limited mandate.

4. Terms of Registration

4.1 The ASU Student Life Committee may deny, revoke, or temporarily suspend a Student Organization's Registered status or access to ASU services and resources if the Student Organization:

4.1.1 Fails to meet requirements outlined in Union Policy;

4.1.2 Fails to submit an insurance fee form, or pay the prescribed insurance fee in a timely manner (if applicable);

4.1.3 Fails to pay for goods or services provided by the ASU within the prescribed time period for payment;

4.1.4 Fails to submit an event proposal form in a timely manner;

4.1.5 Fails to collect or submit waivers when notified by the ASU of a requirement to do so;

4.1.6 Fails to pay for repairs or replacement of ASU or Acadia University property, for which any of its members are responsible for damage, either through willful action or negligence;

4.1.7 Applies for or receives funding or services on behalf of another party; or

4.1.8 Applies for or receives funding or services by falsifying or omitting relevant information;

4.1.9 Fails to report income.

5. Internal Autonomy

5.1 The ASU recognizes Student Organizations provided they comply with:

5.1.1 Their own Governance Documents; and

5.1.2 ASU policies and procedures.

6. Membership Fees

6.1 Student organizations may charge an annual membership fee.

7. Provisional Registration

7.1 At the discretion of the Student Life Committee, the ASU may grant Student Organizations Provisional Registration with specified conditions for continued Registration.

8. Complaints

8.1 The ASU may investigate complaints or charges that a Student Organization has acted in a manner that is inconsistent with this procedure or other ASU policies and procedures.

8.2 As stated in section 7, the Student Life Committee may impose Provisional Registration on a Student Organization while a matter is being investigated and addressed.

8.3 If the ASU receives complaints that a Union Member affiliated with a Student Organization has violated Acadia University policies or procedures, the ASU may refer the matter to the relevant Acadia University authority.

9. Applications to the Review Board

9.1 Union Members may appeal Student Life Committee decisions related to the Student Organization Registration Procedure by submitting a written application to the Review Board within 10 business days of receiving the decision.