



## Student Organization Policy

Oversight: Vice-President Student Life

Date passed: July 2022

Date of next review: November 2025

Related Documents: Grants Policy, Association Policy

### Definitions

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

**Governing Document** - a Student Organization's governing documents (i.e. constitution and 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, society, or association, 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 registered Student Organizations with the exception of Sport Clubs which fall under a separate policy.

**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. There will be three distinct categories of Student Organization:
  - 2.1 Student Club – any student group having 10 or more current students who have joined together for a common social, social justice, religious or cultural purpose and are formally given recognition by the ASU. Examples include the Outdoors Club, the Acadia Chess Club, and the Acadia Investment Club.
  - 2.2 Student Society – an elected body of students whose mandate and scope are in respect to an academic program at Acadia. Examples include the Biology Society, the Philosophy Society, and the Music Society.
  - 2.3 Student Association – an elected body of students that serves an official function on behalf of the student body by representing a Faculty student population, the Residence student population, or is registered under the Nova Scotia Societies Act to provide a service to Acadia students. Student Associations are formally given their authority by the ASU. Examples include Faculty of Arts Student Association, Faculty of Professional Studies Student Association, and the Residence Hall Association.
3. The views and activities of any registered Student Organization shall not necessarily represent the views of the ASU.
4. Criteria for Registering Student Organizations

4.1 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:

4.1.1 Student Organizations must consist of a minimum 10 members, two-thirds of whom must be Union Members;

4.1.2 All Executive members must be Union Members;

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

4.1.4 Membership:

4.1.4.1 in a Club must be open to all Union Members;

4.1.4.2 In a Society must be open to all students registered in that Academic Program.

4.1.4.3 In an Association must be open to all students registered in that Faculty.

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

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

4.2 The ASU shall not Register a Student Organization that:

4.2.1 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;

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

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

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

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

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

4.2.7 Exists to fulfill a short-term, time limited mandate, with exceptions made by the executive board.

4.3 A new Student Organization wishing to register will be able to submit registration forms by September 30<sup>th</sup> for Fall Term registration or January 30<sup>th</sup> for Winter Term registration.

4.4 An existing Student Organization must submit its registration forms and annual audit no later than the third Friday in March for continued recognition.

4.4.1 Those Student Organizations failing to meet the deadline will be immediately suspended, including access to their bank account.

## 5. Registration Status

5.1 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:

- 5.1.1 Fails to meet requirements outlined in Policy;
- 5.1.2 Fails to submit an insurance fee form, or pay the prescribed insurance fee in a timely manner (if applicable);
- 5.1.3 Fails to pay for goods or services provided by the ASU within the prescribed time period for payment;
- 5.1.4 Fails to submit an event proposal form in a timely manner;
- 5.1.5 Fails to collect or submit waivers when notified by the ASU of a requirement to do so;
- 5.1.6 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;
- 5.1.7 Applies for or receives funding or services on behalf of another party; or
- 5.1.8 Applies for or receives funding or services by falsifying or omitting relevant information;
- 5.1.9 Does not fulfill the requirements of an annual audit by the Finance Committee.

## 6. Recognition and Benefits

6.1 The ASU and Acadia University recognizes Student Organizations provided they comply with:

- 6.1.1 Their own Governance Documents; and
- 6.1.2 ASU bylaws, policies, and procedures.

6.2 Student Organization benefits are:

- 6.2.1 Ability to officially use "Acadia" in the name.
- 6.2.2 An assigned ASU mailbox if desired.
- 6.2.3 Free room reservations in the SUB and on campus.
- 6.2.4 Dedicated space at the Club Extravaganza each term.
- 6.2.5 Those Student Organizations without a dedicated fee can apply to the Student Activities Fund for a grant.
- 6.2.6 A dedicated night in the Axe Bar & Grill or Perkins Café if available.

6.3 In addition to those benefits outlined in 6.2 and in accordance with ASU bylaw, Student Associations are also permitted to have a dedicated student levy which will be remitted to them by the ASU upon confirmation of the Association's good standing and receipt from Acadia University.

7. Membership Fees

7.1 Student organizations may charge an annual membership fee.

8. Provisional Registration

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

9. Complaints

9.1 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.

9.2 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.

9.3 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.

10. Applications to the Review Board

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