


Registration Procedure for SU Registered Clubs		
Parent Policy:	SU Registered Clubs Policy	
Related Documents:	SU Registered Clubs Funding and Services Procedure SU Registered Clubs Manual	
Approval Authority:	Programs and Services Committee	
Passed:	August 1, 2023	
Amended:	--	

1 Purpose

- (1) The purpose of this procedure is to establish a consistent and transparent process for the registration of **Clubs** with the Clubs Office in accordance with the SU Registered Clubs Policy.

2 Scope

- (1) This procedure applies to any **Club** seeking to become registered with the Clubs Office.

3 Definitions

- (1) In this procedure:
 - (a) “**Active Member**” is defined by the Union Bylaw as an undergraduate student enrolled at the University of Calgary who meets the qualifications for membership as provided in the Union Bylaw;
 - (b) “**Active status**” means the status assigned to Registered Clubs who are in compliance with the requirements of the SU Registered Clubs Policy, SU Registered Club Funding and Services Procedure and the SU Registered Clubs Manual;
 - (c) “**Club**” means an autonomous and usually unincorporated group, committee, or organization at the University of Calgary led by, and primarily serving the interests of, **Active Members**;
 - (d) “**ClubHub**” is the online management software the Clubs Office uses to manage communications, processes and resources for Registered Clubs;
 - (e) “**Clubs Office**” is a unit of the Students’ Union (SU) Student Services department mandated to provide programming and administrative support to Registered Clubs;
 - (f) “**Club Year**” refers to the year beginning May 1 and ending April 30;
 - (g) “**Coordinator, Student Organisations (CSO)**” means a full-time SU staff member who administers the SU clubs program during the Club Year;

- (h) “**Frozen status**” means the status assigned to Registered Clubs who are given a remedial window of a minimum of 30 days to rectify their non-compliance with any requirement of SU Registered Clubs Policy, SU Registered Club Funding and Services Procedure, and the SU Registered Clubs Manual;
- (i) “**Locked status**” means the status assigned to Registered Clubs that lose their registered status for failure to rectify their Frozen status within the allotted timeline;
- (j) “**Registered Club**” means a **Club** that has registered with the SU through the proper process and maintains an Active status.

4 Registration Procedure

- (1) Eligible **Clubs** may apply to register with the Clubs Office through the following process:
 - (a) the **CSO** will establish three review deadlines within the Club Year for eligible Clubs to submit their registration applications as follows:
 - (i) Once during the Fall Semester;
 - (ii) Once during the Winter Semester; and
 - (iii) Once during the Spring/Summer Semester.
 - (b) **Clubs** may apply for registration with the Clubs Office before the application deadlines by submitting a complete registration application on **ClubHub**, including:
 - (i) a completed Registered Club Agreement;
 - (ii) a description of the **Club’s** mandate, including what makes it unique from existing **Registered Clubs** and existing University of Calgary and SU programs or services;
 - (iii) a valid roster of its members, compliant with the SU Registered Clubs Policy eligibility criteria and including a primary contact for the **Club**; and
 - (iv) an up-to-date copy of its fair, complete, and properly ratified constitution/bylaws that are compliant with section 6;
 - (c) Applications received after an established review deadline will be reviewed by following established review deadline;
 - (d) the **CSO** will review applications for completeness, eligibility, and suitability for registration;
 - (e) following a review of the application, the **CSO** may:
 - (i) approve a **Club’s** registration application if the application is complete, eligible, and suitable for registration; or

- (ii) deny the **Club**'s registration application if the application is incomplete, ineligible, or unsuitable for registration; or
 - (iii) refer the **Club**'s registration application to the Vice-President Internal and Manager, Student Services, for a secondary opinion on the suitability of the **Club** for registration, after which the **CSO** may either approve or deny the application;
 - (f) the **CSO** will provide a decision to the **Club** through the ClubHub platform, including if the application is denied, a brief rationale for why it was denied.
- (2) After a **Club** is approved for registration, the **CSO** will provide the **Club** with:
- (a) a link to or copy of, the most recent version of the Clubs Manual; and
 - (b) any relevant next steps for the **Club**, such as mandatory deadlines, requirements or obligations to maintain an Active status.

5 Appeals Procedure

- (1) **Clubs** whose registration application is denied for being incomplete may re-apply with a complete application by the next available review deadline.
- (2) **Clubs** whose registration application is denied for being ineligible or unsuitable for registration may re-apply or appeal the decision in writing to the **CSO**, clearly explaining why their **Club** is eligible or suitable for registration, and addressing concerns and rationale for the denied application;
 - (a) **Clubs** whose registration application is further denied after a re-application may appeal the decision by lodging a formal appeal to the Programs and Services Committee through the Clubs Office;
 - (b) **Club** appeals based on subsection (a) must clearly explain why their **Club** is eligible or suitable for registration, and address the **CSO**'s rationale for denying their application;
 - (c) Decisions of the Programs and Service Committee are final and cannot be appealed.
- (3) The **CSO** may exercise discretion to review registration applications denied on ineligibility or unsuitability outside established review deadlines.
- (4) **Clubs** with a Locked status may apply for reinstatement of their registered status through the **Clubs Office**.
 - (a) Applications of this nature must detail remedial actions taken by the **Club's** executives to address their past infractions and cautionary mechanisms being adopted by the **Club** to prevent a re-occurrence of such infractions;
 - (b) Following a review of the application for reinstatement, the **CSO** may:

- (i) unconditionally approve a **Club's** application for reinstatement of its registered status; or
- (ii) impose conditions to be fulfilled prior to issuing an unconditional approval to reinstate a **Club's** registered status; or
- (iii) deny a **Club's** appeal for reinstatement of its registered status.

6 Club Constitution Criteria

- (1) In order to be eligible for registration, a **Club's** constitution/bylaws must include at minimum, all of the following:
 - (a) the name and mandate/object of the **Club**;
 - (b) provisions for membership in the **Club**, including:
 - (i) how someone can become a member;
 - (ii) how long a membership term is (such as a one-year membership term);
 - (iii) how a member may resign their membership from a club;
 - (iv) how a person's membership may be terminated by the **Club**, including:
 - (A) specific reasons a person's membership may be terminated;
 - (B) specific processes that prioritize fairness and evidence-based decision-making; and
 - (C) whether the termination of a person's membership may be appealed, and if so, the process for appeals;
 - (v) the rights and benefits associated with membership in the **Club**;
 - (vi) whether members are required to pay membership fees, and if so, the amount and frequency of the membership fees; and
 - (vii) the criteria and if applicable, process for obtaining a refund of membership fees;
 - (c) governance structures for the **Club**, including:
 - (i) the composition of the leadership team, including at least three unique leadership positions, and their specific roles and responsibilities;
 - (ii) processes for the selection of the leadership team, including:
 - (A) whether the leadership team will be elected or appointed;

- (B) ensuring all **Active Members** within the **Club** are involved in the selection of the leadership team (i.e., who is allowed to vote, or who makes appointment decisions);
 - (C) how the selection decision, whether by election or appointment, may be appealed;
 - (D) how vacancies may be filled;
 - (E) the term of office for the leadership team, such as one-year terms in office;
 - (F) how a member of the leadership team may resign from their position; and
 - (G) how a member of the leadership team may be removed from their position, including:
 - (I) specific reasons for why they may be removed from office;
 - (II) specific processes that prioritize fairness and evidence-based decision-making; and
 - (III) whether their removal from office may be appealed, and if so, the process for appeals;
- (iii) assigned roles and responsibilities to specific members of the leadership team for:
- (A) completing annual reporting requirements to the SU;
 - (B) presiding over meetings, preparing meeting agenda, and notifying **Club** members of meetings;
 - (C) taking meeting minutes;
 - (D) acting as a spokesperson and primary contact for the **Club**;
 - (E) ensuring compliance with SU and University of Calgary policies and procedures;
 - (F) maintaining accurate and complete financial records, including specific assignment of signing authorities for the **Club** bank accounts to two unique members of the leadership team;
 - (G) communicating with **Club** members;
 - (H) organizing **Club** events and activities, including to submit them to the SU for approval through the proper process;
 - (I) organizing fundraising activities or initiatives for the **Club**; and

- (J) transitioning new members of the leadership team into their role, including that outgoing leaders must ensure incoming leaders have:
 - (I) a full understanding of the **Club's** internal governance structure, and relevant policies and procedures of the SU and the University of Calgary;
 - (II) access to all **Club** accounts, including as relevant social media, email, or other digital accounts, bank accounts, and proper access to the **Club's** ClubHub profile;
 - (III) access to all **Club** records, including the constitution/bylaws, membership roster, meeting minutes, and financial records;
 - (IV) contact information for any relevant contacts, such as sponsors, partners, and the **CSO**;
 - (iv) provisions governing meetings of the **Club**, including:
 - (A) when and how often the **Club** meets;
 - (B) who provides notice of meetings, and the amount of notice required for members to attend
 - (C) who is eligible to attend and vote at meetings; and
 - (D) what meeting quorum is and any other meeting procedures;
 - (v) provisions governing the amendment of the constitution/bylaws, including:
 - (A) how amendments may be proposed;
 - (B) How amendments are presented to members and the amount of notice required; and
 - (C) how amendments may be approved, including a quorum and voting procedures for amendments; and
 - (vi) provisions governing the dissolution of the **Club**, including:
 - (A) that the **Club** will not pay dividends or distribute property to members or leaders of the **Club**; and
 - (B) that remaining assets of the **Club** will be paid or donated to a non-profit organization such as the SU Campus Food Bank, after debts are paid.
- (2) The **CSO** will provide a template for **Club** constitution/bylaws to assist **Clubs** with meeting the requirements listed in the SU Registered Clubs Policy, SU Registered Club Funding and Services

Procedure and the SU Registered Clubs Manual, provided the final constitution/bylaws meets all listed requirements.

7 Review

- (1) The Programs and Services Committee is responsible for reviewing this procedure at least once every three years.

History:

- August 1, 2023 (SLC¹): Approved and enacted.

¹ This Procedure was presented to and approved by the Students' Legislative Council because the Programs and Services Committee had not yet been formed as of the referenced date.