


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

1 Purpose

- (1) The purpose of this policy is to provide structure and clarity for the relationship between the Students' Union (SU), **Clubs Office** and SU Registered **Clubs**.

2 Scope

- (1) This policy applies to the SU, **Clubs Office** and **Clubs** registered with the SU.

3 Definitions

- (1) In this policy:
- (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) “**Assistant, Student Organisations (ASO)**” means a part-time SU staff member who provides administrative support to the Coordinator, Student Organisation or General Manager or designate and **Registered Clubs**;
 - (d) “**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**;
 - (e) “**ClubHub**” is the online management software the Clubs Office uses to manage communications, processes and resources for Registered Clubs;

- (f) “**Clubs Office**” is a unit of the SU Student Services department mandated to provide programming and administrative support to **Registered Clubs**;
- (g) “**Club Year**” refers to the year beginning May 1 and ending April 30
- (h) “**Coordinator, Student Organisations (CSO)**” means a full-time SU staff member who administers the SU clubs program during the **Club Year**;
- (i) “**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;
- (j) “**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;
- (k) “**Registered Club**” means a **Club** that has registered with the SU through the proper process and maintains an Active status.

4 Independence of Clubs

- (1) **Clubs**, including **Registered Clubs**, are autonomous, independent, and fully separate from the SU.
- (2) The views and activities of **Clubs**, including **Registered Clubs**, do not represent the views of the SU or the Students’ Legislative Council.
- (3) The SU cannot and is not permitted to collect fees, levies or other payments on behalf of **Registered Clubs**.

5 Clubs Office

- (1) The Clubs Office is the standing authority for Registered Clubs affairs and inquiries.
- (2) The Clubs Office shall be managed by:
 - (a) the **CSO**;
 - (b) the ASO(s); and
 - (c) the General Manager or designate, if needed.
- (3) The **CSO** will oversee the Clubs Office and implement all SU values, strategies, bylaws, policies and procedures for how the SU and Clubs Office supports and engages with Registered Clubs.
- (4) The General Manager or designate may support the **CSO**’s duties and responsibilities, when necessary.
- (5) The ASO(s) will support the **CSO** in the execution of their duties listed in subsection (3).

6 Registration

- (1) A **Club** is eligible to register with the SU if the **Club**:
 - (a) properly completes the registration process outlined in the Registration Procedure for SU Registered Clubs;
 - (b) is open to all **Active Members** for membership;
 - (c) has at least 20 members that are **Active Members**;
 - (d) Two-thirds of members must be undergraduate students at the University;
 - (e) has a leadership team comprising of at least three members, all of whom are exclusively undergraduate students and **Active Members**;
 - (f) has and adheres to a fair, complete, and properly ratified constitution or bylaws, subject to additional content requirements as may be established by the General Manager or designate;
 - (g) has a name and mandate that is unique from those of:
 - (i) any existing **Registered Club**; and
 - (ii) any existing University or SU program or service; and
 - (h) has a mandate that promotes the general welfare of **Active Members**, consistent with the University or SU mandate.
- (2) A **Club** is not eligible to become or remain registered with the SU in any circumstance, if that club:
 - (a) restricts or intends to restrict membership or participation based on protected grounds as defined by the Alberta *Human Rights Act*;
 - (b) is found by the appropriate authority to have violated:
 - (i) University or SU policies or procedures, particularly the Student Non-Academic Misconduct Policy or its related policies and procedures; or
 - (ii) federal, provincial, or municipal law;
 - (c) exists to solicit contributions for partisan political activities; or
 - (d) exists to fulfil a time-limited mandate.
- (3) A **Registered Club** may be assigned a Frozen status:
 - (a) if that **Registered Club** fails to comply with this policy or any procedures enacted under it;
 - (b) if that **Registered Club** fails to pay an amount owed to the SU, including but not limited to payments for:

- (i) goods or services provided by the SU;
 - (ii) repairs or replacement of damaged property to which the **Registered Club** or its members are responsible for, including through wilful action or negligence;
- (c) if that **Registered Club** applies for, or receives funding or services from the SU:
 - (i) on behalf of another party; or
 - (ii) by falsifying or omitting relevant information; or
- (d) for any other reasonable reason determined by the **CSO**.
- (4) The **CSO** may assign a Frozen or Locked status to **Registered Club** by sending notice in writing to the primary contact on file with the Clubs Office for that **Registered Club**.
- (5) Appeals on decisions relating to the assignment of a Frozen or Locked status to a **Registered Club** will be addressed by the process outlined in the Registration Procedure for SU Registered Clubs.

7 Funding and Services

- (1) All funding and services provided by the SU to **Registered Clubs** are subject to the following principles:
 - (a) the SU will only provide funding or services to a **Registered Club** that is generally available to all **Registered Clubs**;
 - (b) the SU will reject funding request of any **Registered Club** that is a member of the North-American Interfraternity Conference, or the National Panhellenic Conference;
 - (c) all funding provided by the SU to **Registered Clubs** will be:
 - (i) on a reimbursement basis, and is subject to the **Registered Club's** ability to provide proof of valid expenditures, such as by providing official receipts or invoices;
 - (ii) disbursed via direct deposit to the **Registered Club** by name;
 - (d) the SU will refuse any request to disburse funding under this policy or the SU Registered Clubs Funding and Services Procedure, to an individual.
- (2) Appeals against decisions relating to the provision of funding or services to a **Registered Club** by the SU may be lodged with the Programs and Services Committee.
- (3) The Programs and Services Committee's decisions relating to the provision of funding or services to a **Registered Club** are final and cannot be appealed.

- (4) Subject to the availability of financial or other resources and compliance with the terms or conditions set forth in the SU Registered Clubs Manual and SU Registered Clubs Funding and Services Procedure, **Registered Clubs** may access:
 - (a) use of the “ClubHub” online engagement platform;
 - (b) general liability insurance coverage for eligible events that are properly registered with the SU, subject to the payment of any associated fees;
 - (c) funding to support official registered events or activities organized by the **Registered Club**;
 - (d) discounted or free venue spaces in the MacEwan Building for official registered events or activities organized by the **Registered Club**;
 - (e) discounted or free use of equipment or other services made available by the **CSO** to **Registered Club**;
 - (f) on-campus mail service via the use of the SU’s main office mailing address and a dedicated mailbox or mail folder; and
 - (g) a letter on SU letterhead for the purposes of enabling the **Registered Club** to open a bank account.
- (5) This policy does not guarantee the availability of, or access to, the funding or services listed in subsection (3).

8 Registered Clubs and Member Conduct

- (1) **Registered Clubs** and their members are bound to the standards of conduct outlined in the SU Registered Clubs Manual.
- (2) Members of **Registered Club** are also responsible for knowing and understanding any University policies that may be applicable to their conduct, including the Student Non-Academic Misconduct Policy and Procedure, or related policies and procedures as may be established or amended by the University.
- (3) The SU or Clubs Office is not responsible for the conduct of **Registered Clubs** or their members.
- (4) The SU or Clubs Office is not responsible for the investigation or adjudication of complaints of misconduct by **Registered Clubs** or their members, and such complaints may be referred to an appropriate authority, such as:
 - (a) the Student Conduct Office;
 - (b) the Student Ombuds;
 - (c) Campus Security; or
 - (d) other appropriate authorities.

- (5) While an investigation or adjudication process related to a complaint of misconduct by a **Registered Club** or one or more of its members is underway, the **CSO** may impose reasonable conditions on the registration status, funding or services of that **Registered Club**.
- (6) Nothing in this policy shall prevent, or be interpreted as preventing, any person or organization (including **Active Members**, University faculty or staff, community members, law enforcement agencies, or licensing bodies) from proceeding with criminal, administrative, or civil actions against a **Registered Club** or their members.

9 Authority to Establish Procedures

- (1) The Programs and Services Committee may establish procedures that comply with this policy to provide for the administration of this policy, including procedures for:
 - (a) the registration process for **Clubs**; and
 - (b) the provision of funding or services to **Registered Clubs** by the Students' Union, in accordance with the budgets approved by the Students' Legislative Council.

10 Review

- (1) The Programs and Services Committee is responsible for reviewing this policy 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.