

## Part 1: Authority

1.1 This policy primarily derives authority from by-law 70.

## Part 2: Purpose

2.1 The purpose of this policy is to regulate how student groups function with regards to the UWSA.

## Part 3: Maintenance and Execution

3.1 The officer responsible for the maintenance of this policy is the Vice President Administration (VPA)

3.2 The Student Group Coordinator is to assist the VPA in executing this policy

## Part 4: Definitions

4.1 Ratified: A group that has met the UWSA group requirements and is formally recognized and insured by the UWSA.

4.2 Ratification: The process in which an unrecognized group becomes a recognized groups on campus that is insured by the UWSA

4.3 De-Ratification: The process in which an affiliated group becomes unaffiliated and therefore is no longer insured, recognized or the responsibility of the UWSA.

4.4 UWSA: The University of Windsor Students' Alliance will be further recognized as the UWSA.

4.5 VPA: The Vice President Administration will be further recognized as the VPA.

4.6 Sponsorship: Sponsorship is receiving any benefit from an organization or business in return for access to the student market. This may come in the form of but is not limited to the following; contra, coupons, money, or facilities.

4.7 Affiliated: A Group that has the privileges of UWSA ratified groups but is affiliated to a national organization and provides its own insurance. An example of these organization on the University of Windsor campus is Greek Organization.

4.8 No-sale: Food that may be provided by at club for no cost to its participants.

## Part 5: Membership of UWSA Student Groups

5.1 Any and all members of the University of Windsor shall be eligible for group membership upon the full payment of tuition fees recognized by the University of Windsor Registrars. A Student Group will be permitted to restrict its membership only in a limited number of cases where such limitation is necessary to avoid a complete undermining of the group's mandate. Such restrictions must be approved by the VPA and the Student Group Coordinator.

5.2 All members of a Group shall be students of the University of Windsor. Groups may charge a membership fee as approved by the Clubs Committee or in their absence the VPA and the Student Group Coordinator.

5.3 The membership of a Group shall not drop below Ten (10) members.

## Part 6: Student Group Constitution and Executive Officers

6.1 Each Group is required to have a constitution that meets the following minimum requirements:

6.1.1 Is approved by the VPA and the Student Group Coordinator.

6.1.2 States clearly that it is not an agent or representative of the UWSA and that its views and actions in no way represent the UWSA.

6.1.3 Clearly outlines that following areas:

6.1.3.1 Name of the Group

6.1.3.2 Purpose of the Group

6.1.3.3 Membership criteria, roles, and duties

6.1.3.4 Executive positions

6.1.3.5 Meeting requirements and procedures

6.1.3.6 Election procedures

6.1.3.7 Amendments

6.1.3.8 Signing officers

6.1.3.9 Membership fees

6.1.4 A UWSA student group name.

6.2 Executive officers

6.2.1 Executive members of a group must be students of the University of Windsor who are member of the UWSA (see Article 1.2 of the UWSA Constitution).

6.2.2 All Groups must hold an election for the Executive at least once a year. Elections must be called for all group executive positions at a general student group meeting that is open to all student group members. Voting for executive positions can take place at the same meeting that nominations are called. If the elections take place at a time after nominations are called, the elections must take place in a general student group meeting that is open to all members.

6.2.3 A list of the executive officers including names, student ID numbers, titles, telephone numbers, and email addresses must be provided to the Student Group Coordinator. Any changes in the group executive must be communicated to the Student Group Coordinator or the VPA within one week of the change. It is the responsibility of the Student Group Coordinator to verify that all student group executives are full time undergraduate students.

6.2.4 All groups must ratify every year.

## Part 7: Recognitions of New Groups

7.1 The Student Group Coordinator will accept proposals for new student groups during the first three weeks of each academic term. Under special circumstances, exceptions to this rule may be made to the VPA in writing.

7.2 A group may be recognized by the UWSA if it:

7.2.1 Opens its membership as defined in 4.1

7.2.2 Intends to carry on activities that do not violate any federal or provincial

laws, municipal by-laws, or university regulations; and which do not infringe upon the rights and privileges of others. These rights include, but are not limited to, the right to privacy and freedom of expression and association.

7.2.3 Submits a constitution, which adheres to the constitutional requirements, as outlined in 6.1.

7.3 The UWSA will not ratify a group that practices any form of coercive (persistent mental, social, and emotional pressure to join the group) techniques of their membership or potential membership, nor any student groups who are found to be associated with an outside body which practices coercion, or knowingly violates any of the procedures contained herein.

7.4 In the event that a group is not recognized by the UWSA a student group may request an appeal before the Clubs Committee or in their absence the VPA and the Student Group Coordinator.

7.5 To be considered for ratification the applicant group must submit a package containing the following:

7.5.1 A Group Constitution

7.5.2 A Group Description

7.5.3 A membership list of all the student group members (at least 10 members are required)

7.5.4 An executive contact list with signatures and student numbers.

7.5.5 An Event proposal form for all planned events.

7.5.6 A Ratification cover page

7.6 The above will not be accepted via email or fax

#### Part 8: Rights of UWSA Recognized Groups.

8.1 Upon recognition, a student group is entitled to access certain UWSA and University of Windsor services. These include:

8.1.1 Be listed as an official UWSA group.

8.1.2 Solicit members and to collect membership fees

8.1.3 Use University of Windsor facilities, subject to regulations of the Administration and to existing agreements between the University and the UWSA for provision of facilities and services

8.1.4 Participate in the UWSA Club Days

8.1.5 Request assistance from the Student Group Coordinator office to help set up student group events or to assist with any general problems during the year.

8.1.6 Request available UWSA locker space.

8.1.7 Access UWSA special event and club funding.

8.1.8 Use the campus poster boards and have access to the services of SWAT.

8.1.9 Have its mail, faxes, and other like forms of communication sent to the UWSA office

8.1.10 Have a mailbox in the UWSA office.

- 8.1.11 Have a space in the UWSA website with appropriate links, as desired.
- 8.1.12 Book the clubs meeting room

#### Part 9: Responsibilities of UWSA Recognized Groups

9.1 Every UWSA ratified student group has important responsibilities to the UWSA and to its membership. These responsibilities shall include but are not limited to a group's duty to:

- 9.1.1 Undertake all financial dealings in accordance with Part 10.
- 9.1.2 Collect the contents of their mailboxes located in the UWSA office at least once per week.
- 9.1.3 Adhere to the mandate as stated in the group's constitution
- 9.1.4 Inform the Student Group Coordinator of any sponsors that they plan to bring onto campus prior to the event, so that the UWSA can ensure that the sponsor does not conflict with any other organization on campus. This includes but is not limited to sponsorship from outside bars.
- 9.1.5 Reply to all correspondence within 14 days.
- 9.1.6 Send a representative to all group presidents' meetings each active term.
- 9.1.7 Hold at least one general meeting per active term
- 9.1.8 Forward all constitutional amendments to the Student Group Coordinator in a timely manner.
- 9.1.9 Abide by all University of Windsor and UWSA administrative policies and procedures this includes but is not limited to the disallowance of activities and risk management.
- 9.1.10 Have all advertising and publications clearly stating the name of the group publishing the materials
- 9.1.11 Have newsletters or other publications produced by the group state that its content expresses the views and opinions of the members only and do not necessarily represent the views and opinions of the UWSA, the student body at large, or the University Administration, and must clearly state the name of the group sponsoring the material.
- 9.1.12 Ensure that all advertising material meet the requirements outlined in the appropriate council procedures.
- 9.1.13 Not misrepresent or slander the UWSA or of the University of Windsor.
- 9.1.14 Consult with the Student Group Coordinator prior to hosting or participating in any event in order to obtain advice to minimize risk
- 9.1.15 Consistently use the group's recognized name.
- 9.1.16 Work with the UWSA when planning high risk or alcoholic events.
- 9.1.17 Ensure that at group run or sponsored events that uses club monies, that 60% of the attendees are University of Windsor students.
- 9.1.18 There will be zero tolerance for groups who threaten, are rude, or antagonizing towards the Student Group Coordinator, the UWSA, or the VPA.

## Part 10: Student Group Funding

10.1 All groups shall:

10.1.1 Use the UWSA's accounting department for all financial dealings

10.1.2 Adhere to all accounting procedures and policies as set out in the Student Group Handbook.

10.1.3 Hold all monies within an account held within the UWSA.

10.1.4 Maintain records of the group's account.

10.2 All UWSA ratified groups shall be treated equally by the UWSA.

10.3 Student groups may apply to the UWSA Board of Directors for special event or club funding.

10.4 The UWSA reserve the right to conduct random reviews of any student group ratified by the UWSA in order to determine the integrity of the finances and general operation of the group.

10.5 UWSA student groups will not be permitted to operate in debt. Any group having a deficit in its account will be dissolved unless it proves to the VPA and the Student Group Coordinator that it has a viable plan to return to financial solvency in a reasonable time frame. The onus falls on the student group to demonstrate this ability to the Clubs committee or in their absence the VPA and the Student Groups Coordinator

10.6 Students groups may not hold club money in an outside account.

## Part 11: Recruiting

11.1 Student group ratification as well as affiliated group from outside organizations bring with it a set of responsibilities to the UWSA, the University of Windsor and to other recognized groups and their members. Respect for the individuality and independence of each member of the university community is of paramount importance. The following are acceptable means of recruiting.

11.1.1 Organized recruitment as a part of the UWSA club days

11.1.2 Posters or banners inviting prospective members to information meetings, social gatherings and other events

11.1.3 Accepting members through the group sign-up campaign

11.1.4 Awareness days or weeks which are focused on highlighting various cultures or spiritual groups.

11.1.5 Passing out flyers whereby the individual has the option to accept or deny the invitation

11.2 The following are not acceptable means of recruiting:

11.2.1 Repeated individual solicitation either in writing or in person

11.2.2 Deliberate misrepresentation of the group's mandate or goals

11.2.3 Solicitation of membership with the intention of garnering total adherence to cultural values and religious beliefs

11.3 Anything not in the 'accepted' list above is not an acceptable means of recruiting unless approved by the VPA and the Student Group Coordinator.

## Part 12: Disciplinary Procedures

## 12.1 Probation

12.1.1 The following will be cause for groups to be placed on probation by the UWSA:

12.1.1.1 Breach of any of the responsibilities outlined in this resolution

12.1.1.2 Misuse of UWSA services or privileges

12.1.1.3 Having events that have not been approved by the UWSA insurer.

12.1.2 While on probation, a group may:

12.1.2.1 Have its UWSA account frozen

12.1.2.2 Be suspended from all rights outlined in Part 8 of this resolution

12.1.3 A group which fails to rectify its probationary status with the UWSA within two weeks will be scheduled for de-ratification and dissolution at the discretion of the VPA and the Student Group Coordinator. The onus falls on the group to take all necessary measures to rectify its probationary status.

12.1.4 When placed on probation, a group will be notified by one notice in its UWSA mailbox and each group executive will be notified by one notice via telephone or email.

## 12.2 De-ratification

12.2.1 Should a group fail to rectify its probationary status the VPA and the Student Groups Coordinator may consider the de-ratification of the group.

This entails:

12.2.1.1 Loss of all privileges conferred on the group by the UWSA

12.2.1.2 Recovery of any of the groups' monies by the UWSA

12.2.2 When schedules for de-ratification, a group will be notified by one notice in its UWSA mailbox and each group executive member will be notified by one notice via telephone or mail.

12.2.3 Upon notice of de-ratification, a maximum of three delegates from the group in question will be given the opportunity to explain to the VPA and the Student Group Coordinator why the group should not be dissolved. The onus rests on the group to demonstrate this to the VPA and Student Group Coordinator.

12.2.4 Conditions for de-ratification include but shall not be limited to:

12.2.4.1 Abuse of UWSA services

12.2.4.2 Violation of the terms or spirit of this procedure, as determined by the UWSA.

12.2.4.3 Breach of the procedures as outlined in Part 6 of this policy.

12.2.4.4 Failure to abide by the group's own constitution.

12.2.4.5 Failure to take adequate precautions to limit liability while hosting of participating in high-risk events or activities.

12.2.4.6 Holding an event involving consumption of liquor, without proper liquor license

12.2.4.7 Committing a trademark violation

12.2.4.8 Committing an offence which is contrary to federal or provincial laws, municipal by-laws, University of Windsor regulations, or UWSA policy or procedures.

12.2.4.9 Failure to notify the UWSA of any event held.

12.2.5 The Student Group Coordinator may bring to the attention of the VPA any group to be considered for dissolution that appears to be in breach of the terms or spirit of this policy.

12.2.6 Any group may be de-ratified without having previously been on probation provided the Executive members of the group have been afforded the opportunity to come before the VPA and Student Group Coordinator and plead the group's case.

12.2.7 Should a group not be satisfied with the decision of the VPA and Student Group Coordinator, the group may request an appeal before the Clubs Committee. This council may grant or deny leave to the appeal.

### Part 13: Student Group Insurance and Risk Management

13.1 Groups have the responsibility to take all necessary precautions to limit liability while hosting or participating in high-risk events or activities.

13.2 Each group shall consult with the Student Group Coordinator and the VPA prior to hosting or participating in any event, and satisfy the officers requests to limit risk of liability.

13.3 The following events must be organized in consultation with the Student Group Coordinator and the VPA:

13.3.1 Events that involve alcohol

13.3.2 Out of town trips

13.3.3 Events that involve physical activity where injury to a participant is foreseeable.

13.3.4 Trips that require transportation

13.4 Groups shall not co-promote any event in conjunction with a private promoter unless that private promoter is a registered business carrying its own minimum one million

dollar (\$1,000,000) third party liability.

13.4.1 Proof of such insurance and a letter stating the terms and conditions of the co-promotion must be provided to the Student Group Coordinator a minimum 15 days in advance of the event and prior to any advertising of the event.

13.5 Groups hosting events that have not been approved by the UWSA insurer will not be insured by its policy. The group executive will be personally liable for the event and will be in violation of this policy. As a result, will be automatically be scheduled for de-ratified and will not be eligible to apply for re-ratification.

### Part 14: Student Group Sponsorship

14.1 All sponsorship will be approved by the Student Group Coordinator and the VPA

to

ensure that there is not conflict of any agreements on and off campus. This includes but is not limited to bar sponsorship.

#### Part 15: Catering and Food Services

15.1 All UWSA recognized groups have access to food and catering services on campus.

15.2 Catering and Conference Services provides all food and beverage services on campus, with the following exceptions:

15.2.1 Each UWSA ratified student group is permitted to provide their own light snacks and non-alcoholic beverages only in the CAW Student Centre

weekdays after 6 pm and on weekends

15.2.2 No food may be catered by outside companies.

15.2.3 No kitchen facilities will be available for preparation, storage or clean up.

15.2.4 These events must be no-sale and alcoholic beverages are not permitted unless arranged through Catering and Conference Services.

15.2.5 Catering and Conference Services does not provide catering in the Thirsty Scholar.

15.3 Catering and Conference Services offers liquor service for all student groups and can be utilized for your party or group function in several locations across campus.

15.4 No persons under the age of 19 will be admitted to an event at which alcoholic beverages are being served, except if a full banquet meal is being provided.

#### Part 16: Room bookings

16.1 All UWSA recognized student groups have access to room bookings on campus.

16.2 Room bookings can only be made by student group Presidents

16.3 Room bookings in the CAW Student Centre are booked through the information desk.

16.4 Room bookings in other buildings can be done through Catering and Conference services.

16.5 One week's notice is needed for room bookings without food. Two weeks notice is needed for room bookings for with food.

16.6 Groups will be charged \$50 for late cancellation. An event must be cancelled 4 days in advance of the event date.

16.7 A charge for extensive room setup may be charged at the discretion of Catering and Conference Services.