

NIPISSING UNIVERSITY STUDENT UNION



Student Groups Policy

Approved by the Board of Directors on: April 27, 2022

Last Review Date: April 27, 2022

Definitions:

For the purposes of this policy, definitions are as follows:

- A. "Activity" means *an internal gathering of the members of a club;*
- B. "Approval" means *the process by which a club or society is formally approved by the NUSU Vice-President Student Life, and is recognized as a bona fide club or society within the NUSU structure and community;*
- C. "Club" for the purpose of this policy and NUSU operations, means a NUSU approved student group that's purpose is not centered around an academic program and does not receive society ancillary fees;
- D. "Student Group Days" means *a week when all NUSU approved clubs and societies are able to advertise their group to and recruit Nipissing University students;*
- E. "Club/Society Executive Officer" means *an executive member from a NUSU approved club or society;*
- F. "Student Groups Policy" means *the policy that is outlined herein;*
- G. "Director" means *a NUSU Director-At-Large on the Board of Directors;*
- H. "Event" means *an organized occasion that is marketed by a club or society to Nipissing University students and the community;*
- I. "Executive Committee" refers to *the entire NUSU Executive Team;*
- J. "Fiscal Year" refers to *the time period of May 1st-April 30th;*
- K. "Group Member" means any recognized member of the student group in question;
- L. "Majority" means *a number that is greater than half of the total group membership for voting or other purposes.*
- M. "Meeting" means *a regularly scheduled meeting of the members of a club or society;*
- N. "Member" means *any registered Nipissing University student, as outlined by the NUSU by-laws;*
- O. "NSF Cheque" means *a cheque that was not honoured by the bank of the entity issuing the cheque, on the grounds that the entity's bank account does not contain sufficient funds;*
- P. "NUSU" means *Nipissing University Student Union;*
- Q. "Society" for the purpose of this policy, means a NUSU approved student group centered around an academic program that does receive society ancillary fees;
- R. "Sponsorship" means *receiving any benefit from an organization or business in return for access to the student market. This includes, but is not limited to, money or in-kind donations;*



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- S. "Student Groups" is the term used to generally reference both NUSU Clubs and Societies, and when appropriate other student based groups from time-to-time.
- T. "University" means *Nipissing University*.



1. Introduction

1.1. Purpose

The purpose of this policy is to outline the responsibilities and benefits of NUSU approved student groups, and protect the interests of both NUSU and its recognized Student Groups by mandating their responsible creation and administration.

1.2. Rationale

Student Groups play an extremely vital role in the hosting of extracurricular activities for students both on and off the University campus. These groups provide both engaging and social environments for students to interact, build relationships, foster a sense of community, and build their skills in an area of interest.

NUSU will provide student groups with basic funding to assist them in facilitating both activities and events that fit within the NUSU mission and vision. NUSU will facilitate the organized funding model for societies and assist them in facilitating both activities and events that fit within the NUSU mission and vision. As per the policies outlined below, NUSU is responsible for governing and supporting Student Groups by overseeing their startup and appeals processes; membership eligibility and recruitment; constitutions and executive officers; rights and responsibilities; grants, events, travel and finances; disciplinary measures and Student Group closure.

2. Expectations of a Student Group

The following list entails the expectations of a NUSU approved Student Group:

- 2.1. The existence and activities of Student Groups must not impose a legal liability on, or damage, the interests of NUSU;
- 2.2. All Student Group-run events are subject to the approval of the Vice-President Student Life;
- 2.3. Clubs must ensure that a majority of their membership is composed of Nipissing University students. Societies must ensure that their entire membership is composed of Nipissing University students.
- 2.4. Student Groups only financial resources are in accounts managed by NUSU;
- 2.5. Student Groups are responsible for compiling and submitting an annual report to the Vice-President Student Life and the Vice-President Finance and

- Administration at the end of each Fiscal Year;
- 2.6. Student Groups receive benefits including;
 - 2.6.1. Assistance with Student Group administration, financial resources, and event planning and promotion; and
 - 2.6.2. Assistance in obtaining resources from the University and community.
 - 2.6.3. Clubs receive the opportunity to apply for funding to support club operations and event initiatives;
- 2.7. Carrying out activities that obey federal and provincial laws, municipal By-Laws, University regulations, NUSU By-Laws, policies and procedures, is non-commercial, and does not infringe on the rights or privileges of others;

3. Regulations

3.1. **Starting a Student Group**

A Student Group may be approved by the Executive Committee if it:

- 3.1.1. Is open to Nipissing University students;
- 3.1.2. Proposes carrying out activities that obey federal and provincial laws, municipal By-Laws, University regulations, NUSU By-Laws, policies and procedures, is non-commercial, and does not infringe on the rights or privileges of others;
- 3.1.3. Does not duplicate an existing University or NUSU service or NUSU student group;
- 3.1.4. Submit a completed Club/Society Application Package to the Vice-President Student Life;
- 3.1.5. Obtains 10 signatures of supporting University students;
- 3.1.6. Has a minimum of three (3) Executive Officers for the group requesting student group status; and
- 3.1.7. Includes a draft student group logo with the Club/Society Application Package.
- 3.1.8. Support with logo creation can be provided by the NUSU Director of Communications. Logos will be sent to Nipissing University to confirm approval.

3.2. **Appeal Process**

- 3.2.1. If a student group is not approved, the group applicant may appeal the decision to the NUSU Board of Directors.

3.2.2. An applicant must have addressed the concerns outlined by the Executive Committee and must have taken steps to rectify these concerns prior to requesting an appeal.

3.2.3. The NUSU Board of Directors must respond to an appeal in writing and inform the applicant within ten (10) business days.

3.2.4. The result of the appeal process is final.

3.2.5. Applicants may resubmit an application one (1) year from the date of the original submission.

3.3. **Student Group Naming**

Student Groups are prohibited to use the word “union” in their name. Group names are subject to the approval of the Vice-President Student Life.

3.4. **Club Membership Eligibility**

All members are eligible for club membership.

- 3.4.1. Clubs may charge a membership fee if the fee is approved by the Club’s Executive Officers, the Vice-President Student Life, the Vice-President Finance and Administration and the Assistant Vice-President, Students at Nipissing University. Prior to approval, the club must provide a rationale, in writing, to the approving parties as to why the fee would be collected;
- 3.4.2. NUSU encourages all students to partake in student groups and therefore finances should not be a limiting factor to participation. NUSU encourages Clubs to avoid initiating membership fees and/or include a process to waive the fee and/or have an alternative body cover the fee;
- 3.4.3. Clubs may have exclusive membership based on their mandate, with supporting rationale, subject to approval by the Vice-President Student Life, and the Assistant Vice-President, Students at Nipissing University.

3.5. **Membership Recruitment**

Acceptable recruitment methods include:

- 3.5.1. Advertising at Student Group Days;
- 3.5.2. Distributing posters, banners or flyers adhering to University and NUSU guidelines, with general or other information, as approved by the Vice-President Student Life;
- 3.5.3. Advertising at any event run by the student group;
- 3.5.4. Participating in University events;

- 3.5.5. Promotion in University classrooms (instructor pre-approval is mandatory);
- 3.5.6. Promotion in the community if the club allows for community membership (pre-approval by the company in the community is mandatory);
- 3.5.7. Promotion through approved social media platforms; and
- 3.5.8. Other methods approved by the Vice-President Student Life.

4. Student Groups' Governance

4.1. Student Group Constitutions

A Student Group constitutions must:

- 4.1.1. Outline the name and purpose of the student group, descriptions of its Executive Officer positions, meeting requirements and procedures, procedures for the democratic election of its Executive Officers, a constitutional amendment process, a list of which Executive Officers may act as signing authorities, and a breakdown of any applicable membership fees;
- 4.1.2. Be submitted with the Club/Society Application Package;
- 4.1.3. Be approved by the Vice-President Student Life;
- 4.1.4. Adhere to federal and provincial laws, municipal by-laws, University regulations, and NUSU by-laws, policies and procedures.

4.2. Executive Officers

- 4.2.1. Each Student Group is required to have a minimum of three (3) Executive Officers.
- 4.2.2. A list of the Executive Officers including names, student numbers, titles, telephone numbers, and student email addresses (@my.nipissingu.ca) must be provided to the Vice-President Student Life. Any changes to the Student Group Executive Officers of the respective group must be submitted, via an Executive Officer Update Google Form, to the Vice-President Student Life within one (1) week of the change.
- 4.2.3. Club Executive Officers are required to meet with the Vice-President Student Life on a bi-monthly basis.
- 4.2.4. Society Executive Officers must meet with the Vice-President Student Life and Vice-President Advocacy and Awareness on a bi-monthly basis.



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- 4.2.5. All Student Groups must hold annual elections for their Student Group Executive Officers to be completed for the next academic year by April 1st.
- 4.2.6. Executive Officer Election Candidates must disclose to the Student Group Membership if they intend to run for executive roles in multiple Student Groups.
- 4.2.7. Student Group Executive Officers must be University students.
- 4.2.8. The NUSU Executive Committee are not permitted to be signing authority for Student Groups, and therefore cannot be Executive Officers for any NUSU approved group.
- 4.2.9. Any Student Group signing authorities must be Nipissing University students or enrolled in the Nipissing University/Canadore College bridging program.

5. Approved Student Groups

5.1. **Student Groups' Rights**

Upon approval from the Vice-President Student Life, a Student Group is entitled to:

- 5.1.1. Advertise as an official NUSU student group;
- 5.1.2. Be advertised on the NUSU website once a student group's logo, description and email are received;
- 5.1.3. Recruit members and collect membership fees that are subject to approval by the Vice- President Student Life and the University;
- 5.1.4. Access University facilities (as per University regulations and existing NUSU/ University agreements) for provision of facilities and services;
- 5.1.5. Access NUSU facilities for provision of facilities and services;
- 5.1.6. Participate in Student Group Days;
- 5.1.7. Request assistance from the Vice-President Student Life for an event or consultation on any Student Group related issues or concerns;
- 5.1.8. Request the use of a NUSU student group locker space (if available). These lockers will be shared storage for all student groups. These lockers are not for permanent use and must be cleared at the request of the Vice-President Student Life;
- 5.1.9. Request access to funding;

- 5.1.10. Create its own social media accounts; the names of which must be given to the Vice-President Student Life. All social media accounts must be open groups (not private accounts);
- 5.1.11. If eligible, receive coverage under the NUSU insurance policy while conducting sanctioned student group events.

5.2. Student Groups' Responsibilities

Upon approval, a Student Group must:

- 5.2.1. Undertake all dealings in accordance with applicable NUSU by-laws, policies and procedures;
- 5.2.2. Adhere to its mandate as stated in its student group constitution;
- 5.2.3. Abide by the municipal and provincial regulations regarding drugs and alcohol;
- 5.2.4. Abide by Nipissing University's Code of Student Rights and Responsibilities;
- 5.2.5. Inform the Vice-President Student Life of any Executive Officer changes to the student group;
- 5.2.6. Inform the Vice-President Student Life and the Vice-President Finance and Administration of any fundraising activities or sponsorships they are applying for;
- 5.2.7. Have their Sponsorship approved by the Vice-President Student Life and Vice-President Finance and Administration;
- 5.2.8. Reply to all correspondence within ten (10) business days;
- 5.2.9. Hold at least one (1) membership meeting per fall and winter semester;
- 5.2.10. Forward all constitutional amendments to the Vice-President Student Life within five (5) business days of being approved by the student group members;
- 5.2.11. Ensure the Student group's name is clearly visible on all advertising or publications;
- 5.2.12. Work respectfully within the University community;
- 5.2.13. Send one (1) Student Group Executive Officer to the annual Student groups' summit meeting;
- 5.2.14. Send one (1) Student Group Executive Officer to NUSU's Annual General Meeting;
- 5.2.15. Keep accurate financial records and submit receipts to the Vice-President Student Life and the Vice-President Finance & Administration;

- 5.2.16. Pay debts within thirty (30) days of notification;
- 5.2.17. Receive appropriate permission(s) when using any logo;
- 5.2.18. Require Executive Officers to meet with the Vice-President Student Life bi-monthly during the Fiscal Year in addition to the student groups' summit meeting;
- 5.2.19. File an annual report no later than April 20th and have all outstanding payments processed;
- 5.2.20. Collect student identification numbers of its members for the purpose of verifying status as a University student, given consent by those students.

5.3. Student Group Elections

- 5.3.1. All Student Groups must hold an annual election for their Student Group Executive Officer positions for the upcoming academic year.
- 5.3.2. The annual election period will occur during the winter semester of the current academic year and must be completed by April 1st.
- 5.3.3. All executive officer positions must be vacated and available for candidacy during the annual election period.
- 5.3.4. Candidate eligibility is determined by the individual student group's constitution.
- 5.3.5. Executive Officer Election Candidates must disclose to the Student Group Membership if they intend to run for executive roles in multiple Student Groups.
- 5.3.6. The nomination period for each student group shall be a minimum of 5 days.
- 5.3.7. The voting period for each student group shall be a minimum of 3 days.
- 5.3.8. Only the members of a student group are eligible to vote in their group's election process.
- 5.3.9. If at the end of an annual election period there are vacant executive officer positions, the student group will host a by-election in the following fall semester of the upcoming academic year to fill the vacant positions.
- 5.3.10. If a student group does not fill their minimum three (3) executive officer positions following 3 electoral periods the group will be dissolved and lose active status.
- 5.3.11. Following the completion of any election period, an executive update form, found on the NUSU website, must be submitted to the Vice-President Student Life.

5.4. Club Funding

- 5.4.1. Clubs may apply for funding by completing a club funding request form at least ten (10) days prior to the event.
- 5.4.2. Funding opportunities are available to clubs with a limit up to the discretion of the Vice-President Student Life per academic year.
- 5.4.3. Clubs must expect that at least a majority of event attendees will be current University students in order for the club to receive event funding from NUSU.
- 5.4.4. Certain clubs may be restricted from receiving club funding. These include, but are not limited to, clubs that are politically affiliated, religiously based, or are otherwise exclusive in their membership.

5.5. Student Group Events

- 5.5.1. Student Groups must notify the Vice-President Student Life at least ten (10) days prior to hosting or advertising an event by submitting an Event Approval form.
- 5.5.2. Student Groups are permitted to host bake sales, and any other food related events on campus, provided that they follow the health and safety guidelines established in the University and NUSU policies, and receive approval by the Vice-President Student Life.
- 5.5.3. Student Groups that are purchasing food for their events must follow the University food service requirements.

5.6. Student Group Travel

- 5.6.1. Student Groups must adhere to NUSU practices regarding travel.
- 5.6.2. Student Groups are not covered under NUSU insurance for travel.
- 5.6.3. Student Groups are responsible for acquiring the personal insurance necessary to adequately account for all of their travel insurance needs.
- 5.6.4. Insurance costs may be included as part of a clubs' funding request.
- 5.6.5. Student Groups must submit a risk assessment along with their event proposal;
- 5.6.6. Student Groups must adhere to the federal and provincial travel restrictions (should there be any);
- 5.6.7. If Student Groups are participating in international travel, they must send NUSU written proof of travel insurance along with the names and contact information of the participants travelling;

5.6.8. NUSU is not responsible or liable for any injury, illness or death while travelling

5.7. Student Group Advertising

5.7.1. Student Groups must receive approval of advertisement from the Vice-President Student Life before advertising.

5.7.2. Student Groups promotions, advertising, and communications must comply with the advertising standards and practices of NUSU.

5.7.3. Student Groups may contact the Director of Communications for any support needed in their advertising efforts

5.8. Student Group Finances

5.8.1. Student Groups must submit a completed NUSU Withdrawal form to the Vice-President Student Life (VPSL) and Vice-President Finance and Administration (VPFA) with the purchase receipt, name and mailing address of the individual requesting the refund, amount of purchase, Student Group name and contact information. Once reviewed and approved by the VPSL and VPFA a cheque will be issued to the individual for reimbursement. Student groups must submit their request 10 business days prior to when the funds are required if the cheque will be picked up and 15 business days prior if the cheque will be mailed out.

5.8.2. NUSU recommends that any purchases needed to be made that exceed \$100.00 be requested through the withdrawal form and an invoice be sent via email to vpstudent@nusu.com and vpfinance@nusu.com. If the request is approved, NUSU will make the purchase on behalf of the student group via credit card or cheque. It is the responsibility of the student group executives to confirm with the company prior to submitting the request that they accept cheque payments. Once confirmed, the student group must provide the mailing address and company name if it is not outlined in the invoice. Though NUSU is making the purchases on behalf of the student group, the funds will be reflected in the account of the student group. Student groups must follow the same timeline outlined in section 5.7.1. for these purchase requests.



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- 5.8.3. NUSU reserves the right to conduct financial reviews periodically, at the discretion of the NUSU Finance Department, to examine the financial integrity and operations of a Student Group. Reviews and findings will be made available to the Vice-President Student Life.
- 5.8.4. Any unused money granted by NUSU for a club event must be returned at the end of the fiscal year to the NUSU Clubs budget line.
- 5.8.5. Student Groups cannot enter into a deficit position.
- 5.8.6. If a Student Group goes into debt, they are not eligible to receive further grant money until their debt has been repaid.
- 5.8.7. If a Student Group account has any NSF cheques, they are responsible to re-solicit or acquire funds from an individual or the business that has written them the NSF cheque. The NUSU Finance Department will withdraw funds from a Student Group account should the debt not be paid.
- 5.8.8. Funds remaining in a closed or revoked Club account will be transferred into the Clubs Budget after 30 days unless otherwise directed by the club's executive and the Vice-President Student Life.

5.9. Room Bookings

- 5.8.1. All room booking requests for Nipissing University and the NUSU Student Centre must go through the Vice-President Student Life and the Office Administrator.
- 5.8.2. Student Groups are not permitted to contact the university directly to book spaces on campus
- 5.8.3. All Student Group classroom and venue bookings must be submitted to the Vice-President Student Life and the Office Administrator at least ten (10) days prior to an event.

5.10. Student Groups and Liability

Should NUSU Student Groups need event coverage insurance, they must obtain the insurance at least two (2) weeks prior to the event. Upon request, NUSU will acquire this coverage for the student group event and share a copy of the certificate with the student group president.

5.11. Club Probation

- 5.11.1. At the recommendation of the Vice-President Student Life, the Executive Committee will review breaches of responsibilities outlined in this policy and make recommendations as to how a club must rectify its error and the timelines within which these changes must be made.
- 5.11.2. The Executive Committee may place a club on probation.
- 5.11.3. Clubs that are placed on probation must be notified of their probationary status, in writing, within two (2) business days of the Executive Committee's decision.
- 5.11.4. While on probation, a club has their financial account frozen and no longer has the rights and privileges of a NUSU approved club.
- 5.11.5. Any club that fails to rectify the issues for which it was put on probation, within a timeframe of one (1) month, will have its club approval revoked.
- 5.11.6. The Executive Committee must outline, in writing, the reasoning for why the club's approval was revoked.

6. Dissolution of a Club

6.1. Dissolution Procedure

- 6.1.1. A written notice to dissolve a club must be submitted to the Executive Committee by the Vice-President Student Life.
- 6.1.2. The Vice-President Student Life has the final authority to dissolve a club.
- 6.1.3. Dissolved clubs will be notified of dissolution by email within two (2) business days of the final decision.
- 6.1.4. Reasons for dissolution will be communicated via email.
- 6.1.5. Dissolved clubs may appeal this decision in writing to the Executive Committee within ten (10) business days of notification of the dissolution.
- 6.1.6. Dissolved clubs must wait one academic year before reapplying for club status.

6.2. Club Closure

- 6.2.1. A club may dissolve itself by completing a Club/Society Closure Form.
- 6.2.2. The Vice-President Student Life may initiate a club closure due to two (2) years of inactivity.
- 6.2.3. The Vice-President Student Life has the final authority to close a club.
- 6.2.4. The Vice-President Student Life must communicate closed status to a club's Executive Officers by email within two (2) business days of the final decision.

- 6.2.5. Unused funds from a club account may be put towards the Clubs budget or be donated to a not-for-profit organization.
- 6.2.6. A closed club cannot be reopened; however, a new club may use a closed club's former name.

7. Dissolution of a Society

7.1. Dissolution Procedure

- 7.1.1. A written notice to dissolve a society must be submitted to the Executive Committee by the Vice-President Student Life.
- 7.1.2. The Vice-President Student Life has the final authority to dissolve a society.
- 7.1.3. Dissolved societies will be notified of dissolution by email within two (2) business days of the final decision.
- 7.1.4. Reasons for dissolution will be communicated via email.
- 7.1.5. Dissolved societies may appeal this decision in writing to the Executive Committee within ten (10) business days of notification of the dissolution.
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- 7.2.3. The Vice-President Student Life has the final authority to close a society.
- 7.2.4. The Vice-President Student Life must communicate closed status to a society's Executive Officers by email within two (2) business days of the final decision.
- 7.2.5. Unused funds from a society account may be put towards the Society Budget Line.
- 7.2.6. A closed society cannot be reopened; however, a new society may use a closed society's former name.