

# ROYAL ROADS UNIVERSITY

## BOARD POLICY

**Title:** Student Organization Policy

**Policy #:** E 1040

**Effective Date:** June 16, 2006

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### Board Policy Statement

Royal Roads University will consider formal recognition of student organizations that are democratically formed to promote student involvement and learning, and meet the guidelines included in this document. Student organization status must be affirmed annually by completion of an annual report administered by University Life by the deadline specified.

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### Philosophy

Royal Roads University encourages student engagement in the life of the institution. Students are the foundation of the University community, and their learning and development outside of the classroom is an important part of the university experience. Involved students are more likely to persist to degree completion and to be successful in reaching their academic and personal goals.

The University recognizes that clear definition of roles and responsibilities of the University and the student organizations it formally recognizes is necessary for efficient administration and the legal protection all parties.

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### Guidelines

#### 1. *Minimum Requirements for Recognition*

To be considered for formal recognition by the University, at minimum, a student organization must:

- Be democratic, wherein each member has one vote in the election of officers and organizational decision-making
- Have a clear purpose that is consistent with the educational mandate of the University as an institution of higher learning
- Not discriminate on the basis of race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex or sexual orientation
- Have a clearly-articulated Constitution and By-laws that are deemed acceptable to the University

- Maintain financial records open to review at any time by University staff; prepare unaudited statements annually and conduct an audit at least once every three years
- Conduct all activities openly, with the exception of duly-called *in camera* meetings; secret organization rituals are not permitted

The University does not grant recognition to fraternities and sororities. Such groups are independent of the University and may not use the University's name or logo; and any acts by these groups are not the responsibility of the University.

## 2. *Process for Requesting Recognition*

To request formal recognition, the organization's proponents must:

- Submit an *Application for Student Organization Status* to the Director, University Life, to be brought forward to the Vice President University Relations for approval
- If required by the Director, University Life, conduct a referendum of proposed members to approve the Constitution, By-laws, and fees

## 3. *Rights and Responsibilities of Student Organizations Granted Status*

Student organizations that are granted status by the University have the **right** to:

- Use the "Royal Roads University" title in their name (e.g. Royal Roads University Student Association)
- Request designated space, normally defined by a lease agreement
- Use University resources afforded University departments; priority will be given to University department needs
- Request that the Board of Governors approve that the University administration collect fees on behalf of the organization, where such fees have been approved by no less than a two-thirds majority of the total number of members at the time of the request

Student organizations that are granted status by the University have the **responsibility** to:

- Conduct their business in a manner consistent with the educational mandate of the University and in keeping with socially accepted standards of behaviour
- Protect the University's reputation and legal liability
- Organizations that are incorporated under the *Societies Act*, or which are a sub-set (e.g. branch, chapter, etc.) of an externally constituted organization (e.g. service organizations), must clearly identify their independence from the University in all activities and must carry third-party liability insurance as required by University Life, naming the University as co-insured
- Submit all reports requested by University Life by the deadlines provided
- Comply with these and any other guidelines published by University Life or the Board of Governors

### 3. *Annual Reporting to Maintain Student Organization Status*

To maintain student organization status, the officers of the organization must complete an annual report administered by University Life that includes, but is not limited to, the following:

- Constitution and bylaws
- Unaudited statement of accounts
- Proof of third-party liability insurance, naming Royal Roads University as co-insured
- Proof of submission of reports required by the *Societies Act*, if applicable

### 4. *Suspension or Revocation of Student Organization Status*

The Vice President, University Relations reserves the right to suspend or revoke student organization status at any time for non-compliance with these guidelines, violation of any other University policy, procedure or guideline, or violation of any law.

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## **President's Responsibilities**

It is the responsibility of the President to:

- Ensure that employees and learners are made aware of procedures, processes, and resources in place to effect this Policy.

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## **Information, Action and Monitoring Requirements for the Board**

The President will report annually on the number of student organizations in good standing.

**RELATED DOCUMENTS:**

Procedure: Steps for Application for Formal Recognition as a Student Organization

Student Organization Annual Report Form

## FACT SHEET

### **DATES:**

16.06.06 Board Approval  
16.06.06 Implementation  
16.06.09 Review Due (*approval date + three years*)

### **SOURCE:**

*Date* Approval by Board Motion June 16, 2006