



SUBJECT: Establishment of Student Clubs	POLICY NO: CLUBS - 1	LAST REVISED: November 3, 2017
APPROVED BY: General Council	NO. OF PAGES: 2	DATE ORIGINATED: February 15, 2009

Policy

The Saskatchewan Polytechnic Students' Association Inc. may register and ratify Student Clubs to operate under its auspices for the purpose of improving campus life and providing opportunities for student members.

Definition:

A Student Club is defined as a group of students registered in a program or department operated by or at Saskatchewan Polytechnic's Campuses that have been ratified by the respective Campus Council. This definition includes groups of students with a specific special interest who are registered in a program or department at Saskatchewan Polytechnic.

The SPSA reserves the right to put on probation or de-ratify any Student Club with just cause.

Procedure

1. Registration

- a. Any student group wishing to be considered for Student Club status must submit the following information (referred to as the "Clubs' Ratification Package") to their respective Campus SPSA Office to be considered for Registered Student Club status:
 - i. a Student Club Registration Form,
 - ii. a copy of Student Club Constitution,
 - iii. a Student Club Signing Authority Form, and
 - iv. a Student Club Waiver Form
- b. Upon receipt of the Clubs' Ratification Package, the respective VP Campus will review the documentation prior to submission to the respective Campus Council for ratification.

a. Ratification

A Student Club will be ratified after the Clubs' Ratification Package has been presented and accepted by the respective Campus Council.

b. Probation

A Student Club may be put on probation at the discretion of the respective Campus Council. The terms of such probation will be outlined on a case-by-case basis.

4. De-Ratification

a. Voluntary

A Student Club may de-ratify voluntarily by choosing to dissolve itself by providing the VP Campus a copy of the minutes signed by no less than two (2) Executive Members of the Student Club, of the meeting where the dissolution was approved.

b. Involuntary

The respective Campus Council may de-ratify a Student Club if:



- i. The Student Club has more than two (2) consecutive, unexplained absences from Student Advisory Council.
 - ii. The Student Club is found to have an off-site bank account.
 - iii. The Student Club fails to follow SPSA Clubs Policies and Procedures.
 - iv. The Student Club does not abide by its own Constitution.
 - v. The Student Club abuses Saskatchewan Polytechnic or SPSA's services, privileges or funding.
- c. If a Club is de-ratified it will:
- i. Surrender all assets to the SPSA.
 - ii. Lose its ability to be a Student Club on-campus for no more than one year following the incident, except when the de-ratification was voluntary.
5. Appealing a Motion to De-ratify
- a. A Student Club may appeal an involuntary de-ratification by presenting their rationale for Student Club status to Executive Council. The presentation request will be facilitated by the VP Finance & Internal Operations.
 - b. The Executive Council reserves the right to overturn a de-ratification decision by any Campus Council on the grounds of:
 - i. The decision was unreasonable in light of evidence presented.
 - ii. The penalty was unreasonable in light of the circumstances.
 - iii. There was a lack of procedural fairness.