Preamble:
Carleton University recognizes that voluntary organizations formed by students are a traditional part of University life and contribute to the intellectual, cultural and social development of our students. However, only recognized student organizations have the privilege of being able to organize and hold activities on campus for the benefit of their members.

This policy is intended to delineate the principles associated with the recognition of all student groups, to define university accredited student organizations and to provide a process, apart from Carleton Undergraduate Student Association (CUSA) Club and Society Certification program, whereby such organizations can be formally recognized by the Carleton University. By attaining recognition, all student organizations accept certain responsibilities, must comply with the all applicable University policies and obtain benefits, as outlined in this policy.

Definitions and General Provisions:

This policy does not supersede or alter the legal relationship that exists between the university and its student associations: the Carleton University Students Association, the Graduate Student Association, and the Rideau River Residence Association.

Carleton Undergraduate Students’ Association (CUSA) is the organization formed by all undergraduate students registered at Carleton University.

Graduate Students’ Association (GSA) is the organization formed by all graduate students at Carleton University.

The Rideau River Residence Association (RRRA) is the student organization formed by all students living in the campus student residences.

Carleton Academic Student Government (CAG) is made up of student representatives from every academic department on campus. The members of CAG serve on Departmental Councils, Faculty
Boards, and the University Senate. The CASG’s mandate and formal status as a university entity is granted by the University Senate.

**Clubs and Societies** are student organizations that have been certified by the CUSA Clubs and Societies Board through its policies and procedures. All student organizations, groups or collectives are entitled to apply for certification as a Club or Society unless otherwise indicated by CUSA. Student organizations cannot be accredited both under this process outlined in this policy and certified under the CUSA process. Only one process can be utilized. CUSA is responsible for all clubs or societies that they certify.

**Graduate student Clubs and Societies** are also certified by the CUSA Clubs and Societies Board. At the time of this policy update, the GSA did not have a group certification program in place. The GSA and CUSA are responsible for all graduate clubs or societies that they certify.

**Faculty/Departmental Academic Societies** are open student organizations centered in and supported by academic departments and faculties with activities related to the relevant academic disciplines. Such organizations are approved by individual faculties and are subject to this policy and the regulations of their affiliated faculty and all applicable University policies. Academic Societies certified by CUSA are also subject to this policy and the regulations of the faculty and all applicable University policies. Academic Societies cannot be accredited under both this policy and certified under the CUSA process. Only one recognition process can be utilized.

**A Campus Group** is a voluntary association of Carleton students that is not certified as a Club or Society by CUSA and is also not an Academic Society approved by an academic unit. Such an association is eligible for accreditation under this policy. There is no implied commitment to funding included in such recognition.

**A Student Organization** refers to all campus groups including accredited campus groups, certified CUSA clubs and approved academic societies.

**Accrediting Bodies** for the purposes of this policy are:

a) Faculty Deans for Academic Societies;

b) The Campus Group Accreditation Committee for other groups.

The **Risk Management Committee** is made up of university officials and is responsible for managing the university’s online risk assessment process and for approving student events on and off campus.
ACCREDITATION OF STUDENT ORGANIZATIONS:

1. Carleton University is committed to recognizing the rights of its members to communicate, discuss and explore all ideas, to organize groups to distribute materials on campus in a responsible way, to hold meetings, to engage in debate and peaceful demonstrations, and to be free from discrimination on the basis of race, sex, colour, ancestry, place of origin, ethnic origin, creed, marital status, family status, sexual orientation, age, disability, or citizenship, provided these activities are within the law.

2. Memberships in recognized Student Organizations shall be open to all members of the University community, in compliance with the Ontario Human Rights Code, and without restriction based on grounds of race, sex, colour, ancestry, place of origin, ethnic origin, creed, marital status, family status, sexual orientation, age, disability, or citizenship. While these discriminatory practices are not allowed, it is also recognized that some groups may be homogeneous in nature without being discriminatory on the basis of any of the foregoing grounds.

3. The accreditation period will be for the duration of one (1) year starting October 1st until September 30th of the following year. Student organizations must renew their accreditation status annually, during the month of September.

4. The university will not accredit any group that:
   a) Operates in secrecy (including but not limited to the following areas: finances, budgets, constitutions, operations), or
   b) Fails to comply with the Ontario Human Rights Code, Federal and Provincial Statutes, and any University Policies and Regulations
   c) Is presently certified as a CUSA Club or Society, or
   d) Interferes with the operations, learning, living and work environment of the University and/or the security and safety of the community.

5. Each accrediting body has the authority to remove accreditation when this action is warranted by a breach of this policy.

Rights, Responsibilities and Prohibitions:

1. By the University or CUSA granting accreditation or certification to a student organization, the group is accorded the following benefits:

   a) Use of the University’s name subject to University regulations and policies;
   b) Ability to book space subject to the University’s Space Booking Request process and policies;
   c) Right to hold events in accordance to University policies; and
   d) Use of campus facilities for the solicitation of memberships subject to University policies.
2. Under the terms of this policy the University will not attempt to censor, control or interfere with any university recognized Campus Group, Society of CUSA club on the basis of its philosophy, beliefs, interests or opinions expressed unless and until these lead to activities which are illegal, interfere with the operations of the University, interfere with learning, living, or work environment of the University, impact the safety or security of the community or which infringe the rights and freedoms already mentioned.

3. By the same token, recognition under this policy as a Campus Group, Academic Society, or CUSA club by the University implies neither endorsement of a particular group’s beliefs or philosophy, nor the assumption of legal liability for the student group’s activities. It assumes only that the University has a responsibility to inform itself of campus organizations that use its facilities and its name and to deny or withdraw accreditation if the requirements of this policy or other university policies are not observed. Student groups and their individual members shall remain fully responsible for their actions including any violation of policies and/or legal liability.

4. If a student organization is not accredited by any of the approved authorities, yet group members represent themselves as an official Carleton University student organization, they can face sanctions under the Student Rights and Responsibilities Policy and forego the right to book space on campus.

5. Accredited Campus Groups, Academic Societies, or CUSA clubs may not engage in activities that are essentially commercial in nature. This is not intended to preclude the collection of reasonable membership fees to cover the expenses of the organization, or of charges for specific activities, programs or events, or to prohibit these groups to engage in legitimate forms of fund raising. However, these groups cannot:
   a) Have as a major activity a function that makes it an on campus part of a commercial organization
   b) Provide services and goods at a profit when that profit is used for the purposes other than those of the organization; or
   c) Pay salaries to some, any or all of its officers

6. Similarly, if a Campus Group, Academic Society, or a CUSA club has been recognized under a defined mandate, and misrepresents their role or operates beyond the terms of the approved mandate, or organizes events that contravene policies of the University, or organizes special events that are not approved by the Risk Management Committee, the group can have their accreditation under this Policy revoked, lose their space booking privileges. Moreover individual members, depending on their actions, could face sanctions under the Student Rights and Responsibilities Policy or other applicable University policy.
   a) The University reserves the right not to extend and/or revoke accreditation or the privileges offered to accredited student organizations and certified CUSA clubs where groups: Are operating on the basis of membership exclusivity;
   b) have or will violate university policies or regulations; or
c) are interfering with the operations, learning, living and work environment of the University and/or the security and safety of the community

7. Any and all postering practiced by an Accredited Campus Group, Academic Society or CUSA club shall be conducted in accordance with the University’s Posting Policy. Failure to abide by the policy may affect future space booking privileges and accreditation/certification.

8. University accredited Campus Groups, Academic Societies, or CUSA clubs must abide by the University’s Risk Management and Alcohol Policies. Risk Management forms must be completed and submitted twenty-eight (28) days in advance of an on or off campus event, if the event has one or more of the following elements:
   a) More than fifty (50) people in attendance;
   b) Features a speaker from an external organization;
   c) Alcohol is being served;
   d) A sports-like physical activity is planned;
   e) Any activity that has the potential to result in damage to individual persons, or physical property

Failure to submit a Risk Management Form may result in any space booking requests being delayed or canceled and may impact an accredited or certified student organization’s future space booking privileges and accreditation/certification. Where Campus Safety or the University’s Risk Management Committee mandates the presence of security for an event, such additional services (provided by Campus Safety or otherwise) will be at full expense of the organization sponsoring the event.

Procedures:

1. Student organizations who wish to be accredited through the university in order to become a Campus Group must complete and submit the following items to the Office of Student Affairs:
   a) A completed and signed Accreditation of Student Organizations Application Form;
   b) A copy of their most current constitution;
   c) Submit a minimum of ten (10) student signatures along with their printed names and student numbers of students who are supportive of the organization being accredited (there is a signature section within the Accreditation of Student Organization Application Form)

Further information can be found on the Student Affairs website (www.carleton.ca/studentaffairs).

2. Student organizations that wish to become accredited Academic Societies under this policy are to follow the procedures outlined in the Accreditation of Student Organizations Application Form.

3. Student groups meeting the requirements of this policy will be granted recognition by the Vice-President (Students and Enrolment) on behalf of the university the year in which application is made. (For the purposes of this policy the year will be considered from October 1 to September 30th
of the next academic year). Normally, recognition will be renewed automatically year-to-year at the request of the new executive by submitting the online Accreditation Renewal Form no later than September 30th. If constitutional changes have been proposed, the amended constitution must be submitted and will be considered during the renewal process. Similarly, any other substantial changes to the nature of the group should be submitted with the Renewal Form no later than September 30th.

4. One of the elements of being an accredited campus group or approved academic society is providing a copy of the group’s constitution. The University’s interest in the constitution is based on its concern that organizations and individuals using its name and its facilities are genuine campus organizations, that they pursue activities in accordance with the law, and that such things as organizational structure, membership, procedures, rules of conduct, etc, are spelled out so that all members who join a group and take part in its activities may do so with full knowledge of their rights and responsibilities within the group.

Campus Group Accreditation Committee:

1. The Campus Group Accreditation Committee is responsible for the accreditation of those student organizations that are not otherwise certified by CUSA.

2. The Committee is appointed by and is responsible to the Vice-President (Students and Enrolment). The membership is:
   a. Director of Student Affairs (Chair);
   b. Two faculty members;
   c. Two students at large;

3. The Committee will meet on an as needed basis in order to consider the approval of Campus Groups and to decide on sanctions that may be applied to any Campus Group that transgresses a university policy.

4. Where an Accredited Campus Group or Academic Society is handling significant funds, it may be required to submit an audited statement to the Office of Student Affairs or the applicable Faculty Dean. Requests for financial information will be at the discretion of the Director, Student Affairs or the applicable Faculty Dean.

5. Where an Accredited Campus Group or Academic Society is providing goods or services for which a charge is being levied the Group or Society will be required to indicate in all of its advertising, contractual and other material that the university neither endorses the Group or Society’s activities nor assumes legal liability in connection with the goods and services provided.

Complaints:

1. The University will not attempt to monitor or review the activities of a Campus Group or Academic Society recognized under this policy in the normal course of events. The University
reserves the right to investigate accredited Groups or Societies that have acted in a manner that is inconsistent with its constitution or with the requirements of this policy or any other University policy.

2. In the event a University investigation determines the validity of a complaint or transgressions, the following sanctions may be levied by the Campus Group Accreditation Committee against the Group or Society in question:

   a) Some or all privileges outlined in this policy may be suspended or withdrawn;
   b) The group’s status as a university accredited Campus Group or Society may be suspended or terminated.

3. If a group’s status is suspended or terminated, an application for renewal of accreditation may be made at any time after September 30th in the following academic year.

4. In addition to group sanctions, individual sanctions may be applied under other University policies (e.g., the Student Rights and Responsibilities Policy) where individual group members have transgressed aspects of these policies.

5. Accredited Campus Groups or Academic Societies wishing to appeal the decision to deny, suspend or withdraw their privileges or status as an accredited group may appeal in writing within 14 calendar days following their notification of a sanction to the Carleton University Resolution Board (CURB). Appeals to CURB must be sent to the Office of the Vice-President Students and Enrolment.

RELATED POLICIES:

   a) Student Rights and Responsibilities Policy
   b) University Alcohol Policy
   c) University Space Booking Policy
   d) Residence Contract
   e) University Poster Policy

CONTACTS:
Vice-President (Students and Enrolment)
Director, Office of Student Affairs
Accreditation of Student Organization Application Form

All groups who wish to become an Accredited Campus Group or Academic Society must submit the following information to the Office of Student Affairs electronically (studentaffairs@carleton.ca) or by hard copy to room 430 Tory. Interested student organizations may apply for accreditation as Campus Groups or Academic Societies at any time during the academic year. The accreditation period will conclude on September 30th. By completing and signing this form, student organization executive members understand and agree to abide by the regulations set out in the Policy on the Accreditation of Student Organizations. This form applies the university’s Accreditation process; it is not affiliated with CUSA’s Club and Society certification program in any way.

* It is mandatory to complete all fields in this form.

Should you have questions about its completion, please contact: studentaffairs@carleton.ca

6. Student Organization Information

Name of Student Organization & Acronym (if applicable): ________________________________

Description of Organization: ________________________________

________________________________________________________________________________

Organization E-mail: ________________________________

Main Contact for Student Organization:

Full Name: ________________________________  Student Number: ________________________________

Telephone number: ________________________________  Carleton email: ________________________________

7. Student Organization Executives (President, VP’s, etc.)

2. Name ________________________________

   Title: ________________________________

   Student Number: ________________________________

   Telephone Number: ________________________________

   E-mail: ________________________________
3. Name________________________
   Title: _______________________
   Student Number:______________
   Telephone Number:_____________
   E-mail:_______________________

4. Name________________________
   Title: _______________________
   Student Number:______________
   Telephone Number:_____________
   E-mail:_______________________

8. **Student Organization Constitution or Mission Statement**
   All student organizations who wish to be accredited by the Office of Student Affairs must submit a copy of their Organization’s most up-to-date Constitution and/or Mission Statement appended to this form. Failure to provide this documentation will prevent your application from being considered.

**Authorization of Faculty or Staff Advisor**

*For Academic Societies ONLY*

Department Affiliation: ____________________________

Faculty or Departmental Staff Advisor: _______________

Advisor Phone Ext:______________________ Advisor E-mail: __________________________

**Membership List**

As per the Policy on the Accreditation of Student Organizations, student organizations must provide a **minimum** of ten (10) student signatures along with their printed names and student numbers of students who are supportive of the organization being accredited.

Number of Members (including this list and all others): _______________________

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Agreement

The below named representatives from the Student Organization acknowledges that they have read the Accreditation of Student Organization Policy, understand it and agree to be bound by it.

Student organizations may apply for accreditation as Campus Groups at any time during the academic year. The term of this agreement shall be from the date of accreditation until September 30th. Groups seeking continued accreditation beyond a particular academic term/year should apply for renewal no later than September 30th in the next academic year.

**By signing this agreement, each student organization seeking accreditation understands that a minimum of 75% of the voting and executive members must be registered as full-time or part-time students of Carleton University.**

By signing this agreement, each Student Organization seeking accreditation agrees that they comply with the Ontario Human Rights Code and will not exclude individuals seeking membership based protected grounds.

By signing this agreement, each student organization (Campus Group or Academic Society) seeking accreditation understands that they cannot be accredited by University and certified by the Carleton University Students’ Association simultaneously.

It is also understood that the Office of Student Affairs will not issue any financial funding or collect any mail or delivery packages on behalf of the Student Organization.

Failure to abide by this agreement may result in the student organization losing its accreditation status along with all the benefits pertaining thereto. The individuals who have violated this agreement may also face sanctions under the university’s Student Rights and Responsibility Policy.

**Representative from the University (Office of Student Affairs) for Campus Groups:**

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<td>Director of Student Affairs</td>
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Representative from the University (Faculty Dean or Designate) for *Academic Societies*:

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Representatives from the Student Organization (requires a minimum of one signature)

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