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UNIVERSITY

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Policy Name:	Policy on the Accreditation of Student Organizations
Originating/Responsible Department:	Associate Vice-President (Students and Enrolment)
Approval Authority:	Senior Management Committee
Date of Original Policy:	March 2008
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Mandatory Revision Date:	February 2017
Contact:	Director, Office of Student Affairs

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. Accredited student organizations have a right 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 and obtain benefits, as outlined in this policy.

GENERAL PROVISIONS:

This policy does not supersede 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 (CASG) is made up of student representatives from every academic department on campus. The members of CASG 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 under this policy and certified under the CUSA process. Only one process can be utilized.

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.

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. Academic Societies certified by CUSA are also subject to this policy and the regulations of the faculty. Academic Societies cannot be accredited under this policy and certified under the CUSA process. Only one process can be utilized.

A Campus Group is a voluntary association of Carleton students that is not accredited as a Club or Society by CUSA and is also not an Academic Society accredited 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.

Accrediting Bodies under this policy include:

- i) Faculty Deans for Academic Societies
- ii) The Campus Group Accreditation Committee

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 accredited 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:
 - i) Operates in secrecy (including but not limited to the following areas: finances, budgets, constitutions, operations), or
 - ii) Fails to comply with the Ontario Human Rights Code, the Charter of Rights and Freedoms, Federal and Provincial Statutes, and University Policies and Regulations, or
 - iii) Is presently certified as a CUSA Club or Society.
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:
 - i) Exclusive use of the University's name subject to University regulations;
 - ii) Ability to book space subject to the University's Space Booking Request process.
 - iii) Right to hold events in accordance to University policies
 - iv) Use of campus facilities for the solicitation of memberships
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 or which infringe the rights and freedoms already mentioned.
3. By the same token, accreditation under this policy as a Campus Group, 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.
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:
 - i) Have as a major activity a function that makes it an on campus part of a commercial organization
 - ii) Provide services and goods at a profit when that profit is used for the purposes other than those of the organization; or
 - iii) 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, and individual members, depending on their actions, could face sanctions under the Student Rights and Responsibilities Policy.
7. The University reserves the right not to accredit student organizations on the grounds of membership exclusivity.

8. Any and all postering practiced by an Accredited Campus Group, Academic Societies or CUSA clubs shall be conducted in accordance with the University's Posting Policy. Failure to abide by the policy may impact accredited groups future space booking privileges.
9. 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 fourteen calendar (14) days in advance of an on or off campus event, if the event has one or more of the following elements:
 - i) More than fifty (50) people in attendance;
 - ii) Features a speaker from an external organization;
 - iii) Alcohol is being served;
 - iv) A sports-like physical activity is planned;
 - v) 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.

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. The following campus bodies are authorized to accredit student organizations:
 - i) The Board of Governors for CUSA, GSA, RRRRA and Senate for Carleton Academic Student Government;
 - ii) Under this policy, Faculty Deans for Academic Societies within their scope (see Appendix A for a description of this process);
 - iii) The Clubs and Societies Board of CUSA for Clubs and Societies under the student associations Certification program policy (see Appendix B for a description of this process);
 - iv) Under this policy, the Campus Groups Accreditation Committee for student organizations not recognized under the CUSA's Certification program.
2. 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:
 - i) A completed and signed Accreditation of Student Organizations Application Form;
 - ii) A copy of their most current constitution;
 - iii) 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 application instructions and forms can be found on the Student Affairs website (www.carleton.ca/studentaffairs).

3. Student organizations that wish to become accredited Academic Societies under this policy are to follow the procedures outlined in Appendix A.
4. Student groups meeting the requirements of this policy will be granted recognition by the Associate 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 within the Renewal Form no later than September 30th.
5. The university's interest in the constitution of a recognized Campus Group or Academic Society 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:

6. The Campus Group Accreditation Committee is responsible for the accreditation of those student organizations that are not otherwise certified by CUSA.
7. The Committee is appointed by and is responsible to the Associate Vice-President (Students and Enrolment). The membership is:
 - i) Director of Student Affairs (Chair);
 - ii) Two faculty members;
 - iii) Two students at large;
8. 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.
9. 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.
10. Where an accredited Campus Group or Academic Society is providing goods or services for which a charge is being made 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:

11. 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.
12. 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:
 - i) Some or all privileges outlined in this policy may be suspended or withdrawn;
 - ii) The group's status as a university accredited Campus Group or Society may be suspended
13. If a group's status is suspended, an application for renewal of accreditation may be made at any time after September 30th in the following academic year.
14. 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.
15. 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 Associate Vice-President Students and Enrolment.

RELATED POLICIES:

- i) Student Rights and Responsibilities Policy
- ii) University Alcohol Policy
- iii) University Space Booking Policy
- iv) Residence Contract
- v) University Poster Policy

CONTACTS:

Associate Vice-President (Students and Enrolment)

Director, Office of Student Affairs