

## UPEI SU SUB-ORGANIZATION BY-LAW

Amended March 18th, 2001

Amended March 17th, 2002

Amended April 1st, 2007

Amended April 6, 2008

Amended February, 2011

Amended September 9th, 2012

Amended March 9<sup>th</sup>, 2014

Amended June 19<sup>th</sup>, 2014

Amended November 23rd, 2014

Amended April 26<sup>th</sup>, 2015

Amended September 27<sup>th</sup>, 2015

Amended January 10<sup>th</sup>, 2016

Amended April 10<sup>th</sup>, 2017

### **I. DEFINITIONS**

1. "UPEI" shall refer to the University of Prince Edward Island.
2. "UPEI SU" shall refer to the University of Prince Edward Island Student union.
3. "Ratification" shall refer to the process of a sub-organization being officially recognized and affiliated with the UPEI SU.
4. "Council" shall refer to the UPEI SU Council.
5. "Chair" shall refer to the Chair of the UPEI SU Council.

### **II. PURPOSE**

1. A Sub-Organization is a chartered subsidiary organization, officially recognized and affiliated with the University of Prince Edward Island Student Union (UPEI SU).
2. A Sub-Organization shall be formed of and by individuals who have organized to pursue a common interest or goal in the benefit of the UPEI community.

### **III. SUB-ORGANIZATION RECOGNITION**

1. Recognition of a Sub-Organization by the University of Prince Edward Island Student Union (UPEI SU) shall not imply an endorsement of a Sub-Organization's beliefs, philosophy, interests, or opinions.
2. Under the terms of this by-law, the UPEI SU shall not attempt to censor, control or interfere with any existing UPEI SU Sub-Organization on the basis of its beliefs, philosophy, interests, or opinions expressed unless

and until these lead to activities that are outlined in section VII, subsection 1 of this by-law.

#### **IV. MEMBERSHIP**

1. All students at UPEI shall be eligible for Sub-Organization membership.
2. Part-time UPEI Students and other members of the UPEI community may participate in a Sub-Organization in a non-executive capacity, **and in an executive capacity only if such participation does not prevent full-time students from forming the majority of a sub-organization's executive.**
3. A club shall be permitted to restrict its membership only in cases where such limitation is necessary to avoid a complete undermining of the club's mandate. Any membership restrictions must be approved by the VP Student Life.
4. A Sub-Organization must have at least three (3) executive members, one of which being a finance executive.
5. **The majority of** executive members of a Sub-Organization shall be full-time UPEI students.
6. No student shall hold more than one executive position in a single sub-organization at a given time.
7. The VP Student Life shall not hold an executive position in a Sub-Organization unless **such** approval has been received from Council.
8. A list of executive members including names, student ID numbers, titles, and contact information must be provided to and stored by the VP Student Life. Any changes of executive members must be submitted to the VP Student Life within one (1) week of the change.

#### **V. PROCEDURES FOR RATIFICATION**

1. To receive Sub-Organization status for the first time, a group must apply to Council through the VP Student Life by presenting:
  - A. A request signed by fifteen (15) UPEI SU members, requesting UPEI SU affiliation;
  - B. A fully completed sub-organization registration form, including a draft constitution.
    - i. No Sub-Organization whose name and/or mandate is already held by an already existing Sub-Organization shall be ratified.
    - ii. New Sub-Organizations may submit their finalized constitution at any point during their first year of operation.
    - iii. These requirements may be altered by a request made either through VP Student Life or directly in-person to

Council.

- C. Any Sub-Organization claiming to have direct affiliation with a UPEI faculty, school, or department must have approval from [that body](#).
2. [Sub-organizations that have been previously ratified by the UPEI SU within the past 24 months may be re-ratified for the following year with the VP Student Life's approval. Such approvals shall be reported to Council for information.](#)
3. A Sub-Organization may apply for early ratification in the following year if they complete and submit the required forms to the VP Student Life before the final UPEI SU Council meeting.
4. The VP Student Life shall contact sub-organizations to ensure that all pre-existing ratifications are renewed by September 30.
  - A. Upon the failure of a sub-organization to renew their ratification, the Sub-Organization's affiliation with the UPEI SU shall be considered to have lapsed.
5. The UPEI SU Council reserves the right to refuse the ratification of a Sub-Organization if:
  - A. The Sub-Organization has a mandate that is not in accordance with UPEI's and/or the UPEI SU's policies, by-laws, and regulations;
  - B. Their mandate discriminates on the basis of sex, gender, religion, race, color, national or ethnic origin, age, ability, disability or sexual orientation.
6. Should a Sub-Organization wish to appeal the rejection of its ratification, it may do so in writing to the Chair of Council. A representative from the Sub-Organization in question may also make a presentation to council if the intention to do so is expressed in writing to the Chair at least one (1) week in advance of the next Council meeting.

#### **VI. REVOCATION OF RATIFICATION AND SUSPENSION OF PRIVILEGES**

1. The UPEI SU Council, upon a majority decision, may suspend a sub-organization's privileges or revoke a sub-organization's ratification if that sub-organization:
  - A. Has not followed the mandate of its constitution;
  - B. Has failed to comply with policies set forth by UPEI or the UPEI SU;
  - C. Commits an offense that violates federal, provincial, or municipal law;
  - D. Abuses any services or privileges of the Student Union;
  - E. Operates in a manner that negatively affects the ability of another sub-organization, group, or individual to conduct their lawful affairs;
  - F. Hosts any event substantially different than the event portrayed to

- the VP Student Life in a detrimental manner;
  - G. Brings UPEI or the UPEI SU into disrepute;
  - H. Files a request, with the signatures of fifteen students and the sub-organization executive, to deratify from the UPEI SU.
2. Upon any action of Council toward a sub-organization, the VP Student Life shall:
    - A. Give a written report of the reasons for the Council's decision to the executives of the sub-organization;
    - B. Inform the group of the right to appeal any decision to Council should the sub-organization have new information regarding the previous decision.
  3. Should a sub-organization wish to appeal a revocation of its ratification, it may do so in writing to the Chair of Council. A representative from the sub-organization in question may also make a presentation to council if the intention to do so is expressed in writing to the Chair at least one (1) week in advance of the next Council meeting. A sub-organization that has had its ratification revoked may reapply for ratification in the following year.
  4. Should a sub-organization revoke the ratification status of one of its internal clubs or societies, they are also no longer eligible to receive the privileges of sub-organizations as described in this by-law. This decision is not appealable to the UPEI SU Council.

#### **VII. RESPONSIBILITIES OF RATIFIED SUB-ORGANIZATIONS**

1. All sub-organizations of the UPEI SU shall be responsible for:
  - A. Providing and following the objectives, purposes, and procedures outlined in their constitutions;
  - B. Properly managing finances granted to them by the UPEI SU;
  - C. Reporting on their operations when requested by Council and/or the VP Student Life;
  - D. Submitting event application forms to the VP Student Life prior to any event **that carries above-minimal risk (defined as the probability of harm being greater than that ordinarily encountered in daily life);**
  - E. Annually submitting a renewal form for their sub-organization **should they seek re-ratification;**
  - F. Providing updated sub-organization executive information in the event of an executive change;
  - G. Providing to the UPEI SU an annual operating budget or income statement every year following their first year of ratification;
  - H. Providing to the UPEI SU a finished constitution following their first year of ratification, **or an amended constitution should any changes**

be made.

**VIII. PRIVILEGES OF REGISTERED SUB-ORGANIZATIONS**

1. Privileges of ratified sub-organizations are available in the sub-organization benefits policy.