



## UPEISU By-Law #1.10 *Clubs & Societies*

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<b>CATEGORY:</b> By-Law	<b>SUBJECT:</b> <i>Clubs &amp; Societies</i>
<b>EFFECTIVE DATE:</b> March 18, 2001	<b>LAST UPDATE:</b> April 16 <sup>th</sup> , 2023

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### **PURPOSE:**

This By-Law provides guidance in the creation, ratification, and membership of UPEISU Clubs & Societies. Furthermore, it defines and outlines the responsibilities of Clubs & Societies.

### **APPLICATION:**

This By-Law applies to all UPEI Full-Time Students, UPEISU Council, and UPEISU Executive Members.

### **DEFINITIONS:**

- Club:** A chartered subsidiary organization that is formed by individuals who have organized to pursue a common interest or goal for the benefit of UPEI, and is officially recognized and affiliated with the UPEISU. (See also: Society).
- Ratification:** The process of a club or society being officially recognized and affiliated with the UPEISU.
- Society:** See 'Club' for definition.

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### **RECOGNITION OF CLUBS & SOCIETIES:**

- 1.10.01 Recognition of a Club or Society by the UPEISU shall not imply endorsement of a Club or Society's beliefs, philosophy, interests, or opinions.
- 1.10.02 Under the terms of this By-Law, the UPEISU shall not attempt to censor, control, or interfere with any existing UPEISU Club or Society on the basis of its beliefs, philosophy, interests, or opinions expressed unless and until these lead to activities or behaviours that violate the responsibilities of Clubs & Societies as outlined in this By-Law.

## **MEMBERSHIP**

- 1.10.03 All students at UPEI shall be eligible for membership with a Club or Society.
- 1.10.04 Part-time students at UPEI and other members of the UPEI community may participate in a Club or Society 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 Club or Society's executive team.
- 1.10.05 A Club or Society shall be permitted to restrict its membership only in cases where such limitation is necessary to avoid a complete undermining of the Club or Society's mandate. Any membership restrictions must be approved by the VP Student Life.
- 1.10.06 A Club or Society must have at least three (3) executive members, one of which being a finance executive.
- 1.10.07 No student shall hold more than one (1) executive position in a single Club or Society at a given time.
- 1.10.08 A list of executive members including names, student ID numbers, position titles, and contact information must be provided 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.
- 1.11.09 All UPEISU Executive Members shall not hold an executive position in a club or society unless such approval has been received from Council.

## **RATIFICATION**

### **Ratification Procedures**

- 1.10.10 To receive ratified 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 full-time students requesting UPEISU affiliation by ratification; and
  - b. A fully completed Clubs & Societies ratification form, including a drafted constitution.
    - i. New Clubs & Societies may submit their finalized constitution at any point during their first year of operation.
  - c. These requirements may be altered by a request made to the VP Student Life.
- 1.10.11 No Club or Society whose name and/or mandate is already held by a pre-existing Club or Society shall be ratified.
- 1.10.12 Any Club or Society claiming to have direct affiliation with a UPEI faculty, school, or department, must have proof of approval from that body.

- 1.10.13 A Club or Society that has been previously ratified by the UPEISU within the past twenty-four (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.
- 1.10.14 A Club or Society may apply for early ratification for the following year if they complete and submit the required forms to the VP Student Life before the final UPEISU Council meeting of the ongoing Academic year.
- 1.10.15 The VP Student Life shall contact Clubs & Societies to ensure that all pre-existing ratifications are renewed by September 30.
- a. Upon the failure of a Club or Society to renew their ratification by this deadline, the Club or Society's affiliation with the UPEISU shall be considered to have lapsed.

### **Rejection of Ratification, Suspension of Privileges, and Revocation of Ratification**

- 1.10.16 Council reserves the right to refuse ratification to a Club or Society if:
- a. The Club or Society has a mandate that is not in accordance with UPEI and/or UPEISU governing documents.
  - b. The Club or Society has a mandate that discriminates on the basis of race, colour, national or ethnic origin, genetic characteristics, sex, sexual orientation, gender identity or expression, disability, age, marital or family status, immigration or refugee status, socio-economic background, religious or spiritual beliefs, or political ideology.
- 1.10.17 Should a Club or Society wish to appeal the rejection of its ratification, it may do so in writing to the Chair of Council. A representative from the Club or Society 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.
- 1.10.18 The UPEISU Council, upon a majority decision, may suspend a Club or Society's privileges or revoke a Club or Society's ratification if that Club or Society:
- a. Has not followed the mandate of its constitution;
  - b. Has failed to comply with the governing documents of UPEI or the UPEISU;
  - c. Commits an offence that violates the federal, provincial, or municipal law;
  - d. Abuses any services of privileges granted by the UPEISU;
  - e. Operates in a manner that negatively affects the ability of another Club or Society, 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 UPEISU into disrepute; or
  - h. Finances a request, with the signatures of fifteen (15) students and the Club or Society executive members to ratify the Club or Society from the UPEISU.
- 1.10.19 Should a Club or Society wish to appeal a revocation of its ratification, they must do so in writing to the Chair of Council. A representative of the Club or Society in question

may also make a presentation to Council if the intention to do so is expressed in writing to the Chair of Council at least one (1) week in advance of the next Council meeting. A Club or Society that has its ratification revoked may reapply for ratification in the following Academic year.

1.10.20 Should a Club or Society revoke the ratification status of one of its internal or subordinate clubs or societies, they are also no longer eligible to receive the privileges granted to Clubs and Societies as described in this By-Law. This decision is not appealable to the UPEISU Council.

## RESPONSIBILITIES OF RATIFIED CLUBS & SOCIETIES

- 1.10.21 All Clubs & Societies ratified with the UPEISU 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 UPEISU;
  - 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 commonly encountered);
  - e. Annually submitting a renewal form for their Club or Society should they seek re-ratification;
  - f. Providing updated Club or Society executive information in the event of an executive change; and
  - g. Providing to the UPEISU a finished constitution following their first year of ratification, or an amended constitution should any changes be made.

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### BY-LAW 1.10 HISTORY:

Act	Date
Enacted	March 18, 2001
Amended	March 17, 2002
Amended	April 1, 2007
Amended	April 6, 2008
Amended	February, 2011
Amended	September 9, 2012
Amended	March 9, 2014
Amended	June 19, 2014
Amended	November 23, 2014
Amended	April 26, 2015

Act	Date
Amended	September 27, 2015
Amended	January 10, 2016
Amended	April 10, 2017
<b>Creation of the New Policy &amp; By-Law Framework</b>	<b>April, 2022</b>