

Complete Policy Title:
Policy on the Recognition of Student Groups

Policy Number (if applicable):

Approved by:
Senate

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Supersedes/Amends Policy dated:

Responsible Executive:
**Associate Vice-President (Student Affairs) and
Dean of Students**

Enquiries:
**Associate Vice-President (Student Affairs) and
Dean of Students**

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*Schedule D - editorial revisions September 2011.

PREAMBLE

1. Organizations formed by students in the University community are a traditional part of campus life, and contribute in a significant way to its intellectual, political, social and cultural diversity and richness. Student groups support the University in its commitment to assist and support University members to:
 - a) communicate;
 - b) discuss and explore all ideas;
 - c) organize groups for any lawful purpose;
 - d) move about the University and to use its facilities in any reasonable way;
 - e) distribute published material on campus in a responsible way, provided that such materials are not unlawful or otherwise in breach of University policy;
 - f) hold meetings; and
 - g) debate and engage in peaceful demonstrations.
2. This policy is intended to delineate the principles associated with the recognition of student groups, to define University Recognized Student Groups and to provide a process, apart from the “McMaster Students Union Operating Policy – Clubs Recognition”, whereby such groups can be recognized. Student groups by attaining recognition accept certain responsibilities and obtain certain benefits, as outlined in this policy.

DEFINITIONS

3. When used in this policy:

“Event” as defined in the Student Event Risk Management Policy means a scheduled activity, occurring on or off campus, organized by student(s) that has one or more of the following characteristics:

- a) involves the expenditure of funds by a University Recognized Student Group;
- b) is sponsored and/or organized by a University Recognized Student Group.

“University Recognized Student Group” means a student group recognized by the University either under the terms of this policy or under the “McMaster Students Union Operating Policy – Clubs Recognition”.

“University Space” is to be understood in accordance with the Policy on the Use of University Facilities for Non-Academic Purposes, Section 1.

SCOPE

4. All student groups wishing to:
 - a) use “McMaster University” in their names;

- b) book University Space under the "Policy on the Use of University Facilities for Non-Academic Purposes"
- c) hold Events; and/or
- d) obtain the other benefits referred to in Section 13 of this policy,

are required to obtain recognition by the University either under the terms of this policy or in accordance with the "McMaster Students Union Operating Policy - Clubs Recognition."

NOTE: Sections 5 to 15 Shall Apply to All University Recognized Student Groups

RELATED DOCUMENTS

5. This document is to be read in conjunction with the following policies and statements:
- a) McMaster Students Union Operating Policy - Clubs Recognition
 - b) Student Event Risk Management Policy
 - c) Policy on the Use of University Facilities for Non-Academic Purposes
 - d) Student Code of Conduct
 - e) Residence Code of Conduct

RESPONSIBILITIES

McMaster University

6. McMaster University, through the Associate Vice President (Student Affairs) and Dean of Students, is responsible for maintaining a policy and a mechanism for the recognition of student groups on campus and disseminating information about this policy and the expectations set out herein.
7. McMaster University, through the Associate Vice President (Student Affairs) and Dean of Students, is responsible for enforcing the terms of this policy and in completing the reporting requirements contained herein including maintaining an up to date list of all student groups recognized under this policy.

University Recognized Student Groups

8. Recognition by the University of a student group is a privilege based upon observance by the group of certain procedures and the acceptance of certain responsibilities.
9. University Recognized Student Groups accept the following responsibilities:
- a) to live by the laws of the land;
 - b) to uphold the good name of the University;
 - c) to live up to the group's stated purpose, which shall not be in contradiction to the University's purpose;
 - d) to be responsible for members' conduct when members are representing the group, and therefore the University, on and off campus;

- e) to obey the Liquor Licence Board of Ontario regulations; and
- f) to comply with all other University policies

PRINCIPLES ASSOCIATED WITH THE UNIVERSITY RECOGNITION OF STUDENT GROUPS

10. Fraternities and sororities, and groups associated with fraternities and sororities, shall not be granted recognition as a student group (see the "Senate policy on Fraternities, Sororities and Honour Societies" attached as Schedule A).
11. With the exception of fraternities and sororities, eligibility for University recognition as a student group shall be assessed against the following "technical" constitutional areas rather than ideological ones:
 - a) The objectives and activities of a University Recognized Student Group must be seen as attempting to contribute to the educational, recreational, social or cultural values of the University. These values are intended to be interpreted in the broadest sense. However, the essential "value" of the University must remain that of preservation of freedom of enquiry and association.
 - b) University Recognized Student Groups 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 University Recognized Student Groups from engaging in legitimate fund raising. However, a University Recognized Student Group 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 purposes other than those of the organization; or
 - iii) pay salaries to some, any or all of its officers.
 - c) Membership in University Recognized Student Groups must be open to all students in compliance with the Ontario Human Rights Code and the McMaster University Anti-Discrimination Policy. While discriminatory membership practices are not allowed, it is recognized that certain University Recognized Student Groups could well be homogeneous in nature without being discriminatory. Status as non-voting members may be extended to interested persons from outside the University.
 - d) The University's interest in the constitution of a University Recognized Student Group 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.

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12. Generally organizations seeking recognition under this policy include but are not limited to:
- a) Faculty Societies;
 - b) The Men's and Women's Athletic Councils;
 - c) The Inter-Residence Council
 - d) Honour Societies in accordance with Schedule A (attached)
13. By the University granting recognition to a student group, the group is accorded a number of benefits, including:
- a) use of the University's name and insignia subject to University regulations;
 - b) ability to book space under the "Policy on the Use of University Facilities for Non-Academic Purposes";
 - c) right to hold Events;
 - d) use of the University's institutional liquor licence;
 - e) exclusive use of the group's name on campus;
 - f) access and ability to rent University property and equipment;
 - g) use of campus facilities for solicitation of membership.
14. Under the terms of this policy the University will not attempt to censor, control or interfere with any University Recognized Student Group 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. By the same token, recognition as a student group 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 which use its facilities and name and to deny or withdraw recognition if the requirements of this policy or other university policies are not observed.

GENERAL PROCEDURES FOR RECOGNITION OF A STUDENT GROUP

15. Recognition as a student group is granted annually under the terms of EITHER this policy or pursuant to the "McMaster Students Union Operating Policy - Clubs Recognition" (Schedule B). Student groups are prohibited from seeking recognition under both policies.

NOTE: Sections 16-25 of this Policy Do Not Apply to Student Groups that are Seeking or Have Obtained Recognition Under the "McMaster Students Union Operating Policy - Clubs Recognition"

STUDENT GROUPS REQUESTING RECOGNITION UNDER THIS POLICY

16. Groups seeking recognition under this policy must supply the following:
- a) an application in the form prescribed (Schedule C);
 - b) the names of two officers and a "contact person" (who could be one of the officers) responsible for all room bookings and rentals of University equipment and services;

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- c) a mailing address and a telephone number, which will become public information;
 - d) the total number of members, the size of the governing body (i.e., number of executive officers), and the proportion of members on and off campus at the time of registration;
 - e) a copy of the constitution and/or by-laws of the student group; and
 - f) if the student group has direct connections or is in any way affiliated with another body outside McMaster University, the nature of this connection/affiliation and the name of the body must be fully disclosed.
17. Student groups meeting the requirements of this policy will be granted recognition by the Associate Vice-President (Student Affairs) and Dean of Students on behalf of the University for the year in which application is made. (For the purposes of this policy the year is considered to run from October 1 to September 30.) All decisions to grant or deny recognition will be reported in a timely fashion to the Senate Committee on Student Affairs for information. Normally recognition will be renewed automatically in successive academic years upon request by the new executive. If constitutional changes have been proposed, the amended constitution must be submitted and will be considered in the course of the renewal process. Any other substantial changes to the nature of the group, including any changes in 16 (f), will be similarly considered.
18. If a student group is denied recognition, a statement of reasons will be provided by the Associate Vice-President (Student Affairs) and Dean of Students. The student group may appeal this decision pursuant to Section 25 below.

ADDITIONAL RESPONSIBILITIES OF A STUDENT GROUP RECOGNIZED UNDER THIS POLICY

In addition to the general responsibilities outlined in Section 9 of this policy, student groups recognized under this policy have the following specific responsibilities:

19. Student groups recognized under this policy must report to the Associate Vice-President (Student Affairs) and Dean of Students the name of the bank, trust company or credit union, the branch, account numbers and signing officers for all bank accounts opened in their name.
20. Where a student group recognized under this policy is handling significant funds it may be required to submit audited statements annually to the Office of the Associate Vice-President (Student Affairs) and Dean of Students.
21. At the discretion of the Associate Vice-President (Student Affairs) and Dean of Students, a student group recognized under this policy that is supplying goods or services for which a charge is made may be required to indicate in all advertising, contractual and other material that the University neither endorses the group's activities nor assumes legal liability in connection with the goods and services provided.

COMPLAINTS AGAINST A STUDENT GROUP RECOGNIZED UNDER THIS POLICY

22. The University will not attempt to monitor or review the activities of a student group recognized under this policy in the normal course of events. It will however investigate complaints or charges

that as such a group has acted in a manner that is inconsistent with its constitution or with the requirements of this policy or any other University policy.

23. If these complaints or charges prove to be valid (and in addition to any other sanctions that may be applied pursuant to other policies), the following sanctions may be levied by the Associate Vice-President (Student Affairs) and Dean of Students in his or her sole determination:
- a) privileges may be suspended or withdrawn;
 - b) the group's status as a University Recognized Student Group may be suspended or withdrawn.

If a group's status is withdrawn, an application for a renewal of recognition may be made at any time after September 30 of the following year.

24. If privileges and/or recognition are suspended or withdrawn a statement of the reasons will be provided. The suspension or withdrawal of recognition of a student group will be reported in a timely fashion to the Senate Committee on Student Affairs for information.
25. Student groups wishing to appeal the decision to deny, suspend or withdraw their status as a University Recognized Student Group or their privileges as a University Recognized Student Group may do so pursuant to Section 34 of the Student Appeal Procedures.

COMPLAINTS AGAINST A STUDENT GROUP RECOGNIZED UNDER THE "McMASTER STUDENTS UNION OPERATING POLICY – CLUBS RECOGNITION"

26. In the event that the University receives a complaints or charges that a student group recognized under the "McMaster Students Union Operating Policy – Clubs Recognition" has acted in a manner that is inconsistent with its constitution or with the requirements of this policy or any other University policy, the University will refer the matter to the McMaster Students Union administration for investigation. In the unusual event that the University is not satisfied with the resolution of such complaint or charge, the University reserves the right to investigate independently and proceed pursuant to Sections 22-25 above.

RECORD OF COMPLAINTS

27. Records of allegations of misconduct by a University Recognized Student Group shall be kept by the Associate Vice-President (Student Affairs) and Dean of Students in all instances, unless it is concluded that there has been no misconduct, or that there is insufficient evidence to support the allegation. Any time a sanction has been imposed, the records and notes shall be kept and may have a bearing on the sanction levied in a future case.
28. A record of a finding against a University Recognized Student Group shall be retained for a maximum of two (2) years following the decision, the exact time to be at the discretion of the Associate Vice President (Student Affairs) and Dean of Students depending on the severity of the offence.

SCHEDULE A: SENATE POLICY ON FRATERNITIES, SORORITIES AND HONOUR SOCIETIES

Complete Policy Title: Senate Policy on Fraternities, Sororities and Honour Societies	Policy Number (if applicable):
Approved by: Senate	Date of Most Recent Approval: October 11, 2000
Date of Original Approval(s): December 12, 1989	Supersedes/Amends Policy dated:
Responsible Executive: Associate Vice-President (Student Affairs) and Dean of Students	Enquiries: University Secretariat

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The University Senate, on December 12 1989, approved the following motion concerning fraternities and sororities:

“that the existing Senate policy not to grant official University recognition to fraternities and sororities remain in place; and that the Undergraduate Calendar state clearly that such groups are not recognized by the University and are therefore independent of the University, and that any acts by these groups are not the responsibility of the University.”

This decision has implications for the “Policy on the Use of University Facilities for Non-Academic Purposes”.

Because these societies are non-University Associations, and are not “student organizations recognized by the University” or “student groups recognized by the McMaster Students Union (MSU) or Graduate Students Association (GSA)”, the following rules apply if and when they attempt to book University space:

- a) they must make the necessary arrangements through the Conference Office of the University or the Health Sciences Conference Office.
- b) they must be treated under category (iv) of the Categories of Non-Academic Users and Conductors” (page 4 of above-mentioned policy), i.e., they are “non-accredited off-campus organizations” and are required to pay a rental fee for the use of University facilities.

However, **honour societies** may, upon application to the Senate Committee on Student Affairs, be recognized provided that:

- a) membership is based solely on academic excellence
- b) the activities of the society wishing recognition are consistent with the aims of the University and the broader community of which it is a part, and
- c) the membership fees are reasonable.

SCHEDULE B: McMASTER STUDENTS UNION OPERATING POLICY - CLUBS RECOGNITION

1. Purpose

- a) Clubs recognized by the McMaster Students Union (MSU) shall act as a centerpiece around which members of the McMaster community with similar interests backgrounds, or ambitions can gather for educational informational and social purposes to benefit the McMaster community.

2. Club Recognition

- a) Recognition as a “campus group” is a privilege based upon observance of certain procedures and acceptance of certain responsibilities. It follows that this privilege can be withdrawn if these procedures are neglected or responsibilities abrogated by the organization or group.
- b) Under the terms of this policy the MSU will not attempt to censor, control or interfere with any group 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. By the same token, recognition as a “campus group” by the MSU implies neither endorsement of a particular group’s beliefs nor philosophy. It assumes only that the MSU has a responsibility to inform itself of organizations which use University facilities and the MSU name and to deny or withdraw recognition if the requirements of this policy are not observed.
- c) The MSU should maintain a policy and mechanism for the recognition of campus organizations. All such organizations wishing to use “MSU” in their names and all groups wishing to book rooms as an extra-curricular group must be recognized by the MSU.
- d) Responsibility for the maintenance of club recognition policy and mechanism should be vested in the MSU Clubs Administrator, changes to policy must be approved by majority vote of the SRA.
- e) Recognized campus groups may not engage in activities which are essentially commercial in nature. This is not intended to preclude the collection of membership fees to cover the expenses of the organization, or of charges for specific activities, programs or events, or to prohibit groups from engaging in legitimate fundraising. However, a recognized campus group 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 purposes other than those of the organization; or
 - iii) pay salaries to some or all of its officers.

3. Membership

- a) Membership in clubs shall be open to all MSU members, except where it jeopardizes the integrity of the club's purpose, as determined by the Clubs Administrator in consultation with said club's executive [i.e., religious clubs and performance art clubs].
- b) Non-MSU members may hold club membership upon invitation of the club, but may not hold executive office, or any position which gives them the authority to expend MSU Club funds.

4. Recognition Procedure

- a) Any group requesting MSU club recognition shall present a written application to the Clubs Administrator in order to become a member of the Clubs Executive Council; such an application shall include:
 - i) a membership list of the executive and at least ten MSU members, including addresses and phone numbers;
 - ii) a proposed constitution and statement of purpose;
 - iii) a proposed program for the present year.
- b) Where a group applying for recognition has direct connections with another body outside McMaster University, the nature of this connection and the name of the body must be disclosed fully and substantially in the application for recognition.
- c) The MSU's interest in the constitution is based on its concern that organizations and individuals using its name and its facilities are genuine campus organizations, and that they pursue activities in accordance with the law, and in addition that such things as organizational structure, membership, procedures, rules of conduct, etc., are spelled out so that all members who join a club and take part in its activities may do so with full knowledge of their rights and responsibilities within the group.
- d) Recognized campus groups must report to the Clubs Administrator the name of the bank, trust company or credit union, the branch, account numbers and signing officers for all bank accounts opened in their name.
- e) Applications for recognition are due at the MSU Info Centre by Friday of the second week of March; clubs will be granted recognition for that academic year by a majority vote of the SRA at a regularly scheduled meeting in August.
- f) Clubs, whose applications are received after the deadline stated in e) above, may apply to the Clubs Administrator for recognition; for that academic year these applications will be granted recognition by a majority vote of the SRA at a regularly scheduled meeting after October 1.

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- g) All new clubs and clubs ratified by the SRA after October 1 will be on probation for one year, the following will occur during the probation year:
 - i) a member of the Finance Committee will work closely with the club, and make recommendations at the end of the year to the Clubs Administrator, as to whether or not the club should receive full recognition;
 - ii) any club not recommended for full recognition at the conclusion of their probation will be placed on a second year of probation;
 - iii) if full recognition is not recommended after the second year, the club will be disbanded.
 - h) The Clubs Administrator, in consultation with the MSU Speaker, shall verify that the application satisfies the MSU Constitution, Bylaws and Policies.
 - i) The Clubs Administrator shall distribute to the SRA, a list of all those clubs that applied for recognition and recommend those applications found satisfactory.
 - j) Clubs will receive written confirmation of their recognition status with the two weeks following SRA approval.
 - k) Constitutions of all clubs shall be reviewed by the Clubs Administrator and the MSU Speaker at the beginning of each academic year.
 - l) Any constitutions deemed by the Clubs Administrator or the Speaker to require changes or further examination shall be returned to the Clubs to make the necessary revisions; these constitutions shall be presented to the SRA for ratification after all of the appropriate changes have been made.
 - m) All clubs shall automatically lose recognition on October 1 unless their constitution has been renewed by the SRA in August; no club shall receive funding from the MSU until it is duly recognized.
 - n) A record of all changes and results of constitution reviews will be kept on file by the MSU for perusal by all MSU members.
 - o) For all MSU Clubs whose primary purpose is to produce a publication, a Board of Publication shall be created with the terms of reference and membership to be ratified by the Executive Board.

5. MSU Club Privileges

- a) A recognized club shall:
 - i) enjoy MSU privileges with regard to the use of MSU notice boards and meeting rooms;
 - ii) book University rooms;

- iii) be able to use the Info Centre to sell tickets and/or advertise their events, free of charge;
- iv) have a mailbox in the info-centre;
- v) be able to advertise events on the MSU Page in The Silhouette, and Public Service Announcements on CFMU-FM 93.3 free of charge;
- vi) make use of the MSU name and funding from the MSU;
- vii) do billing and credit at the Design & copy centre.

6. Duties of Clubs

- a) An MSU Club shall:
 - i) include the words: "a recognized and funded club [Society/organization/association] of the MSU" under its name and the MSU logo on all letterhead, advertising and publicity;
 - ii) ensure that the constitution is up to date and that the club is operating according to its constitution;
 - iii) determine its own program membership and membership fee, consistent with the policies of the MSU;
 - iv) keep a current copy of the MSU Clubs Handbook in their files and ensure that it is being followed;
 - v) hold executive elections prior to the last Friday in April;
 - vi) ensure that the club's executive are MSU members;
 - vii) ensure that the club's executive consists of at least a President, Vice-President and Treasurer, at least two of whom shall be signing authorities for the club;
 - viii) file, at the MSU Main Office prior to the last Friday in April annually, the name, summer address and telephone number of a club member who will act as a summer contact;
 - ix) file, at the MSU Main Office, Membership List prior to the Friday of the second full week of classes in September, updated information as requested in 3.a). and if finding is to be sought a proposed budget and program;
 - x) maintain a mailing address on campus throughout the academic year;
 - xi) have written into their constitution and/or bylaws, that their views and actions in no way reflect the views of the McMaster Students union Inc.;
 - xii) follow recognized University Policy, including the Student Code of Conduct and the Risk Management Events Organizer Procedures.

7. Funding

- a) Funding shall follow a set criteria recommended by the Clubs Administrator and ratified by the Executive Board yearly;
- b) Funding shall be given in the form of grants only; no loans will be given to clubs;
- c) Any club/society/organization that has its fee collected by the University is ineligible for funding from the MSU;

- d) Sports clubs, for which there is a comparable University or intramural team on campus, will be ineligible for funding from the MSU;
- e) Club grants shall be given out on an expense basis as follows:
 - i) the Clubs Administrator will inform the club of the amount of their grant for the year by October 15 for those clubs who meet the prescribed deadlines;
 - ii) the club will receive its money as needed; not in a lump sum at the opening of each term;
 - iii) a club will only receive money upon presentation of receipts, invoices, or valid written estimates to the Clubs Administrator
 - iv) upon presentation of the documentation outlined above, the clubs Administrator will authorize the issuing of a cheque to the club, for the amount noted on the receipt/invoice/estimate;
 - v) funding shall only be granted for events held throughout the academic year; all receipts for reimbursement must be submitted by March 30 of the current academic year;
 - vi) grants will be provided to those clubs who are members of the Clubs Executive Council and who have a club representative attend regularly scheduled divisional meetings, as indicated in OPERATING POLICY I/Da - CLUBS EXECUTIVE COUNCIL;
 - vii) recognized clubs will be permitted to miss a maximum of two divisional meetings each term without funding penalties; any club who cannot send a representative to CEC meetings will send their regrets to the Clubs Administrator or general MSU offices at least five business days prior to the meeting; any club absent for two CEC meetings and who does not provide five business days notice of further absence to the Clubs Administrator or general MSU office will have funds deducted from their grant in the amount of 10% of their total allocation;
 - viii) All clubs may be required to submit their books for a random audit within five business days, on request of the Clubs Administrator, failure to submit books may result in funding being suspended and automatic probationary status will be applied.
 - ix) No club shall receive in excess of \$1000 for any event for which funding has been requested;
 - x) Any moneys remaining in a club's individual account at the end of the fiscal year shall be considered the sole property of that club;
 - xi) Clubs shall be responsible for any/all debts remaining from previous years;
 - xii) Funding appeals shall be taken to the Finance committee, through the Vice-President, Finance; the Finance Committee's decision shall be final.

8. Clubs Administrator

- a) The Clubs Administrator shall:
 - i) be hired by and responsible to the Administrative Board through the Vice-President, Finance;

- ii) act as a liaison between the SRA, its committees and boards, and the clubs and societies;
- iii) communicate to clubs any changes in criteria, deadlines and other pertinent information;
- iv) advise clubs and societies on preparation of their annual budgets;
- v) prepare a criteria for fund allocation and bring it to the Executive Board for approval; examine all club budgets and allocate funds based on this set criteria and requisition cheques;
- vi) revise the Clubs Handbook annually and ensure that it is available for clubs by the end of February;
- vii) once per term, arrange and chair a meeting for Executive members of all clubs;
- viii) ensure that the applicable sections of this policy are satisfied by the clubs and societies, and to recommend necessary policy changes to the Constitutions, Bylaws and Policies Committee;
- ix) work in conjunction with the Speaker to advise clubs constitutional matters;
- x) submit monthly reports to the Vice-President, Finance;
- xi) hold a minimum of ten office hours per week;
- xii) chair and coordinate the activities of the Clubs Executive Council as defined in OPERATING POLICY 1/Da - CLUBS EXECUTIVE COUNCIL;
- xiii) compile a list of clubs that fall within each of the four club divisions (academic, cultural, athletics and recreation, and social issues) and post the list in the early fall;
- xiv) inform appellants of their right to appeal to the Finance Committee regarding financial grants;
- xv) review the clubs funding process annually;
- xvi) monitor the progress of newly formed clubs for the first year of their existence and make recommendations on the future of the club;
- xvii) ensure that OPERATING POLICY 1 - SERVICES is upheld.

9. Conflict Of Interest

- a) Where the Clubs Administrator is a member of an MSU recognized club or society, the Vice-President, Finance or delegate thereof shall designate all funding for that club or society.

(April 2006)

SCHEDULE C: McMASTER UNIVERSITY APPLICATION FORM AND PROCEDURES TO BE FOLLOWED IN APPLYING FOR RECOGNITION AS A STUDENT GROUP UNDER THIS POLICY

1. In order to become a University Recognized Student Group under this policy, groups must complete the application form set out hereunder and meet the terms outlined in the Policy on the Recognition of Student Groups (attached).
2. All groups must submit this application form to:

Student Group Recognition
Office of the Associate Vice President (Student Affairs) and Dean of Students
Gilmour Hall, Room 201
McMaster University
Hamilton, ON L8S 4L8

All information requested on the form must be provided.
3. No fewer than two officers and a contact person (who could be one of the preceding officers) should be named and a mailing address, including a postal code, must be provided. The contact person must sign all requests for the use of University facilities. A telephone number (a recorded announcement will not do) for the contact person is also necessary. This is public information. **All student groups must submit a copy of their constitution.**
4. All student groups must submit a full list of their executive officers (two or three of whom should be those mentioned in 3 above) for the current year indicating status at the University (i.e., alumnus/a, student, academic or administrative staff).
5. Student groups that have direct connections with another body outside McMaster University must make known the nature of this connection and the name of the body must be disclosed fully and substantially in the application for recognition.
6. In order to keep the records as up-to-date as possible, all student groups should submit to the office of the Associate Vice-President (Student Affairs) and Dean of Students any changes either to the constitution or changes in executive officers.
7. The application will be processed, and the applicant will receive written confirmation within a week to ten days of receipt of all the required information.
8. Recognition must be renewed annually. Recognition granted during the previous year expires on September 30. New applications and renewals are processed after August 1.
9. Groups must report to the Office of the Associate Vice-President (Student Affairs) and Dean of Students the name of the bank, trust company or credit union, the branch, account numbers and signing officers for all bank accounts opened in their name. All bank accounts opened in the name of the group that include the University's name must be authorized by the Assistant Vice-President, (Administration).

10. There are special boards placed around campus for posting of posters and notices. Any organization, group or individuals who deface University property, including the walls of buildings and the building identification and directional signs, will be billed for the relevant costs to remove any posters plus the repair costs.

11. Any functions held on or off campus that involve the use and/or serving of alcohol must comply with the Campus Alcohol Policy, the Student Event Risk Management Policy and related regulations. For more information, please contact the Office of the Associate Vice-President (Student Affairs) and Dean of Students.

SCHEDULE D: APPLICATION FOR RECOGNITION OF A CAMPUS GROUP
(Note: recognition is for one year only October 1 to September 30)

DATE OF APPLICATION

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NAME OF GROUP

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CONTACT INFORMATION

Name	
Address	
City, Postal Code	
Telephone	
Fax	
Email	
Website	

TYPE OF APPLICATION (Check one)

<input type="checkbox"/>	New Group (Constitution is attached to this application form)
<input type="checkbox"/>	Group Renewal (no changes to previous Constitution)
<input type="checkbox"/>	Group Renewal (new Constitution attached)

RELATIONSHIP TO UNIVERSITY (Check one and provide information)

<input type="checkbox"/>	Student Name	
<input type="checkbox"/>	Student Number	
<input type="checkbox"/>	Staff/Faculty Name	
<input type="checkbox"/>	Staff/Faculty Number	
<input type="checkbox"/>	Alumnus/a Name	
<input type="checkbox"/>	Year of Graduation	

WHY DOES THIS GROUP WISH TO BE RECOGNIZED? (Check all that apply)

<input type="checkbox"/>	a) Use of the University's name and insignia subject to University regulations
<input type="checkbox"/>	b) Ability to book space under the "Policy on the Use of University Facilities for Non-Academic Purposes"
<input type="checkbox"/>	c) Right to hold Events
<input type="checkbox"/>	d) Use of the University's institutional liquor licence
<input type="checkbox"/>	e) Exclusive use of the group's name on campus
<input type="checkbox"/>	f) Access and ability to rent University property and equipment
<input type="checkbox"/>	g) Use of campus facilities for solicitation of membership

MEMBERSHIP

Total Number of Members	
Number of University members	
Number of Off-campus members	

EXECUTIVE SIGNING OFFICERS

	Name	Student/Employee ID	Telephone	Email
#1				
#2				

OTHER EXECUTIVE OFFICERS

	Name	Student/Employee ID	Telephone	Email
#1				
#2				

CONNECTIONS WITH OUTSIDE GROUPS

(Provide the name of any body outside McMaster University that your group has a direct connection with and describe the nature of the connection)

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OBJECTIVES AND PRINCIPLES OF THIS GROUP

(Give a brief description of the Group's Constitution. Attach a copy of the Constitution if this is a new application or if there are amendments to a previously filed Constitution).

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DESCRIPTION OF THIS GROUP

(Give a brief description (40 words or fewer) of this Group. Note that this description may be published in directories maintained by the Office of Student Affairs.

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DESCRIBE HOW THIS GROUP BENEFITS/CONTRIBUTES TO THE McMASTER COMMUNITY.

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For Office Use Only:

Approvers Printed Name	Signature	Date