

Title	Student Organization		
Classification	Board	Oversight & Responsibility	Office of Vice-President Academic & Provost
Category	Student Services	Responsible Office	Student Services
Approval	Board of Governors	Effective Date	2022 Dec 08
		Policy No.	1038

This policy is applied in a manner consistent with applicable statutory and legal obligations, including university collective agreements and terms of employment.

The most up-to-date versions of the university's policies are posted on the policy & procedure website. If you've printed this policy, check the website to ensure you have the current version.

NOTE: The first appearance of terms in **bold** in this document (except titles) are defined terms – refer to the Definitions section.

1.0 POLICY STATEMENT

Students are the foundation of the University community and their learning and development outside of the classroom is an important part of the university experience. Royal Roads University (“the University”) encourages student engagement in the life of the institution because involved students are more likely to persist to degree completion and to be successful in reaching their academic and personal goals. Student organizations provide an avenue of engagement that can foster these outcomes.

The University recognizes that clear definition of roles and responsibilities of the University and of the student organizations it formally recognizes is necessary for efficient administration and the protection of all parties.

The University will consider formal recognition and continuation of student organizations that are democratically formed to promote student involvement and learning at its sole discretion. Student organizations may fall into the subcategories of **Student Societies** or **Student Interest Groups**.

2.0 SCOPE

This policy applies to the recognition and administration of student organizations at Royal Roads University consistent with the provisions of the *Royal Roads University Act* and the applicable provisions of the *University Act*.

2.1 THE ROYAL ROADS UNIVERSITY STUDENT ASSOCIATION

The University has historically recognized the Royal Roads University Student Association (RRUSA) as a student society representing undergraduate students of the University.

3.0 POLICY TERMS

3.1. *Types of Student Organizations*

Student organization means a democratically formed student group, formally recognized by Royal Roads University as having approved student organization status. This includes both Student Societies and Student Interest Groups (SIGs).

Student Societies are defined by the *University Act* as follows

"student society" means a society, as defined in section 1 of the *Societies Act*, whose purpose is to represent the interests of the general undergraduate or graduate student body, or both, but does not include a provincial or national student organization.

These are independent societies, separate from the University. Student Societies may recognize sub-groups, such as student clubs, at their discretion.

Student Interest Groups (SIGs) means a group of students who choose to organize around a common interest or theme who are not societies constituted under the *Societies Act*. Chapters of groups that are constituted societies under the *Societies Act* may be considered as Student Interest Groups at the sole discretion of the University. These are self-funding groups that collect fees only from their members.

3.2. *Minimum Requirements for Recognition*

To be considered for recognition of student organization status by the University, at minimum, a student organization must:

- 3.2.1. Be comprised of students enrolled in University programs leading to a credential granted by the University. These will be referred to as "regular members." Other membership categories may be offered, but membership in non regular member categories may not exceed 5% of total membership.
- 3.2.2. Be democratic, wherein each member has one vote in the election of officers and organizational decision-making at any general meeting, or in any decisions that affect its constitution, bylaws, or fees.
- 3.2.3. Have a minimum of three (3) elected officers; all officers must be students.
- 3.2.4. Have a clear purpose that is consistent with the educational mandate of the University as an institution of higher learning.
- 3.2.5. Not discriminate on any of the prohibitive grounds as defined by the *B.C. Human Rights Code*.
- 3.2.6. Maintain financial records related to all financial dealings so that appropriate audits may be conducted.
- 3.2.7. Conduct all activities openly, with the exception of duly-called in camera meetings; secret organization rituals are not permitted.
- 3.2.8. Not be a fraternity or sorority. Such groups are not recognized by the University and may not use the University's name or logo. To the extent these groups may exist, they are not affiliated with the University in any way.
- 3.2.9. Have a clearly articulated written constitution and bylaws that adhere to guidelines 3.2.1-3.2.8 of this policy.

3.3. *Rights and Responsibilities of Student Societies Granted Status*

Student Societies that are granted status by the University may:

- 3.3.1. Use the "Royal Roads University" title in their name.
- 3.3.2. Request designated space normally defined by a lease agreement and carrying lease charges. Space allocation is not guaranteed, and space may be reassigned at the university's discretion, except where there is a lease agreement in force.
- 3.3.3. Request use of University resources afforded University departments; priority will be given to University needs. Fees to access these resources may be charged at the discretion of the University.

- 3.3.4. Receive fees collected per Section 27.1 of the *University Act*, or request that the Board of Governors approve that the University administration collect fees on behalf of the organization.

Student Societies that are granted status by the University must:

- 3.3.5. Clearly identify their independence from the University in all activities.
- 3.3.6. Carry third-party liability insurance to the satisfaction of the University for the use of space and to conduct activities on campus, naming the University as co-insured.
- 3.3.7. Student Societies must conduct an annual audit and inform the Board of Governors in writing that the audit requirements of Section 27.1 of the *University Act* have been complied with.
- 3.3.8. Comply with these and all other duly published University policies, procedures, guidelines, directives, and bylaws in the course of their activities while using the Royal Roads University name and while on any property, physical or online, of the University.

3.4. Rights and Responsibilities of Student Interest Groups Granted Status

Student Interest Groups that are granted status by the University may:

- 3.4.1. Use the “Royal Roads University” title in their name.
- 3.4.2. Request designated space normally shared with other Student Interest Groups. Space allocation is not guaranteed, and spaces may be reassigned at the University’s discretion.
- 3.4.3. Request use of University resources afforded University departments; priority will be given to University needs. Fees to access these resources may be charged at the discretion of the University.

Student Interest Groups that are granted status by the University have the responsibility to:

- 3.4.4. Following a risk assessment, the University may require event liability insurance, naming Royal Roads University as co-insured, for SIG-hosted events. Chapters of societies will be required to carry third-party liability insurance to the satisfaction of the University for the use of space and to conduct activities on campus, naming the University as co-insured.
- 3.4.5. Comply with these and all other duly published University policies, procedures, guidelines, directives and bylaws in the course of their activities while using the Royal Roads University name and while on any property, physical or online, of the University.

3.5. Approval, Suspension and Revocation

- 3.5.1. Applications for approval of student organization status must be submitted to Student Services and will be considered in the sole discretion of the University. The processes for requesting and maintaining recognition are outlined in the University’s Student Organization Procedures and may be amended from time to time.
- 3.5.2. The University may suspend or revoke student organization status for non-compliance with these guidelines, violation of any other University policy, procedure or guideline, or violation of any law.

4.0 AUTHORITIES, ROLES, AND RESPONSIBILITIES

4.1 Executive

- 4.1.1 The President will report annually to the Board of Governors on the number of student organizations in good standing.

- 4.1.2 The Vice-President, Academic and Provost is responsible for interpretations of this policy.
- 4.2 Vice-Provost, Student and Academic Services
 - 4.2.1 The Vice-Provost, Student and Academic Services will designate Student Services staff member(s) responsible for granting student organization status.
 - 4.2.2 The Vice-Provost, Student and Academic Services is responsible for hearing appeals of decisions made under this policy.
- 4.3 Student Services staff members are responsible for managing student organization applications and annual reports.

5.0 INTERPRETATION

Questions of interpretation or application of this policy or its procedures will be referred to the Vice-President Academic and Provost whose decision is final.

6.0 RELATED DOCUMENTS

Royal Roads University Documents and Information

- Student Organization Procedures
- [Freedom of Expression Statement of Principle](#)
- [Student Rights and Responsibilities Policy](#)

Legislation and Information

- [B.C. Human Rights Code](#)
- [Royal Roads University Act](#)
- [Societies Act](#)
- [University Act](#)

REVIEW AND REVISION HISTORY

Date	Action
2006-Jun-16	Approved by the Board
2021-Oct-12	Transfer to new template – no content change
2022-Dec-08	Approved by the Board of Governors
Next Review	
2023-Dec-08	For review