



Central Student Association  
University Centre – Room 274  
University of Guelph  
Guelph, ON, N1G2W1

**CSA Student Organizational Policy (SOP) – Application for Accreditation**

Annual Accreditation Form for the \_\_\_\_\_ year

**Checklist of SOP components to be included:**

- Typed list of membership
- Current club constitution/charter, typed; or Clubs Coordinator Signature
- Anti-aggravation Act, signed
- Financial activities and events from previous SOP period, typed
- Proposed budget and activities for current SOP period, typed
- SOP deposit signature
- Signature of all executive or persons responsible (minimum of 4)
- Telephone deposit signature (if applicable)
- Typed timetable of office hours (if applicable)

**Name of Club:** \_\_\_\_\_

**Office Location:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Club e-mail:** \_\_\_\_\_

**Website URL (if applicable):** \_\_\_\_\_

**Executive/Responsible Persons:**

1. Title: \_\_\_\_\_ Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 ID #: \_\_\_\_\_ e-mail: \_\_\_\_\_ Signature: \_\_\_\_\_

2. Title: \_\_\_\_\_ Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 ID #: \_\_\_\_\_ e-mail: \_\_\_\_\_ Signature: \_\_\_\_\_

3. Title: \_\_\_\_\_ Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 ID #: \_\_\_\_\_ e-mail: \_\_\_\_\_ Signature: \_\_\_\_\_

4. Title: \_\_\_\_\_ Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 ID #: \_\_\_\_\_ e-mail: \_\_\_\_\_ Signature: \_\_\_\_\_

*\* There MUST be a minimum of FOUR (4) Executive members or Responsible persons. If there are persons who do not have a specific title, please write "Executive Member" or "Responsible Person".[i]*

**Executive/Responsible Persons (Extended)**

If a club has more than four (4) Executive members or responsible persons, you may continue filling out their information here. You do not need to include this sheet in your submission if you do not need the extra space.

5. Title: \_\_\_\_\_ Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 ID #: \_\_\_\_\_ e-mail: \_\_\_\_\_ Signature: \_\_\_\_\_

6. Title: \_\_\_\_\_ Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 ID #: \_\_\_\_\_ e-mail: \_\_\_\_\_ Signature: \_\_\_\_\_

7. Title: \_\_\_\_\_ Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 ID #: \_\_\_\_\_ e-mail: \_\_\_\_\_ Signature: \_\_\_\_\_

8. Title: \_\_\_\_\_ Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 ID #: \_\_\_\_\_ e-mail: \_\_\_\_\_ Signature: \_\_\_\_\_

9. Title: \_\_\_\_\_ Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 ID #: \_\_\_\_\_ e-mail: \_\_\_\_\_ Signature: \_\_\_\_\_

10. Title: \_\_\_\_\_ Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 ID #: \_\_\_\_\_ e-mail: \_\_\_\_\_ Signature: \_\_\_\_\_

11. Title: \_\_\_\_\_ Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 ID #: \_\_\_\_\_ e-mail: \_\_\_\_\_ Signature: \_\_\_\_\_

12. Title: \_\_\_\_\_ Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 ID #: \_\_\_\_\_ e-mail: \_\_\_\_\_ Signature: \_\_\_\_\_

13. Title: \_\_\_\_\_ Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 ID #: \_\_\_\_\_ e-mail: \_\_\_\_\_ Signature: \_\_\_\_\_

*\* There MUST be a minimum of FOUR (4) Executive members or Responsible persons. If there are persons who do not have a specific title, please write "Executive Member" or "Responsible Person".*

**Booking Officer**

**Booking Officer 1:** \_\_\_\_\_ **Booking Officer 2:** \_\_\_\_\_

*Please include the number corresponding to the responsible person/Executive Member who is to be listed as a booking officer. Booking officers are the ONLY individuals who may book rooms, equipment, etc., for your club.*

**Contact Person**

**Contact Person 1:** \_\_\_\_\_ **Contact Person 2:** \_\_\_\_\_

*Please include the number corresponding to the responsible person/Executive Member who is to be listed as a contact person. Only the e-mail addresses of these individuals will be public (all other information is for internal use only).*

**SOP Deposit Signature:** Clubs must hold an account with the CSA, in which \$25 is to be held at ALL TIMES. Clubs wishing to have their account debited for any transaction, including photocopying and equipment rental, must have that amount required IN ADDITION to the \$25 deposit. Funds must be in the account prior to booking equipment/rooms.

**Business Manager Signature:** \_\_\_\_\_ [ii]

**Telephone Deposit:** Clubs which presently have a telephone must have an additional \$50 deposit with the CSA, for a total of \$75. Each club sharing the phone must have this extra \$50 in its CSA account. Note: phones are still active in the summer, and regular bills must be paid. If the bills are not paid, the CSA reserves the right to pay these bills with your deposit money, and close the telephone account once the funds are exhausted.

**Business Manager Signature:** \_\_\_\_\_ [ii]

**Bank Account:** Clubs holding a bank account outside of the CSA must fill in this information. We require that all accounts require TWO (2) signatures for any withdrawals or cheques.

**Branch Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Transit #:** \_\_\_\_\_ **Account #:** \_\_\_\_\_

**Signing Officer 1:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Signing Officer 2:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Signing Officer 3:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Membership Information:** Your club must have 25 Undergraduate student members. Also,  $\frac{3}{4}$  of your club's membership must also be students enrolled at the University of Guelph. Please attach a **list of at least 25 undergraduate student club members** (name, e-mail, student ID).

*I, the undersigned, verify that  $\frac{3}{4}$  of our club's membership consists of University of Guelph students, and that 25 of the students in the included list are undergraduate students.*

**Signature:** \_\_\_\_\_

**Financial Statement and Activities from Previous SOP Period:** This must include ALL income and expenditures from the previous year, as well as ALL club activities from the last SOP period. It is strongly recommended that the outgoing person responsible for finance complete this before leaving for the Summer. If your club has a bank account, you may include a financial statement from that institution. Otherwise, your club must make its own.

*I, the undersigned, confirm the attached figures to be correct to the best of my knowledge, and in no way am I misrepresenting the financial status of this club.*

**Signature:** \_\_\_\_\_

**Proposed Budget and Activities for Current SOP Period:** Attach a budget that outlines any planned expenditures for the Fall, Winter and Summer semesters, as well as a proposal for any club activities for the upcoming SOP period that will be publicly advertised. This should include a mention of club meetings, fundraisers, socials, trips, intramural participation, etc. Additions may be made to this list at any time. As this is only a proposed budget, clubs need not strictly adhere to the budget for this period, however, any expenditure greater than \$200 not listed in this budget must be reported to the Clubs Commissioner in writing. Clubs are permitted to resubmit their budget and proposals as they change.

*I, the undersigned, confirm the attached figures to be correct to the best of my knowledge.*

**Signature:** \_\_\_\_\_

**Student Risk Management:** Any event which is advertised to the public must have the appropriate SRM forms completed TWO WEEKS before the SRM meeting at which it is approved. Event planners are expected to understand SRM policies, and have received all proper training from the SRM Coordinator. All questions regarding this can be addressed to the Clubs Coordinator or the Finance & Human Resources Commissioner.

*I, the undersigned, confirm that I am qualified to speak on behalf of my club, and hold myself accountable to all SRM policies.*

**Signature:** \_\_\_\_\_

**Club Charter:** A typed copy of the club charter/constitution must be submitted, unless there is a viable copy on file. Charters must be updated every 3 years minimum, or are no longer viable. Clubs are expected to resubmit their charter whenever updates are made. Your charter must include:

- Date when last amendment was made
- Statement of Name and Purpose/Mandate
- Statement of Compliance with all CSA Policy
- Membership information (how to join, restrictions, membership privileges, etc.)
- List of executive positions, and their duties
- Meeting structure and voting procedures
- Procedure for elections
- Procedure for constitutional amendments

*There is a viable copy on file. Clubs Coordinator Signature:* \_\_\_\_\_

**Membership Fees:**

How much do you charge for membership per year/semester? \_\_\_\_\_

What is this amount used for? \_\_\_\_\_

**CSA Anti-Agravation Contract:** All clubs must agree with, complete and sign the CSA Anti-Agravation Contract as a mandatory part of the SOP application process in the Fall semester. This form can be found on the CSA website, or from the Clubs Coordinator. Violation of the terms and conditions outlined may result in the loss of SOP status.

*Contract is signed and attached. Clubs Coordinator Signature:* \_\_\_\_\_

**Office Hours:** For clubs with offices, a typed timetable for office hours during the semester must be included. Clubs are required to have a minimum of FIVE (5) office hours per week, Monday to Friday. Office hours must also be posted on the door of the club's office, and will be observed by the Clubs Coordinator. Clubs not observing their office hours, or misusing their office space, may stand to lose privilege of their space.

**Club Agreement with the Central Student Association**

We, \_\_\_\_\_ (club name), acknowledge that by accepting official recognition from the Central Student Association (CSA) under its Student Organization Policy, we do not become agents of the CSA, nor do we officially act as spokespersons on the policies or issues of concern relating to the CSA or general members of the CSA. We also acknowledge that we as a group will not communicate to any person and/or organization that we speak for all student at the University of Guelph or any portion thereof beyond our club's official membership through any media, communication vehicles and/or persons. We agree to take responsibility for financial debts or liens that our club incurs. We acknowledge that the CSA has the right to withdraw SOP status at any time. We finally acknowledge that by accepting the official recognition from the CSA we agree to conform to all its applicable policies in regards to clubs and club activities.

**Executive Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Executive Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Executive Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Executive Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

Notes:

- i. Accredited clubs are required to send at least ONE responsible person/Executive Member to attend the clubs general meeting, if not the club will be immediately placed on limited accreditation, and lose accreditation if an alternate meeting with the Clubs Coordinator is not arranged within 5 days.
- ii. Although a position such as treasurer may not exist within a club's structure, one person must take responsibility for the club's finances.
- iii. Clubs wishing to operate fully in the Spring/Summer semester must inform the Clubs Coordinator in writing by May 1<sup>st</sup>. All other clubs will be automatically placed on limited accreditation until the SOP application for the next semester.

**For Clubs Coordinator Use:**

Late Submission: \_\_\_\_\_ (Y/N) If yes, with exemption: \_\_\_\_\_ (Y/N)

Complete: \_\_\_\_\_ (Y/N) If no, completed on: \_\_\_\_\_ (date)

Reviewed on: \_\_\_\_\_ (date)

Clubs Coordinator Signature: \_\_\_\_\_