



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

The Student Organization Policy “SOP” is the means by which clubs can become accredited through the CSA to operate in the University of Guelph. The CSA is recognized as a PSO (Primary Student Organization) by the University of Guelph and when the CSA accredits student clubs it effectively sponsors a club and takes responsibility for all financial issues, risk management, events, and actions the club undertakes; which is what makes the SOP so important. The University of Guelph only recognizes organizations that have been accredited by a PSO, so without this groups are not allowed to operate as a part of the University, or use its resources.

A sample SOP is available at <http://www.csaonline.ca/index.php/get-involved/clubs> and if you have any other questions about the SOP form or the CSA contact the Clubs Coordinator at csaclubs@uoguelph.ca or at ext. 56941.

CSA Student Organizational Policy (SOP) – Application for Accreditation
For New Clubs – Annual Accreditation 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
- 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: _____
Club e-mail: _____ **Website URL (if applicable):** _____

Executive/Responsible Persons:

(People responsible for running the club, making the charter, booking appointments, and managing finances. These are the people who will liaise with the CSA on any issues, and ensure the operation and well-being of the club.)

1. Title: _____ Name: _____
 Address: _____ Phone #: _____
 ID #: _____ e-mail: _____ Signature: _____
2. 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”.*

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.

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

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

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: _____

Booking Officer

Booking Officer 1: _____ **Booking Officer 2:** _____

Please write the number corresponding to the individual listed in the responsible persons who is to be listed as a booking officer. Booking officers are responsible for booking rooms for club meetings, events, AV equipment, and anything else you club may need. They are the ONLY individuals licensed to do so.

Contact Person

Contact Person 1: _____ **Contact Person 2:** _____

Please write the number corresponding to the individual listed in the responsible persons who is to be listed as a contact person. The email addresses of these individuals will be public, and the Contact Persons will serve as the members that the CSA or any other interested individuals will contact if they need to get a hold of the club, or want more information about the club or its events.

SOP Deposit Signature: In order to book equipment or rooms clubs are required to hold an account with the CSA, which requires a minimum 25\$ balance at ALL TIMES. If clubs wish to have their account debited for any reason, such as photocopying, equipment rental, or event costs they must have funds IN ADDITION to the 25\$ deposit. This deposit is used to hold a clubs account as open, as well as to keep an accurate record of club finances. To use this account, bring receipts of any club purchases to Louise at the CSA front office and she will handle reimbursement.

Attach cash or cheque to SOP form. [ii]

Business Manager 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.

As the CSA is responsible for all the actions and finances of the club is it important that there is a record of all financial actions as well as a proposal for upcoming events and actions to ensure that they are within CSA guidelines (as indicated in Appendix G of the student handbook) and to keep the CSA aware of upcoming events.

Sample budgets are available at <http://www.csaonline.ca/index.php/get-involved/clubs>

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

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 25 undergraduate student club members** (name, e-mail, student ID). This verifies not only student interest in the club but that the executive has taken an active role in informing the student population about the club and its activities.

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

Signature: _____

Student Risk Management: All public events require that SRM forms are completed TWO WEEKS before approval at the SRM meeting. SRM policies and training ensure that a club understands and is able to manage potential risks at their events, including allergies, volunteer rights, and other issues that may arise. All clubs must receive SRM training from the SRM Coordinator, and are expected to understand SRM policies. All questions regarding this can be addressed to the Clubs Coordinator or to the Finance & Human Resources Commissioner.

SRM forms are available at <http://www.csaonline.ca/srm/>

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:

- 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

The purpose of the charter is to define how a club must operate, its priorities, standards, and decision-making process. It serves as a basis for new executive to work upon and helps maintain the club's purpose as it is passed on to new members.

A sample charter is available at <http://www.csaonline.ca/index.php/get-involved/clubs>

There is a viable copy on file. Clubs Coordinator Signature: _____

CSA Anti-Agravation Contract: All clubs must agree with, complete and sign the CSA Anti-Agravation Contract. This contract holds clubs to their responsibilities as an accredited organization under the CSA including policies, student rights, human rights, and good intentions to other clubs and organizations. All club members must be made aware of these terms, and understand that not abiding by them will lead to revoking of club privileges or club accreditation.

Form available at <http://www.csaonline.ca/index.php/get-involved/clubs>

Contract is signed and attached. Clubs Coordinator Signature: _____

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 students 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: _____

The Clubs Coordinator is available in Room 245 of the UC if you have any questions or concerns. They can also be reached at ext. 56941 or by email at csaclubs@uoguelph.ca.

For more help and information on starting up a new club, go to <http://www.csaonline.ca/index.php/get-involved/clubs>, and be sure to check out the wetpaint wiki link.

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 1st. 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: _____