



The following Motions and Documents were considered by the GFC Campus Law Review Committee at its Thursday, November 28, 2013 meeting:

Agenda Title: **Proposed Student Groups Procedure (in UAPPOL) and Corresponding Rescission of Student Groups from the Code of Student Behaviour**

CARRIED MOTION: THAT the GFC Campus Law Review Committee recommend to the GFC Executive Committee the proposed Student Group Procedure (in UAPPOL), as set forth in Attachment 1 (as amended), and the concurrent rescission of reference to 'Student Groups' from the Code of Student Behaviour, as set forth in Attachment 2, both as submitted by the Office of the Dean of Students and the Office of Student Judicial Affairs (OSJA), to take effect upon final approval.

Final Recommended Amended Item: 4

OUTLINE OF ISSUE

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Motion: THAT the GFC Campus Law Review Committee recommend to the GFC Executive Committee the proposed Student Group Procedure (in UAPPOL), as set forth in Attachment 1 (as amended), and the concurrent rescission of reference to 'Student Groups' from the Code of Student Behaviour, as set forth in Attachment 2, both as submitted by the Office of the Dean of Students and the Office of Student Judicial Affairs (OSJA), to take effect upon final approval.

Item

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Norma Rodenburg, Student Affairs Officer, Office of the Dean of Students; Deborah Eerkes, Director, Office of Student Judicial Affairs (OSJA)
Presenters	Norma Rodenburg, Student Affairs Officer, Office of the Dean of Students; Deborah Eerkes, Director, OSJA
Subject	Removal of Student Groups from the Code of Student Behaviour into a strictly administrative process

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To make the administration of Student Groups more clear; to remove Student Groups from the Code of Student Behaviour and to provide a process for determining Student Group status or intervening in unacceptably risky Student Group Events or Activities.
The Impact of the Proposal is	To remove Student Groups from the definition of "Student" under the Code and to acknowledge the management of Student Groups as a purely administrative function. This has the effect of making Student Groups no longer subject to Code charges; however, individual students acting on behalf of the group are still subject to the Code. Any decisions regarding the conduct of the Group are assessed in relation to the status of that Student Group.
Replaces/Revises (eg, policies, resolutions)	This is a new UAPPOL procedure with concurrent required changes to the Code of Student Behaviour, as well.
Timeline/Implementation Date	Both approval of the new Procedure and the rescission of Student Groups from the Code to be implemented simultaneously upon final approval.
Estimated Cost	N/A
Sources of Funding	N/A
Notes	N/A

Alignment/Compliance

Alignment with Guiding Documents	<i>Dare to Discover</i> and <i>Dare to Deliver</i>
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section)	1. Post-Secondary Learning Act (PSLA): The <i>Post-Secondary Learning Act (PSLA)</i> gives GFC responsibility, subject to the authority of the Board of Governors, over academic affairs (Section 26(1)) and over academic affairs (Section 31), including authority concerning student discipline.

<p>numbers)</p>	<p>Further in Section 26(3) of the <i>Act</i>, it states:</p> <p>“Powers of general faculties council</p> <p>[...]</p> <p>(3) A general faculties council may delegate any of its powers, duties and functions under this Act, including the powers referred to in section 31, as it sees fit and may prescribe conditions governing the exercise or performance of any delegated power, duty or function, including the power of subdelegation.”</p> <p>2. GFC Campus Law Review Committee (CLRC) Terms of Reference–Section 1 (Authority): “GFC has thus established a Campus Law Review Committee (GFC CLRC)”</p> <p>3. GFC Campus Law Review Committee (CLRC) Terms of Reference–Section 3(a) (Mandate of the Committee–Code of Student Behavior): “1. To review, from time to time, the Code of Student Behavior and student discipline procedures. 2. On delegated authority from GFC, to approve all editorial amendments to the Code of Student Behaviour except editorial amendments to Section 30.6. 3. Amendments to the Code of Student Behaviour deemed substantive by CLRC are forwarded to the GFC Executive Committee, which will decide whether or not it can act on behalf of GFC. (See <i>Amendment of the Code</i>, Section 30.7 of the GFC Policy Manual (Code of Student Behaviour).)”</p> <p>4. Code of Student Behaviour, <u>Amendment of the Code</u>–Section 30.7: [“]</p> <p>30.7.1 <u>Legislative Authority</u> General Faculties Council (GFC) and the Board of Governors may amend the Code in exercise of the authority vested in them by Section 31 of the <i>Post-Secondary Learning Act</i>. (CLRC 25 SEP 2003) (CLRC 29 OCT 2004 e-mail vote)</p> <p>30.7.2 <u>Editorial Amendments</u> 30.7.2(1) The Campus Law Review Committee (CLRC) decides which amendments are editorial. (CLRC 29 OCT 2004 e-mail vote) 30.7.2(2) On delegated authority from GFC, all editorial amendments will be approved by the Campus Law Review Committee (CLRC) except editorial amendments to Section 30.6. (CLRC 29 OCT 2004 e-mail vote) 30.7.2(3) All amendments to Section 30.6 will be forwarded to the GFC Executive Committee for approval. (CLRC 29 OCT 2004 e-mail vote)</p> <p>30.7.3 <u>Substantive Amendments</u> 30.7.3(1) Amendments to the Code deemed substantive by CLRC</p>
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	<p>are forwarded to the GFC Executive Committee, which will decide whether or not it can act on behalf of GFC.(CLRC 29 OCT 2004 e-mail vote)</p> <p>30.7.3(2) Only substantive changes to Section 30.6 proceed to the [Board Learning and Discovery Committee], which will decide whether or not it can act on behalf of the Board of Governors. (BEAC 11 JUNE 2004)</p> <p>30.7.3(3) The Secretary to GFC must notify Students' Union and the Graduate Students' Association of all substantive changes to the Code (including Section 30.6) 15 Working Days before those changes are considered by GFC. The Students' Union and the Graduate Students' Association will be invited to contact their members so that the Students can access the changes on the World Wide Web via University Governance's home page."</p> <p>5. GFC Executive Committee Terms of Reference, Section 3.5, states:</p> <p>"Agendas of General Faculties Council</p> <p>GFC has delegated to the Executive Committee the authority to decide which items are placed on a GFC Agenda, and the order in which those agenda items appear on each GFC agenda.</p> <p>When ordering items, the GFC Executive Committee will be mindful of any matters that are of particular concern to students during March and April so that the student leaders who bring those items forward are able to address these items at GFC before their terms end. (EXEC 06 NOV 2006)</p> <p>[...]</p> <p>With respect to recommendations from other bodies and other GFC committees, however, the role of the Executive Committee shall be to examine and debate the substance of reports or recommendations and to decide if an item is ready to be forwarded to the full governing body. The Executive Committee may decide to refer a proposal back to the originating body, to refer the proposal to another body or individual for study or review, or to take other action in order to ready a proposal for consideration by General Faculties Council. When the GFC Executive Committee forwards a proposal to GFC, it shall make a recommendation that GFC endorse; endorse with suggested amendments; not endorse; or forward the proposal with no comment. (GFC 30 JUN 1992)"</p>
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Routing (Include meeting dates)

<p>Consultative Route (parties who have seen the proposal and in what capacity)</p>	<p>COSB Review Working Group; Students' Union; Graduate Students' Association; Student Group Services Student Groups (two town hall meetings); Council on Student Affairs; Inter-Fraternity Council; Residence Halls Association; Office of General Counsel; Office of Risk Management; University of Alberta Protective Services Association of Academic Staff – University of Alberta;</p>
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	GFC Campus Law Review Committee (for discussion) – September 26, 2013; Board Learning and Discovery Committee (for information) – February 24, 2014
Approval Route (Governance) (including meeting dates)	GFC Campus Law Review Committee – November 28, 2013 (for recommendation); GFC Executive Committee – January 13, 2014 (for recommendation); General Faculties Council – February 3, 2014 (for final approval)
Final Approver	See 'Approval Route'.

Attachments (each to be numbered 1 - <>):

1. Attachment 1 (pages 1 – 7) – Proposed UAPPOL Student Groups Procedure (for Approval)
2. Attachment 2 (pages 1 – 15) – Proposed Revisions to the Code of Student Behaviour (for Approval)
3. Attachment 3 (page 1) – Student Policy Placeholder Template (for Information)
4. Attachment 4 (pages 1 – 5) – Development Plan Outline: Student Groups Procedure (for Information)

Prepared by: Norma Rodenburg, Student Affairs Officer, Office of the Dean of Students,
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U of A Policies and Procedures On-Line (UAPPOL)

Original Approval Date: (Effective Date:) Most Recent Approval Date:

(Add "Effective Date" only if different than "Approval Date")

Most Recent Editorial Date:

Parent Policy: Student Policy

Student Groups Procedure

Office of Administrative Responsibility:	Dean of Students
Approver:	General Faculties Council Executive Committee
Scope:	Compliance with this University procedure extends to all members of the University community.

Overview

The University recognizes that participation in the activities of **Student Groups** is a beneficial aspect of the University experience. The University environment encourages the formation of different Student Groups. These groups may be defined in a variety of ways, according to, for example, a shared program of study, a commitment to service, a common activity, philosophy or background or particular perspective. When considering a group's application for **Registration**, the University takes into account the group's stated purposes, goals, activities, membership criteria and other attributes. The University desires to support the activities of Student Groups, but also recognizes the need to regulate them for the benefit of the groups themselves and the University community. When a Student Group is **Recognized** by the University, responsibilities and benefits result for both.

When sponsoring or conducting a **Student Group Event or Activity**, Student Groups are also accountable to the University for the conduct of their members and/or guests. While Student Group status is considered in this Procedure, complaints regarding the conduct of individual members of a group and their guests will be addressed under the Code of Student Behaviour and/or through other University policies, procedures or other appropriate processes.

Purpose

To outline the University's processes for the administration of Student Groups.

PROCEDURE

1. RESPONSIBILITIES AND BENEFITS

In Registering with the University, a Student Group accepts the following responsibilities:

- To abide by all University policies and procedures, and all applicable municipal bylaws, Provincial and Federal statutes and regulations;
- To uphold the good name of the University;
- To live up to the group's stated purpose by acting in accordance with the group's constitution, bylaws and polices;
- To respect the safety, security and inherent dignity of each member of the University community;

- To be responsible for members' conduct when members are representing the group, and therefore the University, on and off-campus; and
- To manage the group's assets (financial or otherwise) in a responsible and ethical manner.

A Student Group enjoys a number of benefits, including:

- Ability to book space with the University;
- Use of the University's institutional liquor licenses and the ability to receive permission for gaming events;
- Use of the University's name and insignia;
- Exclusive use of the group's name on campus;
- Access to and ability to rent University property and equipment;
- Use of campus facilities for solicitation of membership.

All of the above benefits are subject to applicable University of Alberta policies, procedures and regulations.

This Procedure in no way limits the freedom of students and others to associate; however, groups of students not **Recognized** by the Dean of Students will not have access to the above benefits.

2. REGISTRATION REQUIREMENTS

In order to be **Recognized** as a Student Group, approval must be obtained by following these registration procedures.

Student Groups must file a Registration application annually with the University through Student Group Services. In addition to Registering with the University, Student Groups may also register with the Students' Union or the Graduate Students' Association subject to meeting the requirements for those organizations.

To become a Recognized University of Alberta Student Group, a group must complete the appropriate Registration Form (available on www.bearshden.ualberta.ca) and must be able to provide satisfactory evidence of the following:

- That a minimum of ten (10) students are members of the group and that all of the executive members with voting privileges are currently part-time or full-time University of Alberta students. When groups have more than ten (10) student members, the remaining ratio of members must be comprised of two-thirds current University of Alberta students. In relation to **Fraternities** and **Sororities**, the membership must be composed entirely of part-time or full-time University of Alberta students registered during the current academic year.
- That an acceptable constitution exists. (Guidelines for drafting a group constitution are available from Student Group Services.) The constitution must:
 - Outline the purpose of group;
 - Outline the membership eligibility;
 - Outline the executive and membership roles and responsibilities;
 - Demonstrate that the group functions in a democratic manner by outlining the elections process;
 - Outline financial requirements that meet or exceed the University's requirements as outlined below, and address what will happen to any assets, financial or otherwise, if the group should cease to exist for whatever reason.
- That a minimum of one general meeting is scheduled during the next twelve months.

- That, in the case of groups previously Recognized, a minimum of one general meeting has been held during the past twelve months.
- That, if the group is handling money, the appropriate financial arrangements are in place, including:
 - A bank account in the name of the group, or an acceptable alternative (under no circumstances can money held by student groups be deposited into a University bank account);
 - A requirement that at least two signatures of executive officers are necessary for all banking transactions;
 - The direction that all monies of the Student Group go toward the operating expenses of the group, as it carries out its stated purpose/objectives/goals; and
 - The maintenance of financial records in proper order for possible auditing.

Based on the nature of the activities being organized by the Student Group, the Dean of Students may determine additional requirements, which may include, but are not limited to, additional oversight structures, additional risk management requirements, and additional insurance coverage.

In order for the Student Group to be Recognized, the University's liability and indemnification agreement must be signed by two members of a Student Group's executive prior to final approval.

3. REGISTRATION PROCEDURES

Once all registration forms and supporting documentation have been submitted, they will be reviewed in a timely manner and Student Group Services will notify the group as to its status. The Dean of Students will decide one of the following:

- To Recognize the Student Group for the year.
- To grant **Provisional Recognition**, subject to additional requirements. These may include, but are not limited to, any of the following:
 - Submit a complete membership list, including addresses and phone numbers;
 - Submit a financial statement for the preceding year (if an audit is necessary, the complete accounts for the group should be available);
 - Submit the minutes of general meetings held during the last twelve months;
 - Provide a bond in an amount to be determined by the Dean of Students, to be used to pay the cost of damage that may be incurred by the Student Group;
 - Report at specified periods to a specified University official; and
 - Such other reasonable requirements considered desirable to: limit the amount of risk incurred by the University; ensure that the Student Group provides reparation for harm done to the University community, University property or the property of others; or ensure the Student Group takes steps to build trust with the University or surrounding communities.
- To deny Recognition. In the case of denial of Recognition, the Dean of Students will provide written reasons for the decision.

A group's initial Registration with the Office of the Dean of Students may occur at any time of the year; re-Registration must be completed annually within two (2) months of the group's election of new executive members.

Where the Student Group receives Recognized or Provisional status, the president, treasurer and the individual responsible for event planning and risk management must attend training provided by Student Group Services. This must occur on an annual basis.

4. DENIAL, REVOCATION OR TEMPORARY SUSPENSION OF STUDENT GROUP RECOGNITION

- a. The Dean of Students may deny a group Recognition, or revoke or temporarily suspend Recognition, under any of the following circumstances:
 - The group fails to meet the requirements for Recognition outlined above in section 2;
 - The group's stated objectives or activities or the manner of carrying out its activities have exposed or would expose the University to unacceptable risk;
 - The group's stated objectives or activities or the manner of carrying out its activities have in the past or could, by their very nature, lead to justifiable complaints under University policies and procedures and/or municipal bylaws, Provincial or Federal statutes or regulations;
 - The group has engaged in activities involving **Hazing**, unacceptable **Risk to Persons**, or **Risk to Property or Reputation**;
 - The group tolerates, allows or encourages its members or executive to engage in any violation of the Code of Student Behavior when acting on behalf of or as a representative of the Student Group;
 - The group fails to abide by the responsibilities outlined above in section 1; or
 - The group fails to meet the conditions required for their Provisional Recognition.
- b. A complaint against a Student Group relating to any of the circumstances set out in section 4(a) can be made, in writing, to the Dean of Students.
- c. As part of the process of determining whether a Student Group should have their Recognition denied, revoked, or temporarily suspended, the Dean of Students may use the investigative expertise and resources within University of Alberta Protective Services or other entities as required.
- d. In cases where a student group is also registered with the Students' Union or the Graduate Students' Association, the Dean of Students will discuss the issue with the relevant students' association before making a decision. In cases involving Faculty Student Associations, the Dean of Students will discuss the issue with the Dean (or delegate) of the relevant Faculty.
- e. If the group is dissatisfied with the decision of the Dean of Students, the group may submit a request for reconsideration to the Dean of Students. The request for reconsideration must be received by the Dean of Students no more than 15 Business Days after the group is notified of the Dean's decision. A request for reconsideration must set out the reasons why the group is seeking reconsideration and, if applicable, those steps the group proposes to take to correct any actions referenced in the decision. In cases where a student group is also registered with the Students' Union or the Graduate Students' Association, the Dean of Students will discuss the issue with the relevant students' association before making a decision.
- f. If the group is still dissatisfied after the Dean of Students has made a decision on the request for reconsideration, it may make a written appeal of the decision to the Associate Vice President, Risk Management Services. The appeal must be received by the AVP Risk Management Services no more than 15 Business Days after the group is notified of the Dean's decision regarding reconsideration. The AVP Risk Management Services may consult other appropriate or applicable University staff members in the decision making process. The appeal can include a request to meet with the AVP, Risk Management Services. In cases where a group is also registered with the Students' Union or the Graduate Students' Association, the AVP Risk Management Services will discuss the issue with the relevant students' association before making a decision. The AVP Risk Management Services will grant or deny the appeal based on an assessment of the level of risk to the University and will provide the decision in writing. The decision of the AVP Risk Management Services is final.
- g. The denial, revocation or temporary suspension of Student Group Recognition will remain in effect throughout the appeal periods.

5. EVENT PLANNING AND STUDENT GROUP ACTIVITIES

Student Group Events and Activities are core to the functioning of Student Groups. Events and Activities can be organized both on-campus and off-campus. The responsibility for running the events in a safe manner belongs to the Student Group.

All Student Group Events and Activities must be approved by the Office of the Dean of Students. This approval must occur at the planning stage of the event and prior to any advertising or announcement of the event.

Student Groups are subject to all University policies and procedures and must adhere to these when organizing Events and Activities.

A Student Group that wishes to conduct a raffle, 50-50 draw or other activity that requires the issuance of a gaming license by the Alberta Gaming and Liquor Commission (the “AGLC”) must request and receive permission from the University prior to applying to the AGLC for a gaming license. Permission to apply for a gaming license does not guarantee that the Student Group meets the requirements to obtain a gaming license from the AGLC.

Student Groups may not enter into legally binding agreements in the name of the University. Should a Student Group wish to enter into a legally binding agreement it shall ensure that such agreement does not contain any provisions that place any obligations on the University or that contravene, or cause the University to be in breach of, the terms of any agreement to which the University is a party.

Depending on the nature of the activity, the Dean of Students may require a Student Group to obtain additional insurance or require the presence of University of Alberta Protective Services or the Edmonton Police Service. The cost of these will be the responsibility of the Student Group.

The Dean of Students has the authority to deny or revoke approval for a Student Group Event or Activity (whether an Event or Activity is in progress or is scheduled to occur) if the Dean of Students reasonably believes that the Student Group Event or Activity has caused or will cause **Risk to Persons** or **Risk to Property or Reputation**.

If the group is dissatisfied with the decision of the Dean of Students, the group may submit a request for reconsideration to the Dean of Students. A request for reconsideration must be received by the Dean of Students no more than 15 Business Days after the group is notified of the Dean’s decision. A request for reconsideration must set out the reasons why the group is seeking reconsideration and, if applicable, those steps the group proposes to take to correct any actions referenced in the decision. In cases where a student group is also registered with the Students’ Union or the Graduate Students’ Association, the Dean of Students will discuss the issue with the relevant students’ association before making a decision. The decision of Dean of Students is final.

A number of relevant University policies and procedures apply to Student Groups and/or their members and are listed under related links below.

DEFINITIONS

Definitions should be listed in the sequence they occur in the document (i.e. not alphabetical).

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲ Top](#)

Student Group	A group of students which has applied to Register with and is Recognized by the Dean of Students. Examples include, but are not limited to a club, association, organization, society, fraternity or
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	fellowship.
Registration, Register	The process by which a group requests Recognition by the Dean of Students in order to receive the benefits provided to a Student Group.
Recognition, Recognized	The acknowledgement of a Student Group for receipt of specific benefits as listed in Section 1 of this Procedure, at the discretion of the Dean of Students.
Student Group Event or Activity	Any student function organized by the Student Group for its members and their guests, on or off campus, including but not limited to, social events, demonstrations, events involving alcohol, travel, fundraising, guest speakers, physical activity or events involving the issuance of a gaming license from the Alberta Gaming and Liquor Commission (raffle, 50-50 draw, casino).
Fraternity or Sorority	A student group formed for social purposes and dedicated to the positive development of its members. Members are initiated by invitation, and determined through democratic processes following a trial period used to gauge adherence to common values, aspirations and membership requirements.
Provisional Recognition	Recognition of a Student Group with specified additional conditions for continued Recognition.
Hazing	<p>The creation of an environment or any intentional, reckless or negligent act, that occurs on or off University property, that</p> <ul style="list-style-type: none"> i. endangers the physical health, mental health or safety of a person; or ii. produces physical or mental discomfort, embarrassment, humiliation, harassment, or ridicule; or iii. results in the destruction, damage or removal of any public or private property; or iv. causes, induces, pressures, coerces, or requires another person to violate any federal, provincial, municipal or University regulations; for purposes that include, but are not limited to, initial or continued admission, affiliation or initiation with the group. <p>Examples of hazing include, but are not limited to: any brutality of a physical nature, such as whipping, beating, branding, paddling, or electric shocks, exercise not legitimately related to a sport, forced consumption of alcohol or other substances, inappropriate exposure to the elements, compulsory nudity or immodest dress, transportation and abandonment, threats or implied threats, verbal abuse, physical or psychological abuse, sleep deprivation, physical confinement, coerced hazing of another, compulsory servitude, degrading activities, sexual simulation, sexual assault, or theft or misuse of others' property.</p> <p>Hazing can occur regardless of whether the subject(s) of the hazing have consented to participate in or be subjected to the activities in question, or whether the activities in question constitute a ritual or tradition of a group.</p>

Risk to Persons	Setting or creating an environment or circumstances which endangers or potentially endangers the health, safety or well being of individuals or groups
Risk to Property or Reputation	Setting or creating an environment which promotes or tolerates reputational, financial or physical damage to the University, the University community, or other individuals or groups

FORMS

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RELATED LINKS

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Alcohol Policy (UAPPOL)

Campus Activity and Travel Policy (UAPPOL)

Casual Events Booking Procedure (UAPPOL)

Code of Student Behaviour (University of Alberta)

Posting Announcements, Notices and Banners Procedure (and Appendix A) (UAPPOL)

Trademarks and Licensing Policy (UAPPOL)

Student Groups Rescission from the Code of Student Behaviour

The new UAPPOL Student Groups Procedure undertakes the matter of Student Groups administration. It is based on the premise that Student Group recognition by the Dean of Students brings a number of benefits. In other words, a Student Group that meets certain conditions as laid out in the UAPPOL procedure is awarded certain benefits (e.g. ability to use the University of Alberta name, book rooms, access to funding, etc.). If it does not meet those conditions the benefits are not provided.

By contrast, the Code of Student Behaviour defines offences and sanctions, in which a Student has violated a rule and has something taken away from him or her (e.g. fines, suspension, etc.). It has always been difficult to treat Student Groups in the same way as “Students” are treated under the Code simply because they are by their very nature different. Only a small number of the sanctions available have an impact on a Student Group and most of those that do have a real effect on Student Groups are administrative rather than punitive or developmental.

This proposal recommends that Student Groups be removed entirely from the COSB and be regarded strictly through an administrative lens, as laid out in the UAPPOL Student Groups Procedure. Individuals who violate the COSB in the course of a Student Group activity could be subject to charges, but recognition of a Student Group would be an administrative question.

Current	Proposed	Rationale
<p>30.1 Introduction</p> <p>...</p> <p>Included in the Code of Student Behaviour are descriptions of unacceptable behaviour for Students in the University, the sanctions for commission of the offences, and explanations of the complete discipline and appeal processes. The definition of “Student” used in this document is a very broad definition, one that includes current and former Students, as well as informal and formal Student groups (see 30.2 for a definition of “Student”). Accordingly, the offences, sanctions and procedures of this Code apply equally to groups and individuals. Other members of the University Community are governed by other disciplinary</p>	<p>30.1 Introduction</p> <p>...</p> <p>Included in the Code of Student Behaviour are descriptions of unacceptable behaviour for Students in the University, the sanctions for commission of the offences, and explanations of the complete discipline and appeal processes. The definition of “Student” used in this document is a broad definition, one that includes current and former Students (see 30.2 for a definition of “Student”). Other members of the University Community, <u>including Student Groups</u>, are governed by other regulations.</p>	<p>- Student Groups will be handled administratively through the new UAPPOL Procedure rather than disciplined under the Code. Therefore they must be removed from the COSB to avoid confusion, and definition of “Student” reflect that change.</p> <p>- Not all other regulations are disciplinary (e.g. Student</p>

Current	Proposed	Rationale
regulations.		Groups Procedure, collective agreements)
30.2 General Definitions Within the Code of Student Behaviour and its Appendices, the following words have been specifically defined. They appear in alphabetical order.		Moving relevant content of Appendices from the COSB to the UAPPOL Student Groups Procedure
30.2.13 Dean of Students. Associate Provost and Dean of Students or delegate. The Dean of Students is normally the Dean responsible in cases involving Student Groups.	Remove	Dean of Students will administer Student Groups through the Student Groups Procedure.
30.2.14 Degree. 30.2.15 Director of UAPS. 30.2.16 Discipline Officer. 30.2.17 Discipline File. 30.2.18 Facilities. 30.2.19 Financial Services.	30.2.13 Degree. 30.2.14 Director of UAPS. 30.2.15 Discipline Officer. 30.2.16 Discipline File. 30.2.17 Facilities. 30.2.18 Financial Services.	Renumber only
30.2.20 Fraternity. A chiefly social and philanthropic organization for men or women, normally designated by Greek letters, and registered as a student group.		Moved to UAPPOL Student Groups Procedure
30.2.21 GFC. 30.2.22 Graduate Coordinator. 30.2.23 Instructor. 30.2.24 Malicious Code. 30.2.25 Negative Service Indicator. 30.2.26 Panel. 30.2.27 Practicum Placement. 30.2.28 Professional Code of Ethics.	30.2.19 GFC. 30.2.20 Graduate Coordinator. 30.2.21 Instructor. 30.2.22 Malicious Code. 30.2.23 Negative Service Indicator. 30.2.24 Panel. 30.2.25 Practicum Placement. 30.2.26 Professional Code of Ethics.	Renumber only

Current	Proposed	Rationale
<p>30.2.29 Professional Programs.</p> <p>30.2.30 Registrar.</p> <p>30.2.34 Respondent.</p>	<p>30.2.27 Professional Programs.</p> <p>30.2.28 Registrar.</p> <p>30.2.29 Respondent.</p>	
<p>30.2.32 Sorority. A chiefly social and philanthropic organization for women, normally designated by Greek letters, and registered as a Student Group.</p>		<p>Moved to the UAPPOL Student Groups Procedure.</p>
<p>30.2.33 Student(s). The word “Student(s)” refers to any of the following:</p> <p>30.2.33(1) a person who is or has been registered as a Student at the University whether or not for credit and includes current Undergraduate and Graduate Students, former Students, and graduates who have received a Degree, diploma or certificate from the University. (BG 12 MAY 2006)</p> <p>30.2.33(2) an informal collection of Students who interact with each other, or</p> <p>30.2.33(3) a Student Group.</p>	<p>30.2.30 Student(s). A person who is or has been registered as a Student at the University whether or not for credit and includes current Undergraduate and Graduate Students, former Students, and graduates who have received a Degree, diploma or certificate from the University. (BG 12 MAY 2006)</p>	<p>Student Groups no longer considered “Student” under the Code.</p> <p>-An informal collection of Students is not possible to charge collectively; no sanctions apply to a loose group of Students and no record exists.</p> <p>- Student Groups administered under UAPPOL Student Groups Procedure.</p>
<p>30.2.34 Student Group. “Student Group” means any formal group of Students who must be registered with the University as a “Student Group,” such as but not limited to a club, association, organization, society, fraternity or fellowship. Procedures for the registration of Student Groups are detailed in 30.8 Appendix 1.</p>		<p>Student Groups administered under UAPPOL Student Groups Procedure.</p>
<p>30.2.35 Student Group Activity. “Student Group Activity” means any Student function including, but not limited to, social events, demonstrations, news releases, publications and advertisements, and shall not be construed so as to</p>		<p>Student Groups and their activities administered under UAPPOL Student Groups Procedure.</p>

Current	Proposed	Rationale
include any <i>bona fide</i> academic activity.		
<p>30.2.36 Student OmbudService.</p> <p>30.2.37 Transcript.</p> <p>30.2.38 UAB.</p> <p>30.2.39 Unit Director.</p> <p>30.2.40 University Activities.</p> <p>30.2.41 University Community.</p> <p>30.2.42 University Officials.</p> <p>30.2.43 University-related Functions.</p> <p>30.2.44 University Supplies and Documents.</p> <p>30.2.45 Working Day or Business Day.</p>	<p>30.2.31 Student OmbudService.</p> <p>30.2.32 Transcript.</p> <p>30.2.33 UAB.</p> <p>30.2.34 Unit Director.</p> <p>30.2.35 University Activities.</p> <p>30.2.36 University Community.</p> <p>30.2.37 University Officials.</p> <p>30.2.38 University-related Functions.</p> <p>30.2.39 University Supplies and Documents.</p> <p>30.2.40 Working Day or Business Day.</p>	Renumber only
<p>30.3 Offences under the Code</p> <p>...</p> <p>30.3.5(2) Unauthorized Use of Facilities, Equipment, Materials, Services or Resources</p> <p>30.3.5(2) a No Student shall use any facility, equipment, material, service or resource contrary to express instructions or without proper authority. See 30.9 [Appendix 2—Regulations Pertaining to Special Events, the Use of University Resources and the Provision of Alcohol].</p>		Relevant content from Appendix 2 moved to the UAPPOL Student Groups Procedure and/or reflected in the UAPPOL Alcohol Policy.
<p>30.3.6 Other Offences</p> <p>30.3.6(1) Alcohol Provision and Consumption</p> <p>...</p> <p>30.3.6(1) b No Student shall violate the regulations regarding alcohol use set forth in 30.9 [Appendix 2—Regulations Pertaining to Special Events, the Use of University Resources and</p>	<p>30.3.6 Other Offences</p> <p>30.3.6(1) Alcohol Provision and Consumption</p> <p>...</p> <p>30.3.6(1) b No Student shall violate the regulations regarding alcohol use set forth in the <u>UAPPOL Alcohol Policy</u>.</p>	<p>-Updated reference to UAPPOL Alcohol Policy.</p> <p>-Appendix 2 moved to the UAPPOL Student Groups</p>

Current	Proposed	Rationale
the Provision of Alcohol].		Procedure.
<p>30.4.1 Sanctions and Their Impact 30.4.1 General Provisions 30.4.1(3) The Office of the Registrar shall note Encumbrances, grade changes (including notations of NC) Suspensions, Expulsions, or Suspensions or Rescissions of Degrees on a Student’s Transcript. Encumbrances, Exclusions and Suspensions of Essential and Non-Essential Services will be noted as a Negative Service Indicator in the Student’s Central Academic Record. For tracking purposes, any sanction noted on the Transcript will also be noted as a Negative Service Indicator in the Student’s Central Academic Record. Sanctions imposed on Student Groups will be held in the Office of the Dean of Students and University of Alberta Protective Services. (CLRC 24 MAY 2012)</p>	<p>30.4.1 Sanctions and Their Impact 30.4.1 General Provisions 30.4.1(3) The Office of the Registrar shall note Encumbrances, grade changes (including notations of NC) Suspensions, Expulsions, or Suspensions or Rescissions of Degrees on a Student’s Transcript. Encumbrances, Exclusions and Suspensions of Essential and Non-Essential Services will be noted as a Negative Service Indicator in the Student’s Central Academic Record. For tracking purposes, any sanction noted on the Transcript will also be noted as a Negative Service Indicator in the Student’s Central Academic Record. (CLRC 24 MAY 2012)</p>	<p>Student Group records administered under UAPPOL Student Groups Procedure.</p>
<p>30.4.2 Types of Sanctions 30.4.2(2) Conduct Probation ... 30.4.2(2) e In the case of individual Students, the sanction of Conduct Probation and particulars relating thereto shall be kept in the Discipline File of the office of the Dean of the Faculty in which the offence occurred or the Discipline Officer, whichever one will be monitoring the order of Conduct Probation. In the case of Conduct Probation imposed by the University Appeal Board, the</p>	<p>30.4.2 Types of Sanctions 30.4.2(2) Conduct Probation ... 30.4.2(2) e <u>The</u> sanction of Conduct Probation and particulars relating thereto shall be kept in the Discipline File of the office of the Dean of the Faculty in which the offence occurred or the Discipline Officer, whichever one will be monitoring the order of Conduct Probation. In the case of Conduct Probation imposed by the University Appeal Board, the sanction and particulars thereto</p>	<p>All Students are individuals in revised definition of Student.</p>

Current	Proposed	Rationale
<p>sanction and particulars thereto shall also be kept in the Discipline File held by University Governance. (CLRC 24 MAY 2012)</p> <p>...</p> <p>30.4.2(2) g In the case of Student Groups, the sanction of Conduct Probation and particulars relating thereto will be noted on the file held by the Dean of Students and the Discipline File kept by the Discipline Officer.</p> <p>30.4.2(2) h ...</p>	<p>shall also be kept in the Discipline File held by University Governance. (CLRC 24 MAY 2012)</p> <p>...</p> <p>30.4.2(2) g ...</p>	<p>Student Groups administered under UAPPOL Student Groups Procedure.</p> <p>Renumber</p>
<p>30.4.2(6) Fine</p> <p>...</p> <p>30.4.2(6) c In the case of an individual, the Student's Central Academic Record is encumbered until the amount is paid in full. (CLRC 24 MAY 2012)</p> <p>30.4.2(6) d In the case of a Student Group the amount owing for the Fine is noted on the file held by the Dean of Students until the amount is paid in full.</p>	<p>30.4.2(6) Fine</p> <p>...</p> <p>30.4.2(6) c <u>The Student's</u> Central Academic Record is encumbered until the amount is paid in full. (CLRC 24 MAY 2012)</p>	<p>All Students are individuals in revised definition of Student.</p> <p>Student Groups administered under UAPPOL Student Groups Procedure.</p>
<p>30.4.2(11) Reprimand</p> <p>...</p> <p>30.4.2(11) b In the case of an individual, the Reprimand is noted in the Discipline File held by the Faculty in which a Student is registered and by the Faculty that charged the Student. (CLRC 24 MAY 2012)</p> <p>30.4.2(11) c In the case of a Student Group the Reprimand is noted on the file held by the Dean of Students.</p>	<p>30.4.2(11) b <u>The Reprimand</u> is noted in the Discipline File held by the Faculty in which a Student is registered and by the Faculty that charged the Student. (CLRC 24 MAY 2012)</p>	<p>Student Groups administered under UAPPOL Student Groups Procedure.</p>

Current	Proposed	Rationale
<p>30.4.2(12) Restitution</p> <p>30.4.2(12) a “Restitution” is an order that a Student pays money</p> <p>...</p> <p>30.4.2(12) b In the case of Student Group activities, the Student Group will be responsible for Restitution imposed for any damage inflicted by the group, its members or its guests. (CLRC 24 MAY 2012)</p> <p>30.4.2(12) e Restitution shall not be ordered unless evidence has been adduced that supports the calculation of the cost of the damage or injury caused by the commission of the Offence by the Student.</p> <p>30.4.2(12) d In the case of an individual, the Student’s Central Academic Record is Encumbered until the amount is paid in full. (CLRC 24 MAY 2012)</p> <p>30.4.2(12) e In the case of a Student Group the amount owing is noted on the file held by the Dean of Students until the amount is paid in full.</p> <p>30.4.2(12) f The Dean or Discipline Officer who imposed the sanction shall make the determination of when the amount owing in Restitution has been paid in full.</p>	<p>30.4.2(12) Restitution</p> <p>30.4.2(12) a “Restitution” is an order that a Student pays money</p> <p>...</p> <p>30.4.2(12) b Restitution shall not be ordered unless evidence has been adduced that supports the calculation of the cost of the damage or injury caused by the commission of the Offence by the Student.</p> <p>30.4.2(12) c <u>The Student’s Central Academic Record is Encumbered until the amount is paid in full. (CLRC 24 MAY 2012)</u></p> <p>30.4.2(12) d The Dean or Discipline Officer who imposed the sanction shall make the determination of when the amount owing in Restitution has been paid in full.</p>	<p>Moved to UAPPOL Student Groups Procedure.</p> <p>Renumber</p> <p>Student Group records administered under UAPPOL Student Groups Procedure.</p> <p>Renumber only</p>
<p>30.4.2(17) Suspension of Student Group Registration</p> <p>30.4.2(17) a The registration of a Student Group may be suspended for a specified period of time for violations of the Code.</p>	<p>Remove</p>	<p>Student Groups administered under UAPPOL Student Groups Procedure.</p>

Current	Proposed	Rationale
<p>30.4.2(17) b A Student Group may not carry on any activities during the period of Suspension.</p> <p>30.4.2(17) c The record of Suspension of Student Group Registration shall be kept on the file held by the Dean of Students and in the Discipline File held by the Discipline Officer and shall show that the Student Group Registration has been suspended until the Student Group meets the requirements of the University to clear the Suspension. (CLRC 24 MAY 2012)</p>		
<p>30.4.2(18) Violation Notices</p>	<p>30.4.2(17) Violation Notices</p>	<p>Renumber only</p>
<p>30.4.3(2) Intermediate Sanctions 30.4.3(2) a Based on a finding that a Student has committed an offence under this Code, the Dean of the Faculty in which the offence occurred has the authority to impose Minor Sanctions and one or more of the following Intermediate Sanctions: (GFC 24 SEP 2007)</p> <p>...</p> <p>30.4.3(2) a.vii Suspension or banning of a Student Group Activity; 30.4.3(2) a.viii a Fine in an amount not to exceed \$500 per Student; 30.4.3(2) a.ix Conduct Probation; and 30.4.3(2) a.x Exclusion from all or specified areas of the University for a specified period of time.</p>	<p>30.4.3(2) Intermediate Sanctions 30.4.3(2) a Based on a finding that a Student has committed an offence under this Code, the Dean of the Faculty in which the offence occurred has the authority to impose Minor Sanctions and one or more of the following Intermediate Sanctions: (GFC 24 SEP 2007)</p> <p>...</p> <p>30.4.3(2) a.vii a Fine in an amount not to exceed \$500 per Student; 30.4.3(2) a.viii Conduct Probation; and 30.4.3(2) a.ix Exclusion from all or specified areas of the University for a specified period of time.</p>	<p>Student Groups and their activities administered under UAPPOL Student Groups Procedure.</p> <p>Renumber</p>
<p>30.4.3(2) c The Dean of Students has the authority to impose one or more of the following sanctions in addition to or in lieu of Minor Sanctions based on a finding that</p>		<p>Student Groups administered under UAPPOL Student Groups Procedure.</p>

Current	Proposed	Rationale
<p>a Student Group has committed an offence under this Code:</p> <p>30.4.3(2) c.i Suspension or banning of a Student Group Activity;</p> <p>30.4.3(2) c.ii Fine in an amount not to exceed \$500;</p> <p>30.4.3(2) c.iii an order for the payment of Restitution by a Student Group, in an amount not to exceed \$1000;</p> <p>30.4.3(2) c.iv Conduct Probation; and</p> <p>30.4.3(2) c.v Suspension of Student Group registration.</p>		
<p>30.8 Appendix 1 – Registration of Student Groups ...</p> <p>30.9 Appendix 2 – Regulations Pertaining to Special Events, the Use of University Resources and the Provision of Alcohol ...</p>		<p>Rescind all – most moved to UAPPOL Student Groups Procedure; rest is covered in other policies and procedures or out of date.</p>

30.8 Appendix 1 – Registration of Student Groups

The University recognizes that participation in the activities of Student Groups [30.2.30(3) and 30.2.31] is a beneficial aspect of the University experience. The University environment encourages the formation of different Student Groups. These groups may be defined in a variety of ways, according to, for example, a shared program of study, a commitment to service, a common activity, philosophy or background or particular perspective. When approving (or disapproving) a group's application for registration, the University takes into account the group's stated purposes, goals, activities, membership criteria and other attributes. The University also recognizes its obligation to support the activities and regulate the conduct of Student Groups, for the benefit of the groups themselves and the University Community. When a Student Group, through registration, enters into a formal relationship with the University, responsibilities and benefits result for both. (EXEC 04 MAY 2009) (CLRC 26 JAN 2012)

When sponsoring or conducting a Student Group Activity, Student Groups are accountable to the University for the conduct of their members and/or guests. Thus, in addition to any complaints made against individual members of a group or its guests, a complaint may be made against the group itself, in accordance with the procedures outlined in 30.5(1).

As indicated in 30.2.30, the term Student as used in the Code includes both individuals and groups. Accordingly, the offences, sanctions and procedures of this Code apply equally to groups and individuals. (EXEC 04 MAY 2009) (CLRC 26 JAN 2012)

30.8.1 Responsibilities and Benefits

~~30.8.1(1) In registering with the University a Student Group accepts the following responsibilities:~~

~~30.8.1(1) a to abide by the laws of the land and the Code;~~

~~30.8.1(1) b to uphold the good name of the University;~~

~~30.8.1(1) c to live up to the group's stated purpose, which shall not be in contradiction to the University's purpose statement as stated in 30.1 of this Code;~~

~~30.8.1(1) d to be responsible for members' conduct when members are representing the group, and therefore the University, on and off campus;~~

~~30.8.1(1) e to obey Alberta Liquor Control Board regulations;~~

~~30.8.1(1) f to obey University of Alberta regulations and procedures relating to the operation of gaming events.~~

~~30.8.1(2) A registered Student Group enjoys a number of benefits, including:~~

~~30.8.1(2) a ability to book space at the University;~~

~~30.8.1(2) b use of the University's institutional liquor and gaming licenses;~~

~~30.8.1(2) c use of the University's name and insignia subject to University regulations;~~

~~30.8.1(2) d exclusive use of the group's name on campus;~~

~~30.8.1(2) e access to and ability to rent University property and equipment;~~

~~30.8.1(2) f use of campus *Facilities* for solicitation of membership;~~

~~30.8.1(2) g opportunities for participation in University governance and activities;~~

~~30.8.1(2) h opportunity to submit an annual report to the Dean of Students for inclusion in the official records of the University.~~

30.8.2 Requirements for Registration

~~Student Groups are required to register annually with the University and to complete a Liability and Indemnification Agreement signed by two members of the group's executive. A group's initial registration with the Office of the Dean of Students may occur at any time of the year; re registration should be completed by April 30th for the academic year commencing September 1st. A non-registered or suspended Student Group shall not be permitted to carry on activities of any description whatsoever on University property.~~

~~30.8.2(1) To be eligible for registration a group must be able to provide, upon request, satisfactory evidence of the following:~~

~~30.8.2(1) a That the group's stated purposes, goals or activities are consistent with the philosophy of the University as stated in 30.1.~~

~~30.8.2(1) b That a minimum of two-thirds of the total membership, and 75% of the executive, are registered as part time or full time Students during the current academic year. In the instance of Fraternities and Sororities the total membership must be composed entirely of part time and/or full-time Students registered during the current academic year. The Dean of Students may, on a case by~~

case basis, make exceptions for groups in which the alumni membership exceeds the requirements stated above. (CLRC 26 JAN 2012)

~~30.8.2(1) c That an acceptable constitution exists. A copy of this constitution must be filed with the Office of the Dean of Students. (Guidelines for drafting a group constitution are available from the Office of Dean of Students.)~~

~~30.8.2(1) d That, in the case of groups previously registered, a minimum of one general meeting has been held during the past twelve months.~~

~~30.8.2(1) e That a minimum of one general meeting is scheduled during the next twelve months.~~

~~30.8.2(1) f That the appropriate financial arrangements are in place, including~~

~~30.8.2(1) g. i. a bank account in the name of the group,~~

~~30.8.2(1) g. ii a requirement that two signatures of executive officers are necessary for most banking transactions;~~

~~30.8.2(1) g. iii the direction that all monies of the Student Group go toward the operating expenses of the group, as it carries out its stated purpose/objectives/goals, and~~

~~30.8.2(1) g. iv the maintenance of financial records in proper order for possible auditing.~~

~~**30.8.2(2)** At the discretion of the Dean of Students, the group shall provide a bond in an amount to be fixed by the Dean of Students. In the event of any Damage to Property of the group being found to have committed an offence under this Code, the bond may be used to pay the cost of the damage and/or satisfy any monetary sanctions imposed under the Code.~~

30.8.3 Registration Procedures

~~**30.8.3(1)** To become a registered University of Alberta Student Group, or to re-register, a group must:~~

~~30.8.3(1) a complete the appropriate Application for Registration/Re-Registration Form (available from the Office of the Dean of Students);~~

~~30.8.3(1) b complete a University of Alberta Indemnification Agreement relieving the University of all liability in respect of any acts of the group, its members, or its executive (available from the Office of the Dean of Students);~~

~~30.8.3(1) c forward the completed form, the signed and witnessed Indemnification Agreement, and a constitution to the Office of the Dean of Students.~~

~~**30.8.3(2)** Within two weeks of receiving a completed registration/re-registration form and a copy of the group's current constitution, the Office of the Dean of Students will notify the applicant as to the registration status. The applicant will be granted one of the following:~~

~~30.8.3(2) a Full Registration Status for the academic year.~~

~~30.8.3(2) b Provisional Registration Status, subject to the provision of additional information. The additional information may take the form of any of the following:~~

~~30.8.3(2) c.i — a complete membership list, including addresses and phone numbers;~~

~~30.8.3(2) c.ii — a financial statement for the preceding year; (If an audit is necessary, the complete accounts for the group should be available.)~~

~~30.8.3(2) c.iii — the minutes of general meetings held during the last twelve months;~~

~~30.8.3(2) c.iv a bond as outlined in 30.8.2(2).~~

~~30.8.3(2) d Notification of denial of registration together with written reasons for the decision.~~

~~30.8.3(3) Any and all such information shall be regarded as confidential.~~

30.8.4 Denial of Registration or Re-registration, or Suspension of Registration

~~30.8.4(1) The Dean of Students may deny group registration or re-registration, or suspend registration under any of the following conditions:~~

~~30.8.4(1) a The group fails to meet the requirements for registration or re-registration set out in 30.8.2;~~

~~30.8.4(1) b The group's stated objectives or activities or the manner of carrying out its activities would, in the opinion of the Dean of Students, by their very nature, lead to justifiable complaints under the Code;~~

~~30.8.4(1) c The group's stated objectives or activities or the manner of carrying out its activities would, in the opinion of the Dean of Students, by their very nature, offend the provisions of the Human Rights, Citizenship and Multiculturalism Act (and/or any other human rights legislation that applies in this Province) and/or municipal bylaws, Provincial or Federal statutes or regulations;~~

~~30.8.4(1) d The group fails to abide by the responsibilities outlined in 30.8.1(1).~~

~~30.8.4(2) The denial of registration or re-registration, or suspension of registration may be appealed to the UAB under 30.6.~~

~~30.8.4(3) The denial of registration or re-registration, or suspension of registration will be in effect until the UAB reaches a final decision.~~

30.8.5 Suspension or Banning of Student Group Activities

~~30.8.5(1) The Dean of Students or the Dean of a Faculty have the authority to immediately suspend or ban a Student Group Activity sponsored by a Student Group (whether the Student Group Activity is in progress or is scheduled to occur) if the Dean reasonably believes that the Student Group Activity has caused or will cause harm to persons or property, and/or will violate the Code.~~

~~30.8.5(2) Student Groups and the Dean shall make every effort to avoid or resolve conflicts through timely consultation. The procedures described below are to be utilized when informal conciliatory measures have proven ineffective. Nothing in these provisions shall be interpreted so as to prevent or interfere with charges against a group under 30.5 of this Code.~~

~~30.8.5(3) When the Dean believes that a Student Group Activity should be suspended or banned the Dean shall meet immediately with the president of the group and the Provost and Vice President (Academic) to review the situation.~~

~~30.8.5(4) Following the meeting, the Dean shall immediately inform the president of the group that the Student Group Activity has been suspended or banned or that the Student Group Activity may continue. The verbal communication of the Dean's decision shall be followed up in writing to the president of the group and shall include reasons for the decision and conditions which must be met by the group before the Student Group Activity will be permitted to continue.~~

~~30.8.5(5) The Dean shall inform the president of the group that there is a 15 Working Day deadline, from the date of receipt of the Dean's written decision, to lodge an appeal and the Dean must provide the president of the group with the appeal regulations.~~

~~30.8.5(6) Any notices sent by the Dean shall be hand delivered at the soonest opportunity by University of Alberta Protective Services to the address for the group that has been provided to the University or to the Appeals Coordinator.~~

~~30.8.5(7) The Dean is required to notify the following persons of the suspension/banning of the Student Group Activity: The Provost and Vice President (Academic), the Director of University of Alberta Protective Services, the Discipline Officer or Dean(s) affected, the Appeals Coordinator, the Presidents of the Students' Union and the Graduate Students' Association, and the Inter Fraternity Council /Panhellenic Council where the group involved is a fraternity. A copy of the written decision shall be included in the group's file in the office of the Dean of Students.~~

~~30.8.5(8) A Dean's decision to suspend or ban a Student Group Activity may be appealed to the UAB under 30.6.~~

~~30.8.5(9) The suspension/banning of the Student Group Activity will be in effect until the UAB reaches a final decision.~~

~~30.8.5(10) Where the Student Group Activity in question has violated the *Code of Student Behaviour*, and where the group has not yet been charged, the Dean may initiate proceedings against the group and/or its individual members, as appropriate, in accordance with 30.5.~~

~~30.8.5(11) Suspension, banning or charges under the Code do not preclude Student Groups being charged with offences defined under Breaches of Rules External to the Code [30.3.6(2)].~~

30.9 Appendix 2 – Regulations Pertaining to Special Events, the Use of University Resources and the Provision of Alcohol

~~All applications for approvals to engage in any of the following activities must be made in writing to the appropriate authority and shall be approved or rejected with written reasons attached. Failure to comply with any of the conditions or regulations outlined below may be dealt with according to the discipline process as described in 30.5 of the Code. (CLRC 27 MAR 2003)~~

~~**30.9.1** The outdoor use of public address systems, loud speakers, bull horns, sound trucks, or similar equipment on the campus of the University is not permitted without the prior written approval of the Director of Physical Plant. It should be noted that City of Edmonton bylaws apply on peripheral streets.~~

~~**30.9.2** The use of the name or any symbol of the University or the name or symbol of an organization associated with the University, on any publication, including correspondence, without the written approval of the Office of University Design Inc. is prohibited. Appeals shall lie with the Office of the Vice President (External Relations). As a matter of policy, such approval will not be granted to anonymous publications. (CLRC 30 MAY 2002)~~

~~**30.9.3** The provision and consumption of alcoholic beverages at the University of Alberta is regulated under the terms and conditions of the University's Class B and C licenses and the Alcohol at University Events Policy and related procedures which are available on UAPPOL. Authorization for events involving the use of alcoholic beverages can be obtained from staff of the Department of Ancillary Services. There is no appeal to the decision. (EXEC 04 APR 2005)~~

~~**30.9.4** In order to obtain an excused absence from examinations, tests and other academic requirements, off campus trips by individuals, groups or teams representing Student organizations must be approved by the Dean of Physical Education and Recreation or delegate in the case of athletic matters and by the Deans' Council or its delegate in all other cases. Appeals shall lie with the Office of the Provost and Vice President (Academic).~~

~~**30.9.5** University individuals, groups and organizations may advance a cause and distribute or sell related literature or other similar material:~~

~~30.9.5(a) in designated Activity Zones, provided that the use of the Zones has been reserved in advance with the Office of the Registrar (Examinations and Timetabling) and provided that permission has been obtained from the Office of the Vice President (Finance and Administration). Appeals shall lie with the Provost and Vice President (Academic).~~

~~30.9.5(b) in areas other than Activity Zones with the prior approval of the Dean or other administrative officer or committee in charge of the area. Appeals shall lie with the Office of the Provost and Vice President (Academic). See GFC Policy Manual §108.~~

~~**30.9.6** Canvassing and soliciting are forbidden on the campus of the University. Exceptions may be made only by the Office of the Vice President (Finance and Administration). Appeals shall lie with the Office of the Provost and Vice President (Academic).~~

~~**30.9.7** University groups or individuals wishing to invite the general public to on-campus events or to sponsor off-campus speakers are responsible for so informing the Director of UAPS and for making related arrangements including space reservations, protection of persons and property, and payment of any related costs. Additional information may be obtained from the Office of the Vice President (Finance and Administration).~~

~~**30.9.8** Members of the University community may put up posters and notices on "open" notice boards as long as the posters and notices do not create a nuisance. Notices may not be posted on~~

~~restricted notice boards without the authorization of the administrative unit in control of that particular notice board. The libraries, food service areas, the Administration Building, and University Hall are to be kept free of any but official notices. Notices may not be affixed to trees or shrubs. Student Groups that are suspended or are not registered are not entitled to put up notices on any notice boards on campus.~~

~~**30.9.9** In accordance with the regulations and guidelines established by the Licensing Branch of the Office of the Attorney General of Alberta, a group or organization associated with the University of Alberta which wishes to raise funds from the operating of a gaming event must seek and receive written approval of the Board of Governors. The Board has delegated its authority to review applications and to issue letters of authorization for gaming events to the Office of the Provost and Vice President (Academic), who has sub-delegated its authority to the Alcohol Policy Review Committee. Appeals shall lie with the Office of the Provost and Vice President (Academic).~~

~~**30.9.10** Persons desiring to carry on special functions or commercial activity on property under the government and control of the Students' Union should obtain permission from the Students' Union.~~

~~**30.9.11** The University of Alberta comes under the purview of the Alberta Fire Prevention Act, R.S.A. 1970 c. 115 and the regulations therein. The University of Alberta Board of Governors has approved and adopted a University Fire and Safety Code that is applicable to Students, staff and visitors.~~

~~**30.9.12** By agreement with the American Federation of Musicians (AFM), orchestras organized and playing on campus need not consist wholly of Federation members, but all orchestras brought in to play for University functions must be made up of Federation members. For further information, Students should contact the Secretary of the AFM (422—2449).~~



U of A Policies and Procedures On-Line (UAPPOL)

Original Approval Date:

Student Policy

In Development

Office of Accountability:	Provost and Vice-President (Academic)
Office of Administrative Responsibility:	Dean of Students
Approver:	General Faculties Council
Scope:	Compliance with this University policy extends to all members of the University community.

Overview

In Development

Purpose

In Development

POLICY

This policy is currently under development and will be coming forward for consultation and governance review in the near future.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲Top](#)

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RELATED LINKS

Should a link fail, please contact uappol@ualberta.ca. [▲Top](#)

PUBLISHED PROCEDURES OF THIS POLICY

Student Groups Procedure

DEVELOPMENT PLAN OUTLINE: STUDENT GROUPS PROCEDURE

POLICY ISSUE

The proposed policy changes would shift University policy on student group registration, management and events from its current placement within the Code of Student Behaviour (COSB) to UAPPOL. Furthermore, Student Groups will be removed from the definition of "Student" under the COSB to acknowledge the management of Student Groups as a purely administrative function. Student group policy composes Appendix 1 and 2 of the Code, the majority of which concerns matters that are administrative in nature. In moving student group policy from the Code to UAPPOL, discipline and administrative processes could be clarified and streamlined by having everything handled through the Office of the Dean of Students. Such a shift would enable changes to administrative procedures to be made more efficiently and with more appropriate bodies of review. Currently, many provisions included in student group policy are out of date or not followed.

One of the problems associated with having student group policy in the COSB is that the majority of policy included in the Code targets student behavior, with the sanctions reflecting this. The nature of the student group policies do not address student behavior, as is the case for the majority of Code. Instead these policies pertain to requirements for student group membership, registration, and activities are under the authority of the Code. Violations of these requirements are subject to Code sanctions, which may be too severe for violations. Additionally, ambiguity between parties responsible for student group infractions exists between the Office of the Dean of Students and the Office of Student Judicial Affairs.

The shift to UAPPOL also offers an opportunity to review current student group policy and adapt it to reflect current practices. Some examples of these changes include updating basic administrative procedure related to the student group registration procedure that is out of date, changing the requirement that two-thirds of a student group executive be students to all of the executive members being current students, and a new requirement for some executive members to attend annual training in order to manage increased liability and risk.

Moving the policy from the COSB to UAPPOL would primarily affect student groups, student organizations involved in the management of student groups (Students' Union and Graduate Students' Association), the Office of the Dean of Students (DOS), and those involved in discipline for violations of student group policy, including the Office of Student Judicial Affairs and the University of Alberta Protective Services (UAPS).

RESEARCH

The need to move student group policy from the COSB to UAPPOL has been identified for several years by representatives from DOS and the Office of Student Judicial Affairs. Over the years inconsistencies between the COSB and UAPPOL have complicated student group policy and created ambiguities for interpreting policies. Small changes to student group

policy have been implemented over the years but a comprehensive review and revision has yet to take place. The recent years have involved many student group issues that highlighted the need for clearer policies, including financial mismanagement, student protests, and an overlap in discipline procedures with Judicial Affairs and the DOS.

According to current practice, the Office of the Dean of Students is responsible for student group infractions that are administrative in nature. Violations of the COSB are jointly addressed by the Office of Student Judicial Affairs and the Office of the Dean of Students depending on the nature of the violation. In theory, the DOS handles primarily student group administrative violations with Judicial Affairs handling more substantial violations, though in practice this line has begun to blur. Our main goal is to acknowledge that the overall management of Student Groups is a purely administrative function that should be handled by the Office of the Dean of Students.

In moving the policy there are several legal and regulatory considerations. Currently the University Appeal Board (UAB) is the designated body for hearing appeals but this will need to change if the policies are removed from the COSB. Other regulatory considerations include the process for and reporting requirements of discipline decisions on administrative violations. As well it may be most transparent to organize the UAPPOL policies that apply to student groups under one heading to make it intuitive and accessible for student groups to use.

Currently, student group policies are advertised online through Student Group Services and the Office of the Dean of Students. Policy information is also included in Student Group Services print resources and would likely require updating. UAPPOL and COSB policies online would need to be updated, as would any Students' Union and Graduate Students' Association (GSA) resources for student groups.

After researching other post-secondary institutions, it becomes clear that comparing student group policy to other institutions can be difficult as many of our Canadian counterparts do not have student group-specific policy. At many schools, including the University of British Columbia and Ryerson, student groups are registered with the Students' Union and need to abide by SU regulations in addition to legislation of individual student conduct. The U of A system is unique in that it has groups registered primarily with the University and secondarily with the Students' Union or Graduate Students' Association. At the University of Toronto groups are registered with the University and there is a policy on the recognition of campus groups. The policy details the University's support for campus groups, the eligibility of groups for registration, the benefits of registering, and the requirements to register.

REALITY

The end result of the changes we are proposing is to make the administration of Student Groups more clear by removing Student Groups from the COSB and providing a process for determining Student Group status in UAPPOL with a Student Group Procedure (under the placeholder of Student Policy still to be developed). This will require the removal of Student Groups from the definition of "Student" in the COSB and rescinding all reference to Student Groups from the COSB. This has the effect of making Student Groups no longer subject to Code charges; however, individual students acting on behalf of Student Groups are still

subject to the Code. As a result of these changes there may also need to be minor, editorial changes made to other UAPPOL polices that currently refer to student groups.

ACCOUNTABILITY

<i>Development Sponsor</i>	Office of the Dean of Students
<i>Development Lead</i>	Norma Rodenburg, Student Affairs Officer
<i>Office of Accountability</i>	
<i>Office of Admin Responsibility</i>	Dean of Students
<i>Approver</i>	GFC Executive Committee

COMMUNICATION STRATEGY

The primary groups that would need to be informed about the policy would include: student groups, Student Group Services, Risk Management Services, Legal Counsel, the Students’ Union, the Graduate Students’ Association, and the Office of Judicial Affairs. Additional groups that should be informed of the changes to policy include: Facilities and Operations, University Relations, Timetabling and Examinations (Registrar’s Office), University of Alberta Protective Services, and Ancillary Services.

Once the policy is approved, a widespread communications plan will be implemented. Key stakeholders will be informed throughout the process and the student groups would be the most important receivers of this information. This communication will occur verbally in meetings and gatherings, over email and newsletter correspondence, over social media as appropriate and on the Dean of Students and Student Group Services websites.

VETTING

Ongoing discussions between Legal Counsel, Risk Management, the Office of Student Judicial Affairs, Student Group Services, and the Office of the Dean of Students have been occurring throughout the year to discuss student group management and changes to the Code. As well, updates on the status of student group policy changes have been occurring with a broader campus group undertaking changes to the COSB which includes representation from University Governance and the Office of Student Judicial Affairs. Initial conversations have been started with University Relations but will need to continue.

Stakeholder (name of group/committee/unit/person consulted)	Brief description of activity and outcome.
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Office of Student Judicial Affairs (Deb Eerkes)	Development Stakeholder and Participant
Insurance and Risk Assessment (Shannon Boychuk)	Development Stakeholder and Participant
Student Group Services (Kelin Flanagan)	Development Stakeholder and Participant
Legal Counsel	Development Stakeholder and Participant
University Relations (Brenda Briggs)	Met on May 8 and May 27, 2013
Information and Privacy Office	Ongoing and upcoming communication on FOIPP concerns
Students' Union (VP Student Life)	Met frequently with Saadiq Sumar in 2012/13 and with William Lau in 2013, in addition to many full-time staff members of the Students' Union. Presented at Students' Union Council on October 22, 2013
Graduate Students' Association (VP Student Services)	Met with representatives on November 15, 2013, in addition to email communication.
Student Groups	2 Town Hall meetings where all student groups were invited to attend occurred on February 27 and 28, 2013 Have met and presented overview information to the following groups in March 2013: <ul style="list-style-type: none"> • Fraternity Presidents • Sorority Presidents • Residence Halls Association Meetings in the Fall of 2013 have included: <ul style="list-style-type: none"> • Alcohol Awareness Seminar – August 27, 2013 • Student Group Info Session – August 28, 2013 • Student Group Executive Board – September 10, 2013 • Student Group Leadership Summit – September 22, 2013
Council on Student Affairs (COSA)	Presented overview on January 24, 2013 Draft sent for discussion on September 26, 2013

Campus Law Review Committee	Sent for Discussion on September 26, 2013
AASSUA	Sent for feedback. None received.

APPROVAL

Board Learning and Development Committee

SCHEDULE

Campus Law Review Committee – November 28, 2013

General Faculties Council Executive Committee – January 13, 2014

General Faculties Council – February 3, 2014

Board Learning and Discovery Committee – February 24, 2014