

2. Requirements for Registration

University student groups are required to register with the University through the Office of the Dean of Student Services in order to ensure that each group accepts its share of responsibility for protecting the property and the good name of the University.

A non-registered University student group shall not be permitted to carry on activities of any description whatsoever on University property.

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

- a) That the group's stated purposes, goals or activities comply with the philosophy of the University as stated in Section 43.1 of the GFC Policy Manual; and that the group is willing to assume the responsibilities inherent in that philosophy.
- b) That the group is duly constituted.
- c) That a minimum of two-thirds of the total membership, and 75% of the executive, must be registered as part-time or full-time students during the current academic year.
- d) That an acceptable constitution exists (Guidelines to group constitutions are available in the Office of Student Services).
- e) That in the case of clubs previously registered a minimum of one general meeting has been held during the past twelve months.
- g) i. that a bank account in the name of the group exists.
 - ii. that a *minimum* of two signatures of executive officers are necessary for most banking transactions.
 - iii. that all monies go toward the operating expenses of the group, as it carries out its stated purpose/objectives/goals, and
 - iv) that financial records are maintained in proper order for possible auditing.

h) Indemnification:

That the group completes an indemnification agreement.

At the discretion of the Dean of Student Services or designate the group shall provide a bond in an amount to be fixed by the Dean of Student Services.

In the event of any damage to University property the bond will be used to pay the cost of the damage.

3. Registration Procedures

To apply to become a registered University of Alberta student group, or to re-register (if registered the previous academic year), a group must,

- a) Complete the appropriate Application for Registration/Re-Registration Form (available in the Office of the Dean of Student Services).
- b) Complete a University of Alberta Indemnification Agreement indemnifying the University from all liability in respect of any acts of the club, its members, or its executive (available in the Office of the Dean of Student Services).
- c) Forward the completed form, the signed and witnessed Indemnification Agreement, and a current constitution to the Office of the Dean of Student Services.

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 Student Services will notify the applicant as to the registration status. The applicant will be given either:

- i) Full Registration Status for the academic year, or
- ii) Provisional Registration Status, subject to the provision of additional information. The additional information may take the form of any of the following:

- a complete membership list, including addresses, phone numbers, and I.D. numbers. (Students who do not wish to divulge their student I.D. numbers to the group may submit a Statutory Declaration to the effect that they are bona fide University of Alberta students).
- a financial statement for the preceding year. If an audit is necessary, the complete accounts for the club should be available.
- the minutes of general meetings held during the last twelve months. Such information shall be regarded by Student Services as confidential.

4. Denial or Termination of Registration

The Dean of Student Services or designate may deny or terminate group registration under any of the following conditions:

- a) The group's stated objectives or activities or the manner of carrying out its activities would, in the opinion of the Dean of Student Services, by their very nature, be unlawful.
- 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 justified complaints under the Code of Student Behavior.
- 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 Individual's Rights Protection Act (and/or any other human rights legislation that applies in this Province).
- d) The group's stated objectives or activities or the manner in carrying out their activities will place non-group members in danger beyond that accepted normally by those who use the facilities of the campus;
- e) The group's purposes, goals or objectives or the manner in carrying out their activities do not, in the opinion of the Dean of Student Services, comply with the stated philosophy of the University;
- f) In the course of carrying out its activities the group or any of its members fail to comply with the University Administration Requirements of the Code of Student Behaviour (Section 43.6);
- g) The group no longer meets the minimum requirements for registration, as set out in Section 43.5.2; or
- h) The group of any of its members has not satisfactorily carried out its responsibilities to protect the property and good name of the University.

5. Appeal of Termination or Denial of Registration

Appeal of any decision made by the Dean of Student Services shall be made through the existing University appeal/discipline procedures within thirty (30) days.

6. Penalties

Complaints against a member or members of a group shall be to the Discipline Officer and subsequent proceedings will be dealt with by the established Disciplinary Procedures.

Financial reparation will be an automatic penalty for any damage inflicted by a group or members of a group. The direction to make financial reparation may be made against a group, or any members of the group, or both. Furthermore, at the discretion of a Disciplinary Panel any of the following penalties may be levied *in addition* to the above:

- a) termination of group registration,
- b) fine of not more than \$500,
- c) suspension or curtailment of group privileges,
- d) reprimand,
- e) posting of a bond.

Where it is mutually acceptable to the Panel and the group, the group or any of its members may perform community services, either on or off campus, without compensation for such services. Said services may be in addition to or in lieu of any of the penalties contained in the preceding list.

7. Review/Revision Process

The Office of the Dean of Student Services shall present an annual report on Group Registration to the Campus Law Review Committee for review and possible revision of procedures and policies.

43.6 ADMINISTRATION REQUIREMENTS

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.

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.
2. The use of the name of the University or the emblem or coat of arms of the University, or of a registered University group, on any publication, including correspondence, without the written approval of the Office of the Vice-President (Administration) is prohibited. An appeal shall lie with the Board of Governors. As a matter of policy, such approval will not be granted to anonymous publications.
3. The use of alcoholic beverages on the Campus of the University is regulated under the terms and conditions of the University's Institutional Licenses, for registered University groups. Authorization for functions involving the service of alcohol is controlled by the Office of the Dean of Student Services, except for Lister Hall groups, which must apply to Housing and Food Services. Appeals shall lie with the Office of the Vice-President (Administration).
4. In order to obtain an excused absence from examinations, tests and other academic requirements, off-campus trips by individuals, groups and teams representing student organizations must be approved by the Dean of Physical Education and Recreation (or designee) in the case of athletic matters and by the Deans' Council or its designee in all other cases. An appeal shall lie from decisions in this regard with the Vice-President (Academic).
5. Permission for the showing of films on Campus, except for those used as part of the academic or academic related programs, must be obtained from the Executive Assistant to the Vice-President (Administration) who may make regulations from time to time for the aforementioned purpose in conformity with the Alberta Amusements Act and other applicable provincial legislation. An appeal shall lie with the Vice-President (Administration).
6. University individuals, groups and organizations may advance a cause and distributed or sell related literature or other similar material:
 - a) in designated Activity Zones provided the use of the Zones has been reserved in advance with the Executive Assistant to the Vice-President (Administration). An appeal shall lie with the Vice-President (Administration).
 - b) in the areas other than Activity Zones with the prior approval of the Dean or other administrative officer or committee in charge of the area. An appeal shall lie with the Office of the Vice-President (Academic).
7. Canvassing and soliciting are forbidden on the Campus of the University. Exceptions may be made only by the Executive Assistant to the Vice-President (Administration). An appeal shall lie with the Vice-President (Administration).
8. 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 Campus Security 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 (Administration).
9. 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. Enquiries concerning other displays or signs on University property should be directed to the Dean of Student Services. Notices may not be affixed to trees or shrubs. The libraries, food service areas, the Administration Building, and University Hall are to be kept free of any but official notices.

43.7 ADMINISTRATIVE INFORMATION

1. University groups or individuals sponsoring functions on or off-campus are responsible for maintaining discipline and enforcing liquor and other regulations on the premises where the functions are being held.
2. All students living in or attending a University residence are subject to the rules and regulations of that residence. Rules and regulations in force including any amendments are posted at the business office of the residence, or in the areas affected.
3. All persons owning, operating or parking vehicles on University property are subject to the current Traffic and Parking Regulations of the University of Alberta. Information about Traffic and Parking Regulations in force, including any amendments, may be secured from Parking Services.
4. Persons desiring to carry on commercial activity on property under the government and control of the Students' Union should obtain permission from the Students' Union.
5. 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 visitors.
6. By agreement with the AFM, orchestras organized and playing on Campus need not consist wholly of Association members, but all orchestras brought in to play for University functions must be made up of Association members. For further information, students should contact the Secretary of the AFM.
7. The Campus Law Review Committee reviews the rules and regulations of the University relating to student disciplinary matters on a continuing basis. Members of the University community have the right to speak to and make representations concerning the above at any duly constituted CLRC meeting.