Policy on Undergraduate Student Organizations in the School of Business

The School of Business encourages its students to form groups or organizations for the mutual benefit of all students in the School. In order to insure the smooth operation of such organizations and to facilitate harmonious relationships between the School and the student organizations, the following policies will be put in place:

1. No student organization shall be eligible to receive any support or resources from the School or to carry on activities within the School unless that organization is in good standing.

2. For a student organization to be and remain in good standing in the School of Business, the following requirements must be met:

   a) The organization must be registered with the University through the Office of the Dean of Students in accordance with the provisions of the Code of Student Behaviour. (GFC reg. 30B.3).

   b) The organization must comply with all requirements of the Code of Student Behaviour.

   c) No organization shall be operated for the individual profit of its organizers, executive or members, or any of them.

   d) At least 75% of the total membership and of the Executive must be registered as part-time or full-time students in the School of Business during the current academic year.

   e) A copy of the organization’s constitution must be submitted to the Associate Dean, Undergraduate Programs, updated to include any changes as they are made.

   f) In September of each year, each student organization must file a list of their current Executives, including home phone numbers and e-mail addresses, with the Associate Dean.

   g) An annual report must be filed by each student organization by March 15th of every year describing the nature and scope of the organization’s activities during the preceding year; the numbers and nature of their membership (including the percentage who are enrolled in the School of Business); the name of their Faculty Advisor; and the names of the Members of the Executive.

   h) A financial statement must be filed by each student organization with the Associate Dean, Undergraduate Programs, by March 15th of every year. This statement must include a report of all revenues and expenses including membership fees, School and external funding.

3. Availability of School Resources

   a) School resources will be provided to student organizations in good standing if and when they are available. Such allocations will be made by the Dean, or his delegate.
b) Office space, furniture, telephone and secretarial services are available to student organizations based on (among other matters) need, membership, and length of association with the School.

c) Student organizations may be required to share accommodations and telephones with other organizations.

d) Funding for events or activities are available according to the rules and priorities laid out in the policy statement “Policy on Undergraduate Student Organizations – Addendum on Funding Requests”.

4. Faculty Advisor

All student organizations are required to have a Faculty advisor who is a full-time academic member of the Faculty. An advisor’s role includes ensuring that the activities of the organization are consistent with the over-all goals of the School and that its activities are carried out within the spirit of this policy. Student organizations may also have external advisors. The names of the Faculty Advisor and external advisor (if any) are to be communicated to the Undergraduate Office and to the Office of the Dean.

5. External Relationships

a) Students are expected and encouraged to develop and nurture relationships outside the School with business and the community generally. Student organizations may maintain ties with any organization that does not violate University or School Policy.

b) It is recognized that student organizations have traditionally obtained some funding for projects and events from external sources. This is permissible, but in the interests of better relationships with the business community generally, such requests must be coordinated. All student organizations intending to approach external sources for funding must notify the Office of the Dean in writing and receive written acknowledgment that such notification has been received. Approaches to external sources for funding are prohibited until and unless such notification has been given.

6. Failure to abide by any of the policies laid out in this document, or in the document “Funding for Student Groups” may result in penalties. The following penalties may be applied:

a) Loss of good standing;

b) Loss of office space and/or telephone;

c) Action against an individual or organization under the Code of Student Behavior.