



UNIVERSITY OF REGINA STUDENTS' ASSOCIATION (URSA)

Ratification Policy

Adopted: November 30th, 2025

Amended: August 23rd, 2026

ARTICLE I – Definitions

For the purposes of this policy, the following definitions apply.

“URSA” means University of Regina Students' Association.

“Ratified” means to be officially affiliated with URSA through the process described in this policy, and have access to rights, resources, and benefits outlined in this policy.

“Observer Status” is the official recognition granted to a campus group by URSA when the campus group does not meet all requirements for ratification, but is eligible for limited rights, resources, and benefits outlined in this policy.

“University” means University of Regina.

“Local” means any campus group where the membership, operations, or events are predominantly based at, conducted within, or reasonably accessible to the University, its Saskatoon campus, or any of its federated colleges.

“Campus Group” and “Group” means any student organization inclusive of, but not limited to:

- “Constituency Groups” means a student organization that represents all students enrolled in their faculty, college, all international students, or all Indigenous students.
- “Interest Club” means a student organization that represents a particular interest among URSA members. These interests need not be related to an academic program.
- “Cultural Club” means a student organization whose primary purpose is to organize events to promote cultural diversity.
- “Sport Club” means a student organization whose primary purpose is to organize around the playing of a particular sporting activity. University sanctioned sports teams are not considered a Sport Club.

ARTICLE II – Eligibility

2.1 Ratified Campus Groups

Groups must meet the following criteria to be approved for ratification with URSA:



- The group must have a minimum of 15 members, at least 90% of whom must be enrolled
- The group must have an executive of four (4) or more people, all of whom must be members of URSA
- The group must have a governing document (e.g. Constitution)
- The group must have at least one (1) Annual General Meeting in compliance with 5.3 of URSA Constitution
- The group must not have any outstanding debts with URSA for which a payment plan has not been enacted
- The group must maintain a bank account in its legal name, separate from any member's or external organization's financial activity, including that of national or parent organizations
- The group's activities must not infringe upon any federal, provincial, or municipal laws; University policies, governing documents or operations; or URSA Bylaws, policies, or operations
 - URSA may grant an exemption to 4.2.1.6 in the event that a group is organizing against a law, policy, or regime that URSA believes is unjust. Such an exemption shall require a 2/3 majority vote of the Senate.
- The group must not infringe on the rights and privileges of others
- Groups that employ staff or that are organized for the University are not considered eligible and will not be ratified by URSA

2.2 Observer Campus Groups

Groups must meet the following criteria to be approved for Observer status with URSA:

- The group must have at minimum 12 enrolled members
- The group must have a local executive of four (4) or more people, all of whom must be members of URSA
- The group must have a governing document (e.g. Constitution)
- The group must have at least one (1) local Annual General Meeting in compliance with 5.3 of URSA Constitution
- The group must not have any outstanding debts with URSA for which a payment plan has not been enacted
- The group's activities must not infringe upon any federal, provincial, or municipal laws; University policies, governing documents or operations; or URSA Bylaws, policies, or operations
- The group must not infringe on the rights and privileges of others

Note: Provided the campus group meets the requirements in 2.2, then the group may have external financial ties and governance.

ARTICLE III – Ratification

3.1 Definition



3.1.1 Ratification

Ratification is the formal process by which a campus group becomes officially affiliated with URSA. Once ratified, the group gains access to the rights, resources, and benefits outlined in Article VII.

3.1.2 Observer Status

Observer status is the formal designation by which a campus group becomes officially recognized by URSA without full ratification status. Once granted, the group gains access to the rights, resources, and benefits outlined in Article VIII

3.2 Endorsement

Neither ratification nor observer status implies the Association's endorsement of the group's beliefs or activities. Campus groups act on their own behalf and are responsible for their own conduct, including compliance with University policies and bylaws.

3.3 Refusal

URSA reserves the right to deny ratification and/or observer status to any campus group that does not fully meet eligibility requirements.

ARTICLE IV – General

4.1 Expiration

Ratification and observer status for a campus group shall expire on April 30 of each year.

4.2 Application Submission Period

Applications for the following year may be submitted at the beginning of the Winter Term in January.

4.3 Application Closure Period

Applications will be accepted until the end of the Spring Term in June.

4.4 Approval

Applications are approved by the Vice-President Finance and Vice-President Student Life, and will be reported to the Senate in the Summer Term no later than August 20th. The Senate may overturn the Vice-Presidents' decision to approve or deny ratification or observer status by means of a two-thirds resolution. The Senate reserves the right to deny ratification or observer status of any group at its discretion provided the decision is reasonably connected to this policy, URSA governing documents, student safety, or operational concerns.



4.5 Appeals

Campus groups may appeal decisions made by the Vice-Presidents' by writing a formal letter to the Board of Trustees who may at their own discretion call a meeting of the Senate to hear the appeal.

ARTICLE V – Ratification Application Requirements

5.1 Process

Groups must submit the following information to be considered for ratification and renewal through the online application process.

5.2 Governing Documents

The most recent governing documents such as:

- Constitution or Bylaws
 - A campus group must include in its constitution the process of what will happen to the group's funds should it decide to disband.
- Articles of Incorporation (if registered as a non-profit)
- Additional policies that govern the group

5.3 Members

A list of all executive and non-executive members in the group which totals no less than 15. Including the following information for each member:

- Legal name
- Student number
- University of Regina email address

5.4 Executive Members

A list of all executive members in the group, including the following information for each member:

- Legal Name
- Position or role in the group
- Student number
- University of Regina email address

5.5 Bank Statement

Most recent bank statements for all accounts maintained by the group. That is, the twelve (12) most recent bank statements, or maximum available no less than one.



5.6 Signature

The two (2) or more signatures for the bank account under the group's name.

5.7 Election Results

The groups will provide minutes of meeting ratifying the election results. Campus groups are encouraged to hold democratic elections to remain accountable to the students they represent, however, an explanation of how executives were chosen is required if not done democratically. Elections should always be held in accordance with the group's bylaws and constitution.

5.8 Group Details

All relevant group details including the following:

- Group's official name
- Group's official abbreviation (if any)
- Group description
- Group's official logo (PNG or SVP)
- Website and social media links and handles

5.9 Annual General Meeting

Groups are expected to hold an Annual General Meeting (AGM) each year, with minutes from the meeting provided in the ratification application.

5.10 Consent Forms

The group must sign the *Ratified Campus Group Consent Form*

Note: It is encouraged to apply for ratification as soon as possible.

ARTICLE VI – Observer Application Requirements

6.1 Process

Groups must submit the following information to be considered for observer status and renewal through the online application process.

6.2 Governing Documents

The most recent governing documents such as:

- Constitution or Bylaws
 - A campus group must include in its constitution the process for dissolution and what will happen to the group's funds.
- Articles of Incorporation (if registered as a non-profit)



- Additional policies that govern the group such as a chapter

6.3 Members

A list of all executive and non-executive members in the local group which totals no less than 12. Including the following information for each member:

- Legal name
- Student number
- University of Regina email address

6.4 Executive Members

A list of all local executive members in the group, including the following information for each member:

- Legal Name
- Position or role in the group
- Student number
- University of Regina email address

6.5 Bank Statement

If applicable, the most recent bank statements for all accounts maintained by the local group. That is, the twelve (12) most recent bank statements, or maximum available no less than one.

6.6 Signature

If applicable, the two (2) or more signatures for the bank account under the local group's name.

6.7 Election Results

The groups will provide minutes of meeting ratifying the election results. Campus groups are encouraged to hold democratic elections to remain accountable to the students they represent, however, an explanation of how executives were chosen is required if not done democratically. Elections should always be held in accordance with the local group's bylaws and constitution.

6.8 Group Details

All relevant local (and broader) group details including the following:

- Group's official name
- Group's official abbreviation (if any)
- Group description
- Group's official logo (PNG or SVP)



- Website and social media links and handles

6.9 Annual General Meeting

Groups are expected to hold an Annual General Meeting (AGM) or equivalent annual membership meeting constituent with the groups governing structure each year, with minutes from the meeting provided in the application process.

6.10 Consent Forms

The group must sign the *Ratified Campus Group Consent Form*

Note: It is encouraged to apply for observer status as soon as possible.

ARTICLE VII – Ratified Campus Group Privileges

7.1 Financial Support

- Campus Group Funding as outlined in Schedule E
- Special Grant Funding as outlined in Schedule E
- Ability to apply for Retroactive as outlined in Schedule E

7.2 Administrative Support

- Mailbox
- Web and email
- Resources and guidance from URSA

7.3 Space Booking Services

- Ability and preference to book spaces operated by URSA at a reduced cost or for free
- Support with booking spaces operated by the University

7.4 Promotion Support

Eligibility to submit promotional materials for URSA-managed digital displays, subject to availability, scheduling, and applicable URSA policies. Such displays include, but are not limited to, URSA tvs, bulletin boards, and events calendar.

7.5 Senate Membership

Ratified campus groups have the unique right to participate in the Senate as a voting member, by means of membership to the General Council.



ARTICLE VIII – Observer Campus Group Privileges

8.1 Financial Support

- Grant Funding as outlined in Schedule E

8.2 Administrative Support

- Resources and guidance from URSA

8.3 Space Booking Services

- Ability to book spaces operated by URSA for free, or at a reduced cost
- Support with booking spaces operated by the University

8.4 Promotional Support

- Limited free advertising on URSA tvs
- Free advertising on URSA bulletin boards
- Promotion for events on URSA events calendar

8.5 Senate Membership

Campus groups with Observer Status hold the right to non-voting participation in the Senate via membership in the General Council.

Note: Voting privileges are strictly tied to the standards of organizational independence and accountability established in the URSA Constitution, given that the General Council exercises influence over URSA's governance, fees, and operational decisions.

ARTICLE IX – De-Ratification

9.1 Definition

De-Ratification is the official process of terminating URSA recognition and affiliation for a ratified or Observer status campus group, resulting in the suspension or closure of its account and the forfeiture of all entitled benefits outlined in this policy. Groups subjected to this process may also be designated as "not in good standing" across other URSA policies and bylaws.

9.2 De-Ratification by the Executive Council

The Executive Council may investigate a campus group for any reason including but not limited to: genuine concern regarding a campus group's operation, knowledge of deceit during the application process, or written concern by URSA members. After which, Executive Council, may submit a



de-ratification request to the Board of Trustees with its findings which may include:

- Evidence of violation of the Ratification Policy, URSA Bylaws, or any other URSA Policy;
- Evidence of harms or threats to harm members of the University, including students, faculty, URSA staff, University staff, or University or URSA guests;
- Evidence that they have disrupted or threatened to disrupt University, URSA, or campus group activities;
- Evidence of harms or threats to harm the property of the University;
- Evidence they have materially violated or is reasonably determined to have violated or contravene the Student Code of Conduct as outlined in the most recent edition of the University's Undergraduate Calendar;
- Evidence of promoting, participating, or appearing to participate in discrimination, contempt, or hatred of any group or person based on their sexual identity, gender identity and expression, age, religion, faith, disability, national or ethnic origin, immigration status, socio-economic status, class, language, or any other factor that can be considered protected;
- Evidence of falsification or misrepresentation of any documents submitted to URSA for the purpose of event funding, ratification, or similar purposes;
- Evidence that The response to a complaint submitted by URSA Vice-President Finance or Vice-President Student Life was not followed up on within seven (7) calendar days;
- Missed appeal hearing without 48-hour prior notice;
- Non-disclosure of a significant conflict of interest;
- Misuse of campus group funding, including unauthorized personal expenditures, expenditures inconsistent with approved funding purposes, or any other use in violation with Schedule E;
- Use of campus group funding in a manner materially inconsistent with the approved budget, funding application, or financial reporting presented to members;
- The group's stated objectives or activities or manner of carrying out its activities have in the past or could, by their very nature, lead to justifiable complaints under University or URSA policies and procedures and/or municipal bylaws, Provincial or Federal statutes or regulations, or have or would expose URSA or students to unacceptable risk.

9.3 Process of De-Ratification

This is the process by which a campus group or any URSA member(s) may request de-ratification:



1. All official complaints regarding campus groups must be submitted to the Vice-President Finance in written format.
2. The Vice-President Finance will submit all complaints to the Executive Council or the University Secretary, depending on the nature of the complaint.

Note: the following is exclusively regarding complaints presented to the Executive Council

3. An invitation for appeal will be submitted to the complainant and respondent - campus group or member(s) - to appeal in person within seven (7) calendar days of receiving the official complaint. The appeal time will be reasonable.
4. The complainant and respondent have the right to present their case at the hearing with all necessary evidence.
5. The appellant has only one chance to miss the hearing. Done so by submitting an official notice with justified reasoning to the Vice-President Finance within 48-hours of the hearing.
6. Following the hearing, Executive Council will make one or more of the following decisions:
 - a. Provide notice of final warning of misconduct;
 - b. Request a letter of apology to URSA, the complainant, and/or other involved parties;
 - c. Hold the group financially responsible for any damages or fines imposed by or upon URSA, or the University and its departments, or tenants;
 - d. Pursue disciplinary measures;
 - e. Remove certain ratification privileges.
 - f. Or, one or more of the following where permitted by the Board of Trustees
 - i. Temporarily de-ratify the group, for a time no shorter than one (1) semester;
 - ii. Permanently de-ratify the group;
 - iii. Pursue legal action
7. The Vice-President Finance, in consultation with the Executive Council must prepare and send a formal notice of decision to the involved parties within 14 calendar days of the hearing.

9.4 Post De-Ratification

After de-ratification, the Vice-President Finance will immediately:



- Ensure the group's URSA email is deactivated;
- Remove the group from all of URSA's online and offline presence;
 - Offline presence does not include any record of the group held internally.
- Provide notice of outstanding funds owed by the group;
- Cease all URSA benefits provided to the group;
- Cease affiliation between URSA and the group.

After de-ratification, the campus group may:

- Make an official appeal to the Senate by notifying the Vice-President Finance in writing within seven (7) calendar days of receiving the notice of decision.

Should an appeal be made to the Senate:

- The campus group will present its case to the Senate at its next scheduled meeting. During the period between the appeal and de-ratification URSA will treat the group as though they are de-ratified.
- During the appeal, the Senate will make a decision to overturn the Board of Trustees decision by a $\frac{2}{3}$ majority vote.
- Failure to achieve a $\frac{2}{3}$ majority vote is considered upholding the verdict of the Executive Council, and the group will remain de-ratified and can neither re-apply nor launch another appeal.

ARTICLE X - Reclassification

10.1 Definition

Reclassification is the official process of transitioning a ratified campus group to observer status, resulting in the modification of its URSA affiliation, account access, and entitled benefits as outlined in this policy.

Reclassification is intended for groups that remain operationally compliant, but no longer meet the structural requirements for full ratification.

10.2 Reclassification by Executive Council

The Executive Council may investigate a campus group for any reason including but not limited to: genuine concern regarding a campus group's operation, knowledge of deceit during the application process, or written concern by URSA members. After which, Executive Council, may submit a reclassification request to the Board of Trustees with its findings, which may



include evidence or reports of:

- A change in the group's financial or governance structure which violate the conditions of ratification
- A change in the group's financial or governance structure which contradicts the documents on which the group was ratified
- Reasonable concerns over policy compliance
- Failure to disclose relationships with external organizations which may influence the members vote on council, or otherwise jeopardize the structure of URSA
- Failure to maintain an independent bank account separate from any member's or external organization's financial activity, including that of national or parent organizations
- Failure to maintain independent budgeting
- Inability to make independent financial spending decisions
- Required financial remittance to non-URSA organizations

10.3 Process of Reclassification

This is the process by which a campus group or any URSA member(s) may request reclassification:

1. All official complaints regarding campus groups must be submitted to the Vice-President Finance in written format.
2. The Vice-President Finance will submit all complaints to the Executive Council or the University Secretary, depending on the nature of the complaint.

Note: the following is exclusively regarding complaints presented to the Executive Council

3. An invitation for appeal will be submitted to the complainant and respondent - campus group or member(s) - to appeal in person within seven (7) calendar days of receiving the official complaint. The appeal time will be reasonable.
4. The complainant and respondent have the right to present their case at the hearing with all necessary evidence.
5. The appellant has only one chance to miss the hearing. Done so by submitting an official notice with justified reasoning to the Vice-President Finance within 48-hours of the hearing.
6. Following the hearing, Executive Council will make one or more of the following decisions:
 - a. Provide recommended changes achieve compliance, that shall be



- implemented no later than two (2) calendar days of receiving the recommendation;
 - b. Require the group to repay any grant funding received within the last cycle of ratification in excess of \$5,000;
 - c. Require the group repay any semester funding received within the last cycle of ratification, at most \$450;
 - d. Or, reclassify the group to observer status.
7. The Vice-President Finance, in consultation with the Executive Council must prepare and send a formal notice of decision to the involved parties within 14 calendar days of the hearing.

10.4 Post Reclassification

After reclassification, the Vice-President Internal will immediately:

- Ensure the group's URSA email is deactivated;
- Reconsider the groups online and offline presence with relation to URSA;
 - Offline presence does not include any record of the group held internally.
- Provide notice of outstanding funds owed by the group;
- Reduce all URSA benefits provided to the group;
- Cease affiliation between URSA and the group.

Note: Affiliation and recognition represent distinct legal and governance relationships within this URSA policy.

After reclassification, the campus group may:

- Make an official appeal to the Senate by notifying the Vice-President Finance in writing within seven (7) calendar days of receiving the notice of decision.

Should an appeal be made to the Senate:

- The campus group will present its case to the Senate at its next scheduled meeting. During the period between the appeal and reclassification URSA will treat the group as though they are reclassified.
- During the appeal, the Senate will make a decision to overturn the Board of Trustees decision by a $\frac{2}{3}$ majority vote.
- Failure to achieve a $\frac{2}{3}$ majority vote is considered upholding the verdict of the Executive Council, and the group will remain reclassified



and can neither re-apply nor launch another appeal unless the group's reclassification gets rescinded.

ARTICLE XI - Procedural Accommodations

The Vice-President Finance and Vice-President Student Life, acting jointly, may grant reasonable procedural accommodations or request additional documentation where necessary to ensure the equitable application of this policy.

Any accommodations granted under this section must be explicitly disclosed in the Senate's annual report on ratified campus groups. Such disclosures shall be presented as standalone items for Senate review and may not be placed on a consent agenda.