

SRC Extracurricular Groups Policy¹

Part I: General provisions

- 1) Extracurricular groups are those groups that are recognized by the SRC under the terms of this policy and the SRC Bylaws.
- 2) All extracurricular groups report to and fall under the administrative authority of the SRC Extra Manager.
- 3) Extracurricular groups shall be divided into the following categories and subcategories.
 - a) Clubs
 - i) Social Clubs
 - ii) Charity-based/Volunteering Clubs
 - b) Academic Societies
 - c) Sports
 - i) Competitive Teams
 - ii) Recreational Sports/Athletic Groups
 - d) Student Associations
 - i) Religious/Spiritual Associations
 - ii) Culture/Equity Associations
- 4) The SRC shall establish procedures for the submission of any information required by extracurricular groups. Those procedures shall be communicated to groups at the start of each school year, with further updates in the event of changes.
- 5) The SRC shall issue a manual for extracurricular groups (hereinafter called the “Manual”). For the purposes of this policy, said Manual is a “governing document,” and thus, must be adhered to by all extracurricular groups. The Manual shall be made available to groups at the start of the year and posted on the SRC website.
 - a) In the event of an inconsistency between the Manual and an SRC Bylaw or Policy, the Bylaw or Policy shall prevail.
- 6) Extracurricular groups must adhere to all SRC bylaws and Policies. Any events held by groups must also adhere to relevant university policies, including (but not limited to) the University Alcohol Policy.
- 7) For the purposes of this policy, an “academic semester” is either of the fall or winter semesters. The fall semester is deemed to run from September 1 to December 31 each year, while the winter semester is deemed to run from January 1 to April 30.

Part II: Creation of new groups

- 1) Any student group may become recognized as an extracurricular group under SRC Extra upon application to the SRC and approval by the SRC Extra Manager.
- 2) Applications by a potential extracurricular group may be rejected if the group's values are not in line with those outlined in the Bylaws and Policies of the SRC, if they contravene Bishop's University policy, if they present unwarranted safety concerns to the student body and/or greater community, if they infringe on the territory or function of other groups or organizations on campus, or if the leadership of their extracurricular group is not in good standing with the SRC.

¹ Enacted August 2025. Replaces former “SRC Extra Groups Policy”

3) For an extracurricular group to be recognized by the SRC, it must adhere to the following criteria:

- a. Group membership is open to all students in good standing with the SRC unless otherwise indicated. No group is permitted to discriminate against membership, except as is outlined in this policy. Any other discrimination based on ethnicity, race, gender, sexual orientation, religion, disability, GPA, or major will not be tolerated.
- b. Group membership may be restricted only upon approval by the SRC Extra Manager. The terms under which membership is restricted must be indicated in the group constitution and approved as part of their ratification.
- c. A group is required to create their own constitution and provide it to the SRC as part of the application process. The SRC Bylaws shall take precedence and all provisions of the group constitution must be in accordance with the SRC Bylaws, Policies, and other governing documents.
- d. A prospective new group must indicate into which category it falls (see Part I, 3).
- e. Once ratified, a new extracurricular group must successfully complete the New Group Status period, as indicated in Part III, during which the group's privileges may be restricted.

Part III: Group Status

1. Active Status
 - a. Active status means that the extracurricular group is following the provisions of this policy and the Manual and has met the minimum membership requirement set therein.
 - b. Groups with active status have all the associated privileges as listed in the Manual Article IV.
2. Probationary status
 - a. If a group fails to file the required reports, maintain the minimum membership required, fails to file an updated constitution with the SRC, or otherwise breaches the SRC Bylaws, Policies, or manual, it shall be placed on probationary status for one semester. If a group is unable to correct the deficiency by the end of its probationary period, it may be dissolved at the discretion of the SRC Extra Manager.
 - b. Probationary periods shall expire on December 31 following the ratification/status change, unless the ratification/status change occurred between October 16 and February 15, in which case the probationary period will expire on April 30.
 - c. To successfully complete their probationary period, a group must be in full compliance with the policy and the Manual. Following the successful completion of the probationary period, the SRC Extra Manager shall certify that the group has been granted active status.
 - d. If a group does not successfully complete their probationary period, it may be extended for a maximum of one further semester. A group failing to successfully complete its probationary period after this extension will be dissolved. The SRC Extra Manager shall report any extracurricular group dissolutions to the Executive Director at the first available opportunity.
 - e. A decision to put a group on probationary status, or to dissolve a group, may be appealed to the GCAC.

- f. Under Probationary Status, a group will not be able to apply for grants or any other source of SRC funding, and has no access to any of the associated group privileges. Groups are still able to meet under probation.

3. Sloth status

- a. A group may petition the SRC Extra Manager for Sloth Status, which, if accepted, gives the group one academic semester to become re-established and fully active once again. Sloth status may be requested for up to two consecutive academic semesters. If a group fails to re-establish itself after two semesters, it may be dissolved.

4. New Group status²

- a. A new group will be automatically placed on *New Group Status* upon ratification for a four-month period.
- b. Groups will remain on *New Group Status* until four (4) months from the ratification date as determined by the SRCEM.

During this four (4) month period, the following rules apply:

- They will not be permitted to create group merchandise.
- They will not be permitted to access the major or minor grants from the Grant and Donations Review Committee (GDRC) but will be eligible to apply for only the New Group Grant.
- They are permitted to use free print credits.
- At the discretion of the SRC Extra Manager, groups may be permitted to fundraise and use SRC services as outlined in Article 4 of the Manual.

c. At the end of the four (4) month period, the Group will present to the SRC Extra Manager what they have achieved and demonstrate the continuity of their Group to obtain *Active Group Status*. Groups are encouraged to work alongside the Extra Manager to accomplish this.

5. Dissolution

- a. A group may voluntarily dissolve by having a vote to that effect in accordance with its constitution and returning any funds and property in its possession to the SRC.
- b. In the event of serious breaches of the SRC Bylaws, Policies or Manual, or serious breaches of university policies – particularly those relating to student conduct – the SRC Extra Manager may dissolve a group, with the approval of the Executive Director or designate.

6. Non-affiliated groups

- a. Non-SRC groups are those that are affiliated with the university and/or the SRC and regulated by a staff or faculty member. These groups may be given access to SRC publicity outlets, at the SRC Extra Manager's discretion. These groups are not eligible for grant funding via the GDRC process.

Part IV: Maintenance of existing groups

1. All extracurricular groups must file reports at the times and in the manner directed by the SRC Extra Manager or as listed in the Manual. Failure to complete this report renders the group liable to be placed on probation.
2. A group must present an up-to-date list of executive members in their final group report each year. This list must include the two members identified as co-leads for the upcoming year, as

² New Group Status created and ratified by the BSR November 6, 2023

well as two (2) financial officers who will have signing power. (N.B. The financial officers can be the same as the co-leads).

3. The group should indicate which of the two co-leads will be the primary contact for dealings with the SRC in the upcoming school year. If that contact is unavailable during the summer months (May-August), the group must indicate an alternate contact.
4. A group must send an updated group constitution to the SRC Extra Manager within 14 days of any amendments.
 - a. Any amendments to group constitutions that seek to alter membership restrictions may only take effect after written approval by the Extra Manager.
5. Extracurricular groups must hold elections for their incoming executive by the last day of March if applicable. If deemed necessary, the Extra Manager may appoint a person to oversee elections for a particular extracurricular group.

Part V: Provisions relating to specific group categories

1. The following special provisions apply to Clubs:
 - a. Charity clubs conducting fundraising for external groups must annually present the SRC with proof of donation by means of a tax receipt. Should proof of donation not occur, said club will be deemed to have not filed the appropriate reports.
2. The following special provisions apply to Societies:
 - a. Societies may limit membership to students with honours, majors, or minors within their society's respective program. Such provisions must be outlined in the society's constitution and approved by the SRC Extra Manager.
3. The following special provisions apply to Sports teams/groups:
 - a. Competitive teams may limit membership based on gender and skill level. They may hold try-outs to determine team membership (or class of membership). A competitive team is encouraged to have both competitive and recreational components if demand permits. A competitive team may charge different levels of fees to competitive and recreational members.
 - b. Recreational membership in a sports group should not normally be limited by gender, unless a corresponding group exists to serve the gender being restricted. (e.g., if there is a men's volleyball group and a women's volleyball group, each group would be able to restrict membership to their respective genders. If there is only one volleyball group, they would not.)
 - c. Any such provisions regarding membership must be listed in the team/group constitution and approved by the SRC Extra Manager.
4. The following special provisions apply to Student Associations:
 - a. Religious/Spiritual associations may limit membership to students who are recognized under their designated denomination.
 - b. Culture/Equity associations may limit membership to those who identify with their community, for the purposes of mutual support and/or healing.
 - c. Any restrictions in (a) or (b) must receive written approval from the SRC Extra Manager prior to implementation.

Part VI: The Grants and Donations Review Committee (GDRC):

1. General provisions:

- a. The Grants and Donations Review Committee shall be an administrative committee of the SRC.
- b. If a member of the GDRC is also a member of an Extracurricular Group or other group that is applying for funding, they shall be required to abstain from voting, and will remove themselves from the meeting during consideration of the subject, unless they are presenting to the committee as a group representative or are requested to comment by the committee.
- c. The committee shall meet regularly during the fall and winter semesters. The GDRC should provide written notice of its meeting dates for each semester to all extracurricular groups at least one (1) week prior to the first meeting date.
- d. Committee meetings will be open to all SRC members that wish to observe. Members who wish to attend may only offer discussion when formally requested to do so by a member of the GDRC.
- e. Quorum for a GDRC meeting is a majority of the voting members. A member who has absented themselves under (b) is still deemed to be present for the purposes of quorum.
- f. The SRCEM shall act as chair of the committee and is a non-voting member
- g. The chair shall select a member of the committee to record minutes of each meeting
- h. A grant of \$100 or less shall be considered a “minor grant”. A grant of more than \$100 shall be considered a “major grant.” A group can only receive one major grant and one minor grant per semester. The SRCEM may approve minor grants alone but will present them to the committee for best practices.

2. Application/consideration process

- a. A group representative must demonstrate need for funding by providing information required in the grant application form.
- b. The grant application form must be submitted to the SRC Extra Manager no later than three (3) business days prior to the scheduled meeting in which they wish their application to be considered. No late applications will be considered.
- c. The chair will forward all applications along with the agenda to committee members no later than two (2) days prior to the scheduled meeting.
- d. In the instance that a group is bringing forth a request and there is no co-lead available to be present, the group may assign a designate in their place to attend.
- e. Committee members shall critically examine each grant request without bias. Each request will be evaluated individually based on the following four (4) criteria:
 - i. The number of group members benefitted by the grant,
 - ii. The number of students/community members benefitted by the grant,
 - iii. The financial contribution of the group in comparison to the amount requested from the GDRC, and
 - iv. Volunteer hours contributed by the group as a whole (over the previous calendar year, or since their last major grant).

3. The committee will maintain documentation of all applications and the disposition thereof.

Part VII: Group Conflict Appeals Committee (GCAC):

1. The GCAC shall be comprised of acting representatives of the SRC. Membership shall consist of
 - a. The President, or (in their absence), the Presidential Alternate,
 - b. One additional member of the Board of Student Representatives
 - c. A member of the Bishop's University staff, as determined by the VPSA
 - d. A member of the SRC staff as determined by the Executive Director (non-voting)
2. Membership of the GCAC lasts for the entire academic year. Members forfeit their right to act as group executive members during their term. All members of the GCAC shall be present at all meetings to satisfy quorum.
3. The GCAC shall hear all appeals related to decisions made by group executive that disqualify a member or impede on their right to join or be a member of a group.
4. The GCAC shall hear all appeals related to financial decisions made by the group executive.
5. The GCAC shall hear any and all appeals related to a decision made by the SRC Extra Manager regarding a group's status or its compliance with SRC Bylaws, Policies, and other governing documents
6. The GCAC will meet to discuss an appeal upon written petition by a member of the SRC, or if a matter is referred to them by the SRC Extra Manager.
7. After holding a hearing, where each side may present their arguments to the GCAC, a decision will be reached by a unanimous vote.
8. All decisions of the GCAC are final and binding.