



CMESA

College of Management and Economics
Students' Association • University of Guelph

MINS Building, Room 145. 519.824.4120 x 52549. commerce@uoguelph.ca

College of Management & Economics Students' Association Student Organization Policy for Accredited Student Organizations

This registration policy is intended to serve as a basis for affording University of Guelph Commerce student organizations specific privileges with an affiliation with the College of Management & Economics Students' Association (CMESA). The College of Management & Economics Students' Association recognizes any body of students assembled for any reason pertaining to the furtherance of the objectives set out by CMESA.

All groups wishing to be registered with the College of Management & Economics Students' Association must file an application for registration with an SOR on an annual basis, regardless of previous SOR status. The application must be approved by CMESA for the organization to achieve SOR status and affiliation with CMESA; in order to be approved, the application must be complete and then verified by the CMESA executive member responsible for the SOR'd clubs. Once approved, the group will receive a letter confirming registration. Registration under CMESA will remain valid from the date of approval until the end of the fourth week of the succeeding fall semester. All groups, once registered, must notify CMESA whenever there is a change in officers or responsibilities of the officers.

Responsibilities and Disqualifications

The College of Management & Economics Students' Association is deemed an official Student Organization Registrar by the University of Guelph; as such, CMESA will be held financially responsible for all debts (subject to the limitations set out in the CMESA Policy Statement) to the University incurred by and on behalf of those groups registered under CMESA. SOR'd clubs must confirm their status by conforming to the regulations of the CMESA Policy on Clubs, and in reference to the CMESA Constitution. In particular, SOR'd clubs must send a representative to regular CMESA meetings (as per Constitution), conform with Student Risk Management policy when planning and running events, and submit budget information when requested by council.

Disqualification

CMESA (as an SOR), and/or the Office of the Provost, reserves the right to suspend or deny registration of a student organization if it is found that the organization has not abided by a University, Provincial or Federal ordinance, written policy, or regulation, or if the group has not discharged its liabilities to the University. These policies include the CMESA Policy on Clubs. Any decision of CMESA or the Office of the Provost to deny or suspend registration to any group may be appealed to the University Judicial Committee.

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Certification Statement

Please have two executive members of your organization wishing to be responsible for your College of Management & Economics Students' Association- Student Organization Registration sign this certification statement.

We, of the University of Guelph organization _____ do hereby testify that:

1. A minimum of three-quarters (3/4) of the voting members and officers of the group are full-time or part-time students at the University of Guelph. Full-time students must be registered or have been registered for one of the previous two semesters and be eligible to continue in a recognized program, whereas part-time students must be registered for the current semester;
2. Our organization does not exclude members on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed/religion, sex, sexual orientation, (dis)ability, age, marital status, family status, record of offences, or receipt of public assistance;
3. The contents of this application for registration with the CMESA is complete and correct to the best of our knowledge;
4. We understand that any misinformation enclosed in this document will be sufficient grounds for withholding approval of for disqualification at any time from registrant and affiliate status with CMESA.
5. We hereby grant CMESA the right to verify any and all information within this application.

Executive Title

Signature

Executive Title

Signature

Date

(next page)

Constitution

Please attach a copy of your constitution or, if not currently available, please detail the following:

1. Purpose of your club;
2. Duties and responsibilities of your executive officers and members;
3. Election procedures;
4. Voting procedures;
5. When, where and how often your meetings are held (Please include your campus mailing address, and your telephone extension if you have an office).

NOTE: VERY IMPORTANT!!! Your organization cannot, under University regulation, remain accredited under CMESA if a constitution is not submitted. Therefore, please be advised that the approval of this application (if a true and final constitution is not enclosed) is conditional upon the receipt and approval of a finalized constitution within thirty (30) days of registration. If this regulation is not complied with, immediate disqualification of your organization shall result.

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Name of Organization:

Executive Officer List

Name:	Title:
Student ID:	Campus P.O. Box:
Local Address:	
Permanent Address:	
Telephone:	
E-mail:	
Signature:	Signing Authority?: Y N

Name:	Title:
Student ID:	Campus P.O. Box:
Local Address:	
Permanent Address:	
Telephone:	
E-mail:	
Signature:	Signing Authority?: Y N

Name:	Title:
Student ID:	Campus P.O. Box:
Local Address:	
Permanent Address:	
Telephone:	
E-mail:	
Signature:	Signing Authority?: Y N

Name:	Title:
Student ID:	Campus P.O. Box:
Local Address:	
Permanent Address:	
Telephone:	
E-mail:	
Signature:	Signing Authority?: Y N

Name:
Student ID:
Local Address:
Permanent Address:
Telephone:
E-mail:
Signature:

Title:
Campus P.O. Box:

Signing Authority?: Y N

Name:
Student ID:
Local Address:
Permanent Address:
Telephone:
E-mail:
Signature:

Title:
Campus P.O. Box:

Signing Authority?: Y N

Name:
Student ID:
Local Address:
Permanent Address:
Telephone:
E-mail:
Signature:

Title:
Campus P.O. Box:

Signing Authority?: Y N

Name:
Student ID:
Local Address:
Permanent Address:
Telephone:
E-mail:
Signature:

Title:
Campus P.O. Box:

Signing Authority?: Y N

Name:
Student ID:
Local Address:
Permanent Address:
Telephone:
E-mail:
Signature:

Title:
Campus P.O. Box:

Signing Authority?: Y N

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Please list the names, ID numbers, and student status of eight members of your organization, excluding executive members, who are currently enrolled in the College of Management & Economics at the University of Guelph. Please have the President, or another executive member of your organization who wishes to take responsibility, sign the bottom of this form for verification purposes.

Name of Organization:

Name	Student ID#
Currently Enrolled As:	Full Time Part Time

Name	Student ID#
Currently Enrolled As:	Full Time Part Time

Name	Student ID#
Currently Enrolled As:	Full Time Part Time

Name	Student ID#
Currently Enrolled As:	Full Time Part Time

Name	Student ID#
Currently Enrolled As:	Full Time Part Time

Name	Student ID#
Currently Enrolled As:	Full Time Part Time

Name	Student ID#
Currently Enrolled As:	Full Time Part Time

Name	Student ID#
Currently Enrolled As:	Full Time Part Time

Authorized Signature:

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Financial Information

Bank:

Address:

Account Number:

Names and signatures of signing officers:

Please include complete club budgets from the past academic year (Fall & Winter semesters) and proposed budgets for the upcoming academic year.