

SUBJECT: RECOGNITION OF A STUDENT GOVERNMENT, SOCIETY OR ORGANIZATION AT THE UNIVERSITY OF NORTHERN BRITISH COLUMBIA

Elected Student Government, Society or Organization must provide annually to the Associate Vice-President (Student Services/Registrar):

- a) The names, titles and addresses of its officers (President, Vice-President, Secretary, Treasurer) with the procedures used to elect or choose the officers. All officers must be registered and enrolled in good standing with the University.
- b) The names, titles and addresses of officers authorized to sign on behalf of the student government;
- c) A constitution and written statement of purposes and objectives;
- d) Election schedules and procedures;
- e) Procedures for recommending fees and adjustment of fees; and
- f) Procedures whereby members have the means and opportunity to challenge the student government, Society or organization.

1. UNBC Services and Facilities for Recognized Student Governments

On the request by the Chair of the Student Government, the following services will be provided to recognized Student Governments:

- 1.1 During registration and on a semester basis, the University will collect the authorized Student Government fees and release the funds to the organization as follows:
 - a) 90% of the funds collected will be forwarded to on or before the last working day of the first month of the semester; and
 - b) 10% of the funds collected on the remaining balance will be forwarded on or before the first working day of the last month of the semester.
- 1.2 Upon request by the Chairperson of the Student Government, the Associate Vice-President (Student Services/Registrar), will coordinate the support of the University Departments to provide the following:
 - a) information on applicable University policies and procedures that relate to student government operations; and
 - b) accounting procedures related to student government reports that are to be submitted to the University and to the membership of the students represented.

2. Withdrawal of Recognition and Services with Just Cause

The University may, for just cause, withdraw the status of student government recognition and services such as student fee or remittance, or use of facilities. Issues that would justify just cause include but are not limited to:

- 2.1 Mismanagement of finances;
- 2.2 A breach of constitutional responsibility to its membership;
- 2.3 A lack of officers responsible for student government affairs and finances; and
- 2.4 Other serious misconduct not in keeping with UNBC policies or philosophies, or with the good governance of a Student Society.

Unless circumstances require immediate revocation, if the University believes that a Student Government has given just cause that will result in the status loss of recognition, the University will:

- a) issue a letter of warning to the Officers of the Student Government and all affiliated organizations; and
- b) provide one full semester to the student government to correct the situation.

If the situation has not been corrected after one full semester, the University will not provide further funding and fees that are collected will be placed in a trust fund.