



College of Physical and Engineering Science Student Council
Science Complex, Room 1505/1506
(519) 824-4120 x52543

The College of Physical and Engineering Science Student Organization Policy for Accredited Student Organizations

This registration policy is intended to serve as a basis for affording University of Guelph student organizations specific privileges by an affiliation with the College of Physical and Engineering Science Student Council (CPESSC). The College of Physical and Engineering Science Student Council recognizes any body of students assembled for any reason pertaining to the furtherance of the objectives set out by CPESSC.

All groups wishing to be registered with the College of Physical and Engineering Science Student Council must file an application for registration, Student Organization Policy (SOP) for Accredited Student Organizations (ASOs), on an annual basis, regardless of previous SOP status. The application must be approved by CPESSC for the organization to achieve SOP status and affiliation with CPESSC; in order to be approved, the application must be complete and then verified by the CPESSC executive member responsible for the accredited clubs. Once approved, the group will receive a letter confirming registration. Registration under CPESSC 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 CPESSC whenever there is a change in officers or responsibilities of the officers.

Responsibilities

The College of Physical and Engineering Science Student Council is deemed an official Primary Student Organization (PSO) by the University of Guelph; as such, CPESSC will be held financially responsible for all debts (subject to the limitations set out in the CPESSC Policy Statement) to the University incurred by and on behalf of those groups registered under CPESSC. Accredited clubs must confirm their status by conforming to the regulations of the CPESSC Clubs Policy, and Article XV Clause C of the CPESSC Constitution. In particular, accredited clubs must send a representative to regular CPESSC meetings (as per Article IV Clause A of the CPESSC Constitution), conform with Student Risk Management policy when planning and running events, and submit budget information when requested by council.

Disqualification

CPESSC (as a PSO), and/or the Office of Student Affairs, 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 CPESSC Policy on Clubs and Article XV of the CPESSC Constitution. Any decision of CPESSC or the Office of the Provost to deny or suspend registration to any group may be appealed to the University Judicial Committee.

Clubs with incomplete SOP information will not be granted funding or any other support from CPESSC until their SOP application is completed in full and has been approved.

College of Physical and Engineering Science Student Council Student Organization Policy for Accredited Student Organizations

Certification Statement

Please have two executive members of your organization wishing to be responsible for your College of Physical and Engineering Science Student Council Student Organization Policy 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, family status, record of offences, or receipt of public assistance;
3. The content of this application for registration with the College of Physical and Engineering Science Student Council 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 CPESSC;
5. We hereby grant CPESSC the right to verify any and all information within this application.

Executive Title: _____

Signature: _____

Executive Title: _____

Signature: _____

Date: _____

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).

If you have attached a constitution, and none of the above information is written therein, please write it in at the bottom of this page.

NOTE: VERY IMPORTANT!!! Your organization cannot, under Student Organizational Policy, remain accredited under CPESSC 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.

**College of Physical and Engineering Science Student Council
Student Organization Policy for Accredited Student Organizations**

Name of Organization: _____
Organization E-mail Address: _____

Executive Officer List

Executive Title: _____
Name: _____ Student ID: _____
Local Address or P.O. Box: _____

Telephone: _____ E-mail: _____
Signature: _____ Signing Authority?: Yes No

Executive Title: _____
Name: _____ Student ID: _____
Local Address or P.O. Box: _____

Telephone: _____ E-mail: _____
Signature: _____ Signing Authority?: Yes No

Executive Title: _____
Name: _____ Student ID: _____
Local Address or P.O. Box: _____

Telephone: _____ E-mail: _____
Signature: _____ Signing Authority?: Yes No

Executive Title: _____
Name: _____ Student ID: _____
Local Address or P.O. Box: _____

Telephone: _____ E-mail: _____
Signature: _____ Signing Authority?: Yes No

Executive Title: _____
Name: _____ Student ID: _____
Local Address or P.O. Box: _____

Telephone: _____ E-mail: _____
Signature: _____ Signing Authority?: Yes No

College of Physical and Engineering Science Student Council Student Organization Policy for Accredited Student Organizations

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 Physical and Engineering Science 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

I, _____, verify that the students listed above are undergraduate students registered in CPES Programs

Authorized Signature: _____

**College of Physical and Engineering Science Student Council
Student Organization Policy for Accredited Student Organizations**

Financial Information

Bank: _____

Address: _____

Account Number: _____

Names and signatures of signing officers:

Name: _____

Signature: _____

Name: _____

Signature: _____

Name: _____

Signature: _____

Name: _____

Signature: _____

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