

# How To Create A Student Club/Group

**Step 1:** Initially your group must consist of at least five (5) students.

**Step 2:** Create a Club Constitution! The club-applicant's constitution must not contain any discriminatory clauses, or have any clauses that are contrary to any existing Canadian laws. As well, it must not contain any provision for any present or future affiliation with any organization that has discriminatory policies or practices according to the Canadian Human Rights Code.

**Step 3:** If the previous steps have been met, your group must meet the following criteria:

- a) Allows for equal membership to any and ALL interested students
- b) Executive members are selected democratically
- c) Membership of both Open and Closed Membership groups may not be restricted on the basis of ability, race, religion, political beliefs, sex, gender, age, or sexual orientation. However, non-students can be excluded from membership. Notwithstanding this clause, Closed Membership groups can restrict membership based on the following:
  - i) Political beliefs, if the group has a particular political affiliation (e.g., the campus wing of an existing political party) or are focused around a political program as expressed in their constitution;
  - ii) Religious beliefs, if the group has a particular religion or are focused around a particular religious belief as expressed in their constitution;
  - iii) Any other factor not mentioned above (such as academic program), although the FMSC reserves the authority to disallow any student group from restricting membership based on the above criteria or any other.

**Step 4:** The Students' Group Promotions and Affairs (SGPA) Sub-Committee will meet and discuss the approval of your club's application. IF the club meets all the aforementioned criteria, the application will be approved and given club status! Club status must be renewed every October.

BUSU shall assume no liability or responsibility for those groups recognized or not recognized by BUSU.

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## Miscellaneous

- If a group formally disbands during the year, the group must notify the Vice-President External in writing.
- Only students may have voting privileges and/or may hold executive positions on clubs.
- Any capital investments become the property of BUSU if the club is disbanded unless the club becomes active again within three years.
- No club may have “BUSU” or “Brandon University Students’ Union” within their club name but may use “BU” or “Brandon University”
- Once a student group is formally recognized, they shall have access to up to \$25 worth of BUSU services including but not limited to photocopying, faxing, and button supplies.
- If a recognized Club/Group would like to have an e-mail set-up for them (e.g. [club@busu.ca](mailto:club@busu.ca)) please e-mail said request to [vpe@busu.ca](mailto:vpe@busu.ca)
- Every Student Group must have representatives on the Student Group Executive Caucus.

If you have any questions or want to learn more, please come to the BUSU office, located on the 1<sup>st</sup> floor of the Knowles-Douglas Student Centre (KDC). You may also reach us by phoning (204)-727-9660, or by contacting [vpe@busu.ca](mailto:vpe@busu.ca)