



CLUBS CERTIFICATION PROCEDURE

Updated: June 2nd, 2026

Supersedes: New

Sanction: Clubs Oversight Commission

Purpose: Being certified as a CUSA Club provides many benefits to a student group. This procedure guides both clubs and the CUSA Clubs office in facilitating and navigating the certification process.

1. Applications for certification may be submitted through the form which will be open June to December, but will only be considered by the commission at the following times:
 - a. July - August
 - b. November - December
 - c. January
2. Applications should be submitted via the cusaclubs.ca website "Start a Club" tab
3. The Student Groups Administrator will ensure all club applicants are made aware of what the necessary conditions are to be certified through the Clubs Newsletter and/or other means of communications to clubs.
4. The following must be submitted in order for full consideration of certification:
 - a. A club name
 - b. A club constitution (in a Google Docs compatible format, e.g. as a Google Doc link or as a DOCX attachment) which adheres to the expectations outlined in the [CUSA Clubs Constitution Template](#)
 - c. A club mandate
 - d. Detailed information for a minimum of two (2) executives, with contact information, and an indication of who will be the signing authorities for the club for the year. This should include both of the following:
 - i. A President/Executive Officer/Captain/Chair/General Secretary; and
 - ii. A Vice President Finance/Treasurer/Chief Financial Officer
 - e. Cursory information detailing the responsibilities designated to any remaining executive roles
 - f. A membership list of at least 10 current Carleton undergraduate students, along with each of their student numbers and Carleton email addresses. Students are to be added to membership lists only with their consent, and should be made aware of their membership status on an ongoing basis, with opportunity to remove themselves if desired

- g. An assurance that the two executives listed consent to the conditions of certification, which involves following policy and procedures internal and external to the CUSA Clubs system
5. The Student Groups Administrator will compile club certification applications and deliver them to the Clubs Oversight Commission for consideration
6. The Clubs Oversight Commission should consider the below in certification;
 - a. Currently certified clubs should always be given deferential treatment. If a new club applicant fully or in major parts duplicates the mandate of an existing club, they should not be certified
 - b. CUSA Clubs are to be run by Carleton Undergraduate students
 - i. Club applicants proposing a close affiliation with an external group should ensure Carleton Undergraduate students are serving in the two signing authority executive positions
 - c. The CUSA Clubs levy needs to provide funding across the Clubs system, and thus clubs which will not reasonably contribute to student life without the support of CUSA Clubs Funding should not be certified
 - d. The Clubs Oversight Commission should strive to ensure the success of all certified clubs, including not recertifying clubs which may stretch CUSA resources too thin
 - e. Groups already certified with or within an arms-length of Carleton University administration should not be certified
 - i. An example of this includes those certified by the Student Experience Office
 - f. Clubs that could be seen as the reasonable descendant or successive organization to a previously sanctioned club either by CUSA or Carleton University should not be certified
7. If the Clubs Oversight Commission decides not to certify a club applicant, the Student Groups Administrator shall inform the two (2) executive applicants by e-mail within five (5) business days of the decision, and may provide the reasoning for not being certified.
8. If the club is unsatisfied with the Clubs Oversight Commission decision, they can apply for reconsideration following the Clubs Reconsideration Procedure outlined on the [Clubs website](#).
9. The reconsideration process is applicable under circumstances that align within the Clubs Oversight Commission's jurisdiction.
10. Additional information can be submitted through the reconsideration application to encourage the Clubs Oversight Commission to reconsider their decision on the matter.
11. The club applicant may appeal to the Appeals Committee within 14 days of receiving notice of the decision, in accordance with the *Appeals Policy* (G-03).
12. If the Clubs Oversight Commission decides to certify a club applicant, the Clubs Oversight Commission may decide how the Club will be classified from the below classifications as laid out in the *Clubs Policy*;
 - a. Miscellaneous Club
 - b. Academic Club
 - c. Athletic Club
 - d. Chapter Club
 - e. Self-sufficient Club
13. Upon the decision to certify, the Student Groups Administrator shall inform the two (2) executive applicants by e-mail within five (5) business days of decision.

14. Upon notification, the President and Vice-President Finance of the newly certified club shall be enrolled in any online asynchronous training, be enrolled on relevant mailing lists, and the President will have their information provided to the Student Experience Office for inclusion in the Co-Curricular Record
15. Clubs certified in advance of the Fall term (in the June - August period) shall have at least two (2) club executives be required to attend the Fall Presidents Meeting/Training as a means of being onboarded into the CUSA Clubs system, and shall be eligible to vote for representation on the Clubs Oversight Commission
16. Clubs certified shall be required to complete the CUSA Clubs training by the deadline communicated by the Student Groups Administrator via email
17. Failure to complete the required Clubs Training by the deadline outlined by the Student Groups Administrator, if not otherwise waived, may result in certification being revoked.