



CLUBS RECERTIFICATION 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 recertification process

1. The Student Groups Administrator will open a recertification process starting in June and ending in August every year
2. The Student Groups Administrator will notify all certified clubs in May the dates of the recertification process through the Clubs Newsletter and/or other means of communications to clubs
3. Any club certified before April 30th of a respective academic year shall be eligible for recertification the following June - August period
4. Membership must last until the end of the academic year. Club executives must review the membership list of the club on a yearly basis. Students listed as members must explicitly renew their membership when entering a new academic year; their membership should not automatically carry over without their consent and awareness.
5. The Student Groups Administrator will ensure all club applicants are made aware of what the necessary conditions are to be recertified through the Clubs Newsletter and/or other means of communications to clubs
6. 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:
 - A President/Executive Officer/Captain/Chair/General Secretary; and
 - 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 executive signing authorities consent to the conditions of certification, which involves following policy and procedures internal and external to the CUSA Clubs system
 - h. A ledger tracking spending from the previous fiscal year for any bank account held by the club
 - i. Evidence of valid leadership succession, as per the *Leadership Succession Procedure*
7. The Student Groups Administrator will compile club recertification applications and deliver them to the Clubs Oversight Commission for consideration
8. The Clubs Oversight Commission should consider the below in recertification;
 - a. 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
 - b. 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
 - c. Clubs which have drifted in purpose or structure from their previous certification or recertification might not be recertified. and may instead require pursuit of the certification process and procedure
9. If the Clubs Oversight Commission decides not to recertify a club, the Student Groups Administrator shall inform the two (2) executive applicants within five (5) business days of the decision, and may provide the reasoning for not being certified
10. If the club is unsatisfied with the Clubs Oversight Commission decision, they can apply for reconsideration following the Clubs Reconsideration process outlined on the [Clubs website](#).
11. The reconsideration process is applicable under circumstances that aligns within the Clubs Oversight Commission's jurisdiction
12. Additional information can be submitted through the reconsideration application to encourage the Clubs Oversight Commission to reconsider their decision on the matter.
13. 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)
14. If the Clubs Oversight Commission decides to recertify a club, the Clubs Oversight Commission may decide how the club will be classified from the below classifications as laid out in CUSA Clubs Policy;
 - a. Miscellaneous Club
 - b. Academic Club
 - c. Athletic Club
 - d. Chapter Club
 - e. Cultural Club
 - f. Self-Sufficient Club
15. Upon the decision to recertify, the Student Groups Administrator shall inform the two (2) executive applicants within five (5) business days of decision

16. Upon notification, at least two (2) Club executives of the recertified club shall be enrolled in any online asynchronous training, a clubs email address will be enrolled onto relevant mailing lists, and the President will have their information provided to the Student Experience Office for inclusion in the Co-Curricular Record
17. Clubs recertified shall have at least two (2) club executives be required to attend and/or complete the Fall Training in accordance with the *Clubs Training Procedure*
18. Clubs recertified shall be required to complete the CUSA Clubs training by the deadline communicated by the Student Groups Administrator via email
19. 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