

SOCIETY HANDBOOK

St.FX Students' Union



2023-2024

INTRODUCTION

Welcome to the society handbook! This has been created to help you with all general society related concerns and questions! If you're already a part of a society, congrats! If you're looking into creating a new society, or just wondering how they work, I hope that this provides all the information you're looking for. If not, feel free to reach out at any time – my job is to help you. Contact information can be found on the next page.

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CONTACT INFO

SOCIETY COORDINATOR

Email: su_soc@stfx.ca

Office: #416, 4th floor, Bloomfield

OTHER IMPORTANT CONTACTS

VP Campus Affairs	Henderson Cartwright	su_events@stfx.ca
General manager	Sean Ryan	sryan@stfx.ca
Conference Services	Jennifer Sylvester	conference@stfx.ca
VP Finance		su_finance@stfx.ca
SU Accounts Manager	Julianne Mattie	jmattie@stfx.ca
The Inn Bar Manager	Sean Kieley	skieley@stfx.ca
ERC Committee		erc@stfx.ca
Marketing Manager	Matthew McGlashan	mmcglash@stfx.ca

THE PERKS OF BEING A SOCIETY

1. As a society, you can reserve a room on campus for free! Planning an event? All you have to do is reach out to conference services to book your room. To do this, you can email them at conference@stfx.ca or go visit them inside the main entrance of the Keating Centre.
2. You can take advantage of The U's fantastic marketing services! If you're looking to get the word out about an event, or to do any marketing for your society, you can reach out to our marketing manager for some help! Additionally, you can also have your events announced on CFXU, StFX's awesome radio station, for a discounted price.
3. You have lots of support in planning events! Planning events, especially big ones, can be challenging, but don't worry too much, we've got your back! The society coordinator is always around if you have any questions, and the VP of activities and events is an expert in planning events and is always happy to help!
4. Your society can apply for funding! The U has money specifically set aside for your society needs. We encourage all societies to fundraise throughout the school year, but if you're planning a big event and need a little extra help, you can always apply for a society allocation.
5. Speaking of fundraising – a very popular fundraiser for societies is coat check! The U will often offer coat check opportunities to societies for some of their bigger events at the Inn. Keep an eye out for these opportunities, as they are a great and easy way for your society to make money.

HOW TO GET THESE PERKS

1. First, you must complete the official ratification process each year. Don't worry, this sounds much more daunting than it actually is.
2. In December of each year, you must complete a mid-year report and send it to the society coordinator.
3. In April of each year, you must complete a year-end report and send it to the society coordinator.
4. To plan and host events, you must fill out an ERC form, and have it approved before your event date. It's very important that you take responsibility for your events.

SOCIETY ROLES

PRESIDENT or CO-PRESIDENTS

- Leader of the society. You are responsible for the actions of the society
- Open communication with Society Coordinator
- Submit yearly reports to Society Coordinator by the deadlines indicated on the form.
 - Mid-year report
 - End-of-year report
- Submit an ERC form for every event, whether you are participating or hosting.
- Coordinate all activities & events of the society
- Be responsible for ensuring society ratification at the beginning of the academic year

VICE PRESIDENT

- Oversee and coordinate the programming activities and events of the club
- Act on behalf of the president when they're unavailable
- Maintain an up-to-date member list
- Keep an open and on-going relationship with the Society Coordinator

TREASURER

- Be responsible for the collection of any membership fees
- Submit the society's annual budget to the Society Coordinator
- Maintain updated and accurate records of all income and disbursements
- Retain all receipts of society expenses
- Ensure the funding and financial stability of the club

SECRETARY

- Prepare minutes for all meetings
- Assist in booking and planning meetings
- Ensures the mid-year and end-of-year reports are submitted by the deadlines

RATIFICATION

Ratification is the process of formalizing your society to be an official society with the StFX Students' Union. This process is necessary if you would like to be acknowledged by the Students' Union, host events, use facilities on campus, apply/receive funding from the Union, and more.

How do you ratify your society?

1. Submit ratification & constitution forms
2. Attend society night
3. Attend society president training
4. Prepare a budget

Completing the ratification and constitution forms: Please reach out to the Society Coordinator if you need help with this. They need to be completed by October 1st, so that we can bring them to the council meeting. The council will then decide if your society can be ratified, and you will hear from us with your results.

Please find the ratification form and constitution form [here](#).

MID-YEAR & END-OF-YEAR REPORTS

Mid-Year Report (Due to Society Coordinator by December 1st). Includes:

1. A list of events carried out that term
2. An accurate member list
3. A detailed financial report of the first semester
4. Any concerns or questions for Council or the Society Coordinator
5. Plans for the following term

End-of-Year Report (Due to Society Coordinator by April 1st). Includes:

1. All of which the midterm report entails
2. The name and contact information for the incoming president
3. The signatures of both the outgoing and incoming president

Both forms can be found [here](#).

ERC FORMS & EVENT PLANNING

ERC forms, otherwise known as Risk Assessment Forms are essential to planning or attending any event as part of a society. They are evaluated every week by the Event Risk Committee, and must be approved before your society can host and attend an event. You must submit one for every single in-person event that your society plans. Please aim to send them in 2 weeks in advance and include as many details as possible.

Find the Risk Assessment Form (ERC form) [here](#).

As a ratified society, you are able to book most rooms on campus for meetings and events on campus for free! Please contact Conference Services (conference@stfx.ca) to book a room for your event.

If you need help with your ERC form, or with the event planning process, please stop by the office of the VP Campus Affairs for help. They are the expert of all-things events!

ERC FORMS & EVENT PLANNING

Please keep track of your financial income and disbursements. You will need to include this in your yearly reports.

Societies are allowed to request fund allocations; however, the U has a limited budget, and you can only be given a maximum of \$500 per event per semester. The form to apply for fund allocations can be found [here](#) and must be submitted to the VP Finance at su_finance@stfx.ca. Please be sure these forms are detailed.

If you have any questions relating to finance or budgeting, please contact the VP Finance at su_finance@stfx.ca.

COAT CHECK & THE INN

You are also able to book the Inn for society events, such as trivia nights! Trivia nights are great opportunities to fundraise for your society. Be sure to book ahead (and submit your ERC form), as spots fill up quickly. Please email the Inn Manager, for more info and to book your spot. You can also contact me (su_soc@stfx.ca) or the VP Campus Affairs (su_events@stfx.ca) if you have any questions.

Another great partnership opportunity is coat checking! For many of the Inn's big events during the colder weather, such as X-Ring SuperSub or Two-Years Eve, they will be looking for a couple of societies to help them run coat check. **These opportunities will be shared with you through the Society Coordinator, or the Inn Manager.** Typically, these opportunities run from 8pm-1am, and require a couple of societies with 8-10 people each. The participating societies will receive funding from ticket sales, or whatever is charged for coat check. Please keep an eye out for these opportunities.

MISCELLANEOUS

SOCIETY MEETINGS

A great way to keep your society active is to plan weekly, bi-weekly, or monthly meetings with your society. You should aim to have all members of the executive team present at all meetings. If planning a repeating event, you can book a room on campus through conference services for a repeating time throughout the semester.

MARKETING WITH THE STUDENTS' UNION

The Marketing team are in charge of The U's Social media, as well as their website. If you would like to advertise an event with them, please email su_marketing@stfx.ca for more details. If you would like to update your society page on theu.ca, please submit a marketing request.

SOCIETY COORDINATOR INSTAGRAM

The Society Coordinator runs the @x_societies Instagram page! Please follow to keep up with all the society events happening over the course of the year! You can also request that your posts be shared on this page too.