

- iv. Present a Year End Report and budget statement to the Society Coordinator at the end of second semester, which shall include:
 - a. All which the midterm report entails
 - b. The name and contact information for the incoming president
 - c. The signatures of both the outgoing and incoming president
 - v. The Students' Union reserves the right to not grant funding or allow space rentals for the following semester to societies who do not submit year end reports.
 - vi. Act in accordance with the Bloomfield Centre Poster Policy
3. Societies are responsible to take all necessary precautions to limit liability while hosting or participating in events or activities.
- i. Any society which plans to hold an event must fully complete all necessary forms and procedures as outlined by the Event Review Committee.
 - ii. All events must comply with university policies and Students' Union by laws.
 - iii. The St. FX Students' Union has the right to discipline any society that does not act in accordance with these policies or does not follow the Event Review Committee procedure. Discipline may include, but is not limited to, the retraction of the society's ratification. Further discipline may follow under the Community Code and the Student Life Office.

SUB-SECTION 3: SOCIETY FUNDING

- 1. All funding of societies by the Students' Union shall be determined in adherence to the following policies:
 - i. Any society wishing to use the Students' Union or University name, receive funding from the Students' Union, solicit membership from Students' Union members, use the facilities provided to societies by the Students' Union, must complete the required society documentation and be ratified by the Representative Council of the Students' Union on the recommendation of the Society Coordinator.
 - ii. The Students' Union will not recognize any society whose mandate or constitution does not uphold the provisions and spirit of the Nova Scotia Human Rights Act as amended by the Canadian Charter of Rights and Freedoms, or allow open membership to all members of the Students' Union.
 - iii. The Students' Union shall not be legally responsible for the activities of a society that are not approved by the Event Review Committee.
 - iv. Societies may be reimbursed only for legitimate business, please see the list of Eligible and Ineligible items in Section 2.

- v. Societies shall have the option to collect an internal society membership fee, minimum of \$1 per society member to cover low incidental or administrative costs.
2. Terms for being considered eligible for society allocations:

The Budget and Finance Committee/Society Review Committee shall approve up to a maximum of \$500 per event regardless of the number of people attending. The allocation amount for which each society category is eligible shall be as follows:

- i. The society must be ratified and in good standing with the University and Students' Union
- ii. Applicants must demonstrate fundraising efforts
- iii. The Union will not fund societies that have failed to present a mid-term report to the Society Coordinator.
- iv. Applicants must demonstrate the benefit of the event that they are wishing to hold the St. FX community
- v. Applicants must attach an event budget.
- vi. Societies are eligible to receive maximum funding of \$500 per event, which is to be distributed evenly among societies. While there is no limit on the amount of funding allocated per society, after the first request, distribution shall be up to the discretion of the Budget and Finance Committee.
- vii. Should the Budget and Finance Committee find that there is an insufficient number of eligible and worthy requests by societies they have the ability to allocate funds in addition to the maximum amount.
- viii. There may be only one Society Fund Allocation Form submitted per event.

Eligible Items:

- Conference costs
- Building and Facilities rental
- Staffing and Security costs
- Production equipment rental
- Event decorations
- Banquet fees not associated with food cost
- Group travel
- Guest speakers
- Posters, Flyers, other advertising
- *Sustainable Purchases

*A Sustainable purchase is defined as equipment or materials that will be used and passed on from year to year by the society.

Ineligible Items:

- Promotional or participant clothing
- Surplus final budgets
- Alcohol at any event
- Expenses for non-students
- Loan payments
- Bottled Water
- Courses or certifications
- Food purchases associated with regular meetings

3. Society Funding Request Form Process

- i. Email the Society Coordinator to receive the Society Fund Allocation Form.
- ii. If requesting funding for an event, please complete the Society Fund Allocation Request Form (listed after section 3) simultaneously with the Event Risk Assessment Form.
- iii. If requesting funding for a sustainable purchase, in lieu of the Event Budget Form, please include the following information: outline who will be tasked with the responsibility of storing/managing the item, how the item will be stored in the summer months, and how the item will go to benefit the society in the long term. Submit this information to the Budget/Finance Committee via VP Finance and Operations.
- iv. Society Fund Allocation Forms must be submitted two weeks plus the Friday prior to the funding being needed.
- v. Submit a hardcopy of the Society Fund Allocation Form to the Budget/Finance Committee via VP Finance and Operations and include a photocopy of the Society Fund Allocation Form with your ERC submission.
- vi. The Budget/Finance Committee will review your Society Fund Allocation Form within 7 business days of the submission.
- vii. The Budget/Finance Committee upon review may require additional information prior to presenting the formal society fund allocation request to council. Societies will have until the next scheduled council meeting to prepare additional information. If the requested information is not submitted in a timely manner to the Budget and Finance Committee the society fund allocation request will not move forward as outlined.
- viii. If the Budget/Finance Committee is satisfied with the submitted documentation as outlined in the Society Fund Allocation Form, the formal request will be presented at council at the next scheduled council meeting.
- ix. The Society Coordinator will notify the applicant (Society Executive) of the council decision within 48 hours of the council meeting.
- x. The Society Coordinator will notify the ERC of the decision within 48 hours of the council meeting, to inform the ERC that the event has secured funding.

- xi. The approved funds will be available within 5 business days of notification for pick-up at the Info Desk on the 3rd floor of the Bloomfield Centre.
- xii. If the event expenses include On-Campus Services copy the Students' Union Accounts Coordinator on the email correspondence between yourself and Conference Services.
 - a. Notify Conference Services that the bill can be sent directly to the Students' Union Accounts Coordinator once the services have been cleared to be booked.
 - b. The Students' Union Accounts Coordinator will email you once the services have been paid for.

SUB-SECTION 4: BLOOMFIELD CENTER COAT CHECK

- 1. The following policies regarding the Bloomfield Centre Coat Check will be followed:
 - i. The operation of Coat check shall fall under the responsibility of the Golden X Inn Manager
 - ii. All societies operating coat check must sign a Coat Check Contract to be submitted to the Golden X Inn Manager

SUB-SECTION 5: SOCIETY CONSITUTION AND EXECUTIVE

- 1. The Society's Constitution must include the following:
 - Name of the Society
 - Mandate of the Society
 - Requirements of Membership
 - Executive Positions
 - Duties of the Executive
 - Meetings
 - Election Procedures
 - Impeachment of Officers
 - Constitutional Amendments
 - Finances
 - Plans for the Upcoming Year
- 2. The Executive Committee of the society shall administer the society and oversee its events. The members of the Executive Committee, and their responsibilities, shall be as follows:
 - i. The President shall:
 - a. Be the chief executive officer and spokesperson of the society
 - b. Oversee all aspects of the society
 - c. Chair all meetings
 - d. Keep an open and on-going relationship with the Society Coordinator
 - e. Be responsible to hand in a mid-term and year end activities and budget booklet detailing the years successes, failures, and future executive.