# APPENDIX L

#  STUDENTS’ UNION SOCIETIES ACT

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## SUB-SECTION 1: RATIFICATION OF SOCIETIES

1. A society is considered to be any group of students that have a common interest. A society may be ratified by the StFX Students’ Union Representative Council and eligible to the rights provided to those ratified when having met the following conditions:
2. A society must have a unique name that no other society at StFX already maintains.
3. Opens its membership to all persons. A group may however, restrict membership to a limited number of cases where such limitation is necessary to avoid a complete undermining of the essence of the club. For example, limitation on the basis of sex is justifiable in the case of a Women’s Rugby Club. The onus is on the club to demonstrate that such a need is warranted.
4. Intends to carry on activities which do not infringe federal, provincial, municipal or university laws and which will not interfere with the ordinary course of business at the university or infringe on the rights or privileges of others, which include the rights to privacy and freedom of expression and association.
5. Benefits the student body.
6. A completed constitution form must be filed with the Society Coordinator each year to remain active. This constitution must be supplemented with the appropriate Status Application form, otherwise known as the ratification form.
7. All societies must apply for ratification each academic year.
8. At least one member of the Society Executive must complete Society President Training, including Risk Assessment training, Event Planning training, Positive Space training and Budget training.
9. All societies must participate in Society Night in September and January if the opportunity is given.
10. Applications for society ratification for the full academic year are due to the Society Coordinator by September 30th of that year.
11. The Society’s Constitution and Ratification application must be approved by the Society Coordinator and the VP Campus Affairs.
12. Students wishing to create a new society throughout the year must meet with the Society Coordinator and submit both their Ratification and Constitution forms. If application meets all necessary criteria, they may be ratified at the succeeding Council meeting.
13. The society’s application form must be approved by the Representative Council.
14. Societies shall be notified by the Society Coordinator via e-mail within one week of their ratification.
15. All societies must meet all of the criteria for one of the following society categories:
16. Athletic – Competitive: are societies that are created to bring individuals together to compete together and against other students within Canada and abroad (i.e. Equestrian Society, Cheerleading Society, Baseball Society, etc…).
	1. Requirements:
		1. Must have a field-specific, experienced coach
		2. Must be able to provide a schedule of competition dates
		3. Must take necessary steps to provide all safety equipment needed
		4. Must have waivers of participation signed by all St. FX student player participants
17. Athletic – Non-Competitive: are societies that are created to bring individuals together to share skills and a passion for a specific activity that is athletic in nature (i.e. X-Karate, X-Judo, St.FX Ski and Snowboard, etc…).
	1. Requirements:
		1. Must have a field-specific, experienced coach or instructor
		2. Must take necessary steps to provide all safety equipment needed
		3. Must have waivers of participation signed by all St. FX student player participants
18. Charitable: are societies whose central mandate is to promote a cause or raise funds for outside charities or organizations relative to STFX or the greater world (i.e. Free the Children, Relay for Life, WUSC, etc…).
	1. Requirements:
		1. Must provide participation waiver forms as directed by the Event Review Committee
		2. Must provide documentation that proceeds raised during the academic year are going to registered charities
19. Social: are those societies created to bring individuals with similar interests together in a social atmosphere (i.e. X-Gamming, St.FX Arts and Crafts, X-Pride, etc…).
	1. Requirements:
		1. Must provide participation waiver forms as directed by the Event Review Committee
20. Academic: are those societies created to bring individuals with similar interests together in a social atmosphere (i.e. X-Chemistry, X-Debate, Invest X, Women in Business, etc…).
	1. Requirements:
		1. Must have a faculty advisor who is a current faculty member of St. FX University
		2. Must provide participation waiver forms as directed by the Event Review Committee
21. Council may consider a society ineligible for ratification when:
22. Their mandate is not in accordance with StFX University or Students’ Union policies.
23. Their mandate discriminates on the basis of sex, religion, race, colour, national or ethnic origin, age, disability, or sexual orientation.
24. Council may revoke or suspend the operation of a society for the full year period by a two-thirds majority vote when:
25. A group has not followed the mandate of its constitution.
26. The group has failed to comply with policies set forth by the Students’ Union or StFX University.
27. The society commits an offense that violates federal, provincial, or municipal law.
28. The society abuses any services or privileges of the Students’ Union.
29. The society purposefully harms or discriminates against another St.FX student group or event.

## SUB-SECTION 2: RIGHTS AND RESPONSIBILITIES OF SOCIETIES

1. The rights of ratified societies are as follows:
	1. Reserve rooms\* on campus for meetings without charge, in accordance with Bloomfield Centre room allocation policies
	2. Use the Students’ Union communication resources, including but not limited to advertising, publicity, and media services, provided at the discretion of the St.FX Marketing Team.
	3. Call upon the VP Campus for assistance in organizing events
	4. Apply for society funding up to $500 per semester per event, in the condition that they remain in good standing with the Students’ Union.
	5. Apply to operate any available on-campus Coat Check opportunities

\*Rooms that are eligible for free bookings by societies are determined by the St.FX Conference Services team.

1. All societies are required to:
2. Record accurate statements of all financial transactions.
3. Maintain an updated member list.
4. Present a Midterm Report and budget statement to the Society Coordinator at the end of the first semester, which shall include:
	1. A list of events carried out that term
	2. An accurate member list
	3. A detailed financial report of first semester
	4. Any concerns, questions or suggestions for Council or the Society Coordinator
	5. Plans for the following term
5. Present a Year End Report and budget statement to the Society Coordinator at the end of the second semester, which shall include:
	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
6. The Students’ Union reserves the right to not grant funding or allow space rentals for the following semester to societies that do not submit year-end reports.
7. Act in accordance with the Bloomfield Centre Poster Policy
8. Societies are responsible to take all necessary precautions to limit liability while hosting or participating in events or activities.
9. Any society which plans to hold or attend an event must fully complete an Event Risk Assessment form, otherwise known as an ERC form, and subsequently all necessary forms and procedures as outlined by the Event Review Committee.
10. All forms must be approved by the Event Review Committee before event participation.
11. All events must comply with university policies and Students’ Union by laws.
12. 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:
1. 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.
2. 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.
3. The Students’ Union shall not be legally responsible for the activities of a society that are not approved by the Event Review Committee.
4. Societies may be reimbursed only for legitimate business, please see the list of Eligible and Ineligible items in Section 2.
5. Societies shall have the option to collect an internal society membership fee, to cover low incidental or administrative costs.
	* + 1. Terms for being considered eligible for society allocations:

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

1. The society must be ratified and in good standing with the University and Students’ Union
2. Applicants must demonstrate fundraising efforts
3. The Union will not fund societies that have failed to present a mid-term report to the Society Coordinator.
4. Applicants must demonstrate the benefit of the event that they are wishing to hold the St. FX community
5. Applicants must attach an event budget, including revenues and expenses
6. Societies are eligible to receive maximum funding of $500 per event, per semester, which is to be distributed in a first-come, first-serve manner, amongst societies who are eligible and apply.
7. Should the Budget and Finance Committee find that there is an insufficient number of eligible and worthy requests by societies they may allocate funds in addition to the maximum amount.
8. 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
* Group travel
* Guest speakers
* Posters, Flyers, other advertising
* \*Essential Fixed Assets

\*An essential fixed asset 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
	+ - 1. Society Funding Request Form Process
1. Email the Society Coordinator to receive the Society Fund Allocation Form, or find it on theu.ca/societies under society forms.
2. If requesting funding for an event, please complete the Society Fund Allocation Request form once the Event Risk Assessment form, otherwise known as the ERC form, is approved by the Event Review Committee.
3. If requesting funding to purchase a fixed asset, on the Allocation form please include the following information:
	1. Outline who will be tasked with the responsibility of storing/managing the item
	2. How the item will be stored in the summer months
	3. How the item will go to benefit society in the long term
4. Society Fund Allocation Forms must be submitted to the VP of Finance & Operations two weeks plus the Friday prior to the funding being needed. If applicable, please include a copy of your approved Event Risk Assessment/ERC form for reference.
5. The Budget/Finance Committee will review your Society Fund Allocation Form within 7 business days of the submission.
6. The Budget/Finance Committee upon review may require additional information prior to approving the society fund allocation. 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.
7. If the Budget/Finance Committee is satisfied with the submitted documentation as outlined in the Society Fund Allocation Form, the VP of Finance and Operations will notify the society executive within 48 hours of approval, providing instructions on the acceptance of funds.

## SUB-SECTION 4: BLOOMFIELD CENTER COAT CHECK

1. The following policies regarding the Bloomfield Centre Coat Check will be followed:
2. The operation of Coat check shall fall under the responsibility of the Golden X Inn Manager, who may use the Society Coordinator as an intermediary in contacting societies to find potential Coat Check candidates
3. 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

1. 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:
2. The President shall:
3. Be the chief executive officer and spokesperson of the society
4. Oversee all aspects of the society
5. Chair all meetings
6. Keep an open and on-going relationship with the Society Coordinator
7. Be responsible to hand in a mid-term and year end activities and budget report detailing the years successes, failures, and future executive.
8. The Vice-President shall:
9. Oversee and coordinate the programming activities and events of the club.
10. Act on behalf of the president when incumbent.
11. Maintain an up to date member list
12. Keep an open and on-going relationship with the Society Coordinator
13. The Treasurer shall:
14. Be responsible for the collection of any membership fees
15. Submit the society’s budget proposal and allocation form to the Society Coordinator on or before the deadline set at the beginning of each semester
16. Maintain updated and accurate records of all income and disbursements to be passed in to the Society Coordinator at the end of each semester
17. Retain all receipts of society expenses
18. Ensure the funding and financial stability of the club
19. The Secretary shall:
20. Prepare minutes for all meetings
21. Assist in arranging meetings and drafting agendas for general meetings
22. Ensure the executive creates and hands in an accurate financial and activities report at the end of each semester