



Cape Breton University Students' Union

Society Policy and Application Forum

SECTION 1: GENERAL TERMS AND CONDITIONS

1. Societies are *fully accountable to the CBU Students' Union*, and must work in accordance with both the Students' Union Bylaws and this CBU Students' Union Society Policy. Therefore, **all** those listed in Section 11 (Society Executive & Signing Officers) must sign this document under Section 9 (Society Policy Agreement) stating they have read and understood these terms and conditions. The CBU Students' Union is not liable or responsible for any inappropriate behaviour of any kind conducted by societies or their members.
2. In order to be ratified as a society of the CBU Students' Union, it is **mandatory** that societies do their banking with the Students' Union.
3. General correspondence should be directed to the Executive Vice President and/or Vice President of Finance and Operations.
4. Any expenditure or activity deemed inappropriate by the Students' Union Executive may result in:
 - a. *Reduction of funding.*
 - b. *Termination of funding.*
 - c. *Probationary status.*
 - d. *Termination of the society.*
5. The Students' Union Executive reserves the right to eliminate, re-examine, or terminate funding at any time to any society.
6. Any questionable expenses should be cleared through the Vice President of Finance and Operations **prior to their occurrence**.
7. Any special funding requests should be noted in a society request form that will be reviewed by the Vice President of Finance and Operations.
8. Ratified societies may be asked to give additional information about activities, expenditures, and/or policies *other than those described in Section 13 (Objectives and Activities Information)*. Failure to provide information will result in the immediate termination of funding. Also, society

status may be revoked at the discretion of the Vice President of Finance and Operations and the Executive Vice President.

9. Societies who are funded must check their mailbox monthly at the CBU Students' Union Front Desk for correspondence. Failure to do so will result in a written warning for the first month and termination of funding for the second.
10. Society Executives must respond to all correspondence from the Vice President of Finance and Operations or other Students' Union official within 72 hours.
11. The Campus Affairs Coordinator and VPFO will hold a minimum of two (2) **mandatory** meetings with Society Presidents/VP and/or Treasurers (one per term). At least two (2) Executive from each society must attend these meetings in order to receive and/or maintain funding.
12. It is **mandatory** that each society hold a minimum of two (2) events (activity, fundraiser, etc.) per semester to maintain funding from the Students' Union.
13. It is **mandatory** that any society wishing to hold an event involving alcohol, travel, physical activity/personal safety risk, community relations risk, and/or contracts complete all sections of the Society Event Planning Form. For events absent of these risks, it is mandatory that the society completes all sections of the Society Space Booking Form.
14. It is **mandatory** that all societies who receive funding from the Students' Union participate in two (2) Society Fairs, which will take place in September 2017 and January 2018.
15. Funding that is granted to the societies by the Students' Union must be used before *April 30th, 2018*, or the unused portion will become forfeit unless special permission is granted upon request. However, any funds that are raised and deposited with the Students' Union will remain accessible.
16. Student members make the decision on where to spend Students' Union funding. (Faculty/Staff advisors may only advise). However, all spending is monitored by the Vice President of Finance and Operations, who has the authority to refuse endorsement of any expenses.
17. Only members of the CBU Students' Union can be Executive members of a society.
18. Any society seeking funding from the Students' Union and using promotional items (i.e., t-shirts) for fundraising must have the CBU Students' Union logo on them. Furthermore, for any items on display or to be given as advertisement must be approved through the Vice President Promotions.
19. Any assets acquired by the society with funds provided by the Students' Union will become property of the Students' Union if/when the society's status becomes defaulted.
20. Any monies raised by the society that are to be deposited, will be submitted to the Campus Affairs Coordinator or VPFO with a Society Deposit Form.
21. When using CBUSU Facilities, all societies must abide by the CBUSU Operations Policy when holding any society event, meeting or business. Any damage to property or equipment is the responsibility of the society.

22. Any and all actions of societies must not interfere or conflict with any Students' Union operations or events.
23. Any groups who wish to form a student society, but do not accept any or all of these terms and conditions, must form a society that is unattached to the CBU Students' Union. These groups **MUST** register with the Nova Scotia Registry of Joint Stocks. **NO FUNDING** is granted to unattached societies.

SECTION 2: APPLICATION AND RATIFICATION

All societies must apply for ratification each academic year. The ratification of societies shall expire April 30th, of each year, regardless of when the society was ratified.

Applications for society ratification shall be accepted beginning September 1st of each academic year by the Students' Union VPFO and Campus Affairs. Societies who do not comply with application deadline will not be eligible for Students' Union funding during the academic year. Ratification status is determined on a case by case basis, as discussed below.

The society's application for ratification must be approved by the Student Representative Council (SRC).

In the event that a society is not approved by the SRC, the society may request the Council to reconsider its decision within fourteen (14) days of the Council's original decision.

The society may provide reasons for reconsideration to the SRC through a written statement or a presentation.

SECTION 3: REQUIREMENTS FOR RATIFICATION

The SRC requires that all societies adhere to certain requirements prior to ratification. Those that do not meet the following requirements will not be considered for ratification.

1. **The society must be governed by a constitution which must be submitted along with the society application form to the Students' Union prior to being considered for ratification.**
2. The society's constitution must include the following requirements:
 - a. *Name of the society*
 - i. The name of the group that will be used in all official capacities must be included.
 - b. *Purpose of the society*
 - i. The society must not have a purpose that conflicts with the Students' Union mission and vision statements.
 - ii. The society must not have the same purpose as any society that has already been ratified by the Students' Union for the academic year.
 - c. *Membership*
 - i. The society must have members of the Students' Union as its executive members.
 - ii. Non-students, such as faculty members or members of the community, may hold non-voting positions within the society.
 - iii. The society must not exclude any member of the Students' Union based on the grounds

of age, race, colour, religion, creed, sex, sexual orientation, gender, physical or mental ability, ethnic, national, or aboriginal origin, family status, marital status, source of income or political belief, association or anything that violates human rights.

d. Executive Positions

- i. The society must have at least three (3) executive members, who shall be listed on the application form.

e. Duties of the Executive

- i. The constitution of the society must clearly outline the duties of each executive member.

f. Meetings

- i. The society must hold regular meetings determined by its constitution.

g. Election Procedures

- i. The executive members of a society must be elected from and by the membership by a majority vote. Executive positions **must** be elected by the end of the academic year for the following fall.

h. Impeachment of Officers

- i. The society must have a process outlined in its constitution that clearly explains how a member may become impeached if he or she commits an act of impropriety, violates the provisions of the constitution or is delinquent in his or her duties.

i. Constitutional Amendments

- i. The society must have a process outlined in its constitution that clearly explains how amendments to the constitution are adopted.

j. Finances

- i. Societies are subject to an annual financial audit by the Students' Union Vice President of Finance and Operations.
- ii. The society must outline who has signing authority for their Students' Union bank account. There must be at least two (2) executive members who having signing authority for their Students' Union bank account. Two (2) signing officers must sign each Funds Request Form. Receipts must be provided for **all** distributed funds.
- iii. The society must carry over any surplus to the Students' Union of the following year unless otherwise indicated.
- iv. In the case that the group dissolves, all debts that the society has incurred must be paid off and any remaining monies shall be forfeited to the SRC.

k. Students' Union Ratification

- i. The society must re-apply for ratification with the Students' Union every academic year.

3. The society must be governed in accordance with the bylaws, regulations and policies of the Students' Union, excluding any social, external, or academic policies.
4. The society must offer membership to any member of the Cape Breton University Students' Union.
5. The society must provide a mailing address for the society, as well as the email addresses and student numbers of each executive member.
6. The society must not have any outstanding debts with the Students' Union.
7. The society must provide a list of its intended activities for the academic year.

8. The society's activities must not infringe federal, provincial, municipal, regional or university laws.
9. The society's activities must not interfere with the ordinary course of business at Cape Breton University.
10. The society's activities must not infringe on the rights or privileges of others, which include the rights to privacy and freedom of expression and association.
11. The society's activities must be carried out in the manner specified on the Society Event Planning Form for events involving risks, and in the manner specified on the Society Space Booking Form for events absent of such risks. All society events must be approved by the use of said forms by the Vice President of Finance and Operations. If booking an event in The Pit Lounge, a signed Pit Lounge Booking Form must be attached to the Society Event Planning Form.
12. The society's executives must read the CBU Students' Union Policy and sign that they have read and understood the policy, agree to abide by the policy and to educate the members of the society about the policy.
13. The society's application for ratification must be approved by the SRC.
14. The Director of Finance and Operations holds the right to attend and take part in any and all society activities and events.

SECTION 4: DISCIPLINE

The SRC holds the right to discipline societies.

The SRC will investigate complaints lodged against any society and provide the Students' Union Executive with a recommendation on the matter.

Disciplinary measures may include a written warning, probationary period at a length determined by the SRC, the loss of society privileges as determined by the SRC or the de-ratification of the society.

The following will be cause for disciplinary measures:

1. The society violates the constitution of the Students' Union.
2. The society violates the constitution of the society as approved by SRC.
3. The society abuses any services or privileges of the Students' Union
4. The society commits an offence that breaks federal, provincial or municipal laws.
5. The society fails to notify the VPFO that it will be holding an event involving any degree of risk.
6. The society violates any of the terms and conditions of the Society Policy Agreement.
7. The society is guilty of any other conduct that the SRC deems as unbecoming of a CBUSU society.

The de-ratification of a society entails the loss of CBUSU society status and all privileges granted to the society by the SRC and the recovery of the society's monies by the SRC.

In the case where the Students' Union Executive believes that there is cause for de-ratification, the Executive shall give a notice of motion to de-ratify to the SRC and notify the society that notice has been given.

The motion to the SRC to de-ratify a society must receive two-thirds majority of Council in order to be successful.

A de-ratified society will not be considered for ratification until the following academic year.

Any society with the same purpose of a de-ratified society will not be considered for ratification for that academic year.

SECTION 5: FUNDING AND DEADLINES

1. Funding is based on the following combined variables:
 - a. *Membership.*
 - b. *Benefit to CBU students.*
 - c. *Ability to raise monies in addition to the Students' Union grant.*
 - d. *Seniority.*
2. Funded societies are subject to financial scrutiny by the Students' Union.
3. Societies which receive funding will receive the funding over two (2) instalments (October 10, 2017 and January 9, 2018).
4. To receive the first instalment, societies must complete in detail, the attached society information and their constitutions. A progress report must be submitted to the Students' Union before the last day of classes in December. The progress report shall include financial reports with accompanying documentation, receipts, a list of any assets acquired during semester, and a summary of activities and membership involvement. As well, a list of future activities and plans must be included. This includes events during both the academic year and after. **Failure to do so will result in immediate termination of funding.**

SECTION 6: PRIVILEGES

The Students' Union will provide the following privileges to ratified societies:

1. The ability to use the CBUSU name.
2. The ability to apply as a society for Students' Union grants.
3. A mailbox and locker in the Caper Zone on a first come, first serve basis.
4. Bulletin board space in the Students' Union Building.
5. The ability to use the Caper Zone as meeting space, free of charge, no more than three times per week.
6. The ability to book a table in the cafeteria area free of charge no more than six times per semester.
7. The ability to use the campus bar for special events at a reduced cost-recovery rate at the discretion of the VPFO.

The Students' Union reserves the right to withhold the above privileges from a society as it deems necessary.

The Students' Union reserves the right to grant additional privileges to a society when deemed appropriate. This will be considered on a case-by-case basis.

The Students' Union reserves the right to charge ancillary fees to societies holding events, for services including but not limited to, Students' Union technical staff, technical and audio-visual equipment, cleaning fees, coat check, custodial staff, set-up fees, extra furniture, extended building hours, SOCAN, conference materials, bar and security services.

The Students' Union Campus Affairs Coordinator and/or VPFO shall be considered a resource for societies and shall offer information or advice on advertising, event planning, fundraising, booking or any other society matter to any interested society.

SECTION 7: LIABILITY IN HIGH-RISK EVENTS

Societies have the responsibility to take all necessary precautions to limit liability while hosting or participating in high-risk events or activities.

A society that plans to hold any event **MUST** fill out either the Society Event Planning Form or the Society Space Booking Form, depending on the nature of the event. The Society Event Planning Form must be submitted to the VPFO a **minimum of two weeks** prior to the event, and the Society Space Booking Form must be submitted to the VPFO a **minimum of one week** prior to the event.

Section B: The Event Risk Management Form is designed to limit liability and aid in the planning of high risk events. It is the responsibility of the society to carry out the organization and implementation of the event in the manner specified on this form.

The Students' Union reserves the right to discipline any society that does not act in accordance with these policies. This may include the de-ratification of the society. Please refer to the Disciplinary Section (Section 4) of the Policy.

SECTION 8: REQUIREMENTS & DATES (Tentative)

Society applications are due (4:00 p.m.): Wednesday, September 27th,

2017 Mandatory Society Meeting (two members present):

Wednesday, October 4th 2017

Progress Report due: 4:00PM on Wednesday, November 29th, 2017

Final Report due: 4:00PM on Wednesday, March 28th, 2018

Please remember to make your own copies of all documentation—it will be asked of you at some time. You must pass on all files to the Society Executive for the upcoming year. A report from the previous year *with receipts* must be given to the VPFO for 2017/2018 before any funding is allocated. Failure to do so will result in immediate termination of the society.

Who to Speak With: The Students' Union Campus Affairs Coordinator, Shania Boucher (su_campusaffairs@cbu.ca). You may also contact Jordan Gracie, Vice President of Finance and Operations (su_vpfo@cbu.ca).

For general enquiries, please contact Dawn MacDougall, Executive Assistant, in the Students' Union Building at 563-1477 or dawn_macdougall@cbu.ca.

SECTION 9: SOCIETY POLICY AGREEMENT

I have read, understood, and agree with the forgoing. I have had a reasonable opportunity to consider the terms, conditions, and the matters set out therein. (To be signed by at least two society executive members).

Signature

Date

Signature

Date

Signature

Date

Signature

Date

Signature

Date

Signature

Date

SECTION 10: SOCIETY INFORMATION

Date of Submission: _____

Society Name: _____

Faculty/Staff Advisor: _____ Ext.: _____

of CBU Student Members: _____

(Please fill out attached sheet with names, phone #'s and signatures)

Does your society have at least two signing officers? Y / N
(Societies must have at least two signing officers to sign request forms)

SECTION 11: SOCIETY EXECUTIVE & SIGNING OFFICERS

Position	Name	Student ID	Phone #	Email Address

Signing Officers: It is mandatory for all societies to list two (2) signing officers. The officers are responsible for signing all forms to request and deposit money.

Please Print

Signature

1) _____

2) _____

SECTION 12: PROPOSED BUDGET

Revenue:

Please list fundraising activities and the expected revenue for each one.

_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Fundraising	\$ _____
Membership Fees	\$ _____
Other (please specify _____)	\$ _____
Total Revenue (add all revenue)	\$ _____

Expenses: (list activities and costs)

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Expenses (add all expenses)	\$ _____

Net Income/Loss (revenue less expenses)	\$ _____
--	-----------------

+
REQUESTED FROM STUDENTS' UNION **\$ _____**

Please note that the requested amount is not a guaranteed grant. Funding shall be subject to section 5.1 of this application and available budget of the Students' Union.

SECTION 13: OBJECTIVES and ACTIVITIES INFORMATION

Please Print Neatly (attach extra sheets if necessary)

OBJECTIVES:

ACTIVITIES:

HOW ACTIVITIES REFLECT THE SOCIETY'S GOALS:

SECTION 14: MEMBERSHIP LIST

Please Print (page 1 of 2)

Name

Student ID

Phone #

Email

MEMBERSHIP LIST

Please Print (page 2 of 2)

Name

Student ID

Phone #

Email

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____