



# Society Handbook

2023-2024



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# Greetings from CBUSU

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Welcome all new and returning members of Societies! Societies are an integral part of the Cape Breton University (CBU) students' experience. On behalf of the CBU community, we thank you for helping to build a better campus life.

The CBU Students' Union is the collective voice of all undergraduate students at Cape Breton University. We create change through advocacy; we inspire growth through engagement. We are committed to offering services that help to fulfill the diverse needs of the student body.

Joining a society provides an excellent opportunity to explore your interests, develop strong relationships with like-minded students, and most importantly have fun! They are also great extracurricular activities to help build your connections and resume for the future.

In this handbook, you will find a summary of the key details of the CBUSU society system. There is a large amount of society's policy documents, procedures, and systems that go into the society's system, and we have aimed to consolidate them for your convenience.

We look forward to working with you throughout the year to give CBU the best student experience.

Sincerely,  
Breagh Clements - Society Coordinator



# 03 CBUSU Society Team



**Breagh Clements**  
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# Introduction


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This handbook contains information that is beneficial to both new and returning society executives or founding members.

Each year, there are approximately 25-30 unique societies under the umbrella of the CBUSU that organize a variety of diverse events catered toward undergraduate students of the CBU community.

As a member of the CBUSU Society's community, CBUSU societies get several benefits, including training, free booking of CBU and CBUSU rooms and other facilities, financial management, insurance, and other benefits. The CBUSU also provides funding for society budgets. Conversely, CBUSU Societies also have responsibilities to the CBUSU and their membership, such as following society's policies, being respectful and accountable to your membership, and maintaining accessibility for all.

We recognize that the CBUSU Society Policy can often seem complex. It is always our goal to help you navigate the system. We are continually looking to optimize society's policy to best serve the campus community, so don't hesitate to bring concerns or ideas to our attention.



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## Active Societies

African Caribbean Society	Indigenous Society
Bachelor of Engineering Society	Math Society
Biology Society	Music Society
Capers Bhangra Crew (CBC)	Muslim Student Association Society
Chemistry Society	Nigerian Students Society
Chinese Student Association	Nursing Society
Coders Society	Peace Quest Society
Creative Arts Society	Psychology Society
CSR Business Society	Public Health Society
Education Society	Rotaract Society
Enactus Cape Breton University	Rugby Society
Engineering Society	Society of Petroleum Engineers
Gaming and Technology Society	Theatre Society
Geology Society	Track and Field Society

# Society System

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## Student Leaders

The CBUSU Society system is overseen by the VP Finance & Operations. The Society Coordinator is responsible for managing all the student-run societies and programs that contribute to the experience of undergraduate students within societies.

Under the direction of the VP Finance & Operations, the Society Coordinator oversees day-to-day activities of the society system, including society governance, society training, finances, and society events. As well the Society Coordinator oversees the development, review, and enforcement of all policies related to the societies throughout the year.

## Support Staff

The Society Coordinator is your primary contact, but when not available please reach out to the VP Finance & Operations. As well, the General Manager can assist societies in the areas of finance and policy. The VP Promotions is available to assist in event planning and promotions. Our front desk staff will assist in space bookings.

We are located on the second floor of the CBU Students' Union, available 8:30-4:30 pm Monday to Friday. The Society Coordinator will have at least 10 office hours per week and will be posted online and on their office door. Our doors are always open, and we are here to provide any means of assistance, whether it be event planning or financial logistics. Please don't hesitate to drop by or reach out via email with any questions.

Email: [su\\_administration@cbu.ca](mailto:su_administration@cbu.ca) or call 902-563-1192

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## Election and Training

CBUSU Society Election Procedures states that 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.

Mandatory Training Focus will provide the following in the fall and winter of each year:

- Introduce societies to the society system;
- Introduce societies to the resources that are available at and CBU and CBU Students' Union;
- Society Fairs;
- Breakout sessions for societies who have specific issues or concerns;
- Society executives training;
- In-depth conversations around event planning and available resources;
- Human resource training;
- Sexual consent training;
- Risk assessment training;
- Financial literacy training;
- Society networking such as joint events;
- Governance;
- Assistance in applications and funding available;
- Recognizing societies as an integral role of the CBUSU.



# Finance and Funding

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CBUSU Society funding is based on the following combined variables:

- a. Membership
- b. The benefit to CBU students
- c. Ability to raise monies in addition to the Students' Union grant
- d. Seniority
- e. Funded societies are subject to financial scrutiny by the Students' Union
- f. Type of society (Junior or Regular)

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. This includes all deposits and bill payments. The Society Coordinator and VP Finance & Operations will verify all deposits and bill payments for societies as per policy.

Your society account balance can be requested at any time by your Society Executive by contacting either:

Society Coordinator at [su\\_societies@cbu.ca](mailto:su_societies@cbu.ca)  
VP Finance & Operations at [su\\_vpfo@cbu.ca](mailto:su_vpfo@cbu.ca)  
or Alex MacNeil at [Alex\\_MacNeil@cbu.ca](mailto:Alex_MacNeil@cbu.ca)

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## Support from CBUSU

### **Society Deposits**

A simple step-by-step online deposit form will be available on our website

Deposits can be received via mail

Deposits can be done via e-transfer

We can arrange pickups when possible

### **Society Funds Requests**

A simple step-by-step online deposit form will be available on our website

A verification email from your faculty advisor will be acceptable

Funding can be delivered via: cheques; e-transfers; CBUSU credit cards (We can arrange payment using our credit cards)

### **Society Fair**

Fall and Winter Society Fairs

To encourage society sign-ups, CBUSU will be sponsoring prizes to be given away

**Mandatory Training:** All training will be completed online.

### **Promotions**

Social media platforms: Facebook, Instagram, Twitter, website

Bulletin boards

CBUSU funding for promotional prizes to encourage membership and event participation

... and so much more!

# Important Dates

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<b>September 13th, 2023</b>	<b>Fall Society Fair</b>
<b>September 25th, 2023</b>	<b>Society Application due</b>
<b>September 28th, 2023</b>	<b>Training (online)</b>
<b>October (TBD), 2023</b>	<b>Societies ratified by SRC</b>
<b>November 28th, 2023</b>	<b>Progress report</b>
<b>January (TBD)</b>	<b>Winter Society Fair</b>
<b>January (TBD)</b>	<b>New Society Application due</b>
<b>January (TBD)</b>	<b>Training</b>
<b>March 31st, 2023</b>	<b>Final Report due</b>

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 2021/2022 before any funding is allocated. Failure to do so will result in immediate termination of the society.

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## CBUSU 2023/24 Executive Team



**Sahilpreet Singh Chatha**

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## CBU Main Contacts

### **Alanna MacQueen**

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### **Scott Thomas**

Human Rights and Diversity Officer

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## The Pit

### **Brian Smart**

Director, Food Services

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