

Policy I Societies

1. Ratification

- 1.1. 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 ratification shall be accepted beginning May 1st of each academic year by the Vice President Communications
- 1.2. Societies Ratification application will first be reviewed by the Vice President Communications and then if acceptable will be sent on the Students Representative Council (SRC) for approval.
- 1.3. The Vice President Communications will email societies confirmation within one week of their ratification approval.
- 1.4. All societies shall adhere to certain requirements prior to ratification. Those that do not meet the following requirements will not be considered for ratification:
 - 1.4.1. The society must be governed by a constitution, which ~~it~~ must be submitted to the Vice President Communications as part of the ratification application The society's constitution must include the following;
 - 1.4.1.1. Name of the society
 - 1.4.1.1.1. The name of the group that will be used in all official capacities must be included.
 - 1.4.1.2. Purpose of the society
 - 1.4.1.2.1. Shall be a summary of the objectives of the intent of the club, society, or association.
 - 1.4.1.2.2. The society purpose may not conflict with the MSVUSU's mission and vision statements.
 - 1.4.1.2.3. The society may not have the same purpose as any society that has already been ratified for the academic year.
 - 1.4.1.3. Membership
 - 1.4.1.3.1. Shall state who is eligible for membership
 - 1.4.1.3.2. Shall state the classification of members (if necessary),

i.e. Regular, Honorary, etc.

- 1.4.1.3.3. Shall state the procedure for becoming a member
- 1.4.1.3.4. Shall state whether or not dues or fees will be required to obtain membership (if applicable).
- 1.4.1.3.5. Non-students, such as faculty members or members from the community, may hold non-voting positions within the society.
- 1.4.1.3.6. MSVUSU Executives and Councillors may hold a position but may not be the signing authority for any society
- 1.4.1.3.7. The Vice President Communications may not be an official member of any society during the tenure of their office.

1.4.1.4. Executive Positions

- 1.4.1.4.1. Shall present a list of the executive officers
- 1.4.1.4.2. The constitution of the society must clearly outline the duties of the executive positions.
- 1.4.1.4.3. Shall state the procedure in the instance that an executive leaves their position during the academic year.
- 1.4.1.4.4. An individual may only be the president of one (1) society and sit as an executive on a maximum of two (2) societies

1.4.1.5. Meetings

- 1.4.1.5.1. Shall specify when regular, special, and/or executive meetings shall be called
- 1.4.1.5.2. Shall state the procedure for calling a meeting
- 1.4.1.5.3. Shall state what quorum will be for meetings
- 1.4.1.5.4. Shall state provision for a majority vote required to pass a vote
- 1.4.1.5.5. The society must hold regular meetings determined by its' constitution.
- 1.4.1.5.6. Any societies which collect membership fees must

provide all paying students with a vote during their election process.

1.4.1.5.7. Each society must hold an Semi-Annual General Meeting in the Fall semester and an Annual General Meeting in the Winter semester

1.4.1.5.7.1. The first meetings should outline goals and expectations for the year and the second shall act as a review of the year.

1.4.1.6. Nominations and elections of executive positions

1.4.1.6.1. Shall contain procedure for nomination

1.4.1.6.2. Shall state the qualification desired/required for the position (if applicable)

1.4.1.6.3. Shall state the qualification desired/required for the position (if applicable)

1.4.1.6.4. Shall state the majority vote required to be a winning candidate

1.4.1.6.5. Shall state the date by which elections must be held

1.4.1.6.6. Shall state the procedure if a position remains unfilled after the elections

1.4.1.7. Impeachment

1.4.1.7.1. Shall state the procedures and majority vote required to impeach an executive member or members.

1.4.1.8. Finances

1.4.1.8.1. Shall state the;

- source of funds
- signing officers
- fiscal period
- who passes the organization's budget

1.4.1.8.2. Societies which collects fees from members must submit a budget to the Society Affairs committee and have their books audited by the Chief Financial Officer of the MSVUSU at the end of each academic

term.

1.4.1.8.3. Societies must carry over any surplus money to the next academic year.

1.4.1.8.4. In the case that the society dissolves, any surplus shall be remitted to the MSVUSU, where the money will then be added to the Society Grants line in the MSVUSU budget. Any debt must be paid off

1.4.1.9. Constitutional Amendment(s)

1.4.1.9.1. Shall contain procedure for such, including notice of motion.

1.4.1.9.2. Shall specify the majority vote needed to pass an amendment.

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

1.4.1.10. Miscellaneous

1.4.1.10.1. Shall contain any applicable information which is not stated in the above articles.

1.4.2. The society must be governed in accordance with the constitution, by-laws, and policies of the MSVUSU

1.4.3. The society must not have any outstanding debts with the MSVUSU.

1.4.4. All academic societies must have approval from a faculty member of that particular department.

1.4.5. The society's activities must not infringe on the rights or privileges of others, and must adhere to the policies on Freedom of Expression as outlined by the MSVUSU and the university.

1.4.6. The society's executive must read the MSVU Harassment and Discrimination Policy

1.4.7. The society's executives must read MSVUSU Policy I: Societies At least one (1) society executive must attended Society 101 training session

1.4.8. Society executives must read and agree to abide by the Society Contract

2. Appeals to the Society Affairs Committee

- 2.1. In the event that a society is not approved for ratification or funding the society may request the Society Affairs Committee to reconsider its decision within fourteen days (14) of the committee's original decision.
- 2.2. In the event that a society is not approved for ratification Vice President Communications, as chair of the Society Affairs Committee, is obligated to bring the ratification appeal to the next meeting of the SRC. the society may request an appeal to the MSVUSU SRC.
- 2.3. The society must provide their argument for reconsideration of funding or ratification to the Society Affairs Committee in a written statement

3. Disciplinary Measures

- 3.1. The MSVUSU holds right to discipline societies.
- 3.2. Disciplinary matters may include a written warning, a probationary period the loss of society privileges, or the de-ratification of the society as determined by the Society Affairs Committee.
- 3.3. The following will be cause for disciplinary measures:
 - 3.3.1. The society violates the constitution of the MSVUSU.
 - 3.3.2. The society violates the constitution of the society as approved by the SRC
 - 3.3.3. The society abuses any services or privileges of the MSVUSU
 - 3.3.4. The society commits an offence that breaks federal, provincial, or municipal laws.
 - 3.3.5. The society violates MSVU's Harassment and Discrimination Policy.
 - 3.3.6. The society fails to notify the Vice President Communications that it will be holding an alcohol related event occurring inside of the MSVU's licensed premises or an event involving high risk activities that occur on-campus.
 - 3.3.7. The society is guilty of any other conduct that the MSVU SU Society Affairs Committee deems inappropriate or in violation of any of MSVUSU Constitution, By-Laws, and Policies
- 3.4. The de-ratification of a society entails the loss of MSVUSU society status and all privileges granted to the society by the MSVUSU.
 - 3.4.1. In the case where the Society Affairs Committee believes that there is cause for de-ratification, the committee shall give notice of motion to de-ratify to the SRC and notify the society that notice has been given.

3.4.2. The motion to de-ratify a society must receive fifty percent plus one majority of the SRC in order to be successful.

3.4.3. A de-ratified society will not be considered for ratification until the following academic year. If a society is de-ratified after March 1st, it will not be eligible for ratification until the winter semester of the next academic year.

4. Accountability

4.1. Any society which collects membership fees from students must submit its financial records to be audited by the MSVUSU at the end of each semester. Failure to do so will result in suspension of the society until the records become available.

4.1.1. If a society does collect membership fees, they must submit a budget to the Vice President Communications.

4.2. The society must carry over any surplus funds to the next academic year.

4.3. In the case that the society dissolves, any surplus shall be remitted to the MSVUSU, where the money will then be added to the Society Grants line in the MSVUSU budget.

4.4. Any debt must be paid off.

5. Funding

5.1. All ratified societies may apply for Society Funding from the MSVUSU. Funding is intended to help defray the costs societies incur throughout the fiscal year of the MSVUSU.

5.2. Only ratified societies are eligible for funding.

5.3. Funding Request forms must be submitted a minimum of two weeks before the event, _

5.4. Societies wishing to apply for funding for a conference must have support from 50% plus one (50%+1) of their society and must submit written information on how the conference will benefit the society and its members

5.5. Grants are not intended to be carried over from year to year. Thus, all cheques which have not picked from the MSVUSU by April 30th will be cancelled.

5.6. The Vice President Communications must archive a record of all grant allotments issued in a given year.

5.6.1. Each archived record must be accompanied by the original

application or a photocopy.

- 5.7. Societies are eligible for base funding up to \$60.00 intended for any financial implications that a society may incur due to start-up costs (i.e. bank fees).
- 5.8. Where discrepancies exist between the MSVUSU Constitution and this policy, the Constitution shall take precedence.

6. Society Privileges

6.1. The MSVUSU will provide the following privileges to ratified societies:

- 6.1.1. The ability to apply for society funding from the MSVUSU
- 6.1.2. Bulletin space, if available.
- 6.1.3. The ability to book rooms on campus free of charge, subject to availability. For Vinnie's Pub bookings, please refer to the Vinnie's Pub Booking Policy. All events must be approved by the Vice President Communications.
- 6.1.4. The ability to use photocopying, mailing, printing and faxing privileges from the MSVUSU.
 - 6.1.4.1. The society may do a maximum of 500 black and white prints or photocopies, 20 faxes, and 20 mailed letters by the per academic year.
 - 6.1.4.2. Should the society exceed the limit allotted, they may use these services at a discount rate determined by the Hub Manager.

6.2. Society may be promoted on MSVUSU social media channels.

6.3. The MSVUSU reserves the right to withhold the above privileges from a society as it deems necessary.

6.4. The MSVUSU reserves the right to grant additional privileges to a society when deemed appropriate. This will be considered on a case by case basis.

6.5. The Vice President Communications shall be considered a resource for societies and shall offer information or advice on advertising, event planning, fundraising, or any other society related matter to any interested society.

7. Risk Management

7.1. Societies have the responsibility to take all necessary precautions to limit

liability while hosting or participating in high risk events or activities.

- 7.2. Societies are not permitted to organize or partake in pub crawls.
- 7.3. The MSVUSU reserves the right to discipline any society that does not act in accordance with these guidelines and those laid out in Clause 8 Events, as set out in Clause 3 Disciplinary Measures.

8. Events

- 8.1. Societies must inform the Vice President Communications of all planned events at least 2 weeks prior to the event
 - 8.1.1. Failure to inform the Vice President Communications of any upcoming event will result in a voiding of the MSVUSU insurance for that event
- 8.2. Any society that plans to hold any alcohol related event outside of a University licensed area will be required to obtain a single liquor event policy for an additional charge facilitated by Conference Services.
 - 8.2.1. Societies may not offer or advertise free alcohol at events
- 8.3. All societies must adhere to Conference Service policies when booking a room for an event. This may include the policies of Chartwells Food Services.
- 8.4. To host an event in Vinnies, a Vinnies booking form must be filled out and approval must be sought from the Food and Beverage Manager
 - 8.4.1. Advertisements for events in Vinnies must be submitted to and approved by the Food and Beverage Manager before being posted
 - 8.4.2. When holding an event in Vinnies or any other space, societies must be respectful of the space and those within it
- 8.5. Societies may not organize or participate in events that are hateful and harmful to any persons, or group of people.