

**2009 /  
2010**

Saint Mary's University  
Students' Association

# **[SOCIETY HANDBOOK]**

This Society Handbook is a resource for society leaders and specifically contains information on how to create a society and how to apply for funding. The handbook also contains the SMUSA Society policies.

# SOCIETY HANDBOOK

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## WHAT YOU NEED TO DO TO BECOME A SOCIETY

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SMUSA requires that all societies adhere to certain requirements prior to ratification by the SMUSA Society Committee. Those that do not meet the following requirements will not be considered for ratification:

- 1) The Society must be governed by a constitution, which it must submit to the Society Coordinator prior to being considered for ratification. A sample constitution is available on the SMUSA website or from the Society Coordinator. This constitution must be accompanied by a “Request for Ratification” form. This form is also available on the web site or from the Society Coordinator.
- 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 SMUSA’s mission and vision statements.
  - c) The Society must not have the same purpose as any society that has already been ratified by SMUSA for the academic year.
  - d) Membership
    - i) The Society must have at least twenty (20) members.
    - ii) The Society must have members of SMUSA as its executive members.
    - iii) Non-students, such as faculty members or members of the community, may hold non-voting positions within the Society.
    - iv) Any Saint Mary’s University student can become a member of any society.
  - e) Executive Positions
    - i) The Society must have at least four executive members: President; Vice-President; Treasurer and Secretary (or equivalent), who shall be listed on the ratification form.

- f) Duties of the Executive
  - i) The constitution of the Society must clearly outline the duties of each executive member.
- g) Meetings
  - i) The Society must hold regular meetings determined by its constitution.
- h) All societies must collect a membership fee of at least \$1 from each member.
- i) Election Procedures
  - i) The Executive members of a society must be elected from and by the membership by a majority vote.
- j) Repeal of Executive Members
  - i) The Society must have a process outlined in its constitution that clearly explains how a member may be recalled if he or she commits an act of impropriety, violates the provisions of the constitution or is delinquent in his or her duties.
- k) Constitutional Amendments
  - i) The Society must have a process outlined in its constitution that clearly explains how its constitution may be amended.
- l) Finances
  - i) Each Society must have its own bank account.
    - (1) Society bank accounts shall be opened after ratification, with SMUSA authorization.

## **RATIFICATION**

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Once you have all the information above ready for your society, you may apply for ratification. Applications for society ratification shall be accepted beginning August 1st of each academic year by the Society Coordinator. All societies must apply for ratification each academic year. The ratification of societies shall expire on April 30<sup>th</sup> of each year, regardless of when the society was ratified. Societies wishing to be active during the spring and summer semesters may apply for “summer ratification”, which will run from May 1<sup>st</sup> to August 31<sup>st</sup> of one year. In these circumstances societies must also apply separately for ratification for the regular academic year. A society’s application for ratification must be approved by the SMUSA Society Committee. The SMUSA Society Committee has established January 15<sup>th</sup> of each year by which all societies must have applied for ratification. It is the responsibility of the Society Coordinator to ensure that this date is advertised. Societies shall be notified by the Society Coordinator once they are ratified.

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## **RESPONSIBILITIES OF THE SOCIETY**

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Once a society has been ratified by the SMUSA Society Committee, there are a few responsibilities it must adhere to:

- 1) Each Society must provide the Society Coordinator with a First Semester report which is due by January 15<sup>th</sup> of each year and a second semester report which is due by May 15<sup>th</sup> and contains:
  - a) a list of the events held in the respective semesters of the academic year;
  - b) a list of the events expected to be held in the second semester of the academic year, and
  - c) Proof of the existence of the society's bank account and its current balance.
- 2) The Society must carry over any surplus to the membership of the following year.
  - a) In the case that the group dissolves, all debts that the society has incurred must be paid off and any remaining funds shall be recovered by SMUSA, who shall hold the monies in trust until such a time that the society may re-ratify.
- 3) The Society President and Treasurer must sign the "Financial Responsibility Agreement" drafted by SMUSA and this is filed in the Society Coordinator's office.
- 4) The Society President must also sign the SMUSA "Society Liability Responsibility Agreement" drafted by SMUSA and this is also filed in the Society Coordinator's office.

## **SOCIETY CLASSIFICATIONS**

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SMUSA Societies shall be classified in one of five categories: A, B, C, D or E.

- 1) A "Class A" society is one that exists because of an academic program offered by the University. Examples of "Class A" are the Anthropology Society, Commerce Society, or Environmental Studies Society. "Class A" societies are permitted all benefits offered to societies by SMUSA.
- 2) The A Societies shall be:
  - a) Those Societies that have a membership made up of the Association's members who are students of a particular Faculty or Major offered by the University;
  - b) Entitled to apply for Association:
    - i) Funding; and
    - ii) Office space provided that the Faculty or academic department has refused to provide the Society with office space.
- 2) A "Class B" society is one that is unrelated to an academic department of the University, but has more of a membership of a certain social group, focus, or culture. Examples of "Class B" societies are the Caribbean Society or the Residence Society. "Class B" societies are entitled to all benefits offered by the Students' Association.
- 3) B Societies shall be:
  - a) Those Societies that have membership open to all members of the Association;
  - b) Entitled to apply for Association:
    - i) Funding; and
    - ii) Office space.
- 4) A "Class C" society is a student group that has an affiliation with a specific non-Academic Department of the University. Examples of "Class C" societies are the DRAFT Team, the Student Alumni Association. These societies are not entitled to funding from the Association because they receive support from their parent department. They are however entitled to apply for SMUSA office space if they cannot find space elsewhere. They are also permitted to take advantage of SMUSA fundraising opportunities.

- 5) C Societies shall:
    - a) Be those Societies that are funded and/or governed by a University Department;
    - b) Be those Societies that are not directly affiliated with the Association;
    - c) Be entitled to apply for Association Office Space provided the Department they are affiliated with cannot provide the Society with any space; and
    - d) Not be entitled to Association funding.
  
  - 6) A "Class D" society is one with a political, religious, or partisan view. Examples of "Class D" societies are the Progressive Conservative Club, the Muslim Student Society, or the Chinese Christian Society.
  
  - 7) D Societies shall:
    - a) Be those Societies which are either politically or religiously orientated or have a partisan outlook.
    - b) Be entitled to apply for Association:
      - i) Funding; and
      - ii) Office Space.
  
  - 8) A "Class E" society is a student group that acts as a form of media to the student body. The Journal Publishing Society is an example of a "Class E" society. These groups must have an established Board structure of which 25% of the board is members appointed by SMUSA. "Class E" societies may apply for SMUSA funding only if they do not receive funding from the students through other means. They are also entitled to society office space.
  
  - 9) E Societies shall be:
    - a) Those Societies that are non-partisan by nature;
    - b) Those Societies that provide the Association's members with a form of media coverage;
    - c) Required to create a Board of Directors, that shall;
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- d) Required to have a representation of at least one voting member appointed by the SMUSA President; and
- e) Meet at least once per semester.
- f) Entitled to apply for Association:
  - i) Funding, should the Society not already have a form of student funding;
  - ii) Office space.

## **DISCIPLINE OF SOCIETIES**

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The SMUSA Society Coordinator holds the right to discipline societies and charges the President with the responsibility to ensure that all societies are compliant with SMUSA policy and procedures and are in good standing.

The Society Committee will investigate any and all complaints lodged against any SMUSA society and provide the President with a recommendation as to the course of action to be taken.

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

The following will be cause for disciplinary measures:

- 1) Violation of the SMUSA Constitution, mission or vision
- 2) Violation of a society's own constitution
- 3) Violation of federal, provincial or municipal laws.
- 4) Non-compliance with SMUSA procedures.
- 5) Any other conduct that the Society Committee deems as unbecoming of a society under its jurisdiction.

## **DE-RATIFICATION**

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The de-ratification of a society entails the loss of SMUSA society status and all privileges granted to the society by SMUSA and the recovery of the society's monies by SMUSA, which shall be held in trust until such a time that the society may re-ratify.

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## FINANCES

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### BANK ACCOUNTS

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All societies must have their own, independent, bank account and use the same financial institution as SMUSA which is RBC on the corner of Spring Garden and Summer Street. Each account must have at least two signing authorities and they both must be required to sign all transactions. Societies are required to obtain a letter from SMUSA to either open a new account or to take responsibility for an existing account. The RBC Client Card must have its limits set to \$0.00 and the Client Card can be used to acquire an RBC Agent Card. The Agent Card is used to deposit only. Once the Agent Card is acquired each society is required to submit their Client Card to SMUSA where they are filed in the Society Coordinator's office. Societies are not allowed to have individual officers make withdrawals using a Client Card. The Agent Card allows for deposit only. Societies are required to use a checking account for all payment transactions and each cheque requires a minimum of two signatures.

In order to actually have money in a society bank account, all societies must collect a membership fee of at least \$1 from each member.

### AUDITS

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All SMUSA Societies may be subject to financial audits by the Society Coordinator throughout the academic year at the discretion of the Society Committee. Failure to pass these audits could result in disciplinary action being taken. In order to ensure your society's books are in order, refer to the "Treasurer's Handbook" and go to the Society Coordinator if you have any questions.

All societies at Saint Mary's are sub-groups of the Students' Association and hence all assets of any society are also the assets of SMUSA. SMUSA, however, will not exercise any control over a society's assets unless the society has acted illegally, is not fulfilling its mandate, or is not acting in the best interest of its members. A non-recognized society is not permitted to operate as a Saint Mary's University group and therefore is not permitted access to the students of Saint Mary's University.

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## REVENUE SURPLUS

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The Society must carry over any surplus revenues to the membership of the following year. In the case that the group dissolves, all debts that the society has incurred must be paid off and any remaining funds shall be held in trust until such a time that the society may re-ratify.

## FUNDING

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SMUSA will only provide funding to societies that are eligible including Class A, B and D societies. Society funding is not available to societies that already have a direct source of funding. Funding is made available to societies in order to accomplish the goals of the Society and SMUSA as organizations. For instance, it is not a goal of SMUSA to benefit people who are not Saint Mary's University students.

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## TERMS AND CONDITIONS FOR SMUSA SOCIETY FUNDING REQUESTS

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The Students' Association and the Society Committee will only consider requests for funding...

1. That further the goals of the Association as outlined in its constitution and that further the goals of the particular Society as outlined in its particular constitution.
  2. Societies **may not receive more than \$2000.00**, in total, in Special Event Grant funding per administrative year (May 1 to April 30) from the Students' Association.
  3. The Students' Association will not support costs for the benefit of non-students. The Society Committee will only grant funding for requests that benefit students of Saint Mary's and the student members of the society.
  4. The Society Committee will not consider any funding request in which the Students' Association is asked to fund more than half of the expected cost of the project, to a maximum of \$2000.00.
  5. The Society Committee will not consider requests made for funding after the event has taken place.
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6. Students' Association funding shall only be used for the purpose applied for. Any unused portion shall be returned to the Students' Association.
7. Should the grant be approved by the Society Committee, **a post-event summary must be completed** and submitted no later than one month after the event, in order for the Students' Association to keep an accurate account of how its funding has been used. This summary must contain a one-page report of how the event went and what the total attendance was. The summary must also contain an income statement summarizing the financial success of the event. Receipts must be included to verify the financial information reported. In the event that a funding request is approved for the month of April, the post-event summary must be received no later than April 30 of the current year.
8. The Society Committee shall not consider funding for:
  - a. Capital expenditures;
  - b. Illegal uses;
  - c. Salaries, honorariums, or gifts for members; or
  - d. Alcoholic beverages.

### **START-UP GRANTS**

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Start-up grants are available to all societies recognized from the previous administrative year who received funding. It is a grant designed to help cover any excess debt from the previous year's operations, or to help start a new year's operations. It is only given to societies who have been recognized in the previous year and not to new groups. A guarantee sum of \$150.00 will be given as a Start-Up Grant provided:

1. The application is received prior to November 1 of the current year.
  2. The society applying for a Start-Up Grant has not yet received a Special Event Grant in the current year.
  3. The application is to request support for anyone of the following:
    - a. Outstanding bills from the previous year;
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- b. Membership and promotional costs;
  - c. Office expenses; and/or
  - d. Fund raising expenses; and
4. The terms and conditions 1, 3, 5, 7, and 8, outlined in the previous pages, are met. All Societies requiring funding in addition to the start-up grant may make application for a **Special Event Grant** on an event by event basis to the Society Committee. Application for the start up grant must be received by the Society Coordinator prior to the distribution of regular funding to that Society until the application deadline of November 1 has passed. This start up funding shall be provided in one lump sum.

### **SOCIETY BRANDING FUND**

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Society branding fund is available to all the ratified societies on Campus. Previously ratified societies have an option of choosing between the Start-up grant and the Society branding fund. The Society branding fund can be used for designing society merchandise for promoting society name and service. It can't be used for society event events or any other society expense. A guarantee sum of \$250.00 will be given as a Society Branding Fund provided:

1. The society applying for a Society Branding Fund has not yet received a Special Event Grant in the current year.
2. The application for the Society Branding Fund has been received within the first month of the Society Ratification Date.
3. The terms and conditions 1, 3, 5, and 8, outlined in the previous pages, are met. All Societies requiring funding in addition to the Society branding fund may make application for a **Special Event Grant** on an event by event basis to the Society Committee.

All societies can use the service of the SMUSA Marketing Department to get the merchandise designed and can place an order for the merchandise through the Society Coordinator to get an lump sum rate on the goods.

### **SPECIAL EVENT GRANT**

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Special Event Grants are available to all societies that meet all of the terms and conditions on the previous page. These grants will be given in order to help the Society coordinate events and activities for Saint Mary's University students and members of the society. Some examples of events that may receive a Special Event Grant from the Students' Association are:

- Guest Speakers
- Society Banquets
- Conference Travel
- Wine and Cheese/Meet and Greet
- Social Activities

**Special Event Grants may be available to societies providing:**

1. The Society submit the “Society Funding Request” application and a detailed budget a minimum of two (2) weeks prior to the event to the Society Coordinator.
2. The Society does not request more than \$2000.00 in Special Event Grant funding per administrative year and that the funding request is not more than half of the expected costs of the event.
3. The society is not requesting funding for capital purchases, equipment, maintenance, alcohol or gifts for members.
4. Special Event Grants are not retroactive. The application for a Special Events Grant can be found on the web site [smusa.ca](http://smusa.ca) or from the SMUSA main office.

**LOAN REQUEST**

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In order for a society to qualify for a short-term, interest-free loan from the Students' Association the society must complete a “Society Loan Request” form. The application must be submitted to the Society Coordinator of the Students' Association, on the 5<sup>th</sup> floor of the Student Centre at least 2 weeks prior to the event requiring the loan. The following is a list of specific terms and conditions for Students' Association loans:

1. The Students' Association and the Society Committee will only consider requests for loans that further the goals of the Association as outlined in its constitution
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and that further the goals of the particular Society as outlined in its particular constitution.

2. Societies seeking a Students' Association loan must be a recognized society of the students' association.
3. Societies **shall not** be granted a loan of more than **\$500.00**.
4. The Society Committee shall not consider funding requests from Societies with a political, religious, or partisan view.
5. Should the loan be approved by the Society Committee, **a post-event summary must be completed** and submitted no later than one month after the event, in order for the Students' Association to keep an accurate account of how its funding has been used. This summary must contain a one-page report of how the event went and what the total attendance was. The summary must also contain an income statement summarizing the financial success of the event. Receipts must be included to verify the financial information reported. In the event that a funding request is approved for the month of April, the post-event summary must be received no later than April 30 of the current year.
6. The Society Committee shall only consider loan requests for societies that cannot cover the initial costs of the event.
7. The loan must be repaid to the Students' Association within three (3) days of the conclusion of the event.

### **PENALTIES FOR NOT REPAYING A LOAN**

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Any society that fails to repay a loan from the Students' Association within three (3) days of the completion of the event will be subject to any or all of the following penalties:

1. The charging of interest on the balance of the loan at the prime lending rate plus three percent.
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2. Prohibited from receiving any further grants or loans from the Students' Association for a period to be determined by the Society Committee of the Students' Association.
3. Eviction from any Students' Association assigned office space.
4. Loss of status as a recognized society of Saint Mary's University Students' Association and all benefits that go with that status.
5. Permanent notation of the overdue loan on the society's records kept by the Students' Association.

### **REASONS FOR DENYING A FUNDING REQUEST**

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Common reasons for denying a request are:

1. The society making the request has failed to meet any of the terms listed above.
  2. The society has failed to submit its annual report for the previous year.
  3. The society has taken out a loan from the Students' Association and failed to repay that loan on schedule.
  4. The society has failed to submit an executive contact list to the Students' Association.
  5. The society has already received the maximum Special Event Grant allowance of \$2000.00 in the administrative year.
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6. The society has not submitted an event budget, an amount for the grant, or any other information outlined in the checklist at the end of this form.
7. The society has submitted a budget that is inaccurate and/or unrealistic.

***NOTE: All individual circumstances will be taken into account when a grant application is considered.***

***IT IS THE APPLICANT'S RESPONSIBILITY TO ENSURE THAT ALL NECESSARY TERMS HAVE BEEN MET IN ORDER TO RECEIVE FUNDING.***

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## OFFICE SPACE

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All SMUSA societies are able to apply for Association office space, subject to the rules laid out under the terms of their classifications.

The Society Committee will consider applications for office space on a first come, first served basis and also based on previous society historical success and the need for an office space. This will be determined by the Society Committee. Societies must be in good-standing with the Association to be considered for office space. The Office Space Application Form is available from the web site or from the Society Coordinator. **The deadline for applying for office space is October 1st every year, only ratified societies are eligible for office space.**

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## TELEPHONE INSTALLATION

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Societies with Association office space may receive telephone installation services with no monthly recurring charges. Long distances charges will be \$0.11/minute in North America, and \$0.15/minute in most other countries. Societies may also apply for a long distance calling card from the Help Desk. Societies must use the ITSS service system and use the telephone supplied. There will be a \$200.00 replacement cost on all damaged phones. Voice-mail can be set up for societies with phone service by the Help Desk.

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## THE SOCIETY SUMMIT

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All societies must attend the “Society Summit” that takes place late September or early October. The summit is meant to facilitate information sessions and training sessions for Society leaders. The SMUSA Society Coordinator will send out information about the Summit including dates and locations. This is mandatory for societies to attend and will be a requirement for your ratification. Included in the Society Summit are introductions of all the key people involved in coordinating a society, a presentation from SMU Student Services, a walk through the Society Handbook, and a walk through the Treasurer’s Handbook and also a Risk Management session on the Student Event Risk Management (SERM) process and a workshop for the Primary Event Organizers (PEO). Failure to attend the “Society Summit” will result in de-ratification.

## **SMUSA SOCIETY POLICY**

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1. No student society, club or student organization (herein called “Society” or “Societies,” as the context requires) shall, except in conformance with these by-law
    - (a) operate on campus;
    - (b) use the name of the University or the Association;
    - (c) solicit funds, membership or clientele, from among the members of the Association; or
    - (d) use any of the facilities of the University or the Association.
  
  2. The structure of Societies shall be layered and Societies may be categorized by the Association as a member of one of the following groups: A – Faculty, B – Social, C – Departmental/Club, D – Religious/Political, and E – Campus Media.
  
  3. The Society Committee may in its sole discretion, recognize and classify any Society that;
    - (a) has its executive formed of members of the Association;
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(b) accepts as members persons holding current membership in the Association;

(c) presents to the Society Committee a constitution consistent with the Constitution and the by-laws of the Association;

(d) has a minimum of twenty (20) members unless proper written authorization is given by the Association's Society Coordinator;

(e) is of a classification of either A or B as defined in the by-law and collects a minimum \$1 membership fee per society member;

(f) has its own bank account;

(g) provides the Association with the following reports:

i) an annual report that is due by April 30 of each year and contains

A. a list of the society's incoming executive,

B. a list of the society's outgoing executive,

C. a list of all events held in the past year including each event's revenues, expenses, venues, dates, and the events nature,

D. a current income statement, and

E. proof of the existence of the society's bank account and its current balance;

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ii) a First Semester report which is due by December 30 of each year and contains

A. a list of the events held in the first semester of the academic year,

B. a list of the events expected to be held in the second semester of the academic year, and

C. proof of the existence of the society's bank account and its current balance; and

(h) has, for A, B, and D class Societies, an executive committee consisting of, at a minimum, the following (or equivalent) positions:

i) President;

ii) Vice-President;

iii) Treasurer; and

iv) Secretary.

4. The Society Committee may, in accordance with the foregoing

(a) grant such recognition as is applicable upon a 2/3 affirmative vote provided that

i) such recognition was not withdrawn within the previous administrative year from said Society, and

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- ii) said Society does not have the same mandate as a Society that had its recognition withdrawn within the previous administrative year;
  - (b) withdraw such recognition upon a 2/3 affirmative vote;
  - (c) suspend such recognition upon a 2/3 affirmative vote;
  - (d) require such information and access to the affairs of the Society as it, or those acting upon its behalf according to the Constitution and the By-Laws of the Association, deemed to be necessary.
5. No officer of any Society shall be a member of the Association's Executive.

### **Classification**

6. For the purposes of classification the A Societies shall be
- (a) those Societies that have a membership made up of the Association's members who are students of a particular Faculty or Major offered by the University; and
  - (b) entitled to apply for Association
    - i) funding, and
    - ii) office space provided that the Faculty or academic department has refused to provide the Society with office space.
7. For the purpose of classification the B Societies shall be



(a) those Societies that have membership open to all members of the Association;  
and

(b) entitled to apply for Association

i) funding; and

ii) office space.

8. For the purpose of classification the C Societies shall

(a) be those Societies that are funded and/or governed by a University Department;

(b) be those Societies that are not directly affiliated with the Association;

(c) be entitled to apply for Association Office Space provided the Department they are affiliated with cannot provide the Society with any space; and

(d) not be entitled to Association funding.

9. For the purpose of classification the D Societies shall

(a) be those Societies which are either politically or religiously orientated or have a partisan outlook; and

(b) not be entitled to Association



- i) funding, or
  
- ii) office space.

10. For the purpose of classification the E Societies shall be

- (a) those Societies that are non-partisan by nature;
  
- (b) those Societies that provide the Association's members with a form of media coverage;
  
- (c) required to create a Board of Directors, that shall
  - i) have a representation of no less than twenty-five percent (25%) of SMUSA President appointed voting members, and
  
  - ii) meet at least once per semester; and
  
- (d) entitled to apply for Association
  - i) funding, should the Society not already have a form of student funding, and
  
  - ii) office space.

## **Funding**

11. Society summits will be held periodically throughout the academic year to facilitate any issues and concerns that Societies may have with the Association, the operations of their own Society, or with other Societies.

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12. As a general principle, funding shall only be made available to further the goals of the Association as outlined in the constitution and the goals of the particular Societies as outlined in their individual constitutions.

13. All funds received from time to time by a recognized-Society are the property of the

Association and shall be remitted forthwith upon demand to the Society Coordinator of the Association.

14. The Society Committee shall grant each recognized Society which received funding in the previous year a guaranteed sum of \$150.00 as a yearly start-up grant, and

(a) application for this grant must be received by the Society Coordinator prior to the 1<sup>st</sup> day of November of the then current year;


(b) application for this grant must be received by the Society Coordinator prior to the distribution of regular funding to that Society until the application deadline of November 1 has passed;

(c) this funding is dependent on compliance with these policies; and


(d) this funding shall be provided in one lump sum.

15. The yearly start-up grant shall be available for

(a) payment of outstanding bills from the previous year;



- (b) membership and promotional costs;
- (c) office expenses;
- (d) fund raising expenses; and/or
- (e) new societies ratified by the Society Committee

16. All Societies requiring funding above the start-up grant may make application for a special event grant on an event by event basis to the Society Committee.
  17. All Societies requiring a special event grant must submit a detailed event budget a minimum of two (2) weeks prior to the event to the Association's Society Coordinator, and
    - (a) the Society Committee will not grant more than \$2000.00 in Special Event Grant funding to any society per administrative year. Any additional funding must be approved by the President to an absolute ceiling of \$3000.00
    - (b) the Society Committee will not support costs that will benefit any person that is not a student of the University;
    - (c) the Society Committee will not fund more than half of the expected costs of the event, to a maximum of \$2000.00 per event; anything exceeding \$2000.00 must go through the President.
    - (d) the Society Committee will not consider requests for a Special Event Grant after the event has taken place;
    - (e) the Society Committee will only consider applications for funding from student Societies recognized by the Association under this by-law;
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(f) the Society committee will not consider funding for capital equipment purchases or maintenance; and

(g) the Society Committee will only consider funding requests that benefit the membership of the Association and make the Society more active in the campus life of the University's students.

18. The Association may provide an interest-free loan, to a maximum of \$500.00, to a Society which does not have the funds to pay the initial costs of an event, provided

(a) the loan is repaid within three (3) days of the conclusion of the event;

(b) a detailed event budget is submitted to the Association's Society Coordinator a minimum of two (2) weeks prior to the event;

(c) the Society Committee approves granting the Society the loan;

(d) the Society is recognized in accordance with this by-law;

(e) the loan is for the benefit of the Society's goals and objectives; and

(f) the Society has no outstanding debt to the Association.

19. In the case of an overdue loan with the Association, a Society may be subject to one or more of the following charges or penalties, to be decided at the discretion of the Society Committee:

(a) the charging of interest on the remaining balance of the unpaid loan at a rate of the prime lending rate plus three percent (3%);

(b) prohibition from receiving future grants or loans for a period to be determined by the Society Committee;

(c) loss of Association assigned office space;

(d) loss of status as a recognized Society of the Association; and

(e) permanent notation of the overdue loan in the Society's records held by the Society Committee.

20. For any event funded by the Association by means of a grant or loan, the Society must submit a post-event summary containing information on how the event went and all actual financials. This report will be submitted to the Society Coordinator no later than one month after the completion of the event. Failure to submit post-event summaries with receipts for Association sponsored events will result in loss of future grants or loans.

21. The Society Coordinator will not consider a yearly start-up grant, special event grants, or loan applications for

(a) capital expenditures;

(b) illegal Uses;

(c) salaries, honorariums, or gifts for Society members; and/or

(d) the purchase of alcoholic beverages.

(e) during the months of May-August.



## Offices

22. When assigning Association office space the following criteria shall be considered:

- (a) the financial and programming success of the Society in the previous two years;
- (b) the Society's compliance with these policies, and, in particular:
  - i) Whether the Society reports, as required by these policies, have been submitted to the Association; and
  - ii) Whether the constitution of the Society is up-to-date and in the possession of the Association.

## Further Governance

23. Societies operating on campus are required to adhere to any and all contracts or agreements held by the Association and/or the University. All societies shall

- (a) consult with the Association before actively endorsing any company, product or services on campus;
  - (b) not authorize any company to advertise or distribute products or services on campus; and
  - (c) not enter into any contracts or agreements without the expressed written consent of the Association.
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24. With respect to Societies, the President may make such further rules and regulations that it deems necessary, provided they are consistent with the Constitution and these policies.

