



# STUDENT SOCIETIES

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## GOVERNING POLICIES MANUAL

October, 2014

The Saint Mary's University Students' Association has developed and ratified this policy to ensure a commonly administered set of rules govern all student societies on campus.

## 1.0 GENERAL

1.1 The Saint Mary's University Students' Association (herein after referred to as "the Association") believes that student societies exist to enrich the student experience of its membership.

1.2 The overall goals of providing this service to students include:

- 1.2.1 Providing personal and professional development opportunities within cultural, social and vocational levels;
- 1.2.2 Expanding the mindset and knowledge-base of participants; and
- 1.2.3 Helping students develop a broader understanding of the world along with their place within it.

1.3 This policy clearly outlines all student society regulations in order to allow societies to achieve their goals, maintain their resources and remain in good standing with the Association, as well as the larger Saint Mary's University (herein after referred to as "the University") community.

## 2.0 LIMITATIONS

2.1 No student society, club, or student organization (herein after referred to as "society" or "societies", as the context requires) shall, except in conformance with these policies:

- 2.1.1 Operate on campus;
- 2.1.2 Use the name of the University or the Association;
- 2.1.3 Solicit funds, membership or clientele, from among the members of the Association;
- 2.1.4 Use any of the facilities of the University or the Association.

2.2 The structure of societies shall be layered and will be categorized by the Association as a member of one of the following groups:

- 2.2.1 A - Faculty;
- 2.2.2 B - Social;

2.2.3 C - Levied.

### 3.0 CLASSIFICATION

3.1 For the purposes of classification, "A" societies shall be:

3.1.1 Those societies that have a membership made up of the Association's members who are students that share an interest in a particular faculty, major or certificate offered by the University;

3.1.2 Entitled to apply for Association

3.1.2.1 Funding; and

3.1.2.2 Office space, provided that the faculty or academic department has refused to provide the society with office space.

3.2 For the purposes of classification, "B" societies shall be:

3.2.1 Those societies that have membership open to all members of the Association and membership is made up of students currently enrolled at Saint Mary's;

3.2.2 Entitled to apply for Association

3.2.2.1 Funding; and

3.2.2.2 Office space.

3.3 For the purposes of classification, "C" societies shall be:

3.3.1 Those societies that collect funds from the student body via levy;

3.3.2 Those societies that have membership open to all members of the Association and membership is made up of students currently enrolled at Saint Mary's;

3.3.3 Those societies that provide the Association's members with a form of media coverage;

3.3.4 Required to submit a report for every use of monetary funds, which shall:

3.3.4.1 Be accompanied by proof of funds used in form of receipts or other similar and acceptable sources for any spending over one-hundred-fifty (\$150) dollars;

3.3.4.2 Be subject to a review of the SOCIETY COORDINATOR and/or the SOCIETY COMMITTEE, or any other required individuals.

3.3.5 Required to create a Board of Directors that shall:

3.3.5.1 Have a representation of no less than twenty-five (25%) percent of PRESIDENT-appointed voting members;

3.3.5.2 Consist of only Saint Mary's students that are currently enrolled;

3.3.5.3 Meet at least once per semester.

3.3.6 Entitled to apply for Association:

3.3.6.1 Funding, should the society not already have a form of student funding;

3.3.6.2 Office space.

#### 4.0 SOCIETY SUMMITS

4.1 Society summits will be held on the third Friday of each semester, during the academic year, unless otherwise indicated due to scheduling conflicts or other interruptions.

4.2 The purpose of a society summit is to outline the by-laws, rules and regulations for conducting society business on campus. Primary Event Organizer (PEO) training will be administered at this time. Any remaining issues will be dealt with at the discretion of the SOCIETY COORDINATOR.

4.3 At least one executive member from each society must be present at the society summit in order to complete the ratification process.

4.4 A second society summit will be held on the third Friday of January as a refresher and at least one executive from each society is required to attend.

## 5.0 EXECUTIVE MEETINGS

5.1 Twice a year, on the third Friday of November and March, there will be a mandatory meeting between all societies and the SOCIETY COORDINATOR which at least one executive from each society must attend.

5.2 The purpose of an executive meeting is to help societies better network and collaborate with other groups on campus.

5.3 The SOCIETY COORDINATOR will also use this meeting as a way to gather feedback and ideas that will serve to improve the current student society system.

## 6.0 SOCIETY COMMITTEE

6.1 The society committee shall oversee the actions of societies and hold them accountable to this policy.

6.2 The society committee will consist of two members of the Association's BOARD OF DIRECTORS and the SOCIETY COORDINATOR. The committee will meet for society issues that arise, as well as to approve ratification requests.

6.3 The society committee may, at its sole discretion, recognize (ratify) and classify any student society that;

6.3.1 Already has been ratified by the BOARD OF DIRECTORS. Once the BOARD approves a new society to operate on campus, the society can be re-ratified each year by the SOCIETY COORDINATOR;

- 6.3.2 Has an executive formed of members of the Association;
- 6.3.3 Accepts as members persons who are currently members of the Association;
- 6.3.4 Presents to the society committee a constitution consistent with the Constitution and policies of the Association;
- 6.3.5 Has a minimum of twenty (20) members unless proper written authorization is given by the SOCIETY COORDINATOR;
- 6.3.6 Is of a classification of either A, B, or C as defined in this policy;
- 6.3.7 Collects a minimum of five (\$5) dollars membership fee per society members;
- 6.3.8 Has its own bank account;
- 6.3.9 Ratifies by completing the appropriate ratification forms (which can be found at [www.smusa.ca](http://www.smusa.ca));
- 6.3.10 Is in good standing with the Association from prior years' operations and has no violated any of the Association's policies or by-laws;
- 6.3.11 Provides the Association with the following:
  - 6.3.11.1 A First Semester Report which is due by January 15<sup>th</sup> of each year and must contain:
    - 6.3.11.1.1 A list of events held in the first semester of the academic year;
    - 6.3.11.1.2 A list of events expected to be held in the second semester of the academic year;
    - 6.3.11.1.3 Proof of the existence of the society's bank account, its current balance and all cash flow statements;
    - 6.3.11.1.4 Best practice recommendations for the next year's executive of that society.
  - 6.3.11.2 An Annual Report that is due by April 30<sup>th</sup> of each year and must contain:
    - 6.3.11.2.1 A list of the society's incoming executive(s);
    - 6.3.11.2.2 A list of the society's outgoing executive(s);

- 6.3.11.2.3 A list of all events held in the past year, including the revenues, expenses, venues, dates and nature of each event;
  - 6.3.11.2.4 A current cash flow statement;
  - 6.3.11.2.5 Proof of the existence of the society's bank account and its current balance;
  - 6.3.11.2.6 Best practice recommendations for the next year's executive of that society;
  - 6.3.11.2.7 A member involvement record with time contributed kept by the President of the society that may be delegated for use in Co-Curricular Record approval.
- 6.3.11.3 Student Event Risk Management (SERM) forms for any events that are to take place on campus, to ensure the societies are still covered under the insurance of the Association and that events may be advertised to the larger student body through the Association.
- 6.3.12 Has an executive committee consisting only of registered Saint Mary's students occupying the following positions:
- 6.3.12.1 President – who is ultimately responsible for the society's executive committee and will work with the SOCIETY COORDINATOR if problems arise. The President is responsible for the ratification, constitution and an updated members list which must include students' names, A numbers, email addresses and positions within the society;
  - 6.3.12.2 Vice President – who is responsible for completing SERM forms and Post Event forms, which must be submitted to the SOCIETY COORDINATOR;
  - 6.3.12.3 Treasurer – who is responsible for grant applications which must include a bank balance and total budget for the society's event. The Treasurer is also responsible for the year-end financial report and making sure any cash

box and/or bank account card is handed into the SOCIETY COORDINATOR at the end of the year;

- 6.3.12.4 Secretary – who is responsible for the semester reports and year-end reports, organizing meetings (which include booking event space) and taking meeting minutes.

6.4 If the society has been penalized, the society committee may:

- 6.4.1 Grant society ratification as is applicable upon a two-thirds (2/3) vote, provided that:

6.4.1.1 Society recognition was not withdrawn within the previous administrative year;

6.4.1.2 Said society does not have the same mandate as a society that had its recognition withdrawn within the previous administrative year.

6.4.2 Withdraw society recognition upon a two-thirds (2/3) affirmative vote;

6.4.3 Suspend society recognition upon a two-thirds (2/3) affirmative vote;

6.4.4 Request society information and access to the affairs of the society as it, or those acting upon its behalf according to the Constitution and policies of the Association, deemed to be necessary.

6.5 Members of the Association's student staff may take any executive or signing position in any society, excluding those staff who have a direct responsibility to societies, with the exception of the BOARD OF DIRECTORS, who may take an executive position that is not a signing authority in any student society.

6.6 The SOCIETY COORDINATOR may permit societies to book space on campus prior to being ratified for the purpose of planning upcoming society events and rallying support for their cause/purpose(s).

- 6.6.1 A society may only be granted this permission if they have submitted an application for ratification and the permission is



temporarily granted until twenty-four (24) hours after the next scheduled Board meeting or society committee meeting – whichever is applicable to the society in question.

## 7.0 FUNDING

7.1 All societies have the ability to open a business bank account under the Association's umbrella with the Royal Bank of Canada (RBC) branch located at the corner of Spring Garden Rd. and Summer St. in Halifax, Nova Scotia. Each society will be able to deposit money into the account at said RBC branch as well as withdraw money through cheque.

7.2 As a general principle, a minimum bank balance of two-hundred (\$200) dollars must remain in each societies' bank account at the end of each semester. It is the responsibility of the current society executive to ensure there are sufficient funds remaining for the incoming executive for the following year and that there is no outstanding debts.

7.3 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 particular societies as outlined in their individual constitutions.

7.3.1 Funding is to be made available to societies on a first-come, first-serve basis whereby the funds will be granted in order of application (granted that the application(s) is/are approved) until society budget funds are exhausted. In other words, not all ratified societies can be funded – there is simply not enough funding.

7.4 All funds received by a recognized society are the property of the Association and shall be remitted forthwith upon demand from the SOCIETY COORDINATOR.

7.5 All societies may apply for a branding grant of two-hundred-fifty (\$250) dollars in their first year of operation, or if they have never received this grant before. No other start-up funds are to be provided.

7.5.1 This funding is only available until society funds for the year are exhausted.

7.6 All societies requiring funding may make an application for a special event grant, on an event-by-event basis, to the SOCIETY COORDINATOR no later than two (2) weeks before said event is to take place. All societies requiring a special event grant must submit a detailed event budget to the SOCIETY COORDINATOR a minimum of two (2) weeks prior to the event.

7.7 The SOCIETY COORDINATOR will approve grant applications on a reasonable basis and in adherence to the following limitations:

7.7.1 The SOCIETY COORDINATOR will not grant more than two-thousand (\$2000) dollars 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 three-thousand (\$3000) dollars;

7.7.2 The SOCIETY COORDINATOR will not grant more than half of the costs of any single event;

7.7.3 Preference will be given to funding applications that involve higher-profile events, i.e. those that will improve the image of the University while still contributing to student events, achievements and interests;

7.7.4 The SOCIETY COORDINATOR will not support costs that will solely benefit any person that is not a student of the University;

7.7.5 The SOCIETY COORDINATOR will not consider requests for special event grants after the event has taken place;

7.7.6 The SOCIETY COORDINATOR will only consider applications for funding from student societies recognized by the Association under this policy document;

7.7.7 The SOCIETY COORDINATOR will not consider funding for capital equipment purchases or maintenance;

7.7.8 The SOCIETY COORDINATOR will only consider funding requests that benefit the membership of the Association and make the society more active in the University community.

7.8 The Gorsebrook Lounge (hereinafter referred to as “the Gorsebrook”) is one of the many services that the Association provides for its membership and welcomes the opportunity to host any society events. The Association, in the spirit of this policy document and in partnership with the Gorsebrook, requires that:

- 7.8.1 A SERM form must be filled out through the SOCIETY COORDINATOR no later than two weeks before the event;
- 7.8.2 The Gorsebrook booking must be confirmed with the Association's OPERATIONS MANAGER at least one week prior to the event;
- 7.8.3 A complete description of the event must be given to the SOCIETY COORDINATOR;
- 7.8.4 The society must provide a two-hundred (\$200) dollar deposit to cover the outstanding costs incurred by the Gorsebrook for keeping the facility open for the society's event without recouping the costs of doing so through beverage or food sales.

- 7.8.4.1 If the Gorsebrook does recoup costs, any deposit paid by the society will be reimbursed.

7.9 In the case of an overdue bill payment with the Association or outside parties, a society may be subject to one or more of the following charges or penalties, which will be decided at the discretion of the society committee:

- 7.9.1 The charging of interest on the remaining balance of the unpaid loan at a rate of the prime lending rate plus three (3%) percent on all amounts less or more than five-hundred (\$500) dollars;
- 7.9.2 Prohibition from receiving future grants or loans for a period to be determined by the society committee, if the amount owed is five-hundred (\$500) dollars or more;
- 7.9.3 Loss of the Association's assigned office space, if the amount is seven-hundred-fifty (\$750) dollars or more;
- 7.9.4 Loss of status as a recognized society of the Association, if the amount owed is twenty-five-hundred (\$2500) dollars or more;
- 7.9.5 Permanent notation of the overdue loan in the society's records held by the SOCIETY COORDINATOR, subject to review by the society committee;

7.9.6 All penalties listed above are subject to review by the society committee and the Association's PRESIDENT.

7.10 For any event funded by the Association by means of a grant, the society must submit a Post-Event Summary containing information regarding how the event transpired and all financial details and/or records. This summary must be submitted to the SOCIETY COORDINATOR no later than two (2) weeks after the completion of the event.

7.10.1 Failure to submit post-event summaries with receipts for Association-sponsored events will result in loss of future grants.

7.11 The SOCIETY COORDINATOR will not consider a special events grant for any of the following:

7.11.1 Capital expenditures;

7.11.2 Illegal use;

7.11.3 Salaries, honorariums or gifts for society members;

7.11.4 The purchase of alcohol or alcoholic beverages;

7.11.5 Events or expenditures through the months of May – August;

7.11.6 Unnecessary food purchases.

## 8.0 OFFICES & MEETING SPACES

8.1 When assigning an Association office space, the following criteria must be considered:

8.1.1 The financial and programming success of the society in the previous year;

8.1.2 The society's compliance with Association policy, and in particular:

8.1.2.1 Whether the society reports, as required by these policies, have been submitted to the Association on time;

8.1.2.2 Whether the constitution of the society is up-to-date and in the possession of the Association;

8.1.2.3 Whether the society has complied with all policies, rules and regulations of the Association.

8.1.3 If the office space is granted to a society, they risk losing said space unless the following requirements are adhered to:

8.1.3.1 No alcohol, or the consumption of alcohol, is permitted in the office space;

8.1.3.2 Smoking is strictly prohibited;

8.1.3.3 The office space may not be used as living arrangements;

8.1.3.4 The room is damaged or consistently untidy;

8.1.3.5 The society must maintain an active schedule of events that students who are not a member of said society can attend;

8.1.3.6 Random inspections of the room may be done during the year and any violation of the above rules can result in monetary penalties or a loss of office space.

8.1.4 When it comes time for a society to vacate office space:

8.1.4.1 The society shall have one week to remove their belongings from the office space;

8.1.4.2 Any objects left behind that have a value of less than fifty (\$50) dollars will be thrown away or donated;

8.1.4.3 Any objects left behind that have a value of fifty (\$50) dollars or less will be stored for a period of four (4) months, after which time they will be considered donated to the Association;

8.1.5 In the case of a "Class A" (faculty) society, it will be required to provide a letter from said faculty/department stating that the society will not be receiving office space from the University before they may receive access to the Association's office space.

8.2 The Society Common Space (located on the fifth (5<sup>th</sup>) floor of the Student Centre, room 522) is provided as an open space for all student societies to use.

The following rules apply for all users of this space:

- 8.2.1 Society meeting space can be reserved by contacting the Association's front desk (in person - at the main office on the fifth (5<sup>th</sup>) floor of the Student Centre; by phone at 902-496-8700) and signing out the space;
- 8.2.2 There will be designated times throughout the week where the common space may not be booked to allow the space to be freely occupied by all those who wish to use it;
- 8.2.3 The society space must be respected (i.e. students are expected to clean up after themselves). The space should always be left in better condition than it was found;
- 8.2.4 Societies can be held fully responsible for the damages incurred to the common space during times for which the space was booked or occupied by said society;
  - 8.2.4.1 Consequences of damaging Association property could result in monetary fines and/or the de-ratification of a society at the discretion of the society committee.
- 8.2.5 Rooms can only be booked by the secretary of a society, or another executive/member designated to book space on campus, as approved by the SOCIETY COORDINATOR, and the person who books the room is responsible for its proper use;
- 8.2.6 Computers must be taken care of and logged out when the space is vacated.

8.3 Other spaces on campus are available to be booked:

- 8.3.1 By one designated member of the society, usually the secretary, unless otherwise determined by the society and approved by the SOCIETY COORDINATOR;
- 8.3.2 By first identifying the individual in your society who is designated to book space by emailing the SOCIETY COORDINATOR to identify the designated individual (with their name, position title, phone number and email address);

8.3.3 By contacting Conference Services ([conference.services@smu.ca](mailto:conference.services@smu.ca) or 902-420-5486, keeping in mind that phone calls are preferred) for all room bookings in the University, except for the Student Centre.

8.3.3.1 Room bookings in the Student Centre are administered by the Association's ADMINISTRATIVE ASSISTANT, who can be found at the Association's front desk (in person - at the main office on the fifth (5<sup>th</sup>) floor of the Student Centre; by phone at 902-496-8700).

8.3.4 After seven (7:00pm) o'clock during the weekdays and any time on weekend. Special arrangements for a day-time, work-week events can be made upon request for larger events;

8.3.5 After September 1<sup>st</sup> for societies ratifying for the fall semester and after the first day of classes for societies ratified for any other time;

8.3.6 In person, by email, or over the phone at/with Conference Services;

8.3.7 At least one business day in advance and by Friday at twelve (12:00pm) o'clock for the weekend;

8.3.8 On the condition that all events and bookings adhere to Conference Service's [Room Use Regulations](#).

8.4 Set-up and clean-up of any reserved space is the society's responsibility.

8.5 Societies are not permitted to cater their own food or liquors services as the Association's beverage and food service agreements do not permit the serving of items supplied by external sources, including by donation.

8.5.1 All food services must be provided by the University's catering services provided by Aramark Campus Services (902-420-5599).

8.5.2 All liquor/alcohol services must be proved by the Association's bar service through the Gorsebrook (902-496-8703).

8.6 Campus security services are required at all functions with alcohol, as well as large public gatherings. Conference Services will assign security, at the society's expense, where deemed necessary.

8.7 If alcohol is to be served at an event, a Liquor Functions Form (available through Conference Services) must be completed.

8.7.1 This form requires signatory approval from the Association PRESIDENT, which may be delegated to the OPERATIONS MANAGER, and the MANAGER OF UNIVERSITY SECURITY;

8.7.2 The completed form must be returned to Conference Services by Thursday of the week prior to the event. To avoid cancellation, payment for services must be paid in full three (3) days prior to an event.

8.8 Should a society have an outstanding account resulting from charges leveled for damaged, security, cleaning, liquor or food service, etc., future use of university facilities will be denied until the account is settled.

8.9 Failure to adhere to any of these regulations could result in a function being terminated and/or a suspension of a society's ability to use University facilities.

## 9.0 LOCATION INFORMATION

9.1 Campus Security: McNally Main, room 016;  
Food Service: Aramark, Loyola Residence, 2<sup>nd</sup> floor;  
Bar Service: SMUSA, Student Centre, room 509.

9.2 Societies are not permitted to book space through a faculty department or other faculty/staff contact. In order for the Association to monitor all society operations on campus, the SOCIETY COORDINATOR must be kept aware of these events through Conference Services. This can only be done if societies book events under their own names.

## 10.0 SOCIETY PROBATION

10.1 If a society breaks any of the rules stated in this policy document, or neglects their duty to submit forms, they are subject to be placed on society



probation by the SOCIETY COORDINATOR. While a society is on probation, said society will:

- 10.1.1 Be unable to receive funding from the Association;
- 10.1.2 Must have the SOCIETY COORDINATOR approve any room booking a week in advance of the society being able to book with Conference Services;
- 10.1.3 Be subject to the loss of currently held office space.

10.2 If, while in the state of probation, a society continues to break rules, ignore Association policies, or neglect forms and paperwork, the society's executive committee will stand before the Association's BOARD OF DIRECTORS and may be individually barred from participating in any student society, as well as the society in question itself being suspended.

## 11.0 CONFLICT RESOLUTION

11.1 Societies experiencing internal conflict are encouraged to first attempt conflict resolution independently by utilizing conflict resolution strategies. The basic steps will be listed below, however more information on conflict resolution can be easily found online or within the Patrick Power Library.

11.2 If a situation escalates, it is recommended that students contact the SOCIETY COORDINATOR to assist in mediation of the conflict.

- 11.2.1 Should a problem persist or become serious in nature, students are encouraged to contact the University's Conflict Resolution Advisor who can be found in the Student Centre, 4<sup>th</sup> floor, room 416, or contacted by phone at 902-420-5113.

11.3 Basic steps for conflict resolution are provided as follows:

*The Eight Essential Steps to Conflict Resolution* by Dudley Weeks, Ph.D., Los Angeles: Jeremy P. Tarcher, Inc. 1992

**Overview of the "Conflict Partnership Process"**

**Conflict Partnership is a process that empowers people to build mutually beneficial**

relationships and to resolve conflict effectively. Try following its eight steps:

1. Create an Effective Atmosphere – Focus on the problem, not the people
2. Clarify Perceptions – Allow everyone to use “I” statements to report how they feel
3. Focus on Individual and Shared Needs – Listen for needs, allow others to speak
4. Build Shared Positive Power
5. Look to the Future, then Learn from the Past
6. Generate Options – Discuss possible solutions and their outcomes
7. Develop "Doables" – Set goals for resolution
8. Make Mutual Benefit Agreements – Make sure the resolution(s) benefits all parties

The "partnership process" is based on the following five principles. Keep them in mind whenever you are involved in a conflict:

1. Think "we," rather than "I versus you" - working together helps solve conflicts.
2. Try to keep in mind the long term relationship.
3. Good conflict resolution will improve the relationship.
4. Good conflict resolution benefits both parties.
5. Conflict resolution and relationship building go hand in hand.

## 12.0 FURTHER GOVERNANCE

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

12.2 All societies shall:

12.2.1 Consult with the Association's GENERAL MANAGER before actively endorsing any company, product or services, on or off campus;

12.2.2 Not authorize any company to advertise or distribute products or services on campus;

12.2.3 Not enter into any contracts or agreements without the expressed written consent of the Association's GENERAL MANAGER,

12.2.4 Adhere to the rules and regulations outlined in the Association's Poster Policy:

12.2.4.1 All society event posters must be approved in advance of circulation by one of the following Association staff members:

12.2.4.1.1 SOCIETY COORDINATOR;

12.2.4.1.2 MARKETING & EVENTS MANAGER;

12.2.4.1.3 GENERAL MANAGER;

12.2.4.1.4 ADMINISTRATIVE ASSISTANT.

12.3 All further and impermanent society information can be found on the Association's website ([www.smusa.ca](http://www.smusa.ca)) under the "Societies" drop-down menu. This site will list all available resources and upcoming events for societies, including contact information for the SOCIETY COORDINATOR.

12.4 With respect to societies, the PRESIDENT may make further rules and regulations that she/he deems necessary, provided they are consistent with the Constitution and these policies.

## 13.0 IMPORTANT DATES

13.1 The following dates will be considered of varying importance:

13.1.1 August 1<sup>st</sup> will mark the beginning of the ratification period for societies who wish to be active in the fall and winter semesters. No earlier requests will be accepted;

13.1.2 May 1<sup>st</sup> will mark the beginning of the ratification period for societies who wish to be active in the spring and summer semesters. No earlier requests will be accepted;

13.1.3 The end date of ratification for fall/winter terms will be the last day of February;

13.1.4 The end date of ratification for spring/summer terms will be the first day of July;

13.1.5 The Society Expo will be held on the Thursday of Orientation Week;

13.1.6 The Society Summit will be held on the third (3<sup>rd</sup>) day of September and will be held on the same day as the Society Social;

- 13.1.7 The Second Society Summit will be held on the third (3<sup>rd</sup>) Friday of January;
- 13.1.8 First Semester Reports are due by January 15<sup>th</sup>;
- 13.1.9 Annual Reports are due by April 30<sup>th</sup>;
- 13.1.10 Monthly Society Executive Meets will be held on the 3<sup>rd</sup> Friday of November and March.