

START A SOCIETY!

Dear potential society founder,

If you've always wanted to (a) bring King's students together, (b) use the University's name, (c) use the facilities of the King's Students' Union (including booking rooms on campus), (d) apply for and get funding for your project, and/or (e) have your peers be recognized with K-Points for their involvement, then starting a society is for you.

You are about to join the ranks of creative and resourceful King's students who have made the decision to start a society on campus at King's, and this package will provide you with all of the information you need to do it. But, before you begin to figure out the details, you should know a bit about what it means to ratify a society.

Assuming that you already know what the name and idea behind your society is, there's really not much else that you need. Each society is started up by students of their own initiative and can serve all kinds of purposes. Even if your idea for a society is absolutely ridiculous and you're not really sure why anyone would ever want to meet to discuss the merits of normcore fashion, or to celebrate the bright presence of Carly Rae Jepsen, or to argue why oxford commas aren't really that bad, remember that you're at King's and there are likely several other people interested in exactly the same things.

Once you've got your ideas settled and have found a few friends who are interested, come visit the King's Students' Union (KSU). The KSU is your resource for anything and everything to do with societies at King's. Yes, we can give you money for your society, but you'll hear more about that later and it isn't always the big spenders that put on the best events. The KSU is also here to answer any questions you have regarding anything from borrowing a table to renting a snow cone machine. Feel free to come by the office and we'll do our best to answer your questions, or direct you to someone who will have the answers.

Lastly, thank you so much for your initiative to start something new and make King's a better place. The societies on campus and the students who are involved in any way with them are a large part of what makes our community such a vibrant and welcoming place to be.

Best of luck,

Brennan McCracken
Student Life Vice-President

HOW TO GET RATIFIED

Getting your society ratified is a deceptively simple process:

1) Form an executive

Once you've established a clear idea of what you want your society to be, you should hold a meeting of possible members and select an executive. Depending on the nature of your society, the executive will be made up of 3, 4, or 5 people, with at least a President, Vice-President, and a Treasurer. Official titles are up to you. Try to form the executive with representation from different years and diverse identities to encourage membership participation and help to foster equity.

2) Read the *Society Guidelines*

The *Society Guidelines* (Pages 3-18) lay out a bunch of different information that will help you out as you start to plan out what your society will do. Need money for your event? The guidelines will tell you how to get it. Want to book Alumni Hall for your movie screening? Check the guidelines. Wondering how to write your Constitution? We've got 5 pages dedicated to helping you out in the guidelines.

3) Write a constitution

Now outline clear objectives for your society and compose a constitution with those objectives. If you're wondering how to go about writing your society's constitution, head over to the *Society Guidelines* and all will be explained.

4) Submit your application to the Student Life Vice-President

Once you have completed your constitution and the attached forms staple the two documents together and bring them to the KSU Office. You can drop them off to the SLVP directly, or drop them off with the Services & Campaigns Coordinator, Michaela Sam.

5) Ratification submitted to KSU Council

Once you have submitted your forms, you must await ratification. The SLVP will move to ratify your society at the next council meeting, and if council passes the motion, you will officially exist! You are welcome to attend Council and motivate for your ratification yourself, and the SLVP will motivate in your absence. Your society will be notified via e-mail if your application is successful.

6) Have a good time!

Start applying for funding, organizing events, uniting King's students, and most importantly, have a good time!

REMINDER: YOU MUST RE-RATIFY EVERY YEAR

SOCIETY GUIDELINES

Whether you are a brand new society, or entering your third year on an executive for a society founded in the 19th Century, please dig through the following pages carefully. They are filled with information on best practices when operating a society and should serve as a reminder of why societies exist, who they serve and the responsibility of society executives.

You will notice many phrases in this document advising you to contact the Student Life Vice-President (SLVP), so please do. The SLVP will be able to answer any questions you might have in person, over the phone, or by e-mail.

Send an e-mail to slvp@ksu.ca, or check outside the KSU Office for the office hours of the SLVP and drop-in to chat.

TIER I & TIER II

The KSU ratifies societies under two different categories: Tier I and Tier II. They allow us to ensure that societies that wish to take on greater responsibilities can do so, provided that they prove themselves to be accountable and organized. Tier I societies have access to everything a society might need to get started and hold successful meetings/events: this includes access to the KSU printer, the ability to submit a request for society funding and the ability to book a room using the KSU's security deposit. Tier II societies are given the ability to book rooms before the first council meeting of the year and special designation to apply for funding for alcohol. More information about special designation can be found on pages 13-14 of the *Society Guidelines*.

In the same way these guidelines have been written to help your society, the additional requirements for Tier II societies are there to prevent, say, having to call members of your previous executive that have moved to British Columbia to ask them to sign a bunch of forms. For more examples, or if you have comments and questions about the tiered system, please contact the Student Life Vice-President.

Tier I

- any society that is applying for ratification for the first time this academic year
- any society applying for re-ratification that is not a Tier II society,
- any society that was once ratified and has not been for one academic year or more
- any society levied by the KSU,

Many societies will be classified as "Tier I" societies, and the ratification process will not change at all, aside from getting your society immediate access to the KSU Photocopying upon ratification.

Tier II

King's Departmental Societies (HOST Society, EMSP Society, CSP Society)

Or

Societies who have:

- been ratified KSU societies for the previous two academic years,
- maintained a membership of 15 or more non-executive members during the previous two academic years ...
- presented bank statements for the previous two calendar years upon application

Some of the larger societies on campus will be classified as "Tier II" societies. These societies will be required to submit a financial report as a part of their year-end reporting, and will be required to change over their society bank accounts with their incoming executive by May 1st, 2017.

Societies who maintain this reporting and change-over practice will be able to book rooms under the KSU name during the first weeks of the Fall term (ahead of their re-ratification at KSU Council), and be able to maintain their status as a Tier II society during the summer months until the first KSU Council meeting of the academic year.

CONSTITUTION

A constitution is a set of rules governing your society. Your constitution will describe how the society runs and how members will interact with each other. It's a point of reference to help resolve any internal problems you might run into. It also shows that your society is accountable and lays out clear methods for decision making. In your constitution, you'll establish the following:

1. What your society's name will be.
2. What your intentions are for the society.
3. Who the people in charge of running the society are, and how membership works.
4. How meetings work when you have them.
5. How to run elections to put new people in charge of the society.
6. Impeachment (removing members from your executive).

7. How you define membership.
8. How your society will deal with money.

If you've got anything else that you want to add into your constitution, you can do that too.

The constitution itself is laid out in a series of *articles*, which are effectively headers marking off where you're going to talk specifically about things like *Membership*, for instance. The remainder of this document will walk you through each of the articles required for your constitution, with some examples from societies past and present. For more info, drop by the KSU Office and ask the Student Life Vice-President to walk you through an example constitution.

If you need help with your constitution, bring your constitution to the KSU office and work through it with the Student Life Vice-President.

Below are the founding provisions of the KSU. As a society of the KSU, you are expected to understand and uphold the values outlined in these provisions (the provisions in bold are the ones you must work diligently to uphold in your work as a society):

The King's Students' Union is one, democratic body. It affirms that all students have the following fundamental rights and resolves to work towards the realization and protection of said rights:

- I. The right to be treated with dignity and respect*
- II. The right to participate in the governance of their University*
- III. The right to receive an education based on merit, and not to be prevented from receiving such an education because of financial need*
- IV. The right to freedom of conscience, religion, thought and opinion*
- V. The right to freedom of expression, precluding reasonable restrictions on incitement towards violence and advocacy of hatred*
- VI. The right to form a society or political organization on campus and apply for funding and ratification or said body as per the criteria set out by the Union*
- VII. The right to vote for their representatives on the King's Students' Union*
- VIII. The right to be evaluated fairly by their academic instructors*
- IX. The right to live, work, and study in an environment free from violence, degradation, cruelty, humiliation, and any form of bodily or psychological abuse*
- X. The right not to be discriminated against in the delivery of University or Union services, based on the following grounds: race, gender, sex, pregnancy, marital status, ethnic or social origin, colour, sexual orientation, gender identity, disability, religion, conscience, belief, culture, language, and birth.*

ARTICLES OF A SOCIETY CONSTITUTION

All student groups must file a constitution prior to being recognized by the Students' Union in which the following articles must be included.

You must type your constitution. You must not include the personal names of your executive officers. The phrasing of articles should be done carefully to avoid ambiguity. Please contact the Student Life Vice-President if your society needs assistance drafting a constitution.

Article 1: Name

Write out the full name of your society.

Article 2: Objectives

This will be a summary of the objectives and intentions of the society.

Here's an example from the HOST Society:

The mandate of HOSTSoc is to provide both ideological and physical spaces for the discussion of the History of Science and Technology (HOST) beyond the doors of the classroom. The society aims to actualize this goal by holding events and producing work that encourages participation in HOST-related thinking and activity.

Article 3: Membership

Here you're going to explain the different classes of membership and their functions.¹ You'll also explain how to become a member of the society and whether or not your society will charge membership dues. Membership must be open to the entire membership of the King's Students' Union.

Article 4: Executive Officers

What are the titles of each executive position in your society and what is each executive responsible for within your society? Typically societies have at least a President, Vice-President, and Treasurer, but you can have more. Here's an excerpt from the Quintillian Society's constitution's rather extensive fourth article:

a) President

The President is responsible for developing and executing a broad vision for the society. The President is responsible for offering support and direction to all executive members. The President

¹ If your society is specifically opposed to social dominance via institutionalized structures like class, and as a result you would like to organize your membership in a way that isn't addressed here, please contact the

is responsible for calling meetings (via e-mail, Facebook, etc.). The President is responsible for chairing meetings and announcing the topic of all in all intra-societal debates. The President must make FYP announcements in the event that the First Year Rep is unavailable to do so. [...]

[...]

f) *Member at Large:*

The Member at Large is responsible for standing up for the liberal arts in a non-King's environment. The Member at Large is responsible for knowledge and resource sharing from outside the King's community. The Member at Large is responsible for wearing Quintillian paraphernalia and/or putting up Quintillian promotional material. When asked, what they did before attending Ivey they must respond as follows: "I went to King's, and I believe in the liberal arts." (with hand over heart).

Article 5: Meetings

This part will explain when regular meetings are, as well as when executive meetings and any special meetings are called. It also explains when an *Annual General Meeting* of the society will be called, because you have to have one of those every year. You'll also explain *how* to call a meeting, and how many people need to be there for the meeting to start. You'll also explain the rules for the meetings when they happen, which will include the rules for how votes are passed.²

Here's an extensive example from the Unconscious Collective Vocal Ensemble:

In order for the Unconscious Collective to fulfil its artistic objectives (as outlined in Article I) it is imperative that all members make a commitment to the collective. A rehearsal and performance schedule will be made at the beginning of each academic term, and all members must make due effort to attend all rehearsals and performances unless there is a personal emergency or an academic conflict. Repeated non-attendance or tardiness will result in dismissal from the collective.

The Unconscious Collective has four seasons: from Frosh Week to the fall concert, from the fall concert to the end of first semester exams, from the beginning of the second term to reading week, and from after reading week to the end of second semester exams. The types of meetings are: Auditions, Rehearsals, Sectional Rehearsals, Bonus Rehearsals, Workshops, Performances, Executive Meetings, and General Meetings.

² Many societies (including the Students' Union) use Robert's Rules of Order (RRO) to conduct meetings. If you're having trouble Googling what RRO are, just ask the Student Life Vice-President.

- a. Auditions take place within the first two weeks of each academic term, and must be well-advertised within King's and Dalhousie campuses, as well as online. Auditions are run by the Artistic Director and Section Leaders, each executive officer shall attend one of the auditions.
- b. Rehearsals take place weekly, at a day and time determined to work for all members. Rehearsals are run by the Artistic Director and Section Leaders. All choristers must attend rehearsals.
- c. Sectional Rehearsals take place once a week. Each section (Upper Voices and Lower Voices) rehearses once a week apart from the full rehearsal to learn and practice their parts, and to learn pieces programmed for their section alone. Sectional Rehearsals are run by the Section Leaders.
- d. Bonus Rehearsals are optional rehearsals for those who want to practice what they have learned or to move ahead and do more challenging or avant-garde repertoire. Bonus rehearsals take place once a week on an evening when quorum (5 members) can be met.
- e. Workshops will be endeavoured to be held once per semester and will to be open to members and non-members of the Unconscious Collective.

UCVE strives to make all decisions unanimously, except in decisions of artistic character, which are decided by the Artistic Director. When an agreement cannot be met, any member may call a vote. All members have full voting and speaking rights. A majority of greater than 50% of votes cast is required for a vote to pass.

- a. In addition to performances, sectional rehearsals, and full rehearsals, the collective shall also meet yearly for the AGM (Annual General Meeting), at which the previous and coming year shall be discussed, and elections and executive turnover shall take place. The AGM shall be called, planned, and run by the Internal Coordinator(s) at the end of the school year and must take place well before exams begin.
- b. All non-routine meetings, whether they be performances, additional rehearsals, workshops, special meetings, or any other, must be well advertised at least 48 hours in advance to all members. The quorum for all such meetings shall be 5 members.
- c. The executive board meets 30-60 minutes before full rehearsals to discuss and plan events, performances, rehearsals, and other meetings, and to resolve any problems as they occur at their own discretion. The quorum for such meetings shall be 50%, rounded up, of the executive officers. No executive decisions shall be considered final until the matter is brought before the entire collective, and discussed and/or voted on if there is any disagreement. All members of the collective are welcome to attend executive meetings, and they shall have full speaking rights but shall not count for quorum or have voting rights at executive meetings.
- d. If a chorister or section leader wishes to call an executive meeting, they may do so through an executive officer.

Article 6: Nomination and election of officers

This article will explain what qualifications someone might have in order to be considered for nomination in an election, and how to actually nominate that person. You will also explain when nominations should

open, how long they will last, when voting will happen, and what kind of voting you'll do when elections happen. You also need to include an explanation of what a majority vote would be (is it 50% plus one person? More than that?). You might also come up with other things in to make your elections extra easy.

SQUASHED! (The King's Squash Society) has the following:

- *Any members wishing to run for an empty position may do so, and must receive 51% of the vote. Where only one candidate is running, that candidate will win by default.*
- *The qualifications include commitment to the society and love of squash.*
- *Voting will take place at the year-end meeting, one week after all nominations must have been submitted. Voting will be done by ballot.*
- *Elections must be held before the last day of class at Dal/King's.*

Article 7: Impeachment of Officer(s)

This article will explain how and why to impeach someone on the executive.

Here's how the Syd and Catherine Cook on Saturdays Society (SCCOSS) does impeachment:

Impeachment

Any six members of SCCOSS may call a meeting for an impeachment vote. The quorum for an impeachment meeting shall be six members. In the event of a potential presidential impeachment, the vice-president shall facilitate the impeachment meeting as an independent chair.

Five days written notice must be given for an impeachment meeting to all members of the executive. Any executive member must advertise the meeting for at least three days.

The impeachment vote for any member of the executive must at least 2/3 of all votes present at the meeting.

An election to replace the impeached official will take place immediately following the impeachment vote and shall proceed according to Article VI.

Some societies explore other rules regarding impeachment, like the Dornish Red Society:

A vote of 2/3 or 66.7% is required for the impeachment of an executive or member.

The founding president of the Dornish Red Society is immune to impeachment, removal from office and/or position, fines, belligerent sass, and any form of disciplinary action, as per the will of the Seven. Praise be their divine will.

Article 8: Finance and Audit

This section should explain the source of your society's funding, who in the society will have the authority to sign cheques and spend on behalf of the society, what your *fiscal period* is, and who decides the society's budget. Your society may also include provisions for an audit of your finances in this section, but

you should consult with the KSU Financial Vice-President and Student Life Vice-President before doing such a thing.

The King's chapter of Best Buddies has a very short explanation of financial procedures in their constitution:

8.1 Source of funds: Best Buddies Canada, KSU, and fundraising events.

8.2 Signing officers: Financial Officer, co-ordinators.

8.3 Fiscal Period: the academic year.

8.4 Passing the Budget: Done by the executive members.

Article 9: Constitutional Amendment

This article will explain how the society can amend the constitution afterwards.

The King's Theatrical Society is a large, ancient society, but has a fairly straightforward plan when it comes to amending their constitution:

- *Public notice must be given for a vote on any constitutional amendments one week prior to meeting.*
- *Constitutional amendments must be approved by the membership at a general meeting.*
- *A one week review period for constitutional amendments must be provided to the membership by the executive. The Secretary will make copies of any proposed amendments available to the membership at least one week prior to the general meeting at which it is to be discussed.*
- *Members may propose amendments to amendments at the general meeting during discussion of the suggested text. This does not require the usual one week period of review, but can be voted on during the same meeting.*
- *Constitutional amendments are passed by majority vote at a general meeting as defined by ARTICLE V.*

Article 10: Miscellaneous (if applicable)

You can add other articles as you need them. For example, if you are a society that prints a journal, you may have a full article dedicated to the procedures and requirements for your publication.

FUNDING YOUR SOCIETY

The KSU collects a levy of \$21.00 from our membership annually to provide dedicated funding for societies.

In order to access that funding, your society will need to submit a funding application to the Financial Vice-President, who will bring your application to the Finance Committee. The Finance Committee will then make a recommendation to Council regarding your request. **You will not be funded for an event that does not fit within your society's mandate or an event that does not uphold the values of the King's Students' Union.** Your approval for funding will rely on the impact your event will have in the King's community. The funding request must be submitted by a member of the society's executive, ideally the Treasurer (or a comparable position). If the Financial Vice-President is not present in the office, you may leave the request with the Services & Campaigns Coordinator, Michaela Sam. The final decision regarding your funding request will be made at the next KSU Council Meeting after your submission and we recommend that a representative of your society be present at the Council meeting where your request is being considered.

Funding applications are readily available in the KSU Office and at ksu.ca/societies. They include fields for an explanation about what your society wishes to receive funding for, how many students can be reasonably expected to be impacted by your society's activities, and a section to provide a detailed breakdown of how the funds would be spent. For example, an inadequate breakdown would look like this:

<i>Item</i>	<i>Cost</i>
Decorations	\$25
Food	\$60
Misc.	\$100
TOTAL	~\$200

Your society should try to provide a more specific breakdown of the money you are requesting, like this:

<i>Item</i>	<i>Cost</i>
Streamers - Partys R Us	\$6.50
Banner Paper - Partys R Us	\$5.00
Balloons - Partys R Us	\$3.00
Chips – Atlantic Superstore	\$10.00
Pop – Atlantic Superstore	\$6.00
Movie Rental (“Amadeus”) – Video Store	\$5.00
TOTAL	\$35.50

If your funding application is not approved, *you can re-apply*. If you are not approved initially, you will be informed as to why by e-mail, and it is possible that something could be done to receive future funding for an event in the same vein.

If you have any questions about how to apply for funding, what you can get funding for, or how to submit your funding request, please get in touch with the Financial Vice-President at fvp@ksu.ca.

Submitting Receipts for Reimbursement

A society executive member must submit the receipts, and cheques may only be written to reimburse executive members. Please organize in advance to ensure that only an executive member is spending the contingent funding. Receipts for contingent funding must be submitted no later than 30 days after the date on the receipt. If there are extenuating circumstances that won't allow a member of your executive to submit receipts within this timeline, please see the Financial Vice-President in the KSU Office during office hours or send an e-mail to fvp@ksu.ca.

Contingent vs. Non-contingent Funding

There are two varieties of funding which societies receive: *contingent* and *non-contingent*. The majority of society funding is allocated as *contingent funding*, so named because it is approved contingent upon the submission of receipts for your society's spending. Under no circumstance will funding be disbursed without receipts. This means that contingent funding is not disbursed upfront when an application is made and approved, but rather as reimbursement for expenditures made. As for non-contingent funding, it is so named because it is not contingent on the submission of receipts. Very little funding is disbursed in this manner, and only under rather rare circumstances, which are generally confined to certain perennial activities and very established societies with bank accounts.

Other Sources of Funding

You should also consider other sources of funding if the KSU is not able to fully satisfy your request. The Alumni Association, the Day Students' Society, the Dalhousie Arts and Social Sciences Society, NSPIRG, the South House, and many more organizations may be able to help you out. Having diverse sources of funding also speaks to the good organization of the event and could improve the standing of your request when it is reviewed.

Advertising

You must make a reasonable effort to inform students of the various activities you will be hosting.

Accountability

Stay accountable for your monetary actions. The Financial Vice-President reserves the right to audit your society with three (3) days notice.

Retroactive Funding

Do not spend money for your society and submit a funding request afterwards (this is called *retroactive funding*). You will not be reimbursed. Ensure KSU Council has approved your spending before you spend a dime to avoid any surprises.

Donations & Funding for External Organizations

It should be noted that donations to outside charities will generally not be considered for funding and that any organization external to the KSU which is not complement with KSU policies will not be considered for funding.

SPECIAL DESIGNATION

If you are interested in running events that include alcohol, you must be ratified as a Tier II society with *special designation* to do so.

Do not attempt to submit receipts for alcohol without *special designation*, as the Students' Union will not reimburse you under any circumstance.

The King's Students' Union *Operations Policy*, updated in 2016, reads:

- 6.2 *Any society that wishes to apply for alcohol funding from the King's Students' Union shall make application for special designation to Council and shall conform in its Constitution to the Bylaws and to any regulations made by Council pursuant to their Constitution. Special designation is reserved for societies that:*

- a) *Fulfill all mandates regarding society recognition as per the above articles and have conformed to society policy;*
 - b) *Maintain a balanced bank account and have done so for at least two years.*
- 6.3 *Council may recognize a society under special designation by a majority vote.*
- 6.4 *Council may revoke the special designation of a society by a two-thirds (2/3) vote at a meeting for which two (2) weeks public notice and notice to the society of such a resolution has been given.*
- 6.5 *Special designation of a society is only in effect until the end of the academic year in which it is granted.*
- 6.6 *The funding of alcohol by the King's Students' Union is limited to:*
- a) *Societies recognized by the King's Students' Union Council to be of Special Designation as per Section VI (6) of the King's Students' Union Operations Policy;*
 - b) *Events held in establishments that are fully licensed to serve alcohol, as well as events held in the private residences on campus that are not student residences.*
- 6.7 *The King's Students' Union does not condone the consumption of alcohol by minors at any society event and will not provide funding to any society for such activity.*

If you have been granted *special designation* and have purchased alcohol for a society event, your event must be held in establishments that are fully licensed to serve alcohol, or in a private residence on campus that is not a student residence.

The King's Students' Union does not condone the consumption of alcohol by minors at any society event and will not provide funding to any society for such activities. If you are discovered serving alcohol to minors, your *special designation* will be revoked.

Whether granted special designation or not, you must be conscious of your actions and cautious of any consequences they might bear, both to your society and to the KSU.

You can find a copy of the KSU's *Operations Policy* online at www.ksu.ca/bylaws.

ALCOHOL FUNDING GUIDELINES

The KSU is liable for whatever may happen at society events, and as such it is our duty to ensure safe practices are upheld when alcohol is served or consumed at those events. Here are a few guidelines to follow as you plan to apply for funding for your wine and cheese, journal launch, or whatever the case may be!

- Only Tier II societies with special designation are eligible to apply for society funding for alcohol. If you are ratified as a Tier I society, unfortunately we cannot provide funding for alcohol at your event. If you would like to serve alcohol at your society's events, you'll need to go through the following steps:

Event Approval

- Funding requests for alcohol purchases cannot be considered at KSU council until the Dean of Students, Nicholas Hatt, has approved the event. You can begin this process by contacting Stephanie Boudreau at the A&A Reception for a room booking form. If you intend to serve alcohol the form will be sent to Nicholas Hatt for review. Upon review, he will contact you with approval for your event.

Funding Request

KSU Council will consider funding requests that meet the following criteria:

- Alcohol must only be served to persons of legal drinking age (19 years or older) and must not be consumed to excess.
- Non-alcoholic beverages and food must be available whenever alcohol is served at a KSU society event.
- The amount of alcohol requested should be based on expected turnout for your event. According to Canada's Low-Risk Alcohol Drinking Guidelines, a drink means the following

Type of Drink	ml/ oz
Beer	341 ml (12 oz.)
Cider/Cooler	341 ml (12 oz.)
Wine	142 ml (5 oz.)
Distilled Alcohol (Rye, Gin, Rum, etc.)	43 ml (1.5 oz)

- Your society's request for alcohol funding must not exceed 3 drinks per guest. Please budget your society's request for alcohol based on these guidelines. The guidelines ensure that we're able to maintain a safe and inclusive drinking culture.

Bar Service

Once your event has been approved, you have two options for bar service

- Open Bar
If you are offering an "open" bar you may purchase alcohol via the NSLC or contact the KSU Hospitality Coordinator Jennifer Nowoselski at hc@ksu.ca at least two weeks in advance of your event. All alcohol purchased at the NSLC to be served at events at the University must be purchased at an NSLC store using the University's Liquor License number, you will receive this upon event approval. You must supply this number to the cashier when you purchase your products and have the receipt available at the event in case the liquor inspector requires proof of purchase.
- Cash Bar
If you are offering a "cash" bar, you must make arrangements through the HMCS Wardroom. You should contact the KSU Hospitality Coordinator, Jennifer Nowoselski at hc@ksu.ca at least two weeks in advance of your event.

Important

Please be aware that a Liquor Inspector may conduct a surprise inspection of your event. If they discover any violations of the *Liquor Control Act*, they may suspend our Liquor License or eliminate the special provisions it allows, including our ability to permit underage people to attend events where alcohol is served. Basically, if you don't follow the rules, our license, including service in the Wardroom, could be shut down. Remember, alcohol must only be served to persons of legal drinking age (19 years or older) and must not be consumed to excess.

If you have any questions about complying with our Liquor License, or organizing an event with alcohol please contact Nicholas Hatt at Nicholas.hatt@ukings.ca.

If you have questions regarding the Wardroom or organizing a cash bar on campus, please contact Jennifer Nowoselski at hc@ksu.ca.

COMMUNICATIONS

Poster Policy

One of the best ways to notify the King's community about an event is with a great poster. There are bulletin boards outside Prince Hall, in the New Academic Building, in the library, and in the residence buildings.

No student, faculty, or staff member may post on other walls, in bathrooms, or on other parts of the campus.

Posters found off of a bulletin board will be taken down by the Facilities staff, cleaning staff, and (if you're lucky) the Student Life Vice-President. If you notice a poster of yours has vanished, check-in with the SLVP.

This Week At King's (TWAK)

TWAK is the weekly newsletter distributed by the Union, prepared by the Communications Vice-President. TWAK has a large readership and is a great way to inform the King's community about events you society is putting on. To submit to TWAK, send an e-mail to twak@ksu.ca before 6:00PM every Saturday and make sure to include the time and place of your event, along with a brief (fun) description and a title.

Photocopying

When your society applies to be ratified, you will pick from one of three options regarding photocopying. Some societies will be initially allocated enough copies to advertise a couple of events per term, with colour and B&W posters for said events. These societies should select the regular printing allocation. Societies who require more prints (ie. societies who publish zines using the KSU printer) will be initially allocated enough copying for 4 or 5 events per term, with both colour and B&W posters, and enough prints to publish a small number of zines/journals. These societies should select the large printing allocation.

Societies who photocopy entire scripts and musical scores should select the extra large photocopying option, with a photocopying allotment based on the typical usage of such societies as the Unconscious Collective Vocal Ensemble and the King's Theatrical Society.

Council

Once you are ratified, you are encouraged to attend Council meetings that involve your society, and even the ones that don't! It's a great chance to speak to your representatives and to stay up to date with your Union.

REPORTING

All societies are required to submit forms of reporting about their society. According to the KSU Bylaws (Section 8.3), your society must submit an up to date constitution each year, and an *End of Term Report* at the end of the Winter term, lest your society risk losing their ability to apply for funding.

On top of the constitution and the *End of Term Report*, societies communicate with the Student Life Vice-President and Financial Vice-President across the academic year in various forms:

Fall Society Training

A large portion of the societies that ratify annually do so in September and early October. During this period, the Student Life Vice-President and the Financial Vice-President host *Society Training* to meet new society executives, take questions, eat some food, and review the *Society Guidelines*. This meeting is also a good opportunity for society executives to introduce themselves to each other and learn new skills. Society Training is tentatively scheduled for the evening of Thursday, September 22nd.

End of Term Report

Societies must submit an *End of Term Report* at the end of the Winter term. These reports are crucial as a record of contact information and bank records, but also help create a mini-archive of your society that can be passed on to future executives should your society go on hiatus.

The Student Life Vice-President will make the End of Term reporting documents available on ksu.ca, in the KSU Office, and will send them out via the e-mails listed for contact in your *Society Ratification Application*.

Financial Year-End Report (Tier II Societies)

Societies who are designated Tier II will be asked to include a supplementary *Financial Year-End* report as a part of their End of Term reporting this year. It is recommended that the Treasurer (or occupant of a comparable executive position) prepare the report, which will lay out the spending of your society. The Financial Vice-President and the Student Life Vice-President will be available to assist with the completion of this report if needed.

KSU COUNCIL

The KSU Council is the body that will vote to approve your ratification and/or funding requests. Council is made up of 15 representatives that sit every other Sunday. The first Council meeting of the year will be on Sunday, September 11th. The date and time of all following meetings will be posted outside of the KSU office, online at ksu.ca, and through the KSU's various social media pages.

Your ratification forms must be submitted to the KSU Office by the Wednesday prior to a Council meeting, lest they be pushed to the following meeting. Please contact the Student Life Vice-President during office hours, by phone, or by e-mail at studentlifevp@ksu.ca if you have any questions or concerns.

K-POINTS

The K-Points system was created to recognize the wonderful ways that KSU members contribute to the King's community. Throughout the year the Student Life Vice-President keeps track of the ways each student has contributed to campus life and designates points for different levels of activity. One of the activities that gives a member K-Points is participation in societies.

After a member's points have been tallied, they may become eligible for one of the following awards:

300	Silver K-Pin
600	Gold K-Pin
1000	Lifetime Achievement Award

Points compound over each year, and awards are distributed at a Student and Society Appreciation Night in the Winter Term. More information about K-Points will be distributed in advance of the Appreciation Night. In order to recognize society members, Society executive are required to submit a list of general members, active members, and executive members by March 1st.

ROOM BOOKINGS

If you want to add a little formality to your meetings, or if you just want a bit more privacy than is available in the Wardroom, book a room—it's free for ratified societies.

Classrooms are available for societies to book after 4 p.m. during the week and anytime on the weekend pending availability. In order to book a room, contact the person (as per attached table) to see if the room is available at the time you are interested in. If A/V is required, 48 hours notice must be provided.

A contract is required and must be signed by the person requesting the room. A copy of the contract is provided to after hours Facilities and/or A/V.

Alcohol is not permitted in classrooms with the exception of the Wilson Common Room. If alcohol is to be served, you must contact the Dean of Students, Nicholas Hatt (ext.131 or Nicholas.hatt@ukings.ca) when you submit your room booking form.

After Hours Facilities or A/V tech are responsible for opening the classroom, and setting up A/V.

The Senior Common Room is a Faculty room. If students wish to use the room for a student event, a member of the King's Faculty must book the room, attend the event, and be responsible for any damage. Below is the list of rooms available for booking, and the person to be contacted.

Here is a table of the all of the bookable rooms on campus, the people to contact about each room, and the contact information of each of those people. If you have any issues with room bookings, please contact the Student Life Vice-President.

Room	Contact Person	Extension	E-mail
Wardroom	Jennifer Nowoselski	-	hc@ksu.ca
Shatford room Haliburton room A&A Committee room Alumni Hall KTS Red Room Peter G. Wilson room Frazee Seminar room Scotia bank room Archibald room	Stephanie Boudreau	0	stephanie.boudreau@ukings.ca
Manning Room and Residence Common Rooms	Monica Farrell	132	monica.farrell@ukings.ca
Boardroom Senior Common Room	Pamela Hazel	121	pamela.hazel@ukings.ca
Classroom 3 Vroom room Seminar 2	Kelly Porter	159	kelly.porter@ukings.ca
Bursar's Committee room (2 nd floor A&A)	Tami Kendell	125	tami.kendell@ukings.ca
Chapel	Veronica Curran	140	veronica.curran@ukings.ca.
Library Committee room	Alaina MacKenzie	172	alaina.mackenzie@ukings.ca
Gym, dance studio	Trish Miles	219	trish.miles@ukings.ca

That's all folks!

If you have any questions, contact the Student Life Vice-President at studentlifevp@ksu.ca

SOCIETY RATIFICATION APPLICATION

If you have any questions or concerns regarding this document, your ratification, or anything else related to societies, please contact the Student Life Vice-President (SLVP) at studentlifevp@ksu.ca.

WHO ARE YOU?

What is the name of your society?

Are you applying for Tier 1 or Tier 2 status? (Circle)

Tier 1 Tier 2

What are the aims or objectives of the society (sometimes called the mandate)?

Does the society plan to hold meetings or events off campus at any time? (Circle)

Yes No

Please list events that the society has planned for this year. Include all foreseeable projects and activities, as well as their frequency and location.

On campus

Off campus

What is the expected number of society members for this academic year?
If applying for re-ratification, list the approximate size of the society (including executives) for the last year it was active.

List the position, name, and contact information for each executive member and have them sign below to indicate that the society's executives have read and understand the *Funding, Special Designation, K-Points*, and *Posting* policies outlined in the *Society Guidelines* package:

Position	Name	E-mail	Signature

Please list one person from you executive to be responsible for communicating with the SLVP.

Name:

E-mail:

Provide society contact information that may be passed on to people interested in the society.

Does your society use social media? If so, please list below:

Facebook:

Twitter:

Other:

Write a description of your society that will be included on the KSU website below, or, for more space, submit an attachment with such a description.

BANKING & FUNDING

If your society will be opening a bank account after ratification, answer "No" below and approach the SLVP to update this information once the society has opened the bank account.

Does your society have a bank account? (Circle) **Yes** **No**

If "Yes", please provide a copy of your bank statements for the last twelve (12) months and complete the table below

Bank

Branch Address

Account Number

Signing Officers

1.

2.

3.

What assets does your society possess (e.g. cash, supplies, etc.)?

THIS IS NOT A FUNDING REQUEST FORM

Society Funding & Printing Request forms are available at ksu.ca/societies and inside the KSU Office.

Will your society be seeking funding from the KSU? (Circle) **Yes** **No**

If "Yes", please give a general outline of the use such funding would be put towards:

Will your society be seeking funding from other sources? (Circle) **Yes** **No**

If "Yes", please list the other sources you plan to pursue.

PRINTING & PHOTOCOPYING

Based on the activities your society plans to organize this year, please pick one of the following three options for your society's initial photocopying permissions. Details about photocopying are available in the *Society Guideline*.

Note: If your society reaches your printing maximum and needs to make more prints before the end of the academic year, you must submit a Society Funding & Printing Request Form to the Financial Vice-President to apply for more.

	Black & White	Colour	
Regular	100	50	_____
Large	300	150	_____
Extra Large	4000	350	_____

SPECIAL DESIGNATION

To be considered for Special Designation, please read the section of the *KSU Society Guidelines* titled Alcohol & Special Designation, attach two years of society bank statements to this ratification package, and give a brief description of the event(s) you have planned for the year that will involve alcohol if granted Special Designation, and why you feel the provision of alcohol will contribute to the success of the event. If there isn't enough room in the space provided below, please attach another page to this package.

CHECKLIST & SIGNATURE

To make sure you've got everything together, go through this checklist before handing in your application:

We have read and will uphold the Society Guidelines. _____

We have an executive of 3 – 5 people, who have all signed this application. _____

We have attached a Constitution to this application. _____

We have attached two years of bank statements (Tier II). _____

We are handing in this form on or before the Monday before a KSU Council Meeting (the dates of KSU Council Meetings are posted online and outside the KSU Office). _____

We understand that the mandatory Fall Society Training session will be held on Thursday, September 22nd, and that the KSU Fall General Meeting will be held on Thursday, September 29th. We will be not plan events on these dates.

We understand the responsibility of operating as a society of the King's Students' Union, including a responsibility to uphold the KSU's values as a union an understanding that the KSU may be held liable for our actions as a society.

I have read and understand the society guidelines and policies. I understand the responsibilities of a society executive and will fulfill these duties upon ratification of the enclosed society application. I am submitting along with this form an up-to-date Society Constitution and appropriate financial statements (if applicable). All information submitted in this package is correct and I will notify the Student Life Vice-President immediately should any changes arise.

Signature of Applicant: _____

Date: _____

In signing, I, _____ endorse that I have read and understood the portions of the King's Students' Union By Laws and Operations Policy pertaining to Special Designation. I therefore understand that if alcohol is served at a society event to minors that was purchased with funding from the King's Students' Union or at an event that is affiliated with the King's Students' Union, said society will be de-ratified and unable to apply for funding of any kind for the duration of the academic year. I also understand that if granted Special Designation, events hosted by the aforementioned society that serve alcohol may only be held in an establishment licensed by the Province of Nova Scotia, or in a private home.

Signature of Applicant: _____

Date: _____

OFFICE USE ONLY

Date received: _____

Received by: _____

Photocopier code: _____

Council date: _____

Ratification status:

Notes:
