

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 Student's Union (KSU) (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 found a society.

Assuming that you already know what 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 be for absolutely anything at all. 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 Blundstones, or to celebrate the shining presence of Madonna, or to argue why oxford commas aren't really all 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 office in the Link between the AA and NAB. 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 the big spenders don't necessarily 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 bus. 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,

Michael Greenlaw

Student Life Vice-President

HOW TO GET RATIFIED

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 go for gender parity, which encourages membership and limits exclusion.

2) Read the *Society Guidelines*

The *Society Guidelines* lay out a bunch of a 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, Rebecca Stuckey.

5) Ratification motion

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 and encouraged to attend Council to motivate for your ratification yourself. However, the SLVP will motivate in your absence with the provided information in your application package. Your society will be notified via e-mail if your application is successful.

6) Attend Society Training on Friday, September 28th from 4:30pm – 7:30pm in the Red Room

Society Training is MANDATORY for every society executive! If you cannot attend, email slvp@ksu.ca

SOCIETY GUIDELINES

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 slvp@ksu.ca.

1. TIERS

Societies are categorized as follows:

Tier I

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

- any society who has been a ratified KSU society for the previous two academic years and;
- has maintained a membership of 15 or more non-executive members during the previous two academic years, and;
- has 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, 2019.

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.

2. 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 lay out 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, please email slvp@ksu.ca for an in-depth walkthrough!

3. FOUNDING PROVISIONS

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.***

FUNDING YOUR SOCIETY

The KSU collects a levy of \$21.00 from each of our members 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). Please leave the request with the Services & Campaigns Coordinator, Rebecca in the KSU Office. 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>
Decoration	\$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
Balloons – Partys R Us	\$5.00
Chips – Atlantic Superstore	\$3.00
Pop – Atlantic Superstore	\$10.00
Movie Rental (“Amadeus”) – Video Difference	\$6.00
TOTAL	\$30.50

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.

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.

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.

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. 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.

ALCOHOL / 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 circumstances.

The King's Students' Union *Operations Policy*, updated in 2017, reads:

"7.2. Any society that wishes to apply for alcohol funding from the King's Students' Union will make application for special designation to Council and will 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.

"7.3. Council may recognize a society under special designation by a majority vote.

"7.4. 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.

"7.5. Special designation of a society is only in effect until the end of the academic year in which it is granted.

"7.6. 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 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.

"7.7. 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.

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 each of 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 your 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.

TRAINING / REPORTING

All societies are required to submit forms of reporting about their society. According to the KSU Bylaws (Section 9.2. and 9.3.), 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. You must attend society training to receive your printer code! **Fall Society Training is scheduled for Friday, September 28th at 4:30pm – 7:30pm in the KTS Red Room on 2nd floor of the NAB. Pizza.**

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 9th. The tentative dates and times of future council meetings are below. Changes will be posted outside of the KSU office, online at ksu.ca, and through the KSU's various social media pages. 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.

Sunday September 9th, 2018, 10am, King's Boardroom (Second Floor, A&A Building)

Sunday September 23rd, 2018, 10am, King's Boardroom (Second Floor, A&A Building)

Sunday October 14th, 2018, 10am, King's Boardroom (Second Floor, A&A Building)

Sunday October 28th, 2018, 10am, King's Boardroom (Second Floor, A&A Building)

Sunday November 18th, 2018, 10am, King's Boardroom (Second Floor, A&A Building)

Sunday December 2nd, 2018, 10am, King's Boardroom (Second Floor, A&A Building)

Sunday January 13rd, 2019, 10am, King's Boardroom (Second Floor, A&A Building)

Sunday January 27th, 2019, 10am, King's Boardroom (Second Floor, A&A Building)

Sunday February 10th, 2019, 10am, King's Boardroom (Second Floor, A&A Building)

Sunday March 3rd, 2019, 10am, King's Boardroom (Second Floor, A&A Building)

Sunday March 17th, 2019, 10am, King's Boardroom (Second Floor, A&A Building)

Sunday March 31st, 2019, 10am, King's Boardroom (Second Floor, A&A Building)

Your ratification forms must be submitted to the KSU Office by the Wednesday at 4pm prior to a Council meeting, lest they be pushed to the following meeting. Please contact your Student Life Vice-President during office hours, by phone, or by e-mail at studentlifevp@ksu.ca if you have any questions or concerns.

Funding Request Forms must also be submitted to the KSU Office by the Wednesday at 4pm prior to a Council meeting. Funding Request Forms are on our website at ksu.ca and are posted as a paper copy outside the KSU Office.

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 affiliated 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, Katie Merwin (ext. 131 or katie.merwin@kings.ca).

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.

King's Students' Union

2018/2019

<i>Room</i>	<i>Contact Person</i>	<i>Extension</i>	<i>E-mail</i>
Wardroom *The Wardroom loves societies! We encourage everyone to have events in this rad and owned student-owned space!	Jennifer Nowoselski	-	hc@ksu.ca
Shatford room Haliburton room A&A Committee room Alumni Hall KTS Red Room Peter G. Wilson room Frazee room 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@unkings.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	Karis Tees	105	karis.tees@ukings.ca
Library Committee room	Paulette Lambert	172	paulette.lambert@ukings.ca
Gym, dance studio	Trish Miles	219	trish.miles@ukings.ca

That's all folks!

If you have any questions, please contact slvp@ksu.ca



SOCIETY RATIFICATION APPLICATION

What is the name of your society?

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

What Tier are you ratifying as?

Tier I

Tier II

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, Founding Provisions, Alcohol & Special Designation, Training, and Room Bookings* policies outlined in the *Society Guidelines* package

<i>Position</i>	<i>Name</i>	<i>E-mail</i> <i>(please print clearly)</i>	<i>Signature</i>

Please list one person from your 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: _____

Instagram: _____

Other: _____

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.

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

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

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? **Yes** **No**

If "Yes", please provide a copy of your bank statements for the last twelve (12) months and complete the tables 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? 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? Yes No

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

PRINTING AND 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 Guidelines*.

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.

	<i>Black & White</i>	<i>Colour</i>	
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.

CHECK LIST

To make sure you've got everything together, you must 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 Wednesday at 4pm before a KSU Council Meeting (the dates of KSU Council Meetings are posted online and outside the KSU Office)
- We understand that a mandatory Fall Society Training session will be held on Thursday, September 27th.
- 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 and an understanding that the KSU may be held liable for our actions as a society.

SIGNATURE

I have read and understand the guidelines and policies. I understand the responsibilities of a society executive and will fulfil 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 changes arise.

Signature of applicant: _____

Date: _____

FOR OFFICE USE ONLY

Date received: _____

Received by: _____

Ratification Status: Ratified as a Tier 1 Society _____

 Ratified as a Tier 2 Society _____

 Declined Ratification _____

Printer Code: _____

Additional Notes:
