

## Why Start A Society?

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### Perks of starting a society:

- It's relatively easy!
- Meeting new people on campus
- Dedicating time to exploring one of your passions with other like minded King's students
- Having the potential to introduce people to exciting new ideas and events
- Gaining valuable leadership experience

### Perks of ratifying the aforementioned new society with your King's Students' Union:

- This is also very easy!
- Being able to receive funding for events
- Having the ability to book space for free on campus under the KSU's insurance
- Access to KSU printer/photocopier
- Having an awesome student support system to assist in your endeavours

My name is Patsy, and I'm your Student Life VP for the 2019/20 academic year. As the primary person responsible for managing the plethora of incredible societies that work with the KSU, I would like to let you know that pretty much anyone can start a society, and your society can be about pretty much anything. **So if you're thinking about starting one, do it!** It is people like you who give our campus its vibrancy and excitement. I am here to help you every step of the way, starting with this incredibly detailed society ratification/info package. Enjoy.

Please contact me! I worship your questions, comments, and concerns. Always happy to help.

Patsy Ginou - she/her - slvp@ksu.ca

Fall KSU Office\* hours: Wednesday 12:30-1:30 and 2:30-3:30, Tuesday/Thursday 2:30-4:00

\*Located in the Link between the A&A and the NAB.

## To Start A Society, You Must:

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### ❑ **Form an executive**

Your executive must be made up of 3-5 people including a President, a Vice President, and a Treasurer. Keep in mind that an executive that represents people of different ages, identities, and backgrounds is more likely to encourage a variety of membership and limit exclusion.

### ❑ **Read and agree to our Founding Provisions, which are as follows:**

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.***

### ❑ **Read (and understand) the Society How To's**

I have included 3 Society How To's to help you understand the ratification package and what your responsibilities are as a society executive. These cover some Important Introductory Information about societies & the KSU, Funding, and Hosting Events. Make sure you read these thoroughly so you know what you're getting into, and don't be afraid to ask questions.

### ❑ **Write a 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. A constitution is typically laid out as a series of articles describing the different topics covered in the constitution. In your constitution, you'll lay out the following:

- What your society's name will be
- What your intentions are for the society
- Who the people in charge of running the society are, and how membership works
- How meetings work when you have them
- How to run elections to put new people in charge of the society
- IMPEACHMENT (removing members from your executive)
- How you define membership
- 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

### ❑ **Submit your ratification package**

You can submit paper copies to the KSU Office, or electronic copies to [slvp@ksu.ca](mailto:slvp@ksu.ca). It is important that you include the following (feel free to keep the rest of it):

- Fully complete 3 part ratification form (Important Info, Events, & Finances) + the OFFICE USE ONLY page
- A copy of your constitution
- **Tier II societies only:** Bank information including 2 years of financial statements

Once I have received your package, I will bring it to the next council meeting under a motion to ratify your society. You are encouraged to come, however I will update you as soon as possible with the status of your ratification.

### ❑ **Attend society training**

We will be hosting society training two days in a row, and one of the two days must be attended by at least one member of your executive (the President, Vice President, and/or Treasurer) however all are encouraged to come (the more the merrier!). Training includes an anti-oppression workshop facilitated by South House, clarification of the responsibilities of society executives, and a formal introduction to your union. By attending society training, you are able to receive your printer access code and finalize your ratification. The training will take place **Wednesday, September 25 and Thursday, September 26 at 6:30pm in Alumni Hall**. If you miss both of these dates, please reach out to reschedule. **Please note that you don't have to be ratified through council to attend this training. If you plan on ratifying later in the year, it is a good idea to attend training in September when it is offered**, so you don't have to worry about setting up a make-up training later on.

Once your society checks all these boxes, you are officially ratified! You are welcome to submit a funding request or host an event. **Please keep in mind that if you have not done all the items on this list, including attendance at society training, you will not be able to enjoy any of the benefits of being a KSU society (including booking rooms and receiving funding).** If you have any questions about this process or anything that comes afterwards, I am happy to help. Best of luck with your new society, and thanks again for your dedication! <3

Read on for the society How To's, followed by the ratification package.

## Society How To's - Important Introductory Info

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The KSU supports two different kinds of societies:

Societies that meet one of these criteria are **Tier I**:

- Applying for ratification for the first time this academic year
- Was once ratified and has not been for one academic year or more
- Applying for re-ratification that is not a Tier II society
- Any society levied by the KSU\*

Tier I societies have all the basic access of a society including funding, photocopying, and room bookings.

\*Levied societies are groups/projects that students have elected to financially support every year. Rather than requesting regular society funding for events, these societies are funded by an annual "levy" that students pay with their union dues, which goes directly to that society.

Societies that meet one of these criteria are **Tier II**:

- King's Departmental Societies (HOST Society, EMSP Society, CSP Society)
- Has been ratified 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.

Tier II societies are able to maintain their status and operate during the summer and early fall term before official re-ratification. They are required to submit a financial report as a part of their year-end reporting, and must change over their society bank accounts with their incoming executive by May 1st, 2020.

Tier II societies with **special designation** are also able to host events that serve alcohol. 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, individual members, and the KSU. If you are discovered going against KSU Operations, including serving alcohol to minors, your special designation will be revoked. 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.”*

The KSU decision-making process happens at **council**. This is where elected representatives vote on motions, the most common society-related motions being funding or ratification requests. Any union member is welcome to sit in on a council meeting as a non-voting member. Council meetings take place every second Sunday at 10am in the Boardroom. The Sundays for the 2019-2020 academic year are as follows: **September 8, September 22, October 6, October 20, November 3, November 24, January 12, January 26, February 9, March 1, March 15, March 29, and April 5.**

In order for your motion to be considered at council, it must be submitted to someone in the KSU Office by **the Wednesday before council at 4pm**. If you miss this deadline, you will have to wait 2 weeks for the next council meeting in order to receive your funding or be ratified.

Finally, all societies must submit an End of Term report at the end of the year, which includes a Financial Report for Tier II societies. This is important not only for KSU records, but so future executives of your society have some guidelines, allowing your society to live on long after you graduate. You will receive an email with more information on this before its due. There will probably be multiple occasions where I will need to get in touch with you (such as when the report is due), so please designate one executive on the Society Info form to **actually check and respond to their email**. Please.

## Society How To's - Hosting Events

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Once you're ratified, funded, and have planned your first stellar event, here are some tips on how to get students interested and boost membership:

- Start a **social media** account for your society, and share everything! You can create a facebook event and encourage people to invite their friends, or encourage people to follow your account. Sometimes, the KSU will be able to promote your content on our own social media, if you ask!
- Anyone can make an announcement before FYP lectures, on Mondays, Wednesdays, Thursdays, and Fridays at 9:20am. Creating a succinct and fun **FYP announcement** is a great way to get first years engaged on campus, especially since most of them are often waiting for an opportunity to join our community
- Your lovely Communications VP Isabella sends out a weekly email update about campus & community events that reaches hundreds of students. **This Week At King's** (TWAK) is a KSU institution, and we would be happy to include a blurb about your event! To submit to TWAK, send an email to [cvp@ksu.ca](mailto:cvp@ksu.ca) before 6:00PM every Saturday with "TWAK Submission" in the subject line. Make sure to include the time and place of your event, along with a brief, fun description and a title
- **Offer food** at your events, and make it clear in your advertising that you are doing so! Students love free snacks, and it is especially important to do this if your event occurs during a common meal time
- Obviously, you can never go wrong with **good old fashioned postering**. You are encouraged to poster any of the communal bulletin boards you can find around campus (if you poster elsewhere ie. walls or bathrooms, your posters will be removed). Once you are ratified, you can drop into the KSU office during open hours to use our printer, which our coordinator Rebecca or any of the exec can help you with. Our printer is fussy and very expensive & inconvenient to fix, so please don't use it without supervision!

We offer three different options for society printing:

- **Regular:** 100 pages of black & white printing, 50 pages of colour. This is perfect for societies who intend to print advertising for a couple events per term
- **Large:** 300 pages of black & white printing, 150 pages of colour. This is designed for societies who produce a zine, journal, or something similar as part of their annual endeavours
- **Extra Large:** 400 pages of black & white printing, 350 pages of colour. Not gonna lie, this is pretty much just for UCVE and the KTS. If anyone else selects this, I'm gonna have questions.

As a KSU society, you are also able to hold events on campus free of charge! Make sure to book your room in advance, otherwise it could be full or locked when you arrive. All you have to do is email the person responsible for your desired room, letting them know you want to book it. They will have you fill out a contract. If A/V is required, you must book it at least 48 hours in advance. Here are room booking contacts for popular on-campus spaces:

- Wardroom: JM Nsengiyumva, [hc@ksu.ca](mailto:hc@ksu.ca)
- Most classrooms, including Alumni Hall & Wilson Room: Stephanie Boudreau, [stephanie.boudreau@ukings.ca](mailto:stephanie.boudreau@ukings.ca)
- Residence common rooms: Monica Farrell, [monica.farrell@ukings.ca](mailto:monica.farrell@ukings.ca)
- Boardroom or Senior Common Room (with faculty supervision): Pamela Hazel, [pamela.hazel@ukings.ca](mailto:pamela.hazel@ukings.ca)
- Chapel: Karis Tees, [karis.tees@ukings.ca](mailto:karis.tees@ukings.ca)
- Gym or dance studio: Trish Miles, [trish.miles@ukings.ca](mailto:trish.miles@ukings.ca)

## Society How To's - Finances

Every KSU member pays \$21.00 into a society fund as part of their union dues. Throughout the year, all ratified societies are able to request access to these funds in order to support society initiatives. If you have questions specifically related to funding, I would recommend contacting our Financial VP (Nick Harris, fvp@ksu.ca). It is important to ensure that you are entrusting an executive member of your society with the entire financial process, ideally the Treasurer. To access funding, follow this process:

1. Submit a funding application to Rebecca (our coordinator). These can be found in the KSU Office or on our website [ksu.ca/societies](http://ksu.ca/societies)
2. Nick will bring your request to Finance Committee, who will make a recommendation for Council
3. Based on the recommendation of Finance Committee, council will decide at the next meeting if your request can be granted. If your request is not approved, you will be informed as to why that is, and you are welcome to re-apply

While this may sound complicated, it is easy to ensure your funding request is approved!

- Do not ask for funding to support something that goes against the mandate of your society, or 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
- Provide as **detailed and accurate** a breakdown as possible of how the money will be spent. For example, instead of writing "approximately \$20 on snacks," write "\$18.95 for chips and dip from Atlantic Superstore"
- Based on records of past society funding, we have developed some standard amounts for popular society funding requests. While each event is totally unique, and you are free to ask for much funding as you'd like for any variety of uses, this table is meant to act as a solid guideline for our most common requests. Please note that these amounts are based on an event with 10 attendees, so make sure to adjust accordingly to account for the size of your society:

Snack	Amount	Alcohol	Amount
Pizza	\$35.00-\$40.00	Wine	\$25.00-\$30.00
Cheese & Crackers	\$22.00-\$27.00	Beer	\$19.00-\$24.00
Fruits & Veggies	\$15.00-\$20.00	Cider/Cooler	\$22.00-\$27.00
Pop	\$10.00-\$15.00	Distilled Alcohol	\$30.00-\$35.00
Chips	\$10.00-\$15.00		

- Please stick to **contingent funding** when dealing with KSU funds (see next page):



<p><b>Contingent Funding</b>  <b>Once a funding request is approved</b>, a society executive member goes out and buys the approved supplies with their own money. Then, they <b>bring their receipt*</b> to the FVP, who will be absolutely ecstatic to write a cheque reimbursing them for the amount they spent, and everyone will be really happy. This is the proper, easy way to receive funding for your society.</p> <p>*Receipts must be submitted to the KSU within 30 days of their reception</p>	<p><b>Non-Contingent Funding</b>                  Every so often, we are able to distribute funding to well-established societies with bank accounts prior to the submission of a receipt. This only happens in specific circumstances, and if you require non-contingent funding, you should discuss with the FVP first.</p>	<p><b>Retroactive Funding</b>                  Retroactive funding describes the process of a society executive going out and buying supplies with their own money, <i>then</i> coming to the KSU, filling out the form, and asking to be reimbursed. <b>We hate this, and we will be really mad at you if you do it. Most importantly, you will not get reimbursed!</b> Do not expect to get reimbursed for anything that has not been explicitly approved by Council.</p>
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Remember that it is also possible to get society funding from sources other than the KSU. Some societies are ratified with both the KSU and the Dalhousie SU, and can receive funding from both. There are also many local organizations that are known to help out KSU societies, such as the Alumni Association, Day Students' Society, Dalhousie Arts and Social Sciences Society, NSPIRG, and South House. You are also welcome to fundraise on behalf of your society, and there are many ways to get creative with this.

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

## Society Ratification Part 1 - Important Introductory Info

(To Be Returned to KSU Office)

Society Name:

Society Mandate (outlining the aims and objectives):

Please include a short blurb describing your society to be published on the KSU website:

Are you ratifying as a Tier I or Tier II society?

Please list the members of your executive, **indicating (in the first row) one member in particular who will check their email and be responsible for communicating with the SLVP when necessary:**

Name	Email	Position	Signature	I have read through, and understand, this entire document (check if yes)

Please list all applicable online contacts for your society ie. email, twitter, instagram:

Expected number of members (if re-ratifying, list the number of members the society had last year):

## Society Ratification Part 2 - Hosting Events

(To Be Returned To KSU Office)

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Please list any planned events, projects, or activities you hope to host in the upcoming year:

Will any events be held off campus? If so, which ones?

**Tier II Only:** If you are interested in Special Designation, please outline at which events you are hoping to serve alcohol, and how doing so will contribute to the success of the event:

Please check off which printing package you will require:

- Regular:** 100 pages of black & white printing, 50 pages of colour
- Large:** 300 pages of black & white printing, 150 pages of colour
- Extra Large:** 400 pages of black & white printing, 350 pages of colour

## Society Ratification Part 3 - Finances

(To Be Returned to KSU Office)

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Does your society currently have a bank account?

If yes, please include:

- Bank statements from the past twelve months
- Your bank, branch address, and account number
- The names of your signing officers

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

Will your society be seeking funding this year? Check all that apply:

- Seeking KSU funding
- Seeking funding from other sources
- Not seeking any funding

Please provide a general outline of how your funding will be used:

## Final Signature

(To Be Returned to KSU Office)

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I have read and understand the entirety of this ratification package, including all 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:**

**Date:**

## FOR OFFICE USE ONLY

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Date Received:

Received by:

Ratified?

Printer Code:

Other Information: