

Ratification process guide for societies

For already existing societies applying for re-ratification

Process: Levy/Faculty societies

1. First step: The link to Re-ratification application will be emailed to your society primary contact email toward the end of ratification year. Check with last year's exec if your primary contact is a personal email.
2. Complete and submit the form.
 - a. Only fully completed forms will be considered for further processing.
3. Member Services Assistants (MSAs) will review the application for completeness and fact check other requirements (Does your society owe money to the DSU?, Does your society have hired/paid staff Does your society have a constitution? etc)
 - a. Once the application is screened by MSAs, your application will move up for review/approval by the Society Review Committee
 - i. Where they will check the content of the society constitution etc
 - b. SRC meets once a month. Make sure to have your application in by the first of the month.
4. SRC decisions are made
 - a. Approved: MSAs receive an "approved" list from SRC to send out application approval email to the society.
 - b. Conditional approval, or deferral: SRC has requested that your society will amend your Constitution at your AGM. Once your society can confirm that this will be done, your society's ratification application is approved on a conditional basis.
 - i. VPI will reach out to the society on this.
5. Once your application is approved, your society will be notified via email by MSAs. First step to be fully ratified with the DSU is complete.
6. Second step:
 - a. For faculty and levy society executives, your society must complete two training components for full ratification.

i. Mandatory anti-oppression training for society president (highly encouraged for other executive members)

ii. Treasurer training for society treasurer (or whoever in charge of finance)

7. Upon completion of both, anti-Oppression training and treasurer training, your society will be fully ratified.

8. Once your society is fully ratified, you will be notified that your society is now fully ratified with a "society number. Please use the Society recourses page on the DSU website, where you and your society executives can find various society request forms that may be useful to society operation, event planning, risk management etc.

If you have any questions, please feel free to contact dsuvpi@dal.ca or dsumemberservices@dal.ca