Note - All terms will hold the same definition as outlined in the Dalhousie Student Union Constitution.

1. Purpose

    a. Any student organization wishing to use the Dalhousie name must be approved as per this policy and abide by the regulations laid out here.

    b. No Society may have a purpose that conflicts with the Union's objectives as outlined in the Bylaws.

    c. No Society may have the same purpose as any Society that has already been ratified by the Union.

2. Society Types

    a. There shall be the following types of societies:

        i. Faculty Level Societies, which shall have the definition outlined in the Bylaws.

        ii. Levy Societies, which shall have the definition outlined in the Bylaws.

        iii. Constituent Societies, which shall be any society that receives disbursements from a Faculty Level Society or a Levy Society.

        iv. General Interest Societies, which shall be any society that does not directly receive a fee or levy or any disbursements from a fee or levy.

    b. All societies must fulfill one of these categories.

3. Society Privileges

    The Union will provide the following privileges to ratified societies:

    a. The ability to use the "Dalhousie" name;

    b. A Dalhousie email account, which must be renewed by October 15th of each year with the Vice President (Internal);

    c. A Dalhousie website hosting account, which must be renewed by October 15th of each year with the Vice President (Internal);

    d. A mailbox at the Student Union Building, upon request;

    e. Option to book a table at Union society fairs;

    f. The ability to apply for grants in accordance with Grants Policy.

g. The ability to book meeting rooms in the Student Union Building free of charge not exceeding once per week depending on availability.

h. The ability to book the T-Room or Grawood for special events for a fee.

i. Societies who receive a direct levy from the Union may open a direct billing account with the following Union services: Campus Copy, bar services and reservations.

j. The ability to use the McInnis Room for free once per year, based on availability. The Union reserves the right to charge ancillary fees to societies holding events including fees for security staff, technical staff, technical and audio-visual equipment, cleaning fees, coat check, custodial staff, set-up fees, extra furniture, extended building hours, SOCAN, conference materials and bar services.

k. The ability to book a table in the lobby of the Student Union Building free of charge not more than four times per semester.

l. The Union reserves the right to withhold the above privileges from a society based on availability.

4. Society Membership Requirements

    a. All societies must have at least three student executive members. Multiple members may hold a single position (e.g. Co-Presidents).

    b. Each society must have at least one executive member who is a Member.

    c. Only Members who are also an Executive Member may apply for society ratification and will be responsible for all communication with the Union.

    d. Society executive members are required to acknowledge in writing that they have read this policy and the University's Alcohol Policy, understood the material, agree to abide by the policies, and to educate the members of the society about the policies.

5. Risk Management

    a. Societies have the responsibility to take all necessary precautions to keep their members safe while hosting or participating in events and activities.

    b. Societies are required to attend any mandatory training offered by the Union, as determined by the Society Review Committee.

    c. Any society that plans to hold an event must submit a request for approval as per the requirements set out in the society training.

d. Any society that plans to hold an alcohol-related event outside of university licensed areas that are on campus will be required to obtain a single liquor event license for an additional charge facilitated by the Union.

e. Any society that wishes to obtain a single liquor event license must submit a request as per the requirements set out in society training.

f. Societies are not permitted to organize or partake in pub-crawls or any activity of a similar nature.

6. Society Ratification Process

a. Societies must apply each year to be a registered society. The term for society ratifications will be May 1 to April 30 of each year.

b. The Union shall supply an application for approval each year. Applications for ratification will be open from April 15 to March 15 of each year.

c. The Society Review Committee may permit societies to apply for ratification in a given year ahead of April 15 provided that the society completes certain training or tasks related to society transition as may be determined by the Society Review Committee.

d. A Member of the Union who is an executive member of the Society must submit applications for approval and be the primary contact for the Society.

e. Applications for approval will be reviewed within 14 days of receipt. Societies will be notified by email within 7 days of a decision regarding their application. In the event that unforeseen circumstances prevent the Society Review Committee from meeting within the 14 day window, the Vice President (Internal) will inform the society of the delay.

f. Faculty Level Societies shall be approved by Ordinary Resolution by the Society Review Committee as long as the following criteria are met:

i. The Faculty Level Society has submitted a constitution that adheres to the requirements outlined in this policy;

ii. If the Faculty Level Society employs staff, it has submitted proof of registration with the Nova Scotia Registry of Joint Stock Companies and proof of a General Liability insurance policy of no less than $5 million with both the Union and the University as additional insureds;

iii. There are least three student executive officers of the Faculty Level Society, including at least one Member; and

iv. The Faculty Level Society does not have any outstanding accounts with the Union or any Union-owned business.

g. Levy Societies shall be approved by Ordinary Resolution by the Society Review Committee as long as the following criteria are met:

    i. The Levy Society has submitted a constitution that adheres to the requirements outlined in this policy;

    ii. If the Levy Society employs staff, it has submitted proof of registration with the Nova Scotia Registry of Joint Stock Companies and proof of a General Liability insurance policy of no less than $5 million with both the Union and the University as additional insureds;

    iii. There are at least three student executive officers of the Levy Society, including at least one Member; and

    iv. The Levy Society does not have any outstanding accounts with the Union or any Union-owned business.

h. Constituent Societies shall be approved by the Vice-President (Internal) as long as the following criteria are met:

    i. The Constituent Society has agreed to abide by the requirements as outlined in this policy and as set out by the Faculty or Levy Society to which they report;

    ii. There are least three student executive officers of the Constituent Society, including at least one Member;

    iii. If the Constituent Society has a bank account, it has provided its most recent bank statement; and

    iv. The Constituent Society does not have any outstanding accounts with the Union or any Union-owned business.

i. General Interest Societies shall be approved by the Vice-President (Internal) as long as the following criteria are met:

    i. The General Interest Society has agreed to abide by the requirements as outlined in this policy;

    ii. There are least three student executive officers of the General Interest Society, including at least one Member;

    iii. If the General Interest Society has a bank account, it has provided its most recent bank statement; and

    iv. The General Interest Society does not have any outstanding accounts with the Union or any Union-owned business.

j. Any Union society that is associated with or has the same name as a third party organization must provide written permission from that organization to use their name before being approved.

k. The Vice President (Internal) shall report any Constituent Societies or General Interest Societies that they have approved to the Society Review Committee.

l. In the event that the Vice President (Internal) does not approve a Constituent or General Interest society, the application will be reviewed by the Society Review Committee, who will decide by Ordinary Resolution about whether to approve the society.

m. The Society Review Committee has the right to examine all society records, reports and minutes under the jurisdiction of the Union and report any significant results to Council.

n. In the event that any Faculty Level Society or Levy Society has not applied for ratification for one year, the Society Review Committee shall call an open meeting for Members interested in ratifying the society. Such a meeting shall be advertised through all available means including the Union website and social media accounts.

o. In the event that any Faculty Level Society or Levy Society has not applied for ratification for three years and the Society Review Committee has called at least two open meetings as described in Section 6.n., the Society Review Committee shall recommend that the fee collected on behalf of the society be suspended indefinitely.

7. Appeals

a. In the event that a society's application is not approved by the Vice-President Internal or the Society Review Committee, the society may appeal and request the committee reconsider the decision within seven days of being notified of the committee's original decision.

b. The society must provide reasons for reconsideration to the Society Review Committee through a written statement or an oral presentation.

c. In the event that the Society Review Committee does not reverse the original decision, the society may request that the Council review the committee's decisions within seven days of being notified of the Society Review Committee decision on the appeal.

8. Finances and Audit

a. All societies must develop a comprehensive budget that includes an estimation of revenues and expenditures of the society for the coming year.

b. Faculty-Level Societies and Levy Societies budgets shall be approved as per their constitutions and submitted to the Vice President (Finance and Operations).

c. Faculty Level and Levy Societies must submit their financial records to be reviewed by the Vice-President Finance and Operations before their funds will be released.

d. Any Society with accounts payable to the Union of greater than 60 days will not be entitled to any society privileges as outlined in this policy.

e. For Faculty-Level and Levy Societies, any outstanding accounts payable will be removed from subsequent society levy cheque.

f. Societies must carry over any surplus to the incoming society members of the following year.

g. In the event that a society dissolves, all debts that the society has incurred must be paid off with society funds, and any remaining monies of the society shall be assumed by the Union or, in the case of a Constituent Society to the society from which the Constituent Society received disbursements.

9. Constitution Requirements

Societies that require constitutions must include the following:

a. Purpose or Objectives

b. Membership

i. Who is considered a member of the society.

ii. At least three executive members must be students.

iii. At least one executive member must be a Dal student and a signing authority.

iv. Any society with Constituent Societies must clearly outline the process by which societies can become Constituent Societies.

v. Any society mandated by a referendum to include an option to opt-out of membership must clearly outline the process by which members will opt-out.

c. Executive Roles

i. Duties of each executive officer must be described in detail.

ii. If the society will be offering honoraria to executives, the amount of the honoraria and the requirements that must be met in order for the honoraria to be disbursed must be outlined.

iii. Societies with Constituent Societies must outline if and how their Constituent Societies can offer and disburse honoraria to executive members.

d. Meetings:

   i. Types and frequency of meetings;

   ii. The rules and procedures used by the society to govern meetings including notice requirements, standard agenda items, quorum, and voting procedures for all meeting types;

   iii. Provisions for emergency meetings.

   iv. The agenda for a general meeting, must include an opportunity for the general membership to approve the financial statements or the budget of the society and a list of goals or objectives for the coming year.

e. Finances
   i. Procedure for drafting and approving the society's budget.
   ii. Identify the 3 executive positions who will have signing authority.
   iii. Identify that at least 2 signing officers must sign each cheque.
   iv. State that no executive can sign on a cheque made out to themselves.
   v. Provisions for the use of any debit cards or credit cards. Any society using a debit or credit card will have to produce documentation for all transactions.
   vi. Any society with Constituent Societies must clearly outline, the process by which it provides funding for Constituent Societies.

f. Elections:

   All societies must conduct elections in a fair and equitable manner. Societies may conduct elections in a manner of their choosing, but the procedure must adhere to the following principles:

   i. Notice of elections, including how to be nominated for an executive position, must be provided to members at least two weeks prior to the date of the society's elections;

   ii. The election must be overseen by a person who is not running for any of the position being elected;

   iii. Any member must be able submit their name for nomination;

   iv. Elections must be on an annual basis;

   v. Each member may only hold at most one (1) Executive Position;

   vi. All members of the society, including if applicable all Members who pay a levy, shall be given a vote.

g. Impeachment of Executives
   Impeachment processes must include the following:

i. Reasons why an executive member can be impeached.

ii. A process to initiate an impeachment process.

iii. The reason(s) for impeachment must be communicated to the executive facing impeachment at least one week before a motion to impeach is discussed.

iv. The member up for impeachment must have an opportunity to speak for themselves.

v. Impeachment votes must be held at a general meeting open to all society members.

h. Constitutional Amendments
   i. Procedure for members to propose an amendment.
   ii. Procedure to approve provisional changes as may be required from time to time.
   iii. All amendments must be approved or ratified at a general meeting.
   iv. Percentage required to pass constitutional amendments at a general meeting.

i. Adherence to External Laws, Regulations and Policies

The following statements shall be including in the constitution:

i. The society's activities must not infringe upon federal, provincial, municipal laws or University regulations.

ii. The society's activities must not infringe upon the Bylaws and Policies of the Union.

10. Societies without Constitutions
    a. The Constituent Society will be subject to the provisions in the constitution of the society from which they receive their disbursements. If there are no provisions in the constitution of the society from which they receive their disbursements, shall abide by Section 11.
    b. General Interest Societies shall abide by Section 11.
11. Operating Policy for Societies without Constitutions
    a. Membership
       i. Any student enrolled at Dalhousie University is eligible to be a member of the Society. Only members of the society may vote in elections and hold executive positions.
       ii. The society does not place any limits on members based on age, gender, race, religion, language, or disability.
    b. Executive Officers
       i. The executive will be made up of at least 3 officers.
       ii. At least one executive must be a Member.

iii. Additional officer positions may be created by an ordinary resolution at a general meeting of the society.

iv. At least one executive shall be responsible for the following:

1. Ensuring the smooth operation of the society.
2. Setting the agendas for meetings.
3. Chairing meetings.
4. Reapplying every year for ratification.
5. Collecting and disseminate information pertinent to members of the Society.
6. Take minutes at all meetings.
7. Provide notice to all member regarding upcoming events, meetings, and motions.
8. Act as chair of all meetings in the absence of the President.
9. Keep records of all spending within the Society in accordance with DSU regulations.
10. Create and maintain the annual budget.
11. Act as a signing officer of the Society.
12. Be responsible for creating and/or managing the Society bank account.
13. Manage applications for Society Grants to the DSU, and aid members in applying for individual Member Grants through the DSU.
14. Read and understand DSU Grants Policy.
15. Act of chair of meetings in the absence of both the President and the Vice-President.

v. At least one executive must attend all mandatory society trainings are required by the Union.

vi. Three executive members must be signing authorities for the society.

vii. Executives shall not receive honoraria, unless approved by the Vice President (Internal).

c. Meetings

i. There will be three types of meetings: general meetings, executive meetings, and annual general meetings (AGMs).

ii. General meetings

1. Quorum for general meetings shall be 2/3 of the executive and 5 (non-executive) members.
2. A majority vote is needed to pass a motion (a majority signifying more than 50% of all members in attendance).
3. An executive of the Society will be responsible for giving advance notice of all motions to be voted on at any meeting not less than 48 hours before the meeting. Notice must be sent to the society email list and posted on any society social media accounts or website.

iii. Executive meetings
    1. Quorum for executive meetings shall be 50 per cent of the executive members.
    2. Executive meetings shall be used at the discretion of the executive to ensure the smooth operation of the Society.
    3. All members of the Society are permitted to join in Executive meetings, though notice of the meeting need not be given and general members will not have a vote.

iv. Annual General Meetings (AGM)
    1. Quorum for an AGM shall be two thirds of executive members along with at least five Members not on the executive.
    2. The business conducted at the Annual General Meeting shall be:
        a. Presentation on society activities for the year;
        b. Presentation on society financial position; and
        c. Election of society executives.
    3. Voting will be conducted via a show of hands, though the society may decide by a simple majority to vote by secret ballot on a motion.
    4. A majority vote is needed to pass a motion.
    5. Notice of an AGM must be given to all members not less than one week before the AGM, and the Vice-President is responsible for delivering this notice.

d. Elections
    i. Elections shall be held at an AGM no later than March 31 of each year.
    ii. An executive who is not running for a position up for election will be responsible for overseeing elections.
    iii. In the event that all executives wish to run for any position, the members present at the AGM shall nominate and vote on a chair from the general membership.
    iv. Nominations will be taken from the floor during the AGM at which the elections are taking place.
    v. Voting will be conducted by secret ballot.
    vi. A majority vote is required to elect each position.
    vii. In the event that only one person runs for a position, that person will be considered elected, unless a society member calls for a yes/no vote.
    viii. Each member can hold at most one executive position at a time.

e. Impeachment
    i. No member of the executive may be impeached without just cause, or in any manner not specified in this policy.
    ii. Just cause is defined by this constitution as:
        1. Failing to attend 4 consecutive executive or general meetings.
        2. Failing to fulfill their duties without reasonable excuse, as determined by the membership.

3. Conduct likely to result de-ratification of the Society, or conduct likely to bring the Society into disrepute.
4. Other gross misconduct.

iii. A vote to impeach an executive member can only be brought forth at a general meeting.
iv. Advance notice of a motion to impeach must be given to the member up for impeachment, and that member must have the ability to speak in their defence before the vote is taken.
v. A two thirds majority vote is required to impeach an executive member.
vi. Voting will be conducted by secret ballot.

f. Finances
   i. At least two signing officers must sign every cheque from the bank account of the Society.
   ii. If a society uses a debit or credit card, they must retain all documentation related to the purchases. All receipts for purchases made with a debit or credit card, must be signed by two signing authorities and affixed to the appropriate bank or credit card statement.
   iii. No one can sign a cheque made out to themselves.
   iv. The budget will be drafted each year by an executive member, and will be passed by the executive at an Executive meeting.

12. Causes for Disciplinary Measures

a. The Society Review Committee will investigate complaints lodged against any society.
b. In the course of investigating complaints, the Society Review Committee shall have the right to examine the records, reports, and the minutes of any society.
c. The Society Review Committee holds the right to discipline societies, based on the following criteria:
   i. The society violates Society Policy;
   ii. The society violates the Constitution of the Society as approved through ratification;
   iii. The society fails to notify the Vice President (Internal) that it will be holding an alcohol related event occurring outside of the Union's licensed premises or an event involving high-risk activities.
   iv. Discipline based on any other criteria will be the purview of Council.
d. Depending on the severity of the problem and the number of instances, the Society Review Committee may take the following disciplinary actions:
   i. Verbal warning;
   ii. Written warning;
   iii. A probationary period of no more than one semester; or
   iv. Suspension of society privileges for a period of no more than one semester.
e. The Vice President (Internal) must report any disciplinary action taken by the Society Review Committee to Council.

f. Council holds the right to discipline societies, based on the following criteria:

   i. The society violates the Bylaws or Policy of the Union;

   ii. The society abuses any services or privileges of the Union;

   iii. The society commits an offence that breaks federal, provincial, municipal laws or University Regulations;

   iv. The society violates Dalhousie University's Alcohol Policy.

g. Depending on the severity of the problem and the number of occurrences, Council may take the following disciplinary actions::

   i. Verbal warning;

   ii. Written warning;

   iii. A probationary period at a length determined by Council;

   iv. Suspension of society privileges as determined by Council; or

   v. De-ratification of the society which entails a loss of society status and privileges.

13. Society De-Ratification

a. Council can de-ratify a society by Special Resolution should a society violate this Policy.

b. In the case that the Society Review Committee believes that there is cause for de-ratification, the Society Review Committee shall give a notice of motion to de-ratify the society to the Council at least two weeks in advance of when the motion is to be debated. The Vice President (Internal) shall inform the society of the motion to de-ratify at least two weeks in advance of when the motion is to be debated.

c. Any application from a society that has been de-ratified to to ratify again shall be reviewed by the Society Review Committee and forwarded to Council with a recommendation that Council either approve or deny the application.

d. In the event of the de-ratification of a society that receives a fee or levy, its monies will be held in trust for a maximum of three years.

14. Enactment of this Policy

Societies are expected to be in compliance with this policy no later than May 1, 2017.