



Clubs & Societies Handbook

April 2012

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1. Club & Society Constitutions

A constitution will ensure the continuity of your club or society and its purpose. It will make clear the organization's reason for being, and outline its main objectives, who it serves, etc. This document will also govern the internal functioning of your group. Items such as the process for electing Organization Executives, or the methods used to approve funding request for submission to the Union are topics that would fit within this document.

If you are submitting a Constitution or an amendment to your Constitution, the document will go on to the Clubs and Societies Committee, who will then present the changes to the Student Union Council for ratification. Approved constitutions are required to enjoy the benefits of, at least, recognized status. If you have any questions about the entire process, you can contact the VP Finance & Operations at finance@unbsu.ca or drop by the office, at the Welcome Centre. There is a constitution guideline available in the Appendix C.

2. Club & Society Policy

As of May 1, 2005 a Club & Society Policy was enacted that outlines:

1. Criteria for Achieving Ratified Status.
2. Groups Eligible to be Recognized.
3. Loss of Ratified Status.
4. Access to Funding and Promotional Support.

Club and Society executives are to be familiar with this policy (available in Appendix A) as these stipulations will be enforced during the constitution approval process outlined in point 1 of this Handbook.

3. Receiving Initial Funding From the Student Union

In order for the Union to ensure that accurate records of Club and Society Constitutional Documents and Executive Contact information are being maintained from year to year the Student Union has enacted the following motion¹:

Be it resolved that the University of New Brunswick Student Union provide initial funding to Clubs & Societies according to the following rate schedule:

Faculty Groups	\$200.00
Departmental Groups	\$200.00
Cultural Groups	\$200.00
Special Interest Groups	\$200.00
Sports Groups	\$200.00

Upon submission by each group of up-to-date copies of each group's Constitutional documents and current Executive contact information.

¹ Motion passed in Council meeting on Wednesday, October 20, 2004.

Be it further resolved that this funding allocation be implemented at the beginning of each academic year in order to ensure that accurate records are maintained into the future.

What this means is that at the start of each new school year the current Executives of each of the Union's recognized Clubs and Societies will be responsible for ensuring that up-to-date Constitutional and Contact Information has been submitted to the Union. Once this documentation has been provided each group will receive a funding allocation as set out in the motion above. The purpose of this allocation is to assist groups with membership drives or other annual startup costs such as office supplies etc.

There is no deadline for submission of these documents by each group each year, but no funding will be provided until provision of these documents and information has taken place. This will prevent groups who have had a slow start in a particular year from being denied eligibility for Union support.

Religious, Political, or Sorority/Fraternity groups are not eligible for this funding.

Please see Appendix B for a Contact Information Submission Form. This form is also available online at www.unbsu.ca to submit electronically and in the Student Union Welcome Center.

4. The Clubs & Societies Fund

Further funding for Clubs & Societies will be allocated via the Clubs & Societies Funding Request Process. Clubs & Societies funds are overseen by the Clubs & Societies Committee, which approve Clubs & Societies Fund requests.

Funding Requests require a minimum of **two weeks (10 business days)** to be processed.

The Clubs & Societies Funding Request Package can be found in Appendix D or you can pick up a copy in person at the Student Union Welcome Center. It can also be submitted electronically at www.unbsu.ca. Instructions detailing what documents are required and the process of how to apply for funding can be found in this package.

Any budget documents submitted in a Clubs & Societies Funding Request Package are considered to have been developed with the approval and consent of the non-executive members of the group applying for the funding. It is strongly recommended that Executive members present the application documents to their respective groups for approval by a majority vote and that the results of this process be recorded in some fashion. This will ensure that group members are aware of what activities each group's Executive is seeking funding for, and that Executives are not acting without the approval of their members.

The Union retains the right to refuse or accept any request on the basis of its decision criteria as laid out in the Clubs & Societies Funding Guidelines or for any other

supported reasons.

5. Accessing Your Funding Allocation

Upon approval of your group's Funding Request, there are two methods for you to access your funding, via Purchase Orders or via Authorization of Reimbursement Forms

a. Purchase Orders

This is the Union's preferred method of funding distribution as it provides us with solid paper record of all stages of the expenditure process.

Purchase orders function as a hybrid between a cheque and credit card. It must be made out to a specific supplier and be signed by representatives from the issuing organization, like a cheque. However, it does not have to specify the exact amount of the expense and acts as a form of credit with the supplier. This form of payment allows you to make purchases without having to front the cash out of pocket and avoids liabilities issues in distributing large sums of cash to individuals.

Two members of the Club or Society Executive must be assigned Signing Officer duties. These two Executive members will be the only ones permitted to obtain a Purchase Order and spending approval. All expenditures must be approved by the Student Union.

Purchase Orders to access funding allocated via the Clubs & Societies Fund will only be provided for purchases related to items set out on the budget documents submitted with each Clubs & Societies Funding Request Package.

Purchase Orders to access Initial Funding Allocations (see section 3) still need to be approved by the Union to ensure funds are not being used to purchase items such as alcohol, but groups are not required to detail what they intend to spend these funds on until they decide to use them.

Purchase orders can be requested from the Student Union administrative assistants located in the Student Union Welcome Centre. Again, much like a cheque, you will be required to provide the supplier name and estimated amount of the expense up to but not exceed the amount granted as a result of the Clubs & Societies Funding Request Process.

The Purchase Order is a form of currency, not unlike a cheque, for the supplier. You trade the Purchase Order for your item(s) and they will then send the Purchase Order to the Student Union, along with the invoice (bill), to receive their money. This procedure ensures that the money is well accounted for. Your club/society can be reassured that your funding allocation is protected and that all expenses are recorded.

b. Authorization for Reimbursement Form

In the case that a Purchase Order cannot be used for any reason (i.e. the supplier does not accept Purchase Orders), a form of Authorization for Reimbursement has to be approved and signed. **NO RECEIPTS AFTER PURCHASE WILL BE ACCEPTED UNLESS A REIMBURSEMENT AUTHORIZATION FORM HAS BEEN SIGNED PRIOR TO THE PURCHASE.** Therefore, members or executives of an organization should not make purchases out of their own bank accounts and expect reimbursement from the Union (unless they have received authorization from the Union).

Please see Appendix D for an example of a “Reimbursement Authorization” form. Supporting Documentation, such as receipts, are required to receive reimbursement.

6. Calendar including Club and Society Events

The VP Finance & Operations (finance@unb.ca) will be accepting event advertisement submissions to be placed in the Student Union Event Calendar. The purpose of the calendar is to not only create increased awareness of events but also encourage groups to join their efforts. The calendar is posted on the Student Union website (www.unbsu.ca) under the Events tab. Event submissions can be submitted anytime.

7. Other Union Services Provided to Clubs and Societies

In addition to funding support, the Student Union provides a number of other services to Clubs & Societies in order to facilitate your group’s day-to-day operations. By absorbing some of these administrative costs on behalf of the Clubs & Societies the Union will be able to generate substantial cost savings during the course of the year.

a. Event Promotion

The student population at large benefits from club and society events. It’s a great way to meet people and get involved. The Student Union is happy to help advertise sanctioned club or society events in our media resources. When you are holding an event, whether that event is taking place with the help of Union funding or not, simply get in contact with the Student Union VP Finance & Operations and provide him/her with the details of where, when, an event description, etc. He/she will then make sure that the event is publicized on places like the Union’s website, posters, etc. The VP Finance & Operations can be contacted at finance@unbsu.ca.

b. Pepsi Promotional Products

The Student Union is provided with a contribution from Pepsi every year for the purpose of promoting Pepsi and its products. The Student Union purchases Pepsi products and promotional materials from Pepsi in bulk and at a discounted rate. Clubs & Societies are then able to apply to the Student Union for these products and materials for use in their events. This is a good way to offset some of the

costs incurred in putting on an event. To access these products and material fill out the “Pepsi Promotional Products Request Form” on the Student Union website (www.unbsu.ca) or fill out the paper form in Appendix E and drop in off in the Student Union Welcome Center. Only a signing authority of a club or society can request Pepsi Promotional Products.

c. Movie Rights

The Student Union has movie rights that allow public presentation of most of the movies that are out there. First, check out criterionpic.com to see if they have the license to the movie you would like to show. Then, all you have to do is e-mail finance@unbsu.ca with the movie you would like to show and when. Movie nights are simple events that allow clubs and societies to raise money for themselves or charities. They’re also good for getting people together and promoting your society.

d. Meeting Location

Recognizing that there were very few areas on campus where the executives of clubs and societies could meet in a relaxed environment, the Student Union has invested in a room for your use.

The Student Union Think Tank is located in the Student Union hallway, in room SUB 126. The room has some nice leather chairs, a projector screen and projector, a static whiteboard, and the beginnings of a small Student Union Library for your use.

The Student Union also has a conference room located in the Student Union hallway that can seat 10-12 people.

To schedule a time, fill out the form on the Union’s website (located under the Services tab). Once reviewed, the room will be booked and you’ll receive a confirmation message.

e. Mailboxes

Each Club & Society that the Union recognizes is eligible to receive mailbox space in the Student Union Welcome Center, SUB 102. Once your group has submitted your constitutional documentation and your status verified you can contact the VP Finance & Operations (finance@unbsu.ca) to set-up you mailbox.

f. Photocopying and Faxing

Each Club & Society recognized by the Union is permitted to access the Union’s photocopier for group related copying needs. Simply drop by the Student Union Welcome Center, SUB 102 and speak with one of the administrative assistants. Clubs get 25 free black and white copies per month, (10 cents for each page over 25) and colour copies cost 35 cents.

Karen Miner – kminer@unbsu.ca, 453-6094
Thresa Hill – thill@unbsu.ca, 453-4955
Office Hours: Monday – Thursday, 8:30am – 4:30pm
Friday, 8:30am – 4 :00pm

8. Other Campus Services

There are a variety of other services on campus that Clubs & Societies have access to beyond the services provided by the Union.

a. Media Services

If you are having some kind of event and need some audio equipment or projector of some kind contact Media Services and they may be able to help you out with an equipment loan.

Media Services
Marshall D'Avray Hall Room 124, 453-4704

b. Physical Plant

Physical Plant is responsible for all the manual labor on campus, from grounds to lighting and heating, painting to carpentry, plumbing to vehicles. If you require any service of this sort, even if it's simply hanging a picture or installing air conditioning in your student lounge, Physical Plant must perform the work. Please contact Physical Plant to make arrangements to get the job done.

Physical Plant
Services Building, 767 Kings College Road, 453-4889

9. Academic Matters – Let Your Voice Be Heard

Students “make a significant difference” in the operations of faculties and departments. They are able to serve on committees that make decisions pertaining to courses, hiring a new department chair, research, budgets, curriculum, etc. Many faculties and departments ask Clubs and Societies (particularly faculty and departmental ones) to gather student representatives for certain committees.

Three Easy Steps to Make Sure Students Are Represented:

- a. Contact your Dean with specific questions regarding where students from your Club/Society can be part of the decision making process.
- b. Develop a process for student membership on faculty committees. Some examples are: referenda, application or resume submission, an interview process or e-mail volunteer call.
- c. Create partnerships within your faculty. This will also increase support for your events and operations.

It is vital that students are present in faculty processes. Students provide valid input to their program of study and should be included whenever possible.

We encourage you to consider academic matters throughout the year, as it is your primary purpose for attending university. Contact the Student Union VP Internal (internal@unbsu.ca or by phone at 458-7655) for any questions or concerns about student representation or membership if they cannot be answered at the faculty level.

Did you know that...Faculty Councilors can either ask students or student clubs and societies to sit on their council? Although it is not mandatory, it is strongly advised. So take advantage!

Appendix A: Clubs & Societies Policy

Clubs & Societies Policy

Effective as of May 1, 2005
Revised November 20, 2008

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Part I - Interpretation

1. In this Policy,

“Committee” means the Clubs and Societies Committee;

“Council” means the Council as defined by Union By-Law 13¹;

“Culture” means the system of shared beliefs, values, customs, behaviors, and artifacts that the members of a society or ethnicity use to cope with their world and with one another, and that are transmitted from generation to generation through learning;

“Cultural Group” means any Student Group whose intention is to represent students from a particular Culture;

“Departmental Group” means any Student Group whose intention is to provide representation to students based on academic divisions at the University of New Brunswick below the level of faculties, for example including, but not limited to, the departments of History, Electrical Engineering or Biology;

“Faculty Group” means any Student Group representing those students in a faculty of the University of New Brunswick, those being, Administration, Arts, Computer Science, Education, Engineering, Forestry and Environmental Management, Kinesiology, Law, Nursing, Renaissance College and Science;

“Group” means any Club, Society or other organization seeking Ratified Status, or to be Recognized by the Union;

“Inactive” means that a Group has not submitted the necessary forms, set out in Part 3 and Part 5, for the Fiscal Year;

“Member” means any individual falling within Union By-Law 1, Section 32;

¹ Which states; 13. The affairs of the Union shall be managed by those Councillors elected in accordance with these Bylaws who may exercise all such powers and do all such acts and things as may be exercised or done by the Union. The Council shall consist of those five (5) persons elected to the office of President, Vice President External, Vice President Internal, Vice President Finance & Operations and Vice President Student Services (together the “Executive Councillors”) and those persons elected as general representatives in accordance with these Bylaws (together the “General Councillors”) (hereinafter sometimes collectively referred to as the “Councillors” or “Council”).

² Which states: 3. Ordinary Members shall be those individuals who are enrolled to attend the University of New Brunswick in Fredericton on a full time basis and those part time or graduate students, as defined by the University of New Brunswick Calendar (the “Calendar”), who have paid the requisite membership fee established from time to time by the Union or any and all Executive Councilors until the point at which they pay their required membership fee.

“Policy” means this document, unless otherwise specified; “Political Group” means any Student Group whose purpose is to advance the ideologies and objectives of any political party at the Provincial, National, or International levels;

“Ratified Status” means the state of having been deemed eligible to receive funding and promotional support from the Union;

“Recognized” means the state of having been acknowledged as existing by, but possibly ineligible to receive funding and promotional support from, the Union;

“Religious Group” means any Student Group whose purpose is to advance the ideologies or objectives of any religion or spiritual organization;

“Student Group” means any Group made up primarily of students enrolled at the University of New Brunswick Fredericton Campus;

“Special Interest Group” means any Student Group not falling within the definition of Cultural Group, Departmental Group, Faculty Group, Sports Group, Political Group or Religious Group;

“Sports” means any athletic activity that requires skill or physical prowess and often requires a competitive nature;

“Sports Group” means any Student Group whose intention is to represent students interested in the pursuit, promotion or theory of a sport;

“Union” means the University of New Brunswick Student Union Inc.;

Part II - Criteria for Achieving Ratified Status

1. Groups seeking Ratified Status shall conform to the provisions of this Policy.
2. A Group shall achieve Ratified Status only following satisfaction of all conditions and criteria within this Part and a majority vote of Council.
3. Groups deemed by Council to duplicate the services or activities of an existing Group shall not be granted Ratified Status.
4. Groups seeking Ratified Status shall provide a Constitution setting out the principles by which the Group shall function and the purposes and objectives of the Group. The following minimum standards shall be met:
 - a. The Group must be open to all Members of the Union.
 - b. Members of the Group may only have their membership in the Group revoked by a 2/3 majority vote of the Group’s members.
 - c. Executive Officers of the group must be elected by the Group’s members.

- d. The duties and responsibilities of each Executive Officer must be stipulated in the Constitution.
- e. All Group members, including Executive Officers, must have equal voting rights.
- f. Amendments to a Group's Constitution must be made following the procedure of constitutional changes as set out in each Group's Constitution.

If a Group establishes Executive Officer positions that represent only a portion of the Group's members, all members of that portion of the Group represented by that Executive Officer must have an equal vote in the election of that Executive Officer in the spirit of provision 5(e). Executive Officers who represent the entire Group must be elected in an election in which all members of that Group who are members of the Group at the time of the election have an equal vote.

- 5. The following conditions must also be met:
 - a. Each year a minimum of 75% of the Group's Executive Officers must be students, with 50% of the Group's Executive Officers being Members of the Union.
 - b. Amendments to a Group's Constitution must be communicated to the Union and an updated copy of the Group's Constitution must be provided to the Union.
 - c. Each year a minimum of 50% of the Group's members must be Members of the Union.
- 6. Groups shall establish a fiscal year of May 1st to April 30th to maintain synchronicity with the fiscal year of the Union as set out in Union By-Law 683.
- 7. Groups shall acknowledge the authority of the Union to administer financial accounts related to any funding amount provided to the Group by the Union;
- 8. Groups shall acknowledge the authority of the Union to revoke the Ratified Status of any Group following a majority vote of the Council.
- 9. Upon achieving Ratified Status each Group so Ratified shall be assigned, by Council, to one of the following classes:
 - a. Faculty Group
 - b. Departmental Group
 - c. Cultural Group
 - d. Special Interest Group
 - e. Sports Group

Part III - Groups Eligible to be Recognized

- 1. The following classes of Groups may be Recognized, but not Ratified, by the Union:
 - a. Political Groups;
 - b. Religious Groups;

³ Which states: 68. The fiscal period of the Union shall terminate on the last day of April in each year.

- c. Groups which are eligible to seek Ratified Status but which fail to meet all of the requirements found in Part II;
 - d. Groups which are eligible to seek Ratified Status but which choose to seek to be Recognized instead;
 - e. Any other group deemed by Council to be ineligible for ratification.
2. A Group shall be Recognized following satisfaction of all conditions and criteria within this Part and a majority vote of Council.
3. Groups seeking to be Recognized will provide the following:
 - a. A copy of the Group's current Constitution.
 - b. Contact information for the Group's Executive Officers, as well as Student ID numbers, if applicable to that Executive Officer.
 - c. A list of all current members at the beginning of the year with Student ID numbers, if applicable to that member.
 - d. The Club & Society Primary Event Organizer Contract.

Part IV - Loss of Ratified Status

1. Should a Group remain inactive for a period of two (2) fiscal years, then said Group's Ratified Status shall be revoked and said Group shall be ineligible for any support from the Union until such time as said Group is once again deemed to have achieved Ratified Status in accordance with this Policy.
2. Under no circumstances shall any person utilize Union funds or receive reimbursement from the Union with respect to entertainment related purchases of alcoholic beverages. To do so will result in the immediate loss of Ratified Status.
3. Violation by a Group with Ratified Status any of the conditions contained in Part II will result in immediate loss of Ratified Status.
4. Upon loss of Ratified Status all support provided to the Group by the Union shall cease immediately, and any funding amounts originating from the Union, held by the Union in any account, shall be reclaimed by the Union.

Part V - Access to Funding and Promotional Support

1. Groups who have achieved Ratified Status and who wish to access funding and/or promotional support from the Union in a given fiscal year, shall provide the following:
 - a. A copy of the Group's current Constitution.
 - b. Contact information for the Group's current Executive Officers, as well as their Student ID number (if it applies).
 - c. Contact information and names of the Group's members, as well as their Student ID number (if it applies).
 - d. The Club & Society Primary Event Organizer Contract.

Part VI – Start-Up Funding

1. Ratified Groups supplying the documents set out in section Part V shall be eligible to receive annual initial Start-up funding according to the following rate schedule:

- Faculty Groups: \$200.00
- Departmental Groups: \$200.00
- Cultural Groups: \$200.00
- Special Interest Groups: \$200.00
- Sports Groups: \$200.00

2. As Start-up funding is used to help the advancement and/or creation of a Group, the Group shall have sixty (60) days after they have been Ratified to use their Start-Up Funding. If a Group was Ratified over the Summer months (May-August), they will have sixty (60) days from the first day of classes as defined in the UNB Fredericton Academic Calendar.

3. Start-Up Funding requests must be approved by the Vice President Finance & Operations before being used.

Part VII – Event Forms

1. All clubs must submit the necessary forms, ten (10) business days before every event they plan to have.

a. However, if travel is required outside of Canada, all forms must be submitted thirty (30) days before the event.

2. For all conferences and events, the following forms must be submitted to the Vice-President Finance & Operations or delegate:

- a. Clubs & Societies Event Form
- b. Event Alcohol Form (if alcohol is present/consumed during the event)
- c. Group Travel Form (if travel is outside of the city of Fredericton)
- d. Physical Activity Form (if physical activity will occur during the event)

3. Submissions will go to the Committee who will approve or reject the request.

4. Submissions can be submitted via the online form or the paper form found online at unbsu.ca. Paper forms must be submitted to the Welcome Centre in SUB 102.

5. In the event of an accident or injury, a Group Executive or the Primary Event Organizer, who is present at the time of the accident, must fill out an Accident Report Form and submit it within twenty four (24) hours of the accident to the Vice-President Finance & Operations.

a. In the case where the Accident Report Form cannot be submitted to the Vice-President Finance & Operations or delegate with twenty four (24) hours, contact, via email or phone, should be made within that time block.

Part VIII – Conference Forms

1. All clubs must submit the necessary forms, ten (10) business days before every event they plan to have.
 - a. However, if travel is required outside of Canada, all forms must be submitted thirty (30) days before the event.
2. For all conferences and events, the following forms must be submitted to the Vice-President Finance & Operations or delegate:
 - a. Clubs & Societies Event Form
 - b. Group Travel Form (if travel is outside of the city of Fredericton)
3. Submissions will go to the Committee who will approve or reject the request.
4. Submissions can be submitted via the online form or the paper form found online at unbsu.ca. Paper forms must be submitted to the Welcome Centre in SUB 102.
5. In the event of an accident or injury, a Group Executive or the Primary Event Organizer, who is present at the time of the accident, must fill out an Accident Report Form and submit it within twenty four (24) hours of the accident to the Vice-President Finance & Operations.
 - a. In the case where the Accident Report Form cannot be submitted to the Vice-President Finance & Operations or delegate with twenty four (24) hours, contact, via email or phone, should be made within that time block.

Part VIX – Additional Event/Conference Funding

1. Aside from Start-Up Funding, Ratified clubs may access additional funding by submitting a funding request attached to the Clubs & Societies Event Form.
2. All funding requests must be submitted ten (10) business days prior to the event, with all necessary information requested on the form.
3. Funding requests will go to the Committee who will approve or reject the request.
4. Requests can be submitted via the online form or the paper form found online at unbsu.ca. Paper forms must be submitted to the Welcome Centre in SUB 102.

Appendix B: Contact Information Submission Form



Contact Information Submission Form

Club or Society Name: _____

E-Mail of Organization: _____

Primary Event Organizer Name: _____

Primary Event Organizer Email: _____

Club or Society Website (optional): _____

Designated Signing Officers: #1: Name: _____ **Student ID:** _____

Signature: _____

#2: Name: _____ **Student ID:** _____

Signature: _____

Executive Members

Name:

Student ID:

Position:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

*Please remember to **submit the constitution** and a profile write-up.*

Date: _____

****This form is also available to submit electronically at unbsu.ca****

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Appendix C: Constitution Guidelines



Clubs & Societies Constitution Guidelines

Your club is there for its members. A constitution is needed to ensure that the club continues to provide valuable service to its members. Without a constitution, clubs risk falling into neglect. A constitution is also critical in ensuring fairness and accountability to members, and to ensure that the club's finances are under sound management. Every group that wishes to be recognized by the Student Union or that wishes to get Student Union funding must have a constitution that meets certain minimum requirements.

This is an example constitution which can help your group develop its own. Feel free to change it to suit the needs of your club. However, refer to the Student Union Clubs & Society Policy to ensure that your group's constitution meets the minimum Student Union requirements.

NAME

The purpose of this section is to state the name of your organization as well as an abbreviated version of said name to used throughout this document.

Ex:

1. This organization shall be known as the U.N.B. Constitution Club (hereafter referred to as the "Club")

OBJECT

Set out the mission of your organization. Constitutions are permanent in nature, therefore the purpose of your group must also be one that will remain constant throughout the life of your organization.

Ex:

2. The object of the Club is to:
 - a. provide a positive environment for University of New Brunswick ("UNB") undergraduate students to discuss constitutional issues;
 - b. promote the development of skills needed to prepare policy; and
 - c. provide members of the Club with an opportunity for social development.

MEMBERS

These are the questions that need to be addressed in this section. What is a member? Who is membership open to? Are there varying types of membership, such as ordinary and honorary? For what period of time can one be a member? You may consider limiting the club to only UNB students. If you choose not to limit the club to only UNB students, the Constitution should say.

Note: Clubs & Society Policy section 5.a requires that “The Group must be open to all Members of the Union.” i.e.: all students who pay the Student Union membership fee.

Note: Clubs & Society Policy section 5.b stipulates that “Members of the Group may only have their membership in the Group revoked by a 2/3 majority vote of the Group’s members.”

Ex:

3. Membership in the Club shall be open to all full-time undergraduate UNB students as defined by the UNB Academic Calendar, but shall not be exclusively limited to those students.
4. There shall be two (2) classes of membership in the Club, namely:
 - a. Ordinary Members;
 - b. Honorary Members;(together referred to as the “Members”).
5. Ordinary Members shall be those persons, who have paid the requisite membership fee established from time to time by the Executive Officers.
6. Honourary Members shall be those individuals who have been granted such Membership by a majority of the Executive Officers.
7. Membership for Ordinary Members shall commence once the membership is paid and terminate on the thirty first day of August in a given year, excluding those Executive Members. Membership for Honourary Members shall commence on the date of appointment and shall terminate upon resolution effecting termination of such membership by a majority vote of the Executive Officers.
8. Where at least 2/3 of the Members vote to revoke the membership of a Member, the membership of that Member whose Membership was the subject of that vote shall be revoked.

REGISTRY

It is recommended that clubs and societies choose to maintain a registry of members along with contact information for internal records.

Ex:

9. A membership registry shall be maintained by the Secretary in which shall be entered the names of all Members of the Club.

MEMBERSHIP FEES

The purpose of this section is to declare how the membership fee of your group will be determined and what general privileges it brings with it.

Note: The Student Union does not require that you charge a membership fee; however it is critical for groups to recognize that the funding provided by the Student Union is intended to support events and not general operations.

Ex:

10. The Executive Officers of the Club may prescribe from time to time an annual membership fee which shall be payable by all Ordinary Members of the Club.
11. Upon payment of the requisite membership fee, Ordinary Members shall receive a receipt for payment and shall enjoy all the rights and privileges of a qualified Member of the Club.

MEETINGS OF MEMBERS

This section is used to identify the frequency of meetings, which all group members are encourage to attend to discuss the state of the group. Examples may include: one annual meeting open to all members, monthly meetings to which all students are invited, or a meeting to be held on the first and third Wednesday of every month. This section, as with the rest of your constitution, should not be overly specific. Keep things general. For example, it would not be a good idea to constitutionally set the date for annual meetings on, say, "the second Friday of July". As we all know, things can come up, and there may be circumstances preventing members from showing up on that day. A better way to set such a date would be, say, "during the month of July". This ensures that the meeting happens around a certain time of year, but does not unnecessarily restrict the club and its Executive Officers.

Ex:

12. The Club shall hold an annual meeting of its Members not more than twelve (12) months after the holding of the most recent annual meeting. The annual meeting shall be held in such a place and time as resolved by the Executive Officers. At the annual meeting there shall be presented to the Members a report from the Executive Officers on the affairs of the

Club since the previous annual meeting, a review of the Club's budget, and reports relating to the affairs of the Club as the Executive Officers may determine.

OFFICERS

This section is designed to specify the persons who will act as officers (or the executive) of your group. Each of the positions needs to be clarified in later sections. Groups must also define the procedure of handling dismissals and resignations of officers.

Note: Section 5.c of the Clubs & Society Policy stipulates that "Executive Officers of the group must be elected by the Group's members."

Ex:

13. In each year, the Members shall elect, in accordance with this Constitution, the following Executive Officers: a) President; b) Vice President; c) Treasurer; and d) Secretary
14. Where any Executive Officer does not take office, resigns, or is dismissed, the remaining Executive Officers shall appoint by two-thirds majority vote a Member in good standing to fill such vacancy.
15. At least 50% of the Group's Executive Officers shall be Members of the UNB Student Union (the "Student Union").

PRESIDENT

The definition of the positions is included in the following sections. It is important to remain general so that the officers are not tied into duties they may be incapable of completing from year to year, such as "organize the spring fling", especially since this event is not clearly defined as a required annual event for the group to operate. However, it may be in your group's best interests to make these regulations extensive so that the President, for example is mandated to perform certain tasks and ensure the group is well governed.

Note: Pursuant to Clubs & Society Policy section 5.d, "The duties and responsibilities of each Executive Officer must be stipulated in the Constitution."

Ex:

16. The President shall:
 - a. provide direction and leadership for the advancement and promotion of the objectives of the Club;
 - b. be the official spokesperson for the Club;
 - c. supervise the Vice President, Treasurer, and Secretary;
 - d. co-sign, along with the Secretary, the minutes of each meeting; and

- e. fulfill and perform those duties as may be required to achieve the objectives of the Club.

VICE PRESIDENT

Ex:

- 17. The Vice President shall:
 - a. report to the President;
 - b. fulfill the duties of the President in his or her absence; and
 - c. organize the annual meeting.

TREASURER

Ex:

- 18. The Treasurer shall:
 - a. report to the President;
 - b. present the books and accounts of the Club to any Member within three days of a request to view the books and accounts of the Club;
 - c. be responsible for the enforcement of all financial policies of the Club; and
 - d. act as a liaison between the Club and the Student Union in all communications and agreements relating to funding.

SECRETARY

Ex:

- 19. The Secretary shall:
 - a. report to the President;
 - b. record the minutes of meetings of the Executive Councilors;
 - c. record minutes of the annual meeting; and
 - d. maintain this Constitution;

COMMITTEES

The committees section outlines the group's ability to create committees as well as the role of any permanent committees that may exist. Again, ensure that only committees that are permanent in nature are included in the constitution so that it does not need to be change whenever a committee is created or dissolved.

Ex:

- 20. The Executive Officers of the Club may appoint from time to time committees of the Club. Where a committee is appointed, the Executive Officers shall determine the composition of the committee.
- 21. The Club shall create and maintain the following standing committees:
 - a. Policy Committee
The Policy Committee shall consist of the Vice President who shall act as the chairperson and no fewer than four (4) Ordinary Members appointed by the Executive and shall:

- i. hear and provide written recommendations to the Executive Officers regarding any general matter of policy of the Club and changes thereto.

ELECTIONS

Clarity needs to be provided in this section as to which positions require an election as well as when these elections will occur. Also, groups may stipulate limits on those members that are eligible for elections. (Such as no members under the age of 19 may be executives, etc.)

Note: Clubs & Society Policy section 5.c stipulates that “Executive Officers of the group must be elected by the Group’s members.”

Note: Clubs & Society Policy section 6.a stipulates that “Each year a minimum of 50% of the Group’s Executive Officers must be Members of the Union.”

Ex:

22. The annual election of the Executive Officers shall take place not fewer than two (2) weeks after the close of nominations and shall be held prior to mid Winter Term break as defined by the UNB Academic Calendar.
23. Each Executive Officer elected in accordance with this Constitution shall assume office on the first day of May in the year of his or her election and shall continue to hold office until the earliest of:
 - a. the thirtieth day of April; and
 - b. such time as he or she resigns, is dismissed, or ceases to be a Member of the Club.

BALLOTS & VOTING

This section can cover any and all voting issues and procedures, such as what information is required on the ballots, if there are ballots, what happens if only one person runs for a position, and who may vote.

Note: Clubs & Society Policy section 5.e stipulates that “All Group members, including Executive Officers, must have equal voting rights.”

Ex:

24. All Group members, including Executive Officers, shall have one vote.
25. Where only one candidate is nominated for a particular position, the ballot for that position shall be in the form of a “yes/no” vote.

FISCAL YEAR

This section simply states the fiscal year by which the group will operate. The year end day is used when preparing financial information. Due to the fact that most clubs operate during the school year, it would not be reasonable to designate the calendar year as a year of operation.

Note: Clubs & Society policy section 7 stipulates that “Groups shall establish a fiscal year of May 1st to April 30th to maintain synchronicity with the fiscal year of the Union as set out in Union By-Law 94.”

26. The fiscal year of the Club shall begin on the first day of May in each year and shall terminate on the last day of April in the following year.

AMENDMENT

Any amendments to the group’s constitution must follow the regulations set out this section.

Note: Clubs & Society Policy section 5.g requires that “Amendments to a Group’s Constitution must be passed by a 2/3rds majority of the Group’s membership at a meeting where 50%+1 of the Group’s members are present.”

Ex:

27. Notice of Motion indicating the intention of any proposed change to this Constitution is required two weeks in advance of a meeting at which any proposed change is to be discussed. Such notice shall be posted in conspicuous places where it is expected that a majority of Members may take notice of the proposed changes.
28. Amendments shall be accepted only after at least 2/3 of the Members of the Club voting at a meeting where 50%+1 of the Members are present.

Last but not least, the constitution requires authentication from at least two signing authorities.

Ex:

ENACTED this 30th day of April, 2010

President

Vice President

Appendix D: Clubs & Societies Funding Request Package

Clubs & Societies: Funding Request Guidelines

1. Funding requests can be submitted online at unbsu.ca or by written request. Written requests are submitted at the Welcome Center, SUB 102. Online submission is encouraged.
2. Funding requests must be submitted and endorsed by a signing officer of the club or society.
3. Funding requests must describe the event in detail and indicate how Union support of this activity will benefit the University Community as a whole.
4. Funding requests must provide a budget of expected revenues and expenses for the event which support is sought. Attempts should be made to develop sources of funding other than the funding request that is being applied for.
5. Requests whose funding approval will benefit a large segment of the Student Community will be considered more favourably than requests that benefit a small group of individuals.
6. Organizations that have already been granted funding in the current fiscal year (May 1st to April 31st) may be accorded lower priority than organizations that have not received any funding.
7. All promotional materials relating to the event for which funding has been rewarded must contain the UNB Student Union Logo in recognizable fashion whenever possible.
8. All organizations holding events for which funding is granted and in the form of reimbursement must submit all relevant receipts or the reimbursement request will be denied.
9. Union funds are **not** to be used for the purchase of alcoholic beverages.
10. Group representatives agree to meet with the VP Finance & Operations to discuss the funding request upon request.
11. Organizations applying for funding will recognize that precedents are not binding and that funding approval is subject to a majority vote of the Clubs & Societies Committee.
12. Multiple requests below \$500 for one event will not be considered.
13. For requests over \$500 representatives from organizations are encouraged to present their request to the Clubs & Societies Committee.
14. Requests that will be considered by the Clubs & Societies Committee will require a minimum two weeks (10 business days) to process from the date the request was received.
15. Funding will not be granted to events that have already taken place or whose applications have not been submitted at least two weeks (10 business days) in advance.



Clubs & Societies Event Form

Name of Club/Society: _____ Email: _____

Name of Event Organizer: _____ Position: _____

Date of Event Submission: _____

Name of Event: _____

Date of Event: _____ Location of Event: _____

Time of Event: _____

Please check this box if this is a conference you are requesting funds for.

Type of Event (social, cultural, fundraising, etc...): _____

Number of people expected to attend event: _____

Is alcohol involved? [] No [] Yes

If yes, please fill out the "Event Alcohol Form" and hand in with this form.

Is travel outside of the city involved? [] No [] Yes

If yes, please fill out the "Group Travel Form" and hand in with this form.

Is physical activity involved? [] No [] Yes

If yes, please fill out the "Physical Activity Form" and hand in with this form.

Funding Request Section (not necessary)

Total Cost of Event: _____

Amount Requested: _____

Please attach budget and written request of event to this form and outline the following criteria:

What types of fundraising has your group pursued to support this event?

Describe how SU funding will be used in the event:

How will this event contribute to the UNB community?

Please Note: Upon request, the Clubs & Societies Committee may ask to meet with you to go over your request in more detail.

Appendix E: Reimbursement Authorization Form



Reimbursement Authorization Form

Club or Society Name: _____

Authorization Request submitted by (print): _____

(signature): _____

Contact E-mail: _____

Date Reimbursement Authorization Request filed: _____

Event for which funding is required: _____

Merchant(s) and purchase(s) will be made and associated amounts:

Estimated Reimbursement needed: _____

Authorized by VP Finance & Operations: _____

Date of Authorization: _____

Note: Supporting documentation is required in order to receive reimbursement. Reimbursement will only be provided to the person who submitted the authorization request.

Appendix F: Pepsi Sponsorship Request Form



Pepsi Promotional Products Request Form

Event: _____ **Organization:** _____

Date of Event: _____ **Contact Person:** _____

Date Submitted: _____ **Contact E-mail:** _____

Location of Event: _____

Please select and complete one or both of the following:

Product

Funds

Product Type	No. of Products
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total Funds Requested: _____

Please attach the following information:

- Event Budget
- Benefit to Student Union Members
- Expected Number of Attendees

Name: _____ **Signature:** _____

Authorized by the VP Finance & Operations: _____

