

# The Handbook of 2018

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## Introduction:

Hey you!

Congratulations! If you're reading this, chances are you're running a society this year. That's really awesome since many of our 1<sup>st</sup> years rely on societies in order to make friends and their 4 years here totally awesome. You might be a little nervous about what to do, which is why we put this book together, hopefully, this will help you out during your year as a society President/ vice-President. Best of luck!

From,

Your friends in the Students' Union

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## **Contacts**

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Facebook: Ty Quincy Kingston

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Office: room 415 on the 4th floor of the SUB



Other people:

VP Activities & events	Sean Hopkins	<a href="mailto:su_activ@stfx.ca">su_activ@stfx.ca</a>
General manager	Sean Ryan	<a href="mailto:sryan@stfx.ca">sryan@stfx.ca</a>
Conference Services	Jennifer Sylvester	<a href="mailto:conference@stfx.ca">conference@stfx.ca</a>
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ERC Committee	Many people	<a href="mailto:erc@stfx.ca">erc@stfx.ca</a>
Comm/Marketing Manager	Michelle Campbell	<a href="mailto:mcampbel@stfx.ca">mcampbel@stfx.ca</a>

## Rights and Duties

This is a quick to-do list you need to do while you're a society, and the perks you get too! This is from the Students' Union Bylaws in Appendix L, just in case you want to go there for more details.

### Perks:

1. You can reserve a room for free in the SUB, as long as that reservation follows Bloomfield Centre room allocation rules
2. You get access to theU's SICK marketing services (provided it's okayed with our Marketing manager first)
3. Call upon VP Activities & Events for help with your events
4. You can apply for society funding (as long as you're not a political group)
5. You may apply to do coat check

### To-do list:

1. Make a mid-term report with a member list and all expenses, then hand it in to me
2. Make a year-end report (including the budget) and give it to me before April 1<sup>st</sup>, 2019
3. Follow the Bloomfield centre's rule on posting pictures
4. Fill out an ERC form if you're planning an event with the possibility of legal troubles (so not your weekly meeting, or going to the bowling alley)
5. We need you to take responsibility if people get hurt at your events, especially if you do an event without filing an ERC form

## Jobs within a society

### So you're the President...

That's pretty dope, not gonna lie! A President's job changes slightly, depending on what society you are in charge of. However, all Presidents share these roles:

- You answer directly to me, the Society Coordinator
- Together, we do society President training
- You take responsibility for what your society does
- Have the next President elected before April 1<sup>st</sup>, 2019
- You submit the forms to the union
- Come see me, if I give you at least 72 hours' notice

### What if I'm just the Vice-President?

That's still pretty cool; perhaps cooler since your title has more syllables. Here are your tasks:

- Be my secondary contact for the society
- Act as President if the President can't do the job
- Also come to Society President training

### What does a Treasurer do?

- Collect membership fees
- Submit budget proposal and allocation form to the Society Coordinator by the deadline set at the beginning of each semester
- Keep track of receipts and expenses

### What does the secretary do?

- Prepare minutes for the meetings



## Getting Ratified/ how to be legit

Most of the details get hammered out at Society President training, which will be September 16<sup>th</sup>, 2018 this year. Here are some do's and don'ts of getting ratified and staying ratified:

Do	Don't
Have a unique name	Break the law
Be inclusive to any student that wants to join	Avoid training
Attend Society President training	Avoid ERC forms
Fill out a ratification form and constitution form and submit it to <a href="mailto:su_soc@stfx.ca">su_soc@stfx.ca</a> by Tuesday, September 18 <sup>th</sup> , 2018. Find these forms at the page bottom of <a href="https://www.theu.ca/societies/">https://www.theu.ca/societies/</a>	Have a constitution which either explicitly or implicitly discriminates against people based various identities found within the Canadian Human Rights act
Go to the next available society night	Abuse the services of theU
Be a STFX Student	Be someone besides a STFX student
Have a Facebook page and email list for all members	

Super complicated right? Wrong! It's easy-peasy, lemon-squeazy! Get ratified @ <https://www.theu.ca/societies/> at the page bottom, you'll find the forms to get ratified.

## Coat-check, grill cheese, and the Inn

Before doing coat-check, please make sure at least two people working coat-check have bringing-in-the-bystander training. This will be offered at Society President training. You can also schedule a session for yourself @ [su\\_bitb@stfx.ca](mailto:su_bitb@stfx.ca). Once you're signed up for coat-check, please meet Cody, the manager, by 8:30 pm of the night you do coat-check. You may charge a maximum price of \$1/coat, but accept donations greater than \$1/coat.

The same rules apply for Grill-cheese, but you will also need to meet with conference services beforehand to ensure you know food safety. Keep STFX Salmonella free!

Have you thought about hosting a night at the inn? How about a trivia event? If yes, you should contact Cody McGregor, since he's the manager of the bar. Cody can be reached by e-mail at [cmcgregor@stfx.ca](mailto:cmcgregor@stfx.ca) or in his office, directly across from the inn's 2<sup>nd</sup> floor entrance.

## Funding, or making the money moves

It's not just a line by Cardi B (I wonder how this will age). We understand that sometimes your dream event's costs are daunting. Thus, the union wants to help, provided that you follow these rules:

1. Your society is ratified
2. Your society does not break the law nor does its constitution violate the Canadian charts of rights and Freedoms
3. You accept that the Students' Union/ theU is not legally responsible for events that are not approved by the ERC committee
4. We only reimburse legitimate business

How does the Union decide to give out money?

We use these guidelines to decide how much we give you:

- Max. possible amount is \$500/event
- You've filed all of your forms on time (i.e. constitution, mid-year report)
- You have a budget for the event
- You demonstrate that this will benefit STFX students
- You've filled out a society Fund Allocation form @ [https://static1.squarespace.com/static/57e88023579fb3ccde2857d7/t/5b1180ca562fa73872f3198e/1527873739122/Reimbursement\\_Request\\_form-2018.pdf](https://static1.squarespace.com/static/57e88023579fb3ccde2857d7/t/5b1180ca562fa73872f3198e/1527873739122/Reimbursement_Request_form-2018.pdf)

What can I get money for?

- Conference costs
- Building/facilities rentals
- Security
- Equipment rental
- Decorations

- Sustainable purchases (stuff that can pass from year to year like staples)

What about political groups?

No funding, ever, full stop. See, if your society is a political group such as the young Liberals/young Conservatives/ young NDP, then you're not just a society, you're also a branch of those political parties. The Union is supposed to be impartial to politics, and giving money to political parties breaks that impartiality.

Furthermore, people go insane when it comes to politics. It destroys friendships, starts wars; people treat their party like a cult. Even if I was perfectly fair to one political group with regards to funding, rarely would even one of our political groups think so. But even then, can we really trust me? I have my own political beliefs which skew my ability to treat y'all fairly. For all those reasons, we will not be offering funding to political groups, so don't ask!

#### Process of funding application

- E-mail me @ [su\\_soc@stfx.ca](mailto:su_soc@stfx.ca) with your form, and your ERC form
- If it's for a sustainable purchase, explain who will store it over the summer; how it will be stored, and why it is good for your society long-term to Tega at [su\\_finance@stfx.ca](mailto:su_finance@stfx.ca)
- Please get your form in to me 2 weeks + the Friday before you need the money
- Submit a hard copy of your application to Tega's office (room 411 in the SUB)
- Wait 7 business days
- If the finance committee finds problems with your application whilst reviewing it, please correct those problems by the next week's meeting
- Once the finance committee finds no problems, your application is voted on by council
- I inform you of council's decision within 48 hours of the vote
- You can pick up your funds at the info desk (3<sup>rd</sup> floor SUB) within 5 business days

- ALSO!!!! If the event has on-campus expenses, cc the Union's Accounts Coordinator on the e-mail correspondence between yourself and Conference Services. Tell Conference services to send the bill our Accounts Manager @ [su\\_hac@stfx.ca](mailto:su_hac@stfx.ca)

## Banking!

Banking fees are nasty! Not like Bus-nasty, but actually nasty. That's why our friends in the Union will set up a bank account for you!

All you need to do contact our Accounts manager for more details. Please get a signed letter from me that you are a ratified society first, and get 2 members of your society (usually the President and the treasurer) to be the signing officers on your account.

## Event planning and ERC Forms (the fun ones!)

Don't kid me, this is really why you're reading this thing. It is extremely important to fill them out before major events. Here's a link to where you can find ERC forms: <https://static1.squarespace.com/static/57e88023579fb3ccde2857d7/t/59b7e2cae45a7c35d99d5fc2/1505223371788/Risk+Assessment+Form+2017-2018.pdf>

Attach a description and an itinerary of your event.

### Booking Needs:

If you are booking a space or table on campus, see Conference Services and have them sign page 2. Contact them at [conference@stfx.ca](mailto:conference@stfx.ca).

If you want to book the rink, the gym, the field, or the turf contact [jokner@stfx.ca](mailto:jokner@stfx.ca).

### Travelling Needs:

100 km or less: car insurance; emergency plan; proof renting agreement (if you're renting a vehicle), and 2 weeks' notice

100 km+: car insurance; emergency plan; travel waiver signed by everyone, and 3 weeks' notice

Outside Canada: rental agreement and/or proof of insurance; emergency plan; travel itinerary, travel waiver forms, and a medical emergency plan

### Food Policy:

Sodexo has the rights to food services on campus. Go to them for catering your event.

If you want to bring your own food, go get approval from the general manager of Sodexo: [thierlih@stfx.ca](mailto:thierlih@stfx.ca).

Keep your food sanitary. Duh.

**P.S.** Do a check list so you know exactly what your event is, and what you need to do.

## Running Meetings

In general, if you want something done, you should follow 'think, plan, and act'. Thinking, is brainstorming; wondering, and so forth. Planning is taking an idea, and creating method that will make your idea happen. Acting, is simply following your plan. Let's do that now!

So let's say you want to run a successful meeting. What is your idea of a successful meeting? Personally, I like short meetings.

Let's say we both want short meetings. There, that's our thinking part, we've brainstormed a general concept we like - a short meeting.

Planning comes when we answer the next logical question. How can we make meetings as short as possible? We could have no meetings, or we could set rules that make meetings concise. Some rules include: we will only talk about a certain topic for 5 minutes, unless we vote to extend that time. Another rule is to give each person in our society's group a certain amount of time to speak. People tend to talk longer than one minute, if you let them. I hate that, I want people to say what they mean before I lose focus. There are more rules we can create to make meetings concise, but I'll leave that to you to decide.

Acting, is simply following the rules you came up with. Let's return to my dream of a short meeting: sometimes, we work with people who will talk for hours, if you let them. These people are the worst; they lack discipline. That is why you must provide leadership: give them the rules we made, and enforce them with a sledgehammer!

Of course, you might have different priorities than me. You might want to set meeting rules that increase creativity, or open up speaking time for marginalized people. Whatever your priorities are, I trust you can get what you want done. Just remember: 'think, plan, and act.'

Here's a sample format of a meeting you might to run:

Attendance call

Review agenda

Review minutes from last meeting and make necessary change

Move to new business

Discuss new business

Make notes of any plan to deal with new business

Plan next meeting

End the meeting

Le Fin

I hope this has been helpful for you. STFX is a very special school, and it's because of your hard work to provide the student body amazing extra-curricular activities. That can be a hard burden to bear, but you can do a fantastic job! Think about it, if you didn't have the necessary talent, and determination you wouldn't have been admitted to STFX. Knowing that, I wish you the best of luck, even though you already have all the luck you need. Have a great year!

Yours,

Tyler Kingston

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