



Club and Society Manual

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Student Life Contacts

Executive Director of Student Life: studentlife@munsu.ca

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Other Contacts

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Clubs and Societies Manual

Memorial University of Newfoundland Students' Union

- 1. Club and Society Directory**
- 2. Club and Society Ratification**
- 3. Starting a New Club or Society and Recognition**
- 4. Funding**
- 5. Bank Account Authorization**
- 6. The Attic - Free Printing Credit**
- 7. Mailboxes and Mail Delivery**
- 8. Email Addresses**
- 9. Application Assistance**
- 10. Clubs and Societies Rooms**
- 11. Booking Rooms on Campus**
- 12. Equipment Available for Booking**
- 13. MUCEP Staff**
- 14. Event Planning Assistance**
- 15. Memorial University Alcohol Policy**
- 16. Group insurance for Special events**
- 17. Volunteer Assistance**
- 18. MUNSU Bylaws & Policies Pertaining to Clubs & Societies**

1. Club and Society Directory

MUNSU's Club & Society directory can be accessed at <https://munsu.ca/directory>.

Every Ratified and Recognized Club and Society gets an entry & webpage in the directory. The information on each individual group's page is based on what groups submit in their Ratification/Recognition applications. If you would like to update information in the directory please email studentlife@munsu.ca with the updated info.

2. Club and Society Ratification

2.1 What is Ratification

Ratification is the process by which MUNSU verifies that Clubs and Societies are active and operating smoothly on campus.

To apply for Ratification, Clubs and Societies must fill out a [Ratification application](#). Any questions about the Ratification process should be directed to studentlife@munsu.ca.

After a Club or Society's Ratification application is approved by the [Student Life and Funding Committee](#) they are considered Ratified for a period of 1 year.

It is recommended that Clubs and Societies submit Ratification **every semester** in order to receive the semesterly Ratification Grant that MUNSU gives to Clubs and Societies.

Ratified Clubs and Societies are eligible to apply for [additional funding opportunities](#), can [book spaces on campus](#), apply for office space on the [6th floor](#) of the University Centre, and can [book various resources](#) from MUNSU.

2.2 Budget

All Clubs & Societies must submit a budget containing their previous year of income, expenditures, and current balance in order to be approved for Ratification. It is also recommended to budget your expected income and expenditures for the current semester to most effectively manage your finances.

You can use [MUNSU's Budget Template](#) or create your own template.

2.3 Constitution

Every club or society should develop a constitution to both legitimize and add structure to the group's organization. Constitutions are important to establish rules and regulations for your members and executives to uphold.

Clubs and Societies can use [MUNSU's Build A Constitution](#) document & the [MUNSU Sample Constitution](#) as guidelines in order to develop a constitution that best fits their group.

Clubs and Societies that do not submit a Constitution to MUNSU will be governed by the [MUNSU Sample Constitution](#) and the [MUNSU Constitution and Bylaws](#).

2.4 Process for Resuming Ratification

If your Club or Society wants to resume Ratification after an extended period of being inactive or failing to submit Ratification for an extended period of time you must demonstrate continuity with the group as previously ratified.

Examples of continuity between the students looking to resume Ratification and the previously Ratified group include:

- a. Continued access to the group's bank account;
- b. Continued access to the group's email and social media accounts;
- c. Contact with former executives of the club or society;
- d. Contact with the faculty adviser of the club or society if one exists;

Clubs or Societies that fail to demonstrate sufficient continuity or have been inactive for more than 3 years will be required to go through the Recognition process again.

3. Starting a New Club or Society and Recognition

3.1 Starting a New Club or Society

To start a new Club or Society on campus students must submit a Recognition application to the Student Life and Funding Committee.

In order to maximize the chances that your idea for a new Club or Society gets approved it is recommended you schedule a meeting with MUNSU's Executive Director of Student Life in order to discuss your ideas for the new Club or Society and the Recognition process.

MUNSU's Executive Director of Student Life can help you with student outreach to garner interest in your new Club or Society idea. Hosting an info session and having students sign up as interested in your club idea is a great method to show the Student Life and Funding Committee that your club idea is worthy of Recognition status.

3.2 Recognition

Recognition is the process by which MUNSU verifies that newly formed Clubs and Societies are active, distinct from pre-existing groups, and operating smoothly on campus.

To apply for Recognition, Clubs and Societies must fill out a [Recognition application](#). Any questions about the Recognition process should be directed to studentlife@munsu.ca.

Once a new Club or Society has their Recognition application approved by the Student Life and Funding Committee for two consecutive semesters they will be eligible to submit Ratification applications in the following semester and become eligible to apply for a Recognition Grant.

3.3 Starting a Class Cohort

To start a new Class Cohort on campus students must submit a Ratification application to the Student Life and Funding Committee and the signatures of 50%+1 of the class approving the creation of the Class Cohort and its governing members.

4. Funding

MUNSU offers various forms of funding to Clubs and Societies. Funding applications can be found at <https://munsu.ca/funding>.

4.1 Base Ratification Grants

Every semester in which a Club or Society submits a Ratification application that is approved by the Student Life and Funding Committee the group will receive a \$120 Base Ratification Grant. In the Spring semester the Base Ratification Grant is \$60. If a group Ratifies in all three semesters (Fall, Winter, & Spring) they will receive \$300 in Ratification Grants.

4.2 Special Project Grants

Ratified Clubs, Societies, and Resource Centres are eligible to apply once per semester for a Special Project Grant. This grant provides up to a maximum of \$250 for a student group to use for a project or event that benefits the group and is consistent with their aims and goals.

Groups that receive the Special Project Grant are required to submit a short event summary to the Student Life and Funding Committee via studentlife@munsu.ca no later than the end of the semester. This summary can be in the form of a report, photos, videos, or other multimedia piece about the project your group hosted. If a summary is

not submitted the group will be ineligible to receive a Special Project Grant in the following semester.

Upon request groups should be able to provide their receipts to the Student Life and Funding Committee.

4.3 Recognition Grants

New Clubs or Societies that have had their second Recognition application in a row approved by the Student Life and Funding Committee become eligible to apply for a Recognition Grant. This grant provides up to a maximum of \$250 for new student groups to use to expand their activities.

The Recognition Grant must be applied for in the same semester in which a group's second Recognition was approved. In the following semester upon Ratification the group should then apply for Special Project Grants instead.

4.4 Conference Hosting Grants

Ratified Clubs, Societies, and Resource Centres are eligible to apply once per semester for a Conference Hosting Grant. This grant provides up to a maximum of \$1000 for a student group to use for hosting a conference or other large scale event. Priority will be given to groups who have not yet received a Conference Hosting Grant in the academic year.

Groups that receive the Conference Hosting Grant are required to submit a short event summary to the Student Life and Funding Committee via studentlife@munsu.ca no later than the end of the semester. This summary can be in the form of a report, photos, videos, or other multimedia piece about the project your group hosted. If a summary is not submitted the group will be ineligible to receive a Conference Hosting Grant in the following semester.

Upon request groups should be able to provide their receipts to the Student Life and Funding Committee.

4.5 Individual Merit Funds

The Individual Merit Fund is a grant distributed to individual undergraduate students to offset expenses involved in an activity for which they have been chosen to participate in, or otherwise merits attendance on the basis that it relates to their course of studies or involvement in some extra-curricular activity.

Students are only eligible to receive an Individual Merit Fund once per semester at a maximum value of \$100 and are required to submit proof of attendance in order to be

eligible in consecutive semesters. When multiple students are participating in one event the Individual Merit Fund for said event is capped to a maximum of \$1000 dollars.

The Individual Merit Fund may be relevant to your Club or Society as you can promote it to your members as a method to help cover costs related to traveling

Individual Merit Funds can't be distributed to students for events that have been funded through the Special Project Grant or Conference Hosting Grant.

4.6 Undergraduate Student Engagement Fund

The Undergraduate Student Engagement Fund (USEF) exists to fund projects and initiatives run by student groups and individual students. More details can be found here:

<https://www.mun.ca/student/financial-support-and-funding/student-development-and-engagement-funds/undergraduate-student-engagement-fund/>

Applications for the USEF are co-approved by MUNSU and the Office of the Associate Vice-President (Academic) and Dean of Students.

5. Bank Account Authorization

MUNSU's membership coordinator can easily provide student groups with comprehensive bank account information and help you open an account to safely store funds and keep an accurate account of your group's finances.

If student groups need to change the signing authority on their bank accounts as their executives change over time MUNSU can also provide bank letters authorizing the bank to change the signing authority.

To receive a bank letter to open an account, change signing authority on an existing account, or receive other banking assistance please email membership@munsu.ca and studentlife@munsu.ca with the following information:

Bank Name, Names of New Signing Authorities, the Names of Current Signing Authorities that will remain on the account, and what type of assistance you are looking for.

6. The Attic - Free Printing Credit

All Ratified Clubs and Societies receive a \$40 printing credit account at The Attic (MUNSU's Copy Centre) each semester. Any funds unspent will not carry over into the following semester.

This credit can only be spent on printing services. Not food, stationary, or other things offered at The Attic. Visit <https://munsu.ca/the-attic> to learn more.

If your group does not have access to this printing credit email studentlife@munsu.ca and we will work with The Attic's manager to set up your account.

The Attic is located on the 3rd floor of the University Centre.

7. Mailboxes and Mail Delivery

Clubs and Societies can have their mail directed to the MUNSU office located in Suite 2000 of the University Centre. We can hold onto your mail from you in the Club and Society mailroom.

The address line is as follows:

1 Arctic Ave, Room 2000, University Centre
Memorial University of Newfoundland
St. John's, NL A1C 5S7

The Attic, MUNSU's Copy & Services center, has a contract with Canada Post to send mail. The Attic is located in the University Centre, Room 3008.

8. Email Addresses

An email address for clubs/societies can be provided on a @munsu.ca webmail server. All societies must have a contact e-mail address for their president or society leader. This will be made available for students and the general public through the MUNSU website. Contact operations@munsu.ca to get this set up for your group.

Alternatively club/societies can set up their own email address through any email provider. However, MUNSU will be limited in ability to help should access to external email addresses be lost.

9. Application Assistance

Clubs and Societies can seek assistance when filling out applications for grants, bank accounts, etc. Staff at the MUNSU office can answer questions and guide you to the right people to assist with both applications to MUNSU or external organizations.

10. Clubs and Societies Rooms

The 6th floor of the University Centre is exclusively a space for Clubs, Societies, and Resource Centres with over 20 rooms for student groups to use as offices, meeting spaces, and more.

Applications for rooms on the 6th floor open during the Winter semester and are allocated during the Spring/Summer semester. Applications are reviewed and prioritized based on demonstrated need for on-campus space. Groups who have demonstrated consistent quality use of their space are likely to be reallocated their space so long as they submit an application.

Academic Societies are not eligible to be allocated a room on the 6th floor as it is the responsibility of their associated department or faculty to provide them with a room on campus. MUNSU will help Academic Societies advocate to receive a society room if they do not currently have one.

Groups that occupy a room on the 6th floor must comply with health and safety standards. Failure to do so may result in room access being revoked and ineligibility to apply for the next allocation.

The 6th floor is managed by the Executive Director of Student Life and MUNSU's Membership Coordinator. Questions can be directed to studentlife@munsu.ca and membership@munsu.ca.

11. Booking Rooms on Campus

MUNSU has several spaces on campus that can be booked by Clubs, Societies, Resource Centres, and sometimes external organizations. Additionally MUN has many spaces and classrooms that can be booked.

Spaces Operated by MUNSU

- The 6th Floor Boardroom (UC 6011) - A great meeting space for up to 20 people.
- Council Chambers (UC 2001) - A larger room for meetings or social gatherings of up to 80 people.
- The Loft (UC 3013) - A high traffic room for meetings and social gatherings.
- The Loft Table (Outside UC 3013) - Tabling space for outreach/fundraising.
- The SVB Table (Outside UC 3014) - Tabling space for outreach/fundraising.
- The Breezeway - Your on campus Bar & Café. Depending on the time and nature of your event there may be fees associated with booking The Breezeway.

To book a space operated by MUNSU contact the MUNSU Front Desk at UC 2000, via email (frontdesk@munsu.ca), or by phone (709-864-7633).

To book The Breezeway please fill out the booking form located at <https://munsu.ca/thebreezeway>.

Spaces Operated by MUN

- The Landing (UC 3015) - Email aorooms@mun.ca.
- Classrooms - Contact the Meet at MUN team.
<https://www.mun.ca/meet/about/book-space/>
Some classrooms can be booked directly from department or faculty offices.
- Memorial Gym - Email HKRRMBOOKING@mun.ca.
- Other Spaces - Contact the Meet at MUN team.
<https://www.mun.ca/meet/about/book-space/>

12. Equipment Available for Booking

MUNSU has a variety of equipment available for booking.

- PA System: Bose Speaker & Base, Microphone, & AUX cable.
- Projector
- Podium
- Popcorn Machine
- Cotton Candy Machine
- Snow Cone Machine

Bookings of food service machines only provide the machine, not the food supplies.

To book equipment contact the MUNSU Front Desk at UC 2000, via email (frontdesk@munsu.ca), or by phone (709-864-7633).

13. MUCEP Staff

Clubs/societies can apply through MUNSU to apply for MUCEP funding to hire undergraduate students to work and assist with the day-to-day activities of their group. MUCEP jobs are posted at the beginning of every semester. To apply for funding, you must apply before January for funding for the following year. Note that MUCEP funding is not guaranteed.

Contact MUNSU's Operations Coordinator through operations@munsu.ca to begin the MUCEP application process.

14. Event Planning Assistance

MUNSU can assist Clubs, Societies, and Resource Centres in planning and hosting their events. MUNSU can help student groups through co-sponsoring events, and general event planning. Our owned and operated businesses provide student groups with the essential tools for making their event a success.

1. The Breezeway – Your student bar & cafe offers clubs and societies a modern and comfortable location to host social events. You can request to book The Breezeway via the typeform on <https://munsu.ca/the-breezeway>. If you have any

questions about booking The Breezeway email studentlife@munsu.ca and breezeway@munsu.ca.

2. CHMR-FM Radio – CHMR can offer student groups the ability to broadcast information about their events through on-air radio advertisement. More information is available online at www.mun.ca/chmr.
3. The Attic – Groups are encouraged to utilize their Attic printing credits to advertise their events around campus.
4. MUNSU Weekly Newsletter & Social Media – We can promote your events and initiatives over our social media accounts (@munsu35) and our weekly newsletter.

15. Memorial University Alcohol Policy

Memorial University has strict guidelines for the sale, purchase, and consumption of alcoholic beverages on campus. If you are considering serving alcoholic beverages at your event, please visit the Alcohol Policy website at:

<https://www.mun.ca/policy/browse-or-search/browse-policies/university-policy/?policy=33>.

All events hosted by clubs or societies that involve alcohol outside of The Breezeway require a minimum of 7 days notice to be approved.

Contact MUNSU's Membership Coordinator (membership@munsu.ca) for more information on hosting events with alcohol.

Additional information can be found here: <https://www.mun.ca/ancillary/liquor-services/>.

16. Group Insurance for Special Events

When putting off a large-scale special event, student groups should inquire to the Membership Coordinator (membership@munsu.ca) about insurance and liability issues, especially in cases of large special events. It is important to know what your group is liable for and it is recommended that groups take advantage of the protection available through MUNSU's insurance coverage.

17. Volunteer Assistance

The Student Volunteer Bureau (SVB), located in UC-3011, is a joint initiative of MUNSU and Career Development and Experiential Learning (CDEL) of MUN. The SVB is a referral service for students interested in volunteering on campus and in the community. It helps students network with proactive peers and provides skill-development.

The office is staffed by trained student employees and volunteers to assist individuals in finding volunteer placements both on-campus and in the community.

Any clubs or societies looking for volunteers can set up a meeting with the SVB for assistance in finding volunteers. The SVB can be contacted via svb@mun.ca.

18. MUNSU Bylaws Pertaining to Clubs and Societies

*Note these bylaws are currently pending a vote by our Board of Directors:

A. DEFINITION

1. A Club or Society shall be defined as a group originating from interest generated in the areas of academics, politics, recreation, culture, leisure, or other commonality.
2. A Class Cohort shall be defined as a group of students who work through a curriculum together to achieve the same academic degree together.
3. A Residence Society and/or House Council shall be defined as a group of students who reside in a particular residence building operated by MUN.
4. The operation of clubs, societies, groups, associations, Class Cohorts, Residence Societies, or Resource Centres shall be overseen by the Student Life Committee, as per its terms of reference.

B. MEMBERSHIP

Membership in clubs and societies shall be open to all students, faculty, staff, alumni, and members of the Memorial University of Newfoundland community. Members of the MUN Students' Union shall comprise a voting majority of the executive.

- a. A voting majority of executives who are members of the MUN Students' Union must be present during all votes by the executive.
- b. Groups Ratified by other student unions in addition to the MUN Students' Union are not subject to requiring members of the MUN Students' Union comprise a voting majority of the executive and are not subject to requiring a voting majority of members of the MUN Students' Union be present during votes.
- c. Groups Ratified by other student unions in addition to the MUN Students' Union must have meaningful undergraduate participation in the executive to retain ratification status.
- d. At least one executive from the MUN Students' Union must be a signing authority on the group's bank account if ratified by other unions.

C. ELIGIBILITY

1. Ratification will be granted only as per Section 11, Subsection C.
2. To be eligible for ratification, groups must complete all of the following criteria:
 - a. Successful completion of two semesters of recognition (this regulation is waived for academic societies);
 - b. Submission of an application for ratification;
 - c. Submission of a budget for the previous year;
 - d. No unresolved issues from past years with the Student Life and Funding Committee.
 - e. Have at least 2 executive members who are currently enrolled undergraduate students.
3. To be eligible for ratification as a Class Cohort, groups must meet all the following criteria:
 - a. Submission of an application for ratification as a Class Cohort;
 - b. Collection of the signatures of 50%+1 of the class approving the creation of the Class Cohort and its governing members for submission in the ratification application;
 - c. Submission of a budget for the upcoming year;
4. Clubs or Societies looking to resume ratification after being inactive for up to three (3) years or failing to submit ratification and losing ratification status must demonstrate some form of continuity to the Student Life and Funding Committee in order to immediately be eligible for ratification without being required to go through the recognition process again. The following items will be considered when the Student Life and Funding Committee accesses if a group has sufficient continuity:
 - a. Continued access to the group's bank account;
 - b. Continued access to the group's email and social media accounts;
 - c. Contact with former executives or faculty adviser;
5. The MUN Students' Union will not recognize or ratify any group that the Board of Directors considers to be of a homophobic, transphobic, racist, ageist, ableist, sexist, religious-phobic, or otherwise discriminatory or exclusionary nature

D. RATIFICATION PERIOD

1. A group will be considered ratified for a period of 1 year starting on the first day of the semester for which their most recent ratification application has been approved.
 - a. Ratification applications can be submitted on a semesterly basis.

- b. Base Ratification Grants or Class Cohort Grants will be awarded on a semesterly basis for the semester in which ratification was applied for and approved.
- c. The deadline for applying for ratification shall be the day before the final meeting of the Student Life and Funding Committee for the semester.
- d. Class Cohorts shall be dissolved and no longer considered ratified upon the ending of the subsequent semester in which their academic degree was awarded.
- e. Residence Societies shall be considered ratified from the completion of a residence executive training session with MUNSU until the end of the Winter semester.

E. CLASSIFICATION

1. To operate on campus, groups must receive formal notice of ratification or recognition status at a regular meeting of the Student Life and Funding Committee.

a. Recognition

- i. Recognition shall be considered for those groups organizing on campus for the first time.
- ii. Groups that have been recognized for their second consecutive semester are eligible to apply for Recognition Grants but for no other grants or awards.

b. Ratification

- i. Ratification implies eligibility for funding in the form of Ratification Grants, Special Project Grants, Impact Awards, and Conference Hosting Grants.
- ii. Groups will be subject to a two (2) consecutive semester period of recognition prior to being eligible for ratification.

c. Ratification as a Class Cohort

- i. Ratification as a Class Cohort implies eligibility for funding in the form of Class Cohort Grants and Special Project Grants.
- ii. Ratification as a Class Cohort does not require Recognition.

3. Any club and society that for any reason operates without a constitution shall be governed by the MUNSU Constitution and Bylaws and the MUNSU Sample Constitution for Clubs and Societies.

F. FUNDING

1. Successfully ratified groups each receive a Base Ratification Grants as per the Special Funding Policy for the semester in which they submitted ratification.

2. Successfully ratified groups will be eligible for Special Project Grants, Impact Awards, and Conference Hosting Grants as per the Special Funding Policy.

3. Groups successfully recognized for their second consecutive semester will be eligible for Recognition Grants as per the Special Funding Policy for the semester in which they submitted recognition.
4. Groups will have a period of 6 months to retrieve their issued cheques or have their cheques mailed after which they will be returned to accounting and no longer be cashable.
5. Ratified and Recognized groups will receive a \$40 per semester printing credit at The Attic. Unspent credit will not carry over in between semesters.