



Society Policy

Policy Information

Oversight Body: Vice-President, Internal

Date Passed by Council: October 10, 2018; Amended April 22, 2020; Amended August 18, 2021, Amended April 5, 2024

Date of Next Review: October 2023

Title of Related Policies, Bylaws, Legislation: Equity Policy; Grants and Sponsorship Policy; Grawood and T-Room Society Events Policy

Definitions

Society: A student organization that receives resources and funding from and is subject to oversight by the DSU and fulfills all necessary requirements to be designated as a DSU Society as per this policy.

Faculty-Level Society: Society of the DSU that represents all the students in a particular faculty and collects a fee from those it represents.

Residence Council Society – Society of the DSU that represents all students in a particular residence and collects a fee from those it represents.

Levy Society: Society of the DSU that collects a fee established by a referendum.

Constituent Society: Any Society that receives disbursements from a Faculty Level Society or a Levy Society. Also referred to as an umbrella society.

General Interest Society: Any Society that does not directly receive a fee or levy or any disbursements from a fee or levy.

Ratification: The process, described in this policy, by which a Society becomes recognized by the Union and becomes entitled to Society privileges.

Ordinary Resolution: A resolution requiring a simple majority of more than 50 per cent of those entitled to vote.

Society Constitution: A document laying out a Society's structures, authorities, and established practices that is binding on the Society and its executives. For the purposes of this policy, "Constitution" will be taken to mean "Society Constitution."

Registry of Joint Stocks: The Nova Scotia Registry of Joint Stock Companies.

Access Card: Card issued to a Society that allows the Society to utilize DSU services and to rent designated supplies.

Society Number: A unique number assigned to each Society by the DSU.

Society Review Committee (SRC): is a standing committee of the DSU as established per Bylaw 6.4 (a) and 6.11 that is responsible for reviewing society ratification applications, as well as assisting, evaluating and disciplining societies when needed.

Purpose

Any student organization seeking official recognition by the DSU and, therefore, by Dalhousie University must be approved as per this policy and abide by the regulations laid out here.

Scope

The following policy applies to the Vice-President, Internal; Society Review Committee; and all Members wishing to form or maintain a Society at Dalhousie.

Policy Statement

1. Society Types

1.1 There shall be the following types of societies:

1.1.1 Faculty Level Societies;

1.1.2 Levy Societies;

1.2.3 Constituent Societies;

1.2.4 General Interest Societies;

1.2.5. Residence Council Societies

1.2 All societies must fulfill one of these categories.

1.3 Societies may be fully ratified or partially ratified by the Society Review Committee (SRC) as outlined in 3.2 and 8.6.

2. Restrictions

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

2.2 Each society within the Union must have a distinct purpose that sets it apart from any society previously ratified

2.3 No Society or Society activity may infringe upon federal, provincial, municipal laws or University regulations.

2.4 No Society or Society activity may infringe upon the Bylaws and Policies of the Union.

3. Society Privileges

3.1 The Union will provide the following privileges to ratified societies:

3.1.1 The ability to use the "Dalhousie" name;

3.1.2 A Dalhousie email account;

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

3.1.4 A mailbox at the Student Union Building, upon request;

3.1.5 Option to book a table at Union society fairs;

3.1.6 The ability to apply for grants in accordance with the Grants and Sponsorship Policy.

3.1.7 The ability to book a meeting room in the Student Union Building free of charge, provided the booking does not exceed once per week and depending on availability.

3.1.8 The ability to book the T-Room or Grawood for special events in accordance with policy.

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

3.1.10 The ability to use the McInnes Room for free once per year, subject to

availability. The Union reserves the right to charge societies 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 use, conference materials and bar services.

3.1.11 The ability to book a table in the lobby of the Student Union Building free of charge not more than six times per semester and at discretion for bake sales.

3.1.12 Society HUB privileges

3.2 Societies approved for partial ratification will be subject to the following limitations on the society privileges defined in article 3.1:

3.2.1 Articles 3.1.7 and 3.1.8 apply only if the Society provides adequate proof to the DSU during the booking process that the event will have a positive or zero impact on their budget

3.2.2 Articles 3.1.9 and 3.1.10 do not apply

3.3 Societies may also be entitled to additional privileges granted by Dalhousie University, such as discounted costs for space bookings. These privileges will be communicated to the society upon ratification and are subject to terms at the discretion of Dalhousie University. Additionally, the contractual agreement governing the relationship between the society and the Union will encompass all details, with both parties mandated to thoroughly read and sign the contract.

3.4 A Society may not extend use of its privileges to a third party.

3.5 Society privileges are non-transferable.

3.6 Societies may only carry out activities and utilize the privileges listed in this policy for the purposes that fall within their mandate and the objectives of the Union.

3.7 While planning events or coordinating use of a society privilege, the Union will liaise directly with a Primary Event Organizer designated by the society. The DSU will not make arrangements, or correspond with, any other individual without the Primary Event Organizer's inclusion.

3.8 The Union reserves the right to withhold the above privileges from a society based on availability. Special consideration will be given to Societies representing and advocating for equity-deserving groups.

4. Society Training

4.1 Society Executives are required to attend any mandatory training relevant to their position offered by the Union, as determined by the Society Review Committee.

Training must be renewed each year.

4.2 Mandatory training in a given year will include, but is not limited to the following standard trainings:

4.2.1 Treasurer training, to be completed by all Society Treasurers, VP Finance or equivalent;

4.2.2 Mandatory anti-oppression training for all Society Presidents and encouraged for all Society Executives

4.2.3 Primary Event Organizer training, to be completed by any Society Executive or Society Member who will be acting as a Primary Event Organizer for the Society. This training is not required if a Society does not plan to host any in-person events and meetings

4.2.4 Co-curricular Record Training, to be completed by a Society Executive designated by the Society.

4.2.5 Mandatory training is required by new ratified societies.

4.3 These standard trainings will be available from May 1st of a given calendar year until February 28 of the following year.

4.4 Training may be delivered by DSU Executives, staff members, or external individuals as applicable.

4.5 If Society Executives have not completed mandatory trainings being approved for ratification, the Vice President, Internal will issue a verbal warning. If training is not completed within two (2) weeks of the issue of verbal warning, the society will be de-ratified.

4.6 Societies that have outstanding accounts with the DSU must complete Treasurer and PEO Training before they can be approved for partial ratification with the DSU

5. Executive Officers

5.1 All societies must have an Executive Committee composed of at least three Executive Officers. Multiple members may hold a single position (e.g. Co-Presidents).

5.2 No member may hold more than one Executive position at once.

5.3 At least 50% + 1 of the Executives must be a member of the DSU.

5.4 Before taking office, all Executive Officers must acknowledge in writing that they have read the Society's Constitution, the DSU Society Policy, and the Dalhousie University Alcohol Policy; that they understand the material; and that they agree to abide by these documents and educate the members of their Society about them.

6. Impeachment of Representatives

6.1 An Executive Officer or other elected Member of the Society may be impeached for failure to fulfill their duties as laid out in the Society's Constitution or this policy. 6.1.1. Additional causes for impeachment may be laid out in the Society Constitution.

6.2 A motion to impeach must be accompanied by a set of reasons that must be recorded in the minutes of the meeting.

6.3 The Member up for impeachment must be notified of the motion and the set of reasons a minimum of two (2) weeks in advance of the meeting where it will be discussed.

6.4 The Member up for impeachment must have an opportunity to state their position in the form of a written submission or an oral statement, either before or during debate on the motion.

6.5 Impeachment votes may only be held at meetings open to all society members.

7. Events and Risk Management

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

7.2 Any society that plans to hold an event must submit a request for approval as per the requirements set out in the Primary Event Organizer Training.

7.2.1 Societies that have outstanding accounts with the DSU must submit adequate proof that the event will have a positive or zero impact on their budget with each request for approval of an event

7.3 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 liquor event license for an additional charge facilitated by the Union and/or Dalhousie University Bar Services.

7.4 Societies must notify the Vice President (Internal) designate or official prior to holding an alcohol related event outside of the Union's licensed premises or an event involving high-risk activities.

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

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

7.6.1 All Societies must comply with Dalhousie University's Alcohol Policy.

7.7 Decision-making authority is delegated to the Reservations department, specifically concerning instances where a society fails to appear for a booking or alters the purpose/mandate of the event;

8. Society Ratification Process

8.1 Societies must apply each year to be a registered society. The term for society ratifications will be May 1st of a given year to March 31st of the following year.

8.1.1 By applying to ratify with the Union, society agrees to abide by this Policy.

8.2 All onstituent societies ratified under a faculty-level society must also ratify. 8.2.1 Faculty-level societies cannot ratify on behalf of constituent societies.

8.3 Societies will apply for ratification by filling out a ratification form, which can be requested by emailing the Societies and Programming Coordinator.

8.3.1 This form will be updated from year to year at the discretion of the Society Review Committee.

8.4 The application for ratification must be submitted by a Society Executive who is also a DSU member.

8.5 The Society Review Committee may permit societies to apply for ratification in a given year ahead of May 1st provided that the society completes certain training or tasks related to society transition as may be determined by the Society Review Committee and outlined in this policy.

8.6 Societies that have outstanding accounts with the DSU will be ratified under restrictions, in accordance with this Policy

8.7 Applications for ratification of Constituent and General Interest Societies will be reviewed by the Vice President, Internal. Applications for ratification of Levied and Faculty Level Societies will be reviewed by the Society Review Committee.

8.8 Applications for ratification will be screened before being forwarded to the appropriate approval body. The DSU will request resubmission of any incomplete applications.

8.9 Completed applications for ratification will be reviewed within ten (10) business days of receipt. Societies will be notified by email within five (5) business days of a decision regarding their application, subject to any extenuating circumstances.

8.10 The Society Review Committee may approve the ratification of Faculty Level and Levy Societies by Ordinary Resolution, provided:

8.10.1 The Society must submit a constitution meeting the policy requirements, including general meeting minutes or SRC recommendations;

8.10.2 If the 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 insurers;

8.11 The Vice-President, Internal may approve the ratification of constituent societies, provided:

8.11.1 The 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;

8.11.2 If the Society has a bank account, it has provided its most recent bank statement;

8.11.3 The Society has submitted the names, Dalhousie emails, and B00's of at least ten active society members.

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

8.12.1 The Society has agreed to abide by the requirements as outlined in this policy;

8.12.2 If the Society has a bank account, it has provided its most recent bank statement;

8.12.3 The General Interest Society has submitted the names, Dalhousie emails, and B00's of at least ten active society members.

8.12 If the Vice President, Internal or the Society Review Committee identify any contradictions between the Society's Constitution and this policy, they will notify the Society and support the Executive Officers in developing amendments to conform with this policy.

8.13 Constitutional changes mandated by the Society Review Committee do not require approval through the regular process laid out in the Society's Constitution, but must be communicated to Society Members at the next General Meeting and Annual General Meeting of the Society.

8.14 Any 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 in order to be ratified on an annual basis.

8.15 Vice President, Internal must report on their ratification decisions to the Society Review Committee at each Committee meeting.

8.15.1 The Society Review Committee may, by ordinary resolution, overturn a decision by the Vice President, Internal, to approve or reject an application for ratification.

8.16 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.

8.17 In the event that any Faculty Level Society or Levy Society has not applied for ratification for one year, the Society Review Committee will call an open meeting for those interested in ratifying the society. Such a meeting shall be advertised through all official DSU channels including website updates, email, and social media posts.

8.18 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 this policy, the Society Review Committee will recommend to Council that the fee collected on behalf of the society be reviewed. Any change to levies and student fees must follow appropriate processes including, where applicable, referenda processes.

9. Appeals

9.1 Societies may appeal Society Review Committee decisions, including ratification decisions and disciplinary measures, by contacting the Vice President, Internal in writing within ten (10) business days of being notified of the decision.

9.2 The Society must submit a reason or set of reasons for the appeal. Reasons may be submitted in writing or in an oral presentation.

9.3 The Society Review Committee will review the appeal within ten (10) business days of receipt and will notify the Society of their ruling within five (5) business days of coming to a decision.

9.3.1 The Committee may uphold the original decision, reverse it, or make amendments.

9.3.2 Rulings on appeals must be made by Special Resolution.

9.4 A Society may appeal a ruling of the Society Review Committee by contacting the Council Chair in writing within ten (10) business days of being notified of the decision.

9.5 Any appeals submitted to the Council Chair in compliance with this policy will be brought to Council for a final ruling.

9.5.1 A motion to overturn a ruling of the Society Review Committee will be a Special Resolution.

9.5.2 Councillors will be provided with notice of the motion and statements from both the Society Review Committee and the Society in question at least one (1) week in advance of the meeting.

9.5.3 A representative from the Society will be invited to the meeting to speak on behalf of the Society and to answer questions.

9.5.4 The Vice President, Internal will present the Society Review Committee's position and will not vote on the motion.

10. Finances and Audit

10.1 All Societies must develop a comprehensive budget that includes an estimation of revenues and expenditures of the Society for the coming year.

10.2 Faculty-Level, Levied Societies and Residence Councils must submit their approved budgets and financial records to the Vice President, Finance and Operations to receive their disbursements. These societies must submit financial records to the Vice President, Finance and Operations a minimum of twice per year and must comply with society audit requirements laid out during treasurer training.

10.4 Society privileges will be restricted in accordance with this policy from any Society who fails to settle accounts payable with the Union for greater than sixty (60) days. Privileges will be reinstated upon settlement of the account

10.5 For Faculty-Level and Levy Societies, any outstanding accounts payable will be removed from subsequent society levy cheque. The society will be notified in advance of this action.

10.5.1 For Constituent Societies, any outstanding accounts payable will be removed from subsequent Faculty Society disbursements. The Constituent Society and their Faculty Society will be notified in advance of this action.

10.5.2 For General Interest Societies, a payment plan will be signed between the DSU and the Society prior to ratification to ensure the debt will be resolved in a timely manner in a way agreeable to both parties.

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

10.7 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.

10.8 All Societies must have between three to five (3-5) signing authorities.

10.8.1 At least one (1) of the signing authorities must be a DSU member.

10.9 Each cheque written from the Society bank account must bear the signatures of two (2) signing authorities.

10.10 Signing authorities may not sign cheques made out to themselves.

11. Elections

11.1 Society elections must be conducted fairly.

11.2 Society elections must take place on an annual basis.

11.3 Society elections must be overseen by an individual who is not running in the elections.

11.3.1 In the absence of an active executive team, Residence Council elections shall be coordinated by a representative chosen from and assigned by the Society Review Committee. The representative must provide frequent updates on their work during Society Review Committee meetings, and the Committee must provide a report to Council at the end of the academic year.

11.4 All Members are eligible to vote in Society elections and to run for elected office.

11.4.1 This requirement does not prevent the Society from designating representatives elected only from and by a particular community or subset of Members (e.g. department representatives, representatives of equity-seeking groups).

11.4.2 All Members must be eligible to run for and vote in the election of all Executive Officers.

11.5 Notice of elections must be given to all Society Members at least two (2) weeks in advance of the close of nominations. Notice must include information about the positions available and instructions on how to run in the elections.

11.5.1 In the absence of an active executive team, notice of Residence Council elections shall be coordinated by the Vice President, Internal of the Dalhousie Student Union. The Vice President, Internal or another SRC designate may also promote Residence Councils to students in Residence using all official DSU channels, with the help of the Students in Residence Representative (if applicable).

12. Constitution Requirements

12.1 All Faculty and Levy Societies require a Constitution.

12.1.1 General Interest and Constituent Societies may choose to develop their own Constitution, provided it complies with this policy.

12.2 A Society's Constitution will be subsidiary to this policy and to the DSU bylaws.

12.2.1 The constitution of a constituent society will also be subsidiary to the constitution of the society under which they operate.

12.3 In the case of a conflict between this policy and a Society Constitution, this policy will take precedence.

12.4 Societies that wish to develop or amend their own Constitutions must bring the proposed new Constitution or amendments to the Society's Annual General Meeting for approval.

12.5 All Constitutions must:

12.5.1 Define the Society's purpose and objectives;

12.5.2 Define membership in the Society;

12.5.3 Define opt-out procedures, if applicable;

12.5.4 Define Society Executive roles and responsibilities in a manner that complies with this policy;

12.5.5 Define the procedures of Society elections in a manner than complies with this policy;

12.5.6 Describe rules and regulations concerning honoraria, including the value of honoraria for Society Executives and requirements to receive honoraria, if applicable;

12.5.7 Define types of meetings and their frequency;

12.5.8 Describe the rules and requirements used to govern each type of meeting, including voting procedures, notice requirements, quorum, standing agenda items, and who will preside over meetings;

12.5.9 Describe procedures for emergency meetings;

12.5.10 Define the terms of reference for any standing committees of the Society including membership, meeting requirements, purpose, and authority;

12.5.11 Define a process for the creation of committees;

12.5.12 Clearly lay out the procedure for Society elections, including nomination, campaigning, and voting procedures, in a manner that complies with this policy;

12.5.13 Define a process for bringing forward disciplinary motions that complies with this policy;

12.5.14 Define processes for both resignations and impeachment that comply with this policy;

12.5.15 State what will occur if a position is vacated, including provisions for byelections and/or interim appointments as applicable;

12.5.16 Define a procedure for drafting and approving the Society's budget;

12.5.17 Designate signing authorities;

12.5.18 Clearly lay out the process by which the Constitution may be amended in a manner that complies with this policy.

12.6 Constitutions of Societies which have constituent societies must also:

12.6.1 Clearly outline the process by which societies can become Constituent Societies of the Society.

12.6.2 Clearly outline if and how their Constituent Societies can offer and disburse honoraria to executive members.

12.6.3 Define the process by which the Society provides funding for Constituent Societies.

13. Societies without Constitutions

13.1 Unless a Constituent Society chooses to develop their own Constitution, they 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, they shall abide by Section 14 of this policy.

13.2 Unless a General Interest Society chooses to develop their own Constitution, they shall abide by Section 14 of this policy.

14. Operating Policy for Societies without Constitutions

14.1 Membership

14.1.1 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.

14.1.2 The society does not place any limits on members based on age, gender, race, religion, language, or disability.

14.2 Executive Officers

14.2.1 The society will abide by the executive officer requirements laid out in section 5 of the Society Policy.

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

14.2.3 At least one executive shall be responsible for the following:

14.2.3.1 Ensuring the smooth operation of the society.

14.2.3.2 Setting the agendas for meetings.

14.2.3.3 Chairing meetings.

14.2.3.4 Reapplying every year for ratification.

14.2.3.5 Collecting and disseminate information pertinent to members of the Society.

14.2.3.6 Taking minutes at all meetings.

14.2.3.7 Providing notice to all member regarding upcoming events, meetings, and motions.

14.2.3.8 Acting as chair of all meetings in the absence of the President.

14.2.3.9 Keeping records of all spending within the Society in accordance with DSU regulations.

14.2.3.10 Creating and maintaining the annual budget.

14.2.3.11 Acting as a signing officer of the Society.

14.2.3.12 Being responsible for creating and/or managing the Society bank account.

14.2.3.13 Managing applications for Society Grants to the DSU, and aiding members in applying for individual Member Grants through the DSU.

14.2.3.14 Reading and understanding the DSU Grants Policy.

14.2.3.15 Acting as the chair of meetings in the absence of both the President and the Vice-President.

14.2.3.16 At least one executive must attend all mandatory society trainings as required by the Union.

14.2.4 Executives shall not receive honoraria, unless approved by the Vice President, Internal.

14.3 Meetings

14.3.1 There will be three types of meetings: general meetings, executive meetings, and Annual General Meetings (AGMs).

14.3.2 General meetings

14.3.2.1 Quorum for general meetings shall be 2/3 of the executive and five (non-executive) members.

14.3.2.2 A majority vote is needed to pass a motion (a majority signifying more than 50% of all members in attendance).

14.3.2.3 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.

14.4 Executive meetings

14.4.1 Quorum for executive meetings shall be 50 per cent of the executive members.

14.4.2 Executive meetings shall be used at the discretion of the executive to ensure the smooth operation of the Society.

14.4.3 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.

14.5 Annual General Meetings (AGM)

14.5.1 Quorum for an AGM shall be two thirds of executive members along with at least five Members not on the executive.

14.5.2 The business conducted at the AGM shall be:

14.5.2.a Presentation on society activities for the year; 14.5.3.b

Presentation on society financial position; and

14.5.3.c Election of society executives.

14.5.6 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.

14.5.7 A majority vote is needed to pass a motion.

14.5.8 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.

14.6 Elections

14.6.1 The Society will abide by the elections process laid out in section 11 of the Society Policy.

14.6.2 Nominations will be taken from the floor during the AGM at which the elections are taking place.

14.6.3 Voting will be conducted by secret ballot.

14.6.4 A majority vote is required to elect each position.

14.6.5 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.

14.6.6 Each member can hold at most one executive position at a time.

14.7 Impeachment

14.7.1 The Society will abide by the impeachment processes laid out in section 6 of the Society Policy.

14.8 Finances

14.8.1 The Society will abide by the financial requirements laid out in section 10 of the Society Policy.

14.8.2 If the 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.

14.8.3 The society's budget will be drafted each year by an executive member and will be passed by the executive at an Executive meeting.

15. Complaints Against Societies

15.1 The Society Review Committee holds the right to discipline any society that violates its own Constitution and/or the Society Policy.

13.1.1 Discipline based on any other criteria will be the purview of Council.

15.2 Any member of the DSU who believes that a Society has violated its own

Constitution and/or this policy may submit a complaint to the Society Review Committee.

15.3 Complaints will be made by emailing the Vice President, Internal.

15.4 All submitted complaints must state the action (or non-action) taken by the Society and the requirement or regulation that the complainant believes has been violated.

15.5 Complainants have the right to remain anonymous. If so requested, the Vice President, Internal will not share the member's name with the Society named in the complaint, the Society Review Committee, or Council.

15.6 Complainants may also submit evidence of the alleged violation.

15.7 Upon receiving a complaint, the Vice President, Internal will contact the Society or society member named in the complaint and give them an opportunity to present a counterargument and/or contrary evidence.

15.8 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.

15.8.1 If the Society Review Committee finds that the Society did violate this policy and/or their own Constitution, the Committee may enact disciplinary measures by Special Resolution.

15.9 Depending on the severity of the problem and the number of instances, the Society Review Committee may take the following disciplinary actions:

15.9.1 Verbal warning;

15.9.2 Written warning;

15.9.3 A probationary period of no more than one semester; or

15.9.4 Suspension of some or all society privileges for a period of no more than one semester.

15.10 The Vice President, Internal will notify both the Society or society member and the complainant of Society Review Committee's decision, including any disciplinary measures enacted and their effect.

15.11 The Vice President, Internal must report any disciplinary action taken by the Society Review Committee to Council.

15.12 In the event that Society Review Committee is unable to come to a decision, the Vice President, Internal will bring the complaint to Council where Council may apply disciplinary measures by ordinary resolution.

15.13 In the case of a particularly serious violation of this policy or the Society's Constitution, the Society Review Committee may recommend to Council that a probationary period and/or suspension of society privileges be applied to the society for a period greater than one semester. Such disciplinary measures must be approved by Council in order to be enacted.

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

15.14.1 The society violates the Bylaws or Policy of the Union;

15.14.2 The society abuses any services or privileges of the Union;

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

15.14.4 The society violates Dalhousie University's Alcohol Policy.

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

15.15.1 Verbal warning;

15.15.2 Written warning;

15.15.3 A probationary period at a length determined by Council;

15.15.4 Suspension of society privileges as determined by Council; or

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

16. Society De-Ratification

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

16.2 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.

16.3 Any Society named in a motion for de-ratification must have the opportunity to speak before Council or to submit a statement to Council in advance.

16.4 Any application from a society that has been de-ratified 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.

16.5 If any levied society fails to ratify or is inactive for a period of three (3) years, a referendum question regarding the society levy will be brought at the next opportunity.

16.5.1 The referendum question will ask voters if they support the continued collection of the levy or if they support ending the levy and absorbing any outstanding funds into the DSU general fund.

16.5.2 The question may also ask, if the levy is repealed, if voter support the reallocation of any funds held in trust to support specific initiatives (i.e. initiatives in line with the original purpose of the levy or levied society)

16.6 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. If the society ratifies again within three years, the funds will be returned to them. After three years have elapsed and the society has not re-ratified, a referendum will be held to determine use of the funds held in trust.

17. Requirement for societies with Constitutions

17. 1 The Society shall always maintain the following Operations Policies:

- a. Elections Policy, provided that the Elections Policy shall not be amended in any material respect during the three months prior to an election or during the period beginning when a by-election or a run-off election is called and ending on the date of the by-election and a run-off election;
- b. Constitution, the eligibility criteria for running in elections and for a specific position shall remain unchanged, during the election period.