

Date: _____

UNB LAW CLUBS & SOCIETIES APPLICATION FORM

ALL NEW AND RETURNING CLUBS AND SOCIETIES ARE REQUIRED TO COMPLY WITH THE LSS CLUBS AND SOCIETIES POLICY TO REMAIN IN GOOD STANDING AND TO APPLY AND BE APPROVED FOR ANY FUNDING FROM THE LSS.

READ CAREFULLY

Each year new and existing clubs and societies must submit a completed copy of this form to the LSS for approval. **Returning clubs and societies must complete Parts A, C-E. New clubs and societies are required to complete all sections (Parts A-E)** of this application form. Please ensure all necessary information is provided. Incomplete forms will not be considered and will therefore not receive ratification or funding from the LSS.

PART A: CONTACT INFORMATION

This section must be completed by all new and returning clubs/societies.

Club/Society Name:

Primary Contact Name(s) & Role(s):

Contact Information:

SOCIAL MEDIA(S):

Facebook: _____

Twitter: _____

Instagram: _____

Website: _____

Other (please specify): _____

PART B: NEW CLUB/SOCIETY INFORMATION
This section is required for all new clubs/societies.
Returning clubs/societies can skip to Part C: Activities & Events.

Describe the mission and objective(s) of the proposed club/society:

Names & Identification Information of 5 Current Students:

New clubs and societies are required to obtain 5 signatures and identifying information (either a signature or a student number in place of a signature) from students who support your application.

(1) Name: _____ Student ID: _____

(2) Name: _____ Student ID: _____

(3) Name: _____ Student ID: _____

(4) Name: _____ Student ID: _____

(5) Name: _____ Student ID: _____

IMPORTANT NOTE: All new clubs and societies are subject to approval by the LSS Vice President. New Clubs and Societies must have the endorsement of at least 5 current UNB Law students to be considered for approval.

PART C: ACTIVITIES & EVENTS
This section must be completed by all new and returning clubs/societies.

Provide any details about your club or society that can be included on the LSS website, social media pages, and other LSS communications. If you have plans for specific events, conferences, meetings, guest speakers, etc., please include that information here.

PART D: FUNDING

This section must be completed by all new and returning clubs/societies.

Is your club requesting funding for 2022-2023? **YES:** _____ **NO:** _____

If no funding is being requested please skip to Part E.

Anticipated Club/Society Events:

Please provide any details about the types of event(s) your club or society intends to plan this year, including (1) the name of the event(s), (2) the type of event (social, cultural, educational, fundraising, etc), (3) anticipated attendance numbers, and (4) the estimated cost for running each event.

IMPORTANT NOTE: FOR EACH EVENT LISTED YOU MUST ATTACH A BUDGET SHOWING THE BREAKDOWN OF ANTICIPATED COSTS FOR EACH EVENT (i.e., food, beverages, supplies, transportation, rental equipment, venue related expenses, etc). If you run out of room in the allotted space please attach an additional sheet.

For clubs or societies who do not have events planned at this time, please contact the Vice President as soon as this information becomes available.

Please ensure your budget is as detailed as possible. **Applications that do not have a sufficiently detailed budget may be at risk of not receiving funding from the LSS.**

Name of Event:	Type of Event:	Expected Attendance:	Estimated Cost:

Total amount being requested for 2022-2023: \$ _____

Special Considerations:

Are there any special considerations the LSS should be mindful of when considering your funding request?

Does your club/society intend to fund guest speaker(s)? YES: _____ NO: _____

IMPORTANT NOTE:

Pursuant to the attached LSS Clubs & Societies Policy, the aims and procedures for hosting a guest speaker are substantially similar to the mandate of Speaker's Hour. As a result, **funding for speakers will be preferentially allocated to Speaker's Hour.**

Clubs are encouraged to work in collaboration with Speaker's Hour to arrange for guest speakers. Within reason, if the intended speaker is unable to present through the Speaker's Hour forum, the LSS will consider funding the speaker through the club or society directly.

Optional: If you are unsure about the relevant policy please feel free to include information about the intended speaker for the LSS to consider below.

IMPORTANT NOTE: General Notes on Funding

Clubs are expressly encouraged to fundraise in order to supplement their costs.

Any and all applications for funding to the UNB Students' Union (undergraduate) or the UNB Endowment Fund are to be **submitted exclusively** by the LSS Vice-President, Finance & Operations as requested by the committees governing these external parties.

The above **does not apply** to Pepsi funding. If a club is interested in applying for Pepsi funding for an event through the UNB Students' Union (undergraduate), they are welcome to do so without first going through the LSS.

PART E: SIGNATURES

This section must be completed by all new and returning clubs/societies.

I confirm that I have read and understood the LSS Clubs and Societies Policy which is attached and agree that the club or society that I represent agrees to abide by it at all times. I acknowledge that any violation of this Policy may result in the removal of funding and/or the dissolution of the club or society for which I am the representative.

Name: _____ Signature: _____ Date: _____

FOR LSS EXECUTIVE USE ONLY:

Club approved by LSS as an official club/society? YES NO

Amount of funding approved for 2022/2023: \$ _____

APPENDIX A: LSS CLUBS AND SOCIETIES POLICY (EFFECTIVE FALL 2021)**LSS Clubs and Societies Policy****Part 1:****1. Objective**

To promote a balanced, interactive, and educational legal community through open and inclusive clubs, societies, and activities.

2. Definitions

- (a) “academic year” means one Fall Semester and one Winter Semester, consecutively, commencing in September and ending in April;
- (b) “annual general meeting” means either the meeting held in first term or second term that includes at least 50 law students;
- (c) “clubs or societies” means distinct organizations under the Law Students’ Society led by students, which are independent of the Law Students’ Society Executive but receive funding from the Law Students’ Society.
- (d) “council” means the collective body of Representatives for a given class and the Executive of the Law Students’ Society;
- (e) “funding request form” means the form created and made available by the VP Finance and Operations of the Law Students’ Society for clubs or societies to make funding requests and to outline a preliminary budget;
- (f) “LSS” means the Law Students’ Society;
- (g) “proselytizing” means clubs, societies, or individuals who actively advocate their personal ideas or beliefs beyond reasonable promotion;
- (h) “Speaker’s Hour” means the organization dedicated to finding appropriate speakers for lectures at UNB Law;
- (i) “specific politically affiliated societies” means clubs or societies affiliated with partisan parties;
- (j) “VP Finance and Operations” means the VP Finance and Operations of the Law Students’ Society;
- (k) “UNBSU” means the University of New Brunswick Students Union; and
- (l) “Vice President” means the Vice President of the Law Students’ Society.

Part 2:

1. Forming and Renewing a Club or Society

- a. Every club or society must apply yearly to the Vice President of the LSS in order to be recognized as a club or society. Applications should include the following:
 - i. The name of the club or society;
 - ii. The contact information of a representative of the club or society; and
 - iii. Any changes to their mission or objectives, or any other pertinent details for the new academic year.
- b. New clubs or societies must apply to the Vice President, pursuant to the above, but the application must also include the following:
 - i. At least 5 signatures of students from the law faculty;
 - ii. An outline of their mission or objectives; and
 - iii. Details about the club and their plans for the year.
- c. The deadline to apply to form or renew a club or society is generally within the first two weeks of the academic year as specified by the Vice President.
- d. The Vice President has final decision with regards to the recognition of any club or society. Appeals may be made to the Council.

2. Expectations of Clubs and Societies

- a. Clubs and societies must be open to everyone and inclusive to all students attending UNB Law.
- b. Events and meetings should be advertised by posting a notice on their respective social media pages, and emailed to lss@unb.ca by Saturday at 5PM each week to be included in the LSS weekly email newsletter.

- c. Clubs and societies are expected to have a representative at the Clubs and Societies Fairs in September and January.

Part 3:

1. Funding Eligibility

- a. Clubs or societies must be recognized by the Vice President in order to be eligible to apply for funding.
- b. A club or society may be recognized by the Law Students' Society, but in order to receive funding, it must be ratified by Council. A club or society recognized by the Law Students' Society, but not ratified, will not receive funding.
- c. It is the policy of the Law Students' Society not to fund specific politically affiliated clubs or societies, but a general political club or society may receive funding. In that regard, a general "Politics and the Law" club or society may apply and receive funding from the Law Students' Society subject to the discretion of the VP Finance and Operations.
- d. It is the policy of the Law Students' Society not to fund clubs or societies that are non-inclusive or proselytizing in nature. This also extends to particular funding requests or events.

2. Funding Requirements

- a. In order to apply for funding, clubs or societies must fill out a Funding Request Form and submit it to the VP Finance and Operations by the end of the first Annual General Meeting of the academic year, usually held by the end of September.
- b. Except for potential supplementary funding made available later in the academic year or extreme circumstances as deemed by the VP Finance and Operations, there will be no additional funding requests approved after this point.

- c. Applications to the UNBSU or to the Endowment Fund for funding must be done through the VP Finance and Operations of the Law Students' Society.

3. Specific Types of Funding

- a. The Law Students' Society will not fund the following:
 - i. Expenses for the personal educational purposes of individuals;
 - ii. Funding request based on individualized expenses for non-law students; and
 - iii. Any expenses substantially for the benefit of non-law students.
- b. Where the aims and procedure is substantially similar to Speaker's Hour, funding for speakers will be preferentially allocated to Speaker's Hour. Clubs and societies are encouraged to work together with Speaker's Hour to arrange for their speaker. Within reason, and at the discretion of the VP Finance and Operations, the following expenses for speakers will be covered:
 - i. Expenses for travel;
 - ii. Accommodations; and
 - iii. Gifts.
- c. For members of a club or society who attend law-related conferences, the following expenses may be covered:
 - i. Conference registration fees;
 - ii. Travel expenses which include car rental or gas mileage; and
 - iii. Accommodations up to \$50 per room as long as the room is shared with at least one other student from UNB Law.
- d. For members of a club or society who attend law-related conferences, the following expenses will not be covered:
 - i. Meals;

- ii. Alcohol;
 - iii. Entertainment.
- e. Any leftover money from stated or declared purposes as outlined in the preliminary budget of a club or society can be used for the club or society for other purposes with the approval of the VP Finance and Operations.
- f. All budgetary allocations are at the discretion of the VP Finance and Operations. Appeals may be made to Council.