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.

**THE SEPTEMBER CLUBS & SOCIETY FAIR IS SCHEDULED FOR TUES. SEPT 10, 11:30–12:30**

More Information will be circulated shortly.

|  |  |  |  |
| --- | --- | --- | --- |
| **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. | | | |
| **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 2024-2025? YES:** \_\_\_\_\_ **NO:** \_\_\_\_\_  *If no funding is 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 2024-2025: $**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **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 encouraged to fundraise 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 (attached as *Appendix* A) 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 2024/2025: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | |

**APPENDIX A: LSS CLUBS AND SOCIETIES POLICY (EFFECTIVE FALL 2024)**

**UNB Law Students’ Society (LSS)**

**Clubs and Societies Policy**

**1. Objective**

To promote a balanced, interactive, and educational legal community through clubs, societies, and activities that are open and inclusive to all Members.

**2. Purpose**

This policy is intended to delineate the principles associated with the recognition of student groups, to define student organizations, and to provide a process whereby such organizations can be formally recognized. Upon ratification, all student organizations accept certain responsibilities, and must comply with all applicable University policies, rules and regulations to obtain privileges as outlined in this policy.

**3. Definitions**

“**Academic Year**” means one Fall Semester and one Winter Semester, consecutively, commencing in September and ending in April;

“**Annual General Meeting**” means either the meeting held in first term or second term that includes at least 50 law students;

**“Club President”** means the person(s) who is elected, selected, or volunteers to act as the figurehead of the Club or Society for the Academic Year, and who takes ultimate responsibility for the aims and activities of the Club or Society for that year;

“**Clubs and/or Societies**” and “Club and/or Society” means distinct organizations under the Law Students’ Society led by students, open to all Members, which are independent of the Law Students’ Society Executive but may receive funding from the Law Students’ Society;

“**Council**” means the collective body of Representatives for a given class and the Executive of the Law Students’ Society;

“**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;

“**LSS**” means the Law Students’ Society;

**“LSS President”** means the President of the of the Law Students’ Society;

**“Member”** means any individual law student enrolled a given Academic Year, i.e. students attending UNB Law;

“**Non-inclusive**” means the failure to include Member(s), demonstrated by, for example, the failure to advertise the Club or Society, or its events or activities;

“**Proselytizing**” means clubs, societies, or individuals who actively advocate their personal ideas or beliefs beyond reasonable promotion;

**“Ratified Status”** refers to the state of having been deemed eligible to receive funding and promotional support from the Law Students’ Society;

“**Speaker’s Hour**” means the organization dedicated to finding appropriate speakers for lectures at UNB Law;

“**Specific Politically Affiliated Societies**” means clubs or societies affiliated with partisan parties and clubs or societies whose purpose is to advance the ideologies and objectives of any political party at the provincial, national, or international levels;

“**VP Finance and Operations**” means the VP Finance and Operations of the Law Students’ Society;

“**UNBSU**” means the University of New Brunswick Students Union; and

“**Vice President**” means the Vice President of the Law Students’ Society.

**4. Forming or Renewing a Club or Society (and Ratification)**

4.1 A Club or Society shall achieve Ratified Status only following satisfaction of all conditions and criteria within this part and a majority vote of the Council.

4.2 Every Club or Society must apply yearly to the Vice President of the LSS in order to be recognized as a Club or Society. A report and recommendation of new and existing Clubs or Societies seeking ratification will be given to the Council by the Vice President.

4.2.1 Council has the opportunity to inquire about specifics of any Club or Society, and if deemed necessary by the Council, refuse the ratification of any Club or Society.

4.3 Clubs or Societies seeking Ratified Status shall complete a UNB Law Clubs and Societies Application Form by the deadline provided by the Vice President each Academic Year. Applications should include the following:

4.3.1 The name of the Club or Society;

4.3.2 The contact information of the Club President(s);

4.3.3 The mission and objective(s) of the Club or Society and any other pertinent details for the new academic year;

4.3.4 The Club or Society social media links; and

4.3.5 The Club or Society must list their proposed event(s) for that Academic Year, the details of those event(s), the anticipated attendance, and the estimated cost for each event.

4.4 New Clubs or Societies must apply to the Vice President, pursuant to the above, but the application must also include:

4.4.1 At least 5 signatures of Members;

4.4.2 An outline of their mission or objective(s); and

4.4.3 Details about the club and their planned event(s) or activity(s) for the year.

4.5 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 and communicated via email.

4.6 The Vice President has final decision with regards to the recognition of any Club or Society. Appeals may be made to the Council.

4.6.1 The Vice President will be responsible for notifying the Club or Society of any refusal to ratify, reasons for the refusal, and potential steps required to becoming legitimately eligible for ratification.

4.7 Clubs or Societies deemed by Council to duplicate the services or activities of an existing Club or Society shall not be granted Ratified Status.

4.7.1 If a new Club or Society is entering an area of interest where ratified Clubs or Societies already exist (as determined by the Vice President), then the Club or Society up for ratification must also present a statement to Council on how their Club or Society is differentiated from the others.

**5. Expectations of Clubs and Societies**

5.1 Clubs and Societies and their events and activities must be open and inclusive to all Members.

5.2 Club President(s) and/or person(s) belonging to a Club or Society shall make reasonable efforts to advertise all events, activities, and meetings.

5.2.1 Advertising shall be done through, for example: public social media pages, the LSS weekly newsletter, and/or posters in the foyer, LSS student lounge, or other accessible locations in the Law School building

5.2.2 In order for events, activities and meetings to be included in the LSS weekly email newsletter, the Club President(s) and/or person(s) must email [lss@unb.ca](mailto:lss@unb.ca) by Sunday at 12 p.m. noon each week.

5.3 Clubs and Societies shall have a representative at the Clubs and Societies Fair in September and January.

5.4 Clubs or Societies must host a minimum of one (1) meeting per semester, preferably within the first month, either virtual or in person, to ensure that the Club President and club members can meet each other.

5.5 Outgoing Club Presidents must inform the Vice President who the incoming Club President will be no later than April 1st of the Academic Year in which they are Outgoing.

5.5.1 If an incoming Club President has not been selected or has not volunteered, per the Club or Society practices, the outgoing Club President shall inform the Vice President of this.

5.5.2 The outgoing Club President shall prepare a transition document for the incoming Club President no later than May 1st of the Academic Year in which they are Outgoing. This transition document should include, if applicable:

(i) all login information for the Club or Society’s email and social media accounts;

(ii) a summary of the activities, events and meetings held that year and information on planning, spending and execution;

(iii) contact information for the Club or Society’s event contacts and student members;

(iv) any other pertinent information to the Club or Society’s continued success

**6. Funding**

6.1 Nothing in this section shall be construed as guaranteeing funding to any Club or Society. Funding is always subject to the discretion of the VP Finance and Operations.

6.2 Clubs or Societies must have Ratified Status in order to be eligible to apply for funding.

6.3 In order to apply for funding, Club and Societies must fill out a Funding Request Form, as a component of their Clubs and Societies Application Form. This must be submitted to the Vice President prior to the deadline for ratification. (See 4.3 and 4.5).

6.3.1 The annual budget will be revealed at the Annual General Meeting, held within the first month of the Academic Year. This budget will contain the approved spending amount for each Club or Society that applied.

6.3.2 Except for potential supplementary funding made available later in the Academic Year, or extreme circumstances as deemed by the VP Finance and Operations, the annual budget will not be subject to change. Additional funding requests may be made via application to Council.

6.3.3 Applications to the UNBSU or to the Endowment Fund for additional funding may be done with the consent of the VP Finance and Operations.

6.4 It is the policy of the LSS not to fund:

6.4.1 Specific Politically Affiliated Clubs or Societies. However, 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 LSS, subject to the discretion of the VP Finance and Operations;

6.4.2 Club or Societies that are Non-inclusive or Proselytizing in nature. This also extends to particular funding requests or events;

6.4.3 Expenses for individual and/or Non-inclusive educational or recreational purposes;

6.4.4 Funding requests based on individualized expenses for non-law students; and

6.4.5 Any expenses substantially for the benefit of non-law students

6.5 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 may be covered:

6.5.1 Expenses for travel;

6.5.2 Accommodations; and

6.5.3 Gifts

6.6 For members of a Club or Society who attend law-related conferences, the following expenses may be covered:

6.6.1 Conference registration fees;

* + 1. Travel expenses which include car rental or gas mileage; and

6.6.3 Accommodations up to $50 per room as long as the room is shared with at least one other student from UNB Law.

6.7 For members of a Club or Society who attend law-related conferences, the following expenses will not be covered:

6.7.1 Meals;

6.7.2 Alcohol; and

6.7.3 Entertainment.

6.8 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.

6.9 All budgetary allocations and reimbursements are at the discretion of the VP Finance and Operations. Appeals may be made to Council.

**7. Reporting**

7.1 All Clubs and Societies receiving LSS funds shall, by May 1st of that Academic Year, produce for publication on the LSS Website an annual report including:

7.1.1 A financial summary including the budget requested, budget approved, money spent per event, activity or meeting, and amount remaining in the budget at the end of the Academic Year; and

7.1.2 Information on events, activities and meetings undertaken during that Academic Year, including a rough estimate of the attendees at those events, activities and meetings.

7.2 This report will be endorsed by the Club President, or the next most senior officer of the Club or Society.

7.3 The VP will collect the Club or Society report and compile the information into 1 document for publication on the LSS website.

7.4 A failure to abide by these reporting requirements may impact funding decisions for subsequent years.