

2021-2022 Student-Led Organization (SLO) Renewal Form

Welcome back!

This form is an important resource to help you start a new year as a recognized, Established NUGSS SLO. Being an active part of an SLO is an invaluable way to enhance your leadership, networking, organization and communication skills.

Please take time to fully fill in this document as it is critical to your SLO being awarded club status!

SLO Name: _____

- All SLOs shall be named UNBC SLOname.
- If your SLO will be a UNBC Chapter of a larger organization, your SLO name can reflect this association (i.e. The UNBC Student Chapter of The Wildlife Society)
- SLOs are prohibited from having the words “council” or “society” in their SLO’s name unless it refers to a Chapter as in the example above. If your SLO is currently using “council” or “society” in your name, your SLO will not be renewed until your SLO name has been revised to exclude the use of these words.

Faculty Advisor and Title*: _____

**Faculty Advisors are not required; however, we strongly suggest each SLO select a faculty advisor as they can provide significant contributions, and their expertise and experience can be of valuable assistance in planning your SLO activities.*

Executive Information*

*(*Your club executive must only consist of current UNBC students, the majority of which must be undergraduate students. The executive must consist of a minimum of three UNBC undergraduate students.)*

<u>Position</u>	<u>Print Name</u>	<u>@unbc.ca email address</u>	<u>Undergraduate, Graduate student, or Community Member</u>
President			
Vice President			
Treasurer			

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SLO Meeting Information

Please specify when your SLO will be holding its regular meetings. We recommend SLOs have at least one meeting per term in addition to the SLO Annual General Meeting where your new executive team is selected.

Date: _____
 Time: _____
 Location: _____
 Occurrence: _____

SLO @unbc.ca Email Address: _____

All clubs are required to use an SLO designated @unbc.ca email per NUGSS policy. All NUGSS communications with SLOs will **ONLY** be done via the SLO's @unbc.ca email. Please ensure your SLO's email is checked frequently.

Once you have been confirmed as a returning NUGSS Established SLO by the Board of Directors, please send an email from your official SLO @unbc.ca to the NUGSS AGM (nugss-agm@unbc.ca) detailing which members of your Executive require email access and which email accesses need to be removed.

SLO Activities and Events:

Please describe your SLO activities to ensure we have appropriate insurance coverage for events your SLO plans to do on a regular basis. Special events like conferences or pub nights do not need to be listed here.

What sort of events does your SLO plan to host on a weekly basis (meetings, practices, off campus socials)? Please describe the normal activities of your club.

If you plan to host events off campus, please consult with the Assistant General Manager and/or General Manager **at least three weeks in advance** to ensure you have appropriate insurance coverage. If you are planning to host a large-scale event on or off campus, please complete a "Student Event Checklist," found online on UNBC's website.

If you plan to host an event at the Thirsty Moose Pub, you must book your event with the NUGSS General Manager (nugss-gm@unbc.ca) at least 45 days in advance.

SLO Purpose: This SLO is an...

- Event focused fun group
- Education, skills, or training focused
- Other (please describe): _____

SLO Social Media Accounts

Once your SLO has been recognized as an approved NUGSS SLO, you may create social media accounts using your UNBC SLOname. NUGSS will add your SLO to our website and will follow your social media accounts to share your events on our SLO Facebook and Instagram feeds.

Instagram account: _____

Facebook Page: _____

As per NUGSS Operational Policy V – Student-Led Organizations, Section 1, 1.5:

In order to be recognized as a SLO, the SLO must:

Not restrict membership to any particular group of students. (e.g., class, race, creed, political orientation, degree program, sexual orientation, religion, sex, gender, etc.) SLO membership must be open to all students.

Banking Information:

If you do not have a bank account yet, your SLO may open one this semester. This must be done before you can receive any NUGSS funding.

*Banking, at a low rate, is available for all NUGSS SLOs at the Bank of Montreal (BMO). The branch used by NUGSS SLOs is located on 15th Ave and Central. Please contact the Assistant General Manager at nugss-agm@unbc.ca for more information.

Change of Signing Authority Procedure for Returning Student-Led Organizations (SLO)

1. Once your SLO has been formally recognized by the Board of Directors as an Established SLO, please follow the steps outlined below to change signing authorities on your bank account.
2. The SLO will prepare a letter or email stating:
 - a. Full name of the club (no acronyms)
 - b. The SLO's BMO account number
 - c. Who will be the new signers on the account. This must include:
 - i. Name,
 - ii. Executive position with the SLO,
 - i. Personal UNBC email address this will be used by BMO to contact signatory when paperwork is ready to be signed,
 - iii. Personal contact phone number – required by BMO.
 - iv. Confirmation the signer lives in/near Prince George and is physically able to go to the BMO Bank of Montreal on 1445 Central St W, Prince George.
 - d. As BMO SLO accounts require a minimum of two people to sign, requests for signing authority changes must have a minimum of two people. NUGSS recommends three signers to accommodate absence or unforeseen circumstance.
 - e. All email requests for signing authority changes **must** come from the SLO's @unbc.ca email. Requests from a personal email will not be accepted.
3. Please include a piece of government issued identification for each of the new signers:

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- a. Examples include Driver's License, Passport, or Provincial Identification. Identification with picture ID and date of birth would be most beneficial to complete the paperwork. Student ID cards are not acceptable identification.
- b. Please make sure that the ID's are not expired. Scanned identification must include complete views of both the front and back of the document.
4. **The AGM or GM completes the letter for the bank** and it is the AGM/GM's responsibility to **ensure all information is provided to the bank.**
5. **It is the AGM/GM's responsibility to email BMO directly with all required paperwork items.**
6. BMO will contact the requested signing authorities directly when the documents are ready to be signed at the bank.

It can take up to 2 weeks for BMO to process your change of signing authority documents.

SLO Waiver and Assumption of Risk

Please read the following carefully with all of your executive members.

I HEREBY ASSUME ALL OF THE RISKS OF PARTICIPATING IN ANY/ALL ACTIVITIES ASSOCIATED WITH OUR SLO (As defined by Northern Undergraduate Student Society Policy Manual, as amended from time to time).

(A) I WAIVE, RELEASE, AND DISCHARGE from any and all liability, including but not limited to, liability arising from the negligence or fault of the entities or persons released, for my death, disability, personal injury, property damage, property theft, or actions of any kind which may hereafter occur to me including my traveling to and from these activities, THE FOLLOWING ENTITIES OR PERSONS: The UNBC Northern Undergraduate Student Society, (NUGSS) and/or their directors, officers, employees, volunteers, representatives, and agents, and the activity holders, sponsors, and volunteers; and the University of Northern British Columbia (UNBC) and/or their directors, officers, employees, volunteers, representatives, and agents, and the activity holders, sponsors, and volunteers.

(B) INDEMNIFY, HOLD HARMLESS, AND PROMISE NOT TO SUE the entities or persons mentioned in this paragraph from any and all liabilities or claims made as a result of participation in this activity, whether caused by the negligence of release or otherwise.

I agree that I will communicate the terms of this waiver and assumption of risk to the members of my executive and my SLO.

I further agree that the activities performed by myself, the members of my SLO and the activities performed by the SLO itself are done at its own risk. Except with respect to the following:

Where activities of this SLO are insured under the terms of the insurance policies of NUGSS and that the coverage provided under the terms of that policy is only with respect to their liability for NUGSS' s activities or activities that they perform on NUGSS' behalf*.

***Activities involving alcohol outside of licensed establishments are not considered NUGSS's activities nor activities performed on NUGSS' behalf*.**

SLO Dissolution and Conduct Statement

SECTION 7 – DISSOLUTION OF A SLO

1. Any decision to dissolve an SLO will be made by the Board of Directors.
 - 1.1. Board decisions to dissolve an SLO are deemed final.
 - 1.2. Should a dissolved SLO wish to reactivate, they must follow the procedures outlined in SECTION 2 – FORMING A NEW/PROBATIONARY SLO.

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2. An Established SLO is deemed to be dissolved after one full year of inactivity as stated in SECTION 1.3.2.
 3. A Probationary SLO is deemed to be dissolved if they do not renew as stated in SECTION 1.3.1.
 4. All equipment and assets owned by a SLO will be relinquished to NUGSS upon dissolution.
 - 4.1. All monies in the SLO account will be donated to NUGSS. The allocation of these monies is up to the discretion of Monetary Affairs Commission.
 - 4.2. NUGSS will either donate any equipment and assets stored in NUGSS managed facilities to the NUGSS Free Store, the PGPIRG Reciprocity Shelf, or repurpose the items for NUGSS' use.
 5. All outstanding debts to NUGSS, including but not limited to equipment damages and photocopying debts, will be abolished two years after the dissolution of the SLO.
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SECTION 6 – GENERAL CONDUCT OF AN SLO

1. If a SLO is found to be engaging in any activities that the Board of Directors determines is compromising the values of NUGSS, or condones unethical practices, or is exclusionary in nature, that SLO will receive one warning to correct the problem(s). Should the problem(s) not be corrected within a reasonable time frame (set-out within the warning notice provided to the SLO), the SLO may be dissolved at the discretion of the Board of Directors.
 2. NUGSS has the discretion to monitor or suspend a SLO's funding, privileges, and/or status where it ascertains a violation of legal statute, ethical procedures, NUGSS policies, or the SLO's constitution or policies. Suspended SLOs may appeal to the NUGSS Board of Directors for reinstatement.
 3. Should a SLO, or an executive on behalf of the SLO, commit an illegal act, it will be dissolved and the executive members of that SLO involved in the illegal act shall be held responsible.
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Succession Planning:

SLOs will follow the election plan set out by NUGSS in **OPERATIONAL POLICY V – STUDENT-LED ORGANIZATIONS (SLO) SECTION 7 – ELECTIONS AND SUCCESSION PLANNING**

SECTION 10 – ELECTIONS AND SUCCESSION PLANNING

1. An SLO should hold annual elections to elect their Executive for the following SLO year.
 - 1.1. For SLOs renewing in September, their election period should take place in February, succession planning in March and new executive and associates should come into Office on April 1.
 - 1.2. For SLOs renewing in January, their election period should take place in June, succession planning in July and new executive and associates should come into Office on August 1.
 - 1.3. For SLOs renewing in May, their election period should take place in October, succession planning in November and new executive and associates should come into Office on December 1.
 - 1.4. The election period should cover a minimum of two weeks:
 - 1.4.1. Week One: Nomination and Campaign Period.
 - 1.4.2. Week Two: Election Period.
2. If an SLO already has an election and succession plan that is in accordance with their SLO constitution that they would prefer to follow, they may do so at the discretion of the respective SLO executives.
3. All updated SLO board member information must be provided to the NUGSS office within 30 days of the annual election.

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Changes in executive, SLO email access, or signing authority sent from any non SLO @unbc.ca email address will not be accepted.

SLO Constitution:

Please attach a detailed constitution consisting of the following: SLO purpose, definition of what makes someone a member, procedures for holding meetings, composition, procedures for holding elections, and the dissolution of the SLO. A template may be found on our website.

Benefits of being a recognized SLO:

Check Here	<u>Benefit of being a NUGSS recognized SLO</u>
	SLOs may apply for MAC funding for everything from events to conferences.
	Each SLO may receive a \$20 printing card to use at UNBC Copy Services (one in Fall semester and one in Winter semester).
	Each SLO may request a drawer in the SLO Room (based on availability).
	Each SLO may receive a free locker on the third floor of the NUSC building (based on availability).
	Each SLO may book rooms for free in the NUSC building and NUGSS tables in the Wintergarden by requesting such bookings through the NUGSS office.
	Each SLO may post on the NUGSS monitored bulletin boards on campus. All posters must be reviewed and approved by NUGSS prior to posting and must follow NUSC Policy IV – Bulletin Boards.
	Each SLO is covered by NUGSS general liability insurance.
	Each SLO may use an SLO channel set up in the NUGSS Discord Server to communicate and engage with members.
	Each SLO may request a mail slot in the NUGSS office and have their mail addressed to UNBC SLOname 3333 University Way Prince George, BC V2N 4Z9

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SLO Membership:

Please complete the SLO membership list below or attach your own list to this package.

You must include student names, student ID's and UNBC email addresses.

Your membership list will also be used to confirm membership in your SLO when allowing your general members access to the SLO Room. Members must show their UNBC Student ID card to NUGSS in order to be allowed access to the Room.

Only Executive Members of your SLO may apply for keycard access to the SLO Room.

NUGSS SLO MEMBERSHIP LIST AND SLO ROOM ACCESS

	NAME	EMAIL	STUDENT ID
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Executive Acknowledgements

All executive must review the items below and then complete and sign the table on the following page.

- All of our executive members have read, understand and agree the membership of this SLO is and will be open to everyone.*
- All of our executive members have read, understand and agree this SLO will be composed of at least 75% current UNBC students.*
- All of our executive members have read, understand and agree there must be no similar SLO already established in NUGSS and the NUGSS Board of Directors may decline approval of this application if they deem another similar SLO already exists.*
- All of our executive members have read, understand and agree to use the designated BMO as our SLO's bank. We also recognize that the SLO's new bank account is under NUGSS administration and may be acted on by NUGSS as a signing authority as per NUGSS Policy.*
- All of our executive members have read, understand and agree to use the designated SLO @unbc.ca email address for all communication with NUGSS and UNBC.*
- All of our executive members have read, understand and agree NUGSS insurance coverage is limited and may not cover all SLO activities and all events not outlined in the SLO Application Package must be disclosed to NUGSS management at least two weeks prior to the event.*
- All of our executive members have read, understand and agree to provide the NUGSS AGM with an updated list of all new executive members, their positions, required changes to SLO email access and changes in signing authority requests within 30 days of the SLO's annual general meeting/club elections/club by-elections.*
- All of our executive members have read, understand and agree to the Waiver and Risk form and will ensure all members of the SLO are made aware of its contents.*
- All of our executive members have read, understand and agree to the SLO Dissolution and Conduct Statement and will ensure all members of the SLO are made aware of the Statement.*

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Executive Signatures

Position	Name (Please Print)	Signature (digital signatures will not be accepted)
President		
Vice President		
Treasurer		

For any further information, or help in filling out this or any other NUGSS form please contact the NUGSS office
or email nugss-officemanager@unbc.ca

Thank you for taking the time to complete this form, you will be contacted once the Board of
Directors has made a decision on your application.