

**2024-2025 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 active in an SLO is an invaluable way to enhance your leadership, networking, organization and communication skills.

**Please take time to thoroughly review and 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, most of whom 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 that 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 Office Manager ([nugss-officemanager@unbc.ca](mailto:nugss-officemanager@unbc.ca)) detailing which members of your Executive require email access and which email accesses need to be removed.

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**SLO Activities and Events:**

Please describe your SLO activities to ensure we have appropriate insurance coverage for events your SLO plans to do regularly. Special events like conferences or pub nights can be listed elsewhere.

What sort of events does your SLO plan to host every week (meetings, practices, off-campus socials)? Please describe the everyday activities of your club.


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

All SLOs hosting off-site activities (excluding meetings) must complete the waiver template on the NUGSS website under the SLO FAQ.

**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](mailto:nugss-gm@unbc.ca)) at least 45 days in advance.

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**SLO Purpose: This SLO is an...**

<input type="checkbox"/>	Event-focused fun group
<input type="checkbox"/>	Education, skills, or training focused
<input type="checkbox"/>	Other (please describe): _____

**SLO Social Media Accounts**

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

- Instagram account: \_\_\_\_\_
- Facebook Page: \_\_\_\_\_
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### NUGSS Operational Policy V – Student-Led Organizations

All SLOs must read and adhere to the **NUGSS OPERATIONAL POLICY V – STUDENT-LED ORGANIZATIONS (SLOS)**, which the policy manual can be found on the NUGSS website.

- By checking this box, I acknowledge that on behalf of our SLO \_\_\_\_\_, I have read and agreed to comply with the NUGSS Operational Policy V – Student-Led Organizations.

### SECTION 2 – FORMING A NEW/PROBATIONARY SLO:

7. 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.

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### Banking Information:

If you still need a bank account, your SLO may open one this semester at NUGSS-designated CWB\*. This must be done before you can receive any NUGSS funding.

\*Banking, at a low rate, is available for all NUGSS SLOs at the Canadian Western Bank (CWB) located at 300 Victoria Street, Prince George, BC. Please get in touch with the Office Manager at [nugss-officemanager@unbc.ca](mailto:nugss-officemanager@unbc.ca) for more information.

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

1. Once the Board of Directors has formally recognized your SLO as an Established SLO, please follow the steps outlined below to change signing authorities on your bank account.
2. The SLO will prepare an email to be sent **from your official SLO @unbc.ca email address** to the NUGSS Office Manager ([nugss-officemanager@unbc.ca](mailto:nugss-officemanager@unbc.ca)) stating:
  - a. Full name of the club (no acronyms other than UNBC)
  - b. The SLO's CWB account number (if applicable)
  - c. Who will be the new signers on the account? This must include:
    - i. Name,
    - ii. Executive position with the SLO,
    - iii. Personal UNBC email address – CWB will use this to contact the signatory when the paperwork is ready to be signed,
    - iv. Personal contact phone number – required by CWB.
    - v. Confirmation that the signing authority lives in/near Prince George and is physically able to go to the Canadian Western Bank (CWB) at 300 Victoria St, Prince George.

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- d. As CWB 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 circumstances.
  - 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 scanned piece of current government-issued identification for each of the new signers:
    - a. Examples include Driver's License, Passport, or Provincial Identification. Identification with a picture ID and date of birth would be most beneficial to complete the paperwork.  
**(Note: Student ID cards are NOT acceptable identification.)**
    - b. Please make sure that the IDs are valid. Scanned identification must include complete views of the document's front and back.
    - c. If you cannot access a scanner, please come to the NUGSS office, and we will scan your identification for you.
  4. Please complete the Consent to Obtain Financial Information form required by CWB and return it to the NUGSS Office Manager ([nugss-officemanager@unbc.ca](mailto:nugss-officemanager@unbc.ca)).
  5. The Office Manager or GM completes the letter for the bank, and it is NUGSS's responsibility to ensure all information is provided to the bank. It is NUGSS's responsibility to email CWB directly with all required paperwork items.
  6. CWB will contact the requested signing authorities directly when the documents are ready to be signed at the bank.

It can take up to one week for CWB to process your change of signing authority documents.

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### 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 the Northern Undergraduate Student Society Policy Manual, as amended occasionally).

(A) I WAIVE, RELEASE, AND DISCHARGE from any 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 travelling 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 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 this waiver's terms and the risk assumption to my executive and SLO members.

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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 their own risk. Except concerning the following:

Where activities of this SLO are insured under the terms of the insurance policies of NUGSS and that the coverage provided under that policy is only for 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 activities nor activities performed on NUGSS' behalf\*.**

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### **SLO Dissolution and Conduct Statement**

#### **SECTION 7 – DISSOLUTION OF A SLO**

1. The Board will make any decision to dissolve an SLO of Directors.
    - 1.1. Board decisions to dissolve an SLO are deemed final.
    - 1.2. Should a dissolved SLO wish to reactivate, it must follow the procedures outlined in SECTION 2 – FORMING A NEW/PROBATIONARY SLO.
  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 the Monetary Affairs Commission.
    - 4.2. NUGSS will either donate any equipment and assets stored in NUGSS-managed facilities to the NUGSS Free Store or repurpose the items for NUGSS use.
    - 4.3. If the club has specified where they want equipment to go in their package, NUGSS will make efforts to facilitate this request before following 4.2 above. NUGSS will store these items for up to 6 months while attempting to follow the club's donation request, but after this time, NUGSS will follow 4.2 if the items remain on site.
  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 9 – GENERAL CONDUCT OF AN SLO**

1. If an SLO is found to be engaging in any activities the Board of Directors determines compromises the values of NUGSS, condones unethical practices, condones behaviours that cause distress or harm to members of the club, or is exclusionary in nature, that SLO will receive one warning to correct the problem(s).
  2. Should the problem(s) not be corrected within a reasonable period (set out within the warning notice provided to the SLO), the SLO may be suspended and/or dissolved at the discretion of the Board of Directors.
  3. NUGSS General Manager has the discretion to monitor or suspend a SLO's funding, privileges, and/or status where it ascertains a violation of the 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.
  4. Should an SLO, or an executive, on behalf of the SLO, commit an illegal act, it will be moved forward for dissolution, and the executive members of that SLO involved in the unlawful activity shall be held responsible. The Board of Directors will review and motion this at the next regularly scheduled meeting.
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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 its Executive for the following SLO year.
  - 1.1. For SLOs renewing in September, their election period should occur in February, succession planning in March, and new executives and associates should come into the office on April 1.
  - 1.2. For SLOs renewing in January, their election period should occur in June, succession planning in July, and new executives 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 executives should come into the office on December 1.
  - 1.4. The election period should cover a minimum of two weeks: 20
    - 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 follows 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.**

**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.

By checking this box, our SLO has acknowledged that a Constitution is required for the SLO application to be considered.

**Benefits of being a recognized SLO:**

Check Here	<b><u>The benefit of being a NUGSS-recognized SLO</u></b>
	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 the Fall and one in the Winter semesters).
	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 before posting and must follow NUSC Policy IV – Bulletin Boards.
	Each SLO is covered by NUGSS general liability insurance.

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	<p>Each SLO may request a mail slot in the NUGSS office and have their mail addressed to</p> <p style="text-align: center;">UNBC SLOname 3333 University Way Prince George, BC V2N 4Z9</p>
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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 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
1			
2			
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**Executive Acknowledgements**

*All executives 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 that the membership of this SLO is and will be open to everyone.*
- Our executive members have read, understand and agree that this SLO will comprise at least 75% of current UNBC students.*
- All of our executive members have read, understand and agree that there must be no similar SLO already established in NUGSS, and the NUGSS Board of Directors may only accept approval of this application if they deem another similar SLO already exists.*
- Our executive members have read, understand and agree to use the designated Canadian Western Bank branch 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 per NUGSS Policy.*
- All 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 our executive members have read, understand and agree that NUGSS insurance coverage is limited and may not cover all SLO activities. All events not outlined in the SLO Application Package must be disclosed to NUGSS management at least two weeks before the event.*
- All of our executive members have read, understand and agree to provide the NUGSS Office Manager with an updated list of all new executive members; their positions required changes to SLO email access and modifications 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

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

For any further information or help in filling out this or any other NUGSS form, please get in touch with the NUGSS office or email [nugss-officemanager@unbc.ca](mailto:nugss-officemanager@unbc.ca)

Thank you for completing this form; the NUGSS Office Manager will contact you once the Board of Directors has decided on your application.