

SUBJECT: Responsibilities of Student Societies	POLICY NO: SOC – 2	LAST REVISED: November 18, 2020
APPROVED BY: General Council	NO. OF PAGES: 2	DATE ORIGINATED: February 15, 2009

Policy

The Saskatchewan Polytechnic Students' Association Inc. ratified student society executive members hold specific governance, fiduciary, and liability related obligations and responsibilities.

Procedure

1. Registration
 - a. New student societies must complete the societies' ratification procedures.
 - b. Existing student societies, if they wish to remain active, must complete the renewal form.
2. Society Governance
 - a. Each student society will be responsible to follow its' constitution, included in the society's ratification package. The package consists of the following:
 - i. Registration form
 - ii. Constitution
 - iii. Signing authority form
 - iv. Waiver form
 - b. A student society will maintain proper records of their proceedings.
3. Membership
 - a. Student society memberships are at the discretion of each student society and shall be defined in the student society's constitution.
 - b. Student society membership shall not fall below 4.
 - c. Membership shall be limited to Saskatchewan Polytechnic students who belong to SPSA member campuses.
 - d. Student societies may charge their members a membership fee.
4. Society Executive Members
 - a. All student society executive members will be Saskatchewan Polytechnic students belonging to the SPSA.
5. Society Advisor(s)
 - a. A student society may choose to appoint one or more society advisors.
 - b. Advisors may be a Saskatchewan Polytechnic faculty member or a member of the industry associated with the student society.
 - c. Society advisors will not be permitted to access student society funds or to sign contracts or documents on behalf of the student society.
6. Student Open Forum Assembly
 - a. Representatives of the student society have an option to attend Student Open Forum Assembly meetings.



7. Fiscal Responsibility
 - a. The SPSA may perform a financial audit on any SPSA registered society throughout the year.
 - b. All student societies' banking must be done through the SPSA or the student society will not be ratified.
 - c. All students societies will abide by the terms set forth in the Banking for Student Societies policy.
8. Contractual Authority
 - a. Student societies have no authority to bind Saskatchewan Polytechnic and/or the SPSA to any contract or agreement, oral or written of any nature whatsoever.
9. Events
 - a. All student societies wishing to host events must follow the procedures set out in the Student Societies Fundraising Events policy.
10. Risk Management
 - a. Each student societies' executive members must be responsible for managing the risk associated with operation of the student society and will be responsible for mitigating risks and liabilities associated with events and activities prior to and during activities.
 - b. Student society executive members must maintain open communication with SPSA employees regarding possible risks associated with student society operations and activities.