



UWSA Student Group Handbook

2018-2019

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Section One: General Information

CONTACT INFORMATION

University of Windsor	519-253-3000	
Student Groups Coordinator	ext. 4528	studentgroups@uwindsor.ca
UWSA Office/Reception	ext. 3600	uwsa@uwindsor.ca
President	ext. 4500	puwsa@uwindsor.ca
VP Student Advocacy	ext. 4501	vpsauwsa@uwindsor.ca
VP Student Service	ext. 4502	vpssuwsa@uwindsor.ca
VP Finance & Operations	ext. 4506	vpfuwsa@uwindsor.ca
Associate Student Experience	ext. 4211	ryan.flannagan@uwindsor.ca
Catering Services	ext. 3277/3276	louviere@uwindsor.ca
CAW Student Centre	ext. 7024	
CAW Student Centre Info Desk	ext. 3235/7024	
CJAM	ext. 3606/3630	
Emergency Response Team	ext. 3940/4444(emergency)	
Human Rights Office	ext. 3400	
International Student Center	ext. 3938	
Residence Services	ext. 3279	
St. Dennis Centre	ext. 2428	

(Associate Athletic Director, Facilities)

The Lance		editorthelance@gmail.com
Walksafe	ext. 3504	walksafe@uwindsor.ca

YOUR UWSA ADDRESS

Club Name
C/o University of Windsor Students' Alliance
401 Sunset Avenue
Windsor ON
N9B 3P4
Phone: 519-253-3000 Fax 519-971-3654

Section Two: The Role of UWSA & Student Groups

The Student Groups Coordinator's role is:

- Act as liaison between the student groups and UWSA
- Liaison with the VP Finance & Operations
- Advise on budgeting, writing a constitution, and organizing events
- Manage the ratification of all Student Groups and ensure groups access to approved services
- Clubs Days and Student Group Summit
- Administer, update and monitor the UWSA Campus Hub website to make sure all student groups are successfully able to navigate, understand, and use the website
- Ensure that all groups have access to student group resources and made aware of all current policies and procedures

The role of a UWSA Student Group is:

- To keep a good working relationship with the Student Group Coordinator
- Keep the Student Group Coordinator informed of club activities and to ask for help with advertising and the promotion of events, if needed
- Follow UWSA and University of Windsor procedures in event planning and implementation
- Be aware and follow the University poster policies
- To read and adhere to the Student Groups Policy

Section Three: Becoming a Group

How to Become a Student Group

1. Create a student group using the UWSA Hub website;
 - ✓ Go to UWSA HUB
 - ✓ Create your own account if you haven't already done so
 - ✓ Go to the dashboard and find "groups"
 - ✓ Press "create group"
 - ✓ Follow the steps on how to create a group and once you're done the provisional stage. You will get an email by UWSA HUB giving you more information on how to fully ratify your group.
 - ✓ Requirements for Ratification: You must have 10 members and 3 executives in your student group.
2. Submit a signature page to the Student Groups Coordinator. The signature page can also be found on the UWSA Hub located in the "more" tab dashboard. Hand that form to the Student Groups Coordinator in the UWSA office. You will have to provide the contact information of the President, Vice President, and Treasurer on the signature form.
3. Student Group's membership must not drop below 10 members and must be comprised of at least eighty percent (80 %) undergraduate University of Windsor students.
4. Attend a Club Summit meeting each term the group is active and continuously update your student group website on the UWSA HUB.
5. Submit a signature form every new school year to keep your club active.

Ratification Procedures

To become a ratified club, the Student Group Policy states that:

1. Any and all students of the University of Windsor shall be eligible for group membership upon the full payment of tuition fees recognized by the University of Windsor Registrars. A Student Group will be permitted to restrict its membership only in a limited number of cases where such limitation is necessary to avoid a complete undermining of the group's mandate. Such restrictions must be approved by the VPFO and the Student Group Coordinator.
2. A group may be recognized by the UWSA if it:
 - Opens its membership
 - Intends to carry out activities which in no way violate any federal or provincial laws, municipal by-laws, or university regulations; and which do not infringe upon the rights and privileges of others.
 - Submits a constitution which adheres to the requirements, as outlined in section 6.1 of this policy.
 - Aligns with the mandate at the UWSA.
 - The constitution must clearly state that it is not an agent or representative of the UWSA and that its views and actions in no way represent the UWSA.

- The UWSA will not ratify any groups that practice any form of coercive (persistent mental, social, and emotional pressure to join the group) techniques of their membership or potential membership, nor any student groups who are found to be associated with an outside body which practices coercion, knowingly violates any of the procedures contained herein, or doesn't align its values with the UWSA.
- Student Group Presidents, or their executive designate, must attend the Club Summit meeting as outlined by the Student Groups Coordinator.

Conditions for De-Ratification

Any one or a combination of the following will be cause for De-Ratification:

- Failure to comply with the language or the spirit of the Student Group policy in any way
- Abuse of any UWSA services or privileges
- Failure to abide by the student group's own constitution as approved by the Student Group Coordinator
- Execution of an event not approved by the UWSA
- Failure to take adequate precautions to limit liability while hosting or participating in high-risk events or activities.
- Holding an event involving consumption of liquor, without proper liquor license
- Committing a trademark violation
- Committing an offence that is contrary to federal or provincial laws, municipal by-laws, University of Windsor regulations, or UWSA governing documents
- Failure of a club President, or their executive designate to attend the Club Summit, without proper alternative arrangements made with the Student Groups Coordinator prior to the scheduled Club Summit
- Inactivity of financial account for over a year
- Violation of any of the procedures indicated in the Club Handbook or by the Student Group Coordinator
- Failure to renew on an annual basis
- Failure to observe UWSA rules regarding harassment and discrimination

Notice of de – ratification shall be served through the student group's email or sent directly to the president of the student group.

Student Group Privileges

Free Room Bookings: Getting a hall or meeting room can get pretty expensive, but not for Student Groups. You get to use rooms across campus free of charge. Contact the CAW Info Desk or Catering Services for details on room bookings.

Event Funding: If you're an active Student Group you'll be happy to know that club funding and relief funding is available from the UWSA to help fund your events and activities.

Locker Space: The use of UWSA locker space is extended to Student Groups. Locker space is located outside of the UWSA Office Rm .209. Locker space forms can be provided by the Student Groups Coordinator. Each locker space is required to be emptied and cleared out before the start of each school year. Lockers will be reassigned annually.

No Fee UWSA Bank Account: As a requirement for ratification, the UWSA provides a no fee internal chequing account for each Student Group where you can easily access your funds on campus.

Link on the UWSA Hub: Your Student Group can now be found on the UWSA Hub student group listing, providing students with your website and contact information.

Club Days: An opportunity to promote your group to the student body. Held each semester, here's your chance to show off your activities and events and get others excited and involved!

Book a booth in the Student Centre: Want to reach more people? Book a booth free of charge to set up in the Student Centre reception area. Whether you're selling cookies or advertising an event, you're guaranteed to upgrade the profile of your group on campus.

Printing Perks:

As a member of a UWSA club or society, you can get a 15% discount off printing at the University Print Shop!

Bull and Barrel: Student Groups benefits at Bull and Barrel for hosting events, student groups meetings, and activities.

Section Four: Room Bookings

Rooms in the CAW Student Centre

All Student Centre room bookings are done through the Info Desk. Call Laurie Mcghee at ext. 7024/3235 and your reservation will be booked immediately

Rooms on Campus

All campus room bookings are done through Catering and Conference Services, in the basement of Vanier Hall. Call Megan Fulmer at ext. 3277 or Rana Chan at ext. 3276. If a purchase order is needed, you will be required to come to the UWSA Office and authorize the payment.

Booking Food and/or Beverage

Catering and Conference Services is a food and beverage option for your semi-formal dinners, meetings, receptions, and dances on campus.

Booking a room in the St.Dennis Centre

All facility room bookings are done through the Facility Manager and/or Facility Coordinator at the St. Denis Centre. The process is initiated by an online facility request. A follow up email, phone call or visit will be received upon receipt of the request. There are no fees for facility bookings by students, unless additional equipment, staffing or Campus Police are required.

To reserve a facility, please visit

https://ca.apm.activecommunities.com/uofwindsor/Reserve_Options to book online. For any questions please email the Lancers Facility Office at lancerreserve@uwindsor.ca.

Facility Spaces	Times Available	Lead Time Restriction
Indoor Athletic Facilities: Dennis Fairall Fieldhouse (Entire) Indoor Track Mondo 3 / Mondo 4 Wood Court 1 / Wood Court 2	Booking times are limited during the week*	14 days prior to event 14 days prior to event 14 days prior to event 14 days prior to event
Multi-Purpose Activity Rooms: Multipurpose Room	Booking times are limited during the week*	14 days prior to event
Outdoor Athletic Facilities: Alumni Turf Field Ball Hockey Courts Cricket Pitch Grass Field 3	Booking times are limited during the week*	14 days prior to event 14 days prior to event 14 days prior to event 14 days prior to event 14 days prior to event

Grass Field 4 Grass Field 6 Outdoor Track Stadium (Entire)		14 days prior to event 14 days prior to event 14 days prior to event
Pool: Diving Well (Deep End) Pool (Entire)	7am-11am 1pm-4pm	14 days prior to event 14 days prior to event

Facility Hours of Operation

Monday-Thursday: 7:00am – 10:00pm

Friday-Saturday: 7:00am – 9:00pm

Sunday: 9:00am-9:00pm

Summer Facility Hours of Operation (May 1st through Labour Day Weekend)

Monday-Thursday: 7:00am – 10:00pm

Friday-Saturday: 7:00am – 9:00pm

Sunday: 9:00am-6:00pm

To view the facility schedule and availability you can visit the following link:

https://ca.apm.activecommunities.com/uofwindsor/Facility_Search

Steps on How to Book at St. Dennis Centre:

1. Visit our online facility reservation page at https://ca.apm.activecommunities.com/uofwindsor/Reserve_Options_
2. Click on "Reservation Requests"
3. To access the site, you must have a password-protected customer account. If you have an account, login now using your login ID/customer #/email and password. If you do not have an account, please create one by selecting "Create New Account."
4. Once you have signed in, you will be asked to provide information about the event in which you want to reserve the facility. This includes the event type, description, and maximum number of guests.
5. Next, you will select the location for your event, the type of facility, and specific facility amenities that your event requires. Once you have selected your requirements, you will continue your reservation by clicking continue.

6. Use the check-boxes in the select column to choose the items in which you want to reserve. When you have selected the facility you are trying to reserve, click continue.
7. Now you will specify the begin date and end date of the event and the exact time and duration of the event. Click continue.
8. The next screen will give you the opportunity to indicate the days on which your event occurs. Please select the monthly frequency or weekly frequency if it applies. Click continue.
9. Please review the dates you have selected to book. They will show up highlighted in a calendar. If you are not satisfied, click on a day of the month to add, change, or remove a date from the request. Click Continue.
10. The next screen will indicate whether the facility is available for your requested date(s)/time(s). Please select the box under request in which you are ready to book and click continue.
11. This will now take you to the reservation checklist and questions. Here you will find your agreement to rent the facility as well as the participant code of conduct. You must agree to the waiver to proceed with the booking. Then you will fill out a facility booking request form which will help us identify information needed for your booking.
12. You are now at the last step in the booking; the reservation review. Please review all information carefully. Once you submit your booking, your request will be sent in for confirmation. Here you will acknowledge that you have carefully reviewed and consent to the waiver that is described above. Click submit and your reservation request is complete.

Important Deadlines

Catering and Conference Services:

Room bookings only – Minimum one-weeks' notice

Room booking with Food and/or Beverage – Minimum two-weeks' notice.

Late Cancellations: Catering and Conference Services charges \$50 for late cancellations. An event must be cancelled four (4) days (two working days) in advance of the event.

Room	Capacity (type)
Alumni Auditorium	350 (banquet), 390 (lecture)
Student Centre Board Room	24 (meeting)
Trillium	12 (meeting)
Rose Room	40 (banquet), 50 (lecture)
Oak Room	80 (banquet), 110 (lecture)
Katzman Lounge	100 (banquet), 140 (lecture)
Winclaire A	320 (banquet), 358 (lecture)
Centennial	24 (banquet), 20 (meeting)

Odette Room 104	350 (lecture)
Moot Court	270 (lecture)
Erie Hall room 1120	450 (lecture)
Education Room 1101	270 (lecture)
University Club	72 (banquet)
Health Education Centre	206 (lounge)
McPherson Lounge	50 (banquet), 50 (lounge)
St Denis Centre	May vary
Bull and Barrel	Luke@bullandbarrel.com or 519-973-4884

Section Five: Alcohol Policy

The University of Windsor offers liquor service for all Student groups through Catering and Conference Services, and is available in several locations across campus.

Catering Services Alcohol Policy:

This policy was formulated to avoid the possibility of legal liability associated with drinking and to establish firm but sensible procedures for inhibiting risk.

It is the responsibility of the Licensee to ensure that the rules and regulations of the Liquor License Act are followed. Failure to abide with the enclosed policy by any user group may place the University's liquor license in jeopardy, may lead to associated civil liability, and/or result in the termination of use of the licensed on campus facilities.

- No alcohol may be purchased or consumed on a licensed premise except that which is provided under the terms of the license;
- Gambling, drunkenness, riotous, quarrelsome, violent or disorderly conduct is prohibited under the license;
- No person under the age of nineteen is allowed on a licensed premise and prior to serving anyone, proof must be obtained ensuring the individual is of legal age. At any time an inspector of the Liquor Board may request evidence as to the age of any person on the premise;
- No licensee, agent or employee shall request or receive material gain from any manufacturer or agent of alcohol;
- All Liquor must be served and sold under the supervision of a bartender or other authorized employee;
- No more persons than the stated capacity of a licensed premise shall be present at any one time;
- The University does not condone any event sponsored by a student group which is associated with inappropriate alcohol consumption practices including pub crawls, drinking contests, bus trips, etc.
- Alcohol may not be advertised except by referring to the event as licensed under L.L.B.O. You may not make reference to "free booze, bash, all you can drink" or anything else that implies that there may be excessive drinking involved;

- The holder of the license may not give alcohol as a prize resulting from a draw;
- Competitions, which involve the consumption of liquor, are not permitted.

NOTE: No persons under the age of 19 will be admitted to an event at which alcoholic beverages are being served, unless a full banquet meal is being provide

Off-Campus Events

- When applying for a special occasion permit, you may not use the UWSA or the University of Windsor's name on the application. The application must be in the name of the individual booking the event.
- Events held in a licensed off-campus facility may use the group name as long as the group ensures that the Liquor License Act is adhered to. If transportation is arranged, alcohol may not be consumed on route. Drinking games or contests are not permitted.
- Off- Campus Insurance forms can be obtained by contacting the Student Groups Coordinator or on the UWSA Hub. Moreover, off-campus insurance forms can take two weeks to process. Each application must be submitted at least 2 weeks prior to the Student Groups Coordinator in the UWSA Office.

Campus Police & Student Patrol

In order to prevent digressions of liquor laws and to support the reasonable decorum of student social events occurring on the University of Windsor Campus, the following regulations, duties, and procedures have been outlined concerning the role of Campus Police and Student Patrol Services. Determinations with respect to security are defined by the University. Unless otherwise stated, these determinations are as follows:

Large Events (200-360 persons)

- One Campus Police Officer to act as a principal agent in case of difficulties.
- Recommended to have Student Medical Response Service.
- UWSA Walksafe service is available. Walksafe volunteers can also be provide with a large event. Ex.3504 or walksafe@uwindor.ca.

Small Events (less than 200 persons)

Security needs will be determined according to the following criteria:

- Area, size and number of exits
- Number of individuals attending the event
- Type of event (e.g. dance or wine and cheese, meeting or movie)
- Time period (e.g. 8pm - 1am or 4 - 6pm)

Section Six: Student Group Banking

A bank account has been set up for each Student Group within the UWSA's internal accounting system, and allows groups to deposit and withdraw funds easily and at no cost.

We require that you have three signing authorities for the account, with two signatures present on all banking forms. We suggest that the President and Treasurer both have signing authority with the third individual preferably being your Vice President.

Although the UWSA will be responsible for all funds and financial records, you are still fully responsible and accountable for its appropriation. We ask that you also keep an accurate set of books, which will be compared to our records at the end of the year. By auditing your financial statements, the UWSA provides a valuable level of accountability to your Student Group, which can only strengthen the executive's relationship with its members. **We provide all Societies with bank statements on the second week of every month.**

Banking Procedures

Deposits:

To deposit funds, money to be deposited can be given to the Administrative Assistant at the front desk of the UWSA office. The money will be counted, verified by both parties and a receipt will be issued for your records.

Cheque Requisitions:

To receive a cheque, a Cheque Requisition form, signed by two signing authorities and accompanied by expense receipts, can be submitted to the VP Finance & Operations through the front desk. The VPFO will verify the account information and authorize the accounting department to proceed with the payment. Please expect a turnaround of two (2) business days for the printing of cheque. Cheques can be picked up either by the Student Group's authorized signing authorities or the person whom the cheque has been issued.

Note: A cheque that will give an account a negative balance will not be authorized. There is a \$25 charge for all N.S.F cheques.

Purchase Orders:

To issue a PO, a Purchase Order form, signed by two signing authorities, can be submitted to the VP Finance & Operations through the front desk. The VPFO will verify the account information and authorize the PO. Once the PO has been authorized, it is the responsibility of each Student Group to ensure that the vendor receives the PO. Please expect a turnaround of two (2) business days for the authorization of PO's. The Student Group's authorized signing authorities can pick up authorized PO's.

Financial Accountability

The following are the guidelines for Student Groups regarding the use of funds held by the UWSA:

1. All funds are to be used for Student Group business only
2. All group funds must be held in this account and may not be kept in cash or in alternate bank accounts
3. All funds must be accessed by the Student Group through the appropriate UWSA cheque requisition or purchase order procedures
4. Student Group executives should maintain their own record of accounting transactions
5. The UWSA will conduct an annual audit of each Society's financial transactions and status

6. The UWSA reserves the right to conduct random reviews of any student group in order to determine the integrity of the finances and general operations of the group

Banking Policy

1. All societies must submit monthly reports to be kept on file. Alongside the reports, all receipts should be attached.
2. All club donations made to charities should be reported within one week of the donation to clubs coordinator, so that a yearly total can be calculated. A verification of the donation must be submitted as well.
3. Any donation over \$100 to a club must be made out to the UWSA in a cheque with the club name in the memo line.
4. All student groups must submit a semester expense report.

Section Seven: Student Group Funding

All student groups may apply to the Finance committee for club funding, special event funding, and sponsorship in accordance to UWSA Policies. (Funding steps)

Club Funding

Student groups ratified with the University of Windsor Students' Alliance are eligible for Club Funding. Club funding cannot exceed 30% of expenses up to a maximum of \$300.

Special Event Funding

Full-time Undergraduates students are registered at the University of Windsor are eligible for Special Event Funding's to help subsidize activities that develop and enhance student life. Special Event Funding's cannot exceed 30% of expenses up to a maximum of \$300.

Sponsorship Funding

Members of the University of Windsor community are eligible for Sponsorship Funding for conferences and special events that exceed \$300. Sponsorship funding requests must be accompanied by a letter outlining the special need for sponsorship and must include a presentation to the Board of Directors.

Funding Request Procedures

- All Funding requests must be submitted 2 weeks prior to the event. Forms are available at UWSA Hub.
- Submission of a letter that outlines a detailed description of your request,
- explanation of how the event will benefit University of Windsor students, expected participation, what attempts were made to seek funding/sponsorship elsewhere.

- Submission of a detailed budget for the event with all expenses, revenues and projected net loss/profit.
- Club Funding requests and Sponsorship Funding request will be presented to the VP of Finance and Operations for review. Past funding requests will be considered in the decision of the VP of Finance and Operations.
- A copy of all receipts and supporting information must be submitted with an expenditure report to the VP Finance after the event takes place.

Sponsorship Policy

1. All student groups seeking outside sponsorship for events must follow UWSA policies on sponsorship.
2. Student groups can approach the UWSA to co-sponsor events. However, it must go to the VP of Finance and Operations.
3. A copy of all sponsorship agreements should be submitted to the clubs office before the event they are for, ensuring that contact information of the sponsor is on the agreement.
4. In case of sponsorship dispute the contract on file will be used to mediate.
5. If no contact is in place we will be faced to settle in favor of the compliancy party and any sorts will be covered by the club.
6. Violation of sponsorship contracts can lead to strikes against the club.
7. Any sponsorship questions should be directed to clubs coordinator ASAP.
8. At no time can a student group promote a business or service unless it is for a specific event.

Section Eight: Co-Curricular Record (CCR)

What is the CCR?

- Complements a resume and academic transcript with a documented list of experiences, validated by a UWindsor faculty/staff member
- Allows you to showcase your skill development and leadership roles
- Shows your progression and participation in co-curricular activities throughout your UWindsor experience
- Encourages reflection on experiences and assists with the articulation of related learning
- The CCR is a great addition to applications to potential employers and graduate schools!
- The Student Groups Coordinator along with the General Manager of the UWSA will validate the CCR of the executives on the signature page provided. Other members are able to have their participation documented on the CCR. However, you must request the form from the CCR Coordinator. The following are important dates to consider:

Please note: If you have been in a position for more than one semester, you can add the position to both semesters once the database is open (See "Important Dates" above). Students can no longer add positions to their individual records from the Fall 2018 time period. Only positions from winter 2018 forward can be recognized on the CCR. **To contact the CCR Coordinator you can email ccr@uwindsor.ca.**

Section Nine: Policies and Procedures

1. Students are only to be allowed as a signing authority executive of one club.
 - This should help cut down on banking authority over laps.
 - This doesn't mean students can't be executives of more than one student groups; however they can only be signing authority of one club.
 - If a student has signing authority of one student group, and not of another, they may advise executives of both clubs as to what the other club is doing, in order to possibly work together and/or to make sure that both student groups money are going in the appropriate direction.
2. Only full time undergraduate students (by the university distinction of full time) can be signing authorities of clubs.
 - Only expectation is an International Graduate Student.
 - This should cut down on 'false execs'.
 - If at any time, students become part time or leave the university, they must step down from their position immediately.
 - The clubs coordinator will check the students ID when the signature page is handed in to ensure that they are full time students.
3. Alumni members (i.e. members who have recently graduated) can qualify to be members of a club, however they are to be considered "community members" and can only make up to 20% of the club and cannot be execs or signing authorities
 - They can be advisors to execs but they cannot hold positions of power.
 - If more than 20% of the club is "community members", the executives have the right to ask members to leave. This allows a fair chance to full time students at the university.
 - Any student groups with the following external affiliations (local or National):
 - Charitable organizations, any person directly in charge of fundraising and/or the treasurer of the organization should be the person to contact, or religious organization.
 - Any person that is in charge of the specific church must be the one to sign off all documentations.
 - International Organizations

- Any person that is the representative for the local aspect of the international organization must be the contact.
- Governing Bodies (like IFC/PanHellenic)
- Any organization that is overseen by an international executive must have their contact information.
- Political Parties
- Any person that is directly related in the particular region that the student group is working with must be the contact.

4. Must at the beginning of each school year submit an official letter from the affiliate organization stating that they accept and acknowledge the student group's existence and support them. They must also provide contact info for the affiliated organization. Contact info should include: name, number, and e-mail if applicable.

Within the letter it should state that the student group will meet with the organization at the end of the term and receive a receipt or some form of documentation stating that the organization has received the money. Both parties should also sign either the receipt or documentation at the end of the year.

The letter should also state the date that the student group and organization discussed the terms of their agreement. Along with the letter given to the clubs coordinator, the student group should keep a copy for their own records.

The student group should lay out a plan of action with the organization on what they plan to do to raise money, and approximately how much they plan to make to ensure that no money is being kept from the organization. Every letter from any organization will be confirmed by the clubs coordinator.

5. No club executive is allowed to sit on the UWSA board of directors or be a UWSA executive.

- Further all club involvement by the UWSA board members should be fully disclosed so there is back up evidence to sustain accusations of conflict of interest.
- This is to fully separate the UWSA board (who dictates club funding opportunities) and executive from coming into direct conflict of interest.
- Any club found in violation of this rule will receive strike 1 under the UWSA Student Group's Probationary Procedures.
- If the matter isn't solved within that months' time, then strike 2 will occur, and so on.

- If there is a conflict with a club executive sitting on the UWSA board of directors, then immediate action must be taken by the club and a new executive member must be assigned.
- If the club executive member refuses to step down, the other members of executive must bring it to the clubs coordinator's attention before the entire club receives penalty.
- All societies must attend a monthly presidential council meeting.

Complaint Process Policy

Unfortunately, sometimes circumstances occur where a complaint needs to happen. If so, there are particular guidelines that must be followed.

- If the incident is minor and can be solved within the clubs executive, then please do so.
- If the executive has tried solving the issue and nothing has occurred then appropriate steps with the Student Groups Coordinator will follow.
- Please e-mail the Student Groups Coordinator with a brief example of what the incident is and who it occurs. Within the e-mail arrange a time to meet in person to discuss it in more detail.
- When attending a meeting, please bring any supporting evidence to show the Student Groups Coordinator.
- If the incident only involves two people, then if both parties can be at the meeting with the Student Groups Coordinator, it would be ideal. If not, separate meetings will have to be applied.
- If the incident involves multiple people, multiple meetings with the Student Groups Coordinator will occur and the group's coordinator will lay out an action plan on what is to happen to resolve the issue.

Some possible solutions might be:

1. To penalize the entire club according to the UWSA Student Group's Probationary Procedures. To ask one of the executives to step down for a school term.
2. To have the club de-ratified.
3. To refer to particular departments within the university and/or the Windsor Police Department.
4. All of the club coordinator decisions will be based on past issues with the club, the severity of the issue, etc.

Student Groups Dispute Policy

1. All student groups' disputes must first be attempted to resolve internally according to the clubs constitution and by-laws.

2. If a fair resolution cannot be reached or if any party feels a decision has been made that is not in the spirit of the student groups by-laws the matter can be arbitrated by the clubs coordinator.
3. A request for mediation must be made to the Student Groups Coordinator by email within one week of the dispute.
4. The coordinator will need explanation from all parties involved and faculty advisors if applicable.
5. Each party will have a chance to individually state their case and if possible resolution can be made every effort will be done so.
6. The clubs office reserve the right to pass any cases along to the appropriate university offices for any additional discipline needed. (i.e. academic misconduct, human rights, campus police, etc.)
7. If the case can still not be resolved once the Student Groups Coordinator offers their opinion, then they have a right to integrate further and the club may result with a strike against it.
8. Decisions made by the UWSA or Student Groups Coordinator to resolve a dispute is final.
9. Any Appeal process is re-evaluated by the Student Groups Coordinator. If a student group wants to appeal a second time, this decision will be evaluated by the VP of Finance and Operations.

Social Media Policy

All student groups are allowed to have any form of media (facebook, twitter, Instagram, etc.) to promote their group, but certain guidelines must be followed.

- All executive members must have access to either the account or page.
- All language must be appropriate and in respect to all gender, race, etc.
- All picture uploads must be in relation to the student group involvement either on or off campus.
- A link must be submitted to the clubs coordinator so that it can be monitored from an outsider's perspective.
- A link must also be submitted to go alongside the contact information on the UWSA website.
- If issues arise within the group due to the social media page, then

- Strike 1 under the UWSA Student Group's Probationary Procedures will occur and the clubs coordinator has to be added to the account so that it can be monitored now from inside.
- If one executive is causing the issue, then they are to be removed from their access to the account.
- Any people "liking", "favoring", or "following" must be respectful and appropriate as well. If they are not, then one of the executive members must remove them and delete any comments that they are making.
- No alumni or anyone other than executive can have access to the account or page.

Section Ten: Club Transition Policy

Transferring all required information

Each outgoing president is responsible in passing down any required information to the newly acquired incoming president of each year. If the president is unable to do so, either the vice-president or treasure will have to accomplish this transition. By doing so, each outgoing president will have to give the new president information regarding;

1. Official group email(s) and password(s)
2. Given leadership and administrative access to the UWSA Hub
3. All password(s) and username(s) regarding any group related websites or activities
4. Show the incoming president the process of ratification and how to finish these steps
5. How to fill out a new signature form
6. All other resource and information that the incoming president will need

Section Eleven: Equity and Diversity

As a student group members you'll have an influential role in club affairs. Students will look up to you and mimic your general behavior; even if you don't notice it. With this in mind, we thought we'd give you some suggestions on maintaining an inclusive and safe space within your club.

Bullying/Creating a Safe Space

The first thing to remember is that all members of our community have the right to feel safe, which means: not being subject to discrimination on the grounds of sex, gender, sexuality, ethnicity, religion, place of origin, social status, disability (including, but not limited to, physical, sensory, emotional, social, and invisible disabilities), and age - not being harassed or assaulted (physically and/or verbally).

If you do witness something like this happening and aren't comfortable directly confronting the aggressor, there other strategies available to mitigate the situation. We call these "active bystander strategies." The first and easiest way is using your body language to express that it isn't acceptable (i.e. clearing your throat, walking away, staring pointedly at the perpetrator, or raising an eyebrow).

Other Active bystander strategies:

1. **Redirecting the conversation:** "Hey, why don't we all do something else instead". Acknowledging to the perpetrator that those kinds of remarks are unkind and detract from the kind of environment you want in your club - "What if someone said that to you?" "That's unfair to generalize like that." "Aren't there better ways of expressing how you feel?"
2. **Intervening and supporting the victim:** As far as you are comfortable - "I'm sure you saying that doesn't make Bob feel very good, does it?" "Come on, Sue, let's get out of here."

Diversity:

There are a number of things that make us each unique and provide a diverse perspective on life. This difference in perspective may affect your club operations.

What is an invisible disability?

The simplest definition of an invisible disability is a disability that may not be immediately obvious to others. This could be anything from chronic pain, to Crohn's Disease, to insomnia.

What is the difference between sex and gender?

This specific line continues to be blurred, although the academic consensus is that sex is more biologically based and gender is a matter of identity. We traditionally believe that gender and sex are binary (there are only two genders, male and female) and consistent (i.e. a biological male should identify as a male), but this isn't always the case. A biological male may identify as genderqueer/non-binary (any gender identity outside the binary), genderfluid (their gender identity changes in any given situation) or even female; all the while this student's biological components indicate the person is male. Here at the University of Windsor, it's perfectly acceptable to be who you are.

How does race differ from ethnicity?

Ethnicity can be based in ethnic background and cultural values. However, race is often construed as a social category, often in discriminatory and segregating ways. The essential definitions of the two is that ethnicity refers to shared history, culture, and values, whereas race refers simply to physical features.

Equitable Language

Are you paying attention to wording and how it may include or exclude? Believe it or not, words help shape how we think and interact every day. You may think racist jokes are funny, but someone else in the room may not find them funny, while others may just follow your lead. We should instead focus on ways to include everyone, which include but are not limited to being mindful of: Ethnicity Only referencing it when it is absolutely necessary (Does someone's culture/ethnicity matter in this conversation?), being as specific as possible (avoiding umbrella generalizations such as "Asian" or "white"), separating the term "Canadian" from any presuppositions about ethnic background (especially not assuming that it means being of European

descent), and avoiding derogatory labeling (such as, “ethnic” or “fresh off the boat”).

Gender and Sexuality Using:

Preferred pronouns and names (and if in doubt, respectfully asking which is preferred), not assuming sexual orientation (and when referring to relationships, using “partner” instead of “girlfriend/boyfriend or wife/husband”), and ditching derogatory terms in casual conversation (“That’s not cool,” instead of “That’s so gay.”) Ability Avoiding the word “victim,” evaluating the relevance of bringing it up in conversation, being mindful of invisible disabilities that may prevent someone from participating, and being careful of embarrassing others if their disability is not public.

Accessibility

Consider your venues of choice for events and meetings and whether they are accessible for those with mobility disabilities. If you are interested in creating a more accessible event, reach out to the resources below. Keep in mind that some things like American Sign Language Interpreters can take a couple of days to schedule.

Section Twelve: UWSA HUB

UWSA Hub for Clubs are networks for like-minded groups to connect to other student groups. The UWSA Hub is designed to encourage dialogues and inspire opportunities for networking, collaboration, and resources. The UWSA Hub is also a network that allows you to promote your student groups, ideas, events, and communicate. Moreover, the Hub is a required resource that allows your student group to become fully ratified. Event and group approvals are all done through the UWSA Hub.

The screenshot displays the UWSA Hub website for the University of Windsor. The header includes the UWSA logo, the text "UWSA Hub University of Windsor", and a "LOGIN" button. A navigation bar lists "HOME", "EVENTS", "GROUPS", "USERS", "FEEDS", "FORMS", and "MORE". Below the navigation bar is a banner featuring a group photo of students and the text "180 ASIAN CHRISTIAN FELLOWSHIP". The main content area is divided into three sections: "Events", "Groups", and "Campus feed". The "Groups" section lists several student groups with their respective logos and descriptions: "180 Asian Christian Fellowship" (Religious group), "AIESEC Windsor" (Volunteer group), "ANY On Campus" (Religious group), "African Diaspora Youth Conference" (Ethnic-Culture group), and "Afrofest" (Uncategorized group). The "Campus feed" section shows a list of announcements, each with a smiley face icon, a timestamp, and a "0 like" button. The announcements include: "The group CrossRoads has been created." (15d), "The group Delta Chi Fraternity has been created." (17d), "The group event Eid Al-Adha Celebration BBQ for group Thaqalayn Muslim Association (TMA) has been created." (21d), and "The group Social Justice Students Alliance has been created." (21d).

University of Windsor Campus is home to over 200 individual campus organizations and the Hub will allow student groups and societies to know about the various projects and resources other student organizations and services have. Through dialogue and sharing, student organizations will identify areas for collaboration, working together and sharing the valuable resources on campus.

Student Groups Resources

 UNIVERSITY of WINDSOR STUDENTS' ALLIANCE	UNIVERSITY OF WINDSOR STUDENTS' ALLIANCE <h1>SIGNATURE PAGE</h1>	

Organization Name:		Submission Date:	MM/DD/YYYY
--------------------	--	------------------	------------

PRESIDENT			
Name:			
School Address	Address:		Postal Code: <input type="text"/>
	City:		Province: <input type="text"/>
Summer Address	Address:		Postal Code: <input type="text"/>
	City:		Province: <input type="text"/>
Phone: <input type="text"/>		Email: <input type="text"/>	
Signature		Student ID	

VICE PRESIDENT			
Name:			
School Address	Address:		Postal Code: <input type="text"/>
	City:		Province: <input type="text"/>
Summer Address	Address:		Postal Code: <input type="text"/>
	City:		Province: <input type="text"/>
Phone: <input type="text"/>		Email: <input type="text"/>	
Signature		Student ID	

TREASURE			
Name:			
School Address	Address:		Postal Code: <input type="text"/>
	City:		Province: <input type="text"/>
Summer Address	Address:		Postal Code: <input type="text"/>
	City:		Province: <input type="text"/>
Phone: <input type="text"/>		Email: <input type="text"/>	
Signature		Student ID	

To: PBL Insurance Limited — Windsor Ontario

Fax: 519-254-2150

Attn: Rhonda Boucher

Request for Certificate of Insurance

Policy Number: Hub International Policy no. 551461627-1012

Facility/Location Holding The Event:

Name & Address : _____

Phone # : _____

Facility Insurance Information:

Company Name: _____

Policy Number: _____

Club Details:

Ratified Student Group Holding Event: _____

Event Details:

Type of Function: _____

Number of People at Function : _____

Will Liquor be served at the event: Yes / No

Event Date: _____ to _____

Start Time : _____ am / pm

End Time : _____ am / pm

Event Description (Please List all Activities):

UWSA Official Off-Campus Events Insurance Form

Insured Organization:

University of Windsor Students' Alliance
401 Sunset Avenue
Windsor ON N9B 3P4

Club Details:

Ratified Student Group Holding Event: _____

Please Note that 2 of the Ratified Club Executives Hosting the Event must be in full knowledge of this form

Club President: _____ Phone/Email: _____

Club Executive: _____ Phone/Email: _____

Event Executive*: _____ Phone/Email: _____

* To act as contact during event at all times

Signature Of Proprietor: _____

Name & Position

Date

PLEASE NOTE:

If certificate holder requests to be added as additional insured, a written request must be provided.

Signature of Club & Event Executives (Please Ensure all Above Information is Correct):

Club President : _____ Date: _____

Club Executive : _____ Date: _____

Event Executive : _____ Date: _____

** For Office Use — Please Email a Scanned Copy to All Club Executives and Groups Coordinator, Keep Original for File **

** Fax only the First Page to Ms. Boucher **

University of Windsor Students' Alliance Funding Request Form

Contact Information:

Group Name:

Date:

Contact Name:

Contact Phone:

Email:

Student Number:

Funding Information:

Reason for Funding:

- ☐ Club Funding
☐ Special Event Funding

Amount Requesting:

Amount \$ _____

*Presentation to the Finance Committee if requesting more than \$300

*Presentation to the Board of Directors if requesting more than \$5,000

Funding Requested:

Name of Event: _____

Location of Event: _____

Date(s) of Event: _____

*Only ratified UWSA student groups are eligible for club funding

Presentation to Finance Committee or Board of Directors:

- ☐ Yes ☐ No

Submit this form to the UWSA Office, UWSA Hub, or with the VP of Finance and Operations
For Official Office Use Only

Presentation:

- ☐ Yes
☐ No

- ☐ Board
☐ Committee

- ☐ Approved
☐ Denied
☐ Conditional

Amount of Funding Eligible for \$:

Amount of Funding Approved for \$:

**RELEASE OF LIABILITY, WAIVER OF CLAIMS,
ASSUMPTION OF RISKS AND INDEMNITY AGREEMENT**

Event / Activity: _____

Date of Event : _____

Event Start Time: _____ Event End Time: _____

Name of Participant : _____ Student ID: _____

Address: _____

Telephone: (_____) _____

ASSUMPTION OF RISKS: I am aware that participating in the activity of a _____ involves inherent risks. I freely accept and fully assume all such risks, dangers and hazards and the possibility of personal injury, death, property damage or loss, resulting there from.

RELEASE OF LIABILITY, WAIVER OF CLAIMS AND INDEMNITY AGREEMENT:

In consideration of approval to participate in this event, I hereby agree as follows:

_____ TO WAIVE ANY AND ALL CLAIMS that I have or may have in the future against UWSA & University of Windsor officers, employees, students, agents, volunteers and independent contractors (all of whom are hereinafter collectively referred to as "the Releasees");

_____ TO RELEASE THE RELEASEES from any and all liability for any loss, damage, injury or expense that I may suffer, or that my next of kin may suffer as a result of my participation in the activity of _____ due to any cause whatsoever INCLUDING NEGLIGENCE, BREACH OF CONTRACT, OR BREACH OF ANY STATUTORY OR OTHER DUTY OF CARE, INCLUDING ANY DUTY OF CARE OWED UNDER THE OCCUPIERS' LIABILITY ACT, RSA 1980 c. 0-3 AS AMENDED ON THE PART OF THE RELEASEES _____ (initial here that you have read paragraph 2);

_____ TO HOLD HARMLESS AND INDEMNIFY THE RELEASEES from any and all liability for any damage to the property of, or personal injury to, any third party, resulting from my participation in the activity of a _____ ; and

_____ This agreement shall be effective and binding upon my heirs, next of kin, executors, administrators, assigns and representatives in the event of my death or incapacity.

I HAVE READ AND UNDERSTAND THIS AGREEMENT AND I AM AWARE THAT BY SIGNING THIS AGREEMENT I AM WAIVING CERTAIN LEGAL RIGHTS WHICH I OR MY HEIRS, NEXT OF KIN, EXECUTORS, ADMINISTRATORS AND ASSIGNS MAY HAVE AGAINST THE RELEASEES.

Dated at _____, this _____ day of _____, 2015
location date month

Witness Signature

Participant Signature

Witness of Parent/Guardian

Parent/Guardian (if participant under 18 years)

This agreement must be completed in full, signed, dated, witnessed and paragraph 2 must be initialed before the participant may participate in the activity.



UNIVERSITY of WINDSOR
STUDENTS' ALLIANCE

Local 49 of the Canadian Federation of Students

University of Windsor Students' Alliance
Room 209 CAWSC, 401 Sunset Avenue
Windsor ON, N9B 3P4

Deposit Form

Group Name:

Account Number:

Deposit by:


Received by:

CASH		CHEQUES		
Bills/Coins	Amount	Name	Cheque Number	Amount
\$5.00 x				
\$10.00 x				
\$20.00 x				
\$50.00 x				
\$100.00 x				
Coins				
Total		Total		

Comments:

Total Amount: _____

Date: _____

 UNIVERSITY of WINDSOR STUDENTS' ALLIANCE	UWSA CHEQUE REQUISITION FORM	Cheque Req #
	Date Submitted:	
	Date Required:	
	Club:	
University of Windsor Students' Alliance Room 209 CAWSC, 401 Sunset Avenue Windsor ON, N9B 3P4	Submitted By:	
	Email Address:	

PAYABLE TO:

Club Comments (required):

Charge Account Number:		\$
Charge Account Number:		\$
Charge Account Number:		\$
Charge Account Number:		\$
Charge Account Number:		\$
	HST	\$

Total amount of Cheque:	Back up Attached:	Approved By: (UWSA Eligible Signatories: President, VP Finance, GM, Finance Manager) Signature:
	YES: <input type="checkbox"/> NO: <input type="checkbox"/>	
Finance Department Comments:		

CLUB AND SOCIETY SECTION

Club/Society Name		Club/Society Account Number:
Authorized Signatory 1	Name	Signature
Authorized Signatory 2		



www.wechu.org

SPECIAL EVENT ORGANIZER APPLICATION

This form is for special event organizers only. All food vendors must fill out the "Food Vendor Application Form". This application must be submitted 30 days prior to the event. Please send completed form to the Windsor-Essex County Health Unit, 1005 Ouellette Avenue, Windsor, ON N9A 4J8 or Fax to (519) 258-8672.

ORGANIZER INFORMATION:

Event Name: _____

Event Location: _____

Event Date: _____ Time of Event: _____
yy/mm/dd to / from

Name of Contact: _____ Contact Phone: _____

Mailing Address: _____

Name of Contact: _____ Contact Cell: _____
(during event if different from above)

Expected Attendance: _____ Number of Food Vendors: _____

Means of Waste Water Disposal: _____

Washroom Facilities ☐ Permanent ☐ Portable Number _____

Handwash Stations: ☐ Provided by Organizer ☐ Provided by Food Vendors

(each food booth is required to have a handwashing station. One (1) handwashing station may be shared between two (2) food booths providing that they are located directly next to another)

Please check if you are a:

☐ Religious Organization ☐ Fraternal Organization ☐ Service Club ☐ Farmer's Market

Please submit the attached vendor list and site plan to this application. Include the area indicating the location of food booths, handwash sinks, garbage receptacles, waste water disposal, dishwashing water supply, washroom facilities and fencing.

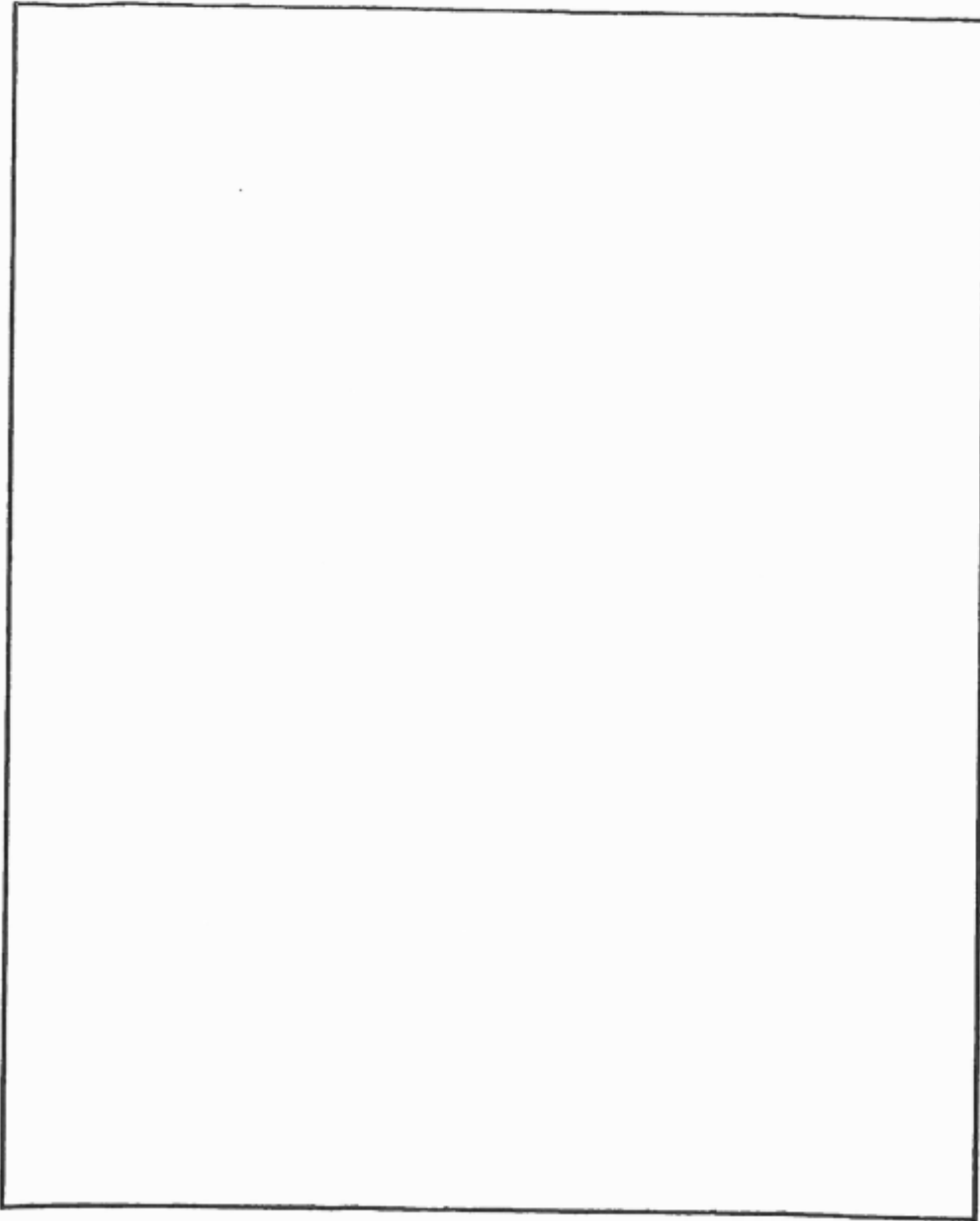
1005 Ouellette Avenue, Windsor, Ontario N9A 4J8

Phone: (519) 258-2146

Fax: (519) 258-8672

Site Plan

Submit a diagram that indicates the location of the food booths, handwashing stations, garbage receptacles, dishwashing area, waste water disposal, washrooms and fences.





LOCKER REQUEST FORM

Student Groups are able to use the lockers outside of the UWSA office. These lockers are for Student Group use ONLY. Failure to comply will result in locker privileges being withheld. Each Student Group is able to reserve a maximum of two lockers and must supply their own lock. This form must be completed in full and brought to the UWSA office. The Student Groups Coordinator will review your request and email you a confirmation.

Student Group Name: _____

Circle one: Society or Club

Number of Lockers Requested: _____

Lock Combination: _____

Lock Combination: _____

Notes:

I have read and understood the Code of Conduct as outlined by the paragraph above. I understand that the UWSA along with the Student Groups Coordinator can terminate locker privileges as needed. The UWSA is not responsible for any lost or stolen items.

President: _____

Vice-President: _____

Email: _____

Email: _____

Phone Number: _____

Phone Number: _____

Signature _____

Signature _____

Date: _____

Date: _____

This section is to be completed by the Student Groups Coordinator:

Locker(s) assigned: _____

Student Groups Coordinator



UNIVERSITY OF WINDSOR
STUDENTS' ALLIANCE

University of Windsor Students' Alliance
Room 209 CAW5C, 401 Sunset Avenue
Windsor ON, N9B 3P4

UNIVERSITY OF WINDSOR STUDENTS' ALLIANCE Credit Card Agreement for Societies

On behalf of the _____ Society,
(Society name, please write in print)

we appoint _____ to be the designate credit card user for
(Society card holder name, please write in print)

the Society. Our society accepts full responsibility for all financial transactions made using the credit card.

Our Society authorizes the UWSA University of Windsor Students' Alliance to pay the credit card statement each month directly from our account and to then provide a copy of the credit card statement to a member of the society. Our society understands and accepts all details related to the operations of the credit card as outlined in the credit card guidelines section of the policy.

President of the


Sign here please

Name in print

VP Finance/Treasurer of the

Sign here please

Name in print

 UNIVERSITY OF WINDSOR STUDENTS' ALLIANCE	UNIVERSITY OF WINDSOR STUDENTS' ALLIANCE SOCIETY CREDIT CARD POLICY AND AGREEMENTS	

Name:		DOB:	
Address:		Postal Code:	
City:		Province:	
Phone:		Email:	

Please complete the rest of this form with the VPFO of the UWSA.

Society Name:		Pick up Date:	
Card Holder Name:			

I _____ <small>(Society card holder name, please write in print)</small>	
designated credit card holder of the _____ Society, <small>(Society name, please write in print)</small>	
acknowledge that I have received the Society credit card and authorize the University of Windsor Students' Alliance to debit our Society account in the amount of \$100 to cover administration fees associated with the credit card.	

Card Holder, Society <small>(signature)</small>	
VPFO, UWSA <small>(signature)</small>	

*Please have a valid ID with address with you when signing this form. Thanks



SOCIETY MANDATORY FEE COLLECTION AGREEMENT

THIS AGREEMENT made the _____ day of _____, (YEAR)

Between:

THE UNIVERSITY OF WINDSOR STUDENTS' ALLIANCE (the "UWSA")

-and -

THE _____ SOCIETY (the "Society")

WHEREAS the UWSA has been charged with the responsibility of holding Societies accountable to the standards set out by the University of Windsor Board of Governors,

AND WHEREAS the UWSA has agreed to provide insurance to the Societies benefiting from mandatory student fees,

AND WHEREAS the Society requires insurance to function,

AND WHEREAS the Societies are required to be accountable to their members and the UWSA,

IN CONSIDERATION of the covenants and agreements herein contained, the parties agree to the following:

1. The Society agrees that all mandatory student Society fees collected by the University of Windsor on behalf of their members be forwarded to the UWSA and held in trust.
2. The UWSA agrees to be the trust agent on behalf of the Society.
3. The Society agrees to abide by the Policies and Regulations communicated to the Society by the UWSA, including but not limited to:
 - a. All cheque requisitions and purchase orders must be signed by two signing authorities as identified by the Society for the withdrawal of any Society monies;
 - b. Provide documentation as to where the funds will be allocated; and
 - c. All mandatory student fees will be deposited and maintained within the UWSA bank account.
4. The UWSA agrees to maintain a reasonable and reliable turn-around time for the issuing of cheques to Societies.
5. The UWSA agrees to consult with the Society Presidents regarding changes to the current Society Policies and Regulations as well as the creation of new Policies and Regulations.

6. If the Society is in breach of the Policies and Regulations noted above, student Society fees will be withheld until the appropriate measures are taken to ensure that the Society conforms with the Policies and Regulations. These decisions will be made by the UWSA Executive, then appealed to the UWSA Board of Directors, if necessary. The Society President or their delegate will be given the opportunity to make a presentation regarding the actions of the Society and will be available to respond to any questions.
7. The UWSA will review this agreement annually with the Society Presidents and can be amended upon the agreement of both parties.
8. Any disagreement relating to the above agreement shall be settled by binding arbitration by an arbitration panel. The panel shall consist of one member appointed by the UWSA and one member appointed by the Society. The third-party member shall be appointed from the Faculty of Law and be approved by the UWSA appointee and the Society appointee. The cost of the arbitration shall be borne equally by both parties.

This agreement shall be binding upon the parties hereto and their respective executives, successors and assignees.

IN WITNESS WHEREOF this agreement has been duly executed by the parties hereto as of the day and year first above written.

SIGNED in the City of Windsor, in the presence of:

THE UNIVERSITY OF WINDSOR STUDENTS' ALLIANCE

_____, President

Date of Signature: _____

THE SOCIAL SCIENCE SOCIETY

_____, President

Date of Signature: _____