

Clubs and Societies

(Schedule 5)

Clubs and Societies (Schedule 5)

These regulations are intended to assist students in the process of setting up and running Clubs and Societies. The intention is to promote and aid students organising these activities, whilst ensuring the proper and efficient use of the Students' Union resources.

1. General

- 1.1 To be considered for recognition, a new Club or Society shall present to the Sports and Societies Officer, a proposal as specified below in section 2.
- 1.2 No Club or Society may receive funds from the Students' Union or make use of the Students' Union facilities without the prior recognition of the Club or Society by the Executive Committee.
- 1.3 No Club or Society shall be recognised if its purpose conflicts with the Core Objectives of the Students' Union, except that this restriction shall not be interpreted so as to preclude the establishment of political, religious or ethnically based clubs and societies.

2. Starting Up Clubs and Societies

- 2.1 A proposal for the formation of a Club or Society must be submitted to the Sports and Societies Officer, who shall present the proposal to the Executive Committee.
- 2.2 Such a proposal will require the following supporting information:
 - 2.2.1 The signatures of ten full members of the Union.
 - 2.2.2 A statement of the aims and objectives of the Club or Society, which shall not be contrary to the Core Objectives of the Union.
 - 2.2.3 Each Club or Society must have a unique constitution, which determines the activities in which it can partake.
 - 2.2.4 All Clubs or Societies must adhere to their own Club or Society Constitution.
 - 2.2.5 A proposed membership fee, which shall normally be a minimum of £3.00 per person, per year.
 - 2.2.6 Provision for the election of a Committee to include as a minimum a Chairperson, a Secretary and a Treasurer.

3. Funding of Clubs and Societies

- 3.1 The Executive Committee shall allocate a sum in the Students' Union budget which shall be for Grants to recognised Clubs and Societies.
- 3.2 All Clubs and Societies shall be required to submit a budget request form to the Student Vice President, who shall make recommendations to the Executive Committee.
- 3.3 The deadline for the submission of budget requests shall be set by the Executive Committee.
- 3.4 No expenditure will be authorised until a budget request has been submitted and a budget approved by the Executive Committee.
- 3.5 Clubs and Societies that are dissatisfied with the budget allocated to them by the Executive shall have the right to appeal to the Student Parliament.

4. Sponsorship of Clubs and Societies

- 4.1 The Executive Committee may seek sponsorship for Sports Clubs and Societies on an annual basis.
- 4.2 All monies raised by the Students' Union for the sponsorship of Sports Clubs and Societies will be allocated to all registered and affiliated Sports Clubs and Societies of the Students' Union via a budget submission and allocation process.
- 4.3 Individual clubs and societies may not seek individual sponsorship from restaurants or bars that are in direct competition with the Students' Union. Those restaurants and bars deemed to be in competition will be at the discretion of the Student Vice-President.
- 4.4 Any sponsorship agreement shall be agreed by the Executive Committee.
- 4.5 No club or society or the Students' Union can accept or receive personal payment from an individual in any form for the sponsorship or endorsement of their activities, without the prior written approval of the Executive Committee.
- 4.6 All members of the Executive Committee and members of clubs and societies must declare any personal interest in persons or companies applying for tenders. Where the interest is material (one which an ordinary student, with knowledge of the relevant facts would consider may prejudice the Officers or members positions), he/she shall not vote or participate in an discussion relating to the tender.

- 4.7 No member of the Executive Committee, club or society may accept gifts, tokens or monies which will benefit them personally. E.g. any tickets received must be placed in competition open to all members (Schedule 8).

5. Clubs and Societies Expenditure

- 5.1 Clubs and Societies shall abide by the Financial Procedures (Appendix E) of the Students' Union.
- 5.2 Any request for expenditure must be approved in accordance with the Students' Union Financial Procedures.
- 5.3 The Union shall not be responsible for any order made by a club or society unless it has been made on an official Students' Union order form, and in accordance with the Financial Procedures.
- 5.4 The approval of non-core activity expenditure will be dependent on funds being raised directly from the members.
- 5.5 The Club or Society shall not hold its own bank account and all its finance will be administered through the Students' Union in accordance with the Students' Union Financial Procedures.

6. Duties of Club and Society Officers

- 6.1 All Committee members of affiliated clubs and societies of the Students' Union shall be responsible to the Executive Committee of the Students' Union.
- 6.2 The election of club and society officers shall take place at a general meeting of the club or society, and they shall present evidence of their election to the Executive Committee.
- 6.3 All officials of a Club or Society shall be responsible for its promotion during Freshers week to encourage new membership.
- 6.4 The Chairperson of the relevant Club or Society Committee shall be responsible for the smooth running of any social events and activities.
- 6.5 The Chairperson shall be responsible for the convening of General Meetings of the members of the club or society and represent the club/society to the Sports and Societies Officer.
- 6.6 The Secretary of the relevant Club or Society Committee shall be responsible for publicising meetings, providing agendas and taking minutes of the meetings.
- 6.7 The Treasurer of the Club or Society shall be responsible for ensuring that all its expenditure is legitimate and that it does not exceed

allocated budgets. The Treasurer shall be responsible for reporting on the financial activities of the Club or Society to its members on an annual basis.

- 6.8 The Treasurer of the Club or Society shall ensure that all income received by the Club or Society is paid directly into the Students' Union accounts.
- 6.9 All Club and Society Committee members are responsible for keeping an inventory of all equipment, for its security and good maintenance and for communicating this information with the Students' Union.
- 6.10 Failure to abide by these regulations or any other part of the Union Constitution may result in suspension of the Club or Society by the Executive Committee.

7. Duty of Care

- 7.1 Clubs and Societies must ensure that they take responsibility for the safety of members participating in their activities. Clubs and Societies will be expected to work with the Students' Union on the development and operation of duty of care / health and safety policies and procedures.

8. Sports and Society Awards

- 8.1 Awards shall be made each year to recognise the sporting and volunteering achievements of individuals, clubs and societies and to recognise the contribution of individuals to the development of student sport or society at the University.
- 8.2 Awards shall be made at the discretion of the Executive Committee.