

Instructions

Congratulations on deciding to start up a club or society! It is an easy 3 step process that has been split into the following stages:

1. Fill in the Committee Form, Constitution Form, Budget plan & Document of Interest;
2. Send an email to mhedenbe@sgul.ac.uk requesting to be recognised;
3. Attend the next exec meeting explaining why you want your club or society to exist.

Please do not be worried about attending an exec meeting - we will explain the process in more detail then. If you have any queries, please email Malvina Hedenberg: mhedenbe@sgul.ac.uk

Frequently Asked Questions:

What is a constitution?

The Students' Union is governed by a document called a 'Constitution' and your club or society will have to be governed by a similar document. This document outlines the process by which you club/society will be run.

What is included in a Constitution?

The SGSU constitution mandates that each club/society constitution has to include:

- The name, aims and objectives of the club or society.
- Membership of the club/society will be open to all members of SGSU in accordance with the SGSU constitution, regulations and policies.
- Members of the club/society as well as the club/society itself shall act in accordance with the SGSU constitution, regulations and policies.
- A membership fee is required from all club/society members. The club/society officials shall determine this fee and are responsible for its collection.

- The club's/society's financial matters shall be dealt with in accordance with the SGSU Constitution, Regulations and Policy.
- Officers of clubs and societies shall be elected democratically, according to the club or society's constitution, and the results of such elections notified to the vice president student activities and experience at the first opportunity.
- Any complaints or disciplinary matters shall be dealt with in accordance with the SGSU Constitution, Regulations and Policy.
- Be signed and dated by a representative(s) of the club/society

A template for a constitution can be found at the end of this pack.

What is a committee?

A committee is a group of students who have been elected to run a club/society. Each club/society requires a committee consisting of at least a president and a treasurer. Your club/society can add extra people to its committee, for example general secretary, events organiser etc....

A new committee should be elected every year and the Students' Union should be informed of the make-up of this new committee as soon as possible. A committee form can be found at the back of this pack.

I've filled in the Constitution form and the Committee form, what else do I need?

The next step is to show that there is interest amongst students and to provide a budget for the year.

You will need to provide the SU executive with evidence that students want to be part of your society, this can be done by getting people to sign the Declaration of Interest form at the back of the pack.

Your society should include students from as many different years and courses as possible. Clubs/societies should aim to have at least 20 people interested, however there is no specific figure, and the SU executive will be the final judge of whether you have enough interest.

Your budget should include an estimation of how much income you will generate through subscription fees/ sponsorship etc, and an estimation of the club/society expenditure for the year ahead.

Everything is done?

If you have completed your constitution, your committee form, your document of interest form and your budget then you should send an email to Malvina confirming that the relevant forms have been completed. Malvina will inform you of the date of the next executive meeting where you will be scheduled to present your proposal.

What happens at the executive meeting?

At the meeting, you will have to present your club/society to the SU executive. The chair will ask you to present your society and you should tell us why you want to set it up, what you plan to do for the rest of the year, what your long-term aims are for the club/society etc.

After you have done this you will be asked to leave the room while questions are generated, and you will then be brought back in to answer the questions.

When reviewing your application to become a society, the exec will base the decision on the SGSU constitution which includes the following:

Whether the application form contains:

- The names of the proposed president or captain and treasurer (or equivalents)
- The objectives of the club or society;
- A detailed agenda of the planned activities;
- A detailed budget plan;
- The proposed constitution of the club or society;
- Documented interest of membership.

And other considerations e.g.:

- Student interest in the proposed objectives or activities;
- Existing clubs or societies that may already fulfil or provide the proposed objectives or activities;
- Existing clubs or societies that could reasonably be altered to fulfil or provide the proposed objectives or activities;

- Local, external groups that may fulfil or provide the proposed objectives or activities;
- The likely cost and other practicalities of fulfilling or providing the proposed objectives or activities;
- The proposed objectives or activities in relation to the charitable objectives of the Students' Union.

Finally, the executive will take a vote on whether they believe your society will be formed. There are three possible outcomes:

- **Accept-** The executive have decided to accept your club/society and you are now a fully-fledged club/society of SGSU.
 - N.B. The executive may place certain requirements or conditions on an accepted application if there are concerns about any specific issue.
- **Reject-** The executive have decided to reject your club/society. You will be informed of the reasons at the meeting. Unfortunately a rejection means that you cannot return to the executive for 6 months, however the vp student activities & experience will be happy to work with you to improve the proposal.
- **Neither Accept nor Reject-** The executive have decided that your society is viable, however there are a few minor problems which need to be fixed. You can work with the vp student activities & experience to fix the problems identified by the executive and you can then present your club/society again at the next executive meeting.

What happens when I get accepted?

Once you are accepted as a club/society you are free to start acting on your plans. However, one representative of your committee will be required to attend each council meeting. There is a sign-in sheet at each meeting, and if you are shown to not have attended two consecutive council meetings, you may be sanctioned.

Constitution Template:

..... Club/ Society Constitution

Contents

- 1 Name
- 2 Aims and Objectives
- 3 Membership
- 4 Subscriptions and Finance
- 5 Club/Society Officials
- 6 Duties of Club/Society Officials
- 7 Meetings
- 8 Voting
- 9 Constitutional Changes
- 10 Complaints Procedure
- 11 SGSU Commitments
- 12 Discipline
- 13 Declaration

1 Name

1.01 The club/society's name shall be.....

2 Aims and Objectives

2.01 The aim of the club/society shall be.....

2.02 The aim shall be achieved by.....

3 Membership

Membership of the club/society will be open to all members of SGSU in accordance with the SGSU constitution and policies.

3.01 Members of the club/society shall act in accordance with the SGSU constitution and policies.

4 Subscriptions and Finance

4.01 A membership fee is required from all club/society members. The club/society officials shall determine this fee and are responsible for its collection.

4.02 The club's/society's financial matters shall be dealt with in accordance with the SGSU constitution and policies.

5 Club/Society Officials

5.01 An elected committee will conduct the running of the club/society.

5.02 The committee shall ensure that the club/society abides by this constitution.

5.03 The committee will consist of the following officers who shall be members of SGSU:

- President/Captain
- Treasurer
- Secretary
- Etc...

5.04 The committee will serve for one academic year.

6 Duties of Club/Society Officials

6.01 The club/society president/captain is responsible for:

- This
- This
- And This

6.02 The club/society vice president is responsible for:

- This
- This
- And This

6.03 The club/society treasurer is responsible for:

- This
- This
- And This

6.04 The club/society secretary is responsible for:

- This
- This
- And This

6.05 The club/society..... is responsible for:

- This

7 Meetings

7.01 The club/society committee shall meet regularly during term time.

7.02 Regular committee meetings are required to discuss all club/society matters. Minutes shall be made available to SGSU for ratification.

8 Voting

8.01 This will take place for the election of officials and any other issue that the club/society deems of importance.

8.02 Only club/society members will be entitled to vote.

8.03 The results of any election shall be passed to the sports/societies officers and the vice president student activities & experience at the earliest opportunity.

9 Changes to the Club/Society Constitution

9.01 Changes can be implemented if a two-thirds majority is obtained at an annual or extraordinary general meeting of the club/society.

9.02 Any changes shall be deemed provisional until passed to the sports/societies officer and the vice president student activities & experience at the earliest opportunity and subsequently ratified.

10 Clubs/Societies Complaints Procedure

10.01 Any complaints shall be dealt with in accordance with the SGSU constitution and policies.

11 SGSU Commitments

11.01 The club/society shall adhere to the SGSU constitution and policies

12 Discipline

12.01 Any disciplinary matters shall be dealt with in accordance with the SGSU constitution and policies.

13 Declaration

I declare that the.....club/society shall abide by this Constitution, drawn up on (insert date)

.....**Club/Society President** Sign, Print and Date

I declare that this Constitution has been ratified by SGSU and theClub/Society is hereby recognised by the SGSU

.....**SGSU Sports/Societies Officer** Sign, Print and Date

CLUB/SOCIETY REGISTRATION AND HANDOVER PACK 2022/2023

CLUB/SOCIETY

Committee 2022/23 Declaration

We, the committee 2022/23, declare that:

- All new committee members have been voted in democratically according to our constitution.
- All members of the society were given the opportunity to vote.

President 22/23:

Print Name _____ **Signed** _____ **Date** ___ / ___ / ___

Treasurer 22/23:

Print Name _____ **Signed** _____ **Date** ___ / ___ / ___

REQUIRED COMMITTEE MEMBERS

PRESIDENT (or equivalent)

TREASURER

The personal details contained in this pack are covered by the Data Protection Act and thus will not be given out to anyone who asks. In order for new members to contact you, it is imperative that you provide the contact details of a committee member from your society who will deal with all enquiries.

Main Contact Details- Please write clearly

NAME:

TELEPHONE No:

EMAIL:

MAIN SOCIETY EMAIL:

FINANCE

Number of members: _____

Membership fee charged: £_____

Committee 2022/23 Agreement

We, as in the committee, agree to abide by the conditions set within and ensure that:

- We will communicate with the union on a regular basis about all events and issues affecting us.
- We will abide by our constitution and update it when necessary
- We will not agree to sponsorship deals without permission from SGSU.
- All membership fees and event takings are handed in within 24 hours or as near to as possible to the vp student activities & experience, and no monies are kept in petty cash.
- We will ensure that at least one representative shall attend all SGSU council meetings as required.
- Members, inclusive of the committee shall adhere to the SGSU constitution, regulations and its policies, in particular the regulation for clubs and societies

- We will abide by all SGUL policies in particular equal opportunities and child protection policies.
- We will not invalidate the Student Union's or SGUL's insurance policies
- We will ensure next years equivalent of this form is completed in a timely manner

President 22/22:

Print Name _____ Signed _____ Date ___ / ___ / ___

Treasurer 22/23:

Print Name _____ Signed _____ Date ___ / ___ / ___

Treasurer 2022/23 Agreement

I, the society treasurer, understand that monies will only be reimbursed for purchases made with prior permission from the student activities and events coordinator. I can however authorise purchases using money raised from subscription fees, sponsorship or donations in any way the committee sees fit. I understand all that is required to abide by the financial rules and regulations and that if I am unsure at anytime I will seek advice. I am responsible for all the financial matters for the period (month) (year) **until** (month) (year) (estimate if necessary). All membership fees and other money raised will be paid in and no petty cash will be withheld.

Club/Society Treasurer 2022/23

Print Name _____ Signed _____ Date ___ / ___ / ___

Committee Members Details 2022/23

Please provide all details requested

If more than one person is elected to position put everyone's details down

Essential positions

President (or equivalent)

Name:

Course & year of study:

D.O.B:

Mobile:

Email address: (Please write clearly)

Treasurer

Name:

Course & year of study:

D.O.B:

Mobile:

Email address: (Please write clearly)

Well-Being Officer (Max 2)

Name:

Course & year of study:

D.O.B:

Mobile:

Email address: (Please write clearly)

Position:

Name:

Course & year of study:

D.O.B:

Mobile:

Email address: (Please write clearly)

Position:

Name:

Course & year of study:

D.O.B:

Mobile:

Email address: (Please write clearly)

Position:

Name:

Course & year of study:

D.O.B:

Mobile:

Email address: (Please write clearly)

Position:

Name:

Course & year of study:

D.O.B:

Mobile:

Email address: (Please write clearly)

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