

CLUBS AND SOCIETIES

1. There shall be clubs and societies of the Union.

1.1 Setting up a club or society

- i) No club or society may receive funds from the Union or use Union facilities without recognition in each academic year by the Executive.
- ii) To be considered for recognition, the club or society shall lay before the Executive an acceptable constitution, a plan of activities and a list of paid up prospective members in accordance with the clubs and societies schedule.
- iii) No club or society will be recognised if its objects conflict with those of the Union. However, this restriction shall not be interpreted so as to prevent the establishment of political, religious or ethnically based clubs and societies.
- iv) Any club or society that wishes to be recognised by the Union shall present to the Executive Committee:
 - a list of **10 signatures of members**
 - the proposed membership fee
 - a constitution for the club or society to include:
 - a) The name of the club/society;
 - b) The aims and objects of the club/society (which shall not be contrary to those of the union);
 - c) Regulations relating to membership eligibility to the club/society;
 - d) Provision for the election of a committee for the club/society to include as a minimum a chairperson, a secretary and a treasurer;
 - e) The responsibilities of the committee;
 - f) Provision for general meetings for all members of the club or society;
 - g) Provision for an annual general meeting at which an income and expenditure account shall be presented and approved;
 - h) Provision for the union statement on equal opportunities.

1.2 Money for clubs and societies

- i) The Trustee Board shall earmark a sum in the union budget which shall be for grant aid of recognised clubs and societies.
- ii) To receive funding an eligible club/society shall submit a budget proposal to the Executive. This should be submitted by the end of September.
- iii) The Trustee Board shall meet and allocate the funds. Allocations will be made on the basis of the level of activity in the club/society; the number of members it has and special equipment and travel considerations. A contingency fund shall be set aside, the value of which shall be determined by the trustee board.
- iv) The allocations shall be approved at the first meeting of the Executive of the new academic year.
- v) Any request for expenditure must be approved by the Student Liaison Officer and paid by cheque.

1.3 Meetings of clubs and societies

- i) The Annual General Meeting of each club and society shall be held before the end of October of each year. This meeting will elect the club or society committee.
- ii) Each club or society should have a minimum of one general meeting per term where all committee members of the respective club/society should attend, unless reasonable apologies are submitted.
- iii) The quorum of each club/society general meetings shall be 50% plus one of the club or society membership.
- iv) The Committee Secretary is responsible for arranging the dates of meetings and must inform the members at least five college days in advance. Agendas should be available two days in advance of the meeting.
- v) Changes to the constitution of any club or society can only be made at a club or society's general meeting and must be ratified by the Executive Committee. In cases where the Executive Committee do not ratify the changes, the club or society may appeal to Student Council.

1.4 Responsibilities of clubs and societies

- i) No-one from a club or society may commit either the club or society or the Union to any expenditure without prior authorisation through the Union's budgetary control system.
- ii) The club or society shall be responsible for promoting itself during induction week to encourage new membership.
- iii) All clubs and societies' committees will produce an activities report and the Treasurer will submit an income/expenditure sheet to the Executive Committee at the end of each term.
- iv) The club or society shall not hold its own bank account and all its finance will be administered through the Union.
- v) The club or society shall hold no funds whatsoever outside the Union accounts.
- vi) The Chairperson of the club/society shall be responsible for the smooth running of any social events and activities and shall be responsible for convening of general meetings.
- vii) The Secretary shall be responsible for publicising general meetings, providing agendas and taking minutes of the meetings.
- viii) The Treasurer shall be responsible for ensuring that all expenditure is legitimate and that it does not exceed the club or society allocation for that year. The treasurer shall also ensure that an accurate list of all equipment purchased is kept and all equipment is returned to the union at the end of the academic year.
- ix) The Treasurer shall ensure that all income received by the club or society is paid directly into the Union accounts and that no funds received by the club/society are withheld.
- x) The Treasurer shall ensure that an income and expenditure account for the previous academic year is presented to the annual general meeting of the club or society and copies are sent to the finance officer of the union.
- xi) Failure to abide by these regulations and the Union constitution may result in suspension of the club or society by the Executive Committee.