

# Club and Society Regulations



**Club/Society is affiliated to the Students' Union and is therefore bound by the Students' Union Constitution and the Students' Union regulations.**

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1. Membership of the society shall be available to all students at this University.
2. A list of members shall be held by the Student Union Office.
3. Rights of members
  - a) Paid up members shall have the right to vote for officials and attend and speak at general meetings etc.
  - b) Any decision resulting in a change in membership fees must be recorded in the minutes of Society Committee meetings or decided at an annual or bi-annual general meeting.
  - c) All memberships expire in August, therefore students are required to renew their society memberships to continue receiving member benefits.
  - d) Members shall have the right of appeal to the Student Union Executive.
  - e) Members shall have the right to see society accounts.
4. The Executive Committee will be made up of a minimum of the following; President, Social Secretary, and Secretary, plus any other Committee member that is necessary for running a society. Their mandatory positions and their duties will be as follows:

*The President* - shall preside over meetings and shall have the casting vote at meetings. He/she should sign copies of the minutes of all meetings. The President shall keep the Student Union office informed of events or any changes to the Society.

*Social Secretary* - The social side of your Society is an essential side of it. For a lot of your members, it is the most important reason that they joined in the first place. The Social Secretary is responsible for organising social events and needs to be filled by someone who likes people! An active social calendar helps members get to know each other better, encourages new members and engages other Societies. Your Society **MUST** run 3 activities a term that benefit all of your members and this is a key responsibility for the Social Secretary.

*The Secretary* - The role of Secretary is largely administrative, creating agendas and taking minutes, overseeing the Societies financial affairs and keeping the club's records up to date. The Secretary also needs to communicate what's going on to all the Society members so they stay interested and stay involved.

#### T&C's:

A student may only stand for, or be elected as a committee member provided he/she can complete his/her term of office.

A society is allowed a maximum of 5 executives and a minimum of 3 when starting up. As their society grows they are allowed to add more executives to their board. This works in a tiered system, for more info ask your SU Staff.

#### 5. Elections:

- a) Elections will be held once a year in August during the Annual General Meeting week.
- b) Nominees must not be graduating in December.
- c) A member of the Student Union Executive Committee (who is not a member of The Society) shall be present at elections.
- d) To stand for office students must be paid up members of the society and their names must appear on the Members List.
- e) A valid University of Buckingham ID card must be produced to enable the member to vote.

## 6. Finance:

- a) The Students Union holds an account for each society, which society leaders can be reimbursed through.
- b) Societies may apply for a grant by submitting a grant form which includes details of expenses to be made. The grant form must be signed by the Society Executive team and should include invoices for larger expenses.
- c) If a personal payment has been made for a society matter, then a request for reimbursement may be made. One should receive an invoice form outlining the details of the payment and attach the receipts. The invoice form needs to be signed by two executives of the Society.
- d) If a society goes dormant their funds will be held for six months, after which they will be absorbed by the Students' Union.

## 7. Other Regulations:

- a) All Societies must be affiliated to the Students' Union (University Regulation 7.5).
- b) Only affiliated Societies are able to use the University premises for meetings or functions, or use or hire any Students' Union equipment.
- c) If a Club/Society wishes to disaffiliate itself from the Student Union it must relinquish all funds to the Students' Union and remove any association with the University from its name. (Most Clubs/Societies were started with funds from the Students' Union).
- d) All societies are required to hold a minimum of 3 activities or events per term, one of which is dedicated to raising funds for a charity of the societies choice.

These rules and regulations are for the protection of yourselves and your Societies and will in no way hinder any activities of Clubs or Societies.

By creating or running a society at the University of Buckingham you agree to abide by and uphold these