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**Welcome to the world of societies…**

In this booklet, you will find all the forms and information you need to get your society off the ground running! It would be best to go through this booklet with the whole committee so you can make the decisions as a team.

If you have any questions or are unsure of any parts of the booklet, please fill out all the bits you do know and then we can go through the missing sections together.

If you need any advice on these decisions, the Societies Development Coordinator and Activities Officer will be on hand to help you. Feel free to drop them an email:

* [societies@su.arts.ac.uk](mailto:societies@su.arts.ac.uk)
* [activities@su.arts.ac.uk](mailto:activities@su.arts.ac.uk)

**All booklets should be submitted to societies@su.arts.ac.uk**

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1. **Name of Proposed Society:**
2. **Why do you want to create this society?** (minimum 200 words)

*Think: What is the purpose of your society? Why is it important to the UAL students? What do you want to achieve by creating the society? Please give as much detail as possible.*

1. **Planned activities/projects/events/socials.** Please list at least THREE things.
   1. ..
   2. ..
   3. …
2. **In three words describe the ethos/values of your club**
3. **Using your answers above please write three ‘objectives’/’aims’ of your society**. These will form your society ‘constitution’
   1. **…**
   2. **…**
   3. **….**
4. **Are there any societies that are similar to yours?** If so, which ones and how does yours differ? *Please check the ARTS SU website (https://www.arts-su.com/sports-and-societies) for information about existing societies.*
5. **Please pick a society category:**

Academic

Creative

Cultural

Liberation group

Media

Faith

Other

1. **Media/Contact details**
   1. Instagram page:
   2. Email Address:
   3. Other social media/website platforms:

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**Before submitting this form, you must have a confirmed President and Treasurer.** The student fulfilling the role of the **Treasurer** cannot be the same as the President. This is to ensure that there is a balance of decision making and that the society is democratic.

Responsibilities of the **President**:

* Overseeing the overall direction of the society, planning events/exhibitions, ensuring that the society is a positive outlet for student members; liaising with students' union officers and staff on all issues; ensuring compliance with all students' union policies and regulations.

Responsibilities of the Treasurer:

* Administering and recording society finances using up-to-date budgets; authorising all society expenditure; abiding by students' union financial procedures.

**Other committee members**

* As well as the President and Treasurer societies can add as many other committees as they would like. Having additional committee members can be a real asset to the society.
* Other committee members might include: Vice-President, Social Secretary, Social Media Officer, Head of Events etc.

**Please list all Committee Members in the table below.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Committee Role** | **Name** | **Arts Email** | **College & Course** |
| **President** |  |  |  |
| **Treasurer** |  |  |  |
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Society Funding

It is possible for all societies at Arts SU to be free due to grants that we receive from UAL. It is therefore a good idea to have a rough idea of any recurring costs that your society might incur. Some societies will require very few funds, whereas others require more regular funds.

You do not need to know a full cost breakdown for these at this stage. You will however be required to submit grant requests to fund your regular and future one-off activities. These can be submitted with your New Society Booklet, but cannot be approved until your society has been approved.

There are general rules surrounding students' union funding that are outlined in your constitution on p10 of this booklet and can be discussed with your coordinator after your society is approved.

You are also able to fundraise for your society activities and pursue sponsorship.

1. All new societies are eligible for a £100 start-up grant**. If your society is approved, would you like this grant and how do you intend to spend it?**
2. **Do you have any additional regular activities that you would like to run that will require regular funding?** If so please give details below, and if possible include rough costs.
3. **Would you like to charge an optional membership fee to join your society? If so please include the cost and details of why you would like to charge this.**

*Remember that the lower the membership, the more accessible the society is likely to be for all UAL students.*

SOCIETY CONSTITUTION

**What is a constitution and why do societies need one?**

The Arts SU is a charity and all charities in the UK must have a series of aims/objectives. This is to make sure that charities are spending money on what they say they are going to spend it on. Charities also have to abide by something called Charity Law that legally binds them to behave in particular ways, including sticking within their aims.

Your society is almost like a mini charity under the umbrella of Arts SU. Therefore, your society constitution does two things:

1. Everything written in **BLACK** is how your society fits within the Arts SU charity structure and outlines how your society must be compliant with Arts SU regulations. It includes do’s and don’ts of how your society can functions. You should make yourself familiar with these.
2. Everything in **BLUE** is your society identity and what makes defines you. All of your future society activities should fit within these aims/objectives. When you are requesting funds from the SU, you will need to describe how your activities fit within your society’s aims.

**All committee members must review, sign and date this agreement on an annual basis.**

**Please fill out anything in blue below.**

**[NAME OF SOCIETY] CONSTITUTION**

**Date: [INSERT DATE]**

**Date approved by Arts SU:**

**Name of society and objectives**

* The society is officially be entitled ‘**NAME OF SOCIETY***of Arts Students’ Union*', hereafter referred to as ‘society’.
* The objectives of the society are as follows:
* **a) [ INSERT FROM PAGE 1 OF YOUR DEVELOPMENT PACK]**
* **b)**
* **c)**
* The society shall abide by Arts SU’s Code of Conduct, which can be found [here](https://www.arts-su.com/page-holder/sports-societies/committee-hub/code-of-conduct). The Code of Conduct outlines your rights as a student, and what is expected of you as a society committee member.

**Committee**

Mandatory committee positions for every society are President and Treasurer. The responsibilities of these two roles are as follows:

* The President – the society’s principal representative. Responsible for the overall development and delivery of the society’s plans. First point of contact for Arts SU staff.

* The Treasurer - the society’s representative for all financial matters. Responsible for overseeing the budget and for providing effective delivery of the society’s financial activities. The Treasurer is the lead signatory and should countersign all financial transactions.

* ***[Add any additional committee positions and responsibilities here. For instance, Captain, Vice President, Social Media Officer, Secretary, Events Manager etc.]***

* ***{insert}***
* ***{insert}***
* ***{insert}***

Committee members shall be elected annually and shall hold office for one academic year. The committee shall:

* Keep Arts SU informed and up-to-date of all activities, and comply with bye-laws and requirements relating to the operation of societies.
* Administer and organise the society’s activities.
* Attend mandatory committee training provided by Arts SU.
* Act as positive role models to student members.
* Act upon agreements made in committee meetings.
* Use the correct communication channels with regards to any official correspondence.
* Report any health and safety issues, injuries or concerns to Arts SU staff and take responsibility for the overall wellbeing of student members.
* Adhere to Arts SU’s democratic voting procedures when conducting society elections.
* Acknowledge the opinions of all members to ensure that the society is fair and free from discrimination. If there is a dispute, it will be resolved by way of a democratic vote. If the dispute escalates then the committee should contact an Arts SU member of staff and follow the Arts SU complaints and disciplinary procedures.
* Recognise the obligation to ensure that actions and decisions made do not adversely affect the future viability of the society.
* Ensure that the society adheres to Arts SU’s financial procedures.

**Membership**

* Membership of any society is available to all current UAL students who are members of Arts SU.
* Members are defined as those that have paid the mandatory membership fee, which shall be determined by the society committee and agreed to be the Activities Officer
* In order for a society to be recognised, a minimum number of ten paid student members is required after 1 term of operation.
* Members are entitled to participate in activities arranged by the society, and shall be entitled to full use of the society’s equipment.
* Regular meetings/events/games/activities shall be held in term time so that all members have the opportunity to attend.
* Society memberships lasts for the duration of the academic year, unless students have bought a termly membership, and will be deemed to have ended on the last day of summer term.

**Elections**

* All committee members will be elected by a fair vote in an election that has been organised by the society in conjunction with the relevant coordinator and the Activities Officer.
* Elections can be conducted manually or online;
* If an election takes place manually then a representative from Arts SU must be present to ensure that the vote is fair and democratic.
* If you wish to hold an online election then please notify Arts SU of your decision. The elections will appear on the Arts SU [website](https://www.arts-su.com/).
* Any club or society member may stand for election to a society committee, on the basis that they will still be a UAL student the following academic year. This differs slightly for by-elections.
* Any candidates standing in a by-election must be a student for at least the duration of the current academic year.
* The election procedure is exactly the same as a standard election in terms of the voting process – elections will either be manual or online.

**Finance and resources**

* The society shall abide by Arts SU’s financial regulations at all times.
* The society should not hold a separate bank account, and shall place all of its funds within its Arts SU account. This ensures transparency and regulated financial procedures.
* No society may enter into a contract with a third party without the prior written consent of Arts SU.
* No society can accept sponsorship or endorsement without prior approval from the Activities Officer and Head of Activities.
* Should the society become inactive, or fail to select a committee by way of an election, for one full academic year, it shall be deemed to have ceased operating. In this instance, all funds and assets shall revert to Arts SU.
* Unspent grants are reclaimed at the end of Arts SU’s financial year in July.

**Constitution and complaints**

* The constitution should be reviewed before or at the beginning of each academic year by the incumbent society committee.
* Any changes to the constitution should be approved by Arts SU before taking effect.
* In the event of any dispute over interpretation of this constitution, the view of the Activities Officer will be called upon. The decision of the Activities Officer is final.
* Any formal complaint about a committee member or activity relating to the society should be made using the official Arts SU complaints procedure.

**[SIGNED BY COMMITTEE BELOW]**

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Name** | **Committee Position** | **Signature** | **Date** |
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SIGN UPS

You will need to find 10 students (committee are included) that are interested in the idea of this society. Please get them to fill out this form below.

*ARTS SU is committed to the protection of the personal data of students, employees, suppliers and other individuals whom we might hold information about. The Union acknowledges the General Data Protection Regulations and UK Data Protection Legislation and the Privacy of Electronic Communications Regulations as the primary legislation relating to data handling and processing. If you want to find out more about how we handle your data go to our website:*[*https://www.arts-su.com/data-protection/*](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.arts-su.com%2Fdata-protection%2F&data=02%7C01%7Calisha.shah%40su.arts.ac.uk%7C7e9fc5c5cdbd46ece90c08d7b3b1051f%7C8c6429c4167f477bb8cb77ee82758d11%7C0%7C0%7C637175445189169129&sdata=NK9irj2UNdQLD1Hx2PNj2RepJaT8gvGXo7Uul3kuhOw%3D&reserved=0)

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **UAL Email** | **Signature** | **Date** |
| 1 ***{insert}*** | ***{insert}*** | ***{insert}*** | ***{insert}*** |
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SOCIETY WEBPAGE

Please provide us with all the information below so that we can create your society webpage for you. After you have been approved, you will be able to edit the page yourself by signing in to the student’s union website and going to your dashboard.

**About Us**

*Tell potential members about your society. Think about: aims/objectives for the year, the social aspect, your values, key dates for the year, and what the society represents*

**Planned Events/Activities**

*Where, when, what to expect, talks, workshops, debates, panel discussions, events, activities, exhibitions*

**Contact Details**

*Must include email address for President and Treasurer, and the main society email address.*

*Social Media i.e. Facebook page, Facebook group (members only), Instagram & Twitter*

**Annual Membership Fee**

*Consider how much events will cost and if the price is too low/too high in the long run*

INSERT YOUR LOGO HERE