2023-24

Welcome!

Thank you for wanting to set up a club or society here at Anglia Ruskin Students’ Union. This is the start of something that could be special for you and numerous students at ARU. Societies and Clubs help you meet new people, experience new activities and expand your social network.

Here at your Students’ Union, we pride ourselves on supporting you to bring your idea to life. We are here to help make sure running your society/club is as easy as possible. We provide you with funding, exposure, the opportunity to attend the fresher’s fair and much more.

Please complete this document and send it to the Student Opportunities Team at [societies@angliastudent.com](mailto:societies@angliastudent.com). If at any point you need help, do not hesitate to contact us. After you complete this form, please set up a meeting with one of the following staff members:

**For course-based societies in Cambridge – Ellen Groom**

**For all other societies and clubs in Cambridge – Adam Nnochiri**

**For all societies and clubs in Chelmsford – Russell Meddings**

**Once you submit this document, please book in a meeting with your coordinator by** [**using this link.**](https://outlook.office365.com/owa/calendar/ActivitiesTeamBooking@angliastudent.com/bookings/)

**Society Details**

|  |  |
| --- | --- |
| Club / Society Name |  |
| Campus |  |
| Date |  |
| Instagram Handle |  |
| Any additional social media accounts |  |
| Login details for social media: |  |
| Joining Fee (£3.60 minimum) |  |

**The Committee**

**President (Compulsory Position)**

|  |  |
| --- | --- |
| Name |  |
| SID Number |  |

**Treasurer (Compulsory Position)**

|  |  |
| --- | --- |
| Name |  |
| SID Number |  |

**Other Roles (Social Media Officer, Administrator, etc.)**

|  |  |
| --- | --- |
| Name |  |
| SID Number |  |

|  |  |
| --- | --- |
| Name & Position |  |
| SID Number |  |

|  |  |
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| Name & Position |  |
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| Name & Position |  |
| SID Number |  |

**Specific committee role descriptions can be found in the Societies Handbook.**

**Constitution**

The aims and objectives of the club/society are to:

Please write here.

Clubs and Societies shall abide by the Union’s current **Equal Opportunities Policy** and are subject to the provisions of the **Constitution, Regulations and Policy of ARU Students’ Union**. All found on [www.angliastudent.com](http://www.angliastudent.com)

Please outline what events or activities your members should expect from your club/society (e.g. weekly socials, a conference, a trip):

Please write here.

Is your club/society affiliated with an external organisation (e.g. a charity, company, or place of worship)?

**YES / NO (Please delete where appropriate)**

If yes, please provide details for the organisation:

Please write here.

Your club or society should provide a quality experience for its members. If your club or society does not run any events or activities for its members or does not do what it set out in its aims, your members may be entitled to have their membership fee refunded.

**Constitution - Affiliation**

When we talk about societies being affiliated with the Students’ Union, this means that the group has followed the relevant guidelines for becoming a society and will be recognised as an official society within the Students’ Union. Without affiliation, the group is not recognised as a society within the Students’ Union and so cannot access benefits given to Union-affiliated societies, e.g., block room bookings, grants funding and a free stall at the Freshers’ Fair.

Societies are not automatically affiliated with the Students’ Union when they first send in a start-up pack. A proposed society can be denied affiliation by the relevant staff member responsible for Societies on the following basis:

* The group’s aims and objectives are not lawful.
* The group’s activities cannot be covered by the Union’s insurance policies
* The group’s aims, objectives or activities contravene the Articles of the Union or its equal opportunities policy.
* The group’s aims and objectives or its activities are the same or similar to that of an existing society.
* The group is not run by current ARU students.

If a member of the Student Opportunities team does not believe the society should be affiliated, they will inform the society. The society can appeal this decision at the next Societies Forum. If the Societies Forum denies the group affiliation, the committee can send a final appeal to the Executive Committee. The decision of the Executive Committee is final.

The full Terms of Affiliation are set out below:

1. **Terms of Affiliation** 
   1. The term ‘Club’ refers to student-led recreational sports groups and the term ‘Society’ relates to all other student-led interest groups.
   2. A Club or Society shall be recommended for affiliation by the Union if it:
      1. has a minimum of 2 founding or elected ARU student committee members, which must include a President and a Treasurer.
      2. agrees a name.
      3. presents a minimum yearly membership fee of £3 for a Club and £3 plus VAT (£3.60) for a Society and a minimum semester-based membership fee of £1.50 for a Club and £1.50 plus VAT (£1.80) for a Society; and
      4. develops a constitution, aims and objectives that:
         1. are lawful.
         2. can be covered by the Union’s insurance policies.
         3. do not contravene the Articles of the Union or equal opportunities policy; and
         4. do not intrude on, or duplicate activity of any other Club or Society.
   3. A proposed Club or Society can be denied affiliation by the relevant SU staff member responsible for Clubs and Societies.
   4. The committee of the proposed Club or Society can appeal the denial of affiliation at the Club and Society Forum.
   5. If there is a valid reason why a proposed or existing society does not wish to charge for membership, they must contact the Union department responsible for societies before the membership is live. The department will review requests on a case-by-case basis.
   6. Societies who aim to partner or exist under the trading name of an external organisation (e.g., charities, churches, businesses etc.) must provide details of the organisation and must be prepared to answer questions on the terms of partnership   
        
      1.6.1 A member of the Student Opportunities Team within the SU must meet with a representative from the external organisation before the society can be affiliated.
   7. Societies must have 10, fully paid-up members by the end of their first two months of activity. Committee members can be included in this figure but must have bought their membership.

**Constitution - Membership**

1. **Membership**
   1. Full membership shall be open to all members of ARU Students’ Union, upon payment of the required subscription fees.
   2. Associate membership shall be afforded to persons outside Anglia Ruskin Students’ Union at the discretion of the Club or Society committee and upon payment of the required fee. Individuals applying to join as associate members must complete the online form.
   3. All members must join their club or society through [www.angliastudent.com](http://www.angliastudent.com) by inputting their details and undertaking the payment process. Committee members must purchase a membership to their club or society.
   4. Full members shall be entitled to attend, speak and vote at General Meetings of the Club or Society as well as stand for committee positions.
   5. Associate members shall be allowed to attend, but not vote at the General Meetings of the Club or Society.
   6. Associate members cannot be committee members and cannot be present on stalls promoting the Club or Society, e.g., at Freshers Fair.
2. **Finances**
   1. The finances of the Society/Club shall be overseen by the Students’ Union. All monies, receipts of purchases, invoices etc. shall be kept by the Students’ Union Finance Department for auditing purposes.
   2. Clubs and societies cannot keep funds in an external bank account. This includes committee members looking after membership funds in cash or in their own account, or clubs and societies using event hosting (e.g., Eventbrite).
   3. Committee members shall be responsible for the administration of Club or Society accounts, with the Treasurer taking responsibility for the relevant paperwork. The Student Opportunities Team will support the committee in properly processing funds and expenses for the group.
   4. Funds can only be accessed by official committee members of a society and no others; funds will only be released if committee signatures are present on request forms. Two signatures must be different from the submitter of the request.
   5. If the committee makes a financial decision which it knows will have a detrimental financial effect on the group’s accounts for the incoming elected Committee, disciplinary action shall be taken. The committee should always leave enough funds for the group to remain sustainable.
   6. If the club or society account is deemed as inactive for three years, the group’s financial account will be closed, and any remaining monies will be absorbed into the relevant Grant funding pot for distribution in line with the Grant policy of ARU Students’ Union.
   7. If a group is affiliated with an external organisation, e.g., a charity or place of worship, members of the club/society must not be pressured to make donations or pay membership fees to that external organisation.
3. **Executive**
   1. The individuals named above shall form the Committee of the Club or Society, this shall be the sovereign body of the Club or Society.
   2. The formulation of the aforementioned Committee must be a democratic process. All current members of the Club or Society have a right to vote in who consists of the Committee (voting is not exclusive to Committee members).
   3. The Committee shall meet as frequently as deemed necessary and at these meetings, all committee members should be given opportunity to give their views and ideas. Discussions should be open and respectful.
4. **Elections and Handover**
   1. The club or society must democratically elect a new committee. These elections will take place online via secret ballot and will be organised with a member of Student Opportunities staff.
   2. All full members of the club or society can be elected to the committee. Associate members cannot be committee members.
   3. A General Meeting (or AGM) should be held by the club or society at least once per academic year, prior to the committee elections. All members should be invited and at least one weeks’ notice should be given before a General Meeting.
   4. General Meetings should be used to reflect on the group’s activities for the year, to give members an opportunity to give feedback and to let members know about opportunities to run in upcoming committee elections.
   5. Once an election has been held and a new committee is elected, the outgoing committee and incoming committee should all complete a handover survey to make sure the group is properly handed over.
5. **Amendments**
   1. Amendments shall only be made to this Constitution by a two-thirds majority at a General Meeting and the SU must be notified.
6. **Precedent**
   1. The Constitution of ARU Students’ Union shall apply wherever and howsoever they are relevant and will take precedence over this constitution.
7. **President’s Declaration**
   1. By submitting this document, you agree to understanding and abiding by the Students’ Union rules and regulations to starting up and running a Club or Society.

**President’s Signature:   
Date:**

**Clubs and Societies Code of Conduct**

The Students’ Union has developed this set of guidelines to help Club and Society Committee members understand what is expected of them and what they can expect from ARU Students’ Union.

**The Students’ Union expects all Committee Members to:**

* Adhere to their original aims and objectives laid out in their constitution.
* Attend a committee training session for your activity.
* Attend Societies Forum or send a nominee or their apologies if unable to attend.
* Be a visible representative for the activity on the SU website by having their name and role displayed.
* Communicate with the Students’ Union and engage with SU events and activities such as Freshers.
* Display consistently high standards of behaviour and attitude when representing the activity in any environment.
* Ensure that all kit and equipment purchased for them through the Students’ Union is looked after, recorded in an inventory, and kept for future use of activity members.
* Ensure the proper handling of members’ data and not share members’ details or external marketing material without the members’ consent.
* Follow all rules, policies and guidelines laid down by the Students’ Union and University.
* Hold democratic online elections for the activity and ensure the activity is properly handed over.
* Not abuse their position as a Committee Member to obtain personal benefit or reward.
* Provide a quality experience for your members and ensure members receive regular communication.
* Treat all committee members, activity members, officials, guests, and Students’ Union staff with respect.

**Committee Members can expect the Students’ Union to:**

* Display consistently high standards of behaviour and attitude when acting as a member of Students’ Union staff.
* Ensure the proper handling of members’ data and not share members’ details or external marketing material without the members’ consent.
* Promote the activity and its activities to the wider student body.
* Provide or signpost financial support where able.
* Provide training and general support for Committee Members.
* Represent their views at University and Students’ Union meetings.
* Share news and updates relating to societies and activities.
* Support committee members in coordinating events and activities for their activity.
* Treat all Committee Members with respect and maintain an appropriate working relationship with members.

By submitting this document, all committee members agree to the above constitution, code of conduct and terms of affiliation.

If you have any queries, please head in to the SU office on either campus or get in touch with us at [societies@angliastudent.com](mailto:societies@angliastudent.com)