

**University of Suffolk Students’ Union: Starting a New Society**

To start a new society, you must fully read the New Society Pack and send it back to su.activities@uos.ac.uk, with the relevant information provided and signed for.

**Included in this pack:**

Part 1: Application Form

Part 2: Committee Contract (Must be signed by committee)
Part 3: SU Code of Conduct Contract
Part 4: Information document
Part 5 (separate document): Constitution agreed upon
Part 6 (separate document): AGM Date planned, (End of Summer term)
 **Application Form**

Contact information:

|  |  |
| --- | --- |
| Name |  |
| Student Number |  |
| Email Address |  |
| Telephone Number |  |
| Course |  |
| Year |  |

Potential Society Name:

|  |
| --- |
|  |

Pledged committee members:

*You must put forward a President, Secretary and Treasurer to start a new society. The pledged students will agree to act as those committee roles and represent the SU as stated and signed for in the Committee Contract.*

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| --- |
| **President** |
| Full Name | Student ID | Phone Number | Email address |
|  |  |  |  |
|  |
| **Secretary** |
| Full Name | Student ID | Phone Number | Email address |
|  |  |  |  |
|  |
| **Treasurer** |
| Full Name | Student ID | Phone Number | Email address |
|  |  |  |  |
|  |
| **Optional Extra Position (Publicity officer, fundraising officer, wellbeing officer…)** |
| Full Name | Student ID | Phone Number | Preferred email address |
|  |  |  |  |
|  |
| **Optional Extra Position (Publicity officer, fundraising officer, wellbeing officer…)** |
| Full Name | Student ID | Phone Number | Preferred email address |
|  |  |  |  |

What will your society be about and why will it stand out from the others?

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What will your proposed society aim to achieve?

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| --- | --- |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |

*You must not undertake any committee related responsibilities, without first, undergoing training and be allocated your position by the SU Opportunities Coordinator.*

**Committee Contract**The Societies Committee Contract advises committee members on their expected behaviour. The purpose of this code is to protect members and others potentially affected by their actions, through an agreement of set standards. If adhered to, a code of conduct will serve to reduce the risk of harm and injury to members and the community in general.

**By signing up to become a University of Suffolk Students’ Union Society, you are agreeing to abide by the terms outlined below:**

* To adhere to the constitution, general rules, regulations and policies of this organisation.
* To act responsibly at all times when participating in activities and to avoid actions which could bring the group, the SU or University into disrepute.
* To compete in a manner of good sportsmanship, regardless of the nature of the competition, when representing University of Suffolk Students’ Union in a sports fixture.
* To promote sustainable use of resources and participate in the Society’s activities in the most eco-friendly way possible.
* To respect all individuals associated with the activity (i.e. match officials, external speakers, venue employees, Students’ Union staff, fellow team members, etc.).
* To show respect towards Students’ Union and University premises at all times and other University of Suffolk Students’ Union recognised Clubs & Societies.
* To work within an equality and diversity framework and to report discriminatory behaviour of any kind.
* To behave in a manner which does not endanger other individuals and to abide by the Students’ Union Health and Safety Policy at all times.
* To inform the activity leader/coach of any relevant medical condition or previous injuries that would affect your safe participation in the activity.
* Any breaches of the code of conduct will be referred to the respective staff member or council.

**Disciplinary action may be taken by the Students’ Union against any individual or group for the violations listed below (please note this is not an exhaustive list):**

* Breach of Students’ Union Constitution and policies.
* Failure to conduct yourself in an appropriate manner whilst engaged in business relating to your activity.
* Financial misappropriation.
* Theft of, or failure to declare whereabouts of equipment.
* Involvement of illegal activity.
* Discriminatory behaviour against any group or individual.
* Participating in an activity that you do not have valid membership for.
* Insufficient monitoring/ misuse of the Students’ Union or own activity website.

Important note to consider:

Due to an addition in the Equality Act club and society officials with a membership of 25 or more are now responsible for any equality by a third party e.g. If a coach or speaker is offensive to a member it is the officials who are responsible.

If the society fails to act then the complaint can be dealt with by Executive Committee who take overall responsibility for all societies and can take disciplinary action accordingly, or stop the use of a third party coach or trainer.

Any breach of the code of conduct may result in a disciplinary hearing held by the Students’ Union. It should be noted that by indulging in any form of conduct which may bring the university into disrepute, this may also constitute a breach of the university’s regulations so therefore the university may decide to take appropriate action against you in accordance with those regulations.

**Code of Conduct**

By submitting this application, you agree to provide the code of conduct contract to ALL members, of which cannot partake in any society activity without signing. You may request printed/electronic copies of this from your SU Opportunities Coordinator by emailing: su.activities@uos.ac.uk

You must note that by participating, you are representing the Students' Union and can be held responsible for your actions at any time.

Any behaviour deemed inappropriate will should be reported to su.activities@ucs.ac.uk and then will be investigated by the Student Opportunities Coordinator. An outcome will then be made accordingly. Appeals can be made to the CEO of the Students’ Union.

The SU does not tolerate any of the following:

• Sexual misconduct

• Bullying and harassment in any form

• Intimidation, harassment or retaliation

• Racism and discrimination

• Isolation and exclusion

• Intimidation or threats

• Scapegoating and Manipulation

• Aggressive behaviour
 **Information Pack***The information provided outlines your roles and responsibilities as a committee, starting up a new society. It is by no means a replacement for training led by the SU Opportunities Coordinator, which all new committee members must still attend. Once started, all new societies must also attend a development meeting.* **What is a Society Committee?**

As a whole, the committee is responsible for making sure the group is able to continue in its capacity as a viable and official SU society. The committee also has the collective responsibility of filtering through information given to them by the SU. In the event of a Committee role not being filled, the other Committee Members should seek new ways to promote and fill the position, ensuring the duties of that position being met, with help from the SU.

**President –**

•Acts as Chair during all meetings in a fair and democratic manner.

•Oversees all group activities, ensuring all other committee members are fulfilling their duties.

•Ensures reasonable conduct of all members, while they represent the SU.

•Operates as the main point of contact for the SU to the group, via the relevant officer.

•Ultimately responsible for the safe return of all rented equipment belonging to or hired by the SU.

 **Treasurer –**

•Meet with Student Activities Coordinator to gain updates on Society balance.

•Present budget to committee.

•Report budget to AGM.

•Work with President to make decisions on changes to financial arrangements.

•Plays a key part in making bids for additional funding, from both UoSSU and external bodies.

**Secretary –**

•Takes notes at meetings and distributes them where appropriate.

•Asks Student Activities Coordinator to book rooms for meetings and events if applicable.

•Keeps a members database up to date, to be communicated with Student Activities Coordinator.

•Plays a key role in administering all Society events.

•Updates social media accounts regularly.

•Keeps a file of group activities and processes throughout the year to enable smooth handover.

**Example of Optional Position: Recruitment Officer –**

•Responsible for organising recruitment activities and increasing membership to ensure longevity of the group.

•Responsible for making sure all printed advertisement materials are readily available and distributed, remembering to inform Student Activities Coordinator when printing is needed.

•Organises marketing campaigns and ideas.

•Works to ensure students are joining the Society at peak periods of the academic year, particularly during key Freshers’ and Re-Freshers’.

**Our Policy**

It is the policy of the SU that all New Society Application Forms are ratified by the SU and/or the Activities Committee. Please read and sign all of the documents before submitting the application, to ensure you fully understand the expectations and policies governing all societies in affiliation with the SU.

If you complete this form online, email your completed version to su.activities@uos.ac.uk. If you complete this form in paper, please drop it off to the SU.

Thank you for completing this form and we will contact you once we have reviewed your application.

**By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that the existence of my Society is subject to SU ratification, and any false statements, omissions, or other misrepresentations made by me on this application may result in my application being rejected.**

**I accept that I have read, understood the pack in full. By singing, I understand that I am a representative of University of Suffolk Students’ Union and the University and shall adhere to the contracts and statements provided.**
Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Student Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If anyone has any questions relating to this document, then please do not hesitate to contact the Student Opportunities Coordinator on su.activities@uos.ac.uk or 01473 338169