**UNIVERSITY OF THE WEST OF ENGLAND\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SOCIETY**

## 1. Name

The name of the club shall be The University of the West of England \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Society, referred to hereafter as ‘The Society’.

## 2. Address

The address for all correspondence shall be:

UWE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Society

University of the West of England

The SU at UWE Opportunities Department

Frenchay Campus

Coldharbour Lane

Bristol

BS34 8QZ

T: 0117 32 82577

## 3. Aims & Objectives

The aims & objectives of the Society are to promote & contribute towards the furtherance of the activities of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_at the University of the West of England. The Society shall seek to provide opportunities for students of all abilities to take part & develop new skills. In pursuing this aim, members of the society shall uphold the good reputation of the society in relationships with the The SU at UWE, the University & the wider community. This document & the society operate fully under & within the The SU at UWE constitution.

## 4. Membership

### a) Full Membership

i.) Full Membership of the Society shall only be available to students of the University of the West of England who are members of the Societies and Communications Committee & Full Members of the The Students Union at UWE in accordance with the Students’ Union Constitution.

### ii.) All Full Members of the society must purchase annual membership fee as determined on an annual basis by the Society’s Committee and approved by the Societies and Communications Executive.

### b) Associate Membership

Individuals who are not students of UWE may join [as ‘Associate Members’], but they do not enjoy the same democratic rights as full members. This is upon receipt of the appropriate forms & fees in accordance with the relevant regulations agreed by both the Society’s Committee & The SU at UWE Opportunities.

### c) Rights of Membership

i) All full members of the Society shall be entitled to the following:

* To take part in all activities of the Society according to their ability
* To stand for election to office in the committee
* To attend all General meetings of the Society & direct the work of the Society
* To be fully informed about the nature & possible risks of all activities
* To be informed about the finances of the Society
* To be fully insured by The SU at UWE for participation in activities [where applicable]

ii) Associate members of the Society shall be entitled:

* To take part in all activities of the Society according to their ability
* To be fully informed about the nature & possible risks of all activities

## 5. Society Subscriptions & Society Finance

a. Membership fees are required from all society members, including committee members & must be paid annually. The Society Committee will determine this fee & are responsible for it’s collection [minimum membership fee is to be agreed by Societies and Communications Executive].

b. Society members shall receive no direct or indirect payment, except for legitimate expenses incurred in connection with activities of the society.

c. All money shall be paid through The SU at UWE. The Society shall not keep a separate or external bank account as in accordance with The SU at UWE finance policy.

d. All equipment owned by any Activity in effect belongs to The SU at UWE & is insured by The SU at UWE. In the event of dissolution all assets shall remain the property of The SU at UWE.

## 6. Governance

The elected Society Committee shall be responsonsible for the running of the Society on a day-to-day basis. The Committee shall fomally meet at least once a month. All committee members must be current and active members of the society. The Society Committee **must** comprise of the following officials:

The positions outlined below will be incorporated into each individuals Higher Education Academic Record [HEAR] document within section six, providing:

* Hold office for two semesters
* Attend Committee Training | Workshop & at least 1 development meeting *or* complete all requisite additional training sessions & attend at least 1 development meeting.
* Society representation at all Society Committee meetings.
* Submit a handover document.
* **President [Full member only] HEAR**
* **Vice-President (incorporating Secretary) [Full member only] HEAR**
* **Treasurer [Full member only] HEAR**
* **Equipment & Safety Officer – where appropriate see p.6 HEAR - if student**
* **Participation & Equality Officer [Full member only]**
* **Qualified 1st aiders [@ least 2 per team|club trip|fixture]**

NB: Student physiotherapists|nurses|paramedics do not qualify as 1st aiders unless they possess a current and valid 1st aid qualification.

The following positions are **optional** for committees and must be approved for each society by Societies Executive & will be incorporated into each individuals Higher Education Academic Record [HEAR] document within section six as **Committee Member**:

* **Events & Fundraising Officer** **[Full member only]**
* **Media & Publicity Officer [Full member only]**

## 7. Duties of Society Officials

**7.1 President: [Full member only] HEAR Record**

The President of an activity is the leader, who oversees all of the activities within the society. The President will need to provide support, advice and guidance to the other committee members throughout the academic year. Probably the most challenging role on the committee; you’ll need experience of what the sport does and a strong belief in the aims of the society.

### Personal Skills required

* Communication
* Dedication | Commitment
* People Management
* Motivating Volunteers
* Organisation
* Delegation

### Key Responsibilties

* 1. To be main The SU at UWE contact.
	2. Responsible for ensuring all membership fees are collected.
	3. Ensuring that all society good practice guidelines, codes of practices, risk assessments are followed.
	4. Arranging regular meetings of the society, including the AGM | EGM.
	5. Maintaining effective liaison with the VP Societies & Communications and Opportunities staff.
	6. Ensuring that the aims & objectives of the society are achieved.
1. Ensuring that all accidents | incidents are reported as appropriate to the Opportunities Manager.
2. Appointing appropriate Trip & Activity Leaders in conjunction with the society Equipment & Safety Officer.
3. Ensuring the Societies Code of Practice & Safety Policy is strictly adhered to.
4. Attending Societies & Communications Committee Meetings or sending a nominee in their absence.
5. Understanding the broader picture whilst keeping the aims of the society in mind at all times.
6. Maintaining committee enthusiasm – if your not passionate, no-one else will be.
7. Adhere to the The SU at UWE finance policy.

**7.2 Treasurer: [Full member only] HEAR Record**

Being a treasurer isn’t just about handling money; it means knowing how your finances stand at any one time and planning accordingly. A key position in the delivery & development of the society.

## Personal Skills Required

* Well organised
* Numerical competence
* Communication
* Trustworthy

### Key Responsibilities

* 1. Administer the societies finances.
	2. Responsible for the production of the societies annual budget request.
	3. Responsible for ensuring all membership fees are collected.
	4. Provide a full & detailed list of club members to the VP Societies & Communications by the end of the fifth week of the autumn term [or fifth week after ratification] & keep updated throughout the year.
	5. Be the signatory on all claim forms.
1. Ensure that an income & expenditure account for the previous academic year is presented to the AGM & copies are sent to the Societies & Communications Executive via the VP Societies & Communications.
2. Be accountable to the VP Societies & Communications.
3. Organise affiliation to national governing bodies.
4. Organise fundraising or sponsorship for your group.
5. Adhere to the The SU at UWE finance policy

**7.3 Vice President: [Full member only] HEAR Record**

This position is the backbone of the organisation of any society and ensures that things run smoothly. Emails need to be written, rooms need to be booked, competitions need to be entered and above all you need to communicate what’s going on to your members so they stay interested and stay involved.

### Personal skills required

* Communication
* Organisation and time management
* Good written skills [for minutes and emails]

### Key Responsibilities

* 1. To deal with all incoming communications & pass these on to the committee & | or members.
	2. Responsible for ensuring all membership fees are collected.
	3. Organise fundraising or sponsorship for your group.
	4. Responsible for the production of the societies annual budget request.
	5. Provide a full & detailed list of society members to the VP Societies & Communications by the end of the fifth week of the autumn term & keep updated throughout the year.
1. To maintain accurate membership lists To keep members up-to-date about all society activities.
	1. Publicise meetings.
	2. Provide secretarial support to the society committee & issue minutes of meetings & agendas to society members & the VP Societies & Communications.
2. Compile introductory material for new members in conjunction with the Equipment & Safety Officer & society committee.
3. Arrange meetings and book rooms or venues
4. Be aware of key dates for your society throughout the year
5. Collect post from The SU at UWE Opportunities Reception
6. Organise AGM
7. Adhere to the The SU at UWE finance policy

**7.4 Equipment & Safety Officer HEAR Record**

This role is only necessary for specific societies, please see list below role description & can be held by an existing committee member. The role that does what is says on the tin & vital to certain societies. This role will incorporate the main body in charge of the condition of the equipment, equipment that may need to be renewed and the safety of the activities that take place.

### Personal Skills Required

* Organisation and time management
* Negotiation
* Strong attention to detail
* Communication

### Key Responsibilities

* 1. Produce an annual equipment inventory & submit this document to the Opportunities Department by the deadline provided. Failure to do this will result in no budget allocation in the Autumn term.
	2. Responsible for ensuring all membership fees are collected.
	3. Store & maintain all equipment in accordance with manufacturers & governing body guidelines.
	4. Keep accurate & up to date safety records of equipment checks.
	5. Ensure along that all equipment issued for an activity is suitable for that purpose.
	6. Ensure that societies equipment is not used for unofficial trips.
1. In conjunction with the Treasurer ensure the repair & disposal of unsafe equipment in consultation with the Opportunities Manager.
2. To arrange in conjunction with the Opportunities for the purchase & replacement of items of capital equipment with the VP Societies & Communications and to advise the society committee of purchase.
3. Ensure that the society | group | trip has a minimum of 2first aiders.
4. To ensure that risk assessments are regularly updated & revised.
5. To ensure that the Code of Practice is regularly updated & revised.
6. To ensure that society safety policy regularly updated & revised.
7. To ensure that all sections of the society Logbook are updated.
8. In conjunction with the Treasurer arrange the repair & disposal of unsafe equipment in consultation with the Opportunities Manager.
9. Report all accidents to the Opportunities Manager.
10. Adhere to the The SU at UWE finance policy

This role is open to the following societies:

Bar School | Board Game Society | Chess | Darts | Drama | Hub Radio | Live Music | Paintball | Poker | Pole Fitness | Quidditch | Space Exploration

**7.5 Participation & Equality Officer: [Full member only] HEAR Record**

This is a new and challenging committee position, and it is of great importance; a compulsory role that is a direct contact for students who might find it more difficult to sign up and get stuck in. This role can be covered by another mandatory member of the committee - President, Vice President or Treasurer. The Participation & Equality Officer has the important role of ensuring that anyone who wants to get involved can do! It will be the Participation Officer who will be in charge of organising events throughout the year and will organise regular social activities across the year that account for and are open to all members.

**Personal Skills required**

* Motivating volunteers
* Interesting ideas
* Understanding of inclusion issues
* Communication through social media
* Organisation and event management
* Communicator and mentor
* Sociable and Inclusive

**Key Responsibilities**

1. The club needs to be as welcoming & as accessible to all students, so a proactive approach is needed in order for the club to reflect the membership of the University
2. Organising events to include diverse range of members
3. To organise the society stall for Freshers’ Fair, including any performances that you, as a society, wish to do.
4. Responsible for ensuring all membership fees are collected.
5. Be the main organiser/ point of contact for Freshers’ events: Fair, try it sessions etc.
6. Be the main point of contact & liaison for new members, as well as linking in any non-BUCS squad members to aid retention
7. Work with other committee members to ensure that their area of work has taken getting everyone involved into consideration e.g. pre-season, try it sessions, dinners, evening meals, club events, fundraisers, AGMs, Varsity and socials – & that a range of events are organised & it’s not all about going down to the pub!
8. Responsible for the recruitment of student coaches & officials from within the club with the support of Volunteering staff.
9. To organise weekly/termly/yearly events that occur within the society, as directed by the committee, such as:
10. Lecture series
11. Guest Speakers
12. Workshops
13. Timetable events throughout the year
14. Co-ordinate tours | trips
15. Adhere to finance policy

**Considerations to keep in mind:**

1. Students who are not so confident to get involved, especially on their own

2. Students with disabilities

3. International Students

4. Use of Language [LGBT students]

5. Zero Tolerance to Sexual Harassment

6. Food Requirements

7. Students of Faith with Specific Requirements

8. Code of Conduct [Alcohol Use]

9. Local | Commuter Students [time constraints]

10. Students with families [time constraints]

11. Money constraints – make your events as affordable as possible!

**7.6 Events & Fundraising Officer:**  **[Full member only] Optional**

Event & Fundraising Officer’s role is to organise, assist and attend all events/ fundraising events for the club. They are to liaise with the Participation Officer and Media Officer in organising events to raise the clubs profile and generate extra income for the club. Working closely with the Participation & Equality Officer to ensure Inclusion & equal opportunities are of highest importance.

**Personal Skills required**

* Highly Organised
* Creative
* Dedication
* Communication
* Leadership skills- ability to delegate
* Managerial Skills (Inc: Time management)

**Key Responsibilties**

1. Liaise with RAG
2. Organising charity events and fundraisers throughout the year
3. Organising variety of Social & Competitive events throughout the year
4. Work closely with Participation & Equality Officer on organising of events
5. Coming up with creative ways to raise money
6. Coordinate advertisement and Promotion of fundraising events
7. Adhere to finance policy
	* 1. **Media & Publicity Officer [Full member only] Optional**

Groups communicate primarily through email, social networking sites and the club webpages. It’s not difficult to set up a website or manage the webpages. Contact Student Media for more informaiton. Every club needs publicity – from dinners to hoodies to fundraisers to tour. It’s a great way to recruit members, network with other activities, organise a huge and exciting event and generally create a buzz around your club.

### Personal Skills required

* Eager to Learn Web Design
* Good Written Skills
* Ability to navigate Facebook and Twitter!

### Key Responsibilties

1. Set up the Freshers’ Fair, Try it Publicity
2. Advertise Meetings|AGM
3. Organise any social clothing with The SU at UWE Opportunities
4. Take Photos for the Website

## 8. Meetings

a. A minimum of five working days’ notice is required for all Society general meetings, to be called by the Vice President.

b. The President shall chair the meeting ensuring that the meeting runs smoothly and that all members have an opportunity to contribute.

c. The The SU at UWE VP Societies & Communications shall have the right to attend committee meetings as an ex-officio member.

d. The quorum of all society meetings shall be 50% plus one of the club membership, save the society AGM.

e. The Vice President shall take minutes of the meeting, which shall be copied, to **all** members, the The SU at UWE VP Societies & CCommunications and then located in the Society Logbook, situated in the Opportunities Department or UWESU Campus Office.

## 9. Annual General Meeting (AGM)

a. An AGM, to which all full members & the The SU at UWE VP Societies & Communications are invited, will be held in February of each academic year. The society members & The SU at UWE should be given ***at least*** one-week notice of the AGM

b. The agenda of the meeting shall also include the following:

1. Minutes of the last general meeting
2. Matters arising from the minutes
3. Report from the committee
4. Proposal for amount of the membership fee for the next academic year
5. Elections for the new committee
6. Items for discussion
7. Quoracy shall be at least 25% of full members + 1 – current UWE students only

## 10. Committee Meetings

a. Committee meetings should be held at least once every fortnight

b. All society members can attend meetings as observers

## 11. Voting

a. Voting will take place for the election of Society officials and on any issue that the Society deem of importance

b. Only full Society members will be entitled to vote

c. The Opportunities Department **must** be informed immediately, in writing, of the results of all elections, by submitting the *Society Committee Information*

## 12. Safety

a. All Societies shall have at least two qualified First Aiders at **all** activities|fixutres|trips. The SU at UWE will provide subsidised First Aid training

b. Only Society members that have completed the Minibus Drivers Awareness Scheme [MiDAS] training provided subsidised & funded by The SU at UWE may drive The SU at UWE minibuses|transit vans. All drivers irrespective of the vehicle **must** be insured through The SU at UWE

c. The SU at UWE will endeavour to support all initiatives that seek to improve the safety awareness & practice of Club officials & the members

## 13. Complaints

a. Societymembers have the right to raise complaints about issues that might affect the Society. These might include the following:

* The safety of activities
* Poor standards of instruction or leadership
* The standard of equipment used for activities
* Poor Society administration
* The lack of suitable activities for their level of participation
* Disregard to the The SU at UWE Equal Opportunities Policy, &|or Activities Safety Handbook

b. Complaints should initially be addressed to the Society committee. If this does not prove satisfactory a written complaint should be made to the Society President. A reply should be received within ten working days. If this reply is unsatisfactory then a written complaint should be made to the The SU at UWE VP Societies & Communications who will then deal with the complaint.

## 14. UWESU Commitments

a. Societies shall send at least one representative to Societies & Communications Committee, the President or a nominee in their absence

b. Societies shall send at least one representative to the The SU at UWE AGM.

## 15. Discipline

a. The SU at UWE requires that Society members behave in a fitting manner, as others perceive them as its ambassadors when engaged in Society activities. This includes adherence in full to the Society Code of Practice which is issued to members & to the Equal Opportunities Policy, precluding discrimination on grounds of:

*Gender, Disability, Sexuality, Class, Ethnicity, Nationality, Ethnic or National Origin, Colour, Creed, Religion, Age, Health Status, Caring Responsibilities, Marital Status.*

b. The SU at UWE can and will take disciplinary action against students &/or Society itself for unacceptable behaviour during Society activities or events, which may include terminating membership and reporting the relevant party to the University &|or Police where deemed appropriate.

## 16. Changes to Society Constitutions

Changes can be made if a two-thirds majority is obtained at an Annual or Ordinary General Meeting of the Society. The decision must be forwarded to the The SU at UWE VP Societies & Communications in writing, for approval by Sports Executive & ratification by Sports Committee.

## 17. Declaration & Banter Bargain (All officers must sign & print their names)

Banter Bargain

We want to make sure everyone has a great time at UWE, whoever they are. So that’s why we’re committed to keeping bullying or offensive language out of our sports teams, societies, networks, union and our university. We promiseto ensure our teams provide inclusive fun environments to be in or around, and to make sure that UWE is the best place to play sport, engage with groups of student’s, study and socialise. Stand with us in booting offensive language out of UWE: If you see it – challenge it and report it to your student officers.

Banter should never be bullying, and remember only the individual the banter is directed at can decided its level of offensiveness.

Together we’ll make sure that our university is a safe space for everyone.

As a Club Official I agree to abide by and enforce the rules of the Club Constitution, Code of Practice and office to which I hold:

**President:**  **Print name:**

**Vice President:**  **Print name:**

**Treasurer:**  **Print name:**

**Safety:**  **Print name:**

**Participation:**  **Print name:**

**Other:**

 **Events:**  **Print name:**

**Media:** **Print name:**

 **Print name:**