# Society Registration Form

### Starting your own society

Follow these simple steps to establish your

new club or society.

1. Complete this form.
2. Find 5 students who are interested in your Club or Society and get them to sign this document.
3. Send this document to the SU ([union@hope.ac.uk](mailto:union@hope.ac.uk))
4. Get onto the website, get a Facebook page and make your Club or Society the best.

|  |  |
| --- | --- |
| Society name |  |
| Full Name |  |
| Student Number |  |
| Date |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Office Use Only. | | | |
| Approved |  | Not Approved |  |
|  | | | |

Why do you want to create this society and what are its aims?

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What beneﬁts and opportunities will your group provide for members that they couldn't get elsewhere?

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How will you develop your society over the next year?

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### President

The President is essentially the ‘figure head’ or representative of the society and is the person with whom the Student Union will deal directly.

1. Attend all SU organised meetings and training
2. Responsible for Risk Assessments for events and trips
3. Supervise all society activities and social events
4. Coordinate other elected positions of responsibility within the club.
5. Maintaining good communication with the SU.

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Student No. |  |
| Signed |  | Date |  |

### Vice President/Captain

1. Act in place of the President when necessary.
2. Conduct all Presidential duties when the President is not available.

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| --- | --- | --- | --- |
| Name |  | Student No. |  |
| Signed |  | Date |  |

### Secretary

A well-organised person is best suited to this role.

1. Inform members of any meetings
2. Take minutes at all meetings, type them up and distribute them to members and to the SU ([union@hope.ac.uk](mailto:union@hope.ac.uk)).
3. Maintain up to date records of membership for all members

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Student No. |  |
| Signed |  | Date |  |

### Welfare Officer

1. Collect and ensure completion of medical records of each member, they are responsible to keep and record and send all records to the SU and make note of any change/updates.
2. A trained contact within the team/society who is the person responsible for checking in with society/team members.
3. SU will ensure training is provided.
4. Signpost students to the Students’ Union for further wellbeing support and guidance.

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| --- | --- | --- | --- |
| Name |  | Student No. |  |
| Signed |  | Date |  |

### Treasurer

This person deals with the group finances, if there are any. This is a job that requires a very responsible and trustworthy person.

1. Collect any monies and ensure they are paid into the Society account held by the SU.
2. Ask for a regular Income/Expenditure update from the SU
3. Maintain overall financial control for the Club/Society and ensure it remains financially viable.

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| --- | --- | --- | --- |
| Name |  | Student No. |  |
| Signed |  | Date |  |

We, the undersigned, support the registration of the following society

(Society Name)

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** | **Student Number** | **Signature** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
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### *Are there any restrictions for new groups?*

*There are a few basic rules by which you will be expected to abide, namely the safe space and behaviour and conduct policies of Liverpool Hope S.U. Any group or individual that discriminates against any person(s) due to race, sexuality, gender, age, disability or religious beliefs will face disciplinary action in accordance with the Students’ Union policies. Any group that are fundamentally against the values and aims of the Union will be refused registration.*