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# Society Registration Form

### Starting your own society

Follow these simple steps to establish your new club or society.

1. Complete this form
2. Find 7 students who are interested in your Club or Society and get them to sign this document. You will need at least three different students to run the society as it’s committee. Roles are explained in this form.
3. Send this document to the SU (union@hope.ac.uk)
4. Get onto the website, get a Facebook page and make your Society the best.

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

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

|  |
| --- |
|  |

Please insert text in the box below that you would like us to put on our website to promote your society

|  |
| --- |
|  |

How will you develop your society over the next year? Do you have any specific events you plan to run?

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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 |  |

### 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).
3. Maintain up to date records of membership for all members

|  |  |  |  |
| --- | --- | --- | --- |
| 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.

|  |  |  |  |
| --- | --- | --- | --- |
| 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 |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

### *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.*

*Also if the group activities duplicate the aims of an existing group the SU reserves the right to decline the application.*

*office checklist*

|  |  |
| --- | --- |
| *Approved Yes/No*  | *Date*  |
| *Web page created on* [*www.hopsu.com*](http://www.hopsu.com) |  |
|  |  |
| *Committee made web page admins*  |  |
| *Committee added to societies email list*  |  |
| *SU finance informed to create budget code*  |  |
| *Society President informed and society development needs identified.* |  |