**Clubs and Societies Guidance**

Any club or society shall be recognised by the Union provided:

* That seven LHSU members sign a standard registration form
* That the aims and objectives of the society are not in conflict with the constitution of the LHSU.
* That the society does not replicate the activities or objectives of an existing society.

The forms shall be presented in to the Activities and Engagement Co-ordinator who will raise any issues of clarification about aims and objectives of the proposed society. Following this the proposed society form is sent for approval by the President. If the society is not formally approved then the President shall provide the reason for non approval to the proposer in writing.

If approved the Student Activities and Engagement Co ordinator shall :

Arrange an induction meeting with the society President which shall cover finance procedures, the Students Union web site, data protection issues, health and safety procedures and support the Students Union can offer.

Only sporting teams that play in competitive leagues or tournaments e.g.BUCS shall be recognised as clubs. All recreational sporting groups will be constituted as societies.

A sporting society may apply to become a club upon a minimum of two years activity. The Activities and Engagement Co-ordinator shall present a list to the Students Union President for establishing clubs. Key criteria shall include:

The level of student participation

How well managed the club is

Availability and cost of facilities.

This decision to be made in the Trinity term to be implemented the following academic year.

**Benefits of being a society**

Upon approval the club/society will be able to:

* Pay money into their Union accounts
* Apply for funding from the LHSU
* Access to support and training from the LHSU
* Book rooms within the university
* Have a dedicated page on LHSU web site and training on how to use it.
* Have a free stall at LHSU’s freshers and refreshers fairs.
* Access mediation services from the LHSU in the case of internal disputes within the club/society.
* Have dedicated staff support to assistant with society development
* Eligible to win a LHSU society award
* Be able to represent their society on university open days
* Committee members can have the hours they volunteer for the society accredited towards SALA (Service and Leadership ) award.

**Responsibilities**

As a minimum there should be three officers for the group these shall be:

* 1. **President,** who shall;
* Convene and chair Society meetings.
* Liaise with LHSU officers and staff on all Society issues
* Be responsible for ensuring compliance with all Union policies and regulations.
	1. **Treasurer,** who shall;
* Administer and keep a record of the finances of the Society.
* Be responsible for abiding by Union financial procedures.
	1. **Secretary,** who shall;
* Act as liaison between the Society Committee and Members.
* Be responsible for sending out Society communications
* Take minutes of all Society Committee Meetings, AGMs, and ordinary meetings

The officers of the society shall also be

* Authorised signatories to the account
* Administrators of the web page once they have undergone training

**Membership**

* Membership of the society shall be restricted to LHSU members.
* Only those who have formally signed up via the LHSU web site will be regarded as members.
* The period of membership shall run from 1st August to 31st July
* In order to access support from the LHSU all societies shall have a minimum of seven members
* Societies will be able to charge for membership up to a maximum of £10 per academic year. If a fee is charged a decision so do should be recorded at a formally convened meeting. All transactions must be conducted via the online membership system on the LHSU website.

**Governance**

All decisions shall be made at properly convened and properly recorded meeting. All members shall be given advance notice of any meetings.

Minutes and notes of any meetings shall be kept by the secretary and be available on request to any society member or the Students’ Union.

External speakers for society meetings will only be permitted by completing of the external speakers request form in accordance with LHSU’s [external speakers policy](http://s3-eu-west-1.amazonaws.com/nusdigital/document/documents/21018/c6048ccd3d7a3b4e103e58197b54af08/External_speakers_v2.docx). The external speakers policy shall apply to all society meetings irrespective of venue.

No group shall affiliate to or seek sponsorship from any external organisation without the prior approval of LHSU. Any contracts or Service Level Agreements must be referred to the LHSU for approval.

Officers for the forthcoming year should be elected in March or April by either

* A meeting at which the Activities and Engagement Co-ordinator or their nominee is present
* Via the elections platform on LHSU web site.

**Health and Safety**

We want all societies to organise interesting and exciting activities. However there some basic health and safety rules with which they must comply.

Before any activity is undertaken a standard [risk assessment form](https://www.hopesu.com/resources/risk-assessment-form-6573/download_attachment) should be completed. If you need help completing the form please contact the Activities and Engagement Coordinator.

If organise activities off site please obtain a copy of their personal liability insurance and forward this to the Students’ union.

**Finance**

The Students’ Union offers a comprehensive banking and finance function to all student groups. This includes but is not limited to:

Ability to order services and goods from external suppliers

Use of Student’s Union credit card to make purchases

Account balances for student groups will be made available on request

Minor petty cash advances can be made available for small purchases

Use of LHSU on line accounts (e.g. Trainline )

No society shall have a separate bank account from the LHSU. The presence of such an account can result in activities being frozen and the activity de-ratified.

All Student Group requests for expenditure should be made by completing a Payment Voucher These should include all receipts and or invoices and be signed by two officials (e.g. President, Vice President or Treasurer) of the Student Group.

Under no circumstances will cash amounts greater than £10 be paid to Student Groups in relation to expenditure incurred. As an example this includes payments for sports coaches, deposits for event hire or room bookings. Payment for such items will be made by cheque or direct bank transfer as detailed above based upon a valid submission of an authorised invoice(s) and receipts where applicable.

Any member deemed to have breached financial procedures outlined may be liable for any monies owed, potential criminal prosecution or disciplinary actions deemed necessary by LHSU.

Any queries relating to student group fiancé should be direct either sufinance@hope.ac.uk or union@hope.ac.uk

The Students’ Union is constantly striving to improve he service we offer to our members including the service we offer to student groups. If you have any suggestions on how you feel we can improve our service please feel free to contact us.

July 2018