

Committee Title	Student Voice					
Date of Meeting	Monday 24 th October 2022					
Item Number and Title/Subject	New affiliated societies and sports clubs					
Paper Presenter	FTO Policy Lead/ Societies Council Chair					
Brief Summary of Issues/Topic	<p>New affiliated Societies</p> <ul style="list-style-type: none"> • Astronomy Society • MotorSports Society • GISA Society • Risk and Finance Society • Art Society • Believers'Love World (Societies Chair note: Concern about outside community group set up a society) 					
Recommendation(s)	Information		Discussion		Approval	x
	<p><i>Any member can ask a question by raising their voting card and being recognised by the Chair to speak.</i></p> <p>Student Voice are asked to approve the societies</p>					
Who have you consulted when developing the paper?	Societies Council					
Staff/Student Protocol	Yes	x	No		N/A	
Will any decision approved directly affect the work of staff?	N/A					
Should the paper be submitted to any other committee following its consideration/approval at this meeting?	Trustee Board					
If yes, please state the committee and proposed date of submission.						



Starting A Society

So you are thinking about starting a society? Great! The Students' Association is here to support you and make the process for starting a society as easy as possible (note: have you checked to see if there is a similar society already up and running at GCU? It is worthwhile reaching out to them first before trying to start something similar).

How do I get started?

Firstly...

- Arrange a society starter meeting with the Societies Co-ordinator who will explain the starter process
- Collect a Society Starter Pack and information pack and have a think about the aims of the society and what you will get up to over the year

What's next?

- Find two people to create a committee with you
- Spread the message about your society!
- Have a get together of interested people and elect three committee members
- Agree on the objectives and discuss future activities and finance plans
- Obtain members- if you are a society based on the Glasgow campus you will need **TEN** if you are a society based at GCU London you will need **FIVE**
- Submit the completed Starter Society Pack and membership forms

And then?

- The societies council will check over the pack and will activate your society
- Until that point you can still book rooms, run events etc.
- Once you are 'active', committee members **must attend training** and you will be eligible for funding from the Students' Association (Any funding not spent by the end of year may be withdrawn from account)

Starter Society Pack 2022/23

Astronomy Society

Please complete this Society Pack which sets out your committee and activities for the year ahead. This is a valuable exercise which will get you thinking about what you hope to achieve and identify any areas that you might need more support in.

Please read through the pack carefully and fill in all the yellow highlighted areas.

Note that you will need at least three committee members, **with one being the main point of contact and one being responsible for finance**. You should outline the responsibilities of each of these roles in your constitution.

Once completed, please return this document by email to societies@GCUstudents.co.uk and hand in the ten membership forms to the Students Association.

Privacy Notice

Information on how we manage your personal information can be found on www.GCUstudents.co.uk/privacy-policy

Contents

- Committee List (redacted for GDPR)	3
- Constitution	5
- Activities Plan	7
- Finance Plan	8
- Data Protection and Declaration	9

Please indicate what your society would define as? (please cross next to box)

- ☐ Charity
- ☐ Course based
- ☐ Cultural
- ☐ Faith and Belief
- ☒ X Hobby
- ☐ Politics
- ☐ Performance

Will your society be working with children or vulnerable adults*, either directly or by working with another charity or organisation? **Yes/No**

No

*A child is anyone under 18 years of age. 'Vulnerable adults' are defined as anyone over 16 years of age who is unable to safeguard themselves, their property and their rights.

Where is this society based? **Glasgow/London**

Glasgow

GCU Students' Association Society

Constitution

1.0 Name

- 1.1 The Society shall be known as **Astronomy** Society (hereinafter referred to as the "Society"). It shall be affiliated to Glasgow Caledonian University Students' Association (hereinafter referred to as the "SA") and shall be bound by the constitution and rules of the SA (available on the 'About Us' section of the GCU Students' Association website).

2.0 Objectives

- 2.1 The objectives of the Society shall be
- To provide a fun environment for people with an interest in astronomy/astrophotography, the wider universe to talk, and an opening for anyone who wants to learn more.
 - To affiliate with UKSEDS (UK Students for the Exploration and Development of Space), the UK's National student space society, to host outreach events and provide opportunities for career growth.
 - To create a link with a local observatory.
 - To host our own events, such as stargazing nights, observatory trips as stated above, Glasgow Science Centre planetarium trips, etc.

3.0 Membership

- 3.1 Membership shall be open to all students at GCU. A full Member will be a student from GCU. An Associate Member will be GCU graduates and GCU staff.

4.0 Voting Rights

- 4.1 For a member to qualify for voting rights at a Society general meeting they must have completed a membership form and paid the annual membership fee.

5.0 Committee

- 5.1 There shall be an elected committee entrusted with the responsibility of pursuing the Society Objectives above. The Committee shall consist of the following positions:

5.1.1 President: Responsibilities include overseeing the society as a whole, including organising events and outreach with Events Manager. Will also chair meetings and report back to UKSEDS.

5.1.2 Vice President: Responsibilities include aiding the President in the aforementioned tasks, and leading the society when the President is unable to fulfil the role.

5.1.3 Treasurer: Responsibilities include managing the finances of the society in relation to events held. Also ensures that we meet budget limits.

5.1.4 Secretary: Responsibilities include being the first point of contact for any enquiries regarding the society from members and non-members.

5.1.5 Social Media Manager: Responsibilities include managing any social media accounts controlled by the society, this includes posting about events, society information, etc.

5.1.6 Events Manager: Responsibilities include organising events for the society, and helping arrange outreach with external organisations such as UKSEDS with the President.

6.0 Committee General Responsibilities

- 6.1 All matters/functions within the Constitution, Bye-laws and Policies of the SA.
- 6.2 Responsible for the day-to-day operation of the Society.
- 6.3 Responsible for any property and premises under the control of the Society.
- 6.4 In the event of a vacancy occurring on the committee, the committee shall have the power to co-opt a member to fill such vacancies until the next General Meeting.
- 6.5 To take all reasonably practicable steps to reduce the likelihood of injury to members on Society activities.
- 6.6 To hold Committee meetings as and when required during the academic year. At least 3 University days' notice of meetings must be given to all members of the committee.
- 6.7 The quorum for a Committee Meeting shall be one-half plus one of the committee members.

7.0 General Meetings

- 7.1 These shall take place twice per academic year; the first during the first trimester to plan activities, elect any vacant Committee positions and approve Society spending plans for the year; the second in the middle of the second trimester, taking the form of the Annual General Meeting at which the Committee for the following academic year shall be elected.
- 7.2 All Society members with voting rights shall be entitled to attend and vote in Society General Meetings.
- 7.3 Extraordinary General Meetings can be called on receipt by the Society Secretary of a written request which must contain a statement of the business to be discussed and the signatures of three members of the current committee or of one quarter of the total membership and giving at least five university days' notice.
- 7.4 At such a meeting no business other than that stated in the request may be discussed.
- 7.5 The quorum for General Meetings shall be one-half plus one of Society members.

8.0 Voting

- 8.1 Each member of the General Meeting or committee has one vote; the Chair has a casting vote in addition to a deliberative vote; proxy votes shall not be permitted.
- 8.2 Voting on resolutions shall be by a simple majority.

9.0 Finance

- 9.1 The Society shall operate all its financial transactions within the Financial Regulations of the Students' Association.
- 9.2 In the event of the disbandment of the Society, all assets of the Society shall become the property of the Students' Association.

10.0 Amendment of Constitution

- 10.1 Amendments may only be made at a General Meeting.
- 10.2 Any changes must be approved by the Societies Council.

11.0 Affiliation

- 11.1 The Society will affiliate to the appropriate National Governing/Representative Body where appropriate.

12.0 Interpretation

- 12.1 In the event of a dispute within the Society as to the interpretation of any part of this Constitution, and there being no covering clauses in the Students' Association Constitution, the decision of the Full-time Officer policy-lead shall be final.

Activity Plan

Use the Activity Plan to detail your activities for the coming year. Include all aspects, such as meetings, social events, fundraisers, conferences and special events.

Note: This is just a guide to help you plan for the year and can be flexible.

Current Number of Committee Members	4
Annual Fee	£3
Expected Number of Members	15

Trimester 1: September to December

Events may be restricted to discussions until UKSEDS and observatory affiliation can be established. An online server will be started to hold regular conversations with society members and people interested in the society. We can start off the society with quizzes and meetups, possibly with a pub quiz fundraiser for the society. As we missed Freshers, it may be a good idea to have a stall up to promote the society over a week, as World Space Week occurs October 4th, and we will sadly miss it this year.

As Autumn comes to an end, many interesting constellations start to rise from the East earlier and earlier each night, so discussion on these and how to photograph Deep Sky Objects within them would be a great event to hold.

Trimester 2: January to April

UKSEDS may be able to provide guest speakers to hold talks about certain subjects related to astronomy. There are also rocketry, rover design and many more competitions that students may be interested in taking part in. If access to an observatory is secured, then trips to it could be arranged before the nights get too short. These observatories could include the Astronomical Society of Glasgows observatories on Acre Road and the Eric Tomney Memorial Observatory in Mugdock Country Park. There are also options in Paisley and Edinburgh that we could consider. I have spoken to the ASGs secretary who said that once the society is up and running, we will discuss ways to engage, as the ETMO observatory is a few weeks away from opening.

UKSEDS also provide society guidance, funding and sponsorship opportunities, as well as a platform for networking. Other events that are not restricted to night include model rocket launches and launching high altitude balloons into space (with a camera attached).

Trimester 3: May to August

Hopefully will be able to host an end of year party of some sort, whether that be a star party in a less light polluted local area, or a trip further afield to a dark sky region in Scotland. Will be open to input from society members.

If we have enough enthusiastic astrophotographers, we could also create a calendar or prints which can serve as a fundraiser for the society.

Some societies choose to operate throughout Trimester 3. It is at the discretion of the society, and there is no obligation to work throughout this period.

Finance Plan

Note: This is just a guide to help you plan for the year so please make an educated guess.

Expenses

Please include all expenditure that you think you may incur throughout the academic year.

[illegible]

Income

Please indicate how much income you expect to receive. Here, you should account for membership fees, fundraisers, entry price to events, and any funding allocated by the Students' Association.

<i>Income</i>	<i>Total</i>
Society member fee	£3 per person
Pub Quiz Fundraiser	£2 per person
Calendars Fundraisers	£8 per person
Prints Fundraisers	£7 per person
Society Startup Fund	£18.75

Totals

(Based on an estimate of 15 people per)

Total Expenditure	£293.50
Total Income	£318.75
Difference	+ £25.25

Data Protection and Declaration

Being a committee member means that you have responsibility for other peoples' personal information when they join your group. Your members would expect you to look after their personal information and to take this responsibility seriously. You should read the GCU Students' Association Data Protection Policy to ensure you are working within our Data Protection Principles and help us meet our legal obligations within the General Data Protection Regulations (GDPR). More information: www.GCUstudents.co.uk/privacy-policy.

We have also provided rules to ensure that your Committee works within our Data Protection Policy. By submitting this affiliation pack you agree to adhere to this data protection rules available from www.GCUstudents.co.uk/groupsaccess.

Lead Committee Member Signature: Scott Nichol

(Typed name accepted as confirmation)

Print Name: Scott Nichol

Submission Date: 5/10/2022

Starter Society Pack 2022/23

Motorsport Society

Please complete this Society Pack which sets out your committee and activities for the year ahead. This is a valuable exercise which will get you thinking about what you hope to achieve and identify any areas that you might need more support in.

Please read through the pack carefully and fill in all the yellow highlighted areas.

Note that you will need at least three committee members, **with one being the main point of contact and one being responsible for finance**. You should outline the responsibilities of each of these roles in your constitution.

Once completed, please return this document by email to societies@GCUstudents.co.uk and hand in the ten membership forms to the Students Association.

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Please indicate what your society would define as? (please cross next to box)

☐ **Hobby**

Will your society be working with children or vulnerable adults*, either directly or by working with another charity or organisation? **Yes/No**

*A child is anyone under 18 years of age. 'Vulnerable adults' are defined as anyone over 16 years of age who is unable to safeguard themselves, their property and their rights.

Where is this society based? **Glasgow/London**

GCU Students' Association Society Constitution

1.0 Name

1.1 The Society shall be known as **Motorsport** Society (hereinafter referred to as the "Society"). It shall be affiliated to Glasgow Caledonian University Students' Association (hereinafter referred to as the "SA") and shall be bound by the constitution and rules of the SA (available on the 'About Us' section of the GCU Students' Association website).

2.0 Objectives

2.1 The objectives of the Society shall be

- Create a safe haven for motorsport fans within the university
- Bring to together a strong community
- To make motorsport accessible to everyone within the society
- To enjoy everything the sport has to offer

3.0 Membership

3.1 Membership shall be open to all students at GCU. A full Member will be a student from GCU. An Associate Member will be GCU graduates and GCU staff.

4.0 Voting Rights

4.1 For a member to qualify for voting rights at a Society general meeting they must have completed a membership form and paid the annual membership fee.

5.0 Committee

5.1 There shall be an elected committee entrusted with the responsibility of pursuing the Society Objectives above. The Committee shall consist of the following positions:

5.1.1 [President the responsibilities are to make sure the whole society runs smoothly and address any issues within the society the president also gets the final say on events at budgets]

- 5.1.2 [Treasurer the responsibilities are to ensure we are keeping to a budget and make sure we don't waste capital on unnecessary purchases]
- 5.1.3 [Secretary the responsibilities are to ensure that the society runs smoothly and any admin work that needs to be done like advertising newsletters etc]
- 5.1.4 [Events Organiser the responsibilities will be to create events within the society and make it accessible to everyone]

6.0 Committee General Responsibilities

- 6.1 All matters/functions within the Constitution, Bye-laws and Policies of the SA.
- 6.2 Responsible for the day-to-day operation of the Society.
- 6.3 Responsible for any property and premises under the control of the Society.
- 6.4 In the event of a vacancy occurring on the committee, the committee shall have the power to co-opt a member to fill such vacancies until the next General Meeting.
- 6.5 To take all reasonably practicable steps to reduce the likelihood of injury to members on Society activities.
- 6.6 To hold Committee meetings as and when required during the academic year. At least 3 University days' notice of meetings must be given to all members of the committee.
- 6.7 The quorum for a Committee Meeting shall be one-half plus one of the committee members.

7.0 General Meetings

- 7.1 These shall take place twice per academic year; the first during the first trimester to plan activities, elect any vacant Committee positions and approve Society spending plans for the year; the second in the middle of the second trimester, taking the form of the Annual General Meeting at which the Committee for the following academic year shall be elected.
- 7.2 All Society members with voting rights shall be entitled to attend and vote in Society General Meetings.
- 7.3 Extraordinary General Meetings can be called on receipt by the Society Secretary of a written request which must contain a statement of the business to be discussed and the signatures of three members of the current committee or of one quarter of the total membership and giving at least five university days' notice.
- 7.4 At such a meeting no business other than that stated in the request may be discussed.
- 7.5 The quorum for General Meetings shall be one-half plus one of Society members.

8.0 Voting

- 8.1 Each member of the General Meeting or committee has one vote; the Chair has a casting vote in addition to a deliberative vote; proxy votes shall not be permitted.
- 8.2 Voting on resolutions shall be by a simple majority.

9.0 Finance

9.1 The Society shall operate all its financial transactions within the Financial Regulations of the Students' Association.

9.2 In the event of the disbandment of the Society, all assets of the Society shall become the property of the Students' Association.

10.0 Amendment of Constitution

10.1 Amendments may only be made at a General Meeting.

10.2 Any changes must be approved by the Societies Council.

11.0 Affiliation

11.1 The Society will affiliate to the appropriate National Governing/Representative Body where appropriate.

12.0 Interpretation

12.1 In the event of a dispute within the Society as to the interpretation of any part of this Constitution, and there being no covering clauses in the Students' Association Constitution, the decision of the Full-time Officer policy-lead shall be final.

Activity Plan

Use the Activity Plan to detail your activities for the coming year. Include all aspects, such as meetings, social events, fundraisers, conferences and special events.

Note: This is just a guide to help you plan for the year and can be flexible.

Current Number of Committee Members	3
Annual Fee	£20
Expected Number of Members	10+

Trimester 1: September to December

Organise online racing events
Organise watch partys
GO carting

Trimester 2: January to April

Organise Online racing events
Organise watch party's
Meet ups

Trimester 3: May to August

Organise Online racing events
Organise watch party's
Meet ups
GO carting

Some societies choose to operate throughout Trimester 3. It is at the discretion of the society, and there is no obligation to work throughout this period.

Finance Plan

Note: This is just a guide to help you plan for the year so please make an educated guess.

Expenses

Please include all expenditure that you think you may incur throughout the academic year.

<i>Expenditure</i>	<i>Costs</i>
Go carting (£25 per person) (Variable)	£250
F1 Tv subscription	£20 per year
Meetups	£200

Income

Please indicate how much income you expect to receive. Here, you should account for membership fees, fundraisers, entry price to events, and any funding allocated by the Students' Association.

<i>Income</i>	<i>Total</i>
Membership fees (Variable)	£200+
Go carting (Variable)	£150+
Meet ups (Variable)	£100+

Totals

Total Expenditure	£470
Total Income	£450
Difference	

Data Protection and Declaration

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We have also provided rules to ensure that your Committee works within our Data Protection Policy. By submitting this affiliation pack you agree to adhere to this data protection rules available from www.GCUstudents.co.uk/groupsaccess.

Lead Committee Member Signature: Reuben Van Der Westhuizen (Typed name
accepted as confirmation)

Print Name: Reuben Van Der Westhuizen

Submission Date: 05/10/2022

Starter Society Pack 2022/23

GCU Indian Students Assistance (G.I.S.A.)

Please complete this Society Pack which sets out your committee and activities for the year ahead. This is a valuable exercise which will get you thinking about what you hope to achieve and identify any areas that you might need more support in.

Please read through the pack carefully and fill in all the yellow highlighted areas.

Note that you will need at least three committee members, **with one being the main point of contact and one being responsible for finance**. You should outline the responsibilities of each of these roles in your constitution.

Once completed, please return this document by email to societies@GCUstudents.co.uk and hand in the ten membership forms to the Students Association.

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- Finance Plan	10
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Please indicate what your society would define as? (please cross next to box)

- ☐ Charity
- ☐ Course based
- ☐ Cultural
- ☐ Faith and Belief
- ☐ Hobby
- ☐ Politics
- ☐ Performance (On website is Charity but we will go for All Above – For Indian Origin Students, Staff and Alumni's Only)

Will your society be working with children or vulnerable adults*, either directly or by working with another charity or organisation? **No**

*A child is anyone under 18 years of age. 'Vulnerable adults' are defined as anyone over 16 years of age who is unable to safeguard themselves, their property and their rights.

Where is this society based? **Glasgow/London - Glasgow(Main) and London**

GCU Students' Association Society

Constitution

1.0 Name

- 1.1 The Society shall be known as **GCU INDIAN STUDENTS ASSISTANCE** Society (hereinafter referred to as the "Society"). It shall be affiliated to Glasgow Caledonian University Students' Association (hereinafter referred to as the "SA") and shall be bound by the constitution and rules of the SA (available on the 'About Us' section of the GCU Students' Association website).

2.0 Objectives

- 2.1 The objectives of the Society shall be
- Bring together all Indian students.
 - Organise various Indian Festivals and Celebrations.
 - The society will also represent inclusiveness, community, student led and fun values for Indian students and Alumni's.
 - Build positive Partnerships with other University Indian Association/Unions for diversity and sense of belonging across the UK.

3.0 Membership

- 3.1 Membership shall be open to all students at GCU. A full Member will be a student from GCU. An Associate Member will be GCU graduates and GCU staff.

4.0 Voting Rights

- 4.1 For a member to qualify for voting rights at a Society general meeting they must have completed a membership form and paid the annual membership fee.

5.0 Committee

- 5.1 There shall be an elected committee entrusted with the responsibility of pursuing the Society Objectives above. The Committee shall consist of the following positions:
- 5.1.1 **[PRESIDENT]**
- 5.1.2 **[VICE PRESIDENT]**
- 5.1.3 **[SECRETORY]**
- 5.1.4 **[TREASURER]**

6.0 Committee General Responsibilities

- 6.1 All matters/functions within the Constitution, Bye-laws and Policies of the SA.
- 6.2 Responsible for the day-to-day operation of the Society.
- 6.3 Responsible for any property and premises under the control of the Society.
- 6.4 In the event of a vacancy occurring on the committee, the committee shall have the power to co-opt a member to fill such vacancies until the next General Meeting.
- 6.5 To take all reasonably practicable steps to reduce the likelihood of injury to members on Society activities.
- 6.8 To hold Committee meetings as and when required during the academic year. At least 3 University days' notice of meetings must be given to all members of the committee.
- 6.9 The quorum for a Committee Meeting shall be one-half plus one of the committee members.

7.0 General Meetings

- 7.6 These shall take place twice per academic year; the first during the first trimester to plan activities, elect any vacant Committee positions and approve Society spending plans for the year; the second in the middle of the second trimester, taking the form of the Annual General Meeting at which the Committee for the following academic year shall be elected.
- 7.7 All Society members with voting rights shall be entitled to attend and vote in Society General Meetings.
- 7.8 Extraordinary General Meetings can be called on receipt by the Society Secretary of a written request which must contain a statement of the business to be discussed and the signatures of three members of the current committee or of one quarter of the total membership and giving at least five university days' notice.
- 7.9 At such a meeting no business other than that stated in the request may be discussed.
- 7.10 The quorum for General Meetings shall be one-half plus one of Society members.

8.0 Voting

- 8.3 Each member of the General Meeting or committee has one vote; the Chair has a casting vote in addition to a deliberative vote; proxy votes shall not be permitted.
- 8.4 Voting on resolutions shall be by a simple majority.

9.0 Finance

- 9.3 The Society shall operate all its financial transactions within the Financial Regulations of the Students' Association.
- 9.4 In the event of the disbandment of the Society, all assets of the Society shall become the property of the Students' Association.

10.0 Amendment of Constitution

- 10.1 Amendments may only be made at a General Meeting.
- 10.2 Any changes must be approved by the Societies Council.

11.0 Affiliation

- 11.1 The Society will affiliate to the appropriate National Governing/Representative Body where appropriate.

12.0 Interpretation

- 12.1 In the event of a dispute within the Society as to the interpretation of any part of this Constitution, and there being no covering clauses in the Students' Association Constitution, the decision of the Full-time Officer policy-lead shall be final.

Activity Plan

Use the Activity Plan to detail your activities for the coming year. Include all aspects, such as meetings, social events, fundraisers, conferences and special events.

Note: This is just a guide to help you plan for the year and can be flexible.

Current Number of Committee Members	12
Annual Fee	0 POUND
Expected Number of Members	500 or more.

Trimester 1: September to December
<ul style="list-style-type: none">➔ Indian cultural Activities➔ Fund raising➔ Social Events➔ Meetings➔ Connecting with other Indian Societies and Communities across Glasgow.

Trimester 2: January to April
<ul style="list-style-type: none">➔ Indian cultural Activities➔ Fund raising➔ Social Events➔ Meetings➔ Connecting with other Indian Societies and Communities across Scotland➔ Society Member Elections

Trimester 3: May to August
<ul style="list-style-type: none">➔ Indian cultural Activities➔ Fund raising➔ Social Events➔ Meetings➔ Connecting with other Indian Societies and Communities across the UK➔ Conducting Annual General Meeting for GISA at 2nd Last week of May.

Some societies choose to operate throughout Trimester 3. It is at the discretion of the society, and there is no obligation to work throughout this period.

Finance Plan

Note: This is just a guide to help you plan for the year so please make an educated guess.

Expenses

Please include all expenditure that you think you may incur throughout the academic year.

<i>Expenditure</i>	<i>Costs</i>
Food and Beverages for Charity, Conferences, Events.	900
Certificates and mementos to Honoured Guests	100
	1000

Income

Please indicate how much income you expect to receive. Here, you should account for membership fees, fundraisers, entry price to events, and any funding allocated by the Students' Association.

<i>Income</i>	<i>Total</i>
End of Year via Sponsorships/ Charity/ Donations/ Good-will	1500
	1000

Totals

Total Expenditure	1000
Total Income	1500(Can be more or less)
Difference	+500

Data Protection and Declaration

Being a committee member means that you have responsibility for other peoples' personal information when they join your group. Your members would expect you to look after their personal information and to take this responsibility seriously. You should read the GCU Students' Association Data Protection Policy to

ensure you are working within our Data Protection Principles and help us meet our legal obligations within the General Data Protection Regulations (GDPR). More information: www.GCUstudents.co.uk/privacy-policy.

We have also provided rules to ensure that your Committee works within our Data Protection Policy. By submitting this affiliation pack you agree to adhere to this data protection rules available from www.GCUstudents.co.uk/groupsaccess.

Lead Committee Member Signature : HEMANTKUMAR J. PARMAR

(Typed name accepted as confirmation)

Print Name: HEMANTKUMAR J. PARMAR

Submission Date: 07/10/2022

Starter Society Pack 2022/23

Risk & Finance Society

Please complete this Society Pack which sets out your committee and activities for the year ahead. This is a valuable exercise which will get you thinking about what you hope to achieve and identify any areas that you might need more support in.

Please read through the pack carefully and fill in all the yellow highlighted areas.

Note that you will need at least three committee members, **with one being the main point of contact and one being responsible for finance**. You should outline the responsibilities of each of these roles in your constitution.

Once completed, please return this document by email to societies@GCUstudents.co.uk and hand in the ten membership forms to the Students Association.

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Please indicate what your society would define as? (please cross next to box)

Course based

Will your society be working with children or vulnerable adults*, either directly or by working with another charity or organisation? **No**

*A child is anyone under 18 years of age. 'Vulnerable adults' are defined as anyone over 16 years of age who is unable to safeguard themselves, their property and their rights.

Where is this society based? **Glasgow**

GCU Students' Association Society

Constitution

1.0 Name

- 1.1 The Society shall be known as Risk & Finance Society (hereinafter referred to as the "Society"). It shall be affiliated to Glasgow Caledonian University Students' Association (hereinafter referred to as the "SA") and shall be bound by the constitution and rules of the SA (available on the 'About Us' section of the GCU Students' Association website).

2.0 Objectives

- 2.1 The objectives of the Society shall be
- Bring like-minded students together
 - Provide opportunities for students to network with professionals from industries
 - Collaborative studies to assist in coursework material

3.0 Membership

- 3.1 Membership shall be open to all students at GCU. A full Member will be a student from GCU. An Associate Member will be GCU graduates and GCU staff.

4.0 Voting Rights

- 4.1 For a member to qualify for voting rights at a Society general meeting they must have completed a membership form and paid the annual membership fee.

5.0 Committee

- 5.1 There shall be an elected committee entrusted with the responsibility of pursuing the Society Objectives above. The Committee shall consist of the following positions:
- 5.1.1 President – managing the society
- 5.1.2 VC – assist the duties of a president
- 5.1.3 Treasurer – managing the finances of the society
- 5.1.4 Events Coordinator – organising and implementing events

6.0 Committee General Responsibilities

- 6.1 All matters/functions within the Constitution, Bye-laws and Policies of the SA.
- 6.2 Responsible for the day-to-day operation of the Society.
- 6.3 Responsible for any property and premises under the control of the Society.
- 6.4 In the event of a vacancy occurring on the committee, the committee shall have the power to co-opt a member to fill such vacancies until the next General Meeting.
- 6.5 To take all reasonably practicable steps to reduce the likelihood of injury to members on Society activities.
- 6.10 To hold Committee meetings as and when required during the academic year. At least 3 University days' notice of meetings must be given to all members of the committee.
- 6.11 The quorum for a Committee Meeting shall be one-half plus one of the committee members.

7.0 General Meetings

- 7.11 These shall take place twice per academic year; the first during the first trimester to plan activities, elect any vacant Committee positions and approve Society spending plans for the year; the second in the middle of the second trimester, taking the form of the Annual General Meeting at which the Committee for the following academic year shall be elected.
- 7.12 All Society members with voting rights shall be entitled to attend and vote in Society General Meetings.
- 7.13 Extraordinary General Meetings can be called on receipt by the Society Secretary of a written request which must contain a statement of the business to be discussed and the signatures of three members of the current committee or of one quarter of the total membership and giving at least five university days' notice.
- 7.14 At such a meeting no business other than that stated in the request may be discussed.
- 7.15 The quorum for General Meetings shall be one-half plus one of Society members.

8.0 Voting

- 8.5 Each member of the General Meeting or committee has one vote; the Chair has a casting vote in addition to a deliberative vote; proxy votes shall not be permitted.
- 8.6 Voting on resolutions shall be by a simple majority.

9.0 Finance

- 9.5 The Society shall operate all its financial transactions within the Financial Regulations of the Students' Association.
- 9.6 In the event of the disbandment of the Society, all assets of the Society shall become the property of the Students' Association.

10.0 Amendment of Constitution

- 10.1 Amendments may only be made at a General Meeting.
- 10.2 Any changes must be approved by the Societies Council.

11.0 Affiliation

- 11.1 The Society will affiliate to the appropriate National Governing/Representative Body where appropriate.

12.0 Interpretation

- 12.1 In the event of a dispute within the Society as to the interpretation of any part of this Constitution, and there being no covering clauses in the Students' Association Constitution, the decision of the Full-time Officer policy-lead shall be final.

Activity Plan

Use the Activity Plan to detail your activities for the coming year. Include all aspects, such as meetings, social events, fundraisers, conferences and special events.

Note: This is just a guide to help you plan for the year and can be flexible.

Current Number of Committee Members	4
Annual Fee	£0
Expected Number of Members	50

Trimester 1: September to December
<ol style="list-style-type: none">1. Social event in November2. Guest Speaker in December3. Social event in December

Trimester 2: January to April
<ol style="list-style-type: none">1. Charter Insurance Institute talk2. Networking/ Careers event3. Social event

Trimester 3: May to August
<ol style="list-style-type: none">1. Social event

Some societies choose to operate throughout Trimester 3. It is at the discretion of the society, and there is no obligation to work throughout this period.

Finance Plan

Note: This is just a guide to help you plan for the year so please make an educated guess.

Expenses

Please include all expenditure that you think you may incur throughout the academic year.

<i>Expenditure</i>	<i>Costs</i>
Social event	£50
Social event	£50

Income

Please indicate how much income you expect to receive. Here, you should account for membership fees, fundraisers, entry price to events, and any funding allocated by the Students' Association.

<i>Income</i>	<i>Total</i>
Income per event	£1/person

Totals

Total Expenditure	£100
Total Income	£100
Difference	0

Data Protection and Declaration

Being a committee member means that you have responsibility for other peoples' personal information when they join your group. Your members would expect you to look after their personal information and to take this responsibility seriously. You should read the GCU Students' Association Data Protection Policy to ensure you are working within our Data Protection Principles and help us meet our legal obligations within

the General Data Protection Regulations (GDPR). More information: www.GCUstudents.co.uk/privacy-policy.

We have also provided rules to ensure that your Committee works within our Data Protection Policy. By submitting this affiliation pack you agree to adhere to this data protection rules available from www.GCUstudents.co.uk/groupsaccess.

Lead Committee Member Signature: Natalia Timoshkina

(Typed name accepted as confirmation)

Print Name: Natalia Timoshkina

Submission Date: 11/10/2022

Starter Society Pack 2022/23

<Art Society>

Please complete this Society Pack which sets out your committee and activities for the year ahead. This is a valuable exercise which will get you thinking about what you hope to achieve and identify any areas that you might need more support in.

Please read through the pack carefully and fill in all the yellow highlighted areas.

Note that you will need at least three committee members, **with one being the main point of contact and one being responsible for finance**. You should outline the responsibilities of each of these roles in your constitution.

Once completed, please return this document by email to societies@GCUstudents.co.uk and hand in the ten membership forms to the Students Association.

Privacy Notice

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Contents

- Committee List (redacted for GDPR)	3
- Constitution	5
- Activities Plan	7
- Finance Plan	8
- Data Protection and Declaration	9

Please indicate what your society would define as? (please cross next to box)

- ☐ Charity
- ☐ Course based
- ☐ Cultural
- ☐ Faith and Belief
- ☒ Hobby
- ☐ Politics
- ☐ Performance

Will your society be working with children or vulnerable adults*, either directly or by working with another charity or organisation? **Yes/No**

*A child is anyone under 18 years of age. 'Vulnerable adults' are defined as anyone over 16 years of age who is unable to safeguard themselves, their property and their rights.

Where is this society based? **Glasgow/London**

GCU Students' Association Society

Constitution

1.0 Name

- 1.1 The Society shall be known as **Art Society** Society (hereinafter referred to as the "Society"). It shall be affiliated to Glasgow Caledonian University Students' Association (hereinafter referred to as the "SA") and shall be bound by the constitution and rules of the SA (available on the 'About Us' section of the GCU Students' Association website).

2.0 Objectives

- 2.1 The objectives of the Society shall be
- Develop creativity
 - Inspire
 - Provide opportunities for other students to learn new skills
 - To make students feel happier and more relaxed

3.0 Membership

- 3.1 Membership shall be open to all students at GCU. A full Member will be a student from GCU. An Associate Member will be GCU graduates and GCU staff.

4.0 Voting Rights

- 4.1 For a member to qualify for voting rights at a Society general meeting they must have completed a membership form and paid the annual membership fee.

5.0 Committee

- 5.1 There shall be an elected committee entrusted with the responsibility of pursuing the Society Objectives above. The Committee shall consist of the following positions:
- 5.1.1 **Meeting Organizer-** Give due notice of all general meetings to all group members and book a venue
- 5.1.2 **Event Coordinator-** Someone who organises events and does all the posters designing
- 5.1.3 **Admin-** Someone who makes administrative arrangements for the events e.g. making sign up sheets, feedback forms and Certificates
- 5.1.4 **Membership Secretary-** welcome new members and distributes information on forthcoming events, encourages individuals who have enquired about the membership to join.

6.0 Committee General Responsibilities

- 6.1 All matters/functions within the Constitution, Bye-laws and Policies of the SA.
- 6.2 Responsible for the day-to-day operation of the Society.
- 6.3 Responsible for any property and premises under the control of the Society.
- 6.4 In the event of a vacancy occurring on the committee, the committee shall have the power to co-opt a member to fill such vacancies until the next General Meeting.
- 6.5 To take all reasonably practicable steps to reduce the likelihood of injury to members on Society activities.
- 6.12 To hold Committee meetings as and when required during the academic year. At least 3 University days' notice of meetings must be given to all members of the committee.

- 6.13 The quorum for a Committee Meeting shall be one-half plus one of the committee members.

7.0 General Meetings

- 7.16 These shall take place twice per academic year; the first during the first trimester to plan activities, elect any vacant Committee positions and approve Society spending plans for the year; the second in the middle of the second trimester, taking the form of the Annual General Meeting at which the Committee for the following academic year shall be elected.
- 7.17 All Society members with voting rights shall be entitled to attend and vote in Society General Meetings.
- 7.18 Extraordinary General Meetings can be called on receipt by the Society Secretary of a written request which must contain a statement of the business to be discussed and the signatures of three members of the current committee or of one quarter of the total membership and giving at least five university days' notice.
- 7.19 At such a meeting no business other than that stated in the request may be discussed.
- 7.20 The quorum for General Meetings shall be one-half plus one of Society members.

8.0 Voting

- 8.7 Each member of the General Meeting or committee has one vote; the Chair has a casting vote in addition to a deliberative vote; proxy votes shall not be permitted.
- 8.8 Voting on resolutions shall be by a simple majority.

9.0 Finance

- 9.7 The Society shall operate all its financial transactions within the Financial Regulations of the Students' Association.
- 9.8 In the event of the disbandment of the Society, all assets of the Society shall become the property of the Students' Association.

10.0 Amendment of Constitution

- 10.1 Amendments may only be made at a General Meeting.
- 10.2 Any changes must be approved by the Societies Council.

11.0 Affiliation

- 11.1 The Society will affiliate to the appropriate National Governing/Representative Body where appropriate.

12.0 Interpretation

- 12.1 In the event of a dispute within the Society as to the interpretation of any part of this Constitution, and there being no covering clauses in the Students' Association Constitution, the decision of the Full-time Officer policy-lead shall be final.

Activity Plan

Use the Activity Plan to detail your activities for the coming year. Include all aspects, such as meetings, social events, fundraisers, conferences and special events.

Note: This is just a guide to help you plan for the year and can be flexible.

Current Number of Committee Members	5 members
Annual Fee	£5
Expected Number of Members	15 or more

Trimester 1: September to December

October:

- Meeting on the 6th and 13th October
- Come and try session Pumpkin carving with prizes and maybe food on 19th of October

November:

- Meeting on the 27th of October
- Photo Scavenger Hunt expected date 4th of November
- Meeting 10th November
- Draw Challenge 18th of November
- Meeting on 24th of November for December events

December:

- House Fundraising Event Expected date: 2nd December
- Art Secret Santa grand event : Mid December
- Christmas Art event with prizes and food

Trimester 2: January to April

January:

- Meeting at the end of January
- Events with entry price for fundraising
- Art relaxation after exams

February:

- Meeting at the start of February
- Valentines art- Social event

March:

- Museum/art gallery trips

Trimester 3: May to August

Look for more members and 2 summer events

Some societies choose to operate throughout Trimester 3. It is at the discretion of the society, and there is no obligation to work throughout this period.

Finance Plan

Note: This is just a guide to help you plan for the year so please make an educated guess.

Expenses

Please include all expenditure that you think you may incur throughout the academic year.

<i>Expenditure</i>	<i>Costs</i>
Art Materials	£150
10 Pumpkins	£40
Prizes	£30
Decorations	£50
Trips	£200
Food	£100
	£470

Income

Please indicate how much income you expect to receive. Here, you should account for membership fees, fundraisers, entry price to events, and any funding allocated by the Students' Association.

<i>Income</i>	<i>Total</i>
Membership fee (£5 one person)	£75 or more
Funding from Student's Association Give it A Go Event	£200
Fundraising Events for Special Occasions e.g. Christmas	£40
House Fundraising	£50

	£365

Totals

Total Expenditure	£470
Total Income	£365
Difference	£105

Data Protection and Declaration

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We have also provided rules to ensure that your Committee works within our Data Protection Policy. By submitting this affiliation pack you agree to adhere to this data protection rules available from www.GCUstudents.co.uk/groupsaccess.

Lead Committee Member Signature:



(Typed name accepted as confirmation)

Print Name:

Zoha Fatima

Submission Date:

12/10/2022

Starter Society Pack 2021/22



<Believers' LoveWorld>

Please complete this Society Pack which sets out your committee and activities for the year ahead. This is a valuable exercise which will get you thinking about what you hope to achieve and identify any areas that you might need more support in.

Please read through the pack carefully and fill in all the yellow highlighted areas.

Note that you will need at least three committee members, **with one being the main point of contact and one being responsible for finance**. You should outline the responsibilities of each of these roles in your constitution.

Once completed, please return this document by email to societies@GCUstudents.co.uk and hand in the ten membership forms to the Students Association.

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- Committee List (redacted for GDPR)	3
- Constitution	5
- Activities Plan	7

- Finance Plan	8
- Data Protection and Declaration	9

Please indicate what your society would define as? (please cross next to box)

- ☐ Charity
- ☐ Course based
- ☐ Cultural
- ☐ **Faith and Belief**
- ☐ Hobby
- ☐ Politics
- ☐ Performance

Will your society be working with children or vulnerable adults*, either directly or by working with another charity or organisation? **Yes**

*A child is anyone under 18 years of age. 'Vulnerable adults' are defined as anyone over 16 years of age who is unable to safeguard themselves, their property and their rights.

Where is this society based? **Glasgow**

GCU Students' Association Society

Constitution

1.0 Name

- 1.1 The Society shall be known as [**Believers' LoveWorld**] Society (hereinafter referred to as the "**BLW Society**"). It shall be affiliated to Glasgow Caledonian University Students' Association (hereinafter referred to as the "SA") and shall be bound by the constitution and rules of the SA (available on the 'About Us' section of the GCU Students' Association website).

2.0 Objectives

- 2.1 The objectives of the Society shall be
- **Building a happier world with Love**
 - **Inspiring students and everyone to make an impact in their world**
 - **Helping young people find, understand and love Jesus**
 - **Inspiring, mentoring and Training students, young people to become world class in their different areas of study and guiding them into positions to make positive change in their communities**
 - **Spreading the love of God**

3.0 Membership

- 3.1 Membership shall be open to all students at GCU. A full Member will be a student from GCU. An Associate Member will be GCU graduates and GCU staff.

4.0 Voting Rights

- 4.1 For a member to qualify for voting rights at a Society general meeting they must have completed a membership form and paid the annual membership fee.

5.0 Committee

- 5.1 There shall be an elected committee entrusted with the responsibility of pursuing the Society Objectives above. The Committee shall consist of the following positions:
- 5.1.1 [**President/Coordinator: Monitors the overall activities of the society**]
- 5.1.2 [**Secretary: Ensures meetings are effectively organized and minuted, Maintains effective record and administration of the society**]
- 5.1.3 [**Treasurer: In charge of finance, budgeting, expenditure and fundraising**]
- 5.1.4 [**Vice President: In charge of projects/events proposal development, execution and evaluation**]

6.0 Committee General Responsibilities

- 6.1 All matters/functions within the Constitution, Bye-laws and Policies of the SA.
- 6.2 Responsible for the day-to-day operation of the Society.
- 6.3 Responsible for any property and premises under the control of the Society.
- 6.4 In the event of a vacancy occurring on the committee, the committee shall have the power to co-opt a member to fill such vacancies until the next General Meeting.
- 6.5 To take all reasonably practicable steps to reduce the likelihood of injury to members on Society activities.

- 6.6 To hold Committee meetings as and when required during the academic year. At least 3 University days' notice of meetings must be given to all members of the committee.
- 6.7 The quorum for a Committee Meeting shall be one-half plus one of the committee members.

7.0 General Meetings

- 7.1 These shall take place twice per academic year; the first during the first trimester to plan activities, elect any vacant Committee positions and approve Society spending plans for the year; the second in the middle of the second trimester, taking the form of the Annual General Meeting at which the Committee for the following academic year shall be elected.
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- 7.4 At such a meeting no business other than that stated in the request may be discussed.
- 7.5 The quorum for General Meetings shall be one-half plus one of Society members.

8.0 Voting

- 8.1 Each member of the General Meeting or committee has one vote; the Chair has a casting vote in addition to a deliberative vote; proxy votes shall not be permitted.
- 8.2 Voting on resolutions shall be by a simple majority.

9.0 Finance

- 9.1 The Society shall operate all its financial transactions within the Financial Regulations of the Students' Association.
- 9.2 In the event of the disbandment of the Society, all assets of the Society acquired with the help of the Students Association shall become the property of the Students' Association.

10.0 Amendment of Constitution

- 10.1 Amendments may only be made at a General Meeting.
- 10.2 Any changes must be approved by the Societies Council.

11.0 Affiliation

- 11.1 The Society will affiliate to the appropriate National Governing/Representative Body where appropriate.

12.0 Interpretation

- 12.1 In the event of a dispute within the Society as to the interpretation of any part of this Constitution, and there being no covering clauses in the Students' Association Constitution, the decision of the Full-time Officer policy-lead shall be final.

Activity Plan

Use the Activity Plan to detail your activities for the coming year. Include all aspects, such as meetings, social events, fundraisers, conferences and special events.

Note: This is just a guide to help you plan for the year and can be flexible.

Current Number of Committee Members	3
Annual Fee	0
Expected Number of Members	50

Trimester 1: September to December
Weekly Fellowship Meetings: Times of Prayer, Worship, Inspiration for becoming better at your field and sharing of the word Awards Recognition Fellowship Celebration Camp Meeting Community Services

Trimester 2: January to April
Weekly Fellowship Meetings: Times of Prayer, Worship, Inspiration for becoming better at your field and sharing of the word Strategic Training meetings Games/Movie Night

Trimester 3: May to August
Weekly Fellowship Meetings: Times of Prayer, Worship, Inspiration for becoming better at your field and sharing of the word Training Inspiration and Empowerment Program Fellowship Celebration

Some societies choose to operate throughout Trimester 3. It is at the discretion of the society, and there is no obligation to work throughout this period.

Finance Plan

Note: This is just a guide to help you plan for the year so please make an educated guess.

Expenses

Please include all expenditure that you think you may incur throughout the academic year.

<i>Expenditure</i>	<i>Costs</i>

Income

Please indicate how much income you expect to receive. Here, you should account for membership fees, fundraisers, entry price to events, and any funding allocated by the Students' Association.

<i>Income</i>	<i>Total</i>
Funding	£18.75

Totals

Total Expenditure	0
Total Income	0
Difference	0

Data Protection and Declaration

Being a committee member means that you have responsibility for other peoples' personal information when they join your group. Your members would expect you to look after their personal information and to take this responsibility seriously. You should read the GCU Students' Association Data Protection Policy to ensure you are working within our Data Protection Principles and help us meet our legal obligations within

the General Data Protection Regulations (GDPR). More information: www.GCUstudents.co.uk/privacy-policy.

We have also provided rules to ensure that your Committee works within our Data Protection Policy. By submitting this affiliation pack you agree to adhere to this data protection rules available from www.GCUstudents.co.uk/groupsaccess.

Lead Committee Member Signature: _____**Abayomi Gabriel Ajiboye**_____

(Typed name accepted as confirmation)

Print Name: _____**Abayomi Gabriel Ajiboye**_____

Submission Date: _____**30th August 2022**_____