

Committee Title	Student Voice					
Date of Meeting	Monday 19 th February 2023					
Item Number and Title/Subject	New societies					
Paper Presenter	Societies Chair					
Brief Summary of Issues/Topic	Starter Societies to be affiliated by Student Voice 1. Caledonian Rocketry Society 2. Cali's Angels ¹ 3. Gcu Audio 4. East African Society 5. Glasgow Ahlulbayt Society 6. Cheese and Wine ² 7. GCU Tech Society					
Recommendation(s)	Information		Discussion		Approval	x
	To be affiliated by Student Voice					
	Changes to be approved by Student Voice					
Who have you consulted when developing the paper?	Societies Council					
Staff/Student Protocol	Yes		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.						

¹ Supporting evidence for society - Falls into category of society, as will be having regular activities and society specific events. As well as joint events with other similar societies across Glasgow. Discussed at meeting and council approved. Wants to work **with** Networks and Rep Groups on relevant campaigns.

² Supporting evidence for society – Will use GCU caterer for events on campus but wants to use locations relevant to theme of event(s). Discusses at meeting and council approved. Checked policy with Chief Exec and no issue with what pack proposes.

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

Caledonian Rocketry

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

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Committee List

Position (Main point of contact)	Senior Management
Name	
Email	
Telephone	
Student ID No.	

Position (Responsible for finances) (Main point of contact)	Senior Management
Name	
Email	
Telephone	
Student ID No.	

Position	Senior Management
Name	
Email	
Telephone	
Student ID No.	

If your society has more than three committee members, please use the list below.

Position	
Name	

Email	
Telephone	
Student ID No.	

Position	
Name	
Email	
Telephone	
Student ID No.	

Position	
Name	
Email	
Telephone	
Student ID No.	

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

- ☐ Charity
- ☐ Course based
- ☐ Cultural
- ☐ Faith and Belief
- ☐ Hobby (Y)
- ☐ Politics
- ☐ Performance

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**

Societies Checklist

By affiliating to GCU Students' Association you agree to abide by our rules and policies that are available from www.GCUstudents.co.uk/keyinformation.

Please select Yes or No in the checklist below.

Societies Policy	Have you read, understood and will adhere to the Societies Policy ?	Yes
Email	Are you currently able to access to your society @gcustudents.co.uk email address?	No
Webpage	Do you have admin rights and have you recently updated the information on your society webpage on the Students' Association website?	N/A
Data Protection	Have you read, understood and will adhere to the Data Protection Policy and Guidance and agree to report any data breaches immediately .	Yes
Health and Safety	Have you read, understood and will adhere to Health, Safety and Wellbeing Policy ?	Yes
Risk Assessment	Do you understand that the society may be required to produce risk assessment for their activities and events?	Yes
Incident Reporting	Have you read, understood and will adhere to Emergency Procedures and know how to submit an Incident Report?	Yes
Equality, Diversity and Inclusion	Have you read, understood and will adhere to the Equality and Diversity Policy ?	Ye
Transport	Have you read, understood and will adhere to the Transport Policy ?	Yes
Overseas Trips	Do you understand that the society cannot plan any overseas trips without the approval of the Students' Association?	Yes
Initiations	We believe that societies are a place for everyone to feel safe and welcome to participate. Does your society committee pledge never to run any initiations?	Yes
Finance	Have you read, understood and will adhere to Section 6 of the Students' Association Finance Policy and Procedures ?	Yes
Large Scale Events	Do you understand that the society cannot a Society End of Year Event or large scale event without the approval of the Students' Association?	Yes
Safeguarding	Will your club be working with children or vulnerable adults*, either directly or by working with another charity or organisation? <i>*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.</i>	No

GCU Students' Association Society **Constitution**

Caledonian Rocketry Constitution

1.0 Name

- 1.1 The Society shall be known as the **Caledonian Rocketry** Society (hereinafter referred to as the "Society"). It shall be affiliated to Glasgow Caledonian University Students' Association (hereinafter referred to as GCU Students' Association) and shall be bound by the Constitution, Schedules, By-Laws and policies of GCU Students' Association.

2.0 Objectives

- 2.1 The objectives of the Society shall be:

To provide a group where students can build practical engineering skills
To provide a platform to network within aerospace sector
To inspire and educate students with respect to the aerospace sector
Compete in Competitions such as Mach
Create a group where students can find like-minded people

3.0 Membership

- 3.1 Membership of the Society shall be open to all registered GCU students, Life Members and GCU staff who join the Society and pay any joining fee required.

4.0 Committee

- 4.1 There shall be an elected committee entrusted with the responsibility of pursuing the Society Objectives above. The committee shall be a minimum of three positions and consist of the following positions:

- 4.1.1 President
- 4.1.2 Treasurer
- 4.1.3 Secretary

5.0 Committee Roles

- 5.1 These are the roles of the committee members.
- 5.2 President Role: To be the Chairperson at Society committee and general meetings. To be the main liaison between the Society and GCU Students' Association. To oversee all the affairs of the Society. To be the Society representative at Students' Association meetings as and when required.
- 5.3 Treasurer Role: To be responsible for all financial transactions including yearly budget application, collection of membership and weekly fees, keep an accurate record of all transactions, budget withdrawals and depositing funds with GCU Students' Association. To be the Society representative at Students' Association meetings as and when required.
- 5.4 Secretary Role: To be responsible for calling meetings, preparing agendas, taking minutes and maintaining Society documents. To be the Society representative at Students' Association meetings as and when required.

6.0 Committee Responsibilities

- 6.1 Responsible for the day-to-day operation of the Society.

- 6.2 To ensure compliance of the rules and policies of GCU Students' Association, including its Constitution, Schedules and Bye-laws, Data Protection Policy, Health, Safety and Wellbeing Policy, Safeguarding Policy and Incident Reporting.
- 6.2 To ensure adherence to the Societies Policy and Transport Policy.
- 6.3 To take all necessary steps to ensure that meetings, activities, events and socials complies with the Equality and Diversity Policy.
- 6.4 To ensure the sustainability of the Society by welcoming and encouraging the involvement of new students.
- 6.5 Responsible for any property under the control of the Society.
- 6.8 To take all reasonably practicable health and safety actions, including risk assessment, to reduce the likelihood of injury to members on Society activities and events.
- 6.9 To make nominations on behalf of the Society for the annual Society Awards.
- 6.10 To hold Committee meetings as and when required during the academic year. At least 3 days' notice of meetings must be given to all members of the committee. The quorum for a Committee Meeting shall be one third plus one of all committee members.
- 6.11 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
- 6.12 Hold an Annual General Meeting in Trimester B to elect a new committee for the year ahead.

General Meetings

- 7.1 A General Meeting may be called for by the committee or by a petition of members who make up at least 5% of the total Society membership.
- 7.2 All Society members with voting rights shall be entitled to attend and vote in Society General Meetings.
- 7.4 The President shall chair the meeting ensuring that the meeting runs smoothly and that all members have an opportunity to contribute.
- 7.5 The quorum for General Meetings shall be one third plus one of all Society members.

8.0 Voting

- 8.1 Each member at the General Meeting has one vote; the Chair has a casting vote in addition to a deliberative vote; proxy votes shall not be permitted.
- 8.2 For a member to qualify for voting rights at the Society general meeting they must have joined the Society and paid any joining fee required.
- 8.3 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 GCU Students' Association.
- 9.2 In the event of the disbandment of the Society, all assets of the Society shall become the property of GCU Students' Association.

10.0 Amendments to Society Constitution

- 10.1 Amendments may only be made by a General Meeting and subject to the approval of the Societies Council.

11.0 Affiliation

- 11.1 Where appropriate the Society may affiliate to their national governing or representative body.

12.0 Interpretation

- 12.1 In the event of a dispute within the Society with the interpretation of any part of this Constitution, and there being no covering clauses in the GCU Students' Association Constitution, Schedules, Bye-Laws or policies, the Society can defer to the Societies Council and their decision 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	20

Trimester 1: September to December
N/A

Trimester 2: January to April
Raise awareness to officially begin next academic year

Trimester 3: May to August
Raise awareness to officially begin next academic year

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>
N/A this year	
Next year:	
Materials	100

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 (next year)</i>	<i>Total</i>
Sponsors	>100
SA Funding	21.61

Totals

Total Expenditure	100
Total Income	121.61
Difference	+21.61

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: C.Andrews E.Kirkland

(Typed name accepted as confirmation)

Print Name: **Craig Andrews**
Euan Kirkland

Submission Date: **19/01/2024**

Pending

Starter Society Pack 2022/23

<Cali's Angels>

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

Position (Main point of contact)	President
Name	
Email	
Telephone	
Student ID No.	

Position (Responsible for finances)	Treasurer
Name	
Email	
Telephone	
Student ID No.	

Position	Secretary
Name	
Email	
Telephone	
Student ID No.	

If your society has more than three committee members, please use the list below.

Position	EDI officer
Name	

Email	
Telephone	
Student ID No.	

Position	Events Co-ordinator
Name	
Email	
Telephone	
Student ID No.	

Position	Social Media Officer
Name	
Email	
Telephone	
Student ID No.	

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? **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**

Societies Checklist

By affiliating to GCU Students' Association you agree to abide by our rules and policies that are available from www.GCUstudents.co.uk/keyinformation.

Please select Yes or No in the checklist below.

Societies Policy	Have you read, understood and will adhere to the Societies Policy ?	Yes
Email	Are you currently able to access to your society @gcustudents.co.uk email address?	No
Webpage	Do you have admin rights and have you recently updated the information on your society webpage on the Students' Association website?	No
Data Protection	Have you read, understood and will adhere to the Data Protection Policy and Guidance and agree to report any data breaches immediately .	Yes
Health and Safety	Have you read, understood and will adhere to Health, Safety and Wellbeing Policy ?	Yes
Risk Assessment	Do you understand that the society may be required to produce risk assessment for their activities and events?	Yes
Incident Reporting	Have you read, understood and will adhere to Emergency Procedures and know how to submit an Incident Report?	Yes
Equality, Diversity and Inclusion	Have you read, understood and will adhere to the Equality and Diversity Policy ?	Yes
Transport	Have you read, understood and will adhere to the Transport Policy ?	Yes
Overseas Trips	Do you understand that the society cannot plan any overseas trips without the approval of the Students' Association?	Yes
Initiations	We believe that societies are a place for everyone to feel safe and welcome to participate. Does your society committee pledge never to run any initiations?	Yes
Finance	Have you read, understood and will adhere to Section 6 of the Students' Association Finance Policy and Procedures ?	Yes
Large Scale Events	Do you understand that the society cannot a Society End of Year Event or large scale event without the approval of the Students' Association?	Yes
Safeguarding	Will your club be working with children or vulnerable adults*, either directly or by working with another charity or organisation? <i>*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.</i>	No

GCU Students' Association Society Constitution

Cali's Angels Constitution

1.0 Name

- 1.1 The Society shall be known as the **Cali's Angels** Society (hereinafter referred to as the "Society"). It shall be affiliated to Glasgow Caledonian University Students' Association (hereinafter referred to as GCU Students' Association) and shall be bound by the Constitution, Schedules, By-Laws and policies of GCU Students' Association.

2.0 Objectives

- 2.1 The objectives of the Society shall be:

- 2.1.1 To promote safety for women and non-binary people in Glasgow
- 2.1.2 To foster a sense of community and fight loneliness
- 2.1.3 To provide opportunities for women and non-binary people at GCU to connect
- 2.1.4 To promote safety in societies and clubs on campus

3.0 Membership

- 3.1 Membership of the Society shall be open to all registered GCU students, Life Members and GCU staff who join the Society and pay any joining fee required.

4.0 Committee

- 4.1 There shall be an elected committee entrusted with the responsibility of pursuing the Society Objectives above. The committee shall be a minimum of three positions and consist of the following positions:

- 4.1.1 President
- 4.1.2 Treasurer
- 4.1.3 Secretary

Additionally there will be three other positions that are not mandatory but desired to ensure effectiveness. These roles are:

- 4.1.4 Equality, Diversity and Inclusion (EDI) Officer
- 4.1.5 Events co-ordinator
- 4.1.6 Social Media Officer

5.0 Committee Roles

- 5.1 These are the roles of the committee members.
- 5.2 President Role: To be the Chairperson at Society committee and general meetings. To be the main liaison between the Society and GCU Students' Association. To oversee all the affairs of the Society. To be the Society representative at Students' Association meetings as and when required.
- 5.3 Treasurer Role: To be responsible for all financial transactions including yearly budget application, collection of membership and weekly fees, keep an accurate record of all transactions, budget withdrawals and depositing funds with GCU Students' Association. To be the Society representative at Students' Association meetings as and when required.
- 5.4 Secretary Role: To be responsible for calling meetings, preparing agendas, taking minutes and maintaining Society documents. To be the Society representative at Students' Association meetings as and when required.

5.5 Equality, Diversity and Inclusion (EDI) Officer: To be responsible for creating an inclusive environment by organising diverse events, addressing discrimination, and collaborating with other societies. They lead efforts to educate society members through training sessions, workshops, and advocate for underrepresented groups, ensuring that decision-making processes reflect the diversity of the student body.

- 5.6 Events Co-ordinator: to organise events liaising with other societies and other committee members
- 5.7 Social Media Officer: To promote the society on social media and to get creative with ways to recruit people.
Working closely with the events coordinator to plan and promote events

6.0 Committee Responsibilities

- 6.1 Responsible for the day-to-day operation of the Society.
- 6.2 To ensure compliance of the rules and policies of GCU Students' Association, including its Constitution, Schedules and Bye-laws, Data Protection Policy, Health, Safety and Wellbeing Policy, Safeguarding Policy and Incident Reporting.
- 6.2 To ensure adherence to the Societies Policy and Transport Policy.
- 6.3 To take all necessary steps to ensure that meetings, activities, events and socials complies with the Equality and Diversity Policy.
- 6.4 To ensure the sustainability of the Society by welcoming and encouraging the involvement of new students.
- 6.5 Responsible for any property under the control of the Society.
- 6.8 To take all reasonably practicable health and safety actions, including risk assessment, to reduce the likelihood of injury to members on Society activities and events.
- 6.9 To make nominations on behalf of the Society for the annual Society Awards.
- 6.10 To hold Committee meetings as and when required during the academic year. At least 3 days' notice of meetings must be given to all members of the committee. The quorum for a Committee Meeting shall be one third plus one of all committee members.
- 6.11 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
- 6.12 Hold an Annual General Meeting in Trimester B to elect a new committee for the year ahead.

General Meetings

- 7.1 A General Meeting may be called for by the committee or by a petition of members who make up at least 5% of the total Society membership.
- 7.2 All Society members with voting rights shall be entitled to attend and vote in Society General Meetings.
- 7.4 The President shall chair the meeting ensuring that the meeting runs smoothly and that all members have an opportunity to contribute.
- 7.5 The quorum for General Meetings shall be one third plus one of all Society members.

8.0 Voting

- 8.1 Each member at the General Meeting has one vote; the Chair has a casting vote in addition to a deliberative vote; proxy votes shall not be permitted.
- 8.2 For a member to qualify for voting rights at the Society general meeting they must have joined the Society and paid any joining fee required.
- 8.3 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 GCU Students' Association.
- 9.2 In the event of the disbandment of the Society, all assets of the Society shall become the property of GCU Students' Association.

10.0 Amendments to Society Constitution

- 10.1 Amendments may only be made by a General Meeting and subject to the approval of the Societies Council.

11.0 Affiliation

- 11.1 Where appropriate the Society may affiliate to their national governing or representative body.

12.0 Interpretation

- 12.1 In the event of a dispute within the Society with the interpretation of any part of this Constitution, and there being no covering clauses in the GCU Students' Association Constitution, Schedules, Bye-Laws or policies, the Society can defer to the Societies Council and their decision 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	20

Trimester 1: September to December
Too late to plan for this year

Trimester 2: January to April
Stall at refreshers fayre Collaboration with GU Angels Society Valentines day social Monthly coffee mornings to discuss relative topics Collab club night with Urban Angles Glasgow and GU Angel Soc Pottery painting GBV workshop Weekly or bi-weekly meetings

Trimester 3: May to August

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>
Flyer printing	£30
Biscuits and snacks for coffee morning	£40
Pottery painting supplies for 30 people	£50
	£120

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>
Bake sale	£30
Entry price for non-members to events (£5) (avg 5 people)	£25
Entry price for members to events (£2.50) (avg 20 people)	£50
SA Funding	£21
	£105

Totals

Total Expenditure	£120
Total Income	£105
Difference	£36

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: **Jessica Chappelle**

(Typed name accepted as confirmation)

Print Name: **Jessica Chappelle**

Submission Date: **28.11.23**

Approved

Starter Society Pack 2022/23

<GCU Audio Team>

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

Position (Main point of contact)	President
Name	
Email	
Telephone	
Student ID No.	

Position (Responsible for finances)	Treasurer
Name	
Email	
Telephone	
Student ID No.	

Position	Vice President
Name	
Email	
Telephone	
Student ID No.	

If your society has more than three committee members, please use the list below.

Position	Social captain
Name	
Email	

Telephone	
Student ID No.	

Position	Secretary
Name	
Email	
Telephone	
Student ID No.	

Position	Marketing Manager
Name	
Email	
Telephone	
Student ID No.	

Position	Event Operations Manager
Name	
Email	
Telephone	
Student ID No.	

Position	AV Tech Manager
Name	
Email	
Telephone	
Student ID No.	

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**

Societies Checklist

By affiliating to GCU Students' Association you agree to abide by our rules and policies that are available from www.GCUstudents.co.uk/keyinformation.

Please select Yes or No in the checklist below.

Societies Policy	Have you read, understood and will adhere to the Societies Policy ?	Yes/No
Email	Are you currently able to access to your society @gcustudents.co.uk email address?	Yes/No
Webpage	Do you have admin rights and have you recently updated the information on your society webpage on the Students' Association website?	Yes/ No
Data Protection	Have you read, understood and will adhere to the Data Protection Policy and Guidance and agree to report any data breaches immediately .	Yes/No
Health and Safety	Have you read, understood and will adhere to Health, Safety and Wellbeing Policy ?	Yes/No
Risk Assessment	Do you understand that the society may be required to produce risk assessment for their activities and events?	Yes/No
Incident Reporting	Have you read, understood and will adhere to Emergency Procedures and know how to submit an Incident Report?	Yes/No
Equality, Diversity and Inclusion	Have you read, understood and will adhere to the Equality and Diversity Policy ?	Yes/No
Transport	Have you read, understood and will adhere to the Transport Policy ?	Yes/No
Overseas Trips	Do you understand that the society cannot plan any overseas trips without the approval of the Students' Association?	Yes/No
Initiations	We believe that societies are a place for everyone to feel safe and welcome to participate. Does your society committee pledge never to run any initiations?	Yes/ No
Finance	Have you read, understood and will adhere to Section 6 of the Students' Association Finance Policy and Procedures ?	Yes/ No
Large Scale Events	Do you understand that the society cannot a Society End of Year Event or large scale event without the approval of the Students' Association?	Yes/ No
Safeguarding	Will your club be working with children or vulnerable adults*, either directly or by working with another charity or organisation? <i>*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.</i>	Yes/No

GCU Students' Association Society **Constitution**

[GCU Audio Team] Constitution

1.0 Name

- 1.1 The Society shall be known as the [GCU Audio Team] Society (hereinafter referred to as the "Society"). It shall be affiliated to Glasgow Caledonian University Students' Association (hereinafter referred to as GCU Students' Association) and shall be bound by the Constitution, Schedules, By-Laws and policies of GCU Students' Association.

2.0 Objectives

- 2.1 The objectives of the Society shall be:

[To bring life, energy, and community to the campus union bar through music and entertainment
To educate and inspire a passion for audio and music
To create an audio technology/music community
To raise money and get the union bar upgraded.
]

3.0 Membership

- 3.1 Membership of the Society shall be open to all registered GCU students, Life Members and GCU staff who join the Society and pay any joining fee required.

4.0 Committee

- 4.1 There shall be an elected committee entrusted with the responsibility of pursuing the Society Objectives above. The committee shall be a minimum of three positions and consist of the following positions:

- 4.1.1 President
- 4.1.2 Treasurer
- 4.1.3 Secretary

[Social Captain
Vice president
Event Operations Manager
AV Tech Manager]

5.0 Committee Roles

- 5.1 These are the roles of the committee members.
- 5.2 President Role: To be the Chairperson at Society committee and general meetings. To be the main liaison between the Society and GCU Students' Association. To oversee all the affairs of the Society. To be the Society representative at Students' Association meetings as and when required.
- 5.3 Treasurer Role: To be responsible for all financial transactions including yearly budget application, collection of membership and weekly fees, keep an accurate record of all transactions, budget withdrawals and depositing funds with GCU Students' Association. To be the Society representative at Students' Association meetings as and when required.
- 5.4 Secretary Role: To be responsible for calling meetings, preparing agendas, taking minutes and maintaining Society documents. To be the Society representative at Students' Association meetings as and when required.

[Vice president: Supervising and managing society led events and operations. President Backup and Support Social Captain: Planning social events for the society itself. Arranging Collaboration with venues for society exposure and networking opportunities.

Event Operations Manager: Liaising with Event Act(s) and venue to ensure event runs smoothly and the manpower, act(s) and tech needs are met

AV Tech Manager: Liaising with Event Ops Manager to ensure tech needs are met]

6.0 Committee Responsibilities

- 6.1 Responsible for the day-to-day operation of the Society.
- 6.2 To ensure compliance of the rules and policies of GCU Students' Association, including its Constitution, Schedules and Bye-laws, Data Protection Policy, Health, Safety and Wellbeing Policy, Safeguarding Policy and Incident Reporting.
- 6.2 To ensure adherence to the Societies Policy and Transport Policy.
- 6.3 To take all necessary steps to ensure that meetings, activities, events and socials complies with the Equality and Diversity Policy.
- 6.4 To ensure the sustainability of the Society by welcoming and encouraging the involvement of new students.
- 6.5 Responsible for any property under the control of the Society.
- 6.8 To take all reasonably practicable health and safety actions, including risk assessment, to reduce the likelihood of injury to members on Society activities and events.
- 6.9 To make nominations on behalf of the Society for the annual Society Awards.
- 6.10 To hold Committee meetings as and when required during the academic year. At least 3 days' notice of meetings must be given to all members of the committee. The quorum for a Committee Meeting shall be one third plus one of all committee members.
- 6.11 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
- 6.12 Hold an Annual General Meeting in Trimester B to elect a new committee for the year ahead.

General Meetings

- 7.1 A General Meeting may be called for by the committee or by a petition of members who make up at least 5% of the total Society membership.
- 7.2 All Society members with voting rights shall be entitled to attend and vote in Society General Meetings.
- 7.4 The President shall chair the meeting ensuring that the meeting runs smoothly and that all members have an opportunity to contribute.
- 7.5 The quorum for General Meetings shall be one third plus one of all Society members.

8.0 Voting

- 8.1 Each member at the General Meeting has one vote; the Chair has a casting vote in addition to a deliberative vote; proxy votes shall not be permitted.
- 8.2 For a member to qualify for voting rights at the Society general meeting they must have joined the Society and paid any joining fee required.
- 8.3 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 GCU Students' Association.
- 9.2 In the event of the disbandment of the Society, all assets of the Society shall become the property of GCU Students' Association.

10.0 Amendments to Society Constitution

- 10.1 Amendments may only be made by a General Meeting and subject to the approval of the Societies Council.

11.0 Affiliation

- 11.1 Where appropriate the Society may affiliate to their national governing or representative body.

12.0 Interpretation

- 12.1 In the event of a dispute within the Society with the interpretation of any part of this Constitution, and there being no covering clauses in the GCU Students' Association Constitution, Schedules, Bye-Laws or policies, the Society can defer to the Societies Council and their decision 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	27
Annual Fee	£5
Expected Number of Members	45

Trimester 1: September to December
N/A

Trimester 2: January to April
Kickstarting the audio and musical entertainment community and opportunities: Musical entertainment at the Union Bar in afternoons and evenings Audio production courses Audio tech society content creation Assisting other Societies Contacting and arranging deals with venues, clubs, event companies, AV companies, music studios. Guest/industry speakers, production walkthroughs

Trimester 3: May to August
Preparation and Planning for the next academic year. Making use of connections built over trimester 2 to seek work experience and continue running 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>
Equipment/venue hire	50-250
Guest speakers	

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>
Members	5 per head ~225
Show ticket sales	0-15 per head (Union Capacity)
Society event commissions	2 per hour
Brand/company sponsorships	
Donations	
Courses	
Fundraising	

Totals

Total Expenditure	
-------------------	--

Total Income	£2000
Difference	

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:



(Typed name accepted as confirmation)

Print Name:

CALLUM LECHATELLIER_____

Submission Date:

12/12/2023_____

New



Starter Society Pack 2022/23

East African Student 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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Committee List

Position (Main point of contact)	Chairman
Name	
Email	
Telephone	
Student ID No.	

Position (Responsible for finances)	Treasurer
Name	
Email	
Telephone	
Student ID No.	

Position	Secretary
Name	
Email	
Telephone	
Student ID No.	

If your society has more than three committee members, please use the list below.

Position	
Name	
Email	
Telephone	
Student ID No.	

Position	
Name	
Email	
Telephone	
Student ID No.	

Position	
Name	
Email	
Telephone	
Student ID No.	

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? **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**

Societies Checklist

By affiliating to GCU Students' Association you agree to abide by our rules and policies that are available from www.GCUstudents.co.uk/keyinformation.

Please select Yes or No in the checklist below.

Societies Policy	Have you read, understood and will adhere to the Societies Policy ?	Yes
Email	Are you currently able to access to your society @gcustudents.co.uk email address?	No
Webpage	Do you have admin rights and have you recently updated the information on your society webpage on the Students' Association website?	No
Data Protection	Have you read, understood and will adhere to the Data Protection Policy and Guidance and agree to report any data breaches immediately .	Yes
Health and Safety	Have you read, understood and will adhere to Health, Safety and Wellbeing Policy ?	Yes
Risk Assessment	Do you understand that the society may be required to produce risk assessment for their activities and events?	Yes
Incident Reporting	Have you read, understood and will adhere to Emergency Procedures and know how to submit an Incident Report?	Yes
Equality, Diversity and Inclusion	Have you read, understood and will adhere to the Equality and Diversity Policy ?	Yes
Transport	Have you read, understood and will adhere to the Transport Policy ?	Yes
Overseas Trips	Do you understand that the society cannot plan any overseas trips without the approval of the Students' Association?	Yes
Initiations	We believe that societies are a place for everyone to feel safe and welcome to participate. Does your society committee pledge never to run any initiations?	Yes
Finance	Have you read, understood and will adhere to Section 6 of the Students' Association Finance Policy and Procedures ?	Yes
Large Scale Events	Do you understand that the society cannot a Society End of Year Event or large scale event without the approval of the Students' Association?	Yes
Safeguarding	Will your club be working with children or vulnerable adults*, either directly or by working with another charity or organisation? <i>*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.</i>	No

GCU Students' Association Society **Constitution**

East African Student Society Constitution

1.0 Name

- 1.1 The Society shall be known as the East African Student Society (hereinafter referred to as the "Society"). It shall be affiliated to Glasgow Caledonian University Students' Association (hereinafter referred to as GCU Students' Association) and shall be bound by the Constitution, Schedules, By-Laws and policies of GCU Students' Association.

2.0 Objectives

- 2.1 The objectives of the Society shall be:

1. Social and Networking: Many student clubs aim to provide a social and networking platform for students who share a common interest, hobby, or background. These clubs facilitate interaction and friendship among like-minded individuals.
2. Skill Development: Some clubs focus on skill development by offering workshops, training sessions, or hands-on experiences related to their specific area of interest, helping members acquire new skills or hone existing ones.
3. Academic Support: Academic clubs may aim to provide resources and support for students in a particular academic discipline or major, such as study groups, tutoring, or access to academic materials.
4. Community Service and Volunteerism: Clubs with a community service or volunteerism focus aim to engage students in projects and activities that benefit the local community, nation, or even the global community. These clubs promote social responsibility and civic engagement.
5. Cultural Exchange and Diversity: Clubs centered around cultural or diversity appreciation aim to create an inclusive environment that celebrates different cultures, traditions, and backgrounds. They often organize events, festivals, and discussions to foster understanding and promote diversity.

3.0 Membership

- 3.1 Membership of the Society shall be open to all registered GCU students, Life Members and GCU staff who join the Society and pay any joining fee required.

4.0 Committee

- 4.1 There shall be an elected committee entrusted with the responsibility of pursuing the Society Objectives above. The committee shall be a minimum of three positions and consist of the following positions:

- 4.1.1 President
- 4.1.2 Treasurer
- 4.1.3 Secretary

5.0 Committee Roles

- 5.1 These are the roles of the committee members.
- 5.2 President Role: To be the Chairperson at Society committee and general meetings. To be the main liaison between the Society and GCU Students' Association. To oversee all the affairs of the Society. To be the Society representative at Students' Association meetings as and when required.
- 5.3 Treasurer Role: To be responsible for all financial transactions including yearly budget application, collection of membership and weekly fees, keep an accurate record of all transactions, budget withdrawals and

depositing funds with GCU Students' Association. To be the Society representative at Students' Association meetings as and when required.

- 5.4 Secretary Role: To be responsible for calling meetings, preparing agendas, taking minutes and maintaining Society documents. To be the Society representative at Students' Association meetings as and when required.

6.0 Committee Responsibilities

- 6.1 Responsible for the day-to-day operation of the Society.
- 6.2 To ensure compliance of the rules and policies of GCU Students' Association, including its Constitution, Schedules and Bye-laws, Data Protection Policy, Health, Safety and Wellbeing Policy, Safeguarding Policy and Incident Reporting.
- 6.2 To ensure adherence to the Societies Policy and Transport Policy.
- 6.3 To take all necessary steps to ensure that meetings, activities, events and socials complies with the Equality and Diversity Policy.
- 6.4 To ensure the sustainability of the Society by welcoming and encouraging the involvement of new students.
- 6.5 Responsible for any property under the control of the Society.
- 6.8 To take all reasonably practicable health and safety actions, including risk assessment, to reduce the likelihood of injury to members on Society activities and events.
- 6.9 To make nominations on behalf of the Society for the annual Society Awards.
- 6.10 To hold Committee meetings as and when required during the academic year. At least 3 days' notice of meetings must be given to all members of the committee. The quorum for a Committee Meeting shall be one third plus one of all committee members.
- 6.11 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
- 6.12 Hold an Annual General Meeting in Trimester B to elect a new committee for the year ahead.

General Meetings

- 7.1 A General Meeting may be called for by the committee or by a petition of members who make up at least 5% of the total Society membership.
- 7.2 All Society members with voting rights shall be entitled to attend and vote in Society General Meetings.
- 7.4 The President shall chair the meeting ensuring that the meeting runs smoothly and that all members have an opportunity to contribute.
- 7.5 The quorum for General Meetings shall be one third plus one of all Society members.

8.0 Voting

- 8.1 Each member at the General Meeting has one vote; the Chair has a casting vote in addition to a deliberative vote; proxy votes shall not be permitted.
- 8.2 For a member to qualify for voting rights at the Society general meeting they must have joined the Society and paid any joining fee required.
- 8.3 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 GCU Students' Association.
- 9.2 In the event of the disbandment of the Society, all assets of the Society shall become the property of GCU Students' Association.

10.0 Amendments to Society Constitution

- 10.1 Amendments may only be made by a General Meeting and subject to the approval of the Societies Council.

11.0 Affiliation

- 11.1 Where appropriate the Society may affiliate to their national governing or representative body.

12.0 Interpretation

- 12.1 In the event of a dispute within the Society with the interpretation of any part of this Constitution, and there being no covering clauses in the GCU Students' Association Constitution, Schedules, Bye-Laws or policies, the Society can defer to the Societies Council and their decision 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	
Expected Number of Members	3

Trimester 1: September to December
Jamhuri Day Celebration

Trimester 2: January to April
Freshers event Food festival Blankets and wines

Trimester 3: May to August
Madaraka day

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 Festival	£~
Events	£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>
SA Funding	£21
Fundraising	£100-150

Totals

Total Expenditure	
Total Income	
Difference	

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: _____ **Cyrose Kyalo** _____

(Typed name accepted as confirmation)

Print Name: _____ **Cyrose Kyalo** _____

Submission Date: _____

Starter Society Pack 2022/23

Glasgow Ahlulbayt Soceity

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

Position (Main point of contact)	President
Name	
Email	
Telephone	
Student ID No.	

Position (Responsible for finances)	Secretary
Name	
Email	
Telephone	
Student ID No.	

Position	Treasurer
Name	
Email	
Telephone	
Student ID No.	

If your society has more than three committee members, please use the list below.

Position	
Name	

Email	
Telephone	
Student ID No.	

Position	
Name	
Email	
Telephone	
Student ID No.	

Position	
Name	
Email	
Telephone	
Student ID No.	

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? **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**

Societies Checklist

By affiliating to GCU Students' Association you agree to abide by our rules and policies that are available from www.GCUstudents.co.uk/keyinformation.

Please select Yes or No in the checklist below.

Societies Policy	Have you read, understood and will adhere to the Societies Policy ?	Yes
Email	Are you currently able to access to your society @gcustudents.co.uk email address?	No
Webpage	Do you have admin rights and have you recently updated the information on your society webpage on the Students' Association website?	No
Data Protection	Have you read, understood and will adhere to the Data Protection Policy and Guidance and agree to report any data breaches immediately .	Yes
Health and Safety	Have you read, understood and will adhere to Health, Safety and Wellbeing Policy ?	Yes
Risk Assessment	Do you understand that the society may be required to produce risk assessment for their activities and events?	Yes
Incident Reporting	Have you read, understood and will adhere to Emergency Procedures and know how to submit an Incident Report?	Yes
Equality, Diversity and Inclusion	Have you read, understood and will adhere to the Equality and Diversity Policy ?	Yes
Transport	Have you read, understood and will adhere to the Transport Policy ?	Yes
Overseas Trips	Do you understand that the society cannot plan any overseas trips without the approval of the Students' Association?	Yes
Initiations	We believe that societies are a place for everyone to feel safe and welcome to participate. Does your society committee pledge never to run any initiations?	Yes/
Finance	Have you read, understood and will adhere to Section 6 of the Students' Association Finance Policy and Procedures ?	Yes
Large Scale Events	Do you understand that the society cannot a Society End of Year Event or large scale event without the approval of the Students' Association?	Yes
Safeguarding	Will your club be working with children or vulnerable adults*, either directly or by working with another charity or organisation? <i>*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.</i>	No

GCU Students' Association Society **Constitution**

Glasgow Ahlulbayt Society Constitution

1.0 Name

- 1.1 The Society shall be known as the **Glasgow Ahlulbayt** Society (hereinafter referred to as the "Society"). It shall be affiliated to Glasgow Caledonian University Students' Association (hereinafter referred to as GCU Students' Association) and shall be bound by the Constitution, Schedules, By-Laws and policies of GCU Students' Association.

2.0 Objectives

- 2.1 The objectives of the Society shall be:

To represent the Shia Muslim students in the Glasgow community.

3.0 Membership

- 3.1 Membership of the Society shall be open to all registered GCU students, Life Members and GCU staff who join the Society and pay any joining fee required.

4.0 Committee

- 4.1 There shall be an elected committee entrusted with the responsibility of pursuing the Society Objectives above. The committee shall be a minimum of three positions and consist of the following positions:

- 4.1.1 President
- 4.1.2 Treasurer
- 4.1.3 Secretary

5.0 Committee Roles

- 5.1 These are the roles of the committee members.
- 5.2 President Role: To be the Chairperson at Society committee and general meetings. To be the main liaison between the Society and GCU Students' Association. To oversee all the affairs of the Society. To be the Society representative at Students' Association meetings as and when required.
- 5.3 Treasurer Role: To be responsible for all financial transactions including yearly budget application, collection of membership and weekly fees, keep an accurate record of all transactions, budget withdrawals and depositing funds with GCU Students' Association. To be the Society representative at Students' Association meetings as and when required.
- 5.4 Secretary Role: To be responsible for calling meetings, preparing agendas, taking minutes and maintaining Society documents. To be the Society representative at Students' Association meetings as and when required.

6.0 Committee Responsibilities

- 6.1 Responsible for the day-to-day operation of the Society.
- 6.2 To ensure compliance of the rules and policies of GCU Students' Association, including its Constitution, Schedules and Bye-laws, Data Protection Policy, Health, Safety and Wellbeing Policy, Safeguarding Policy and Incident Reporting.
- 6.2 To ensure adherence to the Societies Policy and Transport Policy.
- 6.3 To take all necessary steps to ensure that meetings, activities, events and socials complies with the Equality and Diversity Policy.
- 6.4 To ensure the sustainability of the Society by welcoming and encouraging the involvement of new students.
- 6.5 Responsible for any property under the control of the Society.

- 6.8 To take all reasonably practicable health and safety actions, including risk assessment, to reduce the likelihood of injury to members on Society activities and events.
- 6.9 To make nominations on behalf of the Society for the annual Society Awards.
- 6.10 To hold Committee meetings as and when required during the academic year. At least 3 days' notice of meetings must be given to all members of the committee. The quorum for a Committee Meeting shall be one third plus one of all committee members.
- 6.11 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
- 6.12 Hold an Annual General Meeting in Trimester B to elect a new committee for the year ahead.

General Meetings

- 7.1 A General Meeting may be called for by the committee or by a petition of members who make up at least 5% of the total Society membership.
- 7.2 All Society members with voting rights shall be entitled to attend and vote in Society General Meetings.
- 7.4 The President shall chair the meeting ensuring that the meeting runs smoothly and that all members have an opportunity to contribute.
- 7.5 The quorum for General Meetings shall be one third plus one of all Society members.

8.0 Voting

- 8.1 Each member at the General Meeting has one vote; the Chair has a casting vote in addition to a deliberative vote; proxy votes shall not be permitted.
- 8.2 For a member to qualify for voting rights at the Society general meeting they must have joined the Society and paid any joining fee required.
- 8.3 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 GCU Students' Association.
- 9.2 In the event of the disbandment of the Society, all assets of the Society shall become the property of GCU Students' Association.

10.0 Amendments to Society Constitution

- 10.1 Amendments may only be made by a General Meeting and subject to the approval of the Societies Council.

11.0 Affiliation

- 11.1 Where appropriate the Society may affiliate to their national governing or representative body.

12.0 Interpretation

- 12.1 In the event of a dispute within the Society with the interpretation of any part of this Constitution, and there being no covering clauses in the GCU Students' Association Constitution, Schedules, Bye-Laws or policies, the Society can defer to the Societies Council and their decision 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	6-10

Trimester 1: September to December

Trimester 2: January to April
To support the Shia Muslim community Prayer Activities (not yet planned)

Trimester 3: May to August

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>
Students' Association Funding	?

Totals

Total Expenditure	
Total Income	
Difference	

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:



(Typed name accepted as confirmation)

Print Name:

_____Zorez Jaffry_____

Submission Date:

_____17/12/2023_____

Starter Society Pack 2022/23

Cheese and Wine 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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Committee List

Position (Main point of contact)	President
Name	
Email	
Telephone	
Student ID No.	

Position (Responsible for finances)	Treasurer
Name	
Email	
Telephone	
Student ID No.	

Position	Secretary
Name	
Email	
Telephone	
Student ID No.	

If your society has more than three committee members, please use the list below.

Position	
Name	
Email	
Telephone	

Student ID No.	
----------------	--

Position	
Name	
Email	
Telephone	
Student ID No.	

Position	
Name	
Email	
Telephone	
Student ID No.	

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? **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**

Societies Checklist

By affiliating to GCU Students' Association you agree to abide by our rules and policies that are available from www.GCUstudents.co.uk/keyinformation.

Please select Yes or No in the checklist below.

Societies Policy	Have you read, understood and will adhere to the Societies Policy ?	Yes
Email	Are you currently able to access to your society @gcustudents.co.uk email address?	No
Webpage	Do you have admin rights and have you recently updated the information on your society webpage on the Students' Association website?	No
Data Protection	Have you read, understood and will adhere to the Data Protection Policy and Guidance and agree to report any data breaches immediately .	Yes
Health and Safety	Have you read, understood and will adhere to Health, Safety and Wellbeing Policy ?	Yes
Risk Assessment	Do you understand that the society may be required to produce risk assessment for their activities and events?	Yes
Incident Reporting	Have you read, understood and will adhere to Emergency Procedures and know how to submit an Incident Report?	Yes
Equality, Diversity and Inclusion	Have you read, understood and will adhere to the Equality and Diversity Policy ?	Yes
Transport	Have you read, understood and will adhere to the Transport Policy ?	Yes
Overseas Trips	Do you understand that the society cannot plan any overseas trips without the approval of the Students' Association?	Yes
Initiations	We believe that societies are a place for everyone to feel safe and welcome to participate. Does your society committee pledge never to run any initiations?	Yes
Finance	Have you read, understood and will adhere to Section 6 of the Students' Association Finance Policy and Procedures ?	Yes
Large Scale Events	Do you understand that the society cannot a Society End of Year Event or large scale event without the approval of the Students' Association?	Yes
Safeguarding	Will your club be working with children or vulnerable adults*, either directly or by working with another charity or organisation? <i>*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.</i>	No

GCU Students' Association Society **Constitution**

Cheese and Wine Society Constitution

1.0 Name

- 1.1 The Society shall be known as the **Cheese and Wine** Society (hereinafter referred to as the "Society"). It shall be affiliated to Glasgow Caledonian University Students' Association (hereinafter referred to as GCU Students' Association) and shall be bound by the Constitution, Schedules, By-Laws and policies of GCU Students' Association.

2.0 Objectives

- 2.1 The objectives of the Society shall be:

To offer an interactive experience to enjoy cheese and wine with informal discussions. We focus in exploring the artisanal qualities of cheese and wine making examining heritage of different cultures and how the 'terroir' of these products has been shaped over time. We aim to cater to a variety of diets such as vegetarian and vegan by offering suitable alternative at all of our events.

3.0 Membership

- 3.1 Membership of the Society shall be open to all registered GCU students, Life Members and GCU staff who join the Society and pay any joining fee required.

4.0 Committee

- 4.1 There shall be an elected committee entrusted with the responsibility of pursuing the Society Objectives above. The committee shall be a minimum of three positions and consist of the following positions:
- 4.1.1 President
 - 4.1.2 Treasurer
 - 4.1.3 Secretary

5.0 Committee Roles

- 5.1 These are the roles of the committee members.
- 5.2 President Role: To be the Chairperson at Society committee and general meetings. To be the main liaison between the Society and GCU Students' Association. To oversee all the affairs of the Society. To be the Society representative at Students' Association meetings as and when required.
- 5.3 Treasurer Role: To be responsible for all financial transactions including yearly budget application, collection of membership and weekly fees, keep an accurate record of all transactions, budget withdrawals and depositing funds with GCU Students' Association. To be the Society representative at Students' Association meetings as and when required.
- 5.4 Secretary Role: To be responsible for calling meetings, preparing agendas, taking minutes and maintaining Society documents. To be the Society representative at Students' Association meetings as and when required.

6.0 Committee Responsibilities

- 6.1 Responsible for the day-to-day operation of the Society.

- 6.2 To ensure compliance of the rules and policies of GCU Students' Association, including its Constitution, Schedules and Bye-laws, Data Protection Policy, Health, Safety and Wellbeing Policy, Safeguarding Policy and Incident Reporting.
- 6.2 To ensure adherence to the Societies Policy and Transport Policy.
- 6.3 To take all necessary steps to ensure that meetings, activities, events and socials complies with the Equality and Diversity Policy.
- 6.4 To ensure the sustainability of the Society by welcoming and encouraging the involvement of new students.
- 6.5 Responsible for any property under the control of the Society.
- 6.8 To take all reasonably practicable health and safety actions, including risk assessment, to reduce the likelihood of injury to members on Society activities and events.
- 6.9 To make nominations on behalf of the Society for the annual Society Awards.
- 6.10 To hold Committee meetings as and when required during the academic year. At least 3 days' notice of meetings must be given to all members of the committee. The quorum for a Committee Meeting shall be one third plus one of all committee members.
- 6.11 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
- 6.12 Hold an Annual General Meeting in Trimester B to elect a new committee for the year ahead.

General Meetings

- 7.1 A General Meeting may be called for by the committee or by a petition of members who make up at least 5% of the total Society membership.
- 7.2 All Society members with voting rights shall be entitled to attend and vote in Society General Meetings.
- 7.4 The President shall chair the meeting ensuring that the meeting runs smoothly and that all members have an opportunity to contribute.
- 7.5 The quorum for General Meetings shall be one third plus one of all Society members.

8.0 Voting

- 8.1 Each member at the General Meeting has one vote; the Chair has a casting vote in addition to a deliberative vote; proxy votes shall not be permitted.
- 8.2 For a member to qualify for voting rights at the Society general meeting they must have joined the Society and paid any joining fee required.
- 8.3 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 GCU Students' Association.
- 9.2 In the event of the disbandment of the Society, all assets of the Society shall become the property of GCU Students' Association.

10.0 Amendments to Society Constitution

- 10.1 Amendments may only be made by a General Meeting and subject to the approval of the Societies Council.

11.0 Affiliation

- 11.1 Where appropriate the Society may affiliate to their national governing or representative body.

12.0 Interpretation

- 12.1 In the event of a dispute within the Society with the interpretation of any part of this Constitution, and there being no covering clauses in the GCU Students' Association Constitution, Schedules, Bye-Laws or policies, the Society can defer to the Societies Council and their decision 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	10-20

Trimester 1: September to December
NA

Trimester 2: January to April
<ul style="list-style-type: none">- Themed weekly meeting to enjoy informal chats accompanied by a selection of cheeses and wine- Visits to wine tasting events held across Scotland.- Blind wine tasting competition for members.- Workshops to learn about wine making practices/cheese production.- Charity events with fun activities relating to cheese and wine.- Visit to artisanal cheese producers and factories.

Trimester 3: May to August
<ul style="list-style-type: none">- Themed weekly meeting to enjoy informal chats accompanied by a selection of cheeses and wine- Visits to wine tasting events held across Scotland.- Blind wine tasting competition for members.- Workshops to learn about wine making practices/cheese production.- Charity events with fun activities relating to cheese and wine.- Visits to artisanal cheese producers and factories.

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>
Weekly taster nights	300
Visits to Wine events	300
Visits to artisanal Cheese makers	200
Charity events	100
Blind wine competitions	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>
Members ticket taster	300
Wine event ticket price	300
Fundraiser	300
Student association funding	20
Blind wine ticket	100
Cheese visits ticket price	200
	1220

Totals

Total Expenditure	1000
Total Income	1220
Difference	220

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: **S. Corradini**

(Typed name accepted as confirmation)

Print Name: **Stefan Corradini**

Submission Date: **15.01.2024**

Starter Society Pack 2022/23

GCU Tech 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

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- Activities Plan	8
- Finance Plan	9
- Data Protection and Declaration	10

Committee List

Position (Main point of contact)	MAIN POINT OF CONTACT
Name	
Email	
Telephone	
Student ID No.	

Position (Responsible for finances)	TREASURER
Name	
Email	
Telephone	
Student ID No.	

Position	SECRETARY
Name	
Email	
Telephone	
Student ID No.	

If your society has more than three committee members, please use the list below.

Position	
Name	
Email	
Telephone	

Student ID No.	
----------------	--

Position	
Name	
Email	
Telephone	
Student ID No.	

Position	
Name	
Email	
Telephone	
Student ID No.	

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

- ☐ Charity
- ☐ Course based **YES**
- ☐ 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** **GLASGOW**

Societies Checklist

By affiliating to GCU Students' Association you agree to abide by our rules and policies that are available from www.GCUstudents.co.uk/keyinformation.

Please select Yes or No in the checklist below.

Societies Policy	Have you read, understood and will adhere to the Societies Policy ?	Yes/No
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Email	Are you currently able to access to your society @gcustudents.co.uk email address?	Yes/ No
Webpage	Do you have admin rights and have you recently updated the information on your society webpage on the Students' Association website?	Yes/ No
Data Protection	Have you read, understood and will adhere to the Data Protection Policy and Guidance and agree to report any data breaches immediately.	Yes /No
Health and Safety	Have you read, understood and will adhere to Health, Safety and Wellbeing Policy ?	Yes /No
Risk Assessment	Do you understand that the society may be required to produce risk assessment for their activities and events?	Yes /No
Incident Reporting	Have you read, understood and will adhere to Emergency Procedures and know how to submit an Incident Report?	Yes /No
Equality, Diversity and Inclusion	Have you read, understood and will adhere to the Equality and Diversity Policy ?	Yes /No
Transport	Have you read, understood and will adhere to the Transport Policy ?	Yes /No
Overseas Trips	Do you understand that the society cannot plan any overseas trips without the approval of the Students' Association?	Yes /No
Initiations	We believe that societies are a place for everyone to feel safe and welcome to participate. Does your society committee pledge never to run any initiations?	Yes / No
Finance	Have you read, understood and will adhere to Section 6 of the Students' Association Finance Policy and Procedures ?	Yes / No
Large Scale Events	Do you understand that the society cannot a Society End of Year Event or large scale event without the approval of the Students' Association?	Yes / No
Safeguarding	<p>Will your club be working with children or vulnerable adults*, either directly or by working with another charity or organisation?</p> <p><i>*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.</i></p>	Yes/ No

GCU Students' Association Society Constitution

GCU Tech Society Constitution

1.0 Name

- 1.1 The Society shall be known as the **GCU Tech** Society (hereinafter referred to as the "Society"). It shall be affiliated to Glasgow Caledonian University Students' Association (hereinafter referred to as GCU Students' Association) and shall be bound by the Constitution, Schedules, By-Laws and policies of GCU Students' Association.

2.0 Objectives

2.1 The objectives of the Society shall be:

- Promote a deeper understanding of technological advancements among like-minded students.
- Foster the sharing of knowledge within the STEM community through the organization of workshops, guest seminars, and career panels.
- Conduct skill development workshops focusing on various technical areas such as programming and design.
- Arrange networking events to connect students with professionals in the tech industry, providing valuable opportunities for internships and career development.

3.0 Membership

3.1 Membership of the Society shall be open to all registered GCU students, Life Members and GCU staff who join the Society and pay any joining fee required.

4.0 Committee

4.1 There shall be an elected committee entrusted with the responsibility of pursuing the Society Objectives above. The committee shall be a minimum of three positions and consist of the following positions:

4.1.1 President

4.1.2 Treasurer

4.1.3 Secretary

4.1.4 Members

5.0 Committee Roles

5.1 These are the roles of the committee members.

5.2 President Role: To be the Chairperson at Society committee and general meetings. To be the main liaison between the Society and GCU Students' Association. To oversee all the affairs of the Society. To be the Society representative at Students' Association meetings as and when required.

5.3 Treasurer Role: To be responsible for all financial transactions including yearly budget application, collection of membership and weekly fees, keep an accurate record of all transactions, budget withdrawals and depositing funds with GCU Students' Association. To be the Society representative at Students' Association meetings as and when required.

5.4 Secretary Role: To be responsible for calling meetings, preparing agendas, taking minutes and maintaining Society documents. To be the Society representative at Students' Association meetings as and when required.

5.5 Member role: To engage actively in committee discussions and activities to contribute diverse perspectives.

6.0 Committee Responsibilities

6.1 Responsible for the day-to-day operation of the Society.

6.2 To ensure compliance of the rules and policies of GCU Students' Association, including its Constitution, Schedules and Bye-laws, Data Protection Policy, Health, Safety and Wellbeing Policy, Safeguarding Policy and Incident Reporting.

6.2 To ensure adherence to the Societies Policy and Transport Policy.

6.3 To take all necessary steps to ensure that meetings, activities, events and socials complies with the Equality and Diversity Policy.

6.4 To ensure the sustainability of the Society by welcoming and encouraging the involvement of new students.

6.5 Responsible for any property under the control of the Society.

6.8 To take all reasonably practicable health and safety actions, including risk assessment, to reduce the likelihood of injury to members on Society activities and events.

6.9 To make nominations on behalf of the Society for the annual Society Awards.

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

6.11 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

6.12 Hold an Annual General Meeting in Trimester B to elect a new committee for the year ahead.

General Meetings

- 7.1 A General Meeting may be called for by the committee or by a petition of members who make up at least 5% of the total Society membership.
- 7.2 All Society members with voting rights shall be entitled to attend and vote in Society General Meetings.
- 7.4 The President shall chair the meeting ensuring that the meeting runs smoothly and that all members have an opportunity to contribute.
- 7.5 The quorum for General Meetings shall be one third plus one of all Society members.

8.0 Voting

- 8.1 Each member at the General Meeting has one vote; the Chair has a casting vote in addition to a deliberative vote; proxy votes shall not be permitted.
- 8.2 For a member to qualify for voting rights at the Society general meeting they must have joined the Society and paid any joining fee required.
- 8.3 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 GCU Students' Association.
- 9.2 In the event of the disbandment of the Society, all assets of the Society shall become the property of GCU Students' Association.

10.0 Amendments to Society Constitution

- 10.1 Amendments may only be made by a General Meeting and subject to the approval of the Societies Council.

11.0 Affiliation

- 11.1 Where appropriate the Society may affiliate to their national governing or representative body.

12.0 Interpretation

- 12.1 In the event of a dispute within the Society with the interpretation of any part of this Constitution, and there being no covering clauses in the GCU Students' Association Constitution, Schedules, Bye-Laws or policies, the Society can defer to the Societies Council and their decision 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	8
Annual Fee	N/A
Expected Number of Members	50

Trimester 1: September to December

Trimester 2: January to April
Tech Meet up Tech workshops

Trimester 3: May to August
Ball GCU TECH FEST

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>

Totals

Total Expenditure	
Total Income	
Difference	

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: _____ Azeez Odu-onikosi _____

(Typed name accepted as confirmation)

Print Name: _____ Azeez Odu-onikosi _____

Submission Date: _____ **02/02/2024** _____