

Committee Title	Student Voice					
Date of Meeting	Monday 4 th April 2022					
Item Number and Title/Subject	New affiliated societies and Sports Clubs					
Paper Presenter	Societies Council Chair					
Brief Summary of Issues/Topic	<p>This paper requests affiliation of the below societies:</p> <p><u>Palestine Society</u></p> <p><u>Society Objectives:</u></p> <p>Raise awareness of the Israeli occupation of Palestine Raise awareness of the Boycott, Divestment and Sanctions (BDS) campaign Raise money to donate to relief funds in Palestine</p> <p><u>Business Society</u></p> <p><u>Society Objectives:</u></p> <p>To provide members with social opportunities. To provide members with opportunities to build employment skills through workshops, networking and industry talks. To provide members awareness of the business industry and surrounding areas.</p>					
Recommendation(s)	Information	<input type="checkbox"/>	Discussion	<input type="checkbox"/>	Approval	<input checked="" type="checkbox"/>
	<p><i>Any member can ask a question by raising their voting card or virtual hand and be recognised by the Chair to speak.</i></p> <p>Student Voice is asked to approve the affiliated societies.</p>					
Who have you consulted when developing the paper?	Societies Council					
Staff/Student Protocol	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
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?						
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 2021/22

Palestine 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	3
- Constitution	5
- Activities Plan	7
- Finance Plan	8
- Data Protection and Declaration	9

Committee List

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

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

Position Events planner	
Name	Mehreen Khan
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)

- X 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**

GCU Students' Association Society Constitution

1.0 Name

1.1 The Society shall be known as Palestine 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

- Raise awareness of the Israeli occupation of Palestine
- Raise awareness of the BDS (Boycott, Divestment and Sanctions) campaign
- Raise money to donate to relief funds in Palestine

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, responsible for communicating with members, delegating roles, and advertising

5.1.2 Treasurer, responsible for expenses and budget

5.1.3 Events planner, responsible for organising 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.

6.6 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	0
Expected Number of Members	30

Trimester 1: September to December

Informational stall with CISA to recognise International Day of Solidarity with Palestine.

Trimester 2: January to April

Informational/ sign up event/bake sale

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	£22.50
Bake sale	£100

Totals

Total Expenditure	£0
Total Income	£122.50
Difference	£122.50

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: Layla Khan

(Typed name accepted as confirmation)

Print Name: Layla Khan

Submission Date: 23/11/2021



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 2021/22

Business 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	3
- Constitution	5
- Activities Plan	7
- Finance Plan	8
- Data Protection and Declaration	9

Committee List

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

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

Position (Management committee)	
Name	Ashley Philip
Email	
Telephone	
Student ID No.	

Position (Management committee)	
Name	Daniele Giustini

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
- X 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**

GCU Students' Association Society Constitution

1.0 Name

1.1 The Society shall be known as *Business 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 members with social opportunities.
- To provide members with opportunities to build employment skills through workshops, networking and industry talks.
- To provide members awareness of the business industry and surrounding areas.

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 Student President: oversees and assist on all areas of the society.

5.1.2 Treasurer: responsible for finances for the society.

5.1.3 Management committee: social media, events planning, review material, carry out assignments.

5.1.4 Management committee: social media, events planning, review material, carry out assignments.

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	£2
Expected Number of Members	20

Trimester 1: September to December

- Organise a simple social gathering before Christmas break.
- Start advertising society to build members for start of the next trimester.
- Build social media presence and maintain communications.

Trimester 2: January to April

- Social events throughout the trimester (e.g., quiz, bingo, movie night)
- Invite guest speakers to build local networks
- Produce monthly newsletters to share information and promote commercial awareness

Trimester 3: May to August

- Prepare for freshers' week.

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.

Expenditure	Costs
Name badges	5
Snacks	10
Freshers' flyers	30
Event prizes	15
	60

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.

Income	Total
Memberships (£2 per person)	40
Students' Association	22
	62

Totals

Total Expenditure	60
Total Income	62
Difference	2

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 adhere to this data protection rules available from www.GCUstudents.co.uk/groupsaccess.

Lead Committee Member Signature: _____ **Andrew**
Collier_____

(Typed name accepted as confirmation)

Print Name: _____ **Andrew**
Collier_____

Submission Date:
_____ **02/12/2021** _____