

|   |   |  |            |  |          |   |
|---|---|--|------------|--|----------|---|
| <b>Committee Title</b>  | Student Voice   |  |            |  |          |   |
| <b>Date of Meeting</b>  | Monday 3 <sup>rd</sup> April 2023   |  |            |  |          |   |
| <b>Item Number and Title/Subject</b>  | New Societies   |  |            |  |          |   |
| <b>Paper Presenter</b>  | Societies Chair   |  |            |  |          |   |
| <b>Brief Summary of Issues/Topic</b>  | <p>Starter Societies to be affiliated by Student Voice</p> <ul style="list-style-type: none"> <li>• Pakistan Society</li> <li>• Podiatry Society</li> <li>• Asian Society</li> <li>• Malayali Society</li> <li>• WiCyS</li> <li>• Enactus</li> <li>• Ldn Rec Football</li> <li>• Mentor Society</li> <li>• IGBO Cultural Association</li> </ul> |  |            |  |          |   |
| <b>Recommendation(s)</b>  | Information   |  | Discussion |  | Approval | X |
|   | <p><b><i>Any member can ask a question by raising their voting card and being recognised by the Chair to speak.</i></b></p> <p>Student Voice is asked <b>Approve</b> the affiliation of these societies.</p>  |  |            |  |          |   |
| <b>Who have you consulted when developing the paper?</b>  | Societies Council   |  |            |  |          |   |
| <b>Staff/Student Protocol</b>   | Yes   |  | No         |  | N/A      | X |
| <b>Will any decision approved directly affect the work of staff?</b>  | N/A   |  |            |  |          |   |
| <b>Should the paper be submitted to any other committee following its consideration/approval at this meeting?</b> | Trustee Board   |  |            |  |          |   |
| <b>If yes, please state the committee and proposed date of submission.</b>  |   |  |            |  |          |   |



# 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

## Pakistan Student's Community- Glasgow (PSC-G)

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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](mailto: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](http://www.GCUstudents.co.uk/privacy-policy)

Pak. Community Glasgow

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| - Finance Plan                    | 8 |
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## Committee List

|  |                  |
|--|------------------|
| <b>Position</b><br>(Main point of contact) | <b>President</b> |
| Name                                       |                  |
| Email                                      |                  |
| Telephone                                  |                  |
| Student ID No.                             |                  |

|   |                  |
|---|------------------|
| <b>Position</b><br>(Responsible for finances) | <b>Treasurer</b> |
| Name  |                  |
| Email   |                  |
| Telephone                                     |                  |
| Student ID No.                                |                  |

|                 |                  |
|-----------------|------------------|
| <b>Position</b> | <b>Secretary</b> |
| Name            |                  |
| Email           |                  |
| Telephone       |                  |
| Student ID No.  |                  |

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

|                 |                       |
|-----------------|-----------------------|
| <b>Position</b> | <b>Vice President</b> |
|-----------------|-----------------------|

|                |  |
|----------------|--|
| Name           |  |
| Email          |  |
| Telephone      |  |
| Student ID No. |  |

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

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

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.**

# **GCU Students' Association Society**

## **Constitution**

### **1.0 Name**

- 1.1 The Society shall be known as Pakistan Student's Community (PSC) [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 facilitate Pakistani's international students to achieve their academic goals.
  - To harmonize the Pakistani's students under a platform.
  - To facilitate students to cope with challenges like accommodation, job and transport.
  - To arrange social gathering and events.
  - To engage students to participate in social works to help the community in need.
  - To involve students into extra-curricular activities so that they can maintain a study, work and life balance.
  - To add value to the name of Glasgow Caledonian University (GCU) across the Glasgow, UK and Worldwide.

### **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:** To lead the Pakistan Student's Community (PSC). To act as a primary contact person for strategic decisions making and to liaison with all stakeholders.
- 5.1.2 **Vice President:** To support PSC President. To create harmony among the different schools and societies for the welfare of students. To execute and implement all the strategic and short-term decisions for PSC.
- 5.1.3 **Secretary:** To prepare Minutes of Meeting. To arrange and facilitate the PSC to book and arrange events.
- 5.1.4 **Treasure:** To manage finances of PSC. To prepare accounts book, monitoring and evaluation of financial matters. To advice PSC for financial decisions.
- 5.1.5 **Marketing & Social Media Lead:** To manage the image of PSC across the social media platforms. To market the PSC events. To act as a primary face of PSC on social media.
- 5.1.6 **GCU London Campus Coordinator:** To be a face of PSC at Glasgow Caledonian University London Campus. The main role will be to synchronize the Pakistani students at London campus. To share the requirements of London campus students to President for students facilitation.

## **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.

|  |          |
|--|----------|
| <b>Current Number of Committee Members</b> | Four (4) |
| <b>Annual Fee</b>                          | 0        |
| <b>Expected Number of Members</b>          | 100      |

|   |
|---|
| <b>Trimester 1: September to December</b> |
| Not Applicable                            |

|   |
|---|
| <b>Trimester 2: January to April</b>  |
| -International Collaboration Event (17 <sup>th</sup> Feb, 2023) (PSC, GIA, Nigerian, LGBTQ+)<br>-Welcome Event<br>-Qawali Night<br>-Eid Celebration<br>-Movie Night<br>-Karaoke<br>-Job Fair<br>-Day Tours for Scotland Best Places |

|   |
|---|
| <b>Trimester 3: May to August</b>   |
| -Qawali Night<br>-Eid Celebration<br>-Movie Night<br>-Karaoke<br>-Industry Visit<br>-Sports Gala<br>-Day Tours for Scotland Best Places |

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.

| <b><i>Expenditure</i></b>                    | <b><i>Costs</i></b> |
|--|---------------------|
| Marketing and Promotion (Banners and Flyers) | £100                |
| Events Facilitation                          | £100                |
| Giveaways                                    | £100                |
| Food   | £500                |
|  |                     |
|  |                     |
|  |                     |
|  |                     |
|  |                     |
|  |                     |
|  | £800                |

### 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.

| <b><i>Income</i></b> | <b><i>Total</i></b> |
|----------------------|---------------------|
| Membership Fee       | £0                  |
| Fundraising          | £1500               |
| SA Funding           | £18.75              |
|                      |                     |
|                      |                     |
|                      |                     |
|                      |                     |
|                      |                     |
|                      |                     |
|                      | £1518.75            |

### Totals

|                   |                |
|-------------------|----------------|
| Total Expenditure | £800           |
| Total Income      | £1518.75       |
| Difference        | <b>£718.75</b> |

## 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](http://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](http://www.GCUstudents.co.uk/groupsaccess).

**Lead Committee Member Signature:**

(Typed name accepted as confirmation)

**Print Name:**

**Submission Date:**

**27.01.2023**



# 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.
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# Starter Society Pack 2022/23

## GCU Podiatry 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](mailto:societies@GCUstudents.co.uk) and hand in the ten membership forms to the Students Association.

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## Committee List

|  |                  |
|--|------------------|
| <b>Position</b><br>(Main point of contact) | <b>President</b> |
| Name                                       |                  |
| Email                                      |                  |
| Telephone                                  |                  |
| Student ID No.                             |                  |

|   |                  |
|---|------------------|
| <b>Position</b><br>(Responsible for finances) | <b>Treasurer</b> |
| Name  |                  |
| Email   |                  |
| Telephone                                     |                  |
| Student ID No.                                |                  |

|                 |                         |
|-----------------|-------------------------|
| <b>Position</b> | <b>Social Secretary</b> |
| Name            |                         |
| Email           |                         |
| Telephone       |                         |
| Student ID No.  |                         |

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

|                 |  |
|-----------------|--|
| <b>Position</b> |  |
| Name            |  |
| Email           |  |
| Telephone       |  |

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

|                 |  |
|-----------------|--|
| <b>Position</b> |  |
| Name            |  |
| Email           |  |
| Telephone       |  |
| Student ID No.  |  |

|                 |  |
|-----------------|--|
| <b>Position</b> |  |
| 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 **GCU Podiatry** 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
- A safe place for every podiatry student to be welcomed.
  - An educational society that helps build on podiatry knowledge.
  - Social society that creates new friendships and connections.
  - Bringing together students and teachers in one society.

### **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 – To oversee all decisions made for the society and to organise the committee.
- 5.1.2 Treasurer – To oversee accounts and money transactions.
- 5.1.3 Social secretary – To oversee social events, within the standards of the student association.
- 5.1.4 social media – Oversees media accounts and group chats.
- 5.1.5 Secretary – Organises events and socials, keeping members informed.
- 5.1.6 Fundraiser – Oversees and organises fundraiser to raise money for the society and charities.
- 5.1.7 Welfare officer – A point of contact for any member who needs support.
- 5.1.8 Vice president – Same roles and responsibilities as president.

### **6.0 Committee General Responsibilities**

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

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

## **7.0 General Meetings**

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

## **8.0 Voting**

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

## **9.0 Finance**

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

## **10.0 Amendment of Constitution**

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

## **11.0 Affiliation**

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

## **12.0 Interpretation**

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



## Activity Plan

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

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

|  |     |
|--|-----|
| <b>Current Number of Committee Members</b> | 17  |
| <b>Annual Fee</b>                          | £2  |
| <b>Expected Number of Members</b>          | 200 |

|   |
|---|
| <b>Trimester 1: September to December</b> |
| N/A                                       |

|   |
|---|
| <b>Trimester 2: January to April</b>                                      |
| 3 Socials<br>3 events regarding guest speakers<br>Study groups<br>Hoodies |

|                                   |
|-----------------------------------|
| <b>Trimester 3: May to August</b> |
| Podiatry ball                     |

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.

| <b><i>Expenditure</i></b> | <b><i>Costs</i></b> |
|---------------------------|---------------------|
| Refreshments              | £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.

| <b><i>Income</i></b> | <b><i>Total</i></b> |
|----------------------|---------------------|
| Membership           | £400                |
|                      |                     |
|                      |                     |
|                      |                     |
|                      |                     |
|                      |                     |
|                      |                     |
|                      |                     |
|                      |                     |
|                      |                     |

### Totals

|                   |            |
|-------------------|------------|
| Total Expenditure | 50         |
| Total Income      | 400        |
| Difference        | <b>350</b> |

## 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](http://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](http://www.GCUstudents.co.uk/groupsaccess).

**Lead Committee Member Signature:** \_\_\_\_\_

(Typed name accepted as confirmation)

**Print Name:** \_\_\_\_\_

**Submission Date:** \_\_\_\_\_ **17/02/2023** \_\_\_\_\_



# 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

## Asian 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](mailto:societies@GCUstudents.co.uk) and hand in the ten membership forms to the Students Association.

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## Committee List

|  |  |
|--|--|
| <b>Position</b><br>(Main point of contact) |  |
| Name                                       |  |
| Email                                      |  |
| Telephone                                  |  |
| Student ID No.                             |  |

|   |  |
|---|--|
| <b>Position</b><br>(Responsible for finances) |  |
| Name  |  |
| Email   |  |
| Telephone                                     |  |
| Student ID No.                                |  |

|                 |  |
|-----------------|--|
| <b>Position</b> |  |
| Name            |  |
| Email           |  |
| Telephone       |  |
| Student ID No.  |  |

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

|                 |  |
|-----------------|--|
| <b>Position</b> |  |
| Name            |  |
| Email           |  |
| Telephone       |  |

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

|                 |  |
|-----------------|--|
| <b>Position</b> |  |
| Name            |  |
| Email           |  |
| Telephone       |  |
| Student ID No.  |  |

|                 |  |
|-----------------|--|
| <b>Position</b> |  |
| 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**

# **GCU Students' Association Society**

## **Constitution**

### **1.0 Name**

- 1.1 The Society shall be known as **Asian** 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
- Promote Asian culture
  - Help international students to settle down in Glasgow
  - Act as a platform for Asian people to come together and bond
  -

### **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 [add committee position and responsibilities here]
- 5.1.2 [add committee position and responsibilities here]
- 5.1.3 [add committee position and responsibilities here]
- 5.1.4 [add additional committee positions and responsibilities here]

### **6.0 Committee General Responsibilities**

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



## **7.0 General Meetings**

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

## **8.0 Voting**

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

## **9.0 Finance**

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

## **10.0 Amendment of Constitution**

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

## **11.0 Affiliation**

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

## **12.0 Interpretation**

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

## Activity Plan

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

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

|  |          |
|--|----------|
| <b>Current Number of Committee Members</b> | 3        |
| <b>Annual Fee</b>                          | 3 pounds |
| <b>Expected Number of Members</b>          | 20-30    |

|  |
|--|
| <b>Trimester 1: September to December (next year )</b> |
| 1, Diwali  |

|  |
|--|
| <b>Trimester 2: January to April</b>   |
| 1, group dinner at Asian restaurants<br>2, quizzes about Asian culture with a small prize to win<br>2, Asian food tasting<br>3, Asian games<br>5, Chinese new year celebration (next year) |

|                                   |
|-----------------------------------|
| <b>Trimester 3: May to August</b> |
|                                   |

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.

| <b><i>Expenditure</i></b> | <b><i>Costs</i></b> |
|---------------------------|---------------------|
| Promotion                 | 5                   |
| Group dinner              | 50                  |
| Asian games               | 3                   |
|                           |                     |
|                           |                     |
|                           |                     |
|                           |                     |
|                           |                     |
|                           |                     |
|                           |                     |
|                           | 58                  |

### 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.

| <b><i>Income</i></b> | <b><i>Total</i></b> |
|----------------------|---------------------|
| Group dinner         | 60                  |
| Asian games          | 10                  |
| Society funding      | 18                  |
|                      |                     |
|                      |                     |
|                      |                     |
|                      |                     |
|                      |                     |
|                      |                     |
|                      | 88                  |

### Totals

|                   |    |
|-------------------|----|
| Total Expenditure | 58 |
| Total Income      | 88 |
| Difference        | 30 |

## 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](http://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](http://www.GCUstudents.co.uk/groupsaccess).

**Lead Committee Member Signature:**

(Typed name accepted as confirmation)

\_\_\_\_\_ 

**Print Name:**

\_\_\_\_\_

**Submission Date:**

\_\_\_\_\_ 25/2/2023 \_\_\_\_\_



# 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

## GCU MALAYALI ASSOCIATION

---

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](mailto: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](http://www.GCUstudents.co.uk/privacy-policy)

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### Committee List

|  |                  |
|--|------------------|
| <b>Position</b><br>(Main point of contact) | <b>PRESIDENT</b> |
| Name                                       |                  |
| Email                                      |                  |
| Telephone                                  |                  |
| Student ID No.                             |                  |

|   |                       |
|---|-----------------------|
| <b>Position</b><br>(Responsible for finances) | <b>VICE PRESIDENT</b> |
| Name  |                       |
| Email   |                       |
| Telephone                                     |                       |
| Student ID No.                                |                       |

|                 |                  |
|-----------------|------------------|
| <b>Position</b> | <b>TREASURER</b> |
| Name            |                  |
| Email           |                  |
| Telephone       |                  |
| Student ID No.  |                  |

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

|                 |  |
|-----------------|--|
| <b>Position</b> |  |
| 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
- ☒ **xCultural**
- ☐ 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 **GCU MALAYALI ASSOCIATION** 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
- Organize cultural events celebrating Kerala's Rich tradition
  - Preserve and promote the culture, heritage, and values of Kerala
  - Improve the cross-cultural understanding of Unity in diversity
  - Plan and organize charity activities
  - To co-operate with other societies to organize programs of common interest
  - For the members to meet together and exchange ideas, views, and opinion
  - To identify and recognize the talents and skills of the members and to help them in advancing further

### **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**: Prioritise the goals and keeps the association on track]
- 5.1.2 **VICE PRESIDENT**: Take charge in the absence of the President.]
- 5.1.3 **TREASURER**: Keeps a financial record regarding the events conducted]
- 5.1.4 [add additional committee positions and responsibilities here]

### **6.0 Committee General Responsibilities**

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

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

## **7.0 General Meetings**

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

## **8.0 Voting**

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

## **9.0 Finance**

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

## **10.0 Amendment of Constitution**

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

## **11.0 Affiliation**

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

## **12.0 Interpretation**

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

## Activity Plan

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

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

|  |           |
|--|-----------|
| <b>Current Number of Committee Members</b> | 3         |
| <b>Annual Fee</b>                          | 10 pounds |
| <b>Expected Number of Members</b>          | 100       |

|   |
|---|
| <b>Trimester 1: September to December</b>   |
| 1 <sup>st</sup> November: Kerala Day also known as Kerala Piravi.<br>25 <sup>th</sup> December: Christmas |

|   |
|---|
| <b>Trimester 2: January to April</b>  |
| 1 <sup>st</sup> January: New Years<br>9 <sup>th</sup> April: Easter<br>15 <sup>th</sup> April: Vishu<br>21 <sup>st</sup> April: Eid |

|  |
|--|
| <b>Trimester 3: May to August</b>  |
| 20 <sup>th</sup> to 31 <sup>st</sup> August: Onam (A harvest festival of Kerala) |

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.

| <b><i>Expenditure per Event</i></b> | <b><i>Costs</i></b> |
|-------------------------------------|---------------------|
| Halls for conducting the event      | 100.00              |
| Food provided during the event      | 200.00              |
| Speakers or Entertainment           | 100.00              |
| Staffing                            | 300.00              |
| Technology expenses                 | 100.00              |
| Promotional Expenses                | 100.00              |
| Emergency Fund                      | 200.00              |
|                                     |                     |
|                                     |                     |
|                                     |                     |
|                                     | 1100.00             |

### 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.

| <b><i>Income</i></b>                           | <b><i>Estimated members</i></b> | <b><i>Total</i></b> |
|--|---------------------------------|---------------------|
| Membership Fee                                 | 100                             | 10.00 per person    |
| The entry price for each events (GCU students) | 50 (for 1 event)                | 5.00 per person     |
| Entry for non-GCU students for each events     | 50 (for 1 event)                | 8.00 per person     |
|  |                                 |                     |
|  |                                 |                     |
|  |                                 |                     |
|  |                                 |                     |
|  |                                 |                     |
|  |                                 |                     |
|  |                                 |                     |
|  | Total                           | 1650.00 per year    |

### Totals

|                   |               |
|-------------------|---------------|
| Total Expenditure | 1100.00       |
| Total Income      | 1650.00       |
| Difference        | <b>550.00</b> |

## 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](http://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](http://www.GCUstudents.co.uk/groupsaccess).

**Lead Committee Member Signature:** \_\_\_\_\_

(Typed name accepted as confirmation)

**Print Name:** \_\_\_\_\_

**Submission Date:** \_\_\_\_\_ **27-02-2023** \_\_\_\_\_



# 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

WiCyS (Women in Cybersecurity Glasgow Caledonian University Student Chapter)

---

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](mailto:societies@GCUstudents.co.uk) and hand in the ten membership forms to the Students Association.

## Privacy Notice

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## Committee List

|  |                  |
|--|------------------|
| <b>Position</b><br>(Main point of contact) | <b>President</b> |
| Name                                       |                  |
| Email                                      |                  |
| Telephone                                  |                  |
| Student ID No.                             |                  |

|   |                  |
|---|------------------|
| <b>Position</b><br>(Responsible for finances) | <b>Treasurer</b> |
| Name  |                  |
| Email   |                  |
| Telephone                                     |                  |
| Student ID No.                                |                  |

|                 |                       |
|-----------------|-----------------------|
| <b>Position</b> | <b>Vice President</b> |
| Name            |                       |
| Email           |                       |
| Telephone       |                       |
| Student ID No.  |                       |

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

|                 |                  |
|-----------------|------------------|
| <b>Position</b> | <b>Secretary</b> |
| Name            |                  |
| Email           |                  |
| Telephone       |                  |



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

|                 |                      |
|-----------------|----------------------|
| <b>Position</b> | <b>Staff Advisor</b> |
| Name            |                      |
| Email           |                      |
| Telephone       |                      |
| Student ID No.  |                      |

|                 |  |
|-----------------|--|
| <b>Position</b> |  |
| 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 ----NO**

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

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

# **GCU Students' Association Society**

## **Constitution**

### **1.0 Name**

- 1.1 The Society shall be known as **WiCyS (Women in Cybersecurity Glasgow Caledonian University Student Chapter)** (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

Help build a strong gender-diverse cybersecurity workforce by facilitating RECRUITMENT, RETENTION, ADVANCEMENT for women in the field

### **3.0 Membership**

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

### **4.0 Voting Rights**

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

### **5.0 Committee**

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

- 5.1.1 President
- 5.1.2 Vice President
- 5.1.3 Finance/Treasurer
- 5.1.4 Secretary

### **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.
- 6.14 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.
- 6.15 The quorum for a Committee Meeting shall be one-half plus one of the committee members.

## **7.0 General Meetings**

- 7.21 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.
- 7.22 All Society members with voting rights shall be entitled to attend and vote in Society General Meetings.
- 7.23 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.
- 7.24 At such a meeting no business other than that stated in the request may be discussed.
- 7.25 The quorum for General Meetings shall be one-half plus one of Society members.

## **8.0 Voting**

- 8.9 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.
- 8.10 Voting on resolutions shall be by a simple majority.

## **9.0 Finance**

- 9.9 The Society shall operate all its financial transactions within the Financial Regulations of the Students' Association.
- 9.10 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.

|  |    |
|--|----|
| <b>Current Number of Committee Members</b> | 5  |
| <b>Annual Fee</b>                          | £0 |
| <b>Expected Number of Members</b>          | 25 |

|                                    |  |
|------------------------------------|--|
| Trimester 1: September to December |  |
|                                    |  |

|                               |
|-------------------------------|
| Trimester 2: January to April |
|                               |

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

| <b><i>Expenditure</i></b>                        | <b><i>Costs</i></b> |
|--|---------------------|
| Honorium for Guest Speakers                      | 100                 |
| Travel   | 120                 |
| Supplies & Equipment (T-shirt, Banners printing) | 232                 |
| Other Costs                                      | 100                 |
| Cost Per Participant                             | 55                  |
|  |                     |
|  |                     |
|  |                     |
|  |                     |
|  |                     |
|  |                     |
|  |                     |
|  |                     |
|  |                     |

### 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.

| <b><i>Income</i></b>       | <b><i>Total</i></b> |
|----------------------------|---------------------|
| WiCyS Student Starter Fund |                     |
|                            |                     |
|                            |                     |
|                            |                     |
|                            |                     |
|                            |                     |
|                            |                     |
|                            |                     |
|                            |                     |
|                            |                     |
|                            |                     |

### Totals

|                   |     |
|-------------------|-----|
| Total Expenditure | 552 |
| 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](http://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](http://www.GCUstudents.co.uk/groupsaccess).

**Lead Committee Member Signature:** (Typed name accepted as confirmation)

**Print Name:**

**Submission Date:** 28/2/2023



# 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

## <Enactus GCU>

---

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](mailto: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](http://www.GCUstudents.co.uk/privacy-policy)

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| - Activities Plan                 | 7 |
| - Finance Plan                    | 8 |
| - Data Protection and Declaration | 9 |



## Committee List

|  |                  |
|--|------------------|
| <b>Position</b><br>(Main point of contact) | <b>President</b> |
| Name                                       |                  |
| Email                                      |                  |
| Telephone                                  |                  |
| Student ID No.                             |                  |

|   |                  |
|---|------------------|
| <b>Position</b><br>(Responsible for finances) | <b>Treasurer</b> |
| Name  |                  |
| Email   |                  |
| Telephone                                     |                  |
| Student ID No.                                |                  |

|                 |                                     |
|-----------------|-------------------------------------|
| <b>Position</b> | <b>Vice President of Engagement</b> |
| Name            |                                     |
| Email           |                                     |
| Telephone       |                                     |
| Student ID No.  |                                     |

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

|                 |  |
|-----------------|--|
| <b>Position</b> |  |
| Name            |  |
| Email           |  |
| Telephone       |  |

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

|                 |  |
|-----------------|--|
| <b>Position</b> |  |
| Name            |  |
| Email           |  |
| Telephone       |  |
| Student ID No.  |  |

|                 |  |
|-----------------|--|
| <b>Position</b> |  |
| 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? **Yes/No**

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

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

# **GCU Students' Association Society**

## **Constitution**

### **1.0 Name**

- 1.1 The Society shall be known as **Enactus GCU** 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:

- Identify and address community needs: The Enactus team can conduct research and needs assessments to identify the most pressing challenges facing their local community. They can then work on developing innovative solutions to address these needs.
- Create sustainable businesses: The team can develop sustainable businesses that create jobs and generate income for community members. These businesses can be designed to address specific challenges, such as food insecurity or access to clean water.
- Empower marginalized groups: Enactus can work to empower marginalized groups in the community, such as women, youth, and people with disabilities. The team can provide training and support to help these groups start their own businesses or improve their livelihoods.
- Foster environmental sustainability: Enactus can work on projects that promote environmental sustainability and reduce the impact of climate change. This can include initiatives such as waste reduction, recycling, and energy conservation.
- Build partnerships: Enactus can build partnerships with local businesses, government agencies, and other organizations to leverage resources and expertise. These partnerships can help the team achieve their objectives more effectively and sustainably.
- Develop leadership skills: Enactus can provide opportunities for team members to develop their leadership skills, such as project management, public speaking, and networking. These skills can help them succeed in their future careers and make a positive impact on their communities.
- Measure impact: Enactus can track and measure the impact of their projects using data and feedback from community members. This can help the team assess the effectiveness of their projects and make data-driven decisions about future initiatives.

### **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:**

- Leading the Enactus team: As the president, you would be responsible for leading the Enactus team and setting the overall direction and strategy for the group.
- Managing team members: You would be responsible for managing and coordinating team members' efforts, delegating tasks, and ensuring that everyone is working effectively and efficiently.
- Building partnerships: You would need to build partnerships with local businesses, organizations, and community groups to support the team's projects and initiatives.
- Fundraising: You would need to help secure funding for the team's activities and projects, including seeking out grants, donations, and sponsorships.
- Planning and organizing events: You would need to plan and organize events to promote Enactus, recruit new members, and engage with the community.
- Representing Enactus: You would need to represent Enactus at events and meetings, both within the university and in the wider community.
- Ensuring compliance: You would need to ensure that the team complies with Enactus rules and regulations, as well as any relevant university policies.
- Managing finances: You would need to manage the team's finances, including creating a budget, tracking expenses, and ensuring that the team stays within budget.
- Reporting: You would need to prepare and submit regular reports to Enactus and the university on the team's activities, progress, and achievements.
- Recruiting and training new members: You would need to recruit new members to the team and ensure that they are properly trained and integrated into the team.]

### **5.1.2 [Treasurer:**

- Managing the financial affairs of the branch, including budgeting and financial planning.
- Maintaining accurate financial records and providing regular financial reports to the Enactus branch team.
- Ensuring compliance with all financial policies and procedures set by Enactus at the local and national levels.
- Collecting and managing funds received from donors and sponsors, and ensuring that they are used appropriately for Enactus projects and activities.
- Overseeing the payment of expenses, including reimbursements to Enactus members and payment of bills.
- Working closely with the Enactus branch president and other team members to develop fundraising strategies and implement them effectively.

- Developing and implementing financial controls to prevent fraud, waste, and abuse of funds.
- Providing financial guidance and support to other members of the Enactus branch as needed.
- Participating in Enactus training and professional development opportunities to improve financial management skills.
- Representing the Enactus branch in financial matters with other organizations, sponsors, and stakeholders.]

#### 5.1.3 [Vice president of engagement:

- Developing and implementing a comprehensive external relations strategy that aligns with the overall mission and goals of Enactus.
- Building and maintaining relationships with key stakeholders, including corporate partners, community leaders, government officials, and university administrators.
- Identifying and pursuing new funding opportunities to support Enactus programs and initiatives.
- Leading efforts to secure sponsorships, grants, and other forms of financial support for Enactus activities.
- Ensuring that Enactus maintains a positive public image and that all communications are consistent with Enactus's values and mission.
- Facilitating partnerships between Enactus and other organizations to advance social entrepreneurship and impact in local communities.
- Representing Enactus at external events and conferences to build awareness and promote the organization.
- Managing a team of external relations professionals, including hiring, training, and supervising staff as necessary.]

#### 5.1.4 [add additional committee positions and responsibilities here]

### 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.
- 6.16 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.
- 6.17 The quorum for a Committee Meeting shall be one-half plus one of the committee members.

### 7.0 General Meetings

- 7.26 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.
- 7.27 All Society members with voting rights shall be entitled to attend and vote in Society General Meetings.
- 7.28 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.

- 7.29 At such a meeting no business other than that stated in the request may be discussed.
- 7.30 The quorum for General Meetings shall be one-half plus one of Society members.

## **8.0 Voting**

- 8.11 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.
- 8.12 Voting on resolutions shall be by a simple majority.

## **9.0 Finance**

- 9.11 The Society shall operate all its financial transactions within the Financial Regulations of the Students' Association.
- 9.12 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.

|  |              |
|--|--------------|
| <b>Current Number of Committee Members</b> | 3            |
| <b>Annual Fee</b>                          | £0           |
| <b>Expected Number of Members</b>          | 23 (current) |

|   |
|---|
| <b>Trimester 1: September to December</b> |
| N/A                                       |

|   |
|---|
| <b>Trimester 2: January to April</b>                              |
| <a href="#">Enactus Project Plan 1st February to May 31st.pdf</a> |

|                                   |
|-----------------------------------|
| <b>Trimester 3: May to August</b> |
| Hiatus                            |

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.

| <b><i>Expenditure</i></b> | <b><i>Costs</i></b> |
|---------------------------|---------------------|
| N/A                       | N/A                 |
|                           |                     |
|                           |                     |
|                           |                     |
|                           |                     |
|                           |                     |
|                           |                     |
|                           |                     |
|                           |                     |
|                           |                     |

### 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.

| <b><i>Income</i></b>             | <b><i>Total</i></b> |
|----------------------------------|---------------------|
| Membership income                | £0                  |
| Project #001 (book sales) income | £100                |
|                                  |                     |
|                                  |                     |
|                                  |                     |
|                                  |                     |
|                                  |                     |
|                                  |                     |
|                                  |                     |
|                                  |                     |
|                                  | £100                |

### Totals

|                   |              |
|-------------------|--------------|
| Total Expenditure | £0           |
| Total Income      | £100         |
| Difference        | <b>+£100</b> |

## 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](http://www.GCUstudents.co.uk/privacy-policy).

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**Lead Committee Member Signature:**

(Typed name accepted as confirmation)

**Print Name:**

**Submission Date:** **28/2/2023**



# 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

## GCU London football 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](mailto:societies@GCUstudents.co.uk) and hand in the ten membership forms to the Students Association.

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### Committee List

|  |  |
|--|--|
| <b>Position</b><br>(Main point of contact) |  |
| Name                                       |  |
| Email                                      |  |
| Telephone                                  |  |
| Student ID No.                             |  |

|   |  |
|---|--|
| <b>Position</b><br>(Responsible for finances) |  |
| Name  |  |
| Email   |  |
| Telephone                                     |  |
| Student ID No.                                |  |

|                 |  |
|-----------------|--|
| <b>Position</b> |  |
| Name            |  |
| Email           |  |
| Telephone       |  |
| Student ID No.  |  |

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

|                 |  |
|-----------------|--|
| <b>Position</b> |  |
| Name            |  |

|                |  |
|----------------|--|
| Email          |  |
| Telephone      |  |
| Student ID No. |  |

|                 |  |
|-----------------|--|
| <b>Position</b> |  |
| Name            |  |
| Email           |  |
| Telephone       |  |
| Student ID No.  |  |

|                 |  |
|-----------------|--|
| <b>Position</b> |  |
| 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?**London**

# **GCU Students' Association Society**

## **Constitution**

### **1.0 Name**

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

### **2.0 Objectives**

- 2.1 The objectives of the Society shall be
- To keep GCU London Football Society in the centre of its community by meeting the requirements of the surrounding area in terms of health and education.
  - To learn not just the value of teamwork but also how to effectively interact with people of other cultural backgrounds.
  - To promote healthy lifestyle choices among individuals of all ages and abilities in order to boost overall health and quality of life.
  - To foster potential by supporting individuals to achieve greater success and happier lives.

### **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 Main Contact - Responsible for the general coordination of the society with collaboration with finance committee member and event organiser. Carry out any other related duty assigned
- 5.1.2 Finance - Responsible for the day to day finances. income, expenditures, and presentation of financial statements at the general meeting. Carry out any other related duty assigned
- 5.1.3 Event Organiser - responsible for organising football activities, advising the committee and purchasing football materials for matches. Carry out any other duty assigned.

### **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.
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- 9.1 The Society shall operate all its financial transactions within the Financial Regulations of the Students' Association.
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## **10.0 Amendment of Constitution**

- 10.1 Amendments may only be made at a General Meeting.
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- 11.1 The Society will affiliate to the appropriate National Governing/Representative Body where appropriate.

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- 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.

|  |     |
|--|-----|
| <b>Current Number of Committee Members</b> | 3   |
| <b>Annual Fee</b>                          | £20 |
| <b>Expected Number of Members</b>          | 20  |

### Trimester 1: September to December

Society Meeting to elect any vacant Committee positions and approve Society spending plans for the year  
Intra-campus football match  
Inter-campus football match

### Trimester 2: January to April

Society Meeting  
Annual General Meeting  
Intra-campus football match  
Inter-campus football match

### Trimester 3: May to August

Society social event (dinner/ excursion)  
Intra-campus football match  
Inter-campus football match

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.

| <b>Expenditure</b>      | <b>Costs £</b> |
|-------------------------|----------------|
| Football bibs - 2 packs | 40             |
| Balls - 3 balls         | 30             |
| Pitch                   |                |
| Refreshments - Water    | 30             |
|                         |                |
|                         |                |
|                         |                |
|                         |                |
|                         |                |
|                         |                |
|                         | 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.

| <b>Income</b>   | <b>Total £</b> |
|---|----------------|
| Annual Members Subscription Fees £20 x 20 (as at 30th January, 2023) subject to changes | 400            |
| Funding from GCU Students Association   | 18.75          |
|   |                |
|   |                |
|   |                |
|   |                |
|   |                |
|   |                |
|   |                |
|   |                |
|   | 418.75         |

### Totals

|                   |               |
|-------------------|---------------|
| Total Expenditure | 100           |
| Total Income      | 418.75        |
| Difference        | <b>318.75</b> |

## 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](http://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](http://www.GCUstudents.co.uk/groupsaccess).

**Lead Committee Member Signature:** (Typed name accepted as confirmation)

**Print Name:** \_\_\_\_\_

**Submission Date:** **30th January, 2023.**



# 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

## <Mentors 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](mailto: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](http://www.GCUstudents.co.uk/privacy-policy)

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## Contents

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| - Committee List                  | 3 |
| - Constitution                    | 5 |
| - Activities Plan                 | 7 |
| - Finance Plan                    | 8 |
| - Data Protection and Declaration | 9 |

### Committee List

|  |                     |
|--|---------------------|
| <b>Position</b><br>(Main point of contact) | <b>Society Lead</b> |
| Name                                       |                     |
| Email                                      |                     |
| Telephone                                  |                     |
| Student ID No.                             |                     |

|   |                          |
|---|--------------------------|
| <b>Position</b><br>(Responsible for finances) | <b>Society Vice Lead</b> |
| Name  |                          |
| Email   |                          |
| Telephone                                     |                          |
| Student ID No.                                |                          |

|                 |                                  |
|-----------------|----------------------------------|
| <b>Position</b> | <b>Society Financial Officer</b> |
| Name            |                                  |
| Email           |                                  |
| Telephone       |                                  |
| Student ID No.  |                                  |

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

|                 |                                       |
|-----------------|---------------------------------------|
| <b>Position</b> | <b>Society Communications officer</b> |
| Name            |                                       |
| Email           |                                       |

|                |  |
|----------------|--|
| Telephone      |  |
| Student ID No. |  |

|                 |   |
|-----------------|---|
| <b>Position</b> | <b>Society Fundraising and planning Officer</b> |
| Name            |   |
| Email           |   |
| Telephone       |   |
| Student ID No.  |   |

|                 |  |
|-----------------|--|
| <b>Position</b> |  |
| 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 (through the work aspect of the society, not through the social aspect of the society, but all mentors etc are PVG checked by the outreach team I believe)**

\*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 **Mentors Society** (hereinafter referred to as the “Mentors 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 raise awareness of the mentoring role within GCU and encourage other students to take up the opportunity.
- To create events and spaces for current mentors, ambassadors, tour guides etc to socialise and create friendships, as currently there isn’t much opportunity for them to socialise outside of shifts.
- To work between the Students association and the University to promote the work of Student Mentors
- To Have fun

## **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 Society lead** – will take responsibility for working with other committee members to create a welcoming, inclusive and engaging society. Will also take responsibility for working with the university and outreach personnel to grow a mutually productive relationship.

**5.1.2 Society Vice Lead** – will work with the society lead and the committee to make sure everything stay on plan, create opportunities for development and engagement and provide support to other members as needed (shared responsibility).

**5.1.3 Society Financial Officer** – Will take responsibility of managing the society accounts, incoming and outgoing funds, will work with other committee members to ensure a transparency of all expenditure and maintain communication with the society lead in the event of any financial issues.

**5.1.4 Society Communications officer** – will take responsibility of communicating with society members and wider positions within society and the university. This will be managed through emails, social media and any manner they deem appropriate, this position will be responsible for maintaining open and transparent communication of any relevant news with regards to mentor positions.

**5.1.5 Society Fundraising and Events planning officer** – This role will take responsibility of working with the committee members to create engaging and interesting opportunities for the society members and will work with the membership to create fundraising opportunities (this will be a shared responsibility across the committee).

## **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.
- 6.18 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.
- 6.19 The quorum for a Committee Meeting shall be one-half plus one of the committee members.

## **7.0 General Meetings**

- 7.31 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.
- 7.32 All Society members with voting rights shall be entitled to attend and vote in Society General Meetings.
- 7.33 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.
- 7.34 At such a meeting no business other than that stated in the request may be discussed.
- 7.35 The quorum for General Meetings shall be one-half plus one of Society members.

## **8.0 Voting**

- 8.13 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.
- 8.14 Voting on resolutions shall be by a simple majority.

## **9.0 Finance**

- 9.13 The Society shall operate all its financial transactions within the Financial Regulations of the Students' Association.
- 9.14 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.

|  |     |
|--|-----|
| <b>Current Number of Committee Members</b> | 5   |
| <b>Annual Fee</b>                          | £1  |
| <b>Expected Number of Members</b>          | 10+ |

|   |
|---|
| <b>Trimester 1: September to December</b> |
| We weren't a society yet                  |

|   |
|---|
| <b>Trimester 2: January to April</b>                |
| Establish a society and create plans for the future |

|  |
|--|
| <b>Trimester 3: May to August</b>                                    |
| Work together to create plans for freshers and the new 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.

| <b><i>Expenditure</i></b>  | <b><i>Costs</i></b> |
|--|---------------------|
| We haven't had any meetings or planning sessions yet so I am unsure of which direction the committee would like to go and unable to say how much we would use. |                     |
|  |                     |
|  |                     |
|  |                     |
|  |                     |
|  |                     |
|  |                     |
|  |                     |
|  |                     |
|  |                     |
|  |                     |

### 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.

| <b><i>Income</i></b>     | <b><i>Total</i></b> |
|--------------------------|---------------------|
| 10+ members              | £10+                |
| New society seed funding |                     |
| Dragons den?             |                     |
| Common good 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](http://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](http://www.GCUstudents.co.uk/groupsaccess).

**Lead Committee Member Signature:**

(Typed name accepted as confirmation)

**Print Name:**

**Submission Date:**

**16/03/2023**



# 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

## <GCU IGBO CULTURAL ASSOCIATION (GICA)

---

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](mailto: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](http://www.GCUstudents.co.uk/privacy-policy)

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| - Data Protection and Declaration | 9 |

## Committee List

|  |  |
|--|--|
| <b>Position</b><br>(Main point of contact) |  |
| Name                                       |  |
| Email                                      |  |
| Telephone                                  |  |
| Student ID No.                             |  |

|   |  |
|---|--|
| <b>Position</b><br>(Responsible for finances) |  |
| Name  |  |
| Email   |  |
| Telephone                                     |  |
| Student ID No.                                |  |

|                 |  |
|-----------------|--|
| <b>Position</b> |  |
| Name            |  |
| Email           |  |
| Telephone       |  |
| Student ID No.  |  |

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

|                 |  |
|-----------------|--|
| <b>Position</b> |  |
| Name            |  |
| Email           |  |
| Telephone       |  |
| Student ID No.  |  |

|                 |  |
|-----------------|--|
| <b>Position</b> |  |
| Name            |  |
| Email           |  |
| Telephone       |  |
| Student ID No.  |  |

|                 |  |
|-----------------|--|
| <b>Position</b> |  |
| Name            |  |
| Email           |  |
| Telephone       |  |
| Student ID No.  |  |

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

- ☐ Cultural
- ☐ Faith and Belief

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

**Committee Members hold PVG's**

\*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 **GCU IGBO CULTURAL ASSOCIATION** 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 organise and coordinate all Igbo students coming to GCU
  - To ensure the academic and mental wellbeing of our members
  - To ensure the keeping and practice of Igbo culture heritage in social activities

### 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 **Presidents:** Coordinating of activities of the association and presiding over the general meeting of the association
- 5.1.2 **Secretary:** Keeping records of the activities of the association, organising meetings and ensuring the safety of all official documents of the Association.
- 5.1.3 **Treasurer:** Keeping and ensuring the proper management of the association finances
- 5.1.4 **Director of Socials:** Organising various events for the association.

### 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.
- 6.20 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.
- 6.21 The quorum for a Committee Meeting shall be one-half plus one of the committee members.



## **7.0 General Meetings**

- 7.36 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.
- 7.37 All Society members with voting rights shall be entitled to attend and vote in Society General Meetings.
- 7.38 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.
- 7.39 At such a meeting no business other than that stated in the request may be discussed.
- 7.40 The quorum for General Meetings shall be one-half plus one of Society members.

## **8.0 Voting**

- 8.15 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.
- 8.16 Voting on resolutions shall be by a simple majority.

## **9.0 Finance**

- 9.15 The Society shall operate all its financial transactions within the Financial Regulations of the Students' Association.
- 9.16 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.

|  |         |
|--|---------|
| <b>Current Number of Committee Members</b> | 6       |
| <b>Annual Fee</b>                          | 0       |
| <b>Expected Number of Members</b>          | 400-500 |

|  |
|--|
| <b>Trimester 1: September to December</b>  |
| Welcome ceremony for the new members<br>Academic orientation<br>End of the Year get together |

|   |
|---|
| <b>Trimester 2: January to April</b>                              |
| Welcome ceremony for the January Intake<br>One Love Igbo Festival |

|  |
|--|
| <b>Trimester 3: May to August</b>                          |
| Heart to Heart Wellbeing Fellowship<br>Sent Forth Ceremony |

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.

| <b><i>Expenditure</i></b>           | <b><i>Costs</i></b> |
|-------------------------------------|---------------------|
| Event Planning                      |                     |
| Financial Assistance to our members |                     |
|                                     |                     |
|                                     |                     |
|                                     |                     |
|                                     |                     |
|                                     |                     |
|                                     |                     |
|                                     |                     |
|                                     |                     |

### 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.

| <b><i>Income</i></b> | <b><i>Total</i></b> |
|----------------------|---------------------|
| SA Funding           | 18.75               |
| Fundraising          | 40-100              |
|                      |                     |
|                      |                     |
|                      |                     |
|                      |                     |
|                      |                     |
|                      |                     |
|                      |                     |
|                      |                     |

### 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](http://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](http://www.GCUstudents.co.uk/groupsaccess).

**Lead Committee Member Signature:** \_\_\_\_\_

(Typed name accepted as confirmation)

**Print Name:** \_\_\_\_\_

**Submission Date:** \_\_\_\_\_ **10/03/2023** \_\_\_\_\_