

Committee Title	Student Voice
Date of Meeting	Monday 20 th February 2023
Item Number and Title/Subject	New societies Societies Policy Change
Paper Presenter	Societies Chair
Brief Summary of Issues/Topic	<p><i>Starter Societies to be affiliated by Student Voice</i></p> <p>CaledoMUN</p> <p><u>Objectives</u></p> <ul style="list-style-type: none"> • Conduct Mock Sessions simulating an MUN conference • Encourage critical thinking in members • Develop effective debating skills • Develop diplomatic skills • Expand knowledge of international political, Environmental, social, economic issues • Develop an appreciation of different countries and cultures • Equip members with being able to become leaders of the future and be able to propose solutions to world's biggest problems <p>Student Solidarity Society</p> <p><u>Objectives</u></p> <ul style="list-style-type: none"> • Supporting our university staff strikes • Educating students about trade unions, tenants unions and strikes • Encouraging students to engage in acts of solidarity with striking staff across sectors • To provide training, education and events based around strike action, trade unionism and how to practice solidarity effectively <p>Dietetics Society</p> <p><u>Objectives</u></p> <ul style="list-style-type: none"> • Promoting and furthering the field of Nutrition and Dietetics, whilst providing a network for dietetic students across all levels and other interested persons; • To provide and environment for dietetic students and other interested persons in order to support members learning nutrition and dietetics through activities directed by the committee; • To support all members' interests in all areas of the

	nutrition and dietetics profession (e.g., critical care, food allergy, public health, renal nutrition...) <ul style="list-style-type: none"> • Raising finances for nutrition related causes; • To influence decisions taken, with respect to nutrition within the University (GCU) • To provide an extracurricular space that can be both education and fun. 					
Recommendation(s)	Information		Discussion		Approval	x
	<p><i>Any member can ask a question by raising their voting card and being recognised by the Chair to speak.</i></p> <p>Student Voice are asked <u>to approve</u> the societies</p>					
Who have you consulted when developing the paper?	Societies Council					
Staff/Student Protocol	Yes		No		N/A	
Will any decision approved directly affect the work of staff?	N/A					
Should the paper be submitted to any other committee following its consideration/approval at this meeting?	Trustee Board					
If yes, please state the committee and proposed date of submission.						

Starter Society Pack 2022/23

CaledoMUN

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

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

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

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

Privacy Notice

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

Contents

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

Committee List

Position	President

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

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

Position	Vice President
Name	
Email	
Telephone	
Student ID No.	

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

Position	
Name	
Email	

Telephone	
Student ID No.	

Position	
Name	
Email	
Telephone	
Student ID No.	

Position	
Name	
Email	
Telephone	
Student ID No.	

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

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

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

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

Where is this society based? **Glasgow**

GCU Students' Association Society

Constitution

1.0 Name

- 1.1 The Society shall be known as **CaledoMUN** 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:
- Conduct Mock Sessions simulating an MUN conference
 - Encourage critical thinking in members
 - Develop effective debating skills
 - Develop diplomatic skills
 - Expand knowledge of international political, Environmental, social, economic issues
 - Develop an appreciation of different countries and cultures
 - Equip members with being able to become leaders of the future and be able to propose solutions to world's biggest problems

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

- Runs weekly meetings - train club members to become delegates
 - Make a lesson plan (what needs to be taught and when)
 - Post weekly agendas and emails regarding the club using social media
 - Record keeping for club members attendance and their participation
 - Responsible for keeping decorum in MUN Meetings
 - Keeps delegates up to date with current events (schedule)
- Makes sure delegates (ordinary members) turn in work on time
- Makes sure delegates are prepared to debate in conferences to the best of their ability
- Leads panel interviews for conference preparation and selection
- Arranges and plans for CaledoMUN to represent GCU at various conferences

5.1.2 Secretary

- Reports to President
- In charge of logistics and make sure everything runs smoothly
- In charge of finances
- Oversees final details of each activity and staff: weekly meetings, conference attendance etc.
- In charge of advertising, raising awareness for CaledoMUN

5.1.3 Vice President

- Reports to Secretary and President
- Helps to run weekly meetings, plans, executes presentations
- Aides in arranging conference attendance
- Trains delegates
- In charge of the delegates (ordinary members) when President is absent

6.0 Committee General Responsibilities

6.1 All matters/functions within the Constitution, Bye-laws and Policies of the SA.

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

6.3 Responsible for any property and premises under the control of the Society.

6.4 In the event of a vacancy occurring on the committee, the committee shall have the power to co-opt a member to fill such vacancies until the next General Meeting.

6.5 To take all reasonably practicable steps to reduce the likelihood of injury to members on Society activities.

6.6 To hold Committee meetings as and when required during the academic year. At least 3 University days' notice of meetings must be given to all members of the committee.

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

7.0 General Meetings

7.1 These shall take place twice per academic year; the first during the first trimester to plan activities, elect any vacant Committee positions and approve Society spending plans for the year; the second in the middle of the second trimester, taking the form of the Annual General Meeting at which the Committee for the following academic year shall be elected.

7.2 All Society members with voting rights shall be entitled to attend and vote in Society General Meetings.

- 7.3 Extraordinary General Meetings can be called on receipt by the Society Secretary of a written request which must contain a statement of the business to be discussed and the signatures of three members of the current committee or of one quarter of the total membership and giving at least five university days' notice.
- 7.4 At such a meeting no business other than that stated in the request may be discussed.
- 7.5 The quorum for General Meetings shall be one-half plus one of Society members.

8.0 Voting

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

9.0 Finance

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

10.0 Amendment of Constitution

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

11.0 Affiliation

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

12.0 Interpretation

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

Activity Plan

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

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

Current Number of Committee Members	3
Annual Fee	None
Expected Number of Members	20

Trimester 1: September to December

- Introduce the club
- Teach the procedure of debate
- Instil the idea that members must be open-minded enough to represent any country (even if they dislike it for any reason), and represent them as though they were from there

Trimester 2: January to April

- Mock debates on various topics – climate change reparations, Ukraine War, Arab Spring, Taliban Government in Afghanistan
- Arrange for willing members to attend the ScotMUN Conference in Edinburgh 10 – 12 March, 2023
- More conferences?

Trimester 3: May to August

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

Finance Plan

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

Expenses

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

<i>Expenditure</i>	<i>Costs</i>
To Attend conferences (transport to and back – staying if wanting to) - 2 days in Edinburgh, members must pay the total package fee themselves if wishing to attend.	

Income

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

<i>Income</i>	<i>Total</i>
Not applicable – as only need to run weekly meetings, attending conferences will be paid for by each member who is willing.	
SA Funding	£18.75

Totals

Total Expenditure	
Total Income	£18.75
Difference	

Data Protection and Declaration

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

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

Lead Committee Member Signature: _____

(Typed name accepted as confirmation)

Print Name: _____

Submission Date: _____ 23/11/2022



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

<The Dietetics Society>

Old Name: The Human nutrition and dietetics society"

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

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

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

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

Privacy Notice

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

Contents

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

Committee List

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

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

Position	Social Media Officer
Name	
Email	
Telephone	
Student ID No.	

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

Position	
Name	
Email	
Telephone	
Student ID No.	

Position	
Name	
Email	
Telephone	
Student ID No.	

Position	
Name	
Email	
Telephone	
Student ID No.	

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

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

Will your society be working with children or vulnerable adults*, either directly or by working with another charity or organisation? **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 **[The Dietetics]** 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
- Promoting and furthering the field of Nutrition and Dietetics, whilst providing a network for dietetic students across all levels and other interested persons;
 - To provide an environment for dietetic students and other interested persons in order to support members learning nutrition and dietetics through activities directed by the committee;
 - To support all members' interests in all areas of the nutrition and dietetics profession (e.g., critical care, food allergy, public health, renal nutrition...)
 - Raising finances for nutrition related causes;
 - To influence decisions taken, with respect to nutrition within the University (GCU)
 - To provide an extracurricular space that can be both education and 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 President (Kyle Kennedy):
- Leading activities decided by the committee and general members;
 - Leading and designing educational initiatives/projects for the society to participate in;
 - To ensure the committee functions properly and to be even-handed in all decisions made by the committee;
 - To provide support and supervision to the Treasurer and Social Media Officer;
 - To work with the committee to ensure: goals and relevant strategic plans are developed in order to achieve the objectives of the committee;
 - To liaise with anyone who wishes to contact the committee.
- 5.1.2 Treasurer (Owen Griffith):
- Handling societies finances;
 - Facilitating funds to the society for planned activities.

5.1.3 Social Media Officer (Clara Knox):

- Administrating the society's social media platforms, whilst answering questions on social media platforms.
- Keeping the society's social media platforms up to date;
- Administrating the society's webpage.

5.1.4 No other members currently.

6.0 Committee General Responsibilities

6.1 All matters/functions within the Constitution, Bye-laws and Policies of the SA.

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

6.3 Responsible for any property and premises under the control of the Society.

6.4 In the event of a vacancy occurring on the committee, the committee shall have the power to co-opt a member to fill such vacancies until the next General Meeting.

6.5 To take all reasonably practicable steps to reduce the likelihood of injury to members on Society activities.

6.8 To hold Committee meetings as and when required during the academic year. At least 3 University days' notice of meetings must be given to all members of the committee.

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

7.0 General Meetings

7.6 These shall take place twice per academic year; the first during the first trimester to plan activities, elect any vacant Committee positions and approve Society spending plans for the year; the second in the middle of the second trimester, taking the form of the Annual General Meeting at which the Committee for the following academic year shall be elected.

7.7 All Society members with voting rights shall be entitled to attend and vote in Society General Meetings.

7.8 Extraordinary General Meetings can be called on receipt by the Society Secretary of a written request which must contain a statement of the business to be discussed and the signatures of three members of the current committee or of one quarter of the total membership and giving at least five university days' notice.

7.9 At such a meeting no business other than that stated in the request may be discussed.

7.10 The quorum for General Meetings shall be one-half plus one of Society members.

8.0 Voting

8.3 Each member of the General Meeting or committee has one vote; the Chair has a casting vote in addition to a deliberative vote; proxy votes shall not be permitted.

8.4 Voting on resolutions shall be by a simple majority.

9.0 Finance

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

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

10.0 Amendment of Constitution

10.1 Amendments may only be made at a General Meeting.

10.2 Any changes must be approved by the Societies Council.

11.0 Affiliation

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

12.0 Interpretation

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

Activity Plan

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

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

Current Number of Committee Members	3
Annual Fee	£5.00
Expected Number of Members	30

Trimester 1: September to December
N/A

Trimester 2: January to April
<ul style="list-style-type: none">• Union meet-up;• Sub-crawl;• Guest dieticians;• Contact with other nutrition related societies (other universities);• BDA events;• Dietitians' week;• Social gathering;• Fundraising (merch?).

Trimester 3: May to August
TBC

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

Finance Plan

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

Expenses

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

<i>Expenditure</i>	<i>Costs (£)</i>
Union meet-up	100.00
Sub-crawl	100.00
Social gathering	100.00
BDA events	100.00
	400.00

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.

<i>Income</i>	<i>Total (£)</i>
Society committee	18.70
Funds from prior society	100.00
Membership fee	5,00
Fundraising	150.00
Merchandise	100.00
	373.70

Totals

Total Expenditure	400.00
Total Income	423.70
Difference	23.70

Data Protection and Declaration

Being a committee member means that you have responsibility for other peoples' personal information when they join your group. Your members would expect you to look after their personal information and to

take this responsibility seriously. You should read the GCU Students' Association Data Protection Policy to ensure you are working within our Data Protection Principles and help us meet our legal obligations within the General Data Protection Regulations (GDPR). More information: www.GCUstudents.co.uk/privacy-policy.

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

Lead Committee Member Signature:

(Typed name accepted as confirmation)

Print Name:

Submission Date:

02/02/2023



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

Student Strike Solidarity

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

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

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

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

Privacy Notice

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

Contents

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

Committee List

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

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

Position	Undergraduate Rep
Name	
Email	
Telephone	
Student ID No.	

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

Position	
Name	
Email	
Telephone	
Student ID No.	

Position	
Name	
Email	
Telephone	
Student ID No.	

Position	
Name	
Email	
Telephone	
Student ID No.	

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

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

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

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

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

GCU Students' Association Society

Constitution

1.0 Name

- 1.1 The Society shall be known as Student Strike Solidarity 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:
- Supporting our university staff strikes
 - Educating students about trade unions, tenants unions and strikes
 - Encouraging students to engage in acts of solidarity with striking staff across sectors
 - To provide training, education and events based around strike action, trade unionism and how to practice solidarity effectively

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 Treasurer: to look after finances and also contribute to organising society events and meetings
- 5.1.2 Postgraduate rep: to engage with postgraduates regarding the objectives of the society and also contribute to organising society events and meetings
- 5.1.3 Undergraduate rep: to engage with undergraduates regarding the objectives of the society and also contribute to organising society events and meetings

6.0 Committee General Responsibilities

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

- 6.5 To take all reasonably practicable steps to reduce the likelihood of injury to members on Society activities.
- 6.10 To hold Committee meetings as and when required during the academic year. At least 3 University days' notice of meetings must be given to all members of the committee.
- 6.11 The quorum for a Committee Meeting shall be one-half plus one of the committee members.

7.0 General Meetings

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

8.0 Voting

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

9.0 Finance

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

10.0 Amendment of Constitution

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

11.0 Affiliation

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

12.0 Interpretation

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

Activity Plan

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

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

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

Trimester 1: September to December

Trimester 2: January to April
Informational events for students about striking and trade unionism Banner making workshops

Trimester 3: May to August

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

Finance Plan

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

Expenses

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

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

Income

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

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

Totals

Total Expenditure	
Total Income	18.75
Difference	

Data Protection and Declaration

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

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

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

Lead Committee Member Signature: ____

(Typed name accepted as confirmation)

Print Name: _____

Submission Date: _____13/12/2022_____