

Committee Title	Student Voice					
Date of Meeting	23 rd October 2023					
Item Number and Title/Subject	Clubs and Societies Proposed for Affiliation					
Paper Presenter	Societies Council Chair / Sports Council Chair					
Brief Summary of Issues/Topic	<p>Starter Societies to be affiliated by Student Voice</p> <ul style="list-style-type: none"> • GCU Film Society • Freestyle Writing Society • Ukrainian Society <p>Affiliation for Sports Clubs</p> <ul style="list-style-type: none"> • Golf Club 					
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 is asked to approve the Full Time Officers Report.</p>					
Who have you consulted when developing the paper?	<p>Societies Council and/or Sports Council Societies Coordinator and/or Activities Manager Executive Committee (for approval of the Golf Club in the absence of a Sports Council)</p>					
Staff/Student Protocol	Yes		No	X	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? If yes, please state the committee and proposed date of submission.	<p>Trustee Board</p>					



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 2023/24

GCU Film

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

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

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

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

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Contents

- Committee List	3
- Constitution	5
- Societies Checklist	8
- Activities Plan	10
- Finance Plan	11
- Data Protection and Declaration	12

Committee List

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

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

Position	Secretary
Name	
Email	
Telephone	
Student ID No.	

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

Position	
Name	
Email	
Telephone	
Student ID No.	

Position	
Name	
Email	
Telephone	
Student ID No.	

Position	
Name	
Email	
Telephone	
Student ID No.	

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

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

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

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

Where is this society based? **Glasgow**

GCU Students' Association Society Constitution

GCU Film Constitution

1.0 Name

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

2.0 Objectives

- 2.1 The objectives of the Society shall be:

- 2.1.1 Facilitate skill development of members, across various roles in film production and promotion of the society
- 2.1.2 Develop understanding of film language through screenings, discussions and workshops
- 2.1.3 Encourage socialisation with like-minded individuals across degree programs

3.0 Membership

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

4.0 Committee

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

- 4.1.1 President
- 4.1.2 Treasurer
- 4.1.3 Secretary

[Please insert other committee positions here]

5.0 Committee Roles

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

[Please insert other committee roles here]

6.0 Committee Responsibilities

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

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

General Meetings

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

8.0 Voting

- 8.1 Each member at the General Meeting has one vote; the Chair has a casting vote in addition to a deliberative vote; proxy votes shall not be permitted.
- 8.2 For a member to qualify for voting rights at the Society general meeting they must have joined the Society and paid any joining fee required.
- 8.3 Voting on resolutions shall be by a simple majority.

9.0 Finance

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

10.0 Amendments to Society Constitution

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

11.0 Affiliation

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

12.0 Interpretation

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

Society Checklist

Please select Yes or No in the checklist below.

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

Societies Policy	Have you read, understood and will adhere to the Societies Policy ?	Yes
Email	Are you currently able to access to your society @gcustudents.co.uk email address?	Yes
Webpage	Do you have admin rights and have you recently updated the information on your society webpage on the Students' Association website?	No
Data Protection	Have you read, understood and will adhere to the Data Protection Policy and Guidance and agree to report any data breaches immediately .	Yes
Health and Safety	Have you read, understood and will adhere to Health, Safety and Wellbeing Policy ?	Yes
Risk Assessment	Do you understand that the society may be required to produce risk assessment for their activities and events?	Yes
Incident Reporting	Have you read, understood and will adhere to Emergency Procedures and know how to submit an Incident Report?	Yes
Equality, Diversity and Inclusion	Have you read, understood and will adhere to the Equality and Diversity Policy ?	Yes
Transport	Have you read, understood and will adhere to the Transport Policy ?	Yes
Overseas Trips	Do you understand that the society cannot plan any overseas trips without the approval of the Students' Association?	Yes

Initiations	We believe that societies are a place for everyone to feel safe and welcome to participate. Does your society committee pledge never to run any initiations?	Yes
Finance	Have you read, understood and will adhere to Section 6 of the Students' Association Finance Policy and Procedures ?	Yes
Large Scale Events	Do you understand that the society cannot a Society End of Year Event or large scale event without the approval of the Students' Association?	Yes
Safeguarding	<p>Will your club be working with children or vulnerable adults*, either directly or by working with another charity or organisation?</p> <p><i>*A child is anyone under 18 years of age. 'Vulnerable adults' are defined as anyone over 16 years of age who is unable to safeguard themselves, their property and their rights.</i></p>	No

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	£3.00
Expected Number of Members	17

Trimester 1: September to December

Workshops on various roles within film industry
GCU Union Screenings
Fundraisers – funds will be used to rent/buy in equipment, book film industry professionals, etc.

Trimester 2: January to April

Visit to Glasgow Film festival – industry events, screenings
Screenwriting workshop – receive feedback on scripts, etc.
Networking events
Filming for societies, university

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>
Travel fund (covering the cost of travelling to industry events held in Glasgow for students)	£30
Fundraising promo + material costs (Bake sale)	£55
Audio equipment	£90
	£175

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>
Student Association Start-Up Fee	£15
Expected membership fee intake	£51
Fundraising (Bake sale)	£120
Pub quiz (Movie trivia - £2 entry fee – 30 participants - winner takes half)	£30
	£216

Totals

Total Expenditure	175
Total Income	216
Difference	£39

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: Lauren Gillies

(Typed name accepted as confirmation)

Print Name: Lauren Gillies

Submission Date: 14/08/2023



Starting A Society

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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

<Free-Style Writing Society>

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

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

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

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

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Committee List

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

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

Position	Vice President
Name	
Email	
Telephone	
Student ID No.	

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

Position	Marketer
Name	
Email	
Telephone	
Student ID No.	

Position	
Name	
Email	
Telephone	
Student ID No.	

Position	
Name	
Email	
Telephone	
Student ID No.	

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

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

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

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

Where is this society based? **Glasgow**

Societies Checklist

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Health and Safety	Have you read, understood and will adhere to Health, Safety and Wellbeing Policy ?	Yes
Risk Assessment	Do you understand that the society may be required to produce risk assessment for their activities and events?	Yes
Incident Reporting	Have you read, understood and will adhere to Emergency Procedures and know how to submit an Incident Report?	Yes
Equality, Diversity and Inclusion	Have you read, understood and will adhere to the Equality and Diversity Policy ?	Yes
Transport	Have you read, understood and will adhere to the Transport Policy ?	Yes
Overseas Trips	Do you understand that the society cannot plan any overseas trips without the approval of the Students' Association?	Yes
Initiations	We believe that societies are a place for everyone to feel safe and welcome to participate. Does your society committee pledge never to run any initiations?	Yes
Finance	Have you read, understood and will adhere to Section 6 of the Students' Association Finance Policy and Procedures ?	Yes
Large Scale Events	Do you understand that the society cannot a Society End of Year Event or large scale event without the approval of the Students' Association?	Yes
Safeguarding	<p>Will your club be working with children or vulnerable adults*, either directly or by working with another charity or organisation?</p> <p><i>*A child is anyone under 18 years of age. 'Vulnerable adults' are defined as anyone over 16 years of age who is unable to safeguard themselves, their property and their rights.</i></p>	No

GCU Students' Association Society

Constitution

[Free-Style writing society] Constitution

1.0 Name

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

2.0 Objectives

- 2.1 The objectives of the Society shall be:

[As the Free Style Writing Society, we aim to:

Foster a Creative Community: We aim to create a supportive environment where individuals with an interest in writing can connect, share ideas, and collaborate.

Promote Creative Expression: Members will be encouraged to explore their creativity through various forms of writing, such as poetry, fiction, non-fiction, and journaling.

Enhance Writing Skills: We provide a safe, non-judgmental space for students to develop their writing techniques, storytelling abilities, and literary craftsmanship through workshops, critiques, and feedback sessions.

Integrate Therapeutic Writing: We aim to incorporate therapeutic writing practices to facilitate self-reflection, personal growth, and emotional well-being. We seek to foster an understanding of how writing can be a tool for healing and self-discovery.

Host Writing Prompts and Challenges: We will create regular writing prompts and challenges that inspire members to explore new genres, themes, or writing styles.

]

3.0 Membership

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

4.0 Committee

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

- 4.1.1 President
- 4.1.2 Treasurer
- 4.1.3 Secretary

president: Rawan Abdelaziz

Vise president/secertary: Joshua

Treasurer: chiemeka obassi

5.0 Committee Roles

- 5.1 These are the roles of the committee members.

- 5.2 President Role: To be the Chairperson at Society committee and general meetings. To be the main liaison between the Society and GCU Students' Association. To oversee all the affairs of the Society. To be the Society representative at Students' Association meetings as and when required.
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- 5.4 Secretary Role: To be responsible for calling meetings, preparing agendas, taking minutes and maintaining Society documents. To be the Society representative at Students' Association meetings as and when required.

[Evets coordinator: Zain Ul Abidin Quraishi
Marketer: Mariam Yunis]

6.0 Committee Responsibilities

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- 6.9 To make nominations on behalf of the Society for the annual Society Awards.
- 6.10 To hold Committee meetings as and when required during the academic year. At least 3 days' notice of meetings must be given to all members of the committee. The quorum for a Committee Meeting shall be one third plus one of all committee members.
- 6.11 In the event of a vacancy occurring on the committee, the committee shall have the power to co-opt a member to fill such vacancies until the next General Meeting
- 6.12 Hold an Annual General Meeting in Trimester B to elect a new committee for the year ahead.

General Meetings

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

8.0 Voting

- 8.1 Each member at the General Meeting has one vote; the Chair has a casting vote in addition to a deliberative vote; proxy votes shall not be permitted.
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9.0 Finance

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12.0 Interpretation

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

Activity Plan

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

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

Current Number of Committee Members	5
Annual Fee	1
Expected Number of Members	20-30

Trimester 1: September to December

September:

- Freshers workshop (taster session)/stall. Taster session will involve splitting students into two groups and whoever comes up with the best story wins.
- 1st couple of sessions, maybe not ask for membership fee yet.

October – December:

- Chill sessions where people bring what they want. Perhaps we will provide tea, coffee, and biscuits.
- Creatives will bring their current short stories/poems/manuscript.
- Journallers will write feelings on paper.
- Regular structured sessions where Joshua will facilitate writing workshops such as character and editing. Rawan will lead (therapeutic) sessions on gratitude or writing a letter to your younger self (self-compassion).

Trimester 2: January to April

Late January/early February:

- Something to entice new students (such as postgrads) to join.

Feb – April:

- Perhaps a workshop led by writer Anne Donovan.
- If writers only want to do writing workshops where they share work and give feedback, then they can do that.
- Journallers and creatives are encouraged to share knowledge and participate in each other's tasks.
- Workshops will be accessible regardless of ability.

Trimester 3: May to August

N/A

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

Finance Plan

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

Expenses

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

[illegible]

Income

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

[illegible]

Totals

Total Expenditure	£20
Total Income	£38
Difference	£18

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: Rawan Abdelaziz

(Typed name accepted as confirmation)

Print Name: Rawan Abdelaziz

Submission Date: 8/9/2023



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...

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What's next?

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- Spread the message about your society!
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- 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
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- 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

Ukrainian society

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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.

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Committee List

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

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

Position	Secretary
Name	
Email	
Telephone	
Student ID No.	

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

Position	External Communication Officer
Name	
Email	
Telephone	

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

Position	
Name	
Email	
Telephone	
Student ID No.	

Position	
Name	
Email	
Telephone	
Student ID No.	

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

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

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

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

Where is this society based? **Glasgow**

Societies Checklist

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

Please select Yes or No in the checklist below.

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

GCU Students' Association Society **Constitution**

Ukrainian Society Constitution

1.0 Name

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

2.0 Objectives

- 2.1 The objectives of the Society shall be:

Providing social assistance for students, who come to GCU from Ukrainian institutions and support each other.

We aim is to encourage social engagement between all the students and welcome everyone from GCU, who want to support and know more about Ukraine to our society.

We also want to share Ukrainian culture as well as raise awareness about the events happening in Ukraine currently and we wish to fundraise for Ukrainian people.

We aim to host **weekly** socials within and around the Union. All relevant information on our sessions will be posted on our main page here but can also be accessed through our Facebook Page (**UkrainianSupportSocietyStrathclyde**). If you have any other enquiries you can email us through the attached email at the top of the page.

3.0 Membership

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

4.0 Committee

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

- 4.1.1 President
- 4.1.2 Treasurer
- 4.1.3 Secretary

4.1.4 External Communications Officer

5.0 Committee Roles

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

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

4.1.4 External Communications Officer Role: To be responsible for for all communication and cooperations with other GCU societies, non-governmental organisations, businesses and charities, organising events with support of other members of society.

6.0 Committee Responsibilities

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

General Meetings

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

8.0 Voting

- 8.1 Each member at the General Meeting has one vote; the Chair has a casting vote in addition to a deliberative vote; proxy votes shall not be permitted.
- 8.2 For a member to qualify for voting rights at the Society general meeting they must have joined the Society and paid any joining fee required.
- 8.3 Voting on resolutions shall be by a simple majority.

9.0 Finance

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

10.0 Amendments to Society Constitution

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

11.0 Affiliation

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

12.0 Interpretation

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

Activity Plan

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

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

Current Number of Committee Members	4
Annual Fee	2
Expected Number of Members	25

Trimester 1: September to December
Weekly meetings Ukrainian Language Day Silent photography exhibition Charity Fair with national treats Party with traditional music

Trimester 2: January to April
Weekly meetings Ukrainian national dishes cooking masterclass International Ukrainian Quiz Charity fair with Ukrainian Artists Traditional art masterclass End of the term Highlands trip

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>
Photo printing for exhibition	25£
Leaflets for society printing	15£
Art masterclass materials	20£
Cooking masterclass materials	40£
End of the term Highlands trip	60£
	160£

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	20£
Membership fee (2£)	30£
Charity fair	100£
Party tickets	80£
	230£

Totals

Total Expenditure	160£
Total Income	230£
Difference	+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: Prokhya Kateryna

(Typed name accepted as confirmation)

Print Name: PROKHYRA KATERYNA

Submission Date: 05.10.2023

Sports Clubs Starter Programme and Affiliation Pack



What's involved?

A Sports Club can only be started by GCU students; the process to start and ultimately affiliate a sports club is outlined below. The process is supported by a staff member from the Students' Association.

1. Registration and Meeting

Read over this pack and if you think you want to continue complete the online registration form to arrange a meeting with a staff member to discuss the next steps.

2. Gauge Student Interest

- a) Collect 20 student signatures who are interested in this new sports club.
- b) Plan and organise one 'Give it a Go' activity for students, collect feedback from the students.

3. Club Management Meeting

Hold a meeting with students to decide objectives and elect a committee. Complete the following documents in the pack: Constitution, Activity Plan, Finance Plan and Risk Assessment.

4. Pack Submission

Submit all relevant information to sports@GCUstudents.co.uk and this will be taken to the next meeting of the Sports Council to be considered for affiliation.

5. Affiliation

If confirmed by the Sports Council then it is sent to Student Voice for ratification. The new club is added to the online membership and activities begin ASAP.

STUDENT SIGNATURE FORM

The undersigned students are interested in participating in a new _____ Golf _____ Club at GCU Students' Association.

NAME	MATRIC NUMBER	SIGNATURE	DATE
Scott Lusk			25/09/2023 all below too
Luke Godsman			
Matthew David Knowles			
Malcom Smith			
Jacques Fitzsimmons			
Alistair White			
Lachlan Bradford			
Liam Hyndland			
Dougal Makepeace			
John Finlayson			
Renee Mcmurdo			
Nicole Samson			
Gregor Cameron			
Stanley Swain			
Alistair Burton			
Bas Schouten			
Nathan Watt			
Torcull Macleod			
Michel Zuidema			
Andrew Cruse			

Give It a Go

Feedback Form



ACTIVITY:	Driving Range
VENUE:	Top Golf
DATE:	3 rd October 2023

20 students attended



Sports Club Constitution

1.0 Name

- 1.1 The Club shall be known as the **GCU Golf** (hereinafter referred to as the “Club”). It shall be affiliated to Glasgow Caledonian University Students’ Association (hereinafter referred to as GCUSA) and shall be bound by the constitution and rules of GCUSA.

2.0 Objectives

- 2.1 The objectives of the club shall be
1. Create opportunity for people to be involved in the sport
 2. Create opportunity for people to play competitively
 3. Create opportunity for networking with: students, business and charities

3.0 Membership

- 3.1 Membership shall be open to all GCU students who purchase a sports membership. 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 the Club general meeting they must have nominated the Club as their ‘first choice’ on the 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 Club Objectives above. The Committee shall consist of the following positions:
- 5.1.1 President (Scott Lusk)
- 5.1.2 Treasurer
- 5.1.3 Secretary

6.0 Committee General Responsibilities

- 6.1 In all matters/functions within the Constitution, Bye-laws and Policies of GCUSA.
- 6.2 Responsible for the day-to-day operation of the Club.
- 6.3 Responsible for any property and premises under the control of the Club.
- 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 Club 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. The quorum for a Committee Meeting shall be one-half plus one of the committee members.
- 6.7 To annually nominate members of the Club for Sports Awards.

7.0 General Meetings

- 7.1 These shall take place twice per academic year; the first during the first semester to plan activities, elect any vacant Committee positions and approve Club spending plans for the year; the second towards the end of the second semester, taking the form of the Annual General Meeting at which the Committee for the following academic year shall be elected.
- 7.2 All Club members with voting rights shall be entitled to attend and vote in Club General Meetings.
- 7.3 Extraordinary General Meetings can be called on receipt by the Club 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. At such a meeting no business other than that stated in the request may be discussed.
- 7.4 The quorum for General Meetings shall be one-half plus one of Club 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 Club shall operate all its financial transactions within the the Financial Regulations of GCUSA.
- 9.2 In the event of the disbandment of the Club, all assets of the Club shall become the property of the GCUSA.

10.0 Amendment of Constitution

- 10.1 Amendments may only be made by a General Meeting and subject to the approval of GCUSA Sports Policy Group.

11.0 Affiliation

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

12.0 Interpretation

- 12.1 In the event of a dispute within the Club as to the interpretation of any part of this Constitution, and there being no covering clauses in the GCUSA Constitution or policies, the decision of the Vice President Activities shall be final.

13.0 Committee

Position	President
Name	Scott Lusk
Email	
Telephone	
Student ID	

Responsibilities: To be the Chairperson at Club Committee and General meetings. To be the main liaison between the Club and GCUSA. To oversee all the affairs of the Club. To be the Club representative at Student Parliament meetings as and when required.

Position	Treasurer
Name	Rory Moncur
Email	
Telephone	
Student ID	

Responsibilities: To be responsible for all financial transactions including yearly budget application, collection of membership and weekly fees, keep an accurate record of all transactions, budget withdrawals and depositing funds with GCUSA. To be the Club representative at Student Parliament meetings as and when required.

Position	Secretary
Name	Matthew Heenan
Email	
Telephone	
Student ID	

Responsibilities: To be responsible for calling meetings, preparing agendas, taking minutes and maintaining club scores and results of competitions. To be the Club representative at Student Parliament meetings as and when required.

Activity Plan

To help you plan and organise your club for the year, use the boxes below to outline planned activities. Include every aspect of your clubs activities including number of training sessions, matches, competitions, trips, events, club end of year awards ceremony. The Activity Plan will give you an idea of what you need to include in the Finance Plan.

SPORTS CLUB:
Trimester 1 (Sep-Dec) Create affiliation with golf course Golf Lessons 6 weeks (1 per week) Gym Sessions 2x per week Golf Event End of October, November Xmas night out Multiple golf days for those who join the club affiliated course
Trimester 2 (Jan-Apr) Create affiliation with golf course Golf Lessons 6 weeks (1 per week) Gym Sessions 2x per week Golf Event End of October, November Multiple golf days for those who join the club affiliated course End of year Awards
Trimester 3 (May-Aug) Occasional Golf Trip

Finance Plan

The finance plan is split into sections to help you to create a detailed outline of all your expected spending and income.

Section 1: Spending

Please consider every aspect of what your club might spend money on, this may include: coaching/ Instructor Fees, affiliation fees, lessons/ training, competition fees, match costs, equipment and kit, club trips, publicity costs or transport and travel. Important: *NB - Facility hire costs are paid centrally by GCU Students' Association, so you don't need to plan financially for that.

Description	Spending
Transport and Travel	£300
Professional Lessons	£700
Gym Hire	£100
Trophies	£100
Kit (clothing, clubs, balls)	£700

Spending Sub-Total

£1900

Section 2: Income

Please complete with all expected income. The Students' Association can provide up to £500 for new sports clubs, please indicate how much you would need.

Description	Income
Funding required from the Students' Association	£500
Sponsorship	
Fundraising	£350
Predicted membership income (£25 per member)	£750
Already in the club funds	£300

Income Sub-Total

£1900

Section 3: Totals

Please fill in the spending sub-total and income sub-total and calculate the difference

Spending Sub-Total	1900
Income Sub-Total	1900
Difference	0

Risk Assessment Form

SPORTS CLUB	Gcu GOLF	FORM COMPLETED BY	
TYPE OF EVENT or ACTIVITY		EMAIL ADDRESS	
LOCATION OF EVENT or ACTIVITY	Varied	DATE FORM COMPLETED	25/9/2023

Risk Rating Chart

Likelihood \ Harm	Slightly Harmful (SH)	Harmful (H)	Extremely Harmful (EH)
Highly Unlikely (H UNL)	TRIVIAL RISK (TR)	TOLERABLE RISK (T)	MODERATE RISK (M)
Unlikely (UNL)	TOLERABLE RISK (T)	MODERATE RISK (M)	SUBSTANTIAL RISK (S)
Likely (L)	MODERATE RISK (M)	SUBSTANTIAL RISK (S)	INTOLERABLE RISK (IN)

List all the different types of activities that are being assessed.	For each activity list the hazards, i.e. anything that has the potential to cause harm.	For each hazard list the potential injuries.	For each hazard list the persons at risk.	For each hazard list the measure to be used to reduce or prevent the hazard from causing injury.	Use the chart to provide a rating for each hazard with protective and preventative measures in place. e.g. HUNL + H = T	Is there any further action required?
---------------------------------------------------------------------	-----------------------------------------------------------------------------------------	----------------------------------------------	-------------------------------------------	--------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------	---------------------------------------

Activity	Hazard	Potential Injury	Persons at Risk	Preventative and Protective Measures	Likelihood	Harm	Risk Rating	Further Action
Golf	Playing golf	Hit by club, ball, injury due to swinging club, drowning	Persons playing, participating and engaging in activity	Ensuring members follow correct golfing procedures, instructing on rules of golf, answering questions when people have them	UNL			
Driving Range	Lessons, Come try, Practice	Hit by club, ball, falling off side of multistorey range,	Persons playing, participating and engaging in activity	Ensuring members follow procedures in accordance with facility.	HUNL			
Night Out	People, places, food/ alcohol	Intoxicated, spiked, allergic	Persons playing, participating	Ensure careful drinking behaviours, those with allergies/ medical needs	L			

		reaction	and engaging in activity	have correct equipment with them				
Transport	Driving, other car users, pedestrians,	Road traffic accidents, breakdowns	All in transport vehicles	Driver complying with DVLA rules and regulations, ensuring driver is not distracted, ensuring driver has correct break procedures,	HUNL			