

Committee Title	Student Voice					
Date of Meeting	Monday 8 th April 2024					
Item Number and Title/Subject	New Societies for Affiliation					
Paper Presenter	Societies Council Chair					
Brief Summary of Issues/Topic	<p>Starter Societies to be affiliated by Student Voice</p> <ul style="list-style-type: none"> • Table Tennis Society • Google Development Society 					
Recommendation(s)	Information		Discussion		Approval	X
	<p><i>Any member can ask a question by raising their voting card or virtual hand and be recognised by the Chair to speak.</i></p> <p>Student Voice is asked to approve the starter societies for affiliation.</p>					
Who have you consulted when developing the paper?	Societies Council					
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?	Trustee Board					
If yes, please state the committee and proposed date of submission.						



Starting A Society

So you are thinking about starting a society? Great! The Students' Association is here to support you and make the process for starting a society as easy as possible (note: have you checked to see if there is a similar society already up and running at GCU? It is worthwhile reaching out to them first before trying to start something similar).

How do I get started?

Firstly...

- Arrange a society starter meeting with the Societies Co-ordinator who will explain the starter process
- Collect a Society Starter Pack and information pack and have a think about the aims of the society and what you will get up to over the year

What's next?

- Find two people to create a committee with you
- Spread the message about your society!
- Have a get together of interested people and elect three committee members
- Agree on the objectives and discuss future activities and finance plans
- Obtain members- if you are a society based on the Glasgow campus you will need **TEN** if you are a society based at GCU London you will need **FIVE**
- Submit the completed Starter Society Pack and membership forms

And then?

- The societies council will check over the pack and will activate your society
- Until that point you can still book rooms, run events etc.
- Once you are 'active', committee members **must attend training** and you will be eligible for funding from the Students' Association (Any funding not spent by the end of year may be withdrawn from account)

Starter Society Pack 2022/23

<Society Name>

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

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

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

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

Privacy Notice

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Committee List

Position (Main point of contact)	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** (YES)
- ☐ Politics
- ☐ Performance

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

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

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

Societies Checklist

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

Please select Yes or No in the checklist below.

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

GCU Students' Association Society

Constitution

[Please insert Society name here] Constitution

1.0 Name

- 1.1 The Society shall be known as the [TABLE TENNIS 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:

[TO CREATE AN AVENUE FOR STUDENTS WHO PLAY TENNIS TO MEET AND PLAY TOGETHER AND SOCIALIZE]

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.

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	33

Trimester 1: September to December

Trimester 2: January to April
PLAYING EVERY WEDNESDAY AT 2PM

Trimester 3: May to August
PLAY INTERNAL COMPETITION

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

Finance Plan

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

Expenses

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

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

Income

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

<i>Income</i>	<i>Total</i>

Totals

Total Expenditure	
Total Income	
Difference	

Data Protection and Declaration

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

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

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

Lead Committee Member Signature: _____

(Typed name accepted as confirmation)

Print Name: _____

Submission Date: **01/03/2024**_____



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

<Society Name>

Google Developer Student Club

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)	Co-Lead and Treasurer
Name	
Email	
Telephone	
Student ID No.	

Position (Responsible for finances)	Co-lead and Head of Events
Name	
Email	
Telephone	
Student ID No.	

Position	Head of Marketing
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
- ☐ X 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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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	<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

[Google Developer Student Club] Constitution

1.0 Name

- 1.1 The Society shall be known as the [Google Developer Student Club] 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:

[Meet other students at GCU interested in Google technologies and tech in general. Learn and teach others new skills through hands-on workshops, events, talks and project-building activities. Allow students at GCU to advance their skills, careers, and network.]

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 Co-lead- Patrick Dunne
- 4.1.2 Treasurer- Patrick Dunne
- 4.1.3 Co-lead- Grace Omoike

[]

5.0 Committee Roles

- 5.1 These are the roles of the committee members.
- 5.2 Co-lead 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 Head of Events 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.

[Head of Marketing Role: To be responsible for advertising the society and handing the social media side of the 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	3
Annual Fee	0
Expected Number of Members	20

Trimester 1: September to December
<ul style="list-style-type: none">• Start the year with a GDSC Booth at Freshers Fair• Technical Interview study group/Leetcode prep potentially in collab with Tech Societies (semester 1) weeks 1 and 3.• 2. Ace your application/interview workshop for Spring weeks, internships (semester 1) weeks 2 and 4.• 3. Leadership/Soft skills workshops in semester 2 to prepare the future GDSC team incoming Interns for success.

Trimester 2: January to April
<ul style="list-style-type: none">• Large scale event with industry sponsors, talks, a collab with other GDSC/GCE/Student communities for a hackathon or a student-exclusive tech conference

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.

<i>Expenditure</i>	<i>Costs</i>
Snacks for events	£20
	£20

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
	0

Totals

Total Expenditure	£20
Total Income	£20
Difference	£0

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:

23/03/2024