**Club/ Society Terms and Conditions**

1. **Membership**

**1.1.1 Full Membership**

Full membership shall be open to all current students. Only full members may establish societies and hold society committee positions. All members must act according to the University’s student charter, student code of behaviour and established policies. Clubs and societies need a minimum of 3 students to start the set-up process.

**1.1.2 Associate Membership**

Individuals who are not registered as a current student (e.g. intermitting or alumni) may participate in the club/society’s activities as an associate member. Staff are also welcome to join clubs/societies on an associate basis.

Associate society members are not eligible for subsidised activities and must pay the full price of any activity where a charge is involved. All associate society members must act according to the University’s student charter and established policies. Associate members are unable to hold any committee position.

**1.1.3 British Universities and Colleges Sports (BUCS)**

Current students can enter sports teams into BUCS competitions in accordance with BUCS rules and deadlines. For individual and team sports, the Students’ Union can assist with entering competitors for individual athletes to represent The University of Law.

Please contact the Students’ Union to register as either a team or an individual. Further information can also be found on [www.bucs.org.uk](http://www.bucs.org.uk/)

**1.2 Committee**

Clubs and societies must set-up a formal committee. It is essential that each club/society have a President/Captain, Treasurer and Secretary, they will form the basis of the committee. Any additional roles that the society has will be a part of this committee.

**1.2.1 Discipline**

A student may be disciplined if they fail to fulfil the duties of their role as outlined in the Students’ Union constitution and in the following circumstances:

• Gross misconduct

• Violation of University of Law policy, UK law, duties and responsibilities as described in the declaration of the club/society handbook and this document.

• Failure to maintain active participation in the club/society to such an extent that fellow members deem the student ineffective. A meeting will be arranged with Student Information Hub, and the Students’ Union Clubs, Societies and Communications Coordinator. In certain circumstances, the campus’s Head of Operational Services may also be involved.

**1.2.2 Removal of committee members**

All clubs/societies shall have a mechanism for removing committee members of its club/society. This can be done through a simple majority vote of all club/society members and the consent of the Students’ Union Clubs and Societies Coordinator. Please contact emily.lewis@law.ac.uk to begin this process.

**1.2.3 Vacancies**

If a position becomes vacant within a club/society, a replacement for the role can be found by holding a general meeting where an election should take place. Clubs/societies must notify the Students’ Union Clubs and Societies Coordinator with contact details for any replacement roles.

**1.3 Funding**

**1.3.1 General**

Funding may be available for students wishing to establish a society where the following criteria are met:

• A minimum of 3 members in a club/society

• The club/society is not only or primarily for the consumption of food or drink

• The club/society’s primary objectives are not political

• The club/society is not contributing University funds to a charity.

To apply for funding, the Treasurer needs to fill out and submit a Funding Request Form to Student Information Hub. This form contains information on; the amount of funding requested, a breakdown of the activities it is intended for, and the contribution from the members of the club/society. It must also outline how the funding will benefit the club/society, e.g. increase membership, and promote interaction/relationships with other societies and how this will be beneficial.

Please note that you should not rely on the University funding your club/society entirely. You should also consider asking your members for a fee or arranging sponsorship. Sports clubs should strongly consider this as, normally, there are a lot of costs for running a club like this. For example, pitch hire and kit.

**1.3.2 Receiving Funding**

The Treasurer for each club/society must follow set procedures (as outlined in the Terms and Conditions) to access their funding from the University. Further information on securing funding for a club/society can be found in the “Clubs and Societies FAQ” Document found [here](https://studentsunion.law.ac.uk/main-menu/clubs-and-societies/how-to-set-up-a-club-or-society).

All funding requests must be submitted to Student Information Hub teams no less than 10 working days ahead of the event, in line with Risk Assessment and External Speaker form submissions.

The Funding request form is provided to the committee members upon establishment of the club/society and is also available to download directly from the Students’ Union website: <https://studentsunion.law.ac.uk/main-menu/clubs-and-societies/how-to-set-up-a-club-or-society>

It is the club/society’s responsibility to provide as much detail as possible for any funding requests. Information provided should include; what is being requested, precise costings for all items, the benefit to the society that it will bring, the number of students it will benefit (backed up by up to date membership numbers for the club/society via the Students’ Union website) and contribution from student members where applicable.

It is at the discretion of your campus Student Information Hub team to provide funding for all clubs and societies. They may request further details from the society.

**1.4 Promotion and Marketing**

The society shall be responsible for promoting itself at the start of the course and throughout the year.

Contact email addresses for the society are to be displayed on the Students’ Union website along with the name and role for each committee member.

Promotion can be arranged with the Students’ Union Clubs, Societies and Communications Coordinator and Student Information Hub including:

• Freshers Fair/Welcome Fair

• Students’ Union Website

• Group emails

• Posters

• Information display screens

• Social media

There is no restriction on clubs/societies creating social media channels. Creating Facebook, Twitter and Instagram accounts will help to boost membership, as well as be a platform to show off your activities to current members and to help bring in new members as they will be able to see your amazing events and activities.

The Students’ Union cannot and will not promote individual societies. The Students’ Union will promote societies on a general basis so that it is fair for all clubs/societies.

Clubs and societies are able to create their own logos. These logos must not contain “The University of Law” or “ULaw” in them. These groups are not official departments of The University of Law and therefore cannot use ULaw branding in their logos.

In addition to this, clubs and societies are not allowed to use “The University of Law” or “ULaw” in their social media handles for the same reasons on the subject of logos.

**1.5 Miscellaneous**

**1.5.1 Room Booking**

If you wish to book a room for an activity/event on University premises, please contact Student Information Hub as soon as possible. Any room cancellation should be emailed immediately to Student Information Hub. Room bookings should be made at least a week in advance to ensure successful booking of the room.

**1.5.2 External Venues**

We strongly advise that you contact Student Information Hub before confirming bookings at external venues. You should start your search as soon as possible, and if you intend to hold regular practice sessions/meetings, it would be advisable to book a few dates in advance to secure the facilities.

**1.5.3 Equipment**

All purchases acquired through University funding (e.g. sports equipment) must be returned to Student Information Hub by the end of June of each academic year.

**1.5.4 External Speakers**

You must not arrange any external/guest speakers without prior permission of the Responsible Officer at your campus, in accordance with the Freedom of Speech and External Speakers Policy. Please speak with Student Information Hub on your campus who will be able to provide you with details of the Responsible Officer at your campus. The Responsible Officer will ask you to complete and return an External Speaker Request Form no less than 10 working days before the event.

See External Speakers Policy:

<https://www.law.ac.uk/policies/>

**1.5.5 Data Protection**

Contact details for club and society members will be kept and stored in accordance with The University of Law’s privacy policy. Committee members may access details of club members, but these details must not be shared with anyone outside of the club committee.

• Any information provided by members should only be used for club purposes

• When emailing multiple club members email addresses must be ‘BCC’d’

• Contact and medical details should not be shared with anyone other than committee members and Student Information Hub if required

• Medical details should only be used for medical purposes

• Club member details (electronic and hard copy) must be stored safely and securely.

**1.5.6 Under 18s**

If there are students in your society that are under the age of 18, please download and read through the University’s Students under 18 years of age policy on this to help you understand what you should do.

See Students under 18 years of age policy:

<https://www.law.ac.uk/policies/>

**1.5.7 Risk Assessment**

If you intend to put on an event for your society you must have filled out a risk assessment form before the venue has been booked, the form can be found on the “How to set up a club or society” page on the website. If you need assistance with filling out the form, please get in touch with the Student Information Hub team on your campus.

This form must be submitted to your student information team no less than 10 working days before the event is to take place.

The Risk Assessment form (along with other documents for club/societies to use) can be found on the Students’ Union website: [here](https://studentsunion.law.ac.uk/main-menu/clubs-and-societies/how-to-set-up-a-club-or-society).