

**New Society Application 2018/19**

Thank you for showing interest in creating a new society at UELSU! Please fill out this form and read the guidelines below.

Please note that all applications will be reviewed first by the Vice President of Student Activities and the Student Activities Team before your society is made official.

Guidelines

* This form will help develop your society and activities throughout the year
* Please email the completed form as word document to societies@uel.ac.uk or submit to the UELSU reception
* Please note training for societies is compulsory to ensure you are able to lead and manage your society effectively
* Please submit the completed form by **Friday 16th October 2018 at 5pm.** Late applications will not be considered

**1. Society Details**

|  |  |
| --- | --- |
| **Name of society:** |  |
| **What category of society are you?**  | Choose an item. |
| **Standard Membership Fee:** *Minimum £1, recommended £5.* |  |

|  |
| --- |
| **Person completing plan** |
| **Position** | **Name:** | **Email:** | **Mobile:** | **Student Number:** |
|  |  |  |  |  |

**2. Society Purpose**

Please describe the key aims of your society.

|  |  |
| --- | --- |
| **Aim 1:** |  |
| **Aim 2:** |  |
| **Aim 3:** |  |
| **Continue if necessary** |  |
| These aims should be included in your Constitution, which is at the end of this document |

**3. Plans for 2018/19**

Things you may want to consider when completing your aims for next year include:

- Increasing your society members.

- What events you might run?

- Increasing the quality and quantity of events/activities.

- Developing partnerships with other local organisations, UEL departments or other societies.

- Improving the communication of your society.

- Gaining sponsorship.

- Running projects in the community and other Universities.

**Objectives**

|  |  |  |
| --- | --- | --- |
|  | **What do you wish to achieve in the 2018/19 academic year?** | **Briefly describe how you aim to achieve this.** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |

|  |
| --- |
| **What is your target number of paid society members in 2018/19** |
|  |
| **How do you intend to generate income to run activities and events?** |  |
| **Are you planning to gain sponsorship?** *If yes, please explain where from. The Union must approve all sponsorship agreements.* |  |
| **Are you currently or planning to be affiliated to any external organisation?** *If yes, please explain who.* |  |
|  |  |
| **How are you planning to spend the money raised through memberships?** |  |
| **Are you planning to apply for Development funding from the Students Union?** | Societies Grant Funding - Yes[ ]  No[ ]  |
| **How are you planning to spend the potential grant given by the Students’ Union?** |  |

Events

What events/activities are you going to be running each month over the coming of year? This should include your initial meet and greet events all the way through to your last event of the year. Please note this is only to provide some guidance.

|  |  |  |  |
| --- | --- | --- | --- |
| **Month** | **Event Name** | **Event Description** | **Event location** |
| **Semester 1** |
| **Sept** |  |  |  |
| **Oct** |  |  |  |
| **Nov** |  |  |  |
| **Dec** |  |  |  |
| **Semester 2** |
| **Jan** |  |  |  |
| **Feb** |  |  |  |
| **Mar** |  |  |  |
| **Apr** |  |  |  |
| **May** |  |  |  |
| **June** |  |  |  |

**6. Data Protection**

All society committee members must agree to the follow;

* + They will only use the data they have access to, to communicate to members regarding the society’s activities and management.
	+ They will react to the wishes of individuals to opt out of communication.
	+ They will provide members with a mechanism to opt out of communication i.e. A line at the end of each communication
	+ They will ensure the data is kept securely and not passed on or shared to any other party
	+ They will not hold copies of the data

Any breach of these regulations will result in the communication privileges being revoked and further disciplinary action being taken, in line with the UELSU Bye-Laws.

To agree to this please tick here; [ ]

7. Society Constitution

Each Society is required to have a constitution.

This is a formal way of telling us what your society does and how it will run. The constitution will inform both your members and the Union of your aims and objectives, committee structure and how you intend to run your AGM and elections.

To make this easier for you we have provided a model constitution. To adopt this document, please add the relevant information to the sections highlighted in yellow. If you do not wish to use this, please develop your own constitution and replace the one below that we have provided.

Constitution

1. Definitions
	1. “The University” shall mean University of East London.
	2. “The Union”, “Students’ Union” or “UELSU” shall mean the University of East London Students’ Union.
	3. “Society” shall mean the below named student group authorised by and organized on behalf of University of East London Students’ Union.
	4. “Board of Trustees” shall mean University of East London Students’ Union Board of Trustees.
	5. “Committee” shall mean the committee of this Society.
2. Society Name
	1. The full constitutional name of this Society shall be: University of East London Students’ Union or UELSU insert society name.
3. Purpose
	1. The Purposes of this Society are:
* **Purpose 1**
* **Purpose 2**
* **Purpose 3**

 **Insert 1 to 3 purpose for your society. You may seek advice from the Union before establishing your purposes.**

1. Membership
	1. Any full member of the Union shall be eligible to become an Ordinary Member of the above named Society subject to payment of the annual membership fee.
	2. Ordinary Membership is open to current University students who have not opted out of membership to UELSU.
	3. Only Ordinary Members may stand and vote in elections.
	4. Associate Membership is open those who are not full members of the Union but fall into one of these categories only:
		1. University students who have opted out of being a Union member
		2. University Alumni members
		3. University Staff
		4. Another University student members
	5. There shall be the following classes of membership available for this Society. No other type of members shall be offered.
		1. Ordinary Membership
		2. **Associate Membership (delete if not applicable)**
2. Committee Structure
	1. This Society shall be administered by an annually elected Committee which shall have the following roles.
* President
* Finance Officer
* Communications and Admin Officer

**5.2** Associate Members may not be on the Committee.
**5.3** Term of office shall begin on 1st September until the subsequent 30th June.
**5.4** Members may only hold a position on the Committee for 2 terms of office.

1. Formal Meetings

6.1 Formal meetings shall consist of the following: a General Meeting, Annual General Meeting and an Extraordinary General Meeting.

* 1. A minimum of two formal meetings shall take place per academic year. One of these shall be an Annual General Meeting.
1. Removal of Committee Members

**7.1** A Committee member may be removed from office following a motion of no confidence with 2/3rd majority vote at a formal meeting.

**7.2**  The Committee member is no longer eligible for the position.

**7.3** The Committee member resigns.

**7.4** The Union has the power to remove a committee member if breaches to this constitution and/or Union regulations occur.

1. Elections
	1. Committee members will be elected on an annual basis.
	2. All elections must be administered by secret ballot.
	3. Only full Ordinary Members may stand and/or vote in an election.
	4. Elections will be managed in accordance to Union regulations and procedures.
2. Accounts
	1. All accounts will be managed in accordance with Union regulations and procedures.
	2. The Society may apply for funding from the Union following the appropriate regulations and procedures and that it qualifies to do so.
	3. The Finance Officer is responsible for reporting on the Society’s accounts to the members and the Union.
3. Union Policies, Procedures and Regulations
	1. All members of this Society shall abide by all Union policies, procedures and regulations.
4. General
	1. The Union has the power to suspend the Society and to impose financial or activity limiting sanctions.
	2. This constitution replaces the last recorded and signed constitution for the above named Society.
5. Amendments to the Constitution
	1. This constitution may only be amended by the Society by a resolution at a formal meeting with a 2/3rds majority vote and ratification by the Deputy Chief Executive Officer Memberships.
	2. This constitution may be amended by the Union should it be required to do so at any time.
6. Dissolution of Clubs and Societies

**13.1** The named Society shall be dissolved following an instruction from the Trustee Board that it must be dissolved and/or as a result of a 2/3rds majority vote of its Ordinary Members in a secret ballot at General or Annual General Meeting.

* 1.

**14.0** Interpretation

***14.1*** Any matter not provided for in this constitution, or any questions over the interpretation of it shall be dealt with by the Board of Trustees or a representative.

**Signed** Society President 18/19:

**Signed** Union Societies Team:

*Thank you for completing your development plan and constitution. Please now submit this to* *societies@uel.ac.uk**.*

*The Societies team will review your new society application and constitution. We will be in touch in due course confirming your re-affiliation for next academic year.*