**The Procedure**

**Step 4: Society Set Up**

Following training, you can:

* Set up your society social media; you must send us the log in details for all of these
* Create a logo; you should send this to us so we can update our website
* Begin planning your first event

**Step 3: Introductory meetings and training**

After your society has been approved, you will meet with the SU President of Community and Welfare, or the SU Administrator, to go over the following:

* Planning and Logistics
* Hazard Analysis
* Society Officer training and issuing of Handbook

If your society is deemed a medium or high risk society, you will have to fill out a general risk assessment.

**Step 2: Steering Committee Approval**

Your application will be assessed by the NUASU Steering Committee, a collective of student representatives. The committee can:

* Reject your application
* Approve your application
* Approve with amendments

Steering Committee takes place a minimum of three times a year, usually in November/December, January/February and May/June.

You will be informed of the outcome within 5 working days of the Committee meeting taking place.

**Step 1: Complete the New Society Application Form**

This can be found at <https://www.nuasu.co.uk/documents> or can be provided to you if you email [studentsunion@norwichuni.ac.uk](mailto:studentsunion@norwichuni.ac.uk)

This should be completed and returned to [studentsunion@norwichuni.ac.uk](mailto:studentsunion@norwichuni.ac.uk) or handed in in person to SU staff in the SU Lounge, St Andrews House basement.

An initial review will take place, and you may asked to make amendments or provide more information. If there are no issues with the form, you will be informed that you are moving to step two of the process.

**Role description**

|  |  |
| --- | --- |
| **ROLE:** | Club & Society Officer |
| **LENGTH OF TERM:** | Ongoing |
| **ROLE PURPOSE:**  To manage and facilitate a club or society in affiliation to NUA Students’ Union, providing a range of relevant events and activities open to all NUA students. To be the main contact for your club or society and encourage new members to join throughout the academic year through active marketing. | |

**Main responsibilities**

* Organise and facilitate regular meet ups, activities and/or events either on or off campus.
* Promote the collective view of your club/society and encourage new members to join through a range of promotional methods.
* Organise venues, resources and equipment for each meet up, event or activity.
* Ensure regular communication with the Students’ Union regarding the development of the club/society.
* Attend all relevant training and NUASU Club Officer Meetings as provided by the Students’ Union.
* Keep accurate and up to date financial records as directed by the Students’ Union.
* Develop connections with local businesses and University staff.
* Ensure that all members remain safe and healthy whilst participating in all club/society activities.
* Welcome all members and provide opportunities for individuals to integrate within the group.
* Store, process and handle all confidential information in accordance with General Data Protection Regulations (GDPR.)
* Contribute to events & campaigns hosted by the Students’ Union.
* Ensure that all aspects of the Clubs & Societies Constitution are upheld.
* Actively listen to the ideas and feedback given by your members as a way to enhance your club or society.
* Attend all Club & Society Fairs as advised by the Students’ Union President.
* Submit funding requests to the Students’ Union as required.
* Design marketing materials to promote your club or society including a logo.

**Personal Qualities**

To be an effective Club & Society Officer you should be: personable, welcoming, organised, accurate, energetic, creative, influential, a good communicator, a role model and fun.

**Additional Requirements**

Equal Opportunities

* All Club & Society Officers are required to be committed to upholding equal opportunities as identified within the Students’ Union Equality & Diversity Policy.

Health & Safety

* All Club & Society Officers are responsible for ensuring their practices are compliant with the Students’ Union Health & Safety Policy.

Policies & Procedures

* To comply with any policy and procedure as regularly updated and published on the intranet applicable to your role, e.g. Confidentiality, General Data Protection Regulations, IT Acceptable Use, Student Regulations etc.

Confidentiality

* Maintain absolute confidentiality regarding all aspects of the role.

Variation to Job Description

* The NUA Students’ Union reserves the right to vary the duties and responsibilities of its Club & Society Officers within the general conditions of service. The duties and responsibilities outlined above will be periodically reviewed and may be altered as the changing needs of the Students’ Union may require.

**Officer Information**

Please record below the details of the main Officers for your proposed club / society. At least two Officers are required for your application to be approved.

|  |  |
| --- | --- |
| Name of Proposed Society: |  |
| Date of Application: |  |
| Club & Society Officer 1 (Mandatory) | |
| Name of Officer: |  |
| Course: |  |
| Year: |  |
| Student Email Address: |  |
| Other Email Address: |  |
| Telephone Number: |  |
| Club & Society Officer 2 (Mandatory) | |
| Name of Officer: |  |
| Course: |  |
| Year: |  |
| Student Email Address: |  |
| Other Email Address: |  |
| Telephone Number: |  |
| Club & Society Officer 3 (Optional) | |
| Name of Officer: |  |
| Course: |  |
| Year: |  |
| Student Email Address: |  |
| Other Email Address: |  |
| Telephone Number: |  |

**Constitution**

**Aims & Objectives**

Please record below the main aim or purpose of the club / society along with the objectives that you hope to achieve by offering the club / society to students.

|  |  |  |
| --- | --- | --- |
| Name of Club / Society: | |  |
| Date of Proposal: | |  |
| Overall Aim | | |
|  | | |
| Objectives | | |
| Objective 1: |  | |
| Objective 2: |  | |
| Objective 3: |  | |
| Objective 4: |  | |
| Objective 5: |  | |

**Approval of Constitution**

|  |  |  |
| --- | --- | --- |
| SU President Use Only (tick & sign below) | | |
| Constitution  fully approved ☐ | Constitution approved subject to  recommendations ☐ | Constitution  not approved ☐ |
| Comments / Recommendations / Reasons: | | |
| President Name: | | |
| President Signature: | | |
| Date: | | |

|  |  |  |
| --- | --- | --- |
| Steering Committee Use Only (tick & sign below) | | |
| Constitution  fully approved ☐ | Constitution approved subject to  recommendations ☐ | Constitution  not approved ☐ |
| Comments / Recommendations / Reasons: | | |
| Steering Committee Member Name: | | |
| Steering Committee Member Signature: | | |
| Date: | | |

**Terms of Affiliation**

1. **Membership**
   1. The club or society will be affiliated with Norwich University of the Arts Students' Union (NUASU) and will be open and inclusive to all NUA students and members of the Union.
   2. Affiliate membership will be granted to those that have chosen to opt out of Union membership. Affiliate members can participate in all events and activities but will not have the right to vote on any decisions about the club / society.
   3. The club/society will have a minimum of ten members made up of NUA students, identified through their student membership numbers.
   4. The club/society officers agree to submit a list of members to the Students Union Administrator at the start of each academic year.
   5. The club/society officers agree to submit a list of the appointed officers of the club/society, to the first available Student Steering Committee
2. **Compliance**
   1. The club or society will not discriminate against any member based on their age, race, religion, pregnancy or maternity, marital status, gender, disability or sexuality.
   2. Reasonable adjustments will be made to accommodate individual needs when planning and facilitating activities and events.
   3. The club/society agrees to be bound by the policies and codes of practice set by Norwich University of the Arts Students’ Union and the Norwich University of the Arts Student Regulations and Procedures.
   4. The club/society officers agree to conduct all activities and events in a safe manner with hazard analysis and risk assessments conducted as instructed by the Students’ Union.
   5. The club/society officers agree to report any accidents, incidents or near misses to the Students’ Union within 24 hours of the occurrence.
   6. The club/society will not conduct any activity that puts the Students’ Union into disrepute or places its members in any form of danger.
   7. The club / society officers agree to store, handle and process any personal information held about the members of the club / society in a highly confidential manner, reporting any breaches immediately to the Students Union President.
3. **Governance**
   1. The officers of the club/society agree to meet at least twice per term to review and plan events and activities.
   2. For larger clubs / societies, a membership committee will be set up to support the Club & Society officers in the organisation and facilitation of activities and events. If positions are contested then committee members will be elected by all affiliated members of the club / society using a paper ballot.
   3. The officers of the club/society will attend any Club & Society Fairs as planned by the Students’ Union.
   4. The officers of the club/society will attend termly training sessions as planned by the Students’ Union.
   5. The officers of the club/society agree to maintain regular contact with the Students’ Union to report on activities and events.
4. **Finance and Funding**
   1. The Club & Society Officers agree to hold an accurate record of all financial transactions and forward original receipts and logs to Norwich University of the Arts Students' Union.
   2. If the club/society collects subs from members then this will be thoroughly documented with monies and records submitted to the Students’ Union office within 5 working days of each collection.
   3. Norwich University of the Arts Students' Union agrees in principle to recognise and fund any club or society formed in accordance to its constitution and subject to the club/society abiding by its own constitution herein.
   4. Funding can be requested at any time by an affiliated club/society and will be approved by the Students’ Union President.
   5. A Funding Request Form will be used for all club/society applications for funding, available to download from [www.nuasu.co.uk](http://www.nuasu.co.uk/).
   6. Any equipment, subscriptions or services purchased through Students’ Union funding will remain the property of the Students Union and will be loaned to the relevant Club/Society Officer upon receipt of a signed Inventory Form
5. **Use of Equipment**
   1. The officers of the club/society agree to the safe storage, transportation and use of equipment loaned to them throughout the year.
   2. The officers of the club/society acknowledge that the loss or damage of equipment could impact future funding availability for the club/society.
   3. The officers of the club/society agree to take part in an annual inventory check and to return all equipment to the Students Union every May.
   4. Any equipment, subscriptions or services purchased through Students’ Union funding must only be used for official club/society events and activities.
6. **Social Media**
   1. The officers of the club/society agree to use all social media systems in a responsible manner and in line with NUA Student Regulations and Procedures.
   2. The officers of the club/society agree to set up the Students Union Administrator with “admin” rights on all group pages.
   3. The club/society officers agree to keep all social media pages up to date with all events and activities promoted in a timely manner.
   4. The club/society officers agree to report any instances of cyber bullying or online harassment to the Students’ Union President within 24 hours.
7. **Club & Society Constitution**
   1. The officers of the club / society agree to uphold all elements of the Club & Society Constitution.
   2. Amendments to the club / society constitution can only be made at Student Steering Committees which take place on a termly basis.

Declaration & Approval

We confirm that the………………………………………….Club/Society shall be bound by the aims, objectives and terms of affiliation outlined within this constitution and will be held to account by our members and the Students’ Union Steering Committee.

|  |  |  |
| --- | --- | --- |
|  | Club/Society Officer 1 | Club/Society Officer 2 |
| Name: |  |  |
| Signature: |  |  |
| Date: |  |  |