

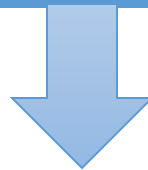
## New Society Procedure

### Step 1: Download & Complete the New Society Application Forms

Students to download and complete the following forms from the Students' Union website:

- Officer Information Form
- Club & Society Constitution
- Terms of Affiliation

Available at: [www.nuasu.co.uk/documents](http://www.nuasu.co.uk/documents).



### Step 2: Submit Application to the Students' Union

Application to be submitted to the Students' Union either via email ([su.administrator@nua.ac.uk](mailto:su.administrator@nua.ac.uk)) or in person at the SU Office in St Andrew's House.

The Students' Union President will complete an initial review of the proposal within ten working days. The Students' Union President will decide whether to approve the proposal or not and will propose actions/recommendations if not approved.

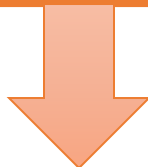
The Students' Union Administrator will email the new Officers to confirm the outcome of the review and will follow up on any actions or recommendations assigned by the SU President.



### Step 3: Meet the Students Union to Discuss the Proposal

SU Administrator to contact Society Officers to organise a meeting to discuss the setting up processes of the society. This will include:

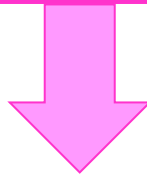
- Creating a Society Logo,
- Creating social media accounts and other promotional materials,
- Confirming all logistics for the Society (meeting dates/times/locations etc),
- Whether any equipment is required / Funding Request Needed,
- A Hazard Analysis Form will be explained and introduced,
- A Club & Society Officer Handbook is issued to each Officer
- Any other relevant information about the running of the society



#### Step 4: Hazard Analysis is Completed

Club & Society Officers complete the Hazard Analysis based on their initial concepts of how the club/society will run. The Hazard Analysis is submitted to the Students Union to be reviewed.

Society Officers liaise with the Students Union about the actions set at the previous meeting and take relevant steps to get the society started.



#### Step 6: Set Up the Club / Society

- Logo and Facebook link to be sent to [su.administrator@nua.ac.uk](mailto:su.administrator@nua.ac.uk) for approval
- Officers to liaise with Students' Union about room bookings & general plans / logistics
- Risk Assessment Form to be completed by the Students Union Team (if deemed as a medium or high-risk society) and signed-off by Students' Union President. All actions to be discussed with the Club & Society Officers before the first meet-up.

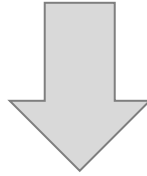


#### Step 7: Steering Committee Approval

The following documents to be submitted to the next available Steering Committee:

- Constitution
- Hazard Analysis
- Risk Assessment (if applicable)

All documents to be reviewed by the Steering Committee. If approved then all documents to be signed by a member of the Steering Committee. If not approved, then actions will be documented within the minutes and carried out by the Students' Union President.

**Step 8: Club & Society Review Meeting**

Club & Society Officers meet with the Students' Union Team after a 4-6 week period of running their club/society to discuss how everything is going and to confirm that nothing has changed on the Hazard Analysis Form.

Students' Union to provide ongoing support, advice and guidance to any Officers that require it.

## ROLE DESCRIPTION

<b>ROLE:</b>	Club & Society Officer
<b>LENGTH OF TERM:</b>	Ongoing
<b>ROLE PURPOSE:</b>	
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.	

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

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

## Policies &amp; 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.

# New Club & Society Application



## Officer Information Form

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:	
<b>Club &amp; Society Officer 1 (Mandatory)</b>	
Name of Officer:	
Course:	
Year:	
Student Email Address:	
Other Email Address:	
Telephone Number:	
<b>Club &amp; Society Officer 2 (Mandatory)</b>	
Name of Officer:	
Course:	
Year:	
Student Email Address:	
Other Email Address:	
Telephone Number:	
<b>Club &amp; Society Officer 3 (Optional)</b>	
Name of Officer:	
Course:	
Year:	
Student Email Address:	
Other Email Address:	
Telephone Number:	

# New Club & Society Application



## 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:	

SU President Use Only (tick & sign below)		
Constitution fully approved <input type="checkbox"/>	Constitution approved subject to recommendations <input type="checkbox"/>	Constitution not approved <input type="checkbox"/>
Comments / Recommendations / Reasons:		
President Name:		
President Signature:		
Date:		

Steering Committee Use Only (tick & sign below)		
Constitution fully approved <input type="checkbox"/>	Constitution approved subject to recommendations <input type="checkbox"/>	Constitution not approved <input type="checkbox"/>
Comments / Recommendations / Reasons:		
Steering Committee Member Name:		
Steering Committee Member Signature:		
Date:		



### Terms of Affiliation

#### 1.0 Membership

- a) 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.
- b) 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.
- c) The club/society will have a minimum of ten members made up of NUA students, identified through their student membership numbers.
- d) The club/society officers agree to submit a list of members to the Students Union Administrator at the start of each academic year.
- e) The club/society officers agree to submit a list of the appointed officers of the club/society, to the first available Student Steering Committee.

#### 2.0 Compliance

- a) 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.
- b) Reasonable adjustments will be made to accommodate individual needs when planning and facilitating activities and events.
- c) 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.
- d) 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.
- e) The club/society officers agree to report any accidents, incidents or near misses to the Students' Union within 24 hours of the occurrence.
- f) The club/society will not conduct any activity that puts the Students' Union into disrepute or places its members in any form of danger.
- g) 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.

### Terms of Affiliation

#### 3.0 Governance

- a) The officers of the club/society agree to meet at least twice per term to review and plan events and activities.
- b) 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.
- c) The officers of the club/society will attend any Club & Society Fairs as planned by the Students' Union.
- d) The officers of the club/society will attend termly training sessions as planned by the Students' Union.
- e) The officers of the club/society agree to maintain regular contact with the Students' Union to report on activities and events.

#### 4.0 Finance and Funding

- a) 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.
- b) 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.
- c) 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.
- d) Funding can be requested at any time by an affiliated club/society and will be approved by the Students' Union President.
- e) 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).
- f) 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.

## **New Club & Society Application**



### **Terms of Affiliation**

#### **5.0 Use of Equipment**

- a) The officers of the club/society agree to the safe storage, transportation and use of equipment loaned to them throughout the year.
- b) The officers of the club/society acknowledge that the loss or damage of equipment could impact future funding availability for the club/society.
- c) 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.
- d) Any equipment, subscriptions or services purchased through Students' Union funding must only be used for official club/society events and activities.

#### **6.0 Social Media**

- a) 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.
- b) The officers of the club/society agree to set up the Students Union Administrator with "admin" rights on all group pages.
- c) The club/society officers agree to keep all social media pages up to date with all events and activities promoted in a timely manner.
- d) The club/society officers agree to report any instances of cyber bullying or online harassment to the Students' Union President within 24 hours.

#### **7.0 Club & Society Constitution**

- a) The officers of the club / society agree to uphold all elements of the Club & Society Constitution.
- b) Amendments to the club / society constitution can only be made at Student Steering Committees which take place on a termly basis.

## New Club & Society Application



### Terms of Affiliation

#### 8.0 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:		