

Schedule Two: Clubs & Societies

What is a society?

The Students' Association oversees and administers clubs and societies. These are run by student volunteers (Convenors), with the support of the Students' Association.

Clubs and societies can have various purposes:

- Social: for meeting new people and chatting
- Informative/Academic: for learning new skills and gaining experience in a particular area
- Action based: for campaigning and organising collective action
- Hobby based: for participating in an activity together

How are societies set up?

Students interest in starting a society should contact the Students' Association. Students are asked to present to the Presidential Team: the name of the society; the aims and objectives of the society (which must not be contrary to those of the Association of the College values) and a plan of activities.

No club or society will be recognised if its objectives conflict with those of the Association or the College values. However, this restriction will not be interpreted in a way that prevents the establishment of political, religious or ethnically based clubs and societies.

How are societies funded?

At the start of each financial year the Presidential Team will agree a sum within the Students' Association budget which will be ringfenced to aid the running of recognised clubs and societies.

To receive funding a society must submit a funding request to the Students' Association Presidential Team. Funding requests are discussed at the Students' Association weekly team meeting, with the VP of Social and Activities having the casting vote if required. Allocations will be made based on the level of activity of the society; the number of members it has and any special equipment and travel considerations.

No-one from a club or society may commit either the club or society or the Association to any expenditure other than that previously agreed through the Presidential Team. The club or society shall not hold its own bank account, and all funding will be administered by the Students' Association via the finance systems outlined in Schedule 4.

What are the responsibilities of societies?

The club or society shall be responsible for promoting itself throughout the year to encourage new membership.

The convenor(s) of the society shall be responsible for the smooth running of all activities of the society including social events, convening regular meetings, and monitoring any CitySA-affiliated society online spaces.

Convenors are responsible for providing advance notice of all society activities to the VP of Social and Activities, via processes outlined in their role induction and training.

Convenors are responsible for promoting a safe and inclusive environment within their society and reporting any challenges to the Students' Association without delay, and positively representing the Students' Association in line with our code of conduct.

Who can join a society?

Any student at the college is welcome to join as many clubs and societies as they wish to. Memberships for societies are free for students, and attendance is non-mandatory for students who sign up for membership.

Students can sign up to society memberships via the CitySA website.

How does the SA monitor societies?

The VP of Social and Activities oversees the operational activity of CitySA societies, including supporting Convenors with arranging dates, times, and locations of society meetings and events, with the support of the Students' Association admin team.

Registers are taken at all society meetings to monitor attendance numbers and to ensure Health and Safety regulations are followed for clubs meeting after college hours.

Updates to day-to-day running processes will be communicated to convenors by the VP of Social and Activities at Convenor Monthly Meetings.

How are Convenors and members expected to behave?

Convenors should:

- Attend mandatory training
- Ensure relevant College policies are abided by within the society, including EDI and Social Media
- Escalate relevant issues to the SA

Members should:

- Abide by College policy including EDI and Social Media
- Treat all fellow members with respect and dignity
- Respect College spaces and leave them as they were found