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Handover pack

Society Name

UCSU Society Name:

Year starting 2019/20

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# Useful Information

## 1.1 UCSU Contacts

At the Students’ Union there are a number of dedicated student officers and staff to support you in running your Society including:

**Elected Officer**

**Moyin Ekundayo**

President

[supresident@chi.ac.uk](mailto:supresident@chi.ac.uk)

01243 816390

**Staff**

**Qurry-Kim Ansell**

Activities & Fundraising Coordinator (SU Staff)

[q.ansell@chi.ac.uk](mailto:q.ansell@chi.ac.uk)

01243 816339

## 1.2 Check list

To ensure your Society continues to be affiliated to the University of Chichester Students’ Union (UCSU or the Students’ Union) you must have:

1. A handover meeting with the Activities & Fundraising Coordinator and the Societies Federation President
2. A student-led committee of at least three students elected in your Societies AGM to run your Society (essential roles are President, Treasurer, and Secretary)
3. A signed code of conduct which outlines what is expected of your Society and also what you can expect from the Students’ Union in supporting your Society (Section 3)
4. Completed the Equipment Inventory Form (section 6)

## 1.3 UCSU Society Resources

As a society, you gain funds through membership and fundraising through activities, events and trips. The UCSU provide advice and guidance on transport, room booking and activity proposals.

The society basics are:

1. **Society email –** generic email for society related requests
2. **Bank account –** where the societal funds from membership and fundraising are kept
3. **UCSU website –** you buy membership and products from here as well as update members and prospective students
4. **Social Media –**you can update members or potential members with events and achievements through social media groups/pages
5. **Equipment –** inventory should be completed and sent to the Activities & Fundraising Coordinator. Equipment is normally kept at the UCSU building

Additional information and resources aimed at supporting the running of your Society from sponsorship guidance to activity proposal forms can be found on our UCSU website <https://www.ucsu.org/societies/resources/>

## 1.4 Publicising your UCSU Society

There are many ways you can promote your Society including ucsu.org website and social media such as Facebook, Twitter, Instagram, Snapchat, etc. It is a great way to publicise upcoming events or advertise achievements to new members or the local community. Be aware of what you are posting as you are representing the Students’ Union, the University and most importantly yourselves!

For social media pages ensure that the Activities & Fundraising Coordinator is a member of your group/page and that all groups/pages are named as UCSU \*insert society name\*. This will make accounts easier for students to find and will create a uniform identity amongst societies.

## 1.5 Finances

Society finance should be monitored regularly and the Treasurer is responsible for budgeting and knowing the final account balance. Membership from UCSU website is paid directly into the account, and any money paid to the society in hand must be paid into the UCSU offices.

# 2. Society Contact Details

Please provide the newly elected committee details below.

**Secretary (Mandatory position)**

Name:

Student Number:

Contact Number:

Contact Email:

**President (Mandatory position)**

Name:

Student Number:

Contact Number:

Contact Email:

Committee Role:

Name:

Student Number:

Contact Number:

Contact Email:

**Treasurer (Mandatory position)**

Name:

Student Number:

Contact Number:

Contact Email:

Committee Role:

Name:

Student Number:

Contact Number:

Contact Email:

Committee Role:

Name:

Student Number:

Contact Number:

Contact Email:

Committee Role:

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Contact Email:

Committee Role:

Name:

Student Number:

Contact Number:

Contact Email:

Committee Role:

Name:

Student Number:

Contact Number:

Contact Email:

Committee Role:

Name:

Student Number:

Contact Number:

Contact Email:

# 3. Code of Conduct

This code of conduct is to be adhered to in conjunction with the UCSU Constitution, By-Laws, Equality and Diversity Policy, Safeguarding and Prevent Policy and Guest Speaker Policy.

All committee members must read, agree to and abide by this code of conduct and be aware of the repercussions of any breaches prior to the Society president, secretary and treasurer signing the document on behalf of the Society.

## 3.1 The Society Committee will

* Make a commitment to provide a quality service to all Society members
* Fulfil committee roles to the best of their ability. Role and responsibilities found at <https://www.ucsu.org/societies/resources/democracy/>
* Act professionally and responsibly in all matters regarding their Society and the Students’ Union and treat members, fellow committee members, Students’ Union officers and staff with respect at all times
* Promote and facilitate the activities and interests of the Society above their own especially where these are inconsistent with the constitution of the Society.
* Ensure their duty of care to their members within all activities undertaken by the Society whilst working within the Health and Safety guidelines of the Students’ Union and the University
* Abide by the Students Union’s Equal and Diversity Policy and not discriminate against any members or potential members on the base of their age, disability, care responsibilities, cultural origin, employment status, gender reassignment, marriage and civil partnership, political beliefs, pregnancy or maternity, religion or belief, sex, sexual orientation, social class, trade union activity, unrelated criminal convictions, or any other relevant distinction.
* Abide by the Students Union’s Safeguarding and Prevent Policy and protect students’ welfare and to prevent people being drawn into terrorism by reporting any concerns to the Students’ Union.
* Abide by the Students’ Union policy on Guest speakers and to not be affiliated or associated with extremist groups or organisations.
* Shall abide by the University and the Students’ Union’s Social media policies and act responsibly in the presentation of their-selves and the Society thereon.
* Abide by the rules associated with the use of the UCSU or hired vehicles, including the safe driving of such vehicles and the cleanliness and maintenance of such vehicles for the duration of use.
* Hand over the Society to a newly elected Executive at the end of the academic year with the purpose of ensuring that the society continues to function in a healthy manner for the following year.

## 3.2 The Students’ Union will

* Provide support and aid in the development of the Society
* Provide training in committee roles and relevant changes in policy
* Advise and assist the Society on matters relating to the Society and its members
* Liaise with National Governing Bodies as required

I have read and understood the above Code of Conduct and agree to abide by it and the directives outlined in the other documents to which it refers.

|  |  |  |
| --- | --- | --- |
| **Society President** | | |
| Signature: | Name: | Date: |
| **Society Secretary** | | |
| Signature: | Name: | Date: |
| **Society Treasurer** |  |  |
| Signature: | Name: | Date: |

**Please note: Scanned or word typed signatures are acceptable**

# 4. Society Constitution

1. **TITLE**

The Society shall be called the University of Chichester

<insert Society name>

Hereinafter referred to as “the Society”

1. **AIMS/OBJECTIVES OF SOCIETY**
2. <Insert overall aim of Society >
3. <Insert overall aim of Society >
4. <Insert overall aim of Society >
5. <Insert overall aim of Society >
6. **MEMBERSHIP**
7. Ordinary membership of the Society shall be open to all members of University of Chichester Students’ Union who are not opposed to the aims and objectives of the Society.
8. Membership shall last from the payment of membership dues till the end of the academic year
9. **OFFICERS**
10. The Officers of the Society shall be the President, Secretary and the Treasurer.
11. The President shall be main spokesperson for the Society, shall direct the Society and be responsible for its activities
12. The Secretary shall be responsible for the organisation and administration of the Society and assume the role of the President in her/his absence.
13. The Treasurer shall be responsible for managing the Society’s finances.
14. The Officers must be Ordinary Members of the Union. The Officers shall be the recognised spokespersons and signatories of the Society. All Officers are expected to attend the Student Unions’ Societies AGM.
15. **COMMITTEE**
16. The Committee shall consist of all the Officers, plus the following positions (delete and amend as needed):  
    * 1. President (Mandatory)
      2. Treasurer (Mandatory)
      3. Secretary (Mandatory)
      4. ………………
      5. ………………
      6. ………………
      7. ………………
      8. ………………
      9. ………………
17. All Committee members shall be elected at the Society’s Annual General Meeting from the ordinary members using a method approved by the members and the Students’ Union.
18. The Committee may co-opt an ordinary member of the Society to fill in any casual vacancy on the Committee which may arise.
19. The function of the Committee shall be to control generally all matters pertaining to the social, and financial aspects and purposes of the Society, and to carry out the wishes of the membership as expressed by resolution of the General Meeting
20. At all meetings of the Committees half the officially filled posts shall constitute a quorum. Each member of the Committee shall have one vote with the President having the casting vote in the event of a tied vote.
21. **FREQUENCY OF MEETINGS**

Meetings will be held at least once every two to four weeks. A period of no longer than six weeks shall pass between Society meetings.

1. **ANNUAL GENERAL MEETING**

Once per academic year the Society shall hold its Annual General Meeting. The Agenda shall include:

1. Overview of Society achievements of current year
2. Presentation and Approval of Society Accounts
3. Election of Officers and Committee
4. **EMERGENCY GENERAL MEETING**

An Emergency General Meeting of the Society shall be convened after at least one weeks notice by the Secretary of the Society on receipt of a request signed by 5 members or as many as the Officers deem necessary. The quorum for a general meeting shall be half the registered members of the Society plus one.

1. **FINANCE**
2. Accounts
   1. The Treasurer and President shall be jointly responsible for all monies of the Society. Accounts will be regularly checked with the Students’ Union against budgeted expenditure.
   2. All Society monies shall be held in Students’ Union accounts only, no external bank accounts shall be held by the Society.
   3. The Society will ask the Students’ Union to hold any funds it may raise and any cheques must be made payable to UCSU. The Treasurer or President must authorise all requests for Society money. All requests must be countersigned by a UCSU Site administrator.
3. Ordering Goods and Services
   1. Society equipment shall be ordered through the Activities & Fundraising Coordinator and the UCSU. If the officers or members of the Society orders equipment without prior approval from the Societies Federation and the Students’ Union, those individuals who ordered the equipment may become liable for the purchase.
   2. Services for an event shall be invoiced to UCSU with reference to which event it refers to. This invoice is to be sent to the Activities & Fundraising Coordinator so it can be approved and paid.
4. Equipment
   1. The Treasurer and President shall be jointly responsible for maintaining a list of equipment owned by the Society. A copy of this list shall be submitted to the Students’ Union annually, along with any other relevant information to enable the correct level of insurance for Society equipment.
   2. If any equipment needs replacing and removed the Society must inform the Activities & Fundraising Coordinator so the relevant equipment lists are updated and the equipment be disposed of correctly.
5. **AMENDMENTS TO CONSTITUTION**

A resolution passed by a two thirds majority of members at a Society General Meeting may amend this constitution. At least five working days’ notice of the proposed amendments shall be given by the Secretary to all members. Any amendment which is in breach of the Students’ Union’s Constitution, By-Laws or policies will be void.

1. **RESPONSIBILITY**

The Society and its officers are responsible to the Students’ Union for their conduct in all matters, and its constitution may not be interpreted in such a way as to break University Regulations or the Students’ Union Constitution, By-Laws and policies.

1. **ASSETS**

All assets of the Society shall remain the property of the Students’ Union whether the Society exists or disbands.

# Development Planning for 20\_\_\_\_

## 5.1 Society Goals

When setting Society goals for the upcoming academic year make sure they are balanced and that there is a goal that relates to each of the following four areas: Participation, Diversity, Quality and Resources

Each goal needs to be **S**pecific, **M**easurable, **A**chievable, **R**elevant and within a set **T**ime frame.

|  |  |  |  |
| --- | --- | --- | --- |
| Goal | Lead | How are you going to measure your success? | When are you planning to complete the goal? |
| **Goal 1**. Participation  <Insert goal here> |  |  |  |
| **Goal 2.** Diversity  <Insert goal here> |  |  |  |
| **Goal 3.** Quality  <Insert goal here> |  |  |  |
| **Goal 4.** Resources  <Insert goal here> |  |  |  |

## 5.2 Proposed Budget

Balance brought forward from 20\_\_\_/\_\_\_\_ (TBC by SU Societies): £……….

# Equipment Inventory

Inventory undertaken & completed by: <Insert Name>

Position Held in Society: <Insert Committee Role>

Equipment Held As At (Date): <Insert date>

**Capital Equipment Items:**

*(These items should remain in the* Society *indefinitely and they form part of the Students’ Union’s assets and are on loan to the* Society*. Any items that are damaged, unusable/unsafe due to wear & tear, etc. should be reported and returned to the Activities & Fundraising Coordinator for correct disposal and relevant adjustment to be made to the Society Inventory)*

|  |  |  |  |
| --- | --- | --- | --- |
| Description of Item | Quantity | Estimated Value (£) | When is the item likely to be required to be replaced? |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Society Election Results Form**Year starting 20\_\_\_\_

**AGM/EGM Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Society Name |  | Date of AGM/EGM |  |
| Location |  | Number of members present |  |
| Date elected Committee come into office |  | Elected Committee in office until |  |

**Returning Officer Details**

|  |  |  |
| --- | --- | --- |
| Name of returning Officer |  | I confirm that this AGM/EGM was held in accordance with the group’s Constitution and the Students’ Union group election rules |
| Position within group/and/or Students’ Union (if any) |  |

**Candidates nominated for President**

|  |  |  |
| --- | --- | --- |
| Names of all candidates | Number of votes per candidate |  |
|  |  | Re Open Nominations |
| Abstentions |

|  |  |
| --- | --- |
| **Successful Candidate’s Details** | |
| Name |  |
| Student Number |  |
| Contact Telephone Number |  |
| Contact Email address |  |

**Candidates nominated for Treasurer**

|  |  |  |
| --- | --- | --- |
| Names of all candidates | Number of votes per candidate |  |
|  |  | Re Open Nominations |
| Abstentions |

|  |  |
| --- | --- |
| **Successful Candidate’s Details** | |
| Name |  |
| Student Number |  |
| Contact Telephone Number |  |
| Contact Email address |  |

**Candidates nominated for Secretary**

|  |  |  |
| --- | --- | --- |
| Names of all candidates | Number of votes per candidate |  |
|  |  | Re Open Nominations |
| Abstentions |

|  |  |
| --- | --- |
| **Successful Candidate’s Details** | |
| Name |  |
| Student Number |  |
| Contact Telephone Number |  |
| Contact Email address |  |

**Candidates nominations for other positions:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| Names of all candidates | Number of votes per candidate |  |
|  |  | Re Open Nominations |
| Abstentions |

|  |  |
| --- | --- |
| **Successful Candidate’s Details** | |
| Name |  |
| Student Number |  |
| Contact Telephone Number |  |
| Contact Email address |  |

**Candidates nominations for other positions:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| Names of all candidates | Number of votes per candidate |  |
|  |  | Re Open Nominations |
| Abstentions |

|  |  |
| --- | --- |
| **Successful Candidate’s Details** | |
| Name |  |
| Student Number |  |
| Contact Telephone Number |  |
| Contact Email address |  |

**Candidates nominations for other positions:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| Names of all candidates | Number of votes per candidate |  |
|  |  | Re Open Nominations |
| Abstentions |

|  |  |
| --- | --- |
| **Successful Candidate’s Details** | |
| Name |  |
| Student Number |  |
| Contact Telephone Number |  |
| Contact Email address |  |

**Candidates nominations for other positions:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| Names of all candidates | Number of votes per candidate |  |
|  |  | Re Open Nominations |
| Abstentions |

|  |  |
| --- | --- |
| **Successful Candidate’s Details** | |
| Name |  |
| Student Number |  |
| Contact Telephone Number |  |
| Contact Email address |  |

***Committee support signatures***

Your Committee should be democratically elected each year through a vote by all your members. We require 2 Society members signatures below who are NOT Committee members to indicate that they are happy to support the Committee’s election.

We the undersigned certify that the method of election detailed above was true and accurate and the results outlined were the true outcome and the process of election was fair and democratic in that all members and the members had the opportunity to participate and vote in the process.

**Name:**   **Name:**

**Signature:**  **Signature:**

**Student number:** **Student number:**

**Date:** **/ /** **Date:** **/ /**