

Liverpool Hope Students' Union



Starting your own Society

Are you looking to share your hobbies and interested with like-minded students but can't find a society that meets your needs? Why not consider starting up your own Society?

Follow these simple steps to establish your new club or society.

1. Decide what to call your new Society, decide on its purpose and what you are planning to do as a group
2. Find at least 6 other students who are willing to join the Society and support its registration
3. Hold an AGM and elect your Society Officers and to decide if you will charge a membership fee
4. Complete the Society Registration Application Form and hand it into the Students' Union
5. Await confirmation that your application has been successful
6. Ensure all members complete a registration form and give it to your Secretary who must in turn send a copy to the Union
7. Use your members, resources and funds to grow, develop and create a successful and engaging society for Liverpool Hope!

FAQ

What are the advantages of registering my Society with the Students' Union?

Each group, upon registration, will be given a grant of £40 to develop their society. You will have access to the advice and support the Union can give to societies. Registered societies also get first preference for stalls at Freshers' Fair (one of the best recruiting grounds for new members) and it will be FREE OF CHARGE.

Are there any restrictions for new groups?

There are a few basic rules by which you will be expected to abide – namely the safe space and behaviour and conduct policies of Liverpool Hope S.U. Any group or individual that discriminates against any person(s) due to race, sexuality, gender, age, disability or religious beliefs will face disciplinary action in accordance with the Students' Union policies. Any group that are fundamentally against the values and aims of the Union will be refused registration.

How long does the registration process take?

This will depend on when you submit your application. The beginning of the year is always the busiest time so an application may take a little longer to process. Notification of acceptance should be with you within two weeks, once you have been notified of your groups' acceptance you can take advantage of the resources registration provides.

What happens to the group when I graduate?

Your group should hold elections for new officers each year at the AGM. These officers should be currently registered Students. Remembers to notify the Students' Union of any changes (i.e contact details) so these can be changed on the website.

What if I wish to disband my Society?

You will need to call an emergency AGM and ask all registered members to vote. There must be a 2/3-majority vote in order for the group to be disbanded. Once you have the results of your vote you must let the Student Union know.

Annual General Meetings

We require all Societies to be democratically represented. Every year you have to hold one Annual General Meeting (AGM) for all your members where you must democratically decide who will run your Society in the following academic year.

We recommend that you hold your Annual General meeting in MARCH every year this way if there is a change in officers they have some time to shadow the current representatives. All clubs and societies will all be sent an email requesting the officer contact details for the summer and the following academic year at the Easter break.

Organising an AGM

1. The AGM must be advertised 2 weeks before the meeting
2. An independent person should be there to count & verify the vote. This person has to have no links to the club or vested interest in the outcome of the meeting/elections. We can provide a Student Union Representative to fulfil this role upon request
3. Minutes must be taken, signed by 3 members of the club & the independent observer then be submitted to your secretary
4. The Secretary must then file these minutes in a timely manner with Sinead Duffy (Hope SU Communication & Resources Coordinator – union@hope.ac.uk)
5. The minutes must record all votes taken
6. When voting a show of hands is acceptable but if a member requests a secret ballot then one must be taken.

Society Officers

Once your Society has been established you must elect a minimum of two officers. An individual officer can fill in for more than one position. There are several positions available although not all are compulsory.

President [Compulsary]

The President is essentially the 'figure head' or representative of the society and is the person with whom the Student Union will deal directly. The following is a suggested guideline for their duties and responsibilities (although the bolded items are compulsory for registration):

1. Attend, or delegate a representative to attend, the society training session
2. **Responsible for Risk Assessments for events and trips**
3. Ensure all members are fully registered
4. Supervise all society activities and social events
5. Coordinate other elected positions of responsibility within the club, e.g. secretary, treasurer, etc.
6. Be responsible for maintaining discipline and the behaviour of members during club activities, including trips away, to uphold the good name of Liverpool Hope Students' Union and Liverpool Hope University
7. **Ensure Liverpool Hope Students' Union's Equal Opportunities and safe space policy is adhered to and any form of bullying, discrimination, etc is reported immediately**
8. Planning the development of the Union alongside other officers
9. **Maintaining good communication with Sinead Duffy to ensure a good working relationship and any problems that may occur can be dealt with effectively**
10. To be familiar with the Constitution of Liverpool Hope Students' Union
11. **To be responsible for all equipment received**
12. Ensure that the group continues to thrive by calling regular meetings and overseeing any decisions made by the group. In situations where there is a stalemate or a tie of voting, the President may then step in and make a final decision as and when necessary

Vice President [Optional]

This person deputises for the President in their absence. They may enact any duties of the President when appropriate. Sometimes it is a useful role for someone who is hoping to take over as President in the future.

Secretary [Compulsary]

A well-organised person is best suited to this role. Regular liaison with the Chair is essential for good communication. The following is a suggested guideline for their duties and responsibilities (although the bolded items are compulsory for registration):

1. Inform members of any meetings
2. Take the minutes at all meetings, type them up and distribute them to committee members and normal members if required
3. **File minutes of the AGM with Sinead Duffy**
4. Help to organise all meetings (including the AGM)
5. **Maintain up to date records of membership for all members including member names, registration numbers (if applicable), addresses, phone numbers, medical information and next of kin details**
6. Assist in arranging any events, booking facilities, equipment and transport
7. Deal with outside communication from other groups and organisations.
8. Regularly check the Club/Society post and pass on any relevant information to the rest of the committee.
9. Any communication within the group via letter/telephone/email is also the responsibility of the Secretary.

Treasurer [Compulsary]

This person deals with the group finances, if there are any. This is a job that requires a very responsible and trustworthy person. The following is a suggested guideline for their duties and responsibilities (although the bolded items are compulsory for registration)::

1. Write a Budget forecast for the academic year
2. **Collect any manual membership fees with membership details, register members online and hand fees into the Student Union**
3. **Take responsibility for any cheques paid in. Ensure all cheques are made out to the Liverpool Hope Student Union, that the date is correct, the cheque guarantee number and expiry date has been written clearly on the back of the cheque and that each cheque has been signed.**
4. Collect any fees to cover weekly subs, equipment, days out, etc. Issue receipts where necessary.
5. **Maintain your own Club/Society account; show evidence of income and expenditure and copies of all receipts. Keep an up-to-date balance sheet.**

6. **Ask for a regular Income/Expenditure update from the Student Union and compare against your own records. Where Notify the Student Union where accounts do not match.**
7. **Ensure all expenditure is paid in good time.**
8. **Maintain overall financial control for the Club/Society and ensure it remains financially viable.**
9. The treasurer is also responsible for applying to external companies for sponsorship, where necessary, in line with Liverpool Hope Students' Unions sponsorship policy.

Publicity/Marketing Rep [Optional]

This role is best suited to a creative person with plenty of ideas and enthusiasm, who's a whizz with computers and who knows the best way to grab people's attention.

1. Design and distribute any leaflets or flyers to promote the group.
2. Promote any up and coming events
3. Set up and manage social network groups, Twitter, Facebook, YouTube
4. Update the Club/Society website.

Events Co-ordinator [Optional]

This is one for the enthusiastic amongst you.

1. To be responsible for any activities or events the Club/Society may be planning.
2. To sort out tickets and bookings, plan itineraries, book guest speakers, reserve rooms or book the minibus, arrange visits from similar groups in other universities, etc.
3. To plan any fundraising activities, pub-crawls, social events, etc.
4. Fundraising/Sponsorship