

Clubs & Societies Application Pack



What are Clubs and Societies?

Clubs and Societies are usually synonymous with student and university life. They can play an important role in expanding your social activities, they help you meet like-minded people and allow you to develop new interests.

Help and Advice

If you have any unanswered questions after reading this application pack then please do not hesitate to contact **Richard Walker [Clubs and Society Coordinator]** or **Danni Shields [Vice President of Activities and Participation]**. We are here to help you manage your club/society and ensure all administration records are kept up to date.

Richard can be contacted Monday - Friday 9am – 5.00pm Room 2, First Floor of the Haigh Building, Maryland Street, Liverpool L1 9DE. Tel: 0151 231 4983 or Email: lsurwalk@ljmu.ac.uk

Danni can be contacted – Room 4, First Floor, Haigh Building, Maryland Street, Liverpool L1 9DE. Tel: 0151 231 4902 or Email: D.Shields@ljmu.ac.uk

Starting your own Club or Society

If there isn't something that interests you, why not consider starting up your own group? Follow these simple steps to establish your new club or society:

1. Decide what to call your new Club/Society, decide on its purpose and what you are planning to do as a group.
2. Find a few other students who are willing to join the club/society.
3. Complete the enclosed application form to set up your Club/Society and hand it back in to Danni or Richard
4. Await confirmation whether your application has been successful.
5. If you are successful you must then complete a Risk Assessment and sign that you agree to uphold the LSU Model Constitution. It is necessary for some clubs to provide additional Insurance and coaching certificates if you are unsure if this applies to you please see Richard Walker [Clubs and Society Coordinator].
6. Hold an AGM to elect a committee (see Clubs And Societies Handbook)
7. Decide whether you are going to charge a membership fee.
8. Ensure all members complete a Registration Form and hand it back to you with any membership fees. **Check that the forms have been signed, include the Student ID number and that all contact details are easy to read.** Non LJMU Students are classed as Associate Members and must pay an additional £5.00. Make any notes you may need from the forms e.g. contact details for all members then hand the forms and membership fees to Richard
9. Contact Richard to set up a website for your Club/Society.

10. Most of all have fun and keep Richard informed of all activities or any changes in contact details.

Are there any restrictions whatsoever for new groups?

There are a few fundamental rules by which we expect you all to abide - namely the safe space and [Equal Opportunities Policy](#) of LSU. We will not tolerate any group or individual that discriminates someone with regard to their race, sexuality, gender, age, physical ability or religious beliefs. Any group that is found to be actively discriminating against people will be disbanded.

How long will it take for a group to become officially recognised?

It all depends upon when you submit your application form to us. The beginning of the academic year is always a busy time so an application may take a little longer to process than at other times of the year, but we aim to get notification of acceptance to you within two weeks. Once you have been notified of your groups acceptance, you can start to recruit members. Once you have ten members return the forms to Richard. You are now able to book minibuses, hire rooms and apply for a grant to fund your group activities.

What happens to the group if I graduate or decide to leave?

You can pass on responsibilities to other people, either by delegating or a voting process. Remember, if the contact details change or someone else runs your group, inform Richard at the earliest possible time so we can amend our records and the website details. If you forget, you may find that you continue to receive correspondence and enquires whilst your old Club/Society receives nothing!

What if I wish to disband my group?

You need to call an emergency AGM and ask all registered members to vote. There must be $\frac{2}{3}$ majority in order to be allowed to disband the group. Once you have the results of the vote you must contact Richard and inform him of your decision.

How to organise your group.

Once your Club/Society has been established you must elect your committee. There are several positions available although you do not need to fill them all.

Chairperson: This is often the founder of the group, however, if it is a long-term club/society then it may be someone who has been voted on as the new leader. They are essentially a 'figure head' or representative of the group and are the person with whom Richard and Danni will deal directly with. It is usually the Chairperson whose contact name and email is attached to the group description on the web page.

Duties include:

- Attend the club and society training session.
- 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 Chairperson may then step in and make a final decision as and when necessary.
- Complete all relevant health and safety paperwork and ensure the health and safety of each member at all times.
- Ensure all members are fully registered.
- Be the point of contact on the website for all new/prospective members.

Deputy/Vice Chairperson: Essentially a stand-in for the Chairperson, who will act on their behalf when they are not there. Sometimes it is a useful role for someone who is hoping to take over as Chairperson in the future.

Secretary: A well-organised person is best suited to this role.

Duties Include:

- Take the minutes at all meetings, type them up and distribute them to committee members and normal members if required.
- Maintain up to date records of membership including contact details for all members.
- Ensure Richard or Danni receive all membership forms.
- Arrange any events, book facilities, equipment and transport.
- Deal with outside communication from other groups and organisations.
- Regularly check the club/society post and pass on any relevant information to the rest of the committee.
- Any communication within the group via letter/telephone/email is also the responsibility of the Secretary.

Treasurer: This person deals with the group finances, if there are any! This is a job that requires a very responsible and trustworthy person.

Duties Include:

- Collect any membership fees and pay them to Danni or Richard. Issue receipts where necessary.
- Collect any fees to cover weekly subs, equipment, days out, etc. Issue receipts where necessary. This money can be paid in to the LSU Finance Office.
- Maintain the club/society accounts; show evidence of income and expenditure and copies of all receipts. Keep an up-to-date balance sheet. A copy of your accounts can also be obtained from the Finance Office.
- Ensure grant application forms are completed and handed in to Danni or Richard.
- Place orders for any new equipment with Richard or Danni.
- Ensure all necessary expenditure is paid in good time.
- Maintain overall financial control for the club/society and ensure it remains financially viable.

Publicity/Marketing rep: This role is best suited to a creative person with plenty of ideas and enthusiasm, who's a whiz with computers and who knows the best way to grab peoples attention.

Duties Include:

- Design and distribute any leaflets or flyers to promote the group.
- It is also this person's responsibility to promote any upcoming events.
- Design and update the club/society website.

Events Co-ordinator: This is one for the enthusiastic amongst you.

Duties Include:

- To be responsible for any activities or events the club/society may be planning.
- To sort out tickets and bookings, plan itineraries, book guest speakers, reserve rooms or mini bus hire, arrange visits from similar groups in other universities.
- To plan any fundraising activities, pub crawls, social events etc.

Committee members: These are the rest of the people that have been voted on or wish to volunteer to be part of any decision-making and represent the rest of the group. If other group members have issues or ideas they want discussed at the meeting then they can speak with these committee members and ask them to raise the issue at the next meeting. Alternatively all group members can be invited to the meetings.

So now you have all the information you need to set up your own club or society. Fill in the application form overleaf and return to Richard Walker, Clubs And Societies Administrator and send it to Room 2, The Haigh Building, Maryland Street, Liverpool, L1 9DE. Tel: 0151 231 4983

Application Form For A New Club or Society



Name of Group:

Date of application:

Description of group: This is what will be representing you on the Clubs & Societies website, so use this space to 'sell' your group.

Planned activities/events/socials:

Contact Name and email:

This will be posted on the website as a point of contact.

This section will remain private and confidential and is for LSU records only

What facilities/services do you require the Liverpool Student Union to Provide?

How do you plan to raise money for your club/society? This can include membership fees?

What are your expected costs for your club/society? (This could include cost of kit, equipment, insurance, facilities, trainers and coach hire just as a few examples)

How regularly do you intend to meet?

Is there a demand for your club/society? Can you get a minimum of 10 members

Please supply a minimum of 1 contact member details, and a maximum of 3 member details (usually founder members or those who are running the group)

Contact 1

Name:

Address:

Telephone number:

Email:

Contact 2

Name:

Address:

Telephone number:

Email:

Contact 3

Name:

Address:

Telephone number:

Email:

All Clubs & Societies must be run by a member of JMU. All applications will be subject to approval, as LSU do not support extreme groups that prejudice against particular members of society. Any group that actively encourages racist, sexist, ageism, or homophobic behaviour will not be accepted as part of LSU's Clubs & Societies.

Please sign below to say you have read the statement above and agree to its terms.
