**Making Students’ Lives Better**

Club & Society Starter Pack

The purpose of this document is to assist students in setting up a Club/Society as part of the University of Stirling Students’ Students’ Union.

Last Updated: May 2022

Next Review: May 2025

Appendix 2 to Motion: ‘2019 Update to 'Schedule 8 - Clubs & Societies'

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# Introduction

The purpose of this document is to assist students in setting up a Club/Society as part of the University of Stirling Students’ Students’ Union.

A “Club” or “Society” in the University of Stirling Students’ Students’ Union is a group of 10 or more University of Stirling students with a shared interest, hobby or goal. Clubs and Societies are run by the University of Stirling Students’ Union and are therefore separate but connected to the University. Sports Clubs are separate from Clubs or Societies and run by the [Sports Students’ Union](https://www.stirlingstudentsunion.com/sportsunion/).

Any group of current students at the University of Stirling can set up a Club, Society or Sports Club with the Students’ Union. You do not need to have experience running a group before, just an idea and passion to make it happen. All Clubs and Societies must have Constitutions, this Starter Pack outlines the key areas all Constitutions must-haves. A Constitution, in this context, is the formal primary principles, values and policies of a Club, Society or Sports Club. All Students’ Union Clubs, Societies and Sports Clubs are also subject to the [governing documents of the Students’ Union](https://www.stirlingstudentsunion.com/aboutus/governanceandplanning/), failure to comply with this may result in dis-affiliation of the group.

The next steps after Starter Pack submission:

1. Set up a meeting (in person or online) with the Activities and Volunteer Coordinator and the Vice President Communities, who help oversee Clubs & Societies (contact information below).

VP Communities: communities.union@stir.ac.uk

Jordyn Austin, Activities & Volunteer Coordinator: jordyn.austin@stir.ac.uk

1. Submitting the Starter Pack to the Communities Zone Executive Committee (CZEC) for approval. You may wish to attend this meeting too, to chat about your idea and answer any questions the committee may have, meeting attendance is not mandatory.
2. Once approved, the Students’ Students’ Union will assign a nominal code (internal bank account) to your new Club or Society.
3. Memberships appear on the Students’ Union website for purchase. Once the Club or Society is online the committee members should all buy their memberships. This will give certain committee members access to editing the website section.

Your Club/Society must have 10 fully-paid student members to be considered ‘affiliated’, and to be able to take full advantage of affiliation – including free room bookings, stalls, access to grant funding, Freshers Fayre and much more. There is a ‘grace period’ of the first semester, meaning you do not need the 10 members until you enter your second semester. This gives your new committee a chance to promote the society and gain members.

If you feel your Club/Society furthers Equality, Diversity & Inclusion, and would like to explore how your society can gain ‘ED&I Accreditation’ status, speak to the Vice President Communities and Activities & Volunteer Coordinator.

Below you will find a template constitution, you must include all sections in the final version, but you may also add more and change the formatting to suit your needs. Everything highlighted is something that should be changed to suit the Club or Society. All areas relating to Students’ Students’ Union policy or membership requirements cannot be changed by an induvial Club or Society. You can access all our [Governing and Planning documents on the Students’ Students’ Union website](https://www.stirlingstudentsunion.com/aboutus/governanceandplanning/). Should you wish to suggest a change please contact the Vice President Communities.

# Creating the Constitution

**There are 3 sections to be completed:**

1. **Template Constitution** – These are the rules of your club/society, stating its name, aims and committee structure. Any external group/organisational affiliation is also stated here. Everything that is highlighted is something that you should edit. Other changes past the (3) Membership section should be consulted with the VP Communities prior to submission. All edits must comply with the Students’ Union policies, any breaches of this will not be accepted for affiliation.
2. **Temporary Committee List** – These are the students that will form the temporary leadership of the club/society between setting up and its’ first election.
3. **Finance Plan** – This provides a basic outline of the financial situation of your society; how much revenue you expect to make in membership/fundraising, and what likely expenses are to be. This helps inform the Students’ Union on the viability of your idea.

Once you have completed the above sections, please email this completed document in word format to: communities.union@stir.ac.uk and jordyn.austin@stir.ac.uk

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# Template Constitution

This is the University of Stirling [Club or Society Name Here] Constitution.

## 1. Name

 The name of the society shall be the “[Club or Society Name Here]”, hereinafter known as the “[Shorthand name here or “The Society/Club”]”.

## 2. Aims

 The Society’s aims shall be:

* Insert your aims here
* Insert your aims here
* Insert your aims here

## 3. Membership

a) Membership shall be open to all registered students at the University of Stirling. The General Meeting (GM) may award honorary membership. Non-students can join the Club/Society, but will have non-voting status and be ineligible to run for a Committee position.

b) A fee shall be charged for membership, set annually by the Club/Society Annual General Meeting. The price shall be the same for student and non-student members. The fee must not fall lower than the minimum advised by the Students’ Students’ Union.

c) The Club/Society may waive this fee with ED&I Accreditation by submitting such an application to the Communities Zone Executive Committee (CZEC).

d) To purchase a membership to a Club/Society, the ‘Clubs & Societies Membership’ option must also be purchased. This must be paid regardless of the Club/Society’s individual fee.

## 4. The Committee

a) The Committee shall consist of the following minimum, core positions that must be held be different members:

1. **President**
The President has the responsibility of chairing Committee meetings and General Meetings. It is also their role to liaise between the Club/Society and the Students’ Students’ Union. The President should also represent the society at Community Zone meetings. You may add extra details as deemed relevant.
2. **Secretary**
The Secretary has the responsibility of calling meetings, preparing agendas and taking minutes. The Secretary should also be a representative at Community Zone meetings. You may add extra details as deemed relevant.
3. **Treasurer**
The Treasurer has the responsibility of managing all financial transactions and signing off any expenses claims. The Treasurer should also be a society representative at Community Zone meetings. You may add extra details as deemed relevant.

b) Other positions may be added to the committee, though these will not appear on the elected student’s academic transcripts nor are they essential to be filled.

1. **Additional Roles** (if applicable) should be set out and defined as above.
Role description

c) If within the period of an academic semester, a committee member fails to attend three committee or general meetings of the society without having had apologies for their absence accepted, they will at the discretion of the majority (50% +1) of the committee be considered to have resigned from their position.

## 5. Committee Meetings

The Committee is recommended to meet at least once a month, or if a meeting is called by a committee member. Notes and minutes of these meetings should be made available upon request by Club/Society members.

## 6. Elections

The Committee shall be elected at the Annual General Meeting (AGM) or in the case of a vacancy arising mid-term, at an Emergency General Meeting (EGM). Candidates and **all voters must have purchased a membership** to the Club/Society prior to the election.

**6.1.** The **Returning Officer (RO)**, one member of the outgoing Committee, who is not seeking to continue in the Committee will act as RO in the election. If no such person is available a Students’ Students’ Union Officer may attend as an unbiased party to carry out this role. The RO shall:

1. Have ultimate responsibility for the organisation and fair conduct of all Students’ Union elections and referenda.
2. Make the final decision in relation to any matter concerning Students’ Union elections and referenda and concerning any breaches of the Election and Referenda Schedule (Schedule Two) attached to the Constitution.
3. Be responsible for the supervision and conduct of the count;
4. Oversee the announcement of the result;
5. Receive a report from the elections committee of the Students’ Union in respect of any action taken following any complaint in accordance with section 4 below.
6. The Returning Officer shall have the power to suspend, cancel, restart or annul an election.

## Procedure for election of Committee Members

1. A meeting must reach a quorum of 50% +1 of the active student membership before elections can take place (or 25% +1 if an ED&I accredited society). In this instance, “active members” means the average number of members you actively engage with the Club or Society. The Students’ Students’ Union recognises that people’s interest and engagement with a Club or Society may change.
2. There will be an anonymous ballot for all elections regardless of whether the election is contested. It is up to the Returning Officer if this is done electronically or through paper ballots. Regardless, the full results should be available for all members. “Re-Open Nominations (R.O.N)” and “Abstain” will be valid and required options in all elections. R.O.N means that the other candidate(s) are not considered suitable and the election should be re-opened at a later date to elect someone else. Abstain means that the person does not wish to vote for that position. All paid members can vote for all committee positions, including any roles they are candidates for.
3. Unless the positions are completely uncontested (only one candidate for each), in accordance with Students’ Students’ Union policy, a system of Simple Transferable Vote (STV) will be used to determine the winner of the election. [Schedule 8- Clubs & Societies Schedule.](https://www.stirlingstudentsunion.com/pageassets/aboutus/governanceandplanning/Schedule-8-Clubs-Societies-February-2022.docx) Single Transferable Vote (STV) is a type of multi-winner ranked-choice voting method; an electoral system in which voter may rank the candidates according to their preferences, so their single vote can be transferred to other candidates (if needed) based on these rankings to avoid votes being wasted. In the instance that there is only one candidate per position, a simple majority vote may be used, with RON and abstain as two alternative options. In simple majority, the candidate with the most votes wins outright. It should not be assumed that a single candidate has won the election until the votes reflect this.
4. The President and/or Secretary are responsible for ensuring an updated Committee List, in Excel format, is emailed to the Vice President Communities as soon as possible.

## 8. General Meetings

A General Meeting (GM) is an open meeting for all members, this may involve activities, planning for campaigns or just a chance to gather feedback from non-committee members. At least one GM shall be held each semester and should include eight non-committee members or 10% of the total membership (whichever figure is the least). There is no requirement for the running of a GM. All members should be contacted prior to all GMs or other meetings via email. It is suggested to promote all meetings on social media and on the Club or Societies section on the website using the calendar tool.

## Annual General Meeting (AGM)

1. The AGM shall be held before the 1st of April each academic year unless the Club or Society was started in the Spring semester, in which case they should hold an AGM by the 1st of December. If circumstances do not allow for this, the date may be moved at the discretion of the VP Communities. When requested the Students’ Students’ Union can send an Officer to oversee the voting.
2. The Committee shall be elected by the procedure outlined in Point 6.2.
3. The Treasurer will present a yearly summary of the Club/Society’s financial position. This can be obtained by contacting the Vice President Communities or Activities and Volunteer Coordinator.

## 10. Affiliations

The society shall be affiliated to the University of Stirling Students’ Students’ Union and abide by its regulations. The society may be affiliated to such organisations as a GM shall deem desirable, any decision from a GM to affiliate/disaffiliate must be passed with a two-thirds majority. The Club/Society must update their constitution with any organisations that they become affiliated to and any changes to the constitution must be approved by the CZEC or Sabbatical team if the CZEC is for any reason unavailable.

Here you may list any affiliations beyond the Students’ Union if appliable.

## 11. Equipment

An annual inventory shall be submitted to the Students' Students’ Union by 31st May each academic year. All new equipment must be added to the inventory throughout the year by completing the appropriate form and submitting it via email to the Activities & Volunteer Coordinator and VP Communities. All property and equipment must be insured through the Students’ Union’s policy.

Here you may list any equipment, if appliable.

## 12. Data Protection

The Club/Society will comply with the relevant data protection, privacy and data handling policies of the Students’ Students’ Union, as outlined here: [www.stirlingstudentsStudents’ Union.com/privacy/](http://www.stirlingstudentsunion.com/privacy/)

## 13. Equality, Diversity & Inclusion

The Club/Society will adhere to the [Students’ Union’s ED&I Policy.](https://www.stirlingstudentsunion.com/pageassets/aboutus/governanceandplanning/Equality-Diversity-and-Inclusion-Policy-March-2017.docx) Any changes to the policy will be applicable to all Clubs and Societies once adopted.

Here you may list any additional EDI measures or aspects of the Club or Society, for example having an LGBTQ+ Officer on committee or any plans to have the Club or Society registered as a ED&I Accredited group this applies to those who meet the needs of a protected group. This allows for membership fees to be waived (set to £0). The Club Admin Fee of £5 still applies.

## 14. Changes to the Constitution

Changes to the constitution must be passed by a simple majority either at an AGM, an EGM or GM of the society. For a constitutional change to be binding it must subsequently be approved by the Communities Zone Executive Committee.

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# Committee List

These are the students that will form the temporary leadership of the club/society between setting up and its’ first election. The Committee is responsible for the management of the Club or Society. They are all volunteers, and it is up to each Committee how they want to operate, so long as it is in-line with the Constitution of the Club or Society and the Students’ Union. All Committees must be elected at an Annual General Meeting, as outlined in the Constitution, even if a committee member wants to stay on committee, they must be re-elected every year.

**Remember**: The 3 ‘Core Committee’ are President, Secretary and Treasurer. These positions must be filled, and by 3 different members. So long as the responsibilities has been upheld, these positions will appear on the elected students’ Enhanced Academic Transcripts at the completion of studies. While all committee positions bring value to the Club or Society, additional roles are not (at this time) able to appear on Enhanced Academic Transcripts. All committee positions can and are encouraged to be used on resumes, CV’s, in job interviews etc as it demonstrates leadership and other skills to have been elected. The [Careers & Employability Service](https://www.stir.ac.uk/student-life/careers/careers-advice-for-students/) team can assist any student to utilise their volunteer experience for future opportunities.

## President

The President has the responsibility of chairing Committee meetings and General Meetings. It is also their role to liaise between the Club/Society and the Students’ Students’ Union. The President should also represent the society at Community Zone meetings. You may add extra details as deemed relevant.

|  |  |
| --- | --- |
| Name |  |
| Student email |  |
| Student ID No. |  |

## Treasurer

The Treasurer has the responsibility of managing all financial transactions and signing off any expenses claims. The Treasurer should also be a society representative at Community Zone meetings. You may add extra details as deemed relevant.

|  |  |
| --- | --- |
| Name |  |
| Student email |  |
| Student ID No. |  |

## Secretary

The Secretary has the responsibility of calling meetings, preparing agendas and taking minutes. The Secretary should also be a representative at Community Zone meetings. You may add extra details as deemed relevant.

|  |  |
| --- | --- |
| Name |  |
| Student email |  |
| Student ID No. |  |

# Additional Committee Members

If you feel your Club/Society requires more than 3 Committee members, this is the space to add this in. Copy and paste the boxes as required, filling in a role description as above.

|  |  |
| --- | --- |
| Position |  |
| Name |  |
| Student email |  |
| Student ID No. |  |

Try to avoid creating Committee positions for its’ own sake. Think about what responsibilities your Club/Society committee might need to carry out to ensure your activities can take place – and delegate these out to the President/Secretary/Treasurer. If this seems like a lot, then consider what other Committee positions could be created to assist.

Additional Committee positions can always be added later by amending your Constitution to include the position, then holding an election for it. This would take place at an Extraordinary General Meeting or EGM.

Common examples include:

**Social Secretary**

Tasked with taking the lead on Club/Society Social Events, this role will ensure the group gets along well and there are plenty team-building opportunities.

**Publicity Officer/Social Media Officer/Communications Officer**

Tasked with all thing’s posters, stalls and social media, this role’s chief responsibility is attracting new members and advertising Club/Society events.

Welfare Officer

A friendly, approachable point of contact for members. This person’s role is not to be a counsellor or reporting service, but instead to offer advice and sign-post relevant services. All committee members have a duty of care to their members.

This list is not exhaustive.

# Financial Plan

This section provides a basic outline of the financial situation of your society; how much revenue you expect to make in membership/fundraising, and what likely expenses are to be. This helps inform the Students’ Union on the viability of your idea.

**Income**Please indicate how much income you expect to receive. Here you should list the amount charged for society membership and any affiliated sponsorship you have confirmed/are expecting to receive. For example, the Law Society is affiliated with and sponsored by a law firm.

|  |  |
| --- | --- |
| Expected income from | Amount (£) |
|  |  |
|  |  |
|  |  |

**Expenses**

Please include all long-term expenditures that you think you may incur throughout the academic year. Such as, if you need to book a facility to carry out training e.g the sports centre or if you require an instructor with a fee.

|  |  |
| --- | --- |
| Expected expenditure for | Costs (£) |
|  |  |
|  |  |
|  |  |

**Totals**

|  |  |
| --- | --- |
| Total Expenditure  | £ |
| Total Income | £ |
| Difference | £ |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Further Reading & Resources

## Funding

There may be University, local, national or even international funding streams that you can apply to so keep exploring your options and get in touch if you need assistance with an application. We can also check over and reference applications for you to increase your chance of success.

Once you’ve reached 10 members, you’re able to apply to the [Club Grant](https://www.stirlingstudentsunion.com/pageassets/clubssocieties/forms/GrantApplicationForm-Updated-10.18-.doc) for up to £300, one application per society per academic year. Your committee will be invited to present your application to your elected Communities Zone Executive Committee (CZEC) who will then vote on your funding application.

* The Stirling Fund opens in October. [Click here](https://www.stir.ac.uk/about/our-people/alumni/support-stirling/the-stirling-fund/)to check out previous successful applications and for information on when the fund will be opened.
* The Vice Chancellor’s Fund opens in April. [Click here](https://www.stir.ac.uk/about/our-people/alumni/support-stirling/thank-you/vice-chancellors-fund/) to check out previous successful applications and for information on when the fund will be opened.

Please email communities.Students’ Union@stir.ac.uk for further details about any funding options.

## Committee Training

Throughout the year there may be opportunities for training or development as a committee member. Make sure to keep up-to-date on emails from the Students’ Union to take advantage of this. For more information on running a Club/Society, you can visit:

[www.stirlingstudentsStudents’ Union.com/clubssocieties/clubsacademy/](http://www.stirlingstudentsunion.com/clubssocieties/clubsacademy/)

If you have suggestions for training contact the VP Communities to share your ideas.

## Governance

The Students’ Students’ Union has its own Constitution too! There are also supporting documents called ‘Schedules’ that cover specifics. [**Schedule 8 – Clubs & Societies**](https://www.stirlingstudentsunion.com/pageassets/aboutus/governanceandplanning/Schedule-8-Clubs-Societies.pdf) covers different Students’ Union rules and regulations that Committee should be aware of.

When you have completed this document, please email to:

**VP Communities** – communities.union@stir.ac.uk

**Jordyn Austin, Activities & Volunteer Coordinator** – jordyn.austin@stir.ac.uk

They will get back to you as soon as possible with any suggested edits or a date for the Communities Zone Executive Committee meeting where the committee will vote on the approval of your club or society. You will be invited to attend this meeting, though your attendance is not mandatory.

* Good luck!

# Acronyms Breakdown

|  |  |  |
| --- | --- | --- |
| AGM | Annual General Meeting | An annual meeting to elect the new committee, reflect on the past year and discuss plans for the future. |
| CZEC | Communities Zone Executive Committee | An elected group of students’ representing and voting on changes within the Communities Zone.  |
| EDI | Equality, Diversity and Inclusion  |  |
| EGM  | Emergency General Meeting |  |
| GM | General Meeting |  |
| RO | Returning Officer |  |
| RON | Re-Open Nominations  |  |
| VP | Vice President |  |