**UCB GUILD\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SOCIETY**

## 1. Name

The name of the society shall be UCB Guild **\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Society, referred to hereafter as ‘the Society’.

## 2. Address

The address for all correspondence shall be:

UCB Guild **\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Society

University College Birmingham

Summer Row

Birmingham

B3 1JB

## 3. Aims & Objectives

The aims & objectives of the Society are to promote & contribute towards the furtherance of the activities of**\_\_\_\_\_\_\_\_\_\_\_\_\_\_** at University College Birmingham. The Society shall seek to provide opportunities for students of all abilities to take part & develop new skills. In pursuing this aim, members of the society shall uphold the good reputation of the society in relationships with the UCG Guild, the University & the wider community. This document & the society operate fully under & within the Guild constitution.

## 4. Membership

### a) Full Membership

i.) Full Membership of the Society shall only be available to students of University College Birmingham and who are members UCB Students’ Union (Guild of Students) in accordance with the Students’ Union Constitution.

### ii.) All Full Members of the society must purchase an annual membership fee as determined on an annual basis by the Society’s Committee and approved by the Societies Forum.

### iii.) All societies must make available an annual membership and a semester membership for students

iv.) Additional categories of Full Membership may be determined on an annual basis by the Society’s Committee for reasons of equality and diversity, such as providing reduced FE membership, and must be approved by both the Societies Forum and UCB Guild.

### b) Associate Membership

The Society may create additional categories of membership on an annual basis, such as social memberships or membership for non-UCB students. Associate members do not enjoy the same democratic rights as full members. These categories of membership must be approved by both the Societies Forum and UCB Guild.

### c) Rights of Membership

i) All full members of the Society shall be entitled to the following:

* To take part in all activities of the Society according to their ability
* To stand for election to office in the committee
* To attend all General meetings of the Society & direct the work of the Society
* To be fully informed about the nature & possible risks of all activities
* To be informed about the finances of the Society
* To be fully insured by UCB Guild for participation in activities [where applicable]

ii) Associate members of the Society shall be entitled:

* To take part in all activities of the Society according to their ability
* To be fully informed about the nature & possible risks of all activities

## 5. Society Subscriptions & Society Finance

a. Membership fees are required from all society members, including committee members and must be paid annually. The Society Committee will determine this fee and this will be collected through the UCB Guild website.

b. Society members shall receive no direct or indirect payment, except for legitimate expenses incurred in connection with activities of the society.

c. All money shall be paid through UCB Guild. The Society shall not keep a separate or external bank account as in accordance with UCB Guild finance policy.

d. All equipment owned by the Society in effect belongs to UCB Guild and is insured by UCB Guild. In the event of dissolution all assets shall remain the property of UCB Guild.

## 6. Governance

The elected Society Committee shall be responsonsible for the running of the Society on a day-to-day basis. The Committee shall fomally meet at least once a month. All committee members must be current and active Full members of the society. The Society Committee **must** comprise of the following officials:

* **Lead Officer (President/Chair/Captain – delete as appropriate)**
* **Treasurer**

The Society may additionally adopt further committee roles, which must be approved by the Societies Forum.

## 7. Duties of Society Officials

**7.1 Lead Officer**

The Lead Officer of the Society is the leader, who oversees all of the activities within the Society. The Lead Officer will need to provide support, advice and guidance to the other committee members throughout the academic year. Probably the most challenging role on the committee; you’ll need experience of what the Society does and a strong belief in the aims of the Society.

### Personal Skills required

* Communication
* Dedication | Commitment
* People Management
* Motivating Volunteers
* Organisation
* Delegation

### Key Responsibilties

* 1. To be the main UCB Guild contact.
  2. Ensuring that all society good practice guidelines, codes of practices, risk assessments are followed.
  3. To deal with all incoming communications & pass these on to the committee and/or members.
  4. Arranging regular meetings of the Society, including the AGM | EGM.
  5. Maintaining effective liaison with the Student Communities Officer and Guild staff.
  6. Ensuring that the aims & objectives of the Society are achieved.
  7. Organising events to include diverse range of members
  8. To organise the Society stall and presence for Freshers and Refreshers, including any UCB Guild organised Fairs or promotional opportunities.
  9. Ensuring that all accidents | incidents are reported as appropriate to the Development Coordinator.
  10. Appointing appropriate Trip & Activity Leaders.
  11. Ensuring the Societies Code of Practice & Safety Policy is strictly adhered to.
  12. Attending Societies Forum or sending a nominee in their absence.
  13. Understanding the broader picture whilst keeping the aims of the Society in mind at all times.
  14. Maintaining committee enthusiasm – if you’re not passionate, no-one else will be.
  15. Adhere to all UCB Guild policies.

**7.2 Treasurer**

Being a treasurer isn’t just about handling money; it means knowing how your finances stand at any one time and planning accordingly. A key position in the delivery & development of the Society.

## Personal Skills Required

* Well organised
* Numerical competence
* Communication
* Trustworthy

### Key Responsibilities

* 1. Administer the Society’s finances.
  2. Responsible for the production of the Society’s annual budget request.
  3. Responsible for ensuring all membership fees are collected.
  4. Ensure all Society members are up to date on the Guild website by the end of the fifth week of the autumn term [or fifth week after ratification] & keep updated throughout the year.
  5. Be a signatory on all claim forms alongside the Lead Officer.

1. Ensure that an income & expenditure account for the previous academic year is presented to the AGM & copies are sent to the Societies Forum via the Student Communities Officer.
2. Be accountable to the Student Communities Officer.
3. Organise affiliation to any relevant national governing bodies.
4. Organise fundraising or sponsorship for your group.
5. Adhere to all UCB Guild policies, particularly the Finance Policy.

## 8. Meetings

a. A minimum of five working days’ notice is required for all Society general meetings, to be called by the Lead Officer.

b. The Lead Officer shall chair the meeting ensuring that the meeting runs smoothly and that all members have an opportunity to contribute.

c. UCB Guild’s Student Communities Officer shall have the right to attend committee meetings as an ex-officio member.

d. The quorum of all Society meetings shall be 50% plus one of the club membership, save the Society AGM.

e. A Committee member shall take minutes of the meeting, which shall be copied, to all members and the Development Coordinator.

## 9. Annual General Meeting (AGM)

a. An AGM, to which all full members and all UCB Guild Executive Officers are to be invited, will be held between February and the end of April of each academic year. The Society members and UCB Guild should be given ***at least*** one-week notice of the AGM.

b. The agenda of the meeting shall also include the following:

1. Minutes of the last general meeting
2. Matters arising from the minutes
3. Report from the committee
4. Proposal for amount of the membership fee for the next academic year
5. Elections for the new committee
6. Items for discussion
7. Quoracy shall be at least 25% of Full members + 1 – current UCB Guild students only.

## 10. Voting

a. Voting will take place for the election of Society committee members and on any issue that the Society deem of importance

b. Only full Society members will be entitled to vote

c. Elections must be run according to UCB Guild’s Societies and Elections By Laws.

## 11. Safety

a. All Societies shall have at least two qualified First Aiders at **all** activities, fixtures or trips. UCB Guild will provide subsidised First Aid training

b. UCB Guild will endeavour to support all initiatives that seek to improve the safety awareness & practice of Society officials & the members

## 12. Complaints

a. Societymembers have the right to raise complaints about issues that might affect the Society. These might include the following:

* The safety of activities
* Poor standards of instruction or leadership
* The standard of equipment used for activities
* Poor Society administration
* The lack of suitable activities for their level of participation
* Disregard to the UCB Guild Equal Opportunities Policy, and or other Guild policies

b. Complaints should initially be addressed to the Society committee. If this does not prove satisfactory a written complaint should be made to the Lead Officer. A reply should be received within ten working days. If this reply is unsatisfactory then a written complaint should be made to the Development Coordinator who will then deal with the complaint under UCB Guild’s Complaints Procedure.

## 13. UCB Guild Commitments

a. Societies shall send at least one representative to Societies Forum, either the Lead Officer or a nominee in their absence

b. Societies shall send at least one representative to the UCB Guild AGM.

## 14. Discipline

a. UCB Guild requires that Society members behave in a fitting manner, as others perceive them as its ambassadors when engaged in Society activities. This includes adherence in full to the Society Code of Practice which is issued to members and to the Equal Opportunities Policy, precluding discrimination on grounds of:

*Gender, Disability, Sexuality, Class, Ethnicity, Nationality, Ethnic or National Origin, Colour, Creed, Religion, Age, Health Status, Caring Responsibilities, Marital Status.*

b. UCB Guild can and will take disciplinary action against students and/or the Society itself for unacceptable behaviour during Society activities or events, which may include terminating membership and reporting the relevant party to the University and/or Police where deemed appropriate.

## 15. Changes to Society Constitutions

Changes can be made to the Society’s Constitution if a two-thirds majority is obtained at an Annual or Ordinary General Meeting of the Society. The decision must be forwarded to the Development Coordinator in writing, for approval by Societies Forum & ratification by UCB Guild Executive. The Society remains under the obligation of UCB Guild’s rules and regulations, and nothing can added to the Society Constitution to overrule these.

**As a Society Official I agree to abide by and enforce the rules of the Society Constitution, Code of Practice and office to which I hold:**

**Lead Officer:**  **Print name:**

**Date:**

**Treasurer:**  **Print name:**

**Date:**

**Other (pls add):**  **Print name:**

**Date:**