**Your Societies Registration Form 2023/24**

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| *We recommend completing this document on a PC rather than phone.* Complete this form to register (or re-register) your society with Your SU. Societies must re-register with the Students’ Union every year as committees and society information changes. This document also includes the **Societies Code of Conduct** which all committee members must agree and adhere to this each year.**All committee members should read carefully before signing.**Please email your completed and signed registration form to yoursocieties@sunderland.ac.uk  |

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**\*\*\*CHECKLIST\*\*\***

Everything you need to get started – these **must be completed** before your society can access **grant funding or room bookings**:

[ ]  **Registration form**

[ ]  **Master Risk Assessment**

[ ]  **Training – online or live session (2x committee members minimum)**

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# **1) About Your Society**

* The official name of our Society is **“Sunderland Students’ Union \_\_\_\_\_\_\_\_\_\_ Society”**
* The main aims of our society are **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

As a committee, come up with **three goals** for your society this year and have a think about how you’d like the achieve them, then **highlight** which of these goals you’d most like to accomplish! The Societies Team can help you fill this out if you like, just get in touch at yoursocieties@sunderland.ac.uk – ***no goal is too big or small!***

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| **YOUR SOCIETY GOAL – What would you like to achieve this year?** | **How will you achieve it?** |
| 1  |  |
| 2 |  |
| 3 |  |

*TOP TIP: Complete a* ***month-to-month plan*** *for your society**to help you plan your year!*

* **SOCIETY EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*For example, your society’s own email or your President’s student email address. Visible on your webpage and where replies to emails from your society dashboard will go to.*

[ ]  **Tick here to receive email notifications when someone new joins your society.**

**SOCIETY SOCIAL MEDIA DETAILS (*if applicable)***

* Facebook page/group link: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* Instagram handle: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* Twitter handle: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* TikTok username: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# **2) Your Society Membership**

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| The **minimum** society membership fee is **£1**, it is up the committee what to charge for the year based on what kind of activities and resources you would like to invest in for your members. Usually, societies charge somewhere between **£3-£5 for the year.** Membership fees are **optional for fundraising and volunteering societies**. Once a membership has been purchased, this cannot be changed. Your society must have at least **4 paid members (EXCLUDING committee members)** to be recognised as a society within **6 weeks of registration,** or the society will be deactivated. Only those who have paid the membership fee are classed as members of the society. Memberships run from **1st August 2023 (or whenever the society registers) to 31st July 2024****STUDENT membership** is open to **any current Sunderland University student.****EXTERNAL membership** is open to Sunderland University Alumni, Your SU and University Staff. Please note that External Members **cannot** stand or vote in Society Elections, hold a committee position, or directly benefit from Your Societies Grant Funding*(External members may be asked to make financial contributions to events and activities which are being funded using Your Societies Grant Funding).* Your SU recommends that societies charge more for external membership.Activity that uses Your Society funds to subsidise the cost must charge more to non-members. Only paid members of Your Society should benefit from discounted events. The only exception to this is taster sessions that Your Society clearly advertises. |

* **Our Society’s Annual Membership fee is £\_\_**
* **What will this be used to fund? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **External Membership (optional) is £\_\_**

# **3) Your Finances**

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| * All Society financial administration is conducted through Sunderland Students’ Union. **No Society can hold its own bank account** or external funds e.g. PayPal. Use of personal bank accounts to collect society funds is also prohibited.

* Sunderland Students’ Union operates a **cashless system** and all societies must operate on cashless procedures. **Societies should not collect cash**.
* Not complying with Your SU procedures may mean Committee Members will be personally liable for any expenditure.

**Access to Funds*** All societies are allocated three accounts where funds are held; Deposit Account, Grant Account and Charity Fundraising Account. There is more information about these in your society training.
* Society funds are the responsibility of the Society Treasurer, but any member of committee can request to view funds or apply for a Your Societies Grant.
* If the Society does not have sufficient funds in their account at the time of the claim, or it is not legitimate expenditure on behalf of the Society, money will not be reimbursed.

**Financial Agreements with External Bodies** * Any Society wishing to enter any kind of agreement with an external company or third party **must notify Your SU** for approval to ensure legal compliance and value for money.
* This covers any **sponsorship agreements, travel arrangements (e.g. bus companies), the ordering of goods and services, events at external venues, holidays or affiliations to outside bodies *(see Section 4)***
* Commitments made via social media may be considered as a legally binding contract. Please be careful as to what you might agree to on social media.
* Your SU cannot support or protect students who enter into agreements without our knowledge on behalf of their Society and Committee Members may be liable for expenditure.
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**\*\*Sections 4 and 5 may only apply to continuing (not new) societies\*\***

# **4) Your Society Sponsorships and External Affiliations**

Please enter details below of any Sponsorships or External Affiliations your Society holds (e.g. restaurant discount or club advertising)

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| --- | --- | --- | --- | --- | --- |
| **Sponsor/Affiliate name** | **Contact name** | **Telephone** | **Email** | **Fee (if applicable)** | **Details of sponsorship/affiliation** |
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# **5) Your Society Inventory**

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| **Item name** | **Qty** | **Condition** | **Place of storage** | **Estimated value** | **Approx length of life** | **Approx date of purchase** |
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# **6) Your Societies Code of Conduct**

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| **Our Society will:*** Be open to all Sunderland University students to join.
* Be inclusive; free from racism, classism, sexism, ageism, ableism, homophobia, transphobia, biphobia, body shaming, xenophobia and religious discrimination.
* Respect the rights of others to express, within the law, their beliefs and convictions.
* Operate with the roles of President and Treasurer.
* Participate in all compulsory training to ensure that societies are compliant with SU policies and the law.
* Be positive ambassadors for the SU and the University and will uphold, and not bring into question or disrepute, the reputation of the SU, University, or any society.
* Not permit initiations as a membership requirement.
* Ensure that all society activities and events are risk assessed and delivered safely.
* Treat facilities, staff and students at the University, and other individuals and organisations, with respect, abiding by any rules that may apply and any agreements that have been made with them.
* Ask all prospective members to complete the membership process and pay their membership fee.
* Act honestly about activities, beliefs and allegiances; providing the SU with relevant details of any affiliations with other organisations that the society has.
* Ensure that all media, including digital and print, is free from material that could be deemed offensive or in breach of the law.
* Act respectfully regarding the taking and using of photographs and filming and ensure our members have the option to opt out and to not have photos/films published in any format if requested.
* Follow the SU’s financial and administrative processes and accept liability for any losses incurred as a result of not following the correct financial procedures of the SU.
* Not hold an external bank account.
* Not raise money for a charity other than the SU without the prior agreement of the SU.
* Not enter into any contracts, sponsorship agreements or orders without SU agreement.
* Ensure that the finances of the society are used only to benefit our members and no individual member shall receive financial gain from the society’s activities.
* Ensure that society committee members are selected fairly in line with SU guidance and as outlined within this document.
* Comply with the Freedom of Speech policies of the University.
* Act within the law.
* Accept that the SU may take action or un-register our society if we fail to comply with this Code of Conduct.
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# **7) Your Society Committee**

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| * Your Societies committees must consist of two core roles **(President and Treasurer)** to be registered with Your SU and receive society benefits.If you wish to name them different titles, please update the table below accordingly i.e. [Insert title] (President).
* **Only current students at Sunderland University can hold a committee position.** External members cannot hold a committee position or vote, but can provide support and guidance.
* **More committee positions can be added** (or elected later) and should be added to the core roles listed in the table below.
* **Society Elections take place via the SU website** every Spring to provide a fair means of selecting the following year’s committee.

**Your Data**In undertaking this this role you consent to have your name publicised to students through the Students’ Union’s membership management platform [our website]. You can choose to add a preferred email and the Students’ Union may choose to publish your email to members as needed. You will also be registered to receive regular information from the Union in relation to this role. This is distinct from any other messaging the Students’ Union might send. If you wish to unsubscribe from role-specific messages we will take this as confirmation that you wish to cease your volunteering in that role. Your SU’s Data Protection and Privacy information can be viewed here: <https://www.sunderlandsu.co.uk/dataprotection> Committee members must ensure that they regularly use the email function through the website to keep members updated on society activities and **comply with all Students’ Union procedures** in collecting any memberships and running events. Any social media accounts the society wishes to operate are optional and your data is the responsibility of the provider of that service. Members should be aware of this.**All committee members must enter their details in the below table and sign**. You are signing to agree to all the points laid out in the Registration Form and stating that you have read and understood the Your Societies Code of Conduct. You also agree to adhere to all policies of Sunderland Students’ Union. |

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| Please fill in **all** sections and add more committee roles as applicable to your society: |
| **ROLE** | **PRINT NAME** **(& PRONOUNS *– OPTIONAL)*** | **STUDENT NUMBER** | **STUDENT EMAIL** | **SIGNED DIGITALLY** | **Add to Teams chat? (Y/N)** |
| President |  |  |  |  |  |
| Treasurer |  |  |  |  |  |
| (add more as applicable) |  |  |  |  |  |
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**DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FOR OFFICE USE ONLY**

Signed by Your Societies Team: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_