

Would you like an SRC Pigeonhole (please circle) YES / NO

Please note that pigeonholes must be checked at least once a month. Any old mail will be returned or destroyed.

WEBSITE Each affiliated club is listed on our website. To make the most of this facility please email an image/photograph and a few paragraphs of text describing what your club/society is about.

PLEASE SEND YOUR IMAGE AND TEXT WITH ‘*YOUR CLUB NAME* WEBSITE IMAGE’ IN THE SUBJECT FIELD to clubsandsocs@src.gla.ac.uk.

PHOTO/IMAGE SPECIFICATIONS Images should be in a format such as jpeg, png etc and have a ratio of **2.45 : 1** and minimum resolution of **736 x 300 pixels**. Images with different ratios will be cropped to fit.

We may have a description and photos stored from last year’s affiliation which we will continue to use unless notified otherwise.

If you **DO NOT** want us to do this **and would prefer it was deleted** please tick this box

DATA PROTECTION

The SRC keeps all personal information secure. It uses the information provided for the purposes of administrating and publicising societies, including placing club and society information on the SRC website. We may also share club contact details with students, and organisations providing services to students. If you **DO NOT** wish information you have supplied to be used in this way, please tick the box

If you have ticked the above box please provide alternative contact details below

CLUBS AND SOCS INDUCTION

I understand the SRC Clubs and Societies induction is compulsory and a minimum of two office bearers are required to attend the Clubs and Socs Induction for this year (please tick)

For continuing clubs/societies only: I confirm that there have been no changes to our club/societies constitution from the previous year YES / NO (please circle as appropriate) **If NO please attach your constitution to your application.**

DECLARATION

- I confirm that this club/society wishes to affiliate to GUSRC. I have read the Clubs and Societies Handbook and understand GUSRC’s affiliation procedures and agree to follow them.
- I have attached the clubs/societies constitution, a full members list, and a signed GUSRC equal opportunities statement.
- I confirm that all information contained throughout the application is to the best of my knowledge, complete and accurate.

Signed.....Position.....Date.....

FOR OFFICE USE ONLY – If any of the following is missing, forms will be rejected.

Constitution attached and relevant to club/soc	YES/Not applicable
Constitution Statement Signed	YES
Declaration Signed	YES
Membership list attached (with relevant student numbers and in alphabetical order)	YES
Equal Opportunities statement	YES
Three Office Bearers + 12 additional members	YES
Clubs with external affiliation section complete	YES
Only THREE ticked for CTT contacts	YES

Date Received:

stamp in box

Form checked by



SRC Clubs and Societies

Constitution Membership Requirements

We (Club/Society Name)

Agree that our club will meet the following requirements:

- 1. Associate members (non-students) shall not account for more than 20% of the total membership.**
- 2. Any member who is a registered student shall have full voting rights at General meetings of the Club/Society.**
- 3. At any General Meeting of the Club/Society, the weight assigned to the total vote of Associate members shall not exceed 10% of the total voting members present.**
- 4. All office bearers shall be registered students of the University of Glasgow and shall not have opted out of SRC representation under the Education Act 1994.**
- 5. Members shall be able to request to see the annual accounts of the club committee at the AGM.**
- 6. The financial accounts of the Club/Society are under the full control of the current treasurer and/or president.**
- 7. If a club/society is found not be controlled by the elected student representatives this can result in disaffiliation from the SRC and withdrawal of all SRC benefits.**

Signed (on behalf of)

Club/Society Name :

Name **Signature**.....

Continuing societies only: We
confirm that that there has been no changes to our constitution submitted for 2016/17.

Position in Club/Society

Student Number:

Date:



SRC Clubs and Societies

Equal Opportunities Statement

Clubs and societies wishing to affiliate to GUSRC are required to uphold the principles of the SRC Equality policy, which is available to read at:

<https://www.glasgowstudent.net/about/policies/equality-diversity/>

Clubs and societies are likely to come under the provisions of the Equality Act 2010 either as service providers or if they have more than 25 members, as 'associations'. Equality and Diversity training on the provisions of the Act is available via an online training package provided by the University of Glasgow. Clubs and societies whose members and office-bearers wish to avail themselves of this training should contact GUSRC in the first instance.

We (Club/Society Name)

Will provide and promote equal opportunities, whatever a person's race, colour, ethnic or national origin, religion, beliefs, sex, age, sexuality, gender identity, HIV status, physical or mental disability, state of health, appearance, marital status or family circumstances.

For the avoidance of doubt, clubs and societies will not be permitted to hold segregated events on University premises; this includes premises under the control of GUSRC (the Williams Room). There are exceptions to this rule for religious worship and in certain other limited cases. For further information Clubs and Societies are referred to the Equality and Human Rights Commission's general guidance¹ and guidance on segregation².

Signed (on behalf of)

Club/Society Name :

Signature **Name**

Position in Club/Society

Student Number:

Date:

¹ www.equalityhumanrights.com/en/advice-and-guidance/core-guidance-clubs-societies-and-associations.

² www.equalityhumanrights.com/en/publication-download/gender-segregation-events-and-meetings-guidance-universities-and-students

University of Glasgow Clubs and Societies Model Constitution

Please note this is a guide only. This model constitution sets out the **minimum requirements** for all clubs and societies to acknowledge in their own constitution. The onus is on each club/society to design a constitution that is relevant to their individual characteristics.

Annual Club/Society Affiliation to the SRC gives access to funding from the SRC and use of the SRC services

Items in **bold** must be included, accompanying notes are in *italics*.

1. **NAME:** *The title of the Club/Society*

2. **PURPOSES (OR AIMS):** *A brief description of the aims and objectives of the Club/Society, i.e. what your society seeks to achieve that is not provided or covered by already existing clubs and societies on campus. Examples are below and you could use one of them or part of one. Give as much detail on how your club or society can benefit students and the wider community as you can.*

Examples

- *"To advance the arts, culture, education, heritage, science and sport for students by providing amenities and supporting activities for students;*
 - *"To provide recreational facilities to students who are in need by reason of financial hardship or other disadvantage".*
3. **ACTIVITIES:** *How your Club/Society will achieve its purpose or aims as set out above (E.g. Events, group visits, debates)*

 4. **MEMBERSHIP**
 - 4.1 **Full membership shall be open to registered students of Glasgow University only.** *Full membership of the club/society must be open to all students. Clubs/Societies may restrict their membership only insofar as is necessary to facilitate their purpose, function and aim and in compliance with anti-discriminatory legislation and best practice.*

4.2 **Non-students may join as Associate members.** *(Optional) This includes Glasgow University staff, students from other universities and members of the public.*

4.3 **Associate members (non-students) shall not account for more than 20% of the total membership.**

5. **GOVERNANCE**

5.1 **The Club/Society shall be under the control of membership.** *This still allows for the membership to delegate finance etc. to a board or executive or committee, provided this is specified by the constitution and is open to amendment by the membership. Society/club bank accounts must always be under the control of the CURRENT treasurer and president.*

5.2 **The Business of the Society shall be conducted by an elected committee.**

5.3 **Any member who is a registered student shall have full voting rights at General Meetings of the Club/Society.**

5.4 **At any General Meeting of the Club/Society, the weight assigned to the total vote of Associate members shall not exceed 10% of the total voting members present.** *The club/society may choose to assign no voting rights to associate members*

5.5 **The Club/Society shall have at least three office-bearers** *(e.g. President, Treasurer, Secretary) The SRC needs to be aware of who has responsibility in the club/society for correspondence, finance etc. You may assign different titles to these individuals or have additional office bearers. Society/club bank accounts must always be under the control of the CURRENT treasurer and president.*

5.6 **Office bearers shall be elected by the membership at the Annual General Meeting or at an Extraordinary General Meeting called to elect a replacement during the event of a vacancy.** *All office-bearers must initially be elected by the board and the membership at the AGM. Those three office bearers named above must be elected by the membership, even in the event of a vacancy. Other vacancies can be filled by co-option etc., but the method must be specified in the constitution.*

- 5.7 **Any full member of the club/society is entitled to stand for the office bearer positions.** *Only a matriculated student of the University of Glasgow can be office bearer.*
- 5.8 **No full member should be barred from standing for office in the club/society unless the position is in existence for a particular group or community of interest,** *e.g. First year students or faculty groups. It is not acceptable to limit positions such as president to particular groups. A returning officer should be appointed for elections.*
- 5.9 **All elections must be held by secret ballot**
- 5.10 **All office bearers shall be registered students at the University of Glasgow and shall not have opted out of SRC representation under the Education Act 1994.**
- 5.11 **The Annual General Meeting, at which office bearers shall be elected and the Clubs/societies accounts "Submitted and approved by the membership shall be called with not less than 10 working days notice to the membership.** *The membership must be given a financial statement on the year's accounts. Reasonable notice must be given by posters or a mailing list. The executive committee must investigate any complaints regarding inadequate notification.*
- 5.12. *Resignations from the Committee : Committee resignations shall be instituted by a letter of resignation to the secretary of the Club/Society. In the case of the resignation of the secretary, resignation may be instituted by a letter to the president.*
6. **EQUAL OPPORTUNITIES STATEMENT:** *As previously stated Clubs/Societies may restrict their membership only insofar as is necessary to facilitate their purpose, function and aim. Below is a suggested text that you may incorporate into your constitution.*
- "Provide and promote equal opportunities, whatever a person's race, colour, ethnic or national origin, religion, beliefs, sex, sexual orientation, gender identity, HIV status, age, physical or mental disability, state of health, appearance, status, family circumstances."*
7. **CONSTITUTIONAL AMENDMENTS**

- 7.1 The membership may make constitutional amendments at the Annual General Meeting.**

- 7.2 On receipt of a petition signed by 10 percent of the membership, the secretary shall give five working days notice of an Extraordinary General Meeting to consider submitted amendments.**

OFFICE USE

GRANT NUMBER:

DATE
RECEIVED
STAMP

Clubs and Societies Grant 2017/18

STUDENTS' REPRESENTATIVE COUNCIL
UNIVERSITY OF GLASGOW



Please note – ONE GRANT APPLICATION FORM PER CLAIM.

There is **no limit** on the amount of applications you may submit each year. However, no applications will be considered after **1st June 2018**.

For general grant information please go to

www.glasgowstudent.net/clubs/handbook/grants or email clubsandsocs@src.gla.ac.uk

Please fill in this form in **BLOCK CAPITALS**

Basic Information

Club/Society

Name:.....

Email:.....

How many members does this grant directly affect?.....

Contact (must be a named office bearer (President, Secretary, Treasurer))

Name:..... Matric no:.....

Email..... Telephone:.....

Bank Details

Please provide a recent bank statement (no older than 2 months).

Name and Address of bank

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Account Name (must be a treasurers account)

Account Number _ _ _ _ _

Sort Code _ _ _

Project Objectives and Planned Outcomes

Please describe who and how your membership will benefit from this project

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Support and Services

Please give details of whether you have considered using any SRC services (room hire, SRC Minibus) for this project.

Overview

Please provide a background of the project planned, including any dates, times and locations. (Please continue on an extra sheet if required)

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Costs and Funding

Please return this form to the SRC Welcome Point.
 If you have any queries, need advice or help filling in this form please contact the SRC by phoning 0141 330 5360, emailing clubsandsocs@src.gla.ac.uk or visit us at the McIntyre Building, University Avenue.

Minimum grant required for the project to go ahead (£).....

If you are applying for more than £200, the committee will invite you to an informal discussion to find out more about your application.

Breakdown in Costs, please attach any quotes you have (please be accurate)

Item	(£)

Fundraising

Please give a brief overview of the fundraising that you have already done or plan to do, please also include any cost you would recoup during the project, e.g ticket sales.

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Declaration

- I confirm that this Club/Society wishes to receive SRC funding for the activities/items outlined above only.
- I confirm that all information contained throughout this application is to the best of my knowledge, complete and accurate.
- I acknowledge that if this grant is awarded I must provide original receipts or invoices by the **29th of June 2018 by 3pm** in order to receive the funding.
- Grants must be claimed within six weeks of award or grant may be withdrawn.

Signed.....Position..... Date.....

FOR OFFICE USE ONLY

Form checked by.....
 Date Submitted

Affiliated	yes / no / pending
Declaration signed	yes / no
Bank Statement (2 months)	yes / no
Break down of costs listed	yes / no
Member numbers included	yes / no
Stamped Date on front of form	<input type="checkbox"/>
Put application in clubs and socs box	

Has the society completed the compulsory SRC induction?
 Please tick if yes