SRC Affiliation Induction Letter

To whom this may concern,

Thank you for your interest in affiliating with the SRC. Running a club can be an extremely important and rewarding endeavour to take part in whilst at university. We do however, understand that it can also be a difficult job, therefore we have included some helpful reference points below which can help to answer any questions that you may have. Please read the clubs and societies affiliation handbook, as this will answer many of your questions and keep you on the right track.

We are trying to minimise our impact on the environment and no longer print this book. Please do have a look online at: https://www.glasgowstudent.net/clubs/handbook/

Affiliation Checklist:

To affiliate an office bearer must complete and hand the following in to the Welcome Point in the McIntyre Building.

- Fully completed affiliation form
- Signed GUSRC equal opportunities statement
- Club Constitution (re-affiliating societies do not have to submit a constitution if it has not changed since the previous year). This year all clubs must confirm that their club only issues voting rights to Glasgow University student members. Please amend this section of your constitution if currently associate member can vote.
- Members list including the student numbers of all UofG students and associate member details

Grant Application Checklist

If your society wishes to apply for a grant, please complete a grant form (available from the SRC website and the SRC Welcome Point).

You must apply for a grant before your event or before any purchases have been made.

An office bearer must complete and submit the following to the Welcome Point in the McIntyre Building.

- Fully completed grant form
- Recent society bank statement (2 months old or less)

Again, thank you for your interest and if any questions are left unanswered, please do not hesitate to contact the clubs and societies email: clubsandsocs@src.gla.ac.uk.

Good luck with your club for the following year

SRC Clubs and Societies Committee
**Please Note that Central Timetabling will not allow rooms to be booked using a personal email.**

Please complete in full and return to the SRC Welcome Point.

No applications will be considered after 5th June 2020.

Please write in block capitals and black ink.

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**Club/Society Details – *Essential Information***

**Club/Society Name**: ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………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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* WEB SITE 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 ☐

**WEB SITE CATEGORY**
Your club will be assigned a category when your profile is uploaded to our website, please circle one category that you wish your club/society to be categorised as:

- Health & Wellbeing
- Languages & Culture
- Faith
- Environment & Nature
- Charity & Fundraising
- Academic
- Arts & Music
- Political & Activism
- Technology & Gaming
- Media & Broadcasting
- Fiction & Fantasy
- Food & Drink
- Crafts & Hobbies
- Skills & Employability
- Other

**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. **Please note that only the general club email address will be shared and no personal details will be given out.**

You can read the SRC Privacy Notice at https://www.glasgowstudent.net/about/privacy-notice/

Please tick the box to confirm that you have read and agreed to these terms. ☐

Or, if you do not wish information you have supplied to be used in this way, please provide alternative contact details:

........................................................................................................................................................................

**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 an induction for this year (please tick) ☐ Induction dates here: https://www.glasgowstudent.net/clubs/faqs/

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

**DECLARATION**
- I confirm that this club/society wishes to affiliate to GUSRC.
- 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.................................................................................................................................................. (Listed Office Bearer) 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
- 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
- No more than 20% non-student members YES/Not applicable
- Clubs with external affiliation section complete YES
- Only THREE ticked for CTT contacts YES
- Main contact ticked YES

Date Received:................................................................. stamp in box.................................................................

Form checked by .................................................................
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 and Gilchrist Seminar 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: ………………………………………

University of Glasgow Clubs and Societies Model Constitution

GUIDANCE

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

In order to fully make the most out of your constitution, feel free to add additional clauses and clarifications where you feel necessary. As stated above, this model is the absolute bare minimum. SRC affiliation is much more likely to be granted if it is clear time and effort has gone into producing the constitution.

Text in **Bold** should not be changed

*Text in italic is there to offer guidance, and so should be deleted from the final document, and before it can be accepted.*

1. **NAME:**

   [Insert the title of the Club/Society]

2. **PURPOSES (OR AIMS):**

   [Insert 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:**

[Insert 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.** FOR INFORMATION: 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. Do not include names or GUID’s in the constitution, this must be provided on a separate Membership List as instructed by the affiliation guidance.

4.2 **Non-students may join as Associate members.** This includes Glasgow University staff, students from other universities and members of the public. (This is entirely optional) Associate members have no voting rights

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.** Information only: 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.

Information: This also concerns accountability and allows for the membership to delegate finance functions, administration etc. to a board, executive or committee. This must be specified in the constitution which itself must be open to amendment by the membership.

5.2 **The Business of the society shall be conducted by an elected committee of full members.**
5.3 Any member who is a registered student shall have full voting rights at General Meetings of the Club/Society. Associate members have no voting rights.

5.4 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.

5.5 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. Additional Information 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.

5.6 Any full member of the club/society is entitled to stand for the office bearer positions. Information: Only a registered student of the University of Glasgow can be office bearer.

5.7 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.

5.8 All elections must be held by secret ballot

5.9 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.

5.10 The Annual General Meeting, at which office bearers shall be elected and where the Clubs/societies accounts shall be submitted and approved by the membership shall be called with not less than 10 working days notice to the membership. Additional information: 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 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:

Information: 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. DATA PROTECTION

The Club/Society records personal information about its members (e.g. names, contact details etc) for the purposes of running the club/society (legitimate interest). This information will be held securely and only for as long as it is needed. The information will not be sold or otherwise passed on to third parties without individuals’ consent. Club/Society members have the right to a copy of the information held about them on request, and to correct any inaccuracies in the information held.

Note to clubs/societies: If you are affiliated to a larger organisation such as a charity, you will need to check what data-sharing agreement you have with them, and inform your members of this. For some guidance on your responsibilities under the data protection rules, check out this page from Cambridge University: https://www.information-compliance.admin.cam.ac.uk/data-protection/guidance/societies. You may wish to issue a privacy notice to your members to inform them of how their data is processed – for an example of a privacy notice see www.glasgowstudent.net/about/privacy-notice/

8. CONSTITUTIONAL AMENDMENTS

8.1 The membership may make constitutional amendments at the Annual General Meeting.
8.2 On receipt of a petition signed by 25 percent of the membership, the secretary shall give 7 working days notice of an Extraordinary General Meeting to consider submitted amendments.

9. STUDENTS’ REPRESENTATIVE COUNCIL

9.1 Representatives of the [Insert the title of the Club/Society] shall attend inductions and training (where applicable) ran by the GUSRC.