



**YORK ST JOHN  
STUDENTS' UNION**  
FUN | INCLUSIVE | REPRESENTATIVE | ENGAGING | SUPPORTIVE

# Setting up a New Club or Society

*This document is deigned to guide you through the process of setting up your new club or society with York St John Students' Union*

**Name of Club/Society:** [Insert name here]

# Introductory Page

Being involved in a club or society is undoubtedly one of the greatest personal and development opportunities available to students while at University. It can enable individuals to find likeminded people, create lasting friendships and enhance a graduate CV. The Students' Union is committed to giving all students the opportunity to enjoy their leisure activity or personal interest.

This guide is designed to provide you with all the necessary information to start up a club or society. However, if you have any questions, please feel free to contact any of the staff listed in this document and they will do their very best to help.

Good Luck,

George Coombs  
Students' Union President

## Important Contacts:

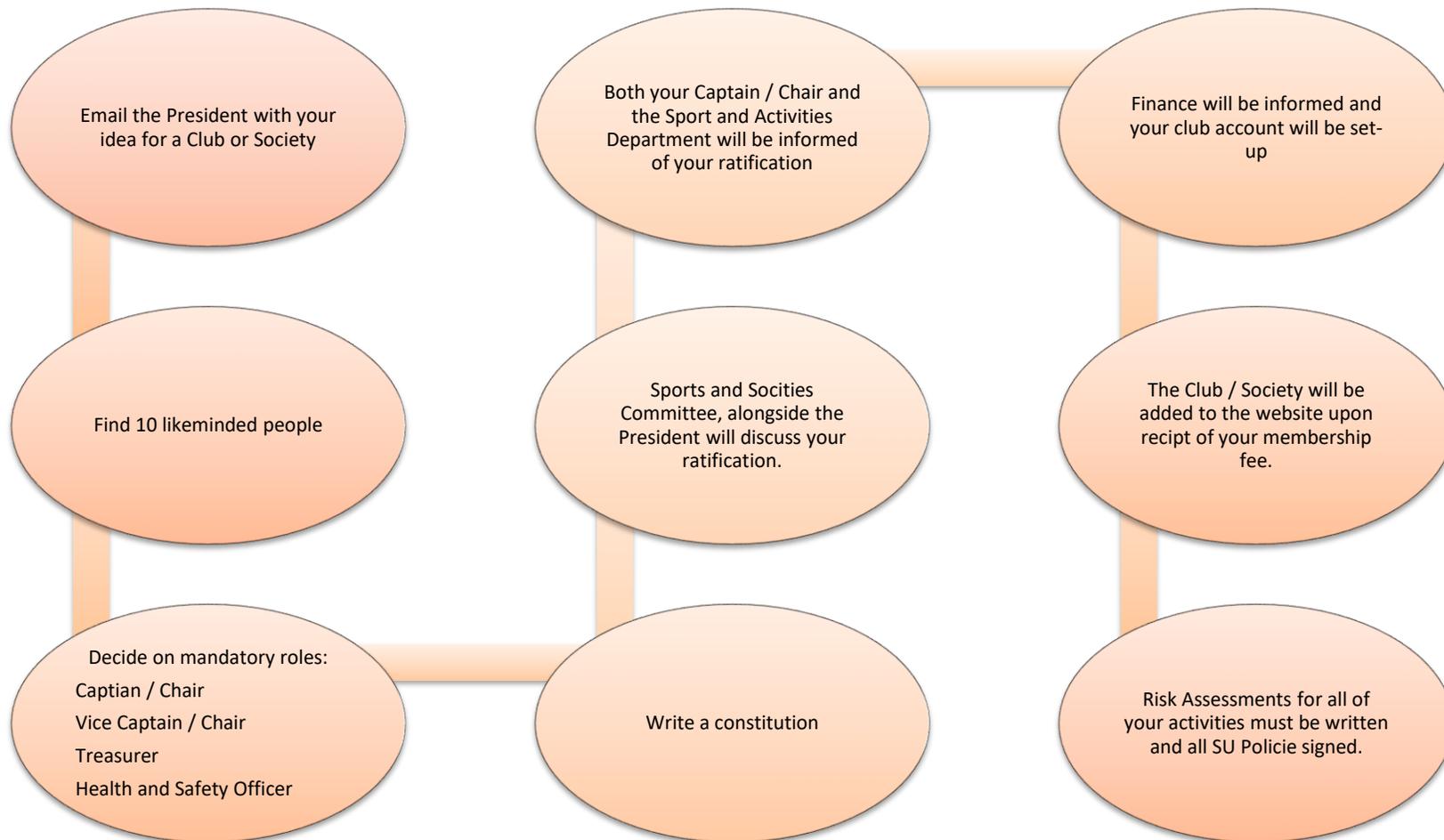
**George Coombs**  
SU President  
g.coombs@yorks.ac.uk

**Matthew Walton**  
Sports and Activities Manager  
m.walton@yorks.ac.uk

**Alice Bolton**  
Volunteering and Societies Administrator  
a.bolton@yorks.ac.uk

# Setting up the Club or Society

*This diagram below is to aid in the development of your Club or Society. This will ensure that you do not miss a vital point in the setting up process*



# Membership

When you become a ratified club or society, those involved within your activity are known as 'members.' There are consequently certain procedures that you and your members need to follow.

Clubs and societies are governed by law, by the Students' Union guidelines and therefore minimum levels of genuine membership are needed before a Students' Union can grant any money to fund your activity. York St John Students' Union has set this as a membership of at least 10. Members need to join online through the Students' Union website where any information will remain under password protection, accessible only by staff and Captains / Chairs.

It is the responsibility of each individual member to ensure they agree to the club/society guidelines. They must also inform the appropriate committee member of any medical conditions or injury that might affect their safe participation in the activity.

As a ratified club or society, a membership fee is implemented as part of your constitution. This ensures that your members are committed to the activity, but can also help you fund your club/society. This fee is set by the committee; however, the Students' Union advises that the fee is no less than £15.

The following fees will automatically be charged from each member:

## Insurance:

Sports: £2.40 per person  
Societies: £1.80 per person

## Membership Card:

36p per person

## Example:

£15 - £2.40 - 36p = £12.24 into **YOUR ACCOUNT** per Person

We also ask that you consider what the member receives in return for their membership fee and that you offer value for money within your activity.

All committee membership fees must be paid into your private account no later than the first four weeks of term. If the membership fees are not received by this date, the Students' Union may freeze your account. Members will not be insured via the Students' Union unless they have either joined online or filled out the membership forms and paid the appropriate fee.

**Please note that each new club and society does not receive funding in their first year, so a membership fee could be the only way to gain money.**

# Committee Roles and Responsibilities

Much of this success is dependent upon a highly dedicated committee and club/society members. The support of an enthusiastic and hardworking committee encourages members to join and participate.

Different clubs and societies will structure their committee in different ways suited to their club or society. Adjusting the structure of the committee in line with the specific needs of the club/society is encouraged and left largely to the judgement of the individuals involved.

There are, however, four mandatory positions of

- Captain / Chair
- Vice-Captain / Chair
- Treasurer
- Health and Safety Officer

The opportunity of other posts is optional, although it can be very useful to elect more officers, remember, the number of officers should reflect the size and needs of the club/society.

Whilst the roles below are mandatory, the roles listed are by no means definitive; however, they are here to give you guidance.

## Captain / Chair

- Converse and chair committee meetings
- Oversee committee communication and efficiency between its members and the Students' Union
- Collect all mail and make sure it is acted upon
- Work effectively with other committee members to ensure the aims and objectives of the club / society are met

## Vice-Captain / Chair

- Assist the captain / chair with their duties
- Action any additional duties delegated by the rest of the committee

## Treasurer

- Manage club / society accounts
- Communicate regularly and effectively with the Students' Union finance department to ensure club / society accounts remain healthy
- Liaise with the captain / chair on club / society spending
- Regularly feedback financial information to the rest of the committee

## Health and Safety Officer

- Complete risk assessments for all of the club / society activities
- Complete incident report forms and hand them all into the Students' Union

- Ensure the club / society first aid kit is fully stocked and taken to every club / society activity
- Make sure that the club / society has at least one qualified first aider at every club / society activity and event

Although the above, mandatory positions must be decided upon prior to submitting this document, as mentioned previously, you may wish to appoint other committee posts. Below is a list of positions that may be relevant to your club / society, however, please note, this is by no means exhaustive;

- Social Secretary
- Publicity Officer
- Team Captain (1<sup>st</sup> Team / 2<sup>nd</sup> Team / 3<sup>rd</sup> Team)
- Team Vice-Captain (1<sup>st</sup> Team / 2<sup>nd</sup> Team / 3<sup>rd</sup> Team)
- Fixtures / BUCS Secretary
- Coach
- Community League Secretary
- Kit Manager
- Fundraising / Charity Officer
- Welfare Officer
- Secretary

In the boxes below, please provide contact details for the individuals who will be taking a lead as committee members. If you have opted to appoint additional committee posts, please use the remaining boxes, remember to make sure you fill in the position.

**Position:** Club Captain / Club Chair  
**Name:**  
**Term-Time Address:**

**Contact Number:**  
**Email Address:**  
**Signature:**

**Position:** Vice-Captain / Vice Chair  
**Name:**  
**Term-Time Address:**

**Contact Number:**  
**Email Address:**  
**Signature:**

**Position:** Treasurer  
**Name:**  
**Term-Time Address:**

**Contact Number:**  
**Email Address:**  
**Signature:**

**Position:** Health and Safety Officer  
**Name:**  
**Term-Time Address:**

**Contact Number:**  
**Email Address:**  
**Signature:**

**Position:**  
**Name:**  
**Term-Time Address:**

**Contact Number:**  
**Email Address:**  
**Signature:**

**Position:**  
**Name:**  
**Term-Time Address:**

**Contact Number:**  
**Email Address:**  
**Signature:**

# Telling the Students' Union about your Club or Society

*This section of the document is designed so that you can inform and educate staff members at the Students' Union about the club or society.*

Briefly outline the purpose of the Club / Society:

Outline the aims and objectives of the Club / Society:

