

 **SOCIETY REGISTRATION 2012/2013**

This registration pack is essential for all new society committees to fill-in to be officially registered as a Students’ Union society. You must have completed and handed in this form by 24th May 2012. Please can all committee members read the full Society Constitution, as well as the advice provided in the Societies Handbook before signing and handing in this form.

**SOCIETY NAME:**

|  |  |  |
| --- | --- | --- |
| **Website:** | **Facebook:** | **Twitter:** |
|  |
| **WEBSITE**Please provide a 50 word description of your society for the Students’ Union website. |
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| **FINANCE**The President & Treasurer have control of and access to Society finances. For full details about Society finances, please see the Societies’ Handbook. |
| **Society Account balance** **year end 2011/2012:**  | **Membership fee for** **2012/2013:** |

**Finance Agreement**

‘As Society President/Treasurer, I understand that monies will not be reimbursed for purchases made without prior permission from the SU Societies & Services Officer. I am responsible for the financial matters of the society for the period (month) 2012 until (month) 2013. All membership fees and other money raised will be paid in and no petty cash will be withheld.’

- Please sign below-

**Society President** **Society Treasurer**

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Committee Code of Conduct

Please read the points below and add your own to create your own Society Code of Conduct.

**We, as in the committee, agree to abide by the conditions set within the Society Constitution and will ensure that:**

* We have read and fully understood the Constitution and will abide by the rules set out within it
* A representative from the committee will attend SUSU meetings as required
* Event forms will be completed for every event and signed by SUSU staff two weeks before

* Risk Assessments must be completed for every Society activity
* Events, activities, and the Society itself will be promoted effectively (including on the SU website)
* ….
* ….
* ….
* ….
* ….

Please insert your own Societies’ Constitution here if you have one.

**The Committee**

* All Societies must have at least a President, Treasurer and a Secretary to be a functioning society. You can also choose to have other committee positions, and these can be added here.
* Please do not leave any of the spaces blank – provide all of the details requested.

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| --- |
| **Essential Committee Members** |
| President |
| Name: | Department of study: |
| Year of study: | Age:  | Student Number: |
| Mobile: | Email Address: |
| Signature: |
| Treasurer |
| Name:  | Department of study: |
| Year of study: | Age: | Student Number: |
| Mobile: | Email Address: |
| Signature: |
| Secretary |
| Name: | Department of study: |
| Year of Study: | Age: | Student Number: |
| Mobile: | Email Address: |
| Signature: |
|  |
| Other Committee Members |
| **Position:** | Brief position description: |
| Name: | Department of study: |
| Year of Study: | Age: | Student Number: |
| Mobile: | Email Address: |
| Signature: |
|  |
| **Position:** | Brief position description: |
| Name:  | Department of study: |
| Year of Study: | Age: | Student Number: |
| Mobile: | Email Address: |
| Signature: |
|  |
| **Position:** | Brief position description: |
| Name: | Department of study: |
| Year of Study: | Age: | Student Number: |
| Mobile: | Email Address: |
| Signature: |
|  |
| **Position:** | Brief position description: |
| Name: | Department of study: |
| Year of Study: | Age: | Student Number: |
| Mobile: | Email Address: |
| Signature: |
|  |
| **Position:** | Brief position description: |
| Name: | Department of study: |
| Year of study: | Age: | Student Number: |
| Mobile: | Email Address: |
| Signature: |

Please photocopy this page if you have more committee positions.

Society Inventory

Please list below any equipment owned by your society. This could include props/stereos/speakers/costumes/money tins/collection buckets/clothing/instruments.

Please be as detailed as possible, as this will help the Students’ Union to allocate storage space, and to ensure your equipment is appropriately insured.

|  |  |  |  |
| --- | --- | --- | --- |
| Item Description | Quantity | Approximate Value | Where currently stored? |
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Please photocopy this page if you need more space to list your equipment.