

Schedule 3 Clubs and Societies Regulations

Clubs and Societies Regulations

Definitions

- a) The **GCR** shall mean Ustinov College Graduate Common Room.
- b) The term **Society** shall mean both clubs and societies.
- c) The **University** shall mean The University of Durham.

General

1. Compliance by a Society with all of these regulations shall be a condition of affiliation of that Society to the GCR. The GCR reserves the right to terminate the affiliation of any Society that breaks any condition of affiliation. These regulations shall form conditions of all contracts between the GCR and any Society.

Constitution of Societies

2. The Constitution of any Society shall contain the following provisions:
 - a. The Society shall abide by all policies of the GCR.
 - b. That all members of the GCR shall be entitled to join the Society. This clause is not withstanding any provisions in the Constitution or preconditions as required by law.
 - c. A provision that non-GCR members may join the Society if no other GCR member is disadvantaged or prevented from participating in the Society.
 - d. A provision that the Society shall appoint from its GCR members in a democratic manner a President, a Treasurer and a Secretary.
 - e. A provision that the Society shall keep proper accounts and submit them to the Clubs and Societies Officer in a form prescribed by the GCR whenever required.
 - f. A provision that the Society shall not use any Grant for any purpose other than that for which it was made and that any assets purchased remain property of the GCR.
 - g. A provision that the Society shall hold an Annual General Meeting of its members, and shall present annual accounts to its members at that meeting.
 - h. A provision that any society officer should be removable by a simple majority of the society's members in a General Meeting.
 - i. A provision that a petition of no less than 10% of the society's members should be able to require that a general meeting be called.

- j. A provision that the President, Treasurer, Secretary and any officer entitled to sign cheques and other instruments of payment should be members of the GCR.
 - k. A provision that the Clubs & Societies Officer shall be admitted to any & all meetings of the Society at the request of any member of the society or GCR committee, and that notification of such shall be provided in advance by writing or by email to a Durham University email address.
 - l. A provision that all members of the Society will agree to help assist with GCR events and College's induction week as needed.
 - m. A provision that a member shall be able to leave a Society at any time
3. A Society's constitution may provide for the appointment of other Officers with such powers and responsibilities as may be prescribed in addition to President, Treasurer and Secretary.
 4. The Clubs & Societies Officer shall not allow a Society to affiliate or renew its affiliation if they believe that the proposed constitution of the Society is not competently drafted. Societies can appeal this decision by writing to the GCR President setting out the reasons why they are appealing the decision of the Clubs & Societies Officer.
 5. On the adoption or amendment of these regulations, the Clubs & Societies Officer shall allow reasonable time for societies already affiliated to the GCR to amend their constitutions before taking any action to enforce this regulation against them.

Financial Management of Societies

6. The Treasurer of each Society shall keep up to date and accurate accounts of all transactions on its bank accounts and of any cash transactions.
7. A Society affiliated to the GCR or which wishes to affiliate to the GCR shall bank with a bank nominated by the GCR. The GCR shall assist Societies in the opening of accounts with the bank or one of these banks.
8. A Society affiliated to the GCR or which wishes to affiliate to the GCR shall agree to promptly repay any debts owed by the Society to the GCR.
9. A Society wishing to affiliate to the GCR must agree to seek the GCR's permission before allowing its bank account or bank accounts to become overdrawn.
10. A Society affiliated to the GCR must agree to allow the GCR to close any bank account or bank accounts on which there have been no transactions for one year belonging to a society. Any money in such a closed account shall be held by the GCR on behalf of the society and, if such money is unclaimed after six months, the society shall agree to allow the GCR to appropriate the money to expend on any of the activities of the GCR.

11. Each Society shall account to the GCR for the expenditure or use of any Grant made to it.
12. The Society shall submit accounts to the GCR as required by these regulations. Societies shall be bound by any and all financial decisions laid down upon them by GCR, subject to the usual routes of appeal.
13. In the event that a Club or Society ceases to exist the assets of the Club or Society are to be returned to the Clubs and Societies Officer and may be kept or sold at the discretion of the Finance Committee.

Claiming Grants

14. At the beginning of each year the Clubs & Societies Officer will publish details of the funding procedure for the forthcoming year. Societies will be notified of deadlines for receiving funding applications at least two weeks in advance.
15. Societies will agree to fulfil any requirements imposed by the GCR as a condition of funding.
16. Requests will be initially assessed by the Finance Committee. The recommendations made by the Finance Committee will then be voted upon at the next GCR General Meeting.
17. Any applications received after a deadline will be considered at the discretion of the Finance Committee.
18. The Finance Committee may at its discretion recommend that funding requests are refused or that deductions are made in cases where the Club or Society has debts which are owed externally or to the GCR.
19. Deductions may be recommended by the Finance Committee in light of damages inflicted by members of the Society for which the GCR are liable.

Renewal of Affiliation

20. Each Society shall be required to renew its affiliation to the GCR annually. Before such renewal shall take place, each Society shall submit the following documents to the Clubs & Societies Officer:
 - a. Annual accounts in the form prescribed by the Clubs & Societies Officer.
 - b. The name of its President, Treasurer, Secretary, and any other officer appointed under its Constitution.
 - c. Any information, declarations, mandates, *etc.* required by the bank nominated for the holding of Societies' accounts.

- d. A copy of the Society's Constitution.
 - e. A list of all society assets purchased using GCR funding.
21. The Clubs & Societies Officer shall set a date to be the deadline for the receipt of the documents. The Clubs & Societies Officer shall write to all Societies no later than four weeks before the deadline informing them of the deadline and of what documents are to be submitted.
22. If any Society has not submitted the documents required by this section by the deadline, the Clubs & Societies Officer may, in their absolute discretion, terminate the affiliation of any such Society. They may decide to grant a Society more time to submit the documents, in which case it shall retain the right to terminate the Society's affiliation at any time before the documents are submitted. It may terminate the affiliation of one or more Societies even though it has not terminated the affiliations of other Societies provided that their reasons for doing so are fair.
23. If a Society becomes affiliated in the academic term scheduled for re-ratification, then the Clubs & Societies Officer may waive the requirements of this section for the year in which the Society is first affiliated.

Affiliation of new Societies

24. A society which is not currently affiliated to the GCR may become so affiliated if it fulfils all the following conditions:
- a. The society has at least 5 members.
 - b. The society has a written constitution that complies with these regulations.
 - c. At least 3 of the society's members are members of the GCR.
 - d. It is willing to close any bank accounts with a bank other than the one nominated by the GCR in accordance with these regulations.
 - e. The Society has held a General Meeting which has agreed in accordance with the Society's constitution to seek affiliation to the GCR, or else the Society's members all joined the society on the understanding that it was to seek affiliation to the GCR.
 - f. It submits the following documents:
 - i) A constitution
 - ii) A ratification form, containing the names and details of its President, Secretary, and Treasurer.
25. The GCR may not ratify any society whose aims and objectives are not in line with the aims and objectives of the GCR.
26. The GCR may not ratify any society which aims to break or circumvent the law.

27. The GCR may not ratify any society which does not comply with the University's Equal Opportunities and Data Protection Policies.
28. The Clubs & Societies Officer may decide not to grant affiliation to a new society. If they decide not to grant affiliation then they shall report their reasons to the next meeting of GCR general meeting. A vote will then be held at the next GCR General Meeting to approve ratification.

Notices from the GCR and from Societies

29. A Society shall inform the GCR by writing to the Clubs & Societies Officer at once if:
 - a. Fewer than 3 of its members are members of the GCR; or
 - b. It is in financial difficulties; or
 - c. Its number of members falls below 5.
30. The Clubs & Societies Officer shall write to Societies if:
 - a. The GCR proposes to alter these regulations; or
 - b. Whenever required by other parts of these regulations; or
 - c. There is a breach of the GCR regulations.

Society Publicity

31. A Society shall ensure that the GCR Logo is placed prominently upon any and all publicity that they distribute. The University logo must not be used by a Society of the GCR on any publicity materials unless it has the prior written permissions of the GCR, University Registrar and University Secretary to do so.
32. The Clubs & Societies Officer may ask for a sample of publicity to verify compliance with this regulation,
33. Publicity may only be displayed in Fisher House after being approved by a designated member of staff or the GCR.
34. The Code of Practice on the "Display of Promotional Material within the University", and local environmental protection and littering laws must be adhered to at all times. The GCR reserves the right to recover any costs incurred from an infringement of these rules by a Society.
35. Any electronic mailing lists managed by a Society shall comply with the University's Data Protection Policy.

GCR and Society Events

36. The GCR committee may classify GCR events at the beginning of each term that are offered to Societies to organise and generate revenue.
37. Societies can organise their own events independent of GCR events suggested by the GCR committee, but they shall not conflict with GCR events.

38. Societies' requests to organise a GCR event and keep revenues from money at the door or other payments need to be approved by the GCR Committee.
39. Societies are entitled to all revenues of events they organise independent from GCR events suggested by the GCR committee.

Society Sponsorship

40. All Society sponsorship must be approved by the Clubs & Societies Officer before agreements can be made.
41. All society sponsorship must conform to GCR policy.
42. Sponsorship by residential landlords or letting agents must be first approved by the Clubs & Societies Officer.
43. Sponsorship from bars and clubs is prohibited unless they are part of the national Best Bar None scheme.
44. The GCR reserves the right to veto any sponsorship. Written reasons for such a refusal will be provided to any society.

Membership

45. Membership of a Club or Society may be revoked in exceptional circumstances at the discretion of the GCR Executive Committee in cases where the behaviour of a member inflicts serious reputational damage to the GCR.
46. If Clause 45 is enacted, the member must be provided the opportunity to defend themselves at a meeting of the Executive Committee.