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# Club/Society Annual Registration Contract

This document is made up of four sections. Please complete all sections in full. If you have any queries, or need support completing this form, please email [su.activities@ucl.ac.uk](mailto:su.activities@ucl.ac.uk). You can sign this document electronically.

You must complete:

1. Registration Form
2. President and Treasurer Contract
3. Room Booking Contract
4. Publicity Statement

Registration Form

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Club/Society Information | | | | |
| Club/Society name: | |  | | |
| President name: | |  | | |
| Treasurer name: | |  | | |
| Membership Fees | | | | |
| Societies must have a minimum membership fee of £3.00, while sports clubs must have a minimum membership fee of £10.00, unless previously agreed with Students’ Union UCL. Please note, your fee cannot be less than the previous year. Your club/society will receive all the proceeds from your membership fee, which will impact your overall budget for the year, and factor in to the overall grant allocated to your club/society by the Union. You should consider your budget for the upcoming year carefully when deciding your membership fee.  If you require more than one membership product (e.g. Competitive and Social), please add rows below. | | | | |
| Membership name: |  | | Proposed fee: | £ |
| Membership name: |  | | Proposed fee: | £ |
| Social Media Pages | | | | |
| Please provide details of your social media and linked websites below. These links can be added to your club/society page on the Students’ Union website to help students contact you and find out more about your group. | | | | |
| Facebook: | |  | | |
| Instagram: | |  | | |
| Twitter: | |  | | |
| Website: | |  | | |

# Students’ Union UCL Club and Society President and Treasurer Contract

This contract represents the agreement made at Students’ Union UCL of 25 Gordon Street, London, WC1H 0AY, between the Activities Officer of Students’ Union UCL acting as duly authorised agent of the Union, and the president and treasurer of the above named club or society.

Both the president and the treasurer shall hold office from Saturday 10 June 2023 until Friday 7 June 2024 unless they are elected during the academic year at an Extraordinary General Meeting or through an online by-election, in which case they will serve from when they are elected until Friday 7 June 2024.

**Duties of the President**:

The president of the named club or society in this document shall:

1. Be the principal officer of the named club/society and shall ensure that the club/society operates within its constitution and within the Club and Society Regulations.
2. Call general meetings of the named club/society and shall ensure the appropriate elections, for the following year’s officers take place.
3. Be the primary point of contact between the Union and the named club/society members. They must ensure that the club/society is represented at all relevant Union networks and committees.
4. Have ultimate responsibility for all of the activities of the named club/society, including ultimate responsibility for all financial affairs.

**Duties of the Treasurer:**

The treasurer of the named club or society in this document shall:

1. Be responsible for all financial matters of the named club/society, and shall ensure they operate within the club/society constitution and within Club and Society Regulations.
2. Authorise all expenditure on behalf of the named club/society except for when they need to reclaim the money themselves, in which case the president shall authorise this expenditure.
3. Be responsible for completing the relevant grant application forms for the named club/society.
4. Provide the president with regular reports on the financial affairs of the club/society.

**Disclaimer:** As president and treasurer of the named club/society, we agree to undertake the duties of these two offices as outlined above for the dates above. We also accept responsibility if the club/society is found to have breached the Union’s Constitution and Standing Orders of the Club and Society Regulations at any point during our period of office.

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| President name: |  |
| Date: |  |
| Treasurer name: |  |
| Date: |  |

Students’ Union UCL Clubs and Societies President Contract for UCL Room Bookings 2023/24

UCL and Students’ Union UCL have agreed on a system for clubs and societies to access UCL rooms so that the president of a club or society will have online access to UCL Room Bookings via their UCL log in details. This contract is to ensure that presidents are fully aware of their responsibility.

This contract represents an agreement made at Students’ Union UCL of 25 Gordon Street, London, WC1H 0AY, between the Activities Officer of the Union acting as duly authorised agent of the Union, and the president of the named club or society in this document.

The president shall hold office from Saturday 10 June 2023 until Friday 7 June 2024 unless they are elected during the academic year at an Extraordinary General Meeting or through an online by-election, in which case they will serve from when they are elected until Friday 7 June 2024.

**As president of the named club/society in this document, I understand and agree that:**

1. I am the sole member of my club/society who will have access to the room booking system. Giving my UCL log in details to anyone else is strictly prohibited and would put at risk my personal data, as well as that of the Union’s.
2. I am only permitted to use the online room request facility to request space required for the core activities of my club/society, as laid out in the club/society constitution approved by the Union.
3. I understand that if I need to book space for any other reason, such as academic/study/project work or providing space for a third party, I will need to contact the Union or UCL Room and Conference Bookings directly for advice and clarification.
4. In line with Union Regulations, if I wish to invite an external speaker for an event, I will comply with the Union’s External Speaker Policy completing and submitting all forms 10 working days or more before the event is due to take place.
5. I may not publicise any speakers, their events or allow them to speak to members without direct approval from the Union.
6. When making a room booking for an event with an external speaker, I will complete the speaker details in the specified box on the online booking form, to ensure that the Union can approve the room booking request.
7. Failure to report an external speaker, or holding an event with an external speaker without Union approval, may lead to disciplinary action against either the individual or the club/society, including the revocation of room bookings access. UCL may separately determine to take disciplinary action where deemed appropriate.
8. I will not overbook rooms or make repetitive last minute cancellations. If I have been found to do so, UCL reserves the right to stop room bookings access for a period of at least two weeks. Three occurrences of this throughout the year will result in room booking access being removed for the remainder of the year.
9. The Union reserves the right to change or alter access and booking conditions at any point, as may be deemed necessary, in order to satisfy the room booking conditions of UCL.
10. UCL’s general expectation is that any event or meeting held in UCL premises will be open to all, regardless of gender. There are exceptions to this, for example training sessions of men’s and women’s sports clubs.
11. There should be no enforced segregation by gender at events. Pre-allocation of seats by gender, and the use of stewards to direct persons attending a meeting to gender segregated seating is not acceptable.
    1. It is acceptable for individuals to choose to sit with members of their own gender. If individuals attending wish to segregate themselves on a voluntary basis, it is not acceptable for other members of the audience to compel them to mix, and to do so may constitute harassment.

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| President name: |  |
| Date: |  |

\*The treasurer does not need to sign this contract as they are not responsible for room bookings through the UCL System.

Club and Society Publicity Statement

General Regulations

All club/society publicity (printed or electronic, including websites) must abide by the following regulations:

1. The full constitutional name of the club/society must be prominently displayed on all publicity. Students’ Union UCL is a separate legal entity to UCL, however all club and society names must be preceded with ‘UCL’.
2. All publicity must contain the Students’ Union UCL and/or Team UCL logo.
3. All text written in a foreign language must have the full English translation.
4. No personal contact details may be displayed on any publicity (including personal email addresses or phone numbers).
5. Publicity for events involving external speakers must not be displayed or published until the speakers have had approval from the Union. The external speaker procedure is outlined on the Union website.
6. Publicity should abide by the principles of the Students’ Union UCL Equal Opportunity Policy and Freedom of Speech Policy.

Distribution and Displaying of Publicity

Clubs and societies may display printed publicity material via the procedures outlined in club and society procedures and guidance. The displaying of all printed publicity is subject to the following regulations:

1. Flyposting (defined as the displaying of promotional material without permission) is illegal and will not be tolerated. This includes putting up posters in unauthorised locations around UCL.
2. Permission must be sought from departmental administrators or hall managers before it is displayed or distributed in UCL departments or halls.
3. Publicity may be displayed in Union-controlled areas providing that the procedures outlined in the club and society procedures and guidance are followed.

**Disclaimer:** As president and treasurer of the named club/society in this document, we agree to ensure that all publicity created will be in accordance with the regulations outlined above. We accept responsibility for the content of all publicity material that is found to be in breach of Union guidance.

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| President name: |  |
| Date: |  |
| Treasurer name: |  |
| Date: |  |