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**Society Application Form**

**2014-15**

This is the application form that needs to be completed when establishing a new society within the Wolverhampton Students’ Union.

Please hand completed forms either directly to the Student Engagement Team (located in the Students’ Union, City campus), to the Students’ Union reception desks (MD building at City campus and WS building at Walsall campus), or by e-Mail to suengagement@wlv.ac.uk

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| **Society Name:** | **……………………………………………………………….** |
| **Membership Fee (£):** | **……………………………………………………………….** |

To become a ratified society at the Wolverhampton Students’ Union you will need to complete this application form. Please take the time to fully read the constitution within and make sure that you have all of the relevant information required in order for your society to be created.

Once your application form has been processed you will receive a confirmation e-Mail from a member of the Student Engagement Team. If your application is not accepted then an e-Mail will be sent to request a meeting time to discuss why your application was rejected and to make amendments in order for the application to be accepted.

**Constitution for societies**

1. The society shall be referred to as ……………………………………………………...
2. The three core aims of the society are as follows:
	1. ……………………………………………………………………………………………………………………………………………………………………………………
	2. ……………………………………………………………………………………………………………………………………………………………………………………
	3. ……………………………………………………………………………………………………………………………………………………………………………………
3. Only students who are fully registered with the University of Wolverhampton Students’ Union have the right to purchase society memberships, vote for committee electives or stand in a committee position.
4. Rights of the members of your society:
	1. All full members of the society (with valid membership purchases) have the right to access all activities and privileges provided by the society.
	2. Only full members of the society, and by extension the University of Wolverhampton Students’ Union, may represent the society with public or business matters.
	3. Those without full membership to the society (without a valid membership purchase) are allowed to attend meetings and events at the discretion of the committee.
5. Elections for committee positions:
	1. The society will hold elections for committee positions by the date specified by the Student Engagement Team (23rd May 2014) by and for full members of the society.
	2. Those without full membership cannot run for, or vote for, committee positions
	3. The election process should be democratic and, where possible, anonymous. If you need assistance with this process then please contact the Student Engagement Team: suengagement@wlv.ac.uk
6. The committee:
	1. Chairperson:
		1. Representation of the society
		2. Responsible for chairing meetings with your committee several times per year (when possible)
		3. Responsible for all activities of the society
		4. To be a representative when/if called upon by the Executive Committee (Full-Time Officers) or members of Student Union staff
	2. Secretary:
		1. Responsible for providing agendas and minutes for any committee meetings
		2. Responsible for the running of the election process
		3. Sending monthly updates to the Student Engagement Team with regards to your activities (suengagement@wlv.ac.uk)
	3. Treasurer:
		1. Responsible for the financial outlook of the society to ensure that it is stable and not at risk of losing money
		2. To ensure that all memberships are purchased by students attending society meetings (including memberships of £0.00)
		3. Responsible for contacting the Student Engagement Team regarding any financial claims (eg. Society Support Fund)
	4. Other members: This includes all other members of the society who do not wish to take part on the society committee.
7. Committee meetings:

Committee meetings should be held regularly to ensure that the society is running as planned and that any future events/sessions are organised in advance.

1. Affiliation with external companies or organisations

Any affiliation with an external company or organisation must first be confirmed and approved of by the Student Engagement Team.

1. Any surplus of funds at the year end will be donated to the Students’ Union if the society is not going to be active in the future.

**Committee Contact Details**

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| **Chairperson’s Name:** | **……………………………………………………………….** |
| **Chairperson’s Student Number:** | **……………………………………………………………….** |
| **Chairperson’s e-Mail Address:** | **……………………………………………………………….** |
| **Chairperson’s Phone Number:** | **……………………………………………………………….** |

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| **Secretary’s Name:** | **……………………………………………………………….** |
| **Secretary’s Student Number:** | **……………………………………………………………….** |
| **Secretary’s e-Mail Address:** | **……………………………………………………………….** |
| **Secretary’s Phone Number:** | **……………………………………………………………….** |

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| **Treasurer’s Name:** | **……………………………………………………………….** |
| **Treasurer’s Student Number:** | **……………………………………………………………….** |
| **Treasurer’s e-Mail Address:** | **……………………………………………………………….** |
| **Treasurer’s Phone Number:** | **……………………………………………………………….** |

**Meetings**

*It is essential that you complete this page*. Here at the SU we want to support you as much as possible, and see that you develop into an established and successful society. Could you please complete the below section with a selection of dates/times that suit you as a committee when at least one of you can meet with us to discuss the society plans (Mon-Fri , 9-5):

**Meeting 1 (one week from set up):**

**Proposed dates:**

* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Meeting 2 (2 weeks from set up):**

**Proposed dates:**

* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Meeting 3 (4 weeks from set up):**

**Proposed dates:**

* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***One of the engagement team will be in touch with you to confirm the dates when you receive formal ratification.***

**Society Members List**

You will need at least 10 details from different students before we will consider your application. If you are having trouble with methods of advertising your proposed society then please contact the Student Engagement Team (suengagement@wlv.ac.uk). It is imperative that you collect **all of the information required**, since without it we cannot add members to the society list.

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| **Name** | **Student Number** | **e-Mail Address** |
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