**Society Application Pack**

**HOW TO BECOME A SOCIETY**

All our Societies are student led, to create a society please ensure you have completed the following areas:

1. Find at least 10 individuals\* that want to join your society
2. Complete the society application form and membership list
3. Complete your aims and objectives for the year- contained within this pack
4. Agree on a membership fee for your society, this should be a minimum of £1.50 to all in line with the SU Society annual membership fee (you should set your membership fee, so it is reflective of your expected expenditure for the year)
5. Return the forms and arrange to meet with the Societies Coordinator

Please return the completed pack to the Societies Coordinator (located in the Students’ Union, at City campus), by email at [societies@wolvesunion.org](mailto:societies@wolvesunion.org)

If you do not have 10 students signed up to be part of your society, you can become an Establishing Club/ Society for a limited period whilst you look to increase your membership levels. If this is the case the Societies Coordinator will be able to discuss with you what this means and advice how best to progress your society.

\* All members must be University of Wolverhampton Students and members of the Students’ Union.

Non- students may have associate membership of the society but cannot be part of the founding 10 and will not be able to benefit from the society (as defined in Byelaw 1.8 and the Articles 10 and 11 of the Articles of Association of UWSU)

**Society Application Form**

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

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| **Society Name:** | **……………………………………………………………….** |
| **Membership Fee**  **(minimum £1.50):** | **……………………………………………………………….** |

To become a ratified society at the University of Wolverhampton Students’ Union you will need to complete this application form along with a signed Society Expectations & Code of Conduct Declaration.

A society must consist of at least 10 members, out of which at least 3 must form the committee membership; information on the 3 required committee roles that need to be filled can be found below:

**The Committee**

**Chairperson:**

1. Representation of the society
2. Responsible for chairing meetings with your committee several times per year
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

**Secretary:**

1. Responsible for providing agendas and minutes for any committee meetings
2. Responsible for the running of the election process
3. Sending updates to the Societies Coordinator with regards to your activities ([societies@wolvesunion.org](mailto:societies.wolvesunion@wlv.ac.uk))

**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
3. Responsible for contacting the Societies Coordinator regarding any financial claims (e.g. Society Development Fund)

**Committee Contact Details**

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| **Chairperson’s Name:** | **……………………………………………………………….** |
| **Chairperson’s Student Number:** | **……………………………………………………………….** |
| **Chairperson’s E-Mail Address:** | **……………………………………………………………….** |
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| **Secretary’s Name:** | **……………………………………………………………….** |
| **Secretary’s Student Number:** | **……………………………………………………………….** |
| **Secretary’s E-Mail Address:** | **……………………………………………………………….** |
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| **Treasurer’s Name:** | **……………………………………………………………….** |
| **Treasurer’s Student Number:** | **……………………………………………………………….** |
| **Treasurer’s E-Mail Address:** | **……………………………………………………………….** |
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**Meeting with the Societies Coordinator**

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 the Societies Coordinator to discuss the society within two weeks of submitting your application form:

**Proposed dates:**

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

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***The Societies Coordinator will be in touch with you to confirm the date***

**Society Membership List**

You will need at least 10 details of students before we will consider your application for ratification.

It is imperative that you collect **all of the information required**, without it we cannot add members to the society list.

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| **Name** | **Student Number** | **E-mail Address** |
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Please note:

If your application is not accepted/ratified, then an E-Mail will be sent to request a meeting time to discuss why your application was rejected and to make amendments for the application to proceed.

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| --- | --- |
| **For Office Use Only** | |
| **Date received:**  **Date sent for ratification:**  **Date of ratification:**  **\*Date of meeting if not ratified:\***  **Date of meeting:**  **Email address set up:**  **(Forwarding address added):**  **Date on MSL and POS:** | **……………………………………………………………….**  **……………………………………………………………….**  **……………………………………………………………….**  **……………………………………………………………….**  **……………………………………………………………….**  **……………………………………………………………….**  **……………………………………………………………….**  **……………………………………………………………….** |