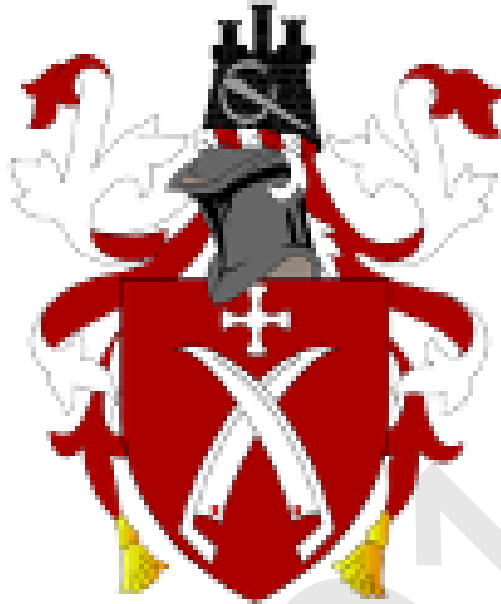


Van Mildert College JCR
Governing Document for Societies & Clubs



INSERT SOCIETY / CLUB NAME
2023/24

0. Preface

The Society / Club, named below, agrees to fulfil the commitments set out in this governing document and in the constitution of Van Mildert College JCR. The Society / Club President, named below, agrees to be responsible for ensuring these commitments are fulfilled. All rulings of interpretation are made by the JCR Chair as set out in the constitution of Van Mildert College JCR.

Name of Society / Club *INSERT NAME*

Current President *INSERT NAME*

Date of appointment YYYY-MM-DD

Email Address *INSERT*

Society Creation _____

Proposer *INSERT NAME*

Secunder *INSERT NAME*

Date of Creation YYYY-MM-DD



1. Purpose

INSERT: description of the purpose, objectives, and aims of the Society / Club; i.e., the reasoning for it existing.

2. Duties of the Society / Club President

- 2.1. The President is the sole person responsible for the Society / Club and must be held by a single person, who is a member of Van Mildert College JCR.
 - 2.2. They must ensure the Society / Club remains in good financial standing.
 - 2.3. They must ensure all guidelines (e.g. best practice, health & safety, and constitutional) pertaining to the Society / Club are followed.
 - 2.4. They must act as a point of contact for the Society / Club.
 - 2.5. They must not bring the JCR into disrepute.
 - 2.6. They must ensure the Society / Club operates fairly and acts in the best interest of its members.
 - 2.7. They must ensure the Society / Club fulfils its aims and objectives.
 - 2.8. The term of the Society / Club President starts on the first day of summer vacation and ends on the last day of Easter term the following year.
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3. Finances

- 3.1. The Society / Club must produce a budget at the start of each academic year.
 - 3.1.1. This must be sent to the JCR FACSO three weeks before the start of Michaelmas term.
 - 3.1.2. This must include a projection of all expenditure and income related to the Society / Club for the subsequent academic year.
 - 3.1.3. The Society / Club President must ensure the Society / Club does not spend more than the budgeted spending.
 - 3.1.4. The Society / Club President may seek Finance Committee approval for further spending, for example in the case where subs income was greater than predicted.
- 3.2. The Society / Club must collect annual subs from its members to fund part of its expenditure.
 - 3.2.1. The JCR will match these subs in a 1:1 ratio up to the value listed in the



Society / Club budget for subs income.

- 4.2.2 Subs must be collected and paid in full into the JCR accounts in Michaelmas term, by a deadline set by the FACSO.
 - 4.2.3 If subs are not received by this deadline, the Society / Club will be banned from spending until subs are received in full.
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4. Governance & Elections

- 4.1 The Society / Club must hold an Annual General Meeting (AGM) every academic year.
 - 4.1.1 At least five weeks notice must be given for an AGM (this may be waived by Governance Committee under extreme circumstances).
 - 4.1.2 The AGM must take place during Easter term.
 - 4.1.3 At least one third of the Society / Club membership must be in attendance for the AGM to be quorate.
 - 4.2 The Society / Club President must be elected at the AGM in a fair and transparent process.
 - 4.2.1 A record of this must be sent to Governance Committee at most two weeks after the AGM.
 - 4.2.2 A member of Governance Committee may observe this process.
 - 4.3 The Society / Club may have a constitution supplementary to this governing document.
 - 4.3.1 This may set out additional rules and guidelines, such as other officials to support the President.
 - 4.3.2 This must not contradict this governing document.
 - 4.3.3 This must be approved by Governance Committee.
 - 4.3.4 A constitution may be a requirement for a Society / Club of a certain size or financial status.
 - 4.4 Members of the Society / Club must be members of Van Mildert College JCR.
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5. Conduct

- 5.1. All Society / Club members must act in a respectful and appropriate manner.
 - 5.2. All Society / Club members must act in accordance with section 6.20. of Van Mildert College JCR Permanent Standing Orders.
 - 5.3. Alleged misconduct by a member of the Society / Club must be investigated in a fair, transparent, and appropriate manner.
 - 5.3.1. In the first instance, alleged misconduct must be investigated by the Society / Club President; and the JCR President and JCR Chair must be informed.
 - 5.3.2. Where escalation is appropriate, the procedure outlined in section 10 of Van Mildert College JCR Permanent Standing Orders must be followed.
 - 5.4. The Society / Club President must take reasonable measures to ensure the good conduct of the Society / Club and its members.
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6. Appendix

- 6.1. The supplementary constitution of the Society / Club can be found using the link below.
INSERT LINK
 - 6.2. The current membership of the Society / Club can be found using the link below.
INSERT LINK
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