

**RICHMOND**  
THE AMERICAN INTERNATIONAL  
**UNIVERSITY**  
IN LONDON

**2011-2012  
Club/ Society  
and Advisor  
Handbook  
and Planner**

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All forms can also be found on the University website:

<http://www.richmond.ac.uk/content/student-affairs/clubs-and-societies.aspx>

# 1. CLUB AND SOCIETY RIGHTS & RESPONSIBILITIES

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## A. Responsibilities of a Registered Student Club/Society:

A registered student club or society is responsible for conducting its affairs in a responsible manner consistent with applicable University rules and regulations and will be held accountable for the actions and behavior of its members or guests at on-campus and off-campus University related or sponsored activities. Each student club/society and/or its officers or designated representatives shall anticipate, provide for and promptly meet its financial obligations.

It is the sole responsibility of the membership and particularly the officers of a student club/society to familiarize themselves with the contents of this document.

The officers of a student club/society shall promptly notify the Student Activities Office of any and all changes with the club or society officers, addresses and phone numbers. Failure to notify the Student Activities Office of any changes will affect the degree of service we are able to provide to your club/society and its members.

## B. Non-Discrimination Statement:

Richmond, the American International University in London as a standing policy does not discriminate against individuals because of their race, colour, national origin, sex, age, handicap, or sexual orientation. A student club/society which restricts membership based on the above shall not be allowed to maintain registered student club/society status.

# 2. THE PHILOSOPHY OF STUDENT CLUBS/SOCIETIES

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Student clubs/societies are an integral part of the extra and co-curricular program at Richmond. The primary purpose of a student club/society is to allow students a chance to organize themselves in a common interest or goal in order to learn from each other and educate the University community. The process allows students to do a number of things which include:

- Meet other students with similar interests
- Enhance the development of the University community
- Complement curricular programs in an informal setting
- Develop interpersonal communication, leadership and creative skills
- Gain managerial and administrative experience
- Provide the University community with diverse and exciting programs and events

# 3. BENEFITS OF BEING A REGISTERED CLUB/SOCIETY

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## Advising

You will have a faculty or staff advisor who can help with your club/society's activities. The Assistant Dean of Student Activities is also available for additional suggestions, resources and advice.

## Monthly Meetings with ALL Club Chairs

Once a month chairs will be invited to a meeting with the Assistant Dean of Student Activities. This is a time for everyone to share advice, generate new ideas and to collaborate. Chairs are urged to submit items to the Assistant Dean that they'd like to have placed on the agenda for discussion. The location of these meetings alternate between the two campuses and are hosted in one of the conference rooms subject to availability.

## Publicity

As a registered student club/society you can send advertising information and promotional materials to the Assistant Dean of Student Activities who will then forward this information to all students through a weekly all-student email bulletin that is sent out every Monday morning. If you wish to be included in this, email the Assistant Dean by 9am on the Friday of each week at the latest.

**PLEASE NOTE: You may NOT send all-student emails or ask Student Affairs staff do so on your behalf.**

## Campus Calendar & Internet

As a registered student club/society you can have your events posted on the Campus Calendar (located on the University website intranet and external site) and on the news section the University homepage. The Campus Calendar is maintained by the Assistant Dean of Student Activities and is updated regularly.

## Website

All registered clubs/societies are eligible to have space on the University's website to promote themselves. Throughout the semester, the clubs/societies web pages are updated to include newly registered clubs/societies. At the beginning of each academic year, defunct clubs/societies are automatically deleted.

## Money

Every registered student club/society can apply for funding through the Student Activities Office. You will find more information under the Budget section of this handbook.

### **Leadership Training**

Throughout the fall and spring semesters the Assistant Dean of Student Activities will hold a meeting for club Chairs once a month. These meetings are mandatory. If the club's Chair cannot attend, they are responsible for sending another office on their behalf.

### **Meeting Space**

All registered student clubs/societies are eligible for free meeting space on campus provided that a suitable room is available. Please contact the Assistant Registrar in the Registrar's Office to book a classroom. If you'd like to use one of the Common Rooms, we can post your event on the Campus Calendar so that other students are aware that your club/society intends to use the space at a particular time. We also recommend that club/society members hang up signs at the entryway of the Common Room the day before or at least the day of the event so that other students are aware of what will be taking place.

\*Please note that we cannot officially reserve common spaces for the exclusive use of a club/society. As they are 'common' areas, all students are entitled to use this space at any time if they so choose and can therefore not be kicked out by a club/society.

### **Please keep the Common Room policy in mind:**

1. There shall be no segregation or discrimination practiced during any event scheduled in a Richmond University facility based on race, colour, creed, sex or sexual orientation, handicap, or national or ethnic origin. Use of the Common Room and other public rooms is restricted to members of the University or University Alumni. **Individuals may not use these rooms for private functions.**
2. Political and religious organisations may use University facilities under the conditions that the scheduled event is in keeping with the educational mission of the University and that the organisation's objective is not to proselytize.
3. The Student Activities Office staff reserves the right to determine the appropriateness of requested facilities or dates for activities. A facility may be reserved on a regular, continuous basis with the understanding that the event sponsors may be asked to alter their regular program for an event of a special nature as necessary.
4. The general closing hour of all facilities is 11:00 p.m. Later closing times must have prior approval from the Activities Office. Given the multi-purpose nature of Richmond University facilities, event sponsors shall take special care to leave the facility in readiness for future activities.
5. Arrangements for University services such as catering, equipment, housekeeping, and security shall be made directly with the appropriate office by the event sponsor.
6. University chartered clubs/societies must open all events to the University community and post announcements of such events at least 48 hours in advance. Failure to do so may result in the cancellation of that date.
7. All contracts made between students and outside organizations for entertainment, lectures, caterers, etc., must be signed by the Assistant Dean of Student Activities and a club/society representative of the event.
8. All requests for serving alcohol at student sponsored events will be dealt with separately and in consultation with the Assistant Dean of Student Activities.

### **Recognition**

Every spring, Honors Night is held to recognize and award active student clubs and societies that have made a significant contribution to student life. Awards are given to the Best Club/Society, Event of the Year, Member of the Year, Best New Club/Society of the Year, and Most Improved Club/Society of the Year.

## **4. REGISTERED STUDENT CLUB/SOCIETY GUIDELINES**

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In order for a club/society to be officially recognized, it must complete a process called registration. This includes submitting a registration form and a constitution. This process happens at the start of every academic year. **PLEASE NOTE: Unlike in years past, there will be a deadline of 30 days after the start of the semester to register new or existing clubs.** In the back of the handbook you will find a sample registration form and constitution.

### **Registration Form**

The first step in becoming a registered student club/society is to fill in a Registration Form. On this form you will need to identify the following:

#### **Name of club/society**

In general, the term 'club' is used for sports groups and 'society' for everything else.

#### **Officers**

Every registered student club/society must also have the following three officers: President, Secretary and Treasurer. Duties and responsibilities of these officers are detailed further below. Other officers may be included if necessary, such as a Fundraising Manager, Publicity Manager, etc.

#### **Advisor**

**An advisor is not merely someone who signs your forms. Your advisor has an important role in the life of your club/society. Your advisor has many responsibilities to the club/society, just as you do to him/her. Here's what you should expect from your advisor:**

- Attend meetings and events
- Act as a resource
- Help promote creativity and activity
- Encourage growth with new ideas and initiatives
- Encourage the leadership development of individuals

- Create continuity
- Sign the Club/Society Registration Form
- Complete the Mid-Year Review Form
- Sign the End of Year Review Form

Your advisor is not a crutch. He/she will not design your fliers, post them or do the grocery shopping for your events. Your advisor is there to assist you with your club/society, not run it for you.

### **Members**

Every registered student club/society must have a minimum of five members of the student body plus three officers. Faculty and staff are also welcome to be associate members, but you still must have at least 5 full-time, registered student members.

If you need help getting members, here are to ways to recruit:

- Hold an information/interest meeting and recruit students that way. During this meeting you can take down the names of interested students, discuss ideas for the purpose of the club/society and some activities that you'd like to plan.
- Attend Freshers' Fair every semester. Like an information/interest meeting, setting up a table at Freshers Fair is a way to generate publicity and interest in your club/society and recruit members. Even if you are already a thriving club, set up a table at Freshers' Fair anyways. It's the best way to get new students interested and involved.

### **Constitution**

The constitution is a framework for which the club or society operates. It states:

- The purpose of the club/society
- The names of its officers and their duties and responsibilities
- The rules for membership
- Procedures for selecting and replacing officers
- Determines when the club/society will meet throughout the year

Some parts of the constitution you cannot change. On the model constitution you can change the parts that are in *italics* to suit your particular club/society. You may also add articles to your constitution as needed. When filling in Article 2, Purpose of Club/Society, please be as thorough as possible. Consider why the club/society is forming, what its goals are, and how it will accomplish these goals.

Your constitution is a living document by which your club/society operates. It can be amended at any time. If you do amend your constitution, please submit the new version to the Student Activities Office.

### **Approval**

When you have finished filling in the form and have completed your constitution, submit it to the Activities Office. The Assistant Dean will review the form, ask for more details if necessary, and check that the club/society has complied with equal opportunity and access for all students. There is seldom a case where a registration form is turned down. Reasons a club/society may be denied recognition may include:

- A club/society with the same purpose and goals already exists;
- The club/society proposes to exclude or discriminate against a contingent of the student body;
- The club/society does not have a bona fide purpose and goals;
- The Activities Office deems that the club/society's purpose and goals do not offer anything constructive to the student body.

### **Yearly Plan (For those who do not wish to hand in a Budget Request form.)**

Clubs/Societies who do not feel as though they need a budget to carry out their intended activities need to complete a Yearly Plan form. This form should outline the group's goals for the year. All meetings, activities, events, and more that a club/society is planning should be listed. This should be turned into the Assistant Dean of Student Activities AND the group's advisor.

### **Mid-Year Review Form**

Each club/society must have their advisor along with one officer complete the Mid-Year Review form by the last week of the Fall semester. This form will then be turned into the Student Activities office. If a club/society receives a poor review, they may lose their funding. This form ensures that clubs/societies are actively pursuing their goals for the year and have a successful working relationship with their advisor.

### **End of Year Review Form**

Each club/society must complete an End of Year Review Form and submit it to the Assistant Dean before they leave for summer break which would be the end of April. This will enable each club/society to take time to reflect and assess the activities that were held over the academic year as well as the activities that did not take place as originally planned.

### **Losing Recognition**

There are few instances where a club/society has lost its recognition. Ways in which this might happen include:

- Dropping below the number required to maintain a club/society. Remember, you need to have 3 officers and at least 5 members
- Committing a serious violation of University policy. This could include health and safety, personal conduct, abuse of equipment or facility, or misuse of funds.
- Failing to attend the mandatory monthly Club Chair meetings. Clubs must attend at least three meetings per semester.

### **Discipline**

There have been very few instances where a club/society has been disciplined. However, clubs/societies can face disciplinary action if:

- The club/society violates any standing University policy, abuses its funding and its privileges;
- The club/society fails to meet its obligations, such as not attending required training or not completing required paperwork.

Depending on the nature of the violation, individuals or the entire club/society may be subject to one or more of the following actions:

- A freeze on the budget. This may happen in the cases of abuse or failure to fulfill obligations;
- Imposing a fine. The amount would depend on the seriousness of the violation;
- De-registering the club/society. This would occur in the most serious of cases;
- Disciplinary procedure. Individuals are subject to disciplinary procedures for violations of University policies. For example, if you as a club officer send spam to advertise your club's event, you as an individual have abused your IT privilege and will be disciplined.

### **Handover**

Many clubs/societies fail to survive from one academic year to another because they fail to make a smooth transition of leadership. To this end, clubs/societies are requested to go through a process called *Handover*. This generally starts in middle to late spring when new officers are elected at the club/society's Annual General Meeting. After the new officers are elected, they assume the duties and responsibilities of the club/society. Graduating officers should "Hand Over" all of their files, information, materials, etc. to the new officers so they can begin assuming responsibilities for the club/society. The names and contact details are then passed to the Office of Student Activities where publications will be updated to include the new officers.

### **Budget**

All registered clubs/societies are eligible for funding through the Student Affairs Department. Clubs/societies may apply for funding at the **BEGINNING** of the academic year. (If your organization registers in the spring, you may apply for funding at that time. Please note that funding will be limited at this time of year.). **If your organization makes no attempt at raising funds in the first semester, you will NOT receive further funding from Student Affairs.** You will only receive in the spring, as much as you have raised in the fall. Therefore, we match the amount of money that has been fundraised. This is a change to previous years, so please be aware of it and make sure your members are aware of it as well.

*\*Please note that the Student Affairs budget is limited. Therefore we cannot guarantee that we can match all monies that have been fundraised by clubs/societies. As always, we will endeavor to contribute as much as we are able.*

Decisions about how much money a club/society will receive at the beginning of the academic year depends on the amount that was requested and the amount that is available in the budget, the way in which the money will be used, how many students will benefit, and how well the club/society has managed its budget in the past.

You should not rely solely on funding from Student Affairs to support all of your activities. There is a limited amount of money available for clubs/societies that must last the entire academic year.

Money can be raised by charging a membership fee or fundraising. This is the norm at most British universities. Clubs/societies charge a small membership fee, usually £2-£3. This helps raise money for their activities but also ensures that students are serious about joining. When things are free, students have less invested interest. When they have to pay, they want to make sure they get their money's worth.

### **Eligibility**

All registered clubs/societies are eligible to apply for a budget. New clubs/societies are eligible for funding, but discretion will be applied in allocating funds to a new club/society.

Renewed and top-up funding is contingent upon two things:

1. Fundraising attempts in the previous semester
2. Responsible use of allocated funds in the previous semester.

**PLEASE NOTE: You should not expect Student Activities/Affairs to provide all of your funding. This has happened and been abused in the past, but it will no longer be the case. Fundraising should be an integral part of your activities as a student organization.**

### **Summary of Budget Request Procedure:**

- Budget Request Forms are available on the University website.
- Budget Requests are considered on a first come, first served basis. Therefore, the sooner you register your club/society and submit your request, the better chance you have of receiving the amount you requested.

- Clubs/societies will automatically be given a top-up in the spring semester. This top-up will match the amount that was raised in the fall semester. **You will NOT receive more in a top-up than you have raised in the previous semester.**
- Any money left in a club/society's budget at the end of the fall semester is available for use in the spring semester, provided that the club has been spending it in accordance with its purpose, proposed events and purchases.
- Any money left in the club's budget at the end of the spring semester returns to the Student Affairs budget. Leftover money that was fundraised will be carried over to the next semester. This does not mean the club should go on a spending frenzy!

*\*Again, please note that the Student Affairs budget is limited. Therefore we cannot guarantee that we can match all monies that have been fundraised by clubs/societies. As always, we will endeavor to contribute as much as we are able.*

### Use of Budget

Funding for clubs/societies comes from student fees. Therefore, money should be spent in pursuit of the club/society's purpose and for the benefit of students. To this end, below are some guidelines on what you should and should not be spending your money on in order to maximize your budget:

<b>What Your Budget CAN Pay For (In part or in total)</b>	<b>What Your Budget Will Not Pay For</b>
<ul style="list-style-type: none"> <li>• Speaker's or instructor's fees</li> <li>• Entry fees</li> <li>• Resource materials and publications relevant to the purpose of the Club or Society</li> <li>• Transportation when the activity's location is very far away or inaccessible by public transportation*</li> <li>• Overnight accommodation*</li> <li>• Venue hire</li> <li>• Membership fees</li> <li>• Printing costs, generic publicity materials</li> <li>• Food and drink at publicized events, not to exceed £50 per event (e.g. refreshments at a special lecture, exhibition openings, snacks at a movie night, etc).</li> <li>• One social gathering per year, such as an end of year celebration, not to exceed £50</li> <li>• Participants should expect to pay for their meals and leisure activities while on a trip.</li> <li>• Participants should expect to pay for most if not all of their travel and accommodation when on a trip. To this end, no more than 25% of a participant's travel and accommodation may be paid by your budget or up to £50 per person per trip.</li> </ul>	<ul style="list-style-type: none"> <li>• Food and drink for social gatherings and regular meetings except where noted</li> <li>• Travel that does not relate to a specific activity (e.g. taking a taxi because you are late for a meeting)</li> <li>• Public transportation to an activity/event</li> <li>• Personalized items such as t-shirts with your name or specific event on it. Only items used for fundraising purposes are allowed to be purchased with club funds.</li> <li>• Events or activities designed to promote a particular political agenda</li> <li>• Direct charitable contributions</li> <li>• Events or activities that violate UK law and/or University policies and procedures</li> <li>• Events or activities that are exclusive or discriminate</li> <li>• Subsidies for non full-time registered students, faculty and staff to participate in an activity (e.g. a subsidized theatre trip. Non full-time registered students must pay full price).</li> </ul>

**\*Please note that money that has been fundraised by a club/society can be donated to a charity as long as those who contributed were made fully aware of what is being done with their money.**

### Losing Your Budget

A Club or Society may forfeit its budget if it:

- Fails to comply with the above restrictions on funding;
- Fails to attend required training sessions;
- Fails to submit required paperwork such as mid-year and end of year reviews;
- Fails to provide up-to-date contact information for the club/society's officers.

### Tips for Completing Budget Requests:

- Base your estimates on how much you spent the previous year for similar activities
- Many stationery items such as paper, markers, printing, and copying are free of charge when done through the Activities Office. You may not need to purchase these items out of your budget.
- The sooner a club/society submits a budget request to the Activities Office, the sooner the Activities Office can make a decision.

## **5. OFFICERS: DUTIES, RESPONSIBILITIES AND REMOVAL**

Officers are the club/society's backbone. There are many positions that serve a number of functions. As stated above, each club/society must have a President, a Secretary and a Treasurer. Below is a general list of duties and responsibilities of each officer. You may have more officers if you need them. For example, since we are a split campus, you might choose to have a Chair represent at the Hill Campus and a Chair represent the club/society at the Kensington Campus. In your constitution, you must specify what your officers are responsible for.

**President/Chair** – This officer is to take the lead in organizing and running the club/society and is the main point of contact and representative of the group. Every club must have a president/chair. He/she has many responsibilities such as:

- Setting the meeting agendas, calling meetings and chairing them
- Coordinating the work of fellow officers
- Communicating with the advisor about activities

- Represent your club/society within the University and external bodies
- Delegating responsibilities to other members
- Attending the monthly Club Chair meetings. If the Chair is unable to attend, they must send an officer in their place.

**Secretary** – He/she is the administrative officer and some of their duties include:

- Keeping track of membership (names, contact information)
- Taking attendance at meetings and notes also known as ‘minutes’ at the meetings
- Distributing minutes and phone/email lists to members
- Keeping record of the club’s registration and all other paper work

**Treasurer** – He/she is the financial officer. Some of this person’s duties may include:

- Maintaining financial accounts
- Preparing accounts for mid-year and end of year reviews
- Keeping members informed of the financial situation
- Collecting any membership fees and issuing receipts
- Be a signatory on club/societies budget

### **Responsibilities as an Officer**

As an officer, you have responsibilities to many people, such as:

#### **Your Advisor:**

- Keeping in regular contact with him/her
- Informing him/her of meetings
- Letting him/her know of any changes to officers
- Consulting with him/her in planning an event

#### **The Assistant Dean of Student Activities:**

- Informing him/her of any changes to the officers
- Requesting in advance any needs you have for an event (Money from budget, money box, etc.)
- Filling in appropriate paperwork thoroughly such as Registration, Mid- and End-of-Year Reviews
- Informing the Asst Dean if the Chair cannot attend a monthly meeting

#### **Your Membership, Fellow Officers and the Entire Student Body:**

- Keep members and officers informed of plans and activities
- Notify members well in advance of meetings
- Publicize activities to the student body

### **Removal from Office**

We hope that it will never come to be that an officer needs to be removed from office. However, it does happen that students take up leadership roles but are unable to fulfill the duties. When an officer becomes ineffective or inactive, it becomes the best interest of the club or society to remove the officer and re-organize the leadership as necessary.

When conflict arises in a club or society, we hope that officers, members and advisor can come to a cooperative resolution. The following might be reasons for removing an officer:

- Not attending meetings;
- Not participating in events;
- Not assisting with events;
- Not communicating with other officers, advisor, and/or members over an unreasonable amount of time;
- Not fulfilling duties as outlined in the constitution;
- Not attending required training or completing required paperwork.

Should an officer need to be removed, the club/society must follow the procedure as outlined in your constitution. When an officer is removed and replaced, you must inform the Assistant Dean of Student Activities and amend your registration to reflect the change.

## **6. MEETINGS**

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For all intents and purposes, there are three kinds of meetings you might have:

### **1. Officer Meeting (with or without advisor)**

This meeting is for officers to work out strategic planning – who’s minding the Freshers’ Fair stall, who will attend the training sessions, what goals will be accomplished in the upcoming year, etc. Before you meet with the general membership, you should have figured out what you want the club/society to accomplish this year and have some solid ideas. The strength of your club/society will depend on the strength of your core group.

## **2. General Meeting**

These are the meetings where you get all of your members together perhaps for a welcome/introductory meeting, a brainstorming session or a general election.

## **3. Events/Planning Meeting**

Once you have established some definite events you are going to plan, you will need to meet frequently with the key members involved in the events. These meetings will take place outside of Officer and General meetings and only involve those who are helping with the event.

### **In general terms, here are some tips for running a meeting:**

First of all, do you need to have a meeting? There's nothing people resent more than sitting in a meeting that didn't need to take place. You shouldn't call a meeting if the issue only concerns an individual or if you need a quick decision. Also, with email making communication easier, you could contact specific individuals or contact the wider membership for opinions and consensus.

If you are going to have a meeting, remember that no one likes to sit through meetings that are disorganized, too long, boring, unsociable, and unproductive. This discourages people from coming back and club/society membership will suffer. A little preparation will go a long way to making your meetings productive and fun. Being prepared can mean many things, such as:

- Having copies of your agenda to pass around and make notes on
- Having a planner/calendar to consult for planning events
- Having copies of any materials you want to share with the membership

### **Step 1: Day, Date and Time**

Pick a day, date and time that is most convenient for those who are attending the meeting. Try to stick to the same day and time so that there is consistency and guarantee that you will have as many members as possible at your meeting. For example, many students don't have class on Fridays. While they may be free, will your members come to campus for a meeting? Sometimes evening or even Sunday meetings are the best time for students.

### **Step 2: Informing**

After you have the date and time set, make sure those who are attending the meeting are well informed and sent a meeting reminder. For a general meeting, you might want to advertise it to the entire student body, even if you already have a healthy membership. Fliers, emails and word of mouth are good methods of advertising a meeting. The Campus Calendar is something every student can access from both campuses and off campus.

### **Step 3: Preparing**

Now that you have a day, date and time set for the meeting, what are you going to talk about? Why are you meeting? What points need to be made? A simple way to prepare for a meeting is to make an agenda (from the Latin meaning '*needing to be done*').

A typical agenda for a meeting might include the following items:

- **Attendance.** Knowing who is present and absent for your meeting is important. This can easily be determined by the secretary who can send around an attendance list to record names, phone numbers and email addresses. It may also be a good idea to ask members to RSVP for a meeting so that you can have the meeting room set up with the appropriate number of chairs, etc.
- **Approval of Minutes.** Prior to this meeting, the secretary should have circulated the minutes from the previous meeting for members to review. If changes need to be made to the previous meeting's minutes, this can be done now.
- **Reports.** Sometimes the officers have something to report, such as a budget update from the Treasurer. Maybe you have a member working on a particular project that he/she can update the members about.
- **Old Business.** This is the time to discuss items that were brought up in a previous meeting. This covers items that were discussed in previous meetings and meant to be resolved at this meeting. These items should be listed on the agenda.
- **New Business.** Items to discuss under New Business might not be listed on the agenda but this would be the time to bring up new ideas, initiatives, etc.
- **Next Meeting.** Letting club/society members know when the next meeting will be confirms that you are thinking ahead and that there is also a deadline for any tasks members might have been given.

### **Step 4: Taking Control**

What can you do when the room gets too noisy? When people aren't listening? When everyone's talking at the same time? When the topic of discussion gets side-tracked? How are you going to get control of the meeting? Here are some tips to keep your meeting on track:

- Remember, there is an agenda to follow and if you don't go through the items on the agenda, it will make your job more difficult and delay any activities your club/society is planning. The agenda will also be a visual to show members what needs to be done.
- Learn to speak loudly without screaming.
- Ask for attention, and patience, reminding your members that there's an agenda to get through and you need their cooperation.
- Encourage discussion but be ready to refocus the group if it gets off track.
- Be sensitive to everyone's opinion and thank them for their input.

Learning to gain control of a group of people takes time and lots of practice!

### **Step 5: Reviewing and Preparing for the Next Meeting**

Before everyone breaks up after the meeting, be sure to review what was discussed in the meeting. This clarifies who is responsible for certain tasks and reminds people what they need to focus their attention on. You'll be surprised how often people say, 'I didn't say I would do that...' when in fact they did.

Also be sure to announce the day and time for the next meeting. This gives students a deadline if they are responsible for something and reminds everyone to put this date in their diary.

After the meeting, the secretary needs to type up the notes or minutes from the meeting and make sure everyone in the club/society receives a copy.

When the meeting is over, discuss with your advisor how the meeting went. He/she can help you recognize what was effective and areas of improvement. Obtain feedback from officers and members. Remember, this is a learning experience! The more often you do this, the easier it will get.

## **7. PLANNING EVENTS**

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### **Online Event Registration Form**

To ensure that the Activities Office is aware of your event, you must register your event by emailing the Assistant Dean of Student Activities with the details. If Property Services needs to be involved (needing tables or chairs set-up/moved, needing to remove the partition in the Library Lecture Halls, etc) then the online Event Form needs to be completed and submitted electronically. This form is located on the front left-hand side of the University homepage.

This form needs to be handed to or sent to the Assistant Dean of Student Activities who will then forward the information to the necessary people on campus if needed.

The most important things you have to remember about filling in this form are:

- You must get room confirmation before you start filling in the form. That means contacting the right person (Assistant Registrar, Activities Office, Catering) and reserving your space.
- **You MUST submit the form 7 days in advance if you would like assistance from other departments. NO EXCEPTIONS!**
- All events are listed on the Portal Calendar. What you write as the event description and purpose will be used in your event listing. So be thorough and thoughtful when filling in these sections.

### **Tips on Planning an Event**

There are lots to think about when planning an event, and even more to do as you prepare for it. Delegating responsibilities and sharing the work will make things easier. Here's a simple way to remember what you need to address when planning an event:

**WHO**...is sponsoring the event? That's easy enough, it's your club/society. More importantly though, WHO is in charge of the event? Who is the "project manager?"

**WHAT**...is the activity or event? What is going to happen at this event? Will there be performances, food, a speaker, a movie?

**WHERE**...is the event taking place? Which room if on campus? Is that room suitable for the event? Did you check that the room's available? If your event is off campus, is it easy for students to get to?

**WHEN**...consider time of semester, day of the week, and time of the day when planning an activity.

**WHY**...what is the purpose of this event? What goal are you trying to accomplish?

Once you have all these things figured out, the next step is to work out the **details** of the event, **delegate** duties to members and determine **deadlines** for completing tasks.

When planning an event, here are some things you need to pay particular attention to:

**Alcohol** is allowed, so long as it is approved by the Assistant Dean of Student Activities. You must state what type and quantity of alcohol you will have and how you will monitor it. The quantity of alcohol served must be in proportion to how many people are attending the event. For example, if only five people attend an event, there should not be five bottles of wine being served. As we do not have a liquor license, alcoholic beverages cannot be sold. You are responsible for students' well-being. Consider carefully whether you want to be responsible for students' behavior when they have been drinking at your event.

### **Use of University Space**

If you are going to hold your event on campus, you need to make sure the room you want is suitable for your event and available. Almost every classroom, the Common Rooms, the Upper Dining Hall and Cafe can be used for clubs/society meetings and events.

**When using University space, it is important that you return the room to its intended use when you are finished.** So if you used a classroom, please put the chairs and tables back in order. Also, if you encounter any problems with the room – lights don't work, etc. – tell Security or better still, complete a Maintenance request form online.

## Risk Assessment

We are required by law to conduct a risk assessment on activities we hold to ensure the health and safety of the participants. Any activity you do may have some risk involved, even a movie night! Conducting a risk assessment assures us that you have considered the potential for harm and have taken reasonable steps to minimize risk. The three steps to risk assessment are:

1. *Identify the hazard.* A hazard is anything that can cause harm to people, the environment, equipment, etc. Hazards could be slipping on a wet surface, tripping on a wire, spilling liquid on electrical equipment, blocking a fire exit, loud noise/music, and many more.
2. *Assess the risk.* How likely is this hazard going to cause harm? This is rated on a scale of 1 –5 where 1 is low risk and 5 is high risk. So if you are using the PA system for a concert in the Common Room, how likely is someone to trip on a wire?
3. *Take safety precautions.* What can be done to reduce or remove risk? If you know wires are going to run across the Common Room, tape them down. If you are going to serve drinks at your concert, make sure you keep the drinks area well away from the PA system and other electrical items.

Below are some ways you can reduce risk for some common occurrences:

### General guidelines:

- There is a clear path to all exits
- Furniture is not stacked high
- Fire exits are kept clear and clearly marked
- Food and drink is kept away from electrical items like PA system, televisions, radios, etc.

### Using the PA System:

- Wires and cords are taped down
- No food or drink near the PA system
- Use power leads/don't over use a socket
- Music is kept at a reasonable level
- If the PA system is broken in any way, please contact Luke Peters in the IT/AV office so the equipment can be serviced right away.

### Where alcohol is involved:

- ID cards are checked for age
- Alcohol is monitored – not left as a free for all
- Cut people off who seem to have had too much
- No glass containers
- Alcohol stays in the room
- Food and non-alcoholic drinks are provided

When you do an event off campus, the venue you are using should do a risk assessment for the event. You are entitled to ask for a copy of this.

## Special Requests

You may also need assistance with your event from other departments. Perhaps you need some food and drink from Catering, tables from Maintenance or you want to serve beer and wine. These items can be provided, but you have to ask. When making requests from other departments on the Events Registration form, detail EXACTLY what you are requesting. You can then work directly with the other department. In turn, departments may make requests from you.

When you request assistance from Catering, be aware that you will have to pay for what they provide. This could be anything from cups and plates to drinks and food. So be sure to budget that in when planning your event. You should ask how much they are going to charge before making a final agreement.

## Commencing Payment

You can request as much money as you think you need for an event so long as there is enough in your budget to cover it and it falls in line with the guidelines listed above. Your treasurer should be keeping track of how much money is available in your budget.

There are three ways of paying for needed items:

1. Requesting a cheque or cash in advance. When you complete the Event Registration Form, there is a section for requesting money. **PLEASE NOTE: The Accounts Office issues cheques on Mondays only!** A cash advance of up to £50.00 can be obtained if necessary but also must be requested at least 48 hours in advance.
2. Using your own money and getting reimbursed. We don't recommend you do this, especially for large sums of money. **You will not be reimbursed for spending money on an event where the Event Registration form was not submitted at least 7 days in advance.** When getting reimbursed, you need to:
  - Go to the Activities Office to get an Expense Claim Form
  - Fill in the details, attach all receipts, sign it, and hand it to the Assistant Dean

3. Sending an invoice to the Activities Office to be paid. If you are doing an event where an outside vendor is providing a service, please have the vendor send an invoice to the Activities Office.

**Funds will not be released for events that occur without sufficient time for advertising and planning. Too many times events have been organized at the last minute, money was thrown at it, and it was a complete flop. Plan ahead, and register your event early!**

### **External Events**

When you hold an event off campus, you will need to check things like their public liability insurance, risk assessments, health and safety procedures, etc. You should get a written agreement from the venue concerning your particular event. Things that you should have in your agreement are:

- What does the venue offer? This might include security, use of equipment, a particular room or rooms at the establishment.
- How must payment be made and when?
- Who is responsible for cleaning afterwards?
- When is access granted for set-up at the venue?

Invoices for venue hire, speaker's fees, entertainment hire, etc. are to be paid by the Activities Office. Students should not sign any contract as they become personally liable for all monies owed. Please bring contracts to the Activities Office where the Dean of Students will sign the contract on the club's behalf and initiate payment.

### **Publicity**

Now that you have decided what event you are going to do, secured the money and made arrangements, how are you going to publicize the event? Here are some common ways of publicizing:

Posters

Facebook or other social networking sites

Leaflets

University Website

Email

Banners

Word of mouth

Info table

Campus Calendar

Making announcements in classes

Freshers' Fair

What other ways can you create publicity? Posters, emails and flyers are the least effective way to reach people. Students don't seek out events; you have to seek out the student!

### **The University Poster and Literature Distribution Policy**

Below are general guidelines which all University individuals, groups and club/societies are expected to follow regarding the posting and distribution of printed materials on University property:

- **A total of 10 posters per event can be hung around each campus and they must be stamped for approval by the Department of Student Affairs.** See the Assistant Dean of Student Activities or the Student Affairs Coordinator to have your poster reviewed before approval. Having Student Affairs look over your poster is a way of ensuring that the poster is appropriate.
- Posters without the Student Affairs stamp will be removed.
- Posters that do not have an end date (i.e. the poster is a general advertisement and not for specific event) will be given an expiry date of two weeks from the day the poster is approved.
- It is the club's responsibility to remove posters when your club/society's event is over or the expiry date has passed.
- There are bulletin boards on both campuses designated for club/societies use. Please do not hang fliers and posters on bulletin boards reserved for other departments.
- Fliers and posters must not be hung on any painted surface in any building. They must not cover emergency signs and exits or be placed over other fliers and posters that have not expired.
- Requests to set up a table in the lobby/public areas for leaflet distribution, selling tickets, showing a video, etc. must be made 48 hours in advance. This is to ensure that the Assistant Dean of Student Activities can contact the appropriate people on campus to have these things set up.
- In advertising events with alcohol, please don't write "free beer" on the posters. The purpose of your event is not to drink alcohol. "Refreshments will be served" is enough to state what you mean.

## 8. Travel and Overnight Trip Planning and Policies

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Your club/society may decide it wants to go on an overnight trip. That's fabulous! However, organizing a trip can be very tricky business. There's a lot to think about. When planning a trip, be sure to stop into the Activities Office for advice.

### Step 1: Research

First of all, do you know for sure that students will go on this trip? It has happened many, many times that students say they will go on a trip, even pay for it and then back out because they later realize they have work, papers and studying to do. Make sure there is definitely interested before you work hard at planning a trip.

Secondly, before you advertise and make any commitments to your trip, you should be able to answer the following questions:

- How much does it cost to get to your destination?
- How much does it cost to stay at your destination?
- What type of transportation will you use to get to your destination?
- What happens if you have to cancel the trip?
- How much money are you willing to lose?
- What are you going to do at your destination?
- When will you depart?
- When will you make the return journey back to the University?
- How much will each participant have to pay?
- What does the fee for the trip include?
- Do trip leaders go for free?

### Step 2: Provisional Bookings

Reserve what you can without committing any money to it. This could be hostel beds, a coach, a tour guide, group entry to an attraction, etc. You will most likely be given a deadline to finalize your booking or make a payment.

**THINK.** If you have to place a deposit to make some sort of reservation, how much can you afford to lose if you have to cancel? Will you lose a portion of the payment, or everything? There are some things you can't make a provisional booking for, like train and bus tickets, and will have to pay in full right away. If you can collect money from students before making the booking, this will ensure that you do not lose money later down the road.

### Step 3: Advertise and Collect Payments

Advertise and set a deadline to sign up and pay for the trip. The Activities Office can assist with collecting the money and making the bookings.

### Step 4: Finalize Bookings and Make Payments

If you are able, make purchases after the sign-up period has ended (bus or train tickets, hostel beds, and entry costs/group bookings for sights).

### Step 5: Paperwork

You must complete a **Group Travel Form**. Each participant must complete an **Emergency Contact and Declaration Form**. If you are going without a faculty or staff trip leader, someone must be designated as the Trip Leader and understand the **Trip Leader Guidelines**.

### How to Cost Out a Trip

Packaging a trip isn't simply adding up the cost of transportation and accommodation. There is much more to consider than these two elements. Will there be a guided tour? Will there be entrance fees to attractions?

Below is a basic formula for calculating the cost of a trip.

1. Figure out the per person costs, such as accommodation per person, entry fee per person, train ticket per person, etc. Include your trip leader(s).
2. Multiply these costs by the number of people who are going, including the leader(s).
3. Now add the lump sum costs. These are costs that you can't break down per person, like a coach hire or a private guided tour. There's a set price for hiring that service.
4. Once you have all this added up, divide the figure by the number of PAYING people. So if you have 20 people going on a trip, but 2 of these people are trip leaders, divide your final figure by 18.

### Here's an example:

Weekend to Paris

28 students, 2 group leaders, 3 days, 2 nights

Cost of Eurostar per person	£60.00
Cost of hotel per person	£60.00 (2 nights @ £30/night)
Cost of Louvre entrance	£5.00 per person
Subtotal per person	£125.00 per person
Subtotal for 30 people	£3750.00 (£125 x 30)

Cost of guided tour of Paris	£100.00
Total for entire trip	£3850.00
Cost per person	£137.50 (£3850/28 people)

In this example, you might want to round up to £140 or £145, to cover any unexpected expenses.

The key to costing a trip is to remember to add the cost of your trip leaders and divide by the number of actual paying people. Trip leaders generally don't pay for their trips. They are working and are responsible for any incidents that happen on a trip.

## 9. RESOURCES AND CONTACTS

Below is a table of people in the University who can help you and your club/society's activities.

Name	How
Jaclyn Hadjipieris Assistant Dean of Student Activities <a href="mailto:jaclyn.hadjipieris@richmond.ac.uk">jaclyn.hadjipieris@richmond.ac.uk</a> 020 8332 8227	Can provide general advice. Is the contact for booking the Common Rooms on the Hill, coordinates Freshers Fair and other club/society related events, manages Campus Calendar and sends out weekly activities emails to students.
Sarah Griffin, Asst. Registrar <a href="mailto:sara.griffin@richmond.ac.uk">sara.griffin@richmond.ac.uk</a> 020 8332 8202	Classroom bookings on both campuses
Bethany Warner <a href="mailto:bethany.warner@richmond.ac.uk">bethany.warner@richmond.ac.uk</a> 020 8332 8231	University Van Bookings
Katherine Lytle <a href="mailto:Katherine.Lytle@richmond.ac.uk">Katherine.Lytle@richmond.ac.uk</a> 020 7368 8506	Kensington Common Room Bookings
Luke Peters, A/V Hill <a href="mailto:Petersl@richmond.ac.uk">Petersl@richmond.ac.uk</a> 020 8332 8232	Can provide audio/visual support for your activities. Complete an A/V request at <a href="http://www.richmond.ac.uk/resources/staff/avbookings/">http://www.richmond.ac.uk/resources/staff/avbookings/</a>
Geoff Piper, Security, Hill <a href="mailto:Piperg@richmond.ac.uk">Piperg@richmond.ac.uk</a> * 020 8332 8230	When you have an event on campus, Security needs to know what it is and if there will be non-University people attending.
Maintenance/Property Services Send request via intranet website	Can supply materials such as tables and chairs, electrical cords, and other related items.
Cheryl Goodyear, Housekeeping <a href="mailto:Goodyec@richmond.ac.uk">Goodyec@richmond.ac.uk</a> 020 8332 8269	Has brooms and trash bags you will need in cleaning up after an event
Martin Winter, Reprographics, <a href="mailto:Winterm@richmond.ac.uk">Winterm@richmond.ac.uk</a> 020 8332 8261	Has lots of coloured and big paper to help you make fliers and posters.
Chris Hutton Catering Manager – Both Campuses <a href="mailto:huttonc@richmond.ac.uk">huttonc@richmond.ac.uk</a> 020 8332 8216	Can provide food, cutlery, cups, bowls, etc. You may also request to use the dining room outside of meal times.

# **Club/Society and Advisor Forms to be Completed**

**\*Please note that these forms can also be obtained from the University website.**



# Club/Society Mid-Year Review

**This review form is to be completed by each club/society chair along with their advisor prior to the start of winter break. If there are any questions, please contact Assistant Dean of Student Activities, Jaclyn Hadjipieris at: [jaclyn.hadjipieris@richmond.ac.uk](mailto:jaclyn.hadjipieris@richmond.ac.uk)**

**Has the club/society officers kept their advisor abreast of their current and future plans, activities, meetings, etc.? Do you (The advisor) feel that you have maintained a good working relationship with your club/society?**

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**Based on the club/society's Budget Request or Yearly Plan form, how much have they accomplished so far this semester? If they have not been able to follow through with many of their original ideas, what is the reason?**

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**Has the club/society done any fundraising giving them eligibility for a budget for the Spring semester? If not, what is the reason?**

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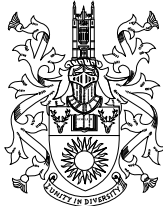
**Has at least one member of the club/society attended a monthly meeting led by Student Affairs? If not, what is the reason?**

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**RICHMOND**  
THE AMERICAN INTERNATIONAL  
**UNIVERSITY**  
IN LONDON

**CLUB/SOCIETY BUDGET  
REQUEST FORM  
2011/12**

Please indicate which semester or semesters you are requesting a budget. Refer to the Clubs and Societies Handbook for how your budget can be used. Attach additional sheets if necessary.

Club/Society Name:

For Fall 2011  Spring 2012  (New Clubs Only)

**PROPOSED ACTIVITIES/EVENTS**

Activity/Event #1

Please include a title of the activity/event, related expenses, and estimated total cost. Items to consider: Publicity materials, transport, fees, admissions, equipment hire.

Activity/Event #2

Please include a title of the activity/event, related expenses, and estimated total cost. Items to consider: Publicity materials, transport, fees, admissions, equipment hire.

Activity/Event #3

Please include a title of the activity/event, related expenses, and estimated total cost. Items to consider: Publicity materials, transport, fees, admissions, equipment hire.

Activity/Event #4

Please include a title of the activity/event, related expenses, and estimated total cost. Items to consider: Publicity materials, transport, fees, admissions, equipment hire.

Activity/Event #5

Please include a title of the activity/event, related expenses, and estimated total cost. Items to consider: Publicity materials, transport, fees, admissions, equipment hire.

Activity/Event #6

Please include a title of the activity/event, related expenses, and estimated total cost. Items to consider: Publicity materials, transport, fees, admissions, equipment hire.

**PROPOSED PURCHASES**

Equipment, materials, membership fees, magazine subscriptions, etc. Please include a total.

TOTAL AMOUNT REQUESTED:



**RICHMOND**  
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**UNIVERSITY**  
IN LONDON

**CLUB/SOCIETY  
REGISTRATION FORM  
2011-2012**

**For your registration to be complete, you must have an approved Constitution (either currently on file or an amended one).**

**Name of Organization**

**Officers**

Chair                      Name:  
                                    Address:  
                                    Telephone #:  
                                    ACTIVE email:

Treasurer                Name:  
                                    Address:  
                                    Telephone #:  
                                    ACTIVE email:

Secretary                Name:  
                                    Address:  
                                    Telephone #:  
                                    ACTIVE email:

Advisor                    Name:  
                                    University Department:  
                                    Telephone #:

Email:

Additional Officers

Title: Name:  
Address:  
Telephone #:  
ACTIVE email:

Title: Name:  
Address:  
Telephone #:  
ACTIVE email:

Title: Name:  
Address:  
Telephone #:  
ACTIVE email:

Title: Name:  
Address:  
Telephone #:  
ACTIVE email:

Title: Name:  
Address:  
Telephone #:  
ACTIVE email:

Title: Name:  
Address:  
Telephone #:  
ACTIVE email:

Title: Name:  
Address:  
Telephone #:  
ACTIVE email:





## Officer's Declaration

### A. Responsibilities of a registered club or society

A registered student organization is responsible for conducting its affairs in a responsible manner consistent with applicable University rules and regulations and will be held accountable for the action and behavior of its members or guests at on-campus activities. Each student organization and/or its officers or designated representatives shall anticipate, provide for, and promptly meet its financial obligations.

It is the sole responsibility of the membership and particularly the officers of student organizations to familiarize themselves with the contents of the Student Organization Handbook.

The officers of a student organization shall promptly notify the Student Activities Office of any and all changes in the organizations officers, addresses and phone numbers. Failure to notify the Student Activities Office of any changes will affect the degree of service we are able to provide to your organization and its members.

### B. Non-Discrimination Statement

Richmond, the American International University in London as a standing policy does not discriminate against individuals because of their race, color, national origin, sex, age handicap, or sexual orientation. A student organization which restricts membership based on the above shall not be allowed to maintain registered student organization status.

*We, the undersigned, agree to abide by the conditions stipulated in the Clubs and Societies Rights and Responsibilities as outlined in the in this registration form and the Clubs & Societies Handbook.*

Position	Name	Signature	Date
Chair			
Treasurer			
Secretary			
Other:			
Other:			
Other:			
Other:			
Other:			
Other:			
Other:			
Other:			
Advisor			

Approval – for Student Activities Office only – please do not write in this space.

Director of Student Activities: \_\_\_\_\_ Date: \_\_\_\_\_

Constitution Submitted on: \_\_\_\_\_ Budget Amount Approved: \_\_\_\_\_

Budget Applies to: \_\_\_ Fall & Spring 2011/12 \_\_\_ Spring 2012

# ***CLUB/SOCIETY CONSTITUTION***

Please be as detailed as possible. Please add your Club or Society's details in the blank spaces provided. You may add articles to this constitution as needed. Items in *Italics* may be changed to suit the needs of your Club/Society. Please replace "*Club/Society*" with your Club or Society's actual name where appropriate

**Article 1:**        ***Name of Club/Society***

**Article 2:**        ***Purpose of Club/Society***

**Article 3:**        **Goals**

*The clubs/society proposes to fulfil its purpose by*

**Article 4:**        **Membership**

Membership shall be open to all currently registered full-time, part-time, and visiting students at the University.

Members must act according to the University's student conduct code and established policies and procedures.

Individuals who are not currently registered students (on a leave of absence or alumni, for example) at the University may participate in the *Club/Society's* activities. He/she is not eligible for subsidized activities and must pay the full price of any activity where a charge is involved.

Faculty and staff are welcome to join the *Club/Society* as an associate member as detailed above.

**Article 5:**        **Officers**

## Positions

**Below are the officers of the *Club/Society* along with their duties and responsibilities**

### **Chair**

- Call and chair meetings
- Organize work and delegate responsibilities
- Represent the *Club/Society* at university and external functions
- Attend semesterly training
- Maintain open and continuous communication with fellow officers, advisor, and Activities Office
- Other duties as agreed to

### Secretary

- Maintain membership information and copies of forms pertaining to the *Club/Society*
- Minute meetings and distribute to membership
- Represent the *Club/Society* at university and external functions
- Attend semesterly training
- Maintain open and continuous communication with fellow officers, advisor, and Activities Office
- Other duties as agreed to

### Treasurer

- Maintain accurate account of *Club/Society's* budget, expenses, receipts
- Responsible for submitting paperwork relevant to obtaining funds from the Office of Student Activities
- Represent the *Club/Society* at university and external functions
- Attend semesterly training
- Maintain open and continuous communication with fellow officers, advisor, and Activities Office

- Other duties as agreed to

#### Discipline

An officer may be disciplined if he/she fails to fulfil the position's duties as outlined above and in the following instances:

- Gross misconduct, including inappropriate use of position or funds
- Violation of University policy, UK law, duties, and responsibilities as outlined in the Officer's Declaration on the Club/Society registration form
- Failure to maintain active participation in the *Club/Society* to such an extent that fellow officers and members deem the officer ineffective

The offending officer shall meet with the advisor and/or Assistant Dean of Student Activities to discuss the situation with the hope of coming to an agreed resolution.

#### Removing an Officer without Consent:

Following a discipline meeting as detailed above, should the offending officer not fulfil the requirements of the agreed resolution, the other officers and advisor may agree to remove the officer without consent.

Should the offending officer fail to turn up at the discipline meeting without a reasonable explanation, the officers and advisor may agree to remove the officer without consent.

#### Vacancy

In the instance that a position becomes vacant, a replacement will be found by as follows:

- *A general meeting shall be called whereupon an election will take place. The candidate who receives a majority vote shall fill the vacant position*
- When a replacement has been elected, the *Club/Society* shall inform the Office of Student Activities in order to update the *Club/Society's* registration and contact details

#### **Article 6: Meetings**

General meetings are to be called by the Chair of the *Club/Society* as required.

An Annual General Meeting (AGM) will be held towards the end of the Spring semester in order to decide officers for the following academic year, review the constitution and amend if necessary, review expenses, and review the *club/society's* activities. The names and contact details of the newly elected officers will be submitted to the Office of Student Activities by the end of the Spring semester.

Any voting that takes place at a meeting or AGM requires a majority vote of the members present. Voting may be in the form of a secret ballot or a show of hands.

#### **Article 7: Budget & Expenses**

All expenses shall be cleared with the Office of Student Activities before a purchase is made.

#### **Article 8: Amendments**

*This constitution may be amended only by a resolution supported by two-thirds majority vote of the members present at a general meeting.*

This constitution was ratified on: *date*



## Event Registration Form 2011-12

<b>Name of Event</b>	
<b>Date of Event</b>	
<b>Time of Event</b>	
<b>Person Responsible</b>	
<b>Contact Details</b>	
<b>Room Booked (please do this through the registrar's office)</b>	
<b>Student Affairs</b> <small>Please note that if you intend to serve alcohol, you must comply with Student Affairs' policy. See J. Hadjipieris for more information.</small>	Notes:
<b>Security</b>	Notes:
<b>Housing keeping</b>	Notes:
<b>Catering (if applicable)</b>	Notes:
<b>Maintenance (if applicable)</b>	Notes:

\* Please note that you must complete an events review form after the event to complete this process



## Event Review Form 2011-12

Name of Event, Date & Time	
Club/Society or Individual	
Purpose of the event:  Did the event serve its function?	
Room(s) Used	
Attendance:	
Problems and things to think about for next time:	
Money collected (if it was a fund raiser)	

Please be aware that all rooms at Richmond serve many purposes and in booking a place, you agree to return the room to its original state when your event is finished. Failure to do this may result in you and/or your group being unable to use University facilities in the future. Thank you for your cooperation.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# End of Year Review Form

**\*Please return this form to the Activities Office during the last week in April by the Friday at 5pm.**

**Name of Club or Society:**

**Officers:**

**Number of Members:**

**Summary of Performance:** Please comment on your club or society's performance during the 2009-2010 academic year. Consider the following items:

- **Overall organization** – Is your club well organized? Does it meet regularly? Are your officers committed? Do your members frequently participate? Do you meet often with your advisor?
- **Quantity and quality of members/officers**– How many members do you have? How committed are they? How much do they contribute to the club, to activities? How frequently do they come to meetings?
- **Quality of meetings** – When your club meets, how well does the meeting go? Do you accomplish what you set out in your agenda? Do you have an agenda?
- **Success of events/activities** – How successful were the events your organization held this year? How many activities did you have? If some were not successful, why do you think that is?

**Goals and Accomplishments:** What goals has the organization set in its mission statement? For the year? Have they been reached? Why or why not? What accomplishments did the organization achieve this year?

**Areas of improvement:** In Fall 2011 there will be leadership training sessions for all club and society officers. Topics will cover the basics such as event planning, running a meeting, time management, and general policies and procedures. Based on your experience as an officer, what areas do you feel you could have used more help with?

- |  |  |
|--|--|
| <input type="checkbox"/> How to lead and delegate        | <input type="checkbox"/> How to advertise and market your activities |
| <input type="checkbox"/> How to manage your budget       | <input type="checkbox"/> How to raise money                          |
| <input type="checkbox"/> How to keep your club motivated | <input type="checkbox"/> How to develop goals and how to reach them  |
| <input type="checkbox"/> Communication skills            | <input type="checkbox"/> Presentation skills                         |
| <input type="checkbox"/> Listening skills                | <input type="checkbox"/> How to deal with difficult people           |

Please also comment on where your organization can use improvement so that we can develop appropriate training workshops for your benefit.

**Please list the names, offices and email addresses of the new officers for 2011-2012:**

<u>Name</u>	<u>Office</u>	<u>Active Email address</u>
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**Advisor Signature:** \_\_\_\_\_