



## **New Club/Society Application for Affiliation: Guidance**

If you are interested in forming a new club or society, either locally or regionally, you will want to follow the guidance below and submit a “New Group” application to HISA. Your group must be affiliated with HISA to be covered under our insurance for any activities and to utilize HISA resources including awards, grants, room-bookings, website presence, trainings, and additional HISA support.

### **Step 1: Check the clubs and societies already available at UHI on our website.**

New clubs or societies must be unique: they cannot duplicate the aims and objectives of current clubs or societies.

Is there a similar regional club?

If yes, please join that club.

Is there a similar local club at your College?

If yes, please join that club.

Is there a similar local club at a different Academic Partner?

If yes, please contact HISA Activities.

**If all answers are no, please continue to Step 2.**

## **Step 2: Designate 3 committee members: President, Vice-President, Treasurer.**

Committee members are members of their respective sports and societies who have been elected or otherwise nominated into specific roles by their members. The committee members share collective and individual responsibility to run their club in line with the aims and objectives of the club. As elected members, the expectation is that committee members perform their role without bias and they treat all members of their sport or society equally.

ALL club members are responsible for the safety of club activities and maintaining the HISA Code of Conduct. However, the committee is responsible for submitting information to HISA and overseeing procedures and processes.

The three required committee members must be UHI students. If necessary, the duties of Vice-President and Treasurer can be performed by one student.

### The President/Chair:

The President/Chair is the principal officer in the club/society. They are usually the main contact with the Students' Union. If a club/society does not have a secretary, the President will share administrative duties with the Vice-President.

Their responsibilities include

- Overseeing the club on a day-to-day basis.
- Chairing committee meetings and the annual general meeting (AGM).
- Supporting the efficient running of the club.
- Being actively involved in the development of the club through the creation, amendment and implementation of a development plan.
- Representing their club at events
- Managing the committee effectively and delegating tasks as appropriate
- Making key decisions in consultation with other committee members.
- Passing on the information they receive from HISA to the relevant committee member(s).
- Working with the Treasurer to manage accounts and pursue fundraising.
- Ensuring handover/continuation processes are completed for the next academic year.

### Vice-President:

The Vice-President or Vice-Chair supports the President in the running and management of the club/society. In addition, they are responsible for

submitting risk assessments, collecting emergency contact information, and managing membership records.

Responsibilities include:

- Supporting the President in their duties
- Filling in for the President when they are unable to attend meetings or events
- Filing and maintaining club records
- Ensuring that all relevant affiliations and agreements are in place.
- Maintaining up to date and GDPR compliant membership records and emergency contact details
- Evaluating risk and producing practical prevention and action plans
- Collecting venue, facility, or guide information concerning certification, inspection, licenses, etc. to demonstrate that an external partner is up to date on the appropriate health and safety regulations
- Completing and submitting an annual risk assessment which covers the usual or routine activities of the clubs or society
- Completing and submitting risk assessments for every event or activity that falls outside the activity on the annual risk assessment
- Making HISA's recommended adjustments to activities or events
- Making sure relevant contact information for safety, health, and welfare services are available during all club activities
- Reporting any accidents or safety incidents promptly to HISA

## **Treasurer**

The treasurer is responsible for the financial wellbeing of the club and is expected to have good understanding of financial procedures and budget status. The treasurer is in charge of payment and repayment, maintaining financial records, and overseeing fundraising.

Responsibilities include:

- Managing the club's income and expenditure and providing HISA with budget information.
- Keeping the President regularly informed of the club's finances and updating members at relevant times
- Paying bills and recording information about payment, transactions, invoices, etc.
- Ensuring that all funds (gained through cash, cheques or by electronic means such as PayPal accounts) are recorded and deposited into the club account
- Signing/approving claim forms where appropriate
- Submitting funding applications with the President and ensuring that all conditions of funding are met

- Overseeing that funds are spent appropriately according to approved expenditures
- Maintaining records in order to submit to any audit requests
- Preparing all financial records for handover at the end of the year

### **Step 3: Agree upon the Aims of your club or society.**

Aims are the long-term goals of the group and broadly cover the reasons why you want to form it. They are statements of intent, written in broad terms but specific to your group, that set out what you ultimately hope to achieve through the club or society. They stay the same throughout the lifetime of the club or society, unless the members vote to change them at an AGM.

All groups must include a least one Aim, though most groups will have two or three. Your Aim(s) distinguishes your group from any other. We cannot support new groups that duplicate the Aim(s) of existing groups.

#### **Examples:**

##### **Aerospace Medicine:**

1. To learn about aerospace medicine
2. To introduce members to a niche specialty that they may not have come across before
3. To bring together students who may be interested in pursuing a career in aerospace medicine

##### **Aspire Volunteer Group:**

To inspire, engage and develop understanding of disability sports within the local youth.

### **Step 4: Determine membership fees.**

Many clubs and societies charge membership or subscription fees in order to generate sustainable and renewable funding. We encourage all clubs and societies to charge a membership or subscription fee that aligns with your club or society's aims and the services and activities you wish to provide. While clubs and societies will be eligible to apply for the HISA Grant, we do not guarantee funding. Your club or society should aim to be self-sustaining. Therefore, you may want to consider what basic income your club requires in order to maintain its core operations.

Membership fees or subscriptions should be spent on activities agreed to by the membership. You may consider charging higher rates for any non-student member. Your club/society will also be encouraged to apply for external funding and set-up fundraisers.

## **Step 5: Determine Location**

You will want to determine where to set your club/society location. This is not necessarily a physical space, as meetings may happen online or in varied locations. Rather, your location determines where you might find members, which HISA office can support you, and how your club/society appears on our website. Regional clubs/societies should offer activities that members across all of UHI can participate in. These activities might be online, individual, offered at multiple locations, or done through local chapters of your club/society. Clubs/Societies that require in-person or face-to-face participation in a specified location should choose their local college as their location.

## **Step 6: Website Description**

If your application is accepted, your club/society will be given its own sub-site on the HISA website. Here you can attract new members, advertise your events, manage member records, and more. Once affiliated, your committee will be able to edit and control your sub-site. For the initial set-up of your sub-site, please write up a description of your club/society and provide contact information for prospective members. We recommend that you provide accurate and engaging information to help attract new members to your club/society.

## **Step 7: Apply!**

Fill out the online application. You must provide

- the name of your club/society
- the location of your club
- the names and student numbers of your committee members
- the Aims of your club/society
- the amount you wish to charge for membership
- a description of your club/society to place on our website
- the names of any additional members (optional)

**After you submit your application, the Community Engagement Team will be in contact with information about next steps!**

HISAactivities@uhi.ac.uk

