# 

**Society Executive Handover Pack**

**2023-2024**

**(INSERT SOCIETY NAME HERE)**

**Deadline for Submission: Week 7 Term 3 (Friday 9th June 2023)**

*(All forms should be saved as a word document and submitted electronically as a single document to* [studentactivities@Warwicksu.com](mailto:studentactivities@Warwicksu.com)*)*

**CHECKLIST**

Please mark each of the sections in the below table as COMPLETE

|  |  |
| --- | --- |
| **Document** | **Incoming President** |
| Exec Sheet |  |
| Proof of Election |  |
| Memorandum of Understanding |  |
| Society Constitution |  |
| Inventory |  |
| Annual Risk Assessment |  |
| Event Deadlines |  |

Please sign off and date the declaration below to confirm that you are submitting this documentation on behalf of your Society:

**Incoming President**

Society Name:

Full Name:

Date:

**NEW EXEC POSITIONS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Society** |  | **Effective From (Date)** |  | **Academic Year** |  |

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| --- | --- | --- | --- | --- |
| **Mandatory Positions** | **Name** | **Email Address** | **Mobile Tel No** | **Student No** |
| President |  |  |  |  |
| Secretary |  |  |  |  |
| Treasurer |  |  |  |  |
| Welfare Officer |  |  |  |  |
| **Recommended Positions** | **Name** | **Email Address** | **Mobile Tel No** | **Student No** |
| Safety |  |  |  |  |
| Equal Op’s |  |  |  |  |
| Environmental Officer |  |  |  |  |

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| **Optional Positions** | **Name** | **Email Address** | **Mobile Tel No** | **Student No** |
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**DETAILS AND PROOF OF ELECTION**

Please send all required proof of elections in a separate document alongside this handover pack to [studentactivities@warwicksu.com](mailto:studentactivities@warwicksu.com). For advice on running elections/example materials to help you minute or evidence your elections, visit **warwicksu.com > Societies and Sports Clubs > Exec Resources > Administration > Society Elections**

|  |  |
| --- | --- |
| **Date of last Annual General Meeting (AGM)** |  |
| **Date(s) of Elections**  Please include dates of:   * Announcement to society members of voting deadline (required week’s notice) * Nomination window (required to be at least a week long) * Voting period |  |
| **Name and contact details of Returning Officer** |  |
| **How were your elections held?** (please select one box) | ​​☐​ In-person elections  ​​☐​ Online (through SU Website)       *If you held your elections via this method we*  *do not require you to submit proof of*  *election.*  ​​☐​ Online (externally) |
| **If you held your elections online, but externally to the SU, please collect and submit the following as proof of election:**   * The format / site used for election (e.g. Google Forms etc.) and a brief outline of the process used to nominate candidates and collect votes   Please include a timeline (see above for dates to include)   * List of positions up for election & successful candidates * \*If in a teams call or equivalent, either a recording and/or minutes of the meeting. * Please include the number of votes cast for each candidate in the minutes. | **If you held your elections in person, please collect and submit the following as proof of election:**   * The format used for election (e.g. paper ballots etc.) and a brief outline of the process used to nominate candidates and collect votes   Please include a timeline (see above for dates to include)   * List of positions up for election & successful candidates * Minutes of the meeting. Please include the number of votes cast for each candidate in the minutes. * \*If the meeting was hybrid, can include a recording of the meeting. |

This is a statement to testify that the elections for \_\_\_\_\_\_\_SOCIETY NAME\_\_\_\_\_\_\_\_\_\_\_ on the date of \_\_\_\_\_\_\_\_ were held fairly, in line with Warwick SU’s regulations.

President’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_           Returning Officer’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
   
President’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_           Returning Officer’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# MEMORANDUM OF UNDERSTANDING

**WARWICK STUDENTS’ UNION & SOCIETIES**

**13 March 2023**

This agreement is between the Students’ Union and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, referred to in this document as the Society.

The Society and Warwick Students’ Union agree to the following principles. The objective is to produce a student run society, which is financially solvent, legally compliant, and provides development opportunities for members of the Society. The content of this memorandum is to be reviewed and agreed each year by the President of the Society and the Societies Officer and Democracy & Development Officer of the Students’ Union.

**The Society has ownership of and responsibility for its activities and associated risks, and responsibility for the financial operation, and general running of the Society.**

**The Students’ Union will support the Society in its activities.**

**1. Responsibilities of The Society**

**The Society and its executive officers will comply with the By-Laws, Regulations and requirements of the Students’ Union, including:**

**1.1** Memberships – *By-Law 5 Section 501-505*

**1.2** Members Code of Conduct – *Regulation 10*

**1.3** Data Protection, Social Media and Defamation – *Data/Social Media User Guide*

**1.4** Equality and Diversity – *By-Law 8*

**1.5** Use of Society Funds – *Financial Procedures FP12* and *Regulation 9*

**1.6** Democratic Process – *Regulation 9*

**1.7** Attendance at Exec Training – *By-Law 5 Section 510*

**1.8** Responsible Behaviour – *Anti-Social Behaviour and “Adoptions” Policy*

**1.9** Compliance with Team Warwick kit agreements

**1.10** Compliance with all SU Health and Safety guidance

**1.11** Appropriate recognition for and use of SU and University logos – *SU Branding Guide*

**1.12** Good housekeeping within SU venues and spaces

**All Warwick SU Bylaws and Regulations can be found on the website:**

[**www.warwicksu.com**](http://www.warwicksu.com) **> How the SU works > Governance**

**2. SU Support for The Society**

**The Students’ Union will support the Society in its activities and organisation, including:**

**2.1** Recognise and promote the Society and its memberships

**2.2** Provide information, training and guidance

**2.3** Provide a Finance service, processing payments and giving relevant and timely information

**2.4** Source suitable insurance for equipment and activities

**2.5** Review and sign specific contracts to limit the liability of the Society

**2.6** Give advice on the planning and running of specific events

**2.7** Provide a ticketing service and online ticket and merchandise facility

**2.8** Provide access to grants and budgets

**2.9** Act as arbiter for the Society when required

**2.10** Provide advocacy for the Society

**2.11** Provide online services, web presence and Society email system for communicating with members

**2.12** Provide space, subject to availability, in support of Society activity. Allocations of SU space for use on a long-term basis will be assessed annually.

**This agreement is authorised by:**

**VICE PRESIDENT FOR SOCIETIES (STUDENTS’ UNION)**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PRESIDENT OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SOCIETY CONSTITUTION**

**Date Recognised/Pending Approval (Delete and update as appropriate):** DD/MM/YYYY

If you wish to edit your current constitution this must be voted on at an AGM by your members. These changes must be approved by the Societies Committee. If your constitution has changed in the last academic year but not been approved by the committee, please email a copy of your new constitution to [societies@warwicksu.com](mailto:societoes@warwicksu.com) with all changes highlighted in red and select ‘pending approval’ on this sheet.

**1 Name**

* 1. The name of the society shall be Warwick Students’ Union NAME OF SOCIETY

**2 Aims and Objectives**

2.1 The Society shall have written statement of aims and objectives providing a clear understanding of the society. This shall be subject to review annually by the SOCIETY NAME Executive Committee

2.2 The society aims and objectives shall be:

2.2.1 Aims of Society 1

2.2.2 Aims of Society 2

2.2.3 Objectives of Society 1

2.2.4 Objectives of Society 2

2.3 The Society, its Executives, its funds and all its activities shall be subject to the provisions of the By-Laws, Regulations and Policy of the University of Warwick Students’ Union.

2.4 The Society shall be subject to a disciplinary code as laid down by the Students’ Union and administered by the Societies Executive.

2.5 Any alterations to the Society Constitution must be ratified by the Societies Executive. A provisional copy must be sent to the Societies Officer for approval before the new constitution may take effect.

2.6 If the Society has issues arising not mentioned in a personalised Constitution, then this document will become the default. Any issues may be dealt with by contacting your Societies Coordinator.

**3 Memberships**

3.1 Memberships of the Society shall be open to all full, associate and honorary members of the Students’ Union upon payment of the required Societies Federation subscription.

3.2 Memberships of the Society are to be renewed in the October of every academic year.

3.3 Only standard members of the society shall be entitled to vote in elections, provided they have joined the society and paid the appropriate subscription fee no less than three days before the election takes place.

3.4 The following shall not be entitled to hold the office of an Executive position in the society:

3.4.a An Associate or Honorary member of the Students’ Union or Societies Federation

3.4.b Any person who has received payment for the provision of services to the society (not including reimbursement of personal expenditure on behalf of the society)

3.5 The Society must have a minimum of 30 members by the sixth week of term one. If the minimum membership is not met a meeting with the Society, Societies Coordinator and Societies Officer will be scheduled to discuss the future of the Society.

3.6 It is the responsibility of the Society Executive Committee to ensure that those attending their events are members of the Union.

**4 Executive Committee**

4.1 The Society’s Executive Committee shall be made up of at least three voting officers of whom two shall be the President/Chair and the Treasurer respectively.

4.2 The Executive Committee shall be responsible for the day to day running of the society and may decide upon any matter that has not yet been decided upon by the General Meeting. The Executive Committee shall further be responsible for:

4.2.a Organising the activities of the Society in such a way as to include the greatest possible number of Society members

4.2.b Managing the expenditure of the Society’s funds in a responsible fashion and in line with the aims, objectives and planned activities of the Society whilst adhering to the SU’s financial regulations

4.2.c Formulating and submitting an annual bid for funds from the SU Societies Committee prior to any specified deadline which shall include a statement of activities and objectives for the coming year and detailed justification of the figures contained in the bid

4.2.d Formulating and submitting any additional bids for funds from the SU Societies Committee or groups within the Students’ Union

4.2.e Assisting any review of the Society’s activities and use of funds carried out by a standing committee or group of the Students’ Union that has granted funds to the Society

4.2.f Upholding the Constitution of the Society and ensuring that its aims and objectives reflect the Society activities

4.2.g Ensuring that all society activity abides by the By-laws, regulations and policy of Warwick SU.

4.2.h Executive Committee members must attend assigned training to ensure they are equipped to organise the Society.

4.3 **Core officers**

4.3.1 The Core Officer Duties shall include:

4.3.1.a To attend the Society’s Annual General Meeting

4.3.1.b To attend Societies Council and complete mandatory training sessions/courses

The core officers shall be:

4.3.2 **President/Chair/Club Captain**

4.3.2.a The President/Chair/Captain should organise and oversee the running of The Society

4.3.2.b The President/Chair/Captain should chair committee meetings

4.3.2.c The President/Chair/Captain should produce an annual report

4.3.3 **Treasurer**

4.3.3.a The Treasurer should be responsible for the finances of the Society

4.3.3.b The Treasurer should maintain an up-to-date record of their group account in addition to the record kept by the SU finance office

4.3.3.c All funds should be held and processed through the groups Students’ Union bank account. No money should be held in personal bank accounts

4.3.3.d The Treasurer should submit grant funding applications

4.4 **Additional Officers**

**<The sample additional officers section is an example. Societies may add or remove as many additional officers as required>**

4.4.1 **Events Officer**

4.4.1.a The Events Officer should

4.4.1.b The Events Officer should

**5 Meetings**

5.1 The Executive must meet at least three times per term to ensure the Society is operated to a high standard.

5.2 The Society Executive shall call at least one General Meeting per year for the purposes of discussing plans and activities for the coming year. This must be held by Week 10, Term 2. This GM may also be used to hold Society Officer elections.

5.3 The Society Executive shall give at least seven days’ notice of any General Meeting to all members via Society email and such notice shall include details of any elections to be held

5.4 The Executive shall call further meetings either at its own initiative or at the request of 10% of the membership or the request of the Vice President for Societies.

**6 Elections**

6.1 Elections shall be held online or at a quorate general meeting in line with By-Law 10 Appendix D

6.2 Votes will be counted a First Past The Post/Single Transferrable Vote electoral system.

6.3 Any amendments to the constitution must be made by the end of term 3.

6.4 The renewed Constitution, with up to date signatures, must be sent to the Societies Coordinator before the end of term 3

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| --- | --- | --- |
| Position | Name | Signature |
| President (Incoming) |  |  |
| President (Outgoing) |  |  |

**SOCIETY EQUIPMENT INVENTORY**

Include all the equipment owned by the society in this inventory. These details will be forwarded onto our insurance company so any items not listed below will not be insured, or mark as N/A if there is no inventory.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| ***Item*** | ***Storage Location*** | ***Quantity*** | ***Condition*** | ***Date Purchased*** | ***Owned By*** | ***Approx. Value*** | ***Notes*** |
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| ***Equipment the society would like to/is planning to purchase in 2020 - 21*** | | | | | | | |
| ***Item*** | | ***Planned Storage Location*** | | ***Approx. Cost*** | ***Notes*** | | |
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**Annual Risk Assessment**

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| **Name of Person completing this risk assessment** |  |

**If you are planning any outreach work during your time as an Exec (e.g. volunteering in schools or the local community, working with external partners, etc.) you must contact**[**studentactivities@warwicksu.com**](mailto:studentactivities@warwicksu.com)**and consider this in your risk assessment below. Please see some examples below for your risk assessment and add/amend as appropriate.**

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| --- | --- | --- | --- | --- | --- | --- |
| [**Hazards and how they may cause harm**](https://www2.warwick.ac.uk/services/healthsafetywellbeing/managingrisks/hazidentification/) | [**Who may be at Risk?**](https://www2.warwick.ac.uk/services/healthsafetywellbeing/managingrisks/peopleatrisk/) | **What existing** [**Control Measures**](https://www2.warwick.ac.uk/services/healthsafetywellbeing/managingrisks/riskcontrols/) **are currently in place** | **Current**  [**Risk Level**](https://www2.warwick.ac.uk/services/healthsafetywellbeing/managingrisks/riskassess/matrix_for_risk_evaluation.pdf)  (**VL,L,M,H,VH**) | **Where current risk is** **M, H or VH, what additional** [**Control Measures**](https://www2.warwick.ac.uk/services/healthsafetywellbeing/managingrisks/riskcontrols/) **are required?** | **What action is required by whom & by when?** | **Final**  [**Risk Level**](https://www2.warwick.ac.uk/services/healthsafetywellbeing/managingrisks/riskassess/matrix_for_risk_evaluation.pdf) |
| ***You should list the hazards here, along with how they will cause harm.*** | ***E.g. Members, general public, exec etc.*** | ***List current control measures here that are used to bring down the risk level.*** | ***You should consult the table at the end of this document for the risk level and enter it here.*** | ***Additional measures to bring the risk level down to an acceptable level should be listed here.*** | ***Actions required to control and manage the hazards should be listed here*** | ***List the new risk level here based on the additional control measures.*** |
| Fire |  |  |  |  |  |  |
| First Aid |  |  |  |  |  |  |
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**Risk Assessment matrix**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Severity** | | | | |  |  | **Risk Level** |
| **Likelihood** | Superficial | Minor | Serious | Major | Extreme |  | **Very low** | Acceptable risk - no action required |
| Unlikely | **Very low** | **Very low** | **Low** | **Low** | **Moderate** |  | **Low** | Tolerable risk - further control measures not required, but status must be monitored |
| Possible | **Very low** | **Low** | **Low** | **Moderate** | **High** |  | **Moderate** | Further control measures required to reduce risk as far as is reasonably practical |
| Likely | **Low** | **Low** | **Moderate** | **High** | **Very high** |  | **High** | Urgent action required to allow activity to continue |
| Very likely | **Low** | **Moderate** | **High** | **Very high** | **Very high** |  | **Very high** | Risk intolerable - activity must cease until the risk has been reduced |
| Certain | **Moderate** | **High** | **Very high** | **Very high** | **Very high** |  |  |  |

The **Severity** is how serious the outcome would be if was injured from a hazard.

Superficial Injuries include bumps, small cuts, abrasions etc.

Minor Injuries that could result in treatment required off site, and may involve limited time off work less than 7 days

Serious Injuries that require 7 days or more off work

Major Injuries include broken limbs, serious head injuries, injuries to eyes that affect sight, asphyxiation etc.

Extreme Fatality or life changing injuries

The **Likelihood** is how likely a hazard with injure somebody.

Unlikely Has not happened previously, not expected to happen

Possible Could occur sometime, but not expected

Likely Has not happened previously, but expected to happen at some point

Very likely Has happened before, expected it will happen again.

Certain Very likely to happen. Not ‘if’ but ‘when’.

Event Deadlines – planning for the year ahead, take note of SU deadlines for your events!

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date of Event** | **Event pack deadline** | **Ticketing request** | **Payments** | **Read and agreed SIGN HERE:** |
| External speakers | Not needed if funds are not being spent, however the external speaker form needs completing 21 days before the event | N/A unless part of a paid event with speakers or free tickets | Please be aware online MRF’s can take a week to be processed |  |
| Ball Term 1 | Term 3 of the academic year before – we are available to be contacted over the Summer but need to know plans before Term 3 finishes. Allow time for amendments to financial planner to be made if necessary | Min. 5 working days notice for tickets, once final version financial planner has been approved | Complete all financial transactions at least 2 weeks before the event |  |
| Ball Term 2 | Term 1 week 8 - Allow time for amendments to financial planner to be made if necessary | Min. 5 working days notice for tickets, once final version financial planner has been approved | Complete all financial transactions at least 2 weeks before the event |  |
| Ball Term 3 | Term 2 week 8 - Allow time for amendments to financial planner to be made if necessary | Min. 5 working days notice for tickets, once final version financial planner has been approved | Complete all financial transactions at least 2 weeks before the event |  |
| General event Term 1 | Minimum of 2 weeks prior to event - Allow time for amendments to financial planner to be made if necessary | Min. 5 working days notice for tickets, once final version financial planner has been approved | Please be aware online MRF’s can take a week to be processed |  |
| General event Term 2 | Minimum of 2 weeks prior to event - Allow time for amendments to financial planner to be made if necessary | Min. 5 working days notice for tickets, once final version financial planner has been approved | Please be aware online MRF’s can take a week to be processed |  |
| General event Term 3 | Minimum of 2 weeks prior to event  Allow time for amendments to financial planner to be made if necessary | Min. 5 working days notice for tickets, once final version financial planner has been approved | Please be aware online MRF’s can take a week to be processed |  |
| Domestic Trip Term 1 | 4 weeks prior (take holidays into account to allow packs to be processed)  Allow time for amendments to financial planner to be made if necessary | Min. 5 working days notice for tickets, once final version financial planner has been approved | Complete all financial transactions at least 2 weeks before the event |  |
| Domestic Trip Term 2 | Term 1 - 4 weeks prior (take holidays into account to allow packs to be processed)  Allow time for amendments to financial planner to be made if necessary | Min. 5 working days notice for tickets, once final version financial planner has been approved | Complete all financial transactions at least 2 weeks before the event |  |
| Domestic Trip Term 3 | Term 2 - 4 weeks prior (take holidays into account to allow packs to be processed)  Allow time for amendments to financial planner to be made if necessary | Min. 5 working days notice for tickets, once final version financial planner has been approved | Complete all financial transactions at least 2 weeks before the event |  |
| International Tour Term 1 | Term 3 of the academic year before – we are available to be contacted over the Summer but need to know plans before Term 3 finishes  Allow time for amendments to financial planner to be made if necessary | Min. 5 working days notice for tickets, once final version financial planner has been approved | Complete all financial transactions at least 2 weeks before the event |  |
| International Tour Term 2 | Term 1 – week 8  Allow time for amendments to financial planner to be made if necessary | Min. 5 working days notice for tickets, once final version financial planner has been approved | Complete all financial transactions at least 2 weeks before the event |  |
| International Tour Term 3 | Term 2 – week 8  Allow time for amendments to financial planner to be made if necessary | Min. 5 working days notice for tickets, once final version financial planner has been approved | Complete all financial transactions at least 2 weeks before the event |  |