



YORK ST JOHN STUDENTS' UNION

FUN | INCLUSIVE | REPRESENTATIVE | ENGAGING | SUPPORTIVE

York St John Students' Union

Society Membership Processes

August 2017

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Introduction

Over the past decade the majority of HE institutions have opted to introduce a Society Union Membership to allow institutions to create an additional income stream and also give staff more control over how a percentage of student membership cost is spent; ensuring capital raised through membership is spent more effectively.

In addition to the above reasons for adopting a Society Membership fee, York St John Students' Union (YSJSU) have recognised adopting such membership will support the longevity, sustainability and growth of Society development. At present YSJSU is funded by the York St John University block grant allocation.

After a consultation period with relevant stakeholders York St John Students Union will introduce a Society Membership for all York St John Students' Union Society groups in September 2016. Each Club will pay a percentage of their Club Membership Income to the Students' Union. The contribution percentage has been agreed between outgoing / incoming committee members and the relevant Students' Union Staff and a percentage contribution has been based on annual spends from previous academic years and each Club will make a fair contribution.

The contributions made by Clubs will be used to subsidise 5 areas, including;

1. Equipment
2. Travel
3. Affiliations
4. Insurance
5. Reserves

The purpose of this document is to act as an informative guide to the Society Union Membership. Additionally, this document aims to inform Club members and relevant YSJSU Staff of the processes and steps behind each of the 5 areas.

Equipment

One area that is subsidised for Societies opting into the Society Membership is equipment. Societies will be able to apply for funding for equipment through the Students' Union website. Only Club Captains and Treasurers will have access to complete the purchase order forms, however, we advise sitting down as an entire committee to complete this.

In order to ensure that Society purchase order forms are processed effectively and the process is transparent to students, please see below a detail of the chronological process for requesting funding for equipment.

1. Email the Sports and Societies Graduate Intern (a.bolton@yorks.ac.uk) to request equipment, send links to equipment, request over the phone or in person
2. If your equipment request comes to the sum of less than £50 and it is your first request for equipment, the decision for allocating funding will be made solely by the Sports and Activities Development Coordinator, if your equipment request comes to the sum of more than £50 or you have previously requested equipment the decision will be made by a panel consisting of Sports and Activities Manager, Sports Coordinator and Sports and Societies Graduate Intern
3. A member of YSJSU Sports and Activities Department will contact you to inform you if your Equipment Request has been accepted and if not, why the request was declined
4. If accepted, your Equipment Request will be processed by Alice Bolton (a.bolton@yorks.ac.uk) and you will be contacted when items have arrived for collection from the Students' Union

Prior to requesting Society equipment, please remember;

- You should only request equipment on the Societies behalf, no equipment funded should be used by individuals for personal benefit
- Equipment funded through the Society Membership is the property of the Society and should be passed down to future committees / given back to the Students' Union to pass onto incoming committee members

Travel

Societies opting in to the Society Membership will have travel arrangements made and paid for on their behalf. However, it is important to note that Societies requiring transport must complete a Transport Request Form on the Students' Union Website or email Alice Bolton (a.bolton@yorksj.ac.uk).

Prior to the Society Membership and the release of this document, York St John Students' Union Sport and Activities Department completed a tender process for transport, the successful applicant was York Pullman Bus Company.

To ensure that Society transport requirements can be processed efficiently and in adequate time please remember;

1. Societies must complete and submit a Transport Request Form on the Students' Union Website (requests can only be made by Club Captains and Treasurers), please note, you can also email Alice Bolton (a.bolton@yorksj.ac.uk) to request transport.
2. Transport requests should be submitted at least 7 working days in advance of your travel (the earlier the better)
3. If your request for Travel is accepted, YSJSU Sport and Activities Department will relay all information / details (e.g. pick up time, return time) about booked transport, please do not contact the bus company directly

Prior to booking transport please also note;

- YSJSU process all transport requirements on the premise that the students travelling to represent the University will behave in an appropriate fashion, should any complaints be received, students may face disciplinary action
- YSJSU will only fund travel for paid Societies members travelling to events where students are representing the University
- Societies may be required to share buses if travelling to similar destinations at the same time
- Transport will only be provided to paid Society members and recognised externals. under no circumstances should externals or unpaid members travel with Societies unless funded themselves or previously discussed with YSJSU

Affiliations

The Society Membership enables YSJSU to cover the cost of necessary affiliations for Societies. Necessary affiliations in this instance refer to those needed for the Society to carry out their activities legally e.g. Radio Society broadcasting licence.

Membership Insurance

All YSJSU Clubs contributing a percentage of their membership income to the Society Membership will have insurance purchased for their members.

From the percentage contribution, a sum will be used to insure members under the Endsleigh Standard Policy – a policy tailored for student Society participation. The Policy provides cover for individuals in case of accident whilst attending Society events or activities.

Endsleigh Standard Policy provides cover for the following; permanent disabling injuries, temporary total disablement, dental injury, hospital confinement, additional travel expenses, repatriation (e.g. travelling to and from hospital), loss or earnings and examination re-sit expenses. For a copy of the Endsleigh Standard Policy or for more information about membership insurance please contact Karl Swales (k.swales@yorks.ac.uk).

Reserves

It is important to highlight that any money left in the Society Membership Fund at the end of the academic year will be ring fenced and kept in the Society Membership Fund for the following academic year. Should this change and the budget be changed in order to make capital for specific investment in the future, the relative staff and students will be consulted.