



# Committee Information Booklet

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# **WELCOME TO YOUR NEW ROLE AS A COMMITTEE MEMBER!**

This booklet is vital whether you are setting up a new club, society or peer support group handing over a new committee.

## **If you are setting up a new club or society...**

For those of you setting up a new club or society this is one of two documents you need, the other one being a constitution.

## **Questions, comments, etc...**

If you have any questions or problems throughout the year you can contact the following people:

Finance Officer:	<a href="mailto:su.finance@uea.ac.uk">su.finance@uea.ac.uk</a>
Finance Office: Rosemary Petch	<a href="mailto:union.finance@uea.ac.uk">union.finance@uea.ac.uk</a>
Clubs and Societies Administrator: Jacki Robinson	<a href="mailto:jacki.robinson@uea.ac.uk">jacki.robinson@uea.ac.uk</a>
Sports Clubs Co-ordinator: Ian Welch	<a href="mailto:i.welch@uea.ac.uk">i.welch@uea.ac.uk</a>

The officers and staff are here to help you throughout the year. Feel free to get in touch whenever you need any sort of help or guidance and even if you don't, let us know how things are going and stay in touch!

## Committee List

The committee of the \_\_\_\_\_ club, society or peer support group for the academic year 2010/11 will consist of:

### **President**

Name: \_\_\_\_\_ School/Year: \_\_\_\_\_  
Telephone No: \_\_\_\_\_ Signature: \_\_\_\_\_  
UEA Email Address: \_\_\_\_\_

### **Secretary**

Name: \_\_\_\_\_ School/Year: \_\_\_\_\_  
Telephone No: \_\_\_\_\_ Signature: \_\_\_\_\_  
UEA Email Address: \_\_\_\_\_

### **Treasurer**

Name: \_\_\_\_\_ School/Year: \_\_\_\_\_  
Telephone No: \_\_\_\_\_ Signature: \_\_\_\_\_  
UEA Email Address: \_\_\_\_\_

### **Fourth Committee Position \_\_\_\_\_ (BUCS Captain for clubs)**

Name: \_\_\_\_\_ School/Year: \_\_\_\_\_  
Telephone No: \_\_\_\_\_  
UEA Email Address: \_\_\_\_\_

### **Fifth Committee Position \_\_\_\_\_**

Name: \_\_\_\_\_ School/Year: \_\_\_\_\_  
Telephone No: \_\_\_\_\_  
UEA Email Address: \_\_\_\_\_

**Admin Officer**

Name:

School/Year:

Telephone No:

UEA Email Address:

SocWeb is an internet-based database to make the administration of all activities easier for both students and staff. SocWeb contains information to help students to contact your club. It also allows you to communicate with your members, download any paperwork you need and to apply for grants to fund your activities. You need a password to login to it which is given to the Admin Officer and can be got again, if lost, from the Finance Office.

This can be the same person as listed in another committee position if you wish.

Finance Office use only

Username:

Password:

## **Taking Responsibility**

### **1. Constitution Acceptance Statement.**

The Union requires the signatory committee members to sign and accept the club, society or peer support group's constitution. This obligates the committee to run the club, society or peer support group in accordance with the constitution. A copy of the club, society or peer support group constitution can be collected from the finance office.

By signing you state that you have read the club, society or peer support groups constitution and accept that you are bound by its provisions.

### **2. Equal Opportunity Statement.**

The Union requires that all members of the Union are able to join any of the Union funded Clubs and Societies. Clubs and Societies must abide by the Equal Opportunities Regulations and should work to promote an inclusive and welcoming atmosphere to current and prospective members.

#### **Equal Opportunity Statement:**

*The Union is committed to treating everyone equally and with respect. Discrimination (direct or indirect), particularly that based on a person's age, colour, disability, ethnic origin, gender, HIV status, marital status, nationality, political beliefs, religion or belief, race, sexual orientation, spent or irrelevant criminal convictions, or trade union membership will not be tolerated. This Union promotes equal opportunities as an employer, as a representative campaigning body and as provider of services.*

By signing you state that you have read the equal opportunities statement and accept that you are bound by its provisions.

### **3. Disclaimers**

The Union expects the committee to take responsibility for their actions, and by way of precaution, the Union asks the club, society or peer support group signatories to sign a Print Disclaimer and a Finance Disclaimer. By signing these disclaimers the committee accepts responsibility for any defamatory or illegal material produced, and any costs they incur that are not authorised by the Union.

#### **Publicity Disclaimer**

We, the undersigned, in consideration of the website and photocopying facilities provided by the Union of UEA Students and monies allocated for such purposes to the club, society or peer support group hereby warrant that nothing whatsoever published using said facilities or paid for by said funds shall be in any way illegal, scandalous, libellous, unconstitutional or in breach of copyright law. We will indemnify from subscriptions or independent funds the Union of UEA Students in reference to any such claim. Provided always that this indemnity shall not apply to

any claim arising from independent act or default of the Union of UEA students or its agents, officials and employees.

#### Finance Disclaimer

We, the undersigned, understand that purchases made on behalf of the club, society or peer support group exceeding the sum of £50 should be accompanied by an official Union order form or the appropriate authorisation from the Finance Office. Orders placed or expenditure committed without an order form in excess of £50 are the responsibility of the individual(s) who placed the order. We accept that should this procedure not be followed, the club, society or peer support group will be liable for a fine of 10% of the total sum.

We will seek authorisation from the Finance Office before obtaining, borrowing or signing up to any extra income, or assets, from sources outside of the Union of UEA Students.

We recognise that the Union of UEA Students is not liable for debts incurred by the club, society or peer support group which have arisen due to breach of the above regulations.

#### Inappropriate Behaviour Disclaimer

If the Union receives any complaints on inappropriate behaviour which is deemed to be valid the club, society or peer support group has two choices:

- a) Names and student numbers of members responsible for complaints must be given to the Union to pass on to the University, police and/or another third party. Appropriate action will be decided by the Management Committee (the four sabbatical officers);  
or
- b) The club, society or peer support group will be fined 25% of the current balance in its subs account or a minimum of £100. In severe cases, a club can be removed from any or all competitions in that year or following years.

Examples of offences are:

- 1 Members feeling pressurised to drink alcohol or partake in any activity that they feel is inappropriate or being excluded from activities for refusing to partake.
- 2 Complaints arising from venues/locations at which the club, society or peer support group has been socialising.
- 3 Club, society or peer support group members being disrespectful or intimidating other students, local residents or staff of establishments.
- 4 Clubs, societies or peer support groups failing to clear up any mess created by their activities or socials.
- 5 Breaking the law.

In particular, clubs, societies and peer support groups should be aware that the following are strictly prohibited:

- Group vomiting spectacles

- Semi-naked rampages
- Staged or non-staged ritual abuse
- Forced drinking (ie. with funnels or pipes)

### Interests Disclaimer

No committee member may use their position in a club, society or peer support group to make a personal benefit. This means that committee members should not take gifts or discounted rates that are given to them as a committee member that they would not receive if they were an ordinary member of that club, society or peer support group who did not sit on the committee.

Examples of such gifts and discounted rates would be:

- Bottles of drink given to committee members
- Free entry to venues for committee members
- Free or discounted rates on trips for committee members

Any complaints of wrongdoing in this area may lead to committee members being removed from their committee position or having other rights they have as members of the Union of UEA Students removed by the Management Committee (four sabbatical officers).

**We, the undersigned being the committee of the \_\_\_\_\_ club, society or peer support group have read, understood and accepted the conditions of the:**

- **Constitution Acceptance Statement**
- **Equal Opportunities Statement**
- **Publicity Disclaimer**
- **Finance Disclaimer**
- **Inappropriate Behaviour Disclaimer**
- **Interests Disclaimer**

**President:**

**Date:**

**Secretary:**

**Date:**

**Treasurer:**

**Date:**

## **Applying for Funding**

The Union is the primary sponsor of all clubs, societies and peer support groups and allocates money through grants which are applied for. Due to the number of clubs, societies and peer support groups the Union can only afford to fund clubs for their most basic activities, as set out as the objects in the club, society or peer support group's constitution. The Union will not pay for social events.

Applications for funding are usually agreed by the outgoing and incoming committees so the incoming committee has some input and the outgoing committee can offer assistance gained from their experience. If during the year funding is needed, it is possible to apply to the Finance Officer.

**To apply for funding, you'll need to login to SocWeb, our club, society and peer support group administration website.**

**<https://www.socweb.org.uk>**

*Remember the "s"!*

**You should be able to get your club, society or peer support group's password from last year's Admin Officer, but if not you can get it from the Finance Office.**

Anything costing £200+ and having a lifespan of 4 years or more is dealt with by the Finance Officer as being 'capital' expenditure, so make sure you fill in the right application. If you're confused about this, just get in touch with the Finance Officer who'll be happy to help you.

If you need help getting your head around SocWeb, don't worry – help is at hand! There will be a training session for Admin Officers (and anyone else who want it) about SocWeb in May, and there'll be a top-up session in October. Alternatively, you can always speak to the Finance Officer who can always show you the ropes.

**Good luck – have a great year!**



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Please return  
this booklet to  
the Finance  
Office when  
complete.