Please ensure this application form is completed in full in type.

# 

# A Overview

|  |  |
| --- | --- |
| SOCIETY/CLUB NAME |  |
| SOCIETY/CLUB EMAIL ADDRESS |  |
| SOCIETY/CLUB WEBSITE |  |
| SOCIETY/CLUB FACEBOOK |  |

# B About Your Society

|  |
| --- |
| Why do you want to set up this society and what do you aim to do? |
|  |
| What benefits and opportunities will you provide to members which they would not otherwise have? |
|  |
| How do you see the Society developing in the next twelve months? |
|  |
| Are your aims and objectives in conflict with any existing societies or university/ HWUMSA policy? |
|  |

# C Office Bearer Details

You must have at least three Office Bearers, one of which must be the Treasurer.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1** | POSITION |  | | |
| NAME | |  | HWUM ID |  |
| TERM-TIME ADDRESS | |  | | |
| TELEPHONE | |  | EMAIL |  |
| YEAR OF STUDY | |  | COURSE |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **2** | POSITION |  | | |
| NAME | |  | HWUM ID |  |
| TERM-TIME ADDRESS | |  | | |
| TELEPHONE | |  | EMAIL |  |
| YEAR OF STUDY | |  | COURSE |  |

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| **3** | POSITION |  | | |
| NAME | |  | HWUM ID |  |
| TERM-TIME ADDRESS | |  | | |
| TELEPHONE | |  | EMAIL |  |
| YEAR OF STUDY | |  | COURSE |  |

# D Other Office Bearers

This section is optional.

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| **4** | POSITION |  | | |
| NAME | |  | HWUM ID |  |
| TELEPHONE | |  | EMAIL |  |
| YEAR OF STUDY | |  | COURSE |  |

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| **5** | POSITION |  | | |
| NAME | |  | HWUM ID |  |
| TELEPHONE | |  | EMAIL |  |
| YEAR OF STUDY | |  | COURSE |  |

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| **6** | POSITION |  | | |
| NAME | |  | HWUM ID |  |
| TELEPHONE | |  | EMAIL |  |
| YEAR OF STUDY | |  | COURSE |  |

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| **7** | POSITION |  | | |
| NAME | |  | HWUM ID |  |
| TELEPHONE | |  | EMAIL |  |
| YEAR OF STUDY | |  | COURSE |  |

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| **8** | POSITION |  | | |
| NAME | |  | HWUM ID |  |
| TELEPHONE | |  | EMAIL |  |
| YEAR OF STUDY | |  | COURSE |  |

# E Membership List

Please provide the details of at least 10 current students who wish to be members in order to affiliate.

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| --- | --- | --- |
| NAME | HWUM ID | EMAIL ADDRESS |
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# G CONSTITUTION

Bold Text indicates a compulsory clause, beyond that you can personalise the Constitution to match your particular Society aims.

## Article 1 – General

1.1 There shall exist a Insert Society Name Society, hereafter referred to as the Society.

1.2 The aims of the Society shall be: Insert aims of Society

**1.3 The Society shall be bound by the Constitution and Bye Laws of Heriot-Watt University Student Association. The Committee members will have read and understood Clubs & Societies Bye Laws and willingly adhere to these conditions of Affiliation. Failure to do so may lead to the Society being disaffiliated by the Association.**

## Article 2 – Membership

**2.1 Ordinary membership of the Society is open to all registered Heriot-Watt University students, regardless of age, gender, disability, race and/or sexual orientation.** Associate membership is open to any person not eligible for ordinary membership; honorary membership can be conferred on any person who has made a major contribution in the furtherance of the aims of the Society. Associate and Honorary membership is at the discretion of the Society’s Committee; such membership may be challenged at a General Meeting.

2.2 Ordinary and Associate Members shall pay an annual subscription, the amount of which shall be set at a General Meeting.

2.3 The number of Associate Members shall not exceed one quarter of the total membership of the Society.

## Article 3 – The Committee of Office Bearers

**3.1 The Committee shall consist of at least three Office Bearers – one of whom will be the Treasurer.** Further Office Bearer roles may be decided at a General Meeting.

*NB You may wish to name other roles here such as President; VP; Trainer; Secretary. However, these should be roles you need EVERY year. Don’t limit yourself too much, you can decide further roles without them being enshrined in your Constitution.*

3.2 The Treasurer shall be responsible for maintaining the accounts and funds of the Society in a satisfactory manner and shall submit budgets and accounts as required by the Student Association.

3.3 Office Bearers will be elected by Ordinary Members. Voting in elections shall be by a method agreed on at a General Meeting by the majority of individuals present; or Officer Bearers shall be appointed by means of interview by the outgoing Officer Bearers.

## Article 4 – General Meetings

4.1 General Meetings shall be called at the request of the Committee or on receipt of a written request by no less than 10 Ordinary Members of the Society.

4.2 An Annual General Meeting shall be called at least once per academic year.

4.3 Ten days notice for all General Meetings shall be provided in writing by the Committee to all members of the Society.

4.4 The quorum for a General Meeting shall not be less than 1/8th of the Ordinary membership of the Society.

4.5 All Ordinary Members will be entitled to speak, vote and stand for election at a General Meeting. Associate and Honorary Members will have speaking rights only. Unless otherwise specified the General Meetings shall have full authority over affairs of the Society.

## **Article 5 – Finance**

**5.1 The Student Association retains the right to possess any asset of the Society if the Society has violated any of the regulations laid out by the Constitution and Bye Laws of the Student Association.**

**5.2 All Society funds must be held in a legitimate bank account with the exclusion of Petty Cash.**

**5.3 Under no circumstances will any member of the Society use any of the Society’s assets, money or material for personal or private use.**

## **Article 6 – Dissolution of the Society**

**6.1 The Society shall be dissolved by a resolution passed by a 2/3rd majority at a General Meeting, or by failing to satisfy the conditions for affiliation to the Student Association.**

**6.2 In the event of a Society being dissolved, all assets, finances and material shall revert to the control of the Student Association.**

## **Article 7 – Amendments to the Constitution**

**7.1 Any proposed amendments to the Society’s Constitution must be ratified by a 2/3rd majority vote of Ordinary Members at a General Meeting.**

**7.2 Any amendments to the Constitution must be signed off by the Vice President of the Student Association before taking effect.**

**We, the undersigned, confirm that this Constitution is as laid down by the Society’s Committee:**

|  |  |
| --- | --- |
| TREASURER | |
| Signed: | Date: |
| OFFICE BEARER (e.g. President) | |
| Signed: | Date: |
| OFFICE BEARER (e.g. Secretary) | |
| Signed: | Date: |

# So, what happens next?

Once you have completed this set of forms and created a Constitution, submit the forms to the Club Officers (Arts & Culture, Sports, Professional Development or Community Service) or drop it to any of the Officers on duty at the Student Association Office in Student Common 5.

* In submitting your forms, we will ask you to meet with the Club Officers. This meeting will be a chance to talk through your ideas and for you to ask any questions you may have.
* The Club Officer and Vice President will review your application.
* If your application is approved, you will receive a confirmation letter.
* If there are any issues with the affiliation process or forms etc, we will be in touch and if appropriate, help you with the process.
* After your application is approved you will be added to the Club & Societies Mailing List and receive weekly updates on society events and opportunities to get involved with. By default, the Student Association will send any updates to the President of the club/societies.
* You can arrange to meet the Club Officers to discuss your society at any time.
* You will receive society resources on affiliation. These are designed to help you with the running of your Society. You can also access them online at [www.hwumsa.com/run-a-club](http://www.hwumsa.com/run-a-club)

# Affiliation Checklist

Please make sure you complete and return the following forms to affiliate your Society:

* Society Overview and About Your Society
* Office Bearer Contact Details
* Membership List (with at least 10 student members details)
* Society Constitution (signed by three Office Bearers)

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|  |  |  |  |  |
| **Anis Nadhirah Yasmin**  Vice President of Community  Student Association  Heriot-Watt University Malaysia |  | **Sharifah Mastura Syed Mohamed**  Senior Manager  Student Support Services  Heriot-Watt University Malaysia |  | **Mushtak Al Atabi**  Provost & CEO  Heriot-Watt University Malaysia |