

## **Society Registration Process**

### **1. Introduction**

Societies are an integral part of Guild life. Liverpool Guild of Students has, on average, 200 societies registered each academic year with thousands of student memberships. Registering a new society offers an opportunity to add to the diverse range of societies already on offer to our members, with a range of support and skills development opportunities available to those who form society committees. The Guild is committed to increasing the volume and diversity of societies on campus, including student political societies.

This document outlines how to form a new society with Liverpool Guild of Students and the criteria that is used to approve new societies. Guidance around the ongoing arrangements for the approval and allocation of funding [can be found here](#).

Further information about the governance of Guild Societies be [found as part of the Guild's Byelaws here](#).

### **2. Society Criteria**

**Societies may apply for initial registration to be considered in accordance with the below criteria:**

- i) New societies must not duplicate the aims of any other registered societies.
- ii) New societies must not duplicate the activities or services of the Guild or any other University department.
- iii) New societies must not contravene the Guild's Articles of Association, Byelaws, policies or values.
- iv) The resource and support that the proposed society requires must be reasonable within the limits of the existing resource available.
- v) The activity of the proposed society must be deemed to be insurable within the Guild's current insurance policy.
- vi) The proposed society must not pose a significant financial, reputational or legal risk to the Guild, and the proposed activity must be legal.
- vii) A society, or one of similar aims, must not have been derecognised within the last 12 months.

All societies must have a minimum of three committee members.

We will assess the resource needed to support the society and these factors are based on legal requirements, such as compliance with the Education Act 1986, to ensure lawful free speech is never prevented or inhibited on campus - rather than any political or policy consideration.

### **3. New Societies**

#### **a) Registration Process**

- i) All members have access to the Society Registration Form [via the Guild website](#).
- ii) The Societies Team will collate all received forms via SurveyHero; they will receive an automated notification from SurveyHero when a New Society Form has been submitted.

- iii) The Societies Team will check that those submitting the bid, and those listed as committee members, are Full Members of the Guild.
- iv) Students will receive an email receipt of their form and details of when the next approval meeting will be held, alongside any necessary questions about the submitted form. This will be sent by the relevant Society Team Member.
- v) The Societies Team and the Deputy Director of Membership Services will meet on a regular basis, depending on the anticipated number of submitted forms, at the New Society Meeting to discuss and approve society applications in line with the above criteria.
- vi) The dates of these meetings will be published on the Guild website to ensure that students know when we will look at their application
- vii) If, following the New Society Meeting, further consideration is needed and a decision can't be made at that meeting, an email to inform the students who have submitted the form will be sent by the relevant Society Team Member.
- viii) All decisions made at New Society Meetings will be recorded and dated on an internal spreadsheet.
- ix) If the society is to be approved, the above group will decide which category the society will be allocated to: Academic, Affecting Change, Celebrating Culture, Celebrating Faith, Medical, Performing Arts, Sharing Activity, or Student Media.
- x) If the New Society is approved, an email will be sent to the students, informing them of the outcome and containing the details of any additional conditions to their registration. This email will also contain a link to their webpage, details of their new nominal code, and a copy of the Society Handbook. They will also be invited to a training session or to meet with the relevant Society Team Member.

**b) Not registering a society**

- i) In the event of a difficult consideration, or where the proposed society does not meet the above criteria, the DDoMS must raise this with the Director of Membership Services and at least one Guild Officer.
- ii) If the New Society is not approved, a meeting will be set up with those who submitted the form and relevant Guild staff members or Officers.
- iii) If a student disagrees with the decision that has been made, they can email the Director of Membership Services in the first instance.

**c) Dates for New Society Registration**

- i. The academic year runs from 1<sup>st</sup> August until 31<sup>st</sup> July; new societies can register at any stage during the academic year. However, those wishing to register after the Easter break will be invited to postpone their registration until the following academic year.

#### **4. Current Societies**

##### **a) Re-Registration Process**

- i. Societies must re-register with the Guild annually, following their Annual General Meeting and prior to the commencement of each academic year.
- ii. Societies which fail to re-register will not be considered Guild societies.
- iii. Current Guild societies will be invited via email on an annual basis to re-register with the Guild
  
- iv. Following Society Elections, an email will be sent directly to the newly elected Secretary, inviting them to complete the Re-Registration Form. If the society does not yet have an elected Secretary, the Form will be sent to the President or another relevant committee member.
- v. The Societies Team will collate all received forms via SurveyHero; they will receive an automated notification from SurveyHero when a Re-registration Form has been submitted.
- vi. The Societies Team will check that those submitting the form, and those listed as committee members, are Full Members of the Guild.
- vii. The Societies Team will individually assess all re-registering societies to ensure that they still meet the above criteria; each Team Member will read through the submitted Re-Registration Forms from their own category of societies.
- viii. If the relevant Team Member is happy that the society still meets the criteria and has provided all the relevant information required, they will send both the Secretary/President and the society generic email address a Re-Registration Confirmation Email.
- ix. All Re-Registration decisions will be recorded and dated on an internal spreadsheet.
- x. Updates on the Re-Registration Process will be given at the New Society Meeting by each Society Team Member, including any areas for further consideration or support.
  
- xi. The dates of the Re-Registration Process will be published on the Guild websites to ensure that students know when we will look at their re-registration

##### **b) Not Re-Registering a Society**

- i. In the event of a difficult consideration, or where the society no longer meets the above criteria, the DDoMS must raise this with the Director of Membership Services and at least one Guild Officer.
- ii. If the society is not to be re-registered, a meeting will be set up with those who submitted the form, the Societies Manager and the DDoMS to explain this decision
- iii. If a student disagrees with the decision that has been made, they can email the Director of Membership Services in the first instance.

##### **c) Dates for Re-Registration**

- i) The academic year runs from 1<sup>st</sup> August until 31<sup>st</sup> July; societies will be invited to re-register at the end of one academic year and the process will be completed prior to the Welcome Week of the following academic year.

#### **5. De-Registration Process**

- i) Societies can be de-registered by the Trustee Board if they no longer meet the registration criteria
- ii) A proposal to de-register a society shall be submitted to the Trustee Board for their approval.

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