

CODE OF PRACTICE FOR SOCIETIES 2025/26

Societies Membership Package

Societies membership includes:

- Central support costs from the Union - staffing, representation, administration, insurance.
- Training for committees.
- Administration costs (online transaction fees and VAT charges).
- Central support costs from the University - access to rooms.
- Contingency fund.

Ownership and responsibilities

The ownership regarding income generation and spend sits with the Executive Committee members of each society. The monitoring of the individual society's funds is the responsibility of the Treasurer, with the President having sign-off responsibility, and Union staff approving these to ensure they adhere to the society's agreed objectives.

Restricted

The membership funds of a specific society will be restricted for that society as 'designated funds'. The funds will be kept in a separate account line within the Students' Union and will be visible to the executive committee.

End of year

If at the end of the year (June 30th) the society has surplus funds, the money will be rolled over to the following year.

Overspend

A society is not allowed at any point to spend more than their income. Any activity will be put on hold until the committee generates necessary income.

Income generation

The formula for each society will be:

- Forecasted spend = membership fees x membership number target.
- *E.g. £500 overall cost = £10 membership fee x 50 members target.*

Membership fees

The society committee will set membership fees to cover the forecasted expenditure for the following year, based on current year expenditure and research. This year, membership can be free. It is the responsibility of the committee to ensure the forecasted membership numbers are being met or exceeded. If these have been overstated, they will affect the level of expenditure.

Therefore, membership formula will be determined as:

- Membership fee = Forecast spend / membership number target

Associate Membership

An Associate Member is any person who is not a member of Christ Church Students' Union, including CCCU staff. Societies can decide if they wish to admit associate members, or not. Christ Church Students' Union is prohibited under charity law from subsidising non-members, which is why there is an additional cost to individuals who are not Union members. The cost of associate membership for societies for 2025/26 £28, which is in addition to the usual membership charge.

Access to Opportunities Fund

The Union has created the Access to Opportunities Fund to which students can apply to to partially or wholly cover the cost of memberships, if this would otherwise be a barrier to participation. If you would like to apply to the fund then please see the details on the Union's website.

Sponsorship and Fundraising

The society committee can, and will be encouraged and supported to, seek sponsorship and raise funds according to the Union's guidelines. Sponsorship and fundraising income will be added to the account.

Expenditure terms

1. The society has full ownership over expenditure. The terms agreed related to forecasted expenditure at the time of setting membership fees should be aimed to be followed.
2. The society's committee has approval of all expenditure.
3. Some expenditure can be delivered by Union staff but through the approval process the society committee will have ultimate say.

Refunds

There will be no refunds available for society memberships, except in exceptional circumstances at the discretion of the Treasurer and the relevant Students' Union president.

Joe Butler-Moor,
Students' Union President 2025/26

Molly Davies,
President (Student Life) 2025/26

Emma Lawrence,
President (Academic Life) 2025/26