PROCTORIAL NOTICE

UNIVERSITY CLUBS AND SOCIETIES

The Junior Proctor draws the attention of University Clubs and Societies to the Regulations which govern them. The relevant clauses of these Regulations provide that:

1. Any club or society consisting wholly or partly of members of the University in statu pupillari may apply to the Junior Proctor for registration as a University society. A club or society applying for registration shall submit to the Junior Proctor a statement of its current financial position and a copy of its constitution. The Junior Proctor may refer such an application to the Societies Syndicate. If the Junior Proctor refuses to register a club or society, the club or society may appeal to the Societies Syndicate, who may if they think fit register the club or society.

2. All registered clubs or societies shall deposit any changes in their constitution with the Junior Proctor, and shall notify him or her of any change of officers.

3. Every registered club or society shall deposit by 31 December each year with the Junior Proctor a copy of its accounts for the previous academical year audited either professionally, or by a resident member of the Senate, or by a person approved for this purpose by the Junior Proctor.

4. A club or society whose constitution requires it to have a Senior Treasurer shall not amend its constitution so as to remove this requirement without obtaining the prior approval of the Junior Proctor and submitting to the Junior Proctor a statement of its current financial position.

and

7. No club or society consisting wholly or partly of members of the University in statu pupillari, whether registered or not, shall, while occupying University premises, engage in trade without the permission of the Finance Committee of the Council ....

Clubs and societies are expected to comply with these Regulations in a timely and efficient manner. It should be noted that the registration of a club or society may be withdrawn at the discretion of the Junior Proctor, subject to a right of appeal by the club or society to the Societies Syndicate. All registered clubs and societies are eligible to apply for grants from the syndicate.

Officers of clubs and societies should read and follow the ‘Notes for the Guidance of University Clubs and Societies’ issued by the Junior Proctor, which may be found at http://www.proctors.cam.ac.uk/documents/notes-on-registering-societies.pdf. The sections concerned with the requirements for an acceptable constitution and membership, finances and financial assistance, insurances and risk-assessments, are of particular importance.

If an officer requires any further advice or guidance, the Junior Proctor will be available by appointment to discuss clubs’ and societies’ routine matters, every Wednesday during Full Term between 3pm and 3.30pm: telephone 33314 (network) or 01223 333314 (external); e-mail: junior.proctor@cam.ac.uk

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Junior Proctor

OCTOBER 2016

1 Ordinances Chapter II, Discipline, Clubs and Societies (p.196 -1970 in 2015 see 2016 edition for current reference)