The Junior Proctor draws the attention to the Regulations¹ which govern these The relevant clauses in these 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 with the Junior Proctor by 31 December each year a copy of its accounts for the previous academical year approved and signed by the Senior Treasurer who shall be a member of the Regent House or if not shall be a member of the Senate approved for the purpose by the Junior Proctor. A club or society that has been permitted by the Junior Proctor to amend its constitution under Regulation 4 so as to remove the requirement to have a Senior Treasurer may be required by the Junior Proctor to submit its accounts in such manner as may be determined by the Junior Proctor in each case.

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.

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 in a timely and efficient manner. Registration may be refused or withdrawn by the Junior Proctor, subject to an appeal to the Societies Syndicate. Registered clubs and societies are eligible to apply for grants from the Syndicate.

Officers of clubs and societies should follow the ‘Notes for the Guidance of University Clubs and Societies’ issued by the Junior Proctor, available at: http://www.proctors.cam.ac.uk/documents/notes-on-registering-societies.pdf. The sections concerning acceptable constitutions, membership, finance and financial assistance, insurance and risk-assessment are of particular importance. If anyone requires further advice or guidance, the Junior Proctor will be available by appointment at the Proctors’ and Marshal’s Office every Wednesday during Full Term between 3pm and 3.30pm: telephone 33314 (network) or 01223 33314 (external); e-mail: junior.proctor@cam.ac.uk

Gemma Burgess
Newnham College  Junior Proctor 2017-18

¹https://www.admin.cam.ac.uk/univ/so/
Ordinances Chapter II, Discipline, Clubs and Societies, as amended by Grace 4 of 4 October 2017