



# UNIVERSITY CLUBS AND SOCIETIES

Regulations<sup>1</sup> in *Ordinances* provide that:

1. Any club or society consisting wholly or partly of registered students 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.
5. Any club or society sanctioned by the Proctors before these regulations take effect shall be deemed to have been registered in accordance with these regulations.
6. Any registration granted or deemed to have been granted under these regulations may be withdrawn at the discretion of the Junior Proctor, subject to a right of appeal by the club or society to the Societies Syndicate.
7. No club or society consisting wholly or partly of registered students whether registered or not, shall, while occupying University premises, engage in trade without the permission of the Finance Committee of the Council.

***Registered clubs and societies are expected to comply with these requirements in a timely manner. They are eligible to apply for grants from the Syndicate.***

Officers 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. For further advice or guidance e-mail: [junior.proctor@cam.ac.uk](mailto:junior.proctor@cam.ac.uk)

A Proctor will normally be available via MS Teams or in person between 10 - 10.30 am on Wednesdays in Full Term, although it is best to make an appointment. Access is via Senate-House Yard and the Old Schools Arcade, not via Trinity Lane and the Old Schools Reception.

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*Junior Proctor 2021-22*

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<sup>1</sup> *Ordinances Chapter II, Discipline, Clubs and Societies* <https://www.admin.cam.ac.uk/univ/so/>