UNIVERSITY OF CAMBRIDGE

NOTES FOR THE GUIDANCE OF

UNIVERSITY CLUBS & SOCIETIES

Issued by

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Notes of Guidance for the Formation and Running of University Clubs and Societies

The following information is based on the experience of established University clubs and societies, and of the Proctors and other officers associated with the affairs of registered clubs and societies. The notes provide guidance for founding and running a club or society, and for revising the constitution or accounting system of an existing club or society. The information given is not exhaustive and, if members of clubs or societies—whether formed or in formation—are in any doubt about any aspect of the formation or running of clubs and societies, they should seek further advice, either from the sources identified below or independently.

1. REGISTRATION

Role of the Proctors

Amongst their other duties, the Proctors (and the various Pro-Proctors and University constables who assist them) uphold the University's codes of practice with regard to free speech and to public meetings and gatherings. The Proctors are also involved in the registration of student clubs and societies. The process is managed by the Junior Proctor, through the Proctors' Office. Registration is voluntary, not mandatory. ***It is important to note,*** however, that the role of the Proctors in this context and under University regulations, is limited to supervising registration and closely related matters: it is ***not*** a **disciplinary** or a **regulatory** role. Registered clubs and societies remain, essentially, independent members' clubs or associations. The University is not responsible or financially liable in relation to clubs and societies but supports them through registration, which affords certain privileges, and by supplying some general advice and guidance.

Registration

Any club or society consisting wholly or partly of members of the University who are registered students may apply to the Junior Proctor for registration as a University Society. ***Only registered University Societies may use the University's name or branding.*** Please note that societies may, if they wish, register in addition with Cambridge SU: see Start a Society (cambridgesu.co.uk). Registering with Cambridge SU allows clubs and societies access to benefits such as Freshers Fair, the SU Society Grant and SU Directory. Registration with the Proctors' Office is not mandatory but provides certain additional benefits which are not available to unregistered clubs or societies. For example, only registered clubs and societies may apply to the Societies Syndicate for financial assistance (see Section 9: Grants from the Societies Syndicate). Registered clubs and societies may also be covered by the University's public liability insurance policy when hiring University premises or facilities (see Section 10: Insurance). Registered clubs and societies are also entitled to space on the University's web-pages (see www.cam.ac.uk/societies). Please note that clubs and societies seeking status as an exempt charity MUST register individually (see Section 6: Charitable status).

To be registered, a society must have a **Senior Treasurer** *(see Appendix 9 for Senior Treasurer Guidance).* The Senior Treasurer should express an interest in the aims and character of the society, and be willing to give sufficient time to its affairs. They must normally be a member of the Regent House, the roll of which is published each Michaelmas Term in the Reporter; exceptionally, they may be another person approved by the Junior Proctor. The Senior Treasurer

provides essential continuity in the society's administration, and signs the annual accounts before they are submitted to the Junior Proctor.

A club or society applying for registration should submit to the Junior Proctor:

- a statement of its current financial position, signed by the Senior Treasurer;
- a copy of its constitution (see Appendix 1 for a sample constitution);
- an initial list of officers, including the name of the Senior Treasurer, and details of colleges and e-mail addresses.

Applications to register should be sent to the Proctors' Office, via email to juniorproctor@admin.cam.ac.uk. The Junior Proctor may refer applications to the Societies Syndicate, and if the Junior Proctor refuses to register a club or society, the club or society may appeal to the Societies Syndicate, by emailing the Secretary of the Syndicate, at SocietiesSyndicate@admin.cam.ac.uk.

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The University regulations governing the conduct of registered societies are reproduced at the end of this booklet *(Appendix 6)*. However, whether registered or not, all societies must observe regulation 7, which covers **trading** on University premises or in its name.

2. NAMING AND BRANDING

Clubs and societies are encouraged to exercise proper care and judgement in the choice of name and to ensure that it is clear that the club or society is a members' society rather than an official body, institution or otherwise formally constituted part of the University. For example, the Junior Proctor may refuse to register a society titled 'The Cambridge University Institute for James Bond Studies', as it might imply that the society is a University institution or forms part of the University's official educational programme. The Junior Proctor will decline to register a name that is ambiguous or misleading, such that the University's official purposes and activities might be undermined, compromised or misrepresented.

The University shield as shown on the cover of this document may be used by registered societies. However, as the University's arms were granted to the University on behalf of the Crown, they may not be amended in any way (including adding elements, changing colours etc.), nor may they be used in such a manner as to suggest that the society is an official part of the University. Hence, the shield should be shown separately from the title of the society, which might choose to have a different distinctive motif. The Proctors require all societies to provide examples of their branding—particularly where the University shield is used—to verify that it conforms to these guidelines. See Appendix 10 for further guidance; also Who can use the University brand (name and/or logo) | University of Cambridge

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3. CONTINUING REQUIREMENTS

To retain registration, a club or society must submit to the Junior Proctor via the Registered Clubs and Societies 'course' on Moodle, **ideally by 30 September**, but **by 31 December each year at the latest**, the following:

- an up-to-date copy of their constitution, with any changes clearly highlighted (however small);
- a complete list of officers, including the Senior Treasurer; and
- a copy of its annual accounts produced in respect of the previous complete financial year and the year to date (clubs and societies may set their own financial years but are encouraged to shadow the academic year of 1 October to 30 September).

The documents should have been audited and signed by the Senior Treasurer. Specimen forms for annual accounts are set out in Appendix 3. ***Failure to comply with any of these requirements will result in deregistration of the club or society.***

It is recommended that a copy of any logo used should be uploaded along with a web link.

It is recommended that, particularly in the Long Vacation, proper arrangements be made for the safe custody of equipment and records, and that the Senior Treasurer and other continuing officers and members of the club be fully aware of these arrangements. The Senior Treasurer and the society's bank should be consulted about ensuring continuity of the authority to operate any bank accounts—e.g., to sign cheques, or log in to internet banking.

4. CONSTITUTION

A sample constitution can be seen at Appendix 1.

A constitution should set out:

a. the name of club or society;
b. its aims;
c. the eligibility for membership and voting;
d. the procedure for election of the officers and any other members of the executive committee;
e. the powers and duties of the officers and executive committee;
f. the frequency and method of convening business meetings, e.g. the Annual General Meeting or any Extraordinary General Meeting;
g. the procedure for constitutional amendment;
h. the level of subscriptions (if any);
i. the arrangements for the management of finances and for audit;
j. the arrangements for dissolving the club or society and disposing of any assets;
k. disciplinary processes and form of appeal.

A constitution should make clear that a society is open to all interested members of the University, regardless of religion or nationality, and that power is in the hands of its members. It shall be permissible, but not the norm, for particular clubs or societies to impose restrictions on eligibility to join or participate in the activities of the club or society on grounds such as national origins, ethnicity, religion, gender or sexual orientation—provided they are judged by the Junior Proctor to be consistent with the purposes and objectives of the club or society, and

are reasonable and fairly applied in all the circumstances and are neither contrary to the law nor the University's anti-discrimination provisions.

Members should elect officers and other members of the executive committee, and be responsible for amending the constitution. The powers and duties of the officers should be laid down, as should the timing and frequency of management meetings and the method of convening them. It is also helpful to include details of arrangements for dissolving the society in the event that it ceases to operate, including the disposal of any residual assets. Note that funds must be held in trust for the furtherance of the society's aims and objectives and should not be regarded as the property of society committees or members personally. At the time of dissolution, all residual funds and assets must be sent to the Societies Syndicate to benefit other societies.

The executive committee must have a majority of members who are current Cambridge undergraduate or postgraduate students or are members of the Regent House, and the majority of principal officers, e.g. President, Secretary and Junior Treasurer must be current students. Furthermore, it is strongly advisable that the same individual should not occupy multiple roles, that no single role should be held by multiple individuals, and that the constitution specify term-limits for, and limitations on re-election to, positions on the executive committee.

Records of members (annual and life) should be kept. If kept on computer, these data may be subject to be entered onto the ***Information Assets Register for GDPR: see Information Asset Register—University of Cambridge.*** The University's entries on the Information Asset Register do not cover University clubs and societies. If data are held on computer, the club/society becomes a data user and may need to register with the General Data Protection Registrar. Advice on this and registration can be obtained from the University Data Protection Officer Contact Us | Information Compliance (cam.ac.uk).

Complaints procedures; Codes of practice
Clubs and societies mustensure that they have in place—preferably as part of their constitution—an appropriate complaints or grievance procedure that is published and readily accessible to members and other parties who are dissatisfied with the conduct of the club or society, or of any of its individual officers or members. It may be appropriate to provide for the Senior Treasurer, or some other senior member, to adjudicate in complaint matters. The procedure must afford those involved reasonable notice and a reasonable opportunity to be heard.

Clubs and societies whose activities include publishing or the production of newspapers and other publications or media, or who are engaged in journalistic activities, are urged to adopt, explicitly, any relevant industry-standard codes of conduct or of best practice—for example, those engaged in student journalism should consider the adoption of The IPSO Editors' Code of Practice.

The Junior Proctor strongly encourages all registered clubs and societies to publish their constitutions (as approved by the Junior Proctor) on their club or society webpage and to adopt the seven decision-making principles for trustees of charities; see Decision-making for charity trustees—Gov.uk

5. LEGAL STATUS

Clubs and societies, whether or not they use the name of the University in their title, and whether or not they carry on their business on University premises, are bodies independent of the University. ***The University does not accept liability or responsibility for any debts they may incur.***

Most clubs and societies are **unincorporated members' clubs** and, as such, cannot be sued. Instead, any claim against a club will be brought against its officers or its members personally.

It is important for a club or society to take reasonable steps to safeguard its officers, and in particular the Senior Treasurer, against liability. It is therefore desirable that the constitution of a club or society should expressly provide that the Senior Treasurer shall not be liable for any debt or other obligation of the club or society, except where they have personally authorised it in writing.

Officers of a club or society should not authorise any transaction involving financial liability, whether by signing a cheque or by authorising the making of a contract or agreement, ***unless they are sure it is within their authority to do so and that sufficient funds are available.*** If there are doubts, the transaction should not go ahead without all the executive members of the society agreeing to it in advance and undertaking liability for it. Funds should only be used for purposes consistent with the constitution of the club or society.

6. CHARITABLE STATUS

Most clubs and societies will not meet the legal qualifications for charitable status. However, some clubs and societies may have or seek charitable status and, further, may qualify as an exempt charity on the grounds of their association with the University, which is itself an exempt charity. Whilst charitable clubs and societies may consider structuring themselves so as to meet the requirements for individual registration with the Charity Commission, it is the University's strong preference that charitable clubs and societies applying for registration with the Junior Proctor, especially those who bear the University's name, arrange their affairs and constitutions in order to qualify as exempt charities.

Information about exempt charities is widely available but some helpful sources are:

1. Sch. 3 Charities Act 2011: www.legislation.gov.uk/ukpga/2011/25/contents/enacted
2. Charity Commission Operational Guidance OG717-02:https://khub.net/web/charity-commission-operational-guidance/resources/-/ddl_display/ddl/862898493/861774141/maximized (paragraphs E12–E13 in guidance OG555)

Registration with the Junior Proctor does not guarantee that charitable clubs and societies will benefit from exempt status. The University has, however, developed a set of criteria which it believes are persuasive indicators of exempt 'linked' status and appropriate requirements of the

University for clubs and societies which wish to benefit from the University's own exempt status. These criteria are under continuous review but currently include the following:

(a) The club or society must be a charity (i.e. have exclusively charitable objects and not allow for the private distribution of assets);
(b) The club's or society's objects must fall within the broad educational objects of the University;
(c) There must be adequate student representation on the governing body of the club or society;
(d) There must be a Senior Treasurer, being a member of the Regent House;
(e) The University must be kept adequately informed of the club's or society's activities and be able to participate in governance of the club or society through representation at an appropriate level;
(f) The University must be entitled to approve amendments to the club's or society's constitution;
(g) The University must be entitled to grant permission for use of its name and to refuse or remove such permission.

Each club or society that considers it may be a charity or is considering becoming a charity must ensure that its constitution complies with these criteria and notify the Junior Proctor of its intention to seek exempt charitable status. If members of the club or society are in any doubt about the club's or society's status, they must take independent legal advice. The University is not able to confirm charitable status, exempt or otherwise.

7. ACCOUNTING

NOTE:

- The following notes represent illustrative, outline guidance on basic accounting practices for clubs and societies. Accounts for major societies should conform to UK Generally Accepted Accounting Practice (UK GAAP | ICAEW)

Accounts for a small club or society may be presented in the form of (i) an income/expenditure statement and (ii) a balance sheet. It is not normally necessary to prepare (iii) a statement of cash flow. These are summary financial statements, distinct from bank statements or "tracker" spreadsheets that Junior Treasurers are well advised to maintain to record each item of income and expenditure and associate it with the relevant invoice, receipt or other evidence. Expenditure may include printing, stationery, postage, hire charges, travel expenses, etc. (see Appendix 2, Recording expenditure and income). Entries for the current year may sometimes include receipts or payments due from a previous year and records of invoices for the current year which at the end of the current financial year have not yet been paid. When the accounts are prepared for audit these special items should be adjusted and a separate list should be prepared for the auditor detailing those items which do not properly belong to receipts and payments for the current financial year.

7.1 Essential procedure

a. The bank account should be in the full name of the club or society, unless funds are kept with the SU's 'internal account' (N.B.: this requires registration with the SU; see Cambridge SU—Start a Society and Cambridge SU—Society Finance Guide).

b. Cash (and cheques) must be safeguarded and banked promptly

c. Authority to operate the accounts (whether by online transactions or cheques) should be on the basis of a "two to sign" (or equivalent) mandate: i.e., no single officer should be able to authorise expenditure but, rather, two officers acting together. The Constitution should normally specify which officers, any two of which have authority to operate the accounts (e.g., President, Vice-President, Junior Treasurer, Senior Treasurer). To aid in continuity of operations and in transfer of bank mandates from one committee to the next, it is highly desirable that the Senior Treasurer be one of those authorized to operate the accounts. Mandate change forms to update signatories should be completed as soon as possible upon a change in committee members.

d. With regards to online banking, there must be no sharing of passwords or access/authentication devices between responsible officers and other society members. When officers change, the passwords ought then to be changed too.

7.2 Recommended procedure

a. All cash and cheques received by the club or society should be paid into the bank account, recorded in the tracker spreadsheet, and proof of deposit kept. No cash disbursement should be made directly from cash received.

b. Where payments received are numerous (e.g. subscriptions), a separate spreadsheet may be maintained, in which subscriptions can be listed as life or annual. Totals should be brought to account in the main tracker spreadsheet.

c. Major disbursements should be made by bank transfer. Payment should only be made on the evidence of individual invoices. Where frequent purchases are made from a supplier, it is advisable to check the statement (the monthly or periodic summary of invoices, issued by a company or other supplier) to ensure that all invoices have been received for payment. When submitting a cheque in payment or making a transfer it is advisable to quote the numbers of all the invoices for which payment is being made.

d. Any payments made by cheque should be recorded. The last three digits of the cheque number should be recorded against the date.

e. All receipts and payments recorded should be specifically analysed according to the needs of the club or society (e.g. postage, room hire, subscriptions etc.). At the end of the financial year the bank statements should be reconciled (i.e. checked so that you can confirm that what is shown in your tracker spreadsheet actually matches what came in and went out of your bank account) with the final balance shown.

f. All vouchers and invoices supporting payments should be filed in the order of payment recorded.

g. If the club or society authorises a member to incur expenditure, they should sign each invoice to authorise its payment before submitting it to the Junior Treasurer. An application for a refund in respect of minor cash payments should be supported by payment slips, proofs of purchase or other vouchers, etc. If the sale of tickets is involved, these tickets should be numbered. The Junior Treasurer should be given the cash for tickets sold, any unsold tickets, and a reconciliation.

h. Proper records of any assets held by the society should be kept. Purchase of a major piece of equipment may be recorded as a payment in its year of purchase (e.g. £100) or a portion of its purchase price may be spread over time—ie recorded as an expense (£20) and the remainder as an asset (of £80). In the next year a further £20 may be entered as an expense and a corresponding £60 would appear in assets, and so each year until the entire sum has been recorded in payments. If, however, the society were asked by the Societies Syndicate to list its assets, the full purchase price (£100) should be shown and an estimate given, when relevant, of the current replacement cost.

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8. PREPARATION OF FINAL ACCOUNTS FOR AUDIT

At the end of the society's financial year the Junior Treasurer should prepare the accounts for audit and approval by the AGM. To do this they should:

a. reconcile the tracker spreadsheet with the bank statement;

b. prepare a list of any receipts and payments which do not belong to the current financial year.

From the above records the club or society should prepare its annual accounts (the financial statements described above: an income/expenditure statement and a balance sheet) for presentation to its members and to the Junior Proctor in as simple a form as possible (see Appendix 3). If the society has had accounts professionally prepared and audited, these may be provided in place of the suggested format. Photocopies of bank statements will not be accepted by the Junior Proctor as valid accounts.

The Junior Proctor encourages all registered clubs and societies to publish their accounts (as approved by the Junior Proctor) on their club or society's webpage.

It may be helpful for theatre companies (and similar societies) to prepare a summary of income and expenditure for individual productions during the year, especially where production costs fall into two financial years (see Appendix 4).

The Junior Treasurer should make available to the appointed auditor (usually the Senior Treasurer) all books, invoices and other records, including minutes of meetings.

If the audit is carried out by members of the club or society, two auditors should be appointed. (See Appendix 5: Notes for guidance of auditors).

9. GRANTS FROM THE SOCIETIES SYNDICATE

Full notes of advice for societies applying to the Societies' Syndicate, together with application forms, are available from the Syndicate's website:

www.proctors.cam.ac.uk/clubsandsocs/grants-from-the-societies-syndicate

Applications should be forwarded, preferably by email, to the Secretary of the Societies Syndicate, at SocietiesSyndicate@admin.cam.ac.uk. All applications to the Syndicate for assistance should be accompanied by a copy of the society's accounts, correctly audited, and countersigned by its Senior Treasurer, together with information about the current year (including estimates where necessary). When a grant is requested for equipment, the Syndicate will need a list of relevant current assets, their cost and replacement value.

10. INSURANCE

Public liability insurance for clubs and societies

The University's Public Liability insurance extends to clubs and societies registered with the Junior Proctor. To obtain a letter confirming public liability insurance to external providers of conference facilities, concert halls, sports facilities etc., please contact the Insurance Section (www.insurance.admin.cam.ac.uk) with information about the activity. Clubs and societies should be prepared to provide evidence of appropriate risk management and will be directed to relevant University risk managers for assistance.

Liabilities

Registered clubs and societies must ensure that adequate insurance is in place to cover their activities and to reduce the exposure of officers and members. The University's insurance is limited and does not provide comprehensive cover against all the liabilities and risks to which a club or society might be exposed. (The limitations on cover arise necessarily because registered clubs and societies, as unincorporated members' associations, are not regulated by the University or otherwise subject to its control.)

For details of the University's insurance provision, including guidance on exclusions and policy excesses, please consult the Insurance Section of the Finance Division (www.insurance.admin.cam.ac.uk).

The University's insurance does not currently cover the following areas (*NB*: these are examples only, and the list is not exhaustive), and clubs and societies must make their own arrangements:

- Personal accident
- Personal possessions
- Motor vehicle insurance
- Hire vehicles
- Travel insurance
- Private medical insurance

- Life insurance
- Employers liability insurance
- Insurance for officers and trustees

Club/Society Equipment

Club property stored on University premises with the permission of the head of institution concerned may in some circumstances be covered under the University's property policy. Exclusions and excesses will apply. (Please note this does not extend to College premises.) Transit insurance for equipment, and insurance for the equipment off-site, will not normally be covered by the University's insurance unless the department concerned has made special arrangements with the Insurance Section of the Finance Division.

11. HEALTH AND SAFETY

Clubs and societies are responsible for ensuring the health and safety of their members when engaged in the normal activities of the society. Officers must comply with relevant legislation and must undertake appropriate risk assessments. Guidance and information is available from the University's Occupational Health and Safety Service (www.oh.admin.acm.ac.uk).

Clubs and societies should ensure that any electrical equipment which they own is checked each year by someone who is suitably qualified ('PAT' testing).

Clubs and societies should be aware that they may owe a duty of care to anybody who may be affected by their operations and should therefore exercise 'due care'. As a minimum requirement, societies should have a written **code of practice** to which they are committed, and which is regularly reviewed and circulated to members. It is a condition of funding from the Societies Syndicate that the safety procedures of such clubs are approved by the Director of Physical Education.

12. DISABILITY

Clubs and societies are reminded that their membership, constitutional arrangements and activities are subject to the provisions of equality legislation, in particular the provisions of the Equality Act 2010. Membership should be open to all members of the University and clubs and societies have a responsibility to take reasonable steps to ensure that disabled people have access to activities or events organised by the club or society.

Information and guidance on both legislative and disability matters is available from the Accessibility and Disability Resource Centre (www.disability.admin.cam.ac.uk). Clubs and societies are also referred to the information and resources produced by the National Disability Team, in particular the National Disability Strategy.

13. CHILDREN AND VULNERABLE ADULTS

Clubs and societies should be aware that their activities are subject to the provisions of the Protection of Children Act 1999, the Protection of Vulnerable Adults Act 2002 and the Safeguarding Vulnerable Groups Act 2006. Clubs and societies must determine and meet their obligations under the Acts in respect of

(i) when their membership includes either children (under 18, and especially under 16) or vulnerable adults (e.g. people with disabilities or with special educational needs), or

(ii) when their activities involve children or vulnerable adults, whether these are regular activities involving members only, or whether they are special activities, such as community projects, involving children or vulnerable adults outside the membership.

If the activities of a club or society frequently or intensively bring members into contact with children or with vulnerable adults it may be necessary for The Disclosure and Barring Service (DBS) checks to be carried out on individual members and for information disclosed under this procedure to be acted upon. Clubs and societies are advised to consult as appropriate and determine for themselves whether checks are desirable or necessary. Request a basic DBS check—GOV.UK (www.gov.uk)

Clubs and societies are also advised to consult and to follow the University's Child and Vulnerable Adult Protection Policy, which is maintained by and is available from the Human Resources Division. Clubs and societies engaged in sporting activities are also referred, for information, to the child protection policy of the Sports Committee.

Please see appendix 11 on Safeguarding for Student Societies

14. LEGAL RESTRICTIONS

Officers of clubs and societies should in appropriate cases acquaint themselves with the legal restrictions or controls placed on music, dancing and public performances, gaming, trading, and the supply of alcohol.

14.1 Freedom of Speech

The University has a long tradition of seeking to safeguard freedom of speech within the provisions of the Counter-Terrorism and Security Act 2015. It will assist University societies—and the Proctors—in meeting their obligations under the University's Code of Practice on Freedom of Speech (see Appendix 7) if societies send a copy of their programme (and the names of their officers if they do not appear on it) to the Proctors before the beginning of each full term. The Higher Education (Freedom of Speech) Act 2023 came into force in August 2025.

14.2 Public Meetings

The Officers of any University society who are organising any public meeting within the Precincts of the University (other than in a College) are requested to consult the Proctors at an

early stage in their preparations. If such a meeting is likely to attract significant protest and lawful free speech might be compromised, the organisers must consult the Proctors at the earliest opportunity.

The University authorities intend to safeguard freedom of speech and lawful assembly; the Proctors wish to ensure that public meetings and assemblies within the Precincts of the University are peaceful and orderly both in intent and fact. Full co-operation from all members of the University is expected.

Organisers of meetings are responsible for ensuring that fire regulations and other conditions attached to the use of the meeting place are fully applied.

14.3 Public Performances Theatres Act 1968

University societies are reminded that, by law, no play may be performed or other entertainment provided in PUBLIC, either indoors or in the open air except under certain conditions described below, without a licence having been granted by the City Council.

It is generally accepted that if attendance at a play or entertainment, as defined below, is restricted to members of the club putting on the performance, to members of the College concerned and their ***bona fide*** guests, or to resident members of the University and their ***bona fide*** guests, this would not constitute a 'public' performance or 'public' entertainment. Where restricting attendance to such persons cannot be guaranteed, all reasonable steps should be taken to exclude members of the public.

If any play or entertainment takes place without a necessary licence, or without complying with the conditions of a licence, the organisers of the entertainment as well as those making the place available could be liable for a fine of up to £1,000. A licence either may relate to particular entertainments to be held on one or more occasions, or may cover all entertainments to be held on the premises concerned for a period of up to one year. Further details are given in Appendix 8.

Organisers are reminded that, even if an entertainment or performance does not require a licence, they may be held responsible if inadequate precautions are taken to ensure the safety of the performers and the audience.

University societies are advised that where they are arranging a performance of a play or entertainment for which a licence is required, they should not advertise the event until they have obtained the licence. They are also advised that owners' permission must always be obtained before advertisements are displayed on any site; it is an offence at law to affix advertising matter of any kind to buildings, hoardings, trees, etc., without permission.

For events which are to take place on College premises, advice should be sought beforehand from the College authorities. For events which are to take place elsewhere, advice may be obtained from the Proctors.

14.4 Participation in regulated activities

Societies and clubs are not permitted to engage in regulated activities such as providing financial or health services and gambling.

15. STAFF

Where staff are employed by the club, all steps must be taken to comply with statutory regulations regarding Tax and National Insurance. Even if payment of the salary or wage is made on behalf of the club by a College or the University, the club should be clear whether the employee is technically an employee of the club. All statutory regulations should be observed. In addition, the club or society should inform the appropriate paying authority of changes in pay (e.g. sickness, holiday advance, increase including cost of living). Clubs and Societies are also strongly advised to have in place appropriate volunteer agreements to regulate their relationship with unpaid staff.

16. VALUE ADDED TAX (VAT)

For VAT purposes, clubs and societies are considered as individual entities; they are not part of, or covered by, the University's VAT registration. Each club or society is thus treated as a separate business.

A club or society engaging in trade (including the sale of tickets for a play, concert or dance) may have to register for VAT if the annual turnover is likely to exceed the prevailing threshold. If there is any doubt as to a possible VAT liability in respect of a society, the Senior Treasurer should consult the Finance Division. Further information may be obtained from the HMRC. The matter of registration for VAT should be dealt with in timely fashion; HM Revenue & Customs impose financial penalties for late registration. Since 2024 the VAT threshold is £90,000. Societies must pay VAT on bills for services provided by the University if requested; failure to do so may result in them not being re-registered until bills have been settled.

17. PERSONAL DATA AND GDPR

The General Data Protection Register 2018 sets out important rules about the ways in which ***personal data*** (i.e. information about living individuals, in both electronic and many paper forms) must be handled. It also outlines an individual's rights to inspect and challenge any data that an organisation might hold about them. Each club and society registered with the Proctors is responsible for the handling of its own data. You will therefore need to think about the kinds of personal information held about the club's members (and perhaps others, such as those who are on mailing-lists but who are not official members) and how this information is used. For example, if you scan or photocopy your handwritten membership register and give out members' name-and-address details to external sponsors, or even to other clubs when you are arranging joint events, you may be breaking the law.

University clubs and societies are independently responsible for their compliance with data protection law. The requirements are not onerous for most societies. Society officers are advised to read and follow the guidance published at ***Data protection—Clubs and societies***.

The key features of the Data Protection Act are:

- personal data usually should not be held without the consent of the individual data subject, and must be used in a fair and lawful way: ***so it is fine for you to keep members' names on a written or electronic register and use this for the purposes of administering the club (collecting subscriptions, sending out termcards, organising elections, keeping a record of who is eligible to drive minibuses under the Minibus Hire Scheme, etc) provided individual members agree to this***;
- personal data must be obtained for one or more lawful purposes and must not be further processed in any manner incompatible with the purpose(s); ***so it is not acceptable for you to use the membership register to generate mailing-lists for use by external parties (e.g. sponsors or other clubs) unless individual members specifically agree to this***;
- personal data must be adequate and not excessive for the purpose(s) for which they are processed; so if you are asking members to provide details of home addresses, their subject and year of study, etc. you need to consider whether such data are necessary for the purposes of the club's activities;
- personal data must be accurate and where necessary kept up to date;
- personal data must not be kept for longer than necessary for the purpose(s) originally collected; so you need to be careful about retaining details of members who have ceased to be members of the society—the club might want them for its historical records, but must not use such information as the basis of mailshots (e.g. for fund-raising) unless the individuals consented to that when the data were originally collected;
- personal data must be processed in accordance with subjects' rights under the Act: these include the subject's right to inspect the data held about them (but not data about other people); to prevent the processing of data; to correct, block or erase data; to sue for damage caused; ***so you need to bear in mind that the club collectively, or individual officers, could be prosecuted for breaches of the Act***;
- appropriate technical and organisational measures must be taken to prevent unauthorised/unlawful processing of personal data and against accidental loss, destruction, damage; ***so if the club is holding its data on computer, you need to be careful about who is able to access and process the data, and even if your records are solely paper-based, they must be kept secure***;
- personal data must not be transferred, without the subject's consent, outside the European Economic Area unless the country concerned ensures an adequate level of protection for the rights and freedoms of data subjects[1]; ***this needs to be borne in mind by clubs with an international focus which may collaborate with organisations and individuals overseas and/or by clubs whose officers may be taking club records out of the UK (e.g. on a laptop or other mobile device) when returning home during the vacation***.

When people become club members, or renew their subscriptions, it is very important to make clear to them what personal data will be held and what use the club wants to make of this. But please bear in mind that data-subjects can withdraw their consent for particular uses at any time; and the club will need to keep under review what personal data are held; where and how securely held; and what the data is being used for.

Full details of the legislation are available on the Information Commissioner's website: www.ico.org.uk. *Further information can be found on the University's information compliance website:* www.information-compliance.admin.cam.ac.uk/data-protection/guidance/societies

18. SPONSORSHIP & CAREERS-RELATED EVENTS

Clubs and societies are welcome to seek external sponsorship but there are some important risks to consider. Decisions about sponsorship should not be made without the agreement of the society's Senior Treasurer, whose input and advice you should seek at an early stage, and again when terms are on the table.

Clubs and societies should only proceed by way of a written sponsorship agreement that sets out clearly the purposes for which the funds will be used and what, if anything, the sponsor will receive. In that agreement, clubs and societies must be careful not to commit themselves to something they cannot deliver: for example, they cannot permit a sponsor to use the University's name or arms (even where these are used by the club or society).

If a sponsor is to have access to information about members, clubs and societies must comply with the relevant data protection legislation.

Clubs and societies should take into account ethical and reputational risks of any external association—both for the society and also for the University. Again, the Senior Treasurer will be an important sounding board.

A number of student societies have succeeded in obtaining sponsorship from employers interested in recruiting from Cambridge. Those societies do not necessarily have any direct connection with employers or recruitment. If the Careers Service is made aware of your plans, where possible they are happy to direct relevant employers interested in working with societies to you. Share your plans with them by completing this quick form.

Please note that sponsorship from recruiters is likely to be relatively small and would not be an appropriate way of seeking very large sums of the sort needed, for example, for major sporting events which are likely to come from corporate relations budgets rather than recruitment budgets.

The Careers Service can offer guidance if societies are planning any employer-related events and is also interested in exploring collaborative events that complement their existing activities, particularly those that focus on diversity, inclusion and global careers. See How Societies and the Careers Service can work together for more information. It is recommended that you contact them at least 12 weeks before your proposed event is due to take place. Societies should be willing to advertise Careers Service events and services that are of relevance to their members.

Societies have also been approached by recruitment and internet agencies of various sorts hoping to raise their profile and to harvest membership contact details in return for sponsorship or payment. Before entering into any agreement or creating links with these agencies, societies should consider the possible implications of such links with recruitment agencies and so safeguard the interests of the societies' members (see also Section 17 above on Data Protection).

Clubs and societies should also be aware of the Foreign Influence Registration Scheme (FIRS), which can be used by students to let the University to register political campaigning activities or activities that are directed by a foreign power.

19. DISSOLUTION

Unless contrary provision is made in the constitution (as in the case of clubs or societies that are charities), any surplus assets of a club or society after payment of debts belong upon dissolution to all the members equally. The model constitution provides that clubs assets remaining after dissolution and the discharge of commercial liabilities to be paid over to the Societies' Syndicate or to another registered CU club or society. The Societies' Syndicate may require a society to return to the Syndicate, on dissolution, any grants—or assets purchased with grants—from the Syndicate.

APPENDICES

Appendix 1

SAMPLE CONSTITUTION

THE *{INSERT THE NAME OF YOUR SOCIETY HERE}* SOCIETY

CONSTITUTION

1. NAME:

The name of the Society shall be "*The {INSERT THE NAME OF YOUR SOCIETY HERE}"* Society" hereafter referred to as "the Society".

2. OBJECTS:

(1) The Society's aims shall be to promote (*you fill in this part);*

(2) In pursuance of its aims the Society (*again you fill in this part or delete all together*).

3. MEMBERSHIP:

(1) Membership of the Society shall be open to all members of the University and any others that have an interest in the (*fill in again*);

(2) There shall be an annual fee for membership which shall be determined by the Society from time to time. (*This can be taken out if you are not charging fees*);

(3) The Society may offer Life Membership and Honorary Membership on such terms as it may decide;

(4) The Executive Committee may expel any member whose conduct seems likely to bring the Society into disrepute. Such expulsion shall be undertaken in accordance with Section 8, and is subject to confirmation at the next General Meeting of the Society. Any person expelled shall have the right of appeal to the Senior Treasurer.

4. THE EXECUTIVE COMMITTEE:

(1) The day-to-day management of the Society's affairs shall be in the hands of the Executive Committee, which shall normally be elected at the Annual General Meeting (AGM);

(2) The Executive Committee shall consist of a President, Vice-President, Secretary, and Junior Treasurer, who shall be elected by the members as in section 4(1) and ought to be different individuals. In addition there shall be a Senior Treasurer, who shall be a member of the Regent House, or other person approved by the Junior Proctor. The Senior Treasurer shall be appointed by the elected members of the Executive Committee and shall be *ex officio* a member of the Executive Committee;

(3) A majority of the elected members of the Executive Committee shall be full-time undergraduate or postgraduate students of the University;

(4) Meetings of the Executive Committee shall be chaired by the President or in their absence the Vice-President. If neither the President nor Vice-President is present, the remaining members shall elect a chairperson for that meeting. The quorum for a meeting of the Executive Committee shall be three members and a written record of each meeting shall be kept.

5. GENERAL MEETINGS:

(1) The Society shall hold an Annual General Meeting (AGM) during each Academical year. The AGM shall be held in Cambridge during *Easter Full Term*. All Members, other than Honorary Members, shall be entitled to attend and vote at any General Meeting. At least fourteen days written notice shall be given to members before the AGM;

(2) The AGM shall approve Minutes of the last General Meeting and the Society's Accounts for the preceding year, elect the Executive Committee for the year ahead and conduct such other business as is necessary;

(3) Candidates for election to office shall be proposed and seconded by two other members. Every motion at a General Meeting shall be proposed and seconded by two members. Voting shall be by secret ballot and if there are more than two candidates for a post or more than two options on a motion, voting shall be by Single Transferable Vote;

(4) An Extraordinary General Meeting (EGM) may be held at any time during Full Term. It shall be held in Cambridge and may be called by the Executive Committee or at the written request of at least ten members. Twenty-one days written notice shall be given to members before an EGM is held. An EGM shall have the same powers as an AGM;

(5) The President or in their absence the Vice-President shall take the Chair at any General Meeting. In the absence of the President and Vice-President the meeting shall elect a Chairperson for that meeting. The quorum for a General Meeting shall be five members and a written record of every General Meeting shall be kept.

6. FINANCIAL MATTERS:

(1) The Society shall maintain a banking account with a suitable Bank or Building Society to hold the Society's funds;

(2) It shall be the responsibility of the Junior Treasurer to ensure that monies received are properly accounted for, and that the Society's financial records are kept in good order. In particular, the Junior Treasurer shall ensure continuity of Cambridge resident signatories for any bank accounts held by the Society;

(3) The Senior Treasurer shall make arrangements for the Society's Accounts to be properly audited, either by himself or herself, or by some other person approved under University Ordinances;

(4) The Senior Treasurer shall not be liable for any financial debt or other obligation of the Society unless they have personally authorised such a debt in writing;

(5) For so long as the Society shall be Registered with the Junior Proctor, it shall be the duty of the Executive Committee to ensure that the Society complies with the requirements for Registration as a University Society.

7. CHANGES TO THE CONSTITUTION:

The Constitution may be amended at a General Meeting, with approval of at least two thirds of those present. No amendment to this Constitution intended to remove the position of Senior Treasurer, to alter its prerogatives and duties, or to change the criteria and procedure for the appointment of a Senior Treasurer can be put to a vote without the prior written agreement of the Junior Proctor of the University of Cambridge.

8. DISCIPLINARY PROCESSES:

The Society's only disciplinary sanctions are to expel or to suspend a member whose actions are felt to be such as to bring the Society into disrepute, or to adversely affect the smooth running of the Society in a major way. Such expulsion or suspension can only be effected by a majority vote of all Executive Committee members, excluding the Senior Treasurer. In the event of an expulsion, the excluded member is required to return all equipment, documents and finances belonging to the Society within 7 days. They will not be entitled to any full or partial refund of annual subscriptions;

If the excluded or suspended member wishes to appeal the decision, that appeal should be made to the Senior Treasurer, who will consider all the facts, and whose decision will be final. An appeal as to the process of exclusion, but not a further investigation into the facts, may be lodged with the Junior Proctor.

9. DISSOLUTION:

(1) The Society may be dissolved at a General Meeting provided that at least twenty-one days written notice of the intention to dissolve the Society has been given to the members. At least two thirds of those present and voting at the General Meeting must vote in favour of the motion for Dissolution for it to be effective;

(2) Any motion for Dissolution of the Society shall provide that assets remaining after all liabilities have been met shall be transferred either to another Registered University Society, or to the Societies' Syndicate.

RECORDING INCOME AND EXPENDITURE

Each society or club must provide (i) an income/expenditure statement and (ii) a balance sheet.

NAME OF CLUB/SOCIETY .....

INCOME & EXPENDITURE ACCOUNT FOR YEAR ENDED 00/01/1900 (state day/month/year)

	Income	Actual Previous Year	Current Year to date			note
		Year to 0/1/00	From 0/1/00	To	00/01/1900	
1.1	Grants	£0.00			£0.00	
1.2	Subscriptions	£0.00			£0.00	
1.3	Event Income	£0.00			£0.00	
1.4	Interest on account	£0.00			£0.00	
1.5	Miscellaneous (pse specify)	£0.00			£0.00	
	.....	£0.00			£0.00	
	.....	£0.00			£0.00	
	.....	£0.00			£0.00	
	.....	£0.00			£0.00	
	.....	£0.00			£0.00	
	.....	£0.00			£0.00	
	.....	£0.00			£0.00	
	.....	£0.00			£0.00	
	.....	£0.00			£0.00	
	.....	£0.00			£0.00	
	.....	£0.00			£0.00	
	equipment received as gift	£0.00			£0.00	
	.....	£0.00			£0.00	
	Total Income	£0.00			£0.00	
	Expenditure					
2.1	Room bookings	£0.00			£0.00	
2.2	Speaker Costs	£0.00			£0.00	
2.3	Equipment	£0.00			£0.00	
2.4	Admin & Insurance	£0.00			£0.00	
2.5	Entertainment	£0.00			£0.00	
2.6	Travel	£0.00			£0.00	
2.7	Publicity	£0.00			£0.00	
2.8	Depreciation of equipment	£0.00			£0.00	
2.9	Miscellaneous (pse specify)	£0.00			£0.00	
	.....	£0.00			£0.00	
	.....	£0.00			£0.00	
	.....	£0.00			£0.00	
	.....	£0.00			£0.00	
	.....	£0.00			£0.00	
	.....	£0.00			£0.00	
	.....	£0.00			£0.00	
	.....	£0.00			£0.00	
	.....	£0.00			£0.00	
	.....	£0.00			£0.00	
	.....	£0.00			£0.00	
	Total Expenditure	£0.00			£0.00	
	Excess/Loss of Income over Expenditure	£0.00			£0.00	

BALANCE SHEET FOR YEAR AS AT 00/01/1900

	Actual Previous Year	Current Year to date	note
Deposit Account	£0.00	£0.00	
Current Account	£0.00	£0.00	
Petty Cash (including uncashed cheques)	£0.00	£0.00	
Debtors (including pre-payments)	£0.00	£0.00	
Creditors (including accruals and unpresented cheques)	£0.00	£0.00	
Non-cash Assets (less Depreciation)	£0.00	£0.00	
Total Assets	£0.00	£0.00	note

Assets/Equipment: It is estimated that the replacement value of the assets above is £ ....

Annual Club/Society Membership:	Total	0	Who paid a subscription of	£0	£0.00
Life Club/Society Membership:	Total	0	Who paid a subscription of	£0	£0.00

Signed: ..... **Junior Treasurer**

Signed: ..... **Senior Treasurer**

Appendix 5

GENERAL NOTES FOR GUIDANCE OF AUDITORS

These are not comprehensive notes applicable to all audits. In all cases the auditor must have complete freedom to investigate.

Nevertheless there are a number of basic checks which should be made. The auditor should ensure that the Junior Treasurer has:

a. reconciled the bank statement with the tracker spreadsheet,

d. checked that all members have paid their subscriptions,
f. updated any record of equipment and other assets belonging to the club and verified the continuing existence of the items contained therein,
g. made sure that all paid invoices have been properly signed to authorise payment.

The auditor should establish by reference to the tracker spreadsheet and bank statements that:

a. all cash and cheques have been promptly paid into the bank,
b. the level of cash held on the current account is no more than necessary to meet normal requirements and that any excessive amount has been placed on deposit,
c. proper security exists for cash and club assets.

The auditor should also:

a. establish that proper account is being taken of the replacement value of equipment and other assets, and that subscriptions are at a level which will enable the accumulated funds of the club to replace them if it should become necessary,
b. make any recommendation with respect to these matters which they think desirable.
c. certify that, as far as they can determine, the accounts are accurate, complete and in accordance with accounting standards, and give a fair and accurate record of the club's financial position.

In addition the auditor should establish whether the club has:

a. complied with any regulations which may have been laid down by the University,
b. covered itself adequately in respect of insurance,
c. complied with statutory regulations regarding the employment of staff,
d. entered into any transaction of a trading nature without prior approval of the University.

Appendix 6

Extract from *Statutes and Ordinances*, 2025, p.202

CLUBS AND SOCIETIES

1. Any club or society consisting wholly or partly of members of the University who are 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 the Junior Proctor of any change of officers.
3. By 31 December each year every registered club or society shall deposit with the Junior Proctor a copy of its accounts for the previous academic 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 members of the University who are registered students, whether registered under the provisions of these regulations or not, shall, while occupying University premises, engage in trade without the permission of the Finance Committee of the Council. The Finance Committee may make such permission conditional on the submission to them of annual audited accounts or subject to such other conditions (including the condition that the club or society shall be registered as a limited liability company) as the Finance Committee may deem desirable in the interests of the University or of its members. For the purpose of this regulation
(a) the term ‘trade’ shall include the buying or selling of goods or services, whether for profit or otherwise, but shall not include the sale of tickets for admission to a public performance given by a club or society, or the sale of any paper, magazine, or journal published by a club or society or of advertising space in such a publication;
(b) the term ‘occupying’ shall not include the occasional hiring of University premises.
8. These regulations shall not apply to sports clubs.

Appendix 7

Extract from *Statutes and Ordinances*, 2025 p.187

RULES OF BEHAVIOUR FOR REGISTERED STUDENTS AND FORMERLY REGISTERED STUDENTS

1. A registered student must:
(d) comply with the terms of the code of practice issued under the provisions of section 43 of the Education (No. 2) Act 1986 regarding meetings and public gatherings on University Premises.

Code of Practice on Freedom of Speech
www.governanceandcompliance.admin.cam.ac.uk/policies-and-guidance/university-code-practice-freedom-speech

In particular, organisers' attention is drawn to the following:

The Proctors
A9. In addition […] the organisers of any meeting or event to be held on University premises (especially one which is to be addressed or attended by persons who are not resident members of the University) which the organisers believe might attract significant protest and at which lawful free speech might be compromised should consult the Proctors at the earliest opportunity and ideally at least seven working days in advance via contact@proctors.cam.ac.uk.
A10. The organisers of any meeting or event must comply with any lawful and reasonable instructions given by a Proctor or other University officer, or by any other person authorised to act on behalf of the University, in the proper discharge of their duties.

Colleges
A11. Members of the University are reminded that University disciplinary regulations apply on College premises and that a College may invite the Proctors to enter its premises.

Guidance for booking University meetings and events
www.em.admin.cam.ac.uk/files/uoc_event_booking_guidance_0.pdf

Guidelines for Public Performances

If a public performance takes place on premises where *a **premises licence*** is in force, fourteen days' written notice of the performance must be given in accordance with the special conditions attached to the licence. ***In all other cases*** application for an occasional licence must be made, as a statutory requirement, at least thirty days in advance of the performance.

Applications for **Public Entertainment Licences** should be made to
Website: www.cambridge.gov.uk/licences-and-permits

Play means (a) any dramatic piece, whether involving improvisation or not, which is given wholly or in part by one or more persons actually present and performing and in which the whole or a major proportion of what is done by the person or persons performing, whether by way of speech, singing or action, involves the playing of a role; (b) any ballet given wholly or in part by one or more persons actually present and performing, whether or not it falls within (a) of this definition.

*Other **entertainment*** means 'Public dancing or music or any other public entertainment of a like kind', *or* 'any entertainment which consists of, or includes any public contest, exhibition or display of boxing, wrestling, judo, karate or similar sport'.

Premises include any place whether indoors or out of doors. However, a licence would not be required for an entertainment which takes place wholly or mainly in the open air, unless it is held on private land (i.e. where the public has access, whether on payment or otherwise, only with the occupier's permission) and involves music as a substantial ingredient. Nor would a licence be required for music performed in a place of public religious worship (or performed elsewhere as an incident of a religious meeting or service).

Public Performance includes any performance in a public place within the meaning of the Public Order Act (1986) and any performance which the public or any section thereof are permitted to attend, whether on payment or otherwise.

The Theatres Act 1968 places considerable responsibility on organisations and individuals who present 'plays', whether or not the presentation constitutes a 'public' performance. In their own interest presenters and producers of plays should read this Act. A copy may be seen at the University Proctors & Marshal's Office at The Old Schools. This is particularly important when a new play, or a new adaptation or presentation of an old play, is to be performed. All those concerned may be liable to prosecution by the Civil Authority if the words and action of a play constitute a criminal offence (e.g. obscenity, incitement to racial hatred, or provocation likely to lead to a breach of the peace). They may also be liable to a civil action for defamation.

UNIVERSITY OF CAMBRIDGE
The Proctors

Senior Treasurer: Overview of Role & Responsibilities

The role of the Senior Treasurer will vary from society to society, but in the majority of cases, a number of common themes remain central to the role:

1. **Finance**
    a. Set up an annual budget with the junior committee and monitor expenditure against the budget during the academic year;
    b. Assist in the preparation of the society's annual accounts;
    c. Act as signatory for the society bank account and sign off end-of-year accounts;
    d. Provide advice to the society's Junior Treasurer on account management and other financial matters;

2. **Governance**
    a. Ensure that the society conducts its business in a manner that is consistent with the provisions of its constitution, including the running of the AGM and elections to committee positions;
    b. The principal contact between the University and the society;
    c. Support the society in complying with key legislation, such as GDPR;
    d. Ensure that the society complies with University branding guidelines;

3. **Conduct**
    a. Act as an independent assessor in the case of misconduct with the Society setting;
    b. Provide signposting to students in relation to student welfare matters.

The Junior Proctor is available to provide support and guidance to Senior Treasurers in a range of areas.

Appendix 10

Who can use the University brand (name and/or logo) | University of Cambridge

Guidelines for using the University logo

UNIVERSITY OF CAMBRIDGE

How to use the University logo

1. The University logo is used separately from the society name/logo.
2. Use a complete, unedited version of the University logo.
3. Leave the required exclusion zone around the logo.
4. Make sure the proportions of the logo are correct and it meets the minimum size requirements.

How NOT to use the University logo

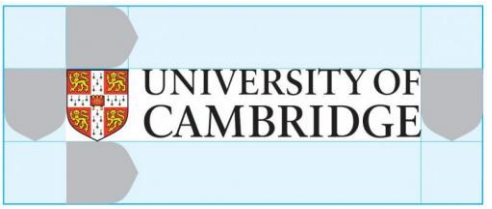
- Don't use the shield or coat of arms on its own.
- Don't change the logo in any way (colour, dimensions, elements).
- Don't use the University logo as part of the society logo.

The coat of arms

The coat of arms (shield) should not be used as a substitute for the logo. The logo should always be used as a whole, including both the coat of arms and the name of the University.

Exclusion zone

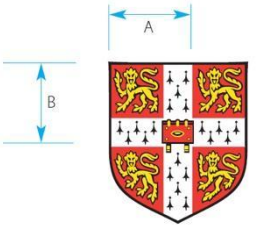
In order to maximise its visual presence, the logo requires a surrounding area clear of any other graphic elements or text.



The minimum exclusion zone is equal to the width of the coat of arms. Always allow at least this amount of clear space around the logo. It is important that this rule is observed, and the exclusion zone is maintained at all times. The recommended minimum clearance is to protect the logo. The logo will appear on many different applications and formats and this will help to give it clarity and presence. This is not a placement guide. It is a minimum only.

Alternative sizes

The logo is reduced or enlarged proportionately to accommodate alternative sizes. It must never be compressed or expanded but always scaled up or down in proportion.



Measurements A and B must always be the same.

Minimum size

Our logo must be clearly visible and reproduced consistently. For this reason, a minimum size has been established for the University's logo. That size is 30mm, measured across the width of the logo.
The logo does not have a maximum reproduction size.

Appendix 11

Safeguarding for Student Societies

What is safeguarding?

Student societies may be legally responsible for safeguarding, so what is safeguarding?

The term 'safeguarding' was traditionally used to describe the legal duty to protect from harm children (any person under the age of 18) and Adults At Risk (or vulnerable adults) who are (or who may be) unable to take care of themselves or protect themselves against serious harm.

There are specific legal safeguarding obligations 1 on all organisations including student societies to protect those who are in law considered to be inherently more vulnerable to all forms of abuse and exploitation. See www.gov.uk/guidance/safeguarding-duties-for-charity-trustees for more details of what this means.

General use of Safeguarding term

However, over the last few years the term 'safeguarding' has increasingly been used in Higher Education to cover a range of issues including pastoral care and promoting the welfare of others and a general duty of care to others. There can be implied a duty of care to take reasonable steps to prevent harm occurring if that harm was within your reasonable control and not too remote. There is a lot legislation which imposes a duty of care which might now be used under the generic term of safeguarding (such as health & safety) or indeed under more specific safeguarding duties (e.g. Prevent duty)

The University itself has adopted the wider use of the safeguarding term as set out in the University's Safeguarding Statement at University Safeguarding Statement | Governance and Compliance Division (cam.ac.uk) and more specifically in its Children and Adults at Risk Safeguarding Policy https://www.hr.admin.cam.ac.uk/policies-procedures/children-and-adults-risk-safeguarding-policy.

How does safeguarding impact student societies?

Student societies, where their activities involve children or vulnerable adults, must take reasonable steps to protect children and adults at risk. They need to be aware when safeguarding is an issue and be able to offer reassurances to both their members, staff, students, volunteers and members of the public to keep any young people or vulnerable students safe.

Student societies should ensure that anyone put in the position of responsibility working with children or vulnerable adults understands safeguarding and how it applies to their role.

Regarding the more general duty of care, student societies should be encouraged to take proportionate and reasonable measures to protect everyone and safeguard against risks in the context of their activities.

However, it is not the responsibility of student societies to ensure that harm never comes to anyone, but to consider what areas pose risks and to highlight to those involved the risks, and in particular, any risks for which it will not be responsible or insured.

Some societies may be legal entities in their own right and managed more professionally than others. The duty of care applied to these societies is likely to be higher. It will correspond to what the reasonable person would expect of a society, given its activities, its resources and what is within its reasonable control.

Examples of Potential Areas of Risk pertaining to safeguarding:

· outreach activities involving under-18s or vulnerable adults

· groups of children/young people visiting/ members bringing children on to premises for activities

· Catering for disabled people who may also be adults at risk, and providing reasonable adjustments for disabled persons.

· One to one contact with vulnerable adults or children

· Recruitment processes and employment processes should ensure unsuitable persons are not employed to work with young people and proper eligibility checks are carried out including DBS checks.

· volunteering—on what basis is this undertaken, are volunteers checked out

· nature of activity of student society's e.g. certain sports may not be played by children at same level or intensity or require greater supervision or be intrinsically more dangerous and less suitable, or require technical know-how to undertake safely

· activities involving members of the public or use of premises or facilities: it is not possible to exclude liability for death or personal injury where proven to be caused by a student society's negligence but you can exclude liability for other losses if it is reasonable to do so. Warnings can for example, demonstrate that a society took reasonable preventative measures. A dance floor which was intrinsically unsafe

could be a cause of an injury and attributable to the organiser (provided it actually caused the injury) whereas an injury caused by over-energetic dancing or a third party is unlikely to be attributable.

· Unsafe or threatening culture, consider history of complaints

· Sexual Harassment risk is enhanced due to culture or activities

· Signs of Emotional abuse, Physical abuse, Neglect, Exploitation

· Radicalisation risk arising

· Misuse of personal data

· Online content, privacy settings, display of images

What steps should a student society take to promote and prioritise safeguarding?

These steps should be reasonable and proportionate to protect others given the size of a society and nature of its activities.

i. A society must provide appropriate support and training for those working with children or vulnerable adults who must understand that they must not abuse a position of trust. NSPCC Learning provides online training and a self-assessment tool for voluntary and community groups which can be accessed at https://learning.nspcc.org.uk/?_ga=2.242463559.497947687.1594214831-1717505613.1594214831

ii. If a large organisation a society can appoint a 'welfare' officer (someone trained or experienced in safeguarding) who can train others or be responsible for safeguarding.

iii. Societies should carry out proper risk assessments generally and for particular events as appropriate: Consider and under-take any health and safety risk assessments: Risk assess the activities and people involved. A society may need an Event Safeguarding procedure or equivalent notice e.g. for a large public facing event you may wish to make it clear that children must be accompanied by responsible adults or you may require consent from responsible adult for an under-18 or vulnerable adult to participate in an activity. You may need to ask sensible questions to confirm that participants are able to undertake certain activities and do so at their own risk or require their own insurance. A society should always check if a disabled person requires reasonable adjustments.

Risk assessments do not need to be complex, for example:

- what could go wrong with events or activities /what risks could happen,

- the likelihood of the occurrence of such event/risk,

- if it did happen, what impact could it have (severity of consequences;)

- what mitigating factors are available; and

- how would someone report it and how would the society respond?

There are risk assessment tools available on the internet from a web search which may assist, using simple tables and colour codes which are useful to show that a society considered a particular risk and any mitigation actions it considers reasonable and proportionate (given a society's resources and activities)

iv. There may be times where the society must make clear the level of responsibility to any parents or carers that your society will assume. You may wish them to sign something agreeing to this e.g. parents agreeing to their children participating in an activity. It may be sensible to ensure that members of the public accept that they are responsible.

v. Student societies may decide to have their own safeguarding policy or procedure in place.

vi. Student society should consider its environment as a whole: and promote an organisational culture that prioritises safeguarding, ensures there are no discriminatory or bullying behaviours or unconscious biases.

vii. A society may be advised to publish a transparent process on how to raise or report any concerns immediately e.g. to its Committee or Chair or Senior Treasurer. Any reports must be handled sensitively and properly. A society should consider how it will take forward any safeguarding issues if a report is made.

viii. Although unlikely if a society is carrying out 'regulated' activities ensure those people doing so have been vetted i.e. DBS checked. Regulated activity comprises unsupervised activities, teaching, training, instructing, caring for or supervising children or providing advice, guidance on well-being or driving a vehicle only for children on a regular basis. For more detail and for vulnerable adults (relates mainly to regular social and health caring activities) please see University Safeguarding Statement | Governance and Compliance Division (cam.ac.uk).

In conclusion, societies may already have some policies in place, which will overlap with or include safeguarding measures and can be referred to. However, all societies are advised to risk assess their activities regarding under-18s and adults at risk and at least familiarise themselves with the concept of safeguarding in relation to their activities and any obvious risks arising from these.