

Fitzwilliam College Junior Members' Association

ESTABLISHING AND RUNNING A SENIOR CLUB OR SOCIETY

1. Background

This document guides Fellows and Junior Members in the steps necessary to establish and run a Senior Club or Society. The document repeats and supplements information given in the JMA Constitution.

The difference between a Club and a Society is the nature of the activity; a Club is a group of JMA members with a common interest in a sport; a Society is a group of JMA members with a common interest in a cultural, academic or other appropriate activity. For many years all the JMA Clubs and Societies collectively received their funding as an annual lump sum from the JMA, the funding being divided between the Clubs and Societies by the JMA Junior Treasurer. This system proved unsatisfactory for several reasons. The treasurer of each Club or Society tended to change every year, leading to problems with signatories on bank accounts. Clubs and Societies with need for infrequent but costly equipment purchases found it very difficult to plan finances in the long term, not knowing in advance how much funding they were going to receive each year. Also there were many instances of Club and Society funds not being used in an effective way and of equipment and kit being misused or mislaid.

To improve this situation the JMA Executive Trustees introduced in 2002 an additional funding mechanism: Senior Clubs and Societies. Each Senior Club or Society has a Senior Treasurer appointed from the Fellowship. The Senior Treasurer takes responsibility for running the finances. More recently the Amalgamated Clubs was (re)established. This is a Senior Club that acts as an umbrella organisation for all the JMA sports clubs, whether they individually have Senior Treasurers or not; see the constitution of the Amalgamated Clubs for details.

2. Procedure for establishing and running a Senior Club or Society

A. The Senior Treasurer of the Club or Society prepares a bid for medium term funding (typically three to five years). The bid should comprise the following documents:

- a) A draft constitution.
- b) A complete income and expenditure budget to cover the period of funding.
- c) A brief supporting statement (one side A4) that outlines the objectives of the Club or Society and provides a justification for the funding requested.

B. Submit the bid to the Senior Treasurer of the JMA who will then present the bid to the next meeting of the JMA Executive Trustees Committee for their approval.

C. If the bid is accepted the JMA Senior Treasurer will inform the Senior Treasurer of the Club or Society and, subject to certain conditions being met (see below), provide a cheque for the first year of funding. If the bid is not accepted, the JMA Senior Treasurer will provide guidance on resubmission. If the resubmission involves only minor amendments it will often possible for the revised bid to be approved without waiting for the next meeting.

D. Once the bid is approved the Club or Society Senior Treasurer should open a bank account (note that the College and JMA bank accounts are held at Barclays). The key requirement is that no junior members can be signatories to the account. The Club or Society Senior Treasurer must be a signatory and it is recommended that at least one other Fellow is a signatory, to avoid problems when the Senior Treasurer is away or on leave. See appendix A for guidance on opening a bank account.

E. Adjustments to funding to account for inflation are at the discretion of the JMA Senior Treasurer. No increases in the budget once it has been approved will normally be considered.

F. At the end of the first and subsequent years the Club or Society Senior Treasurer submits to the JMA Senior Treasurer an itemised account of all income and expenditure, copies of bank statements and a request for payment of the next year of funding. If all is in order a cheque for the next year of funding will be issued.

G. Towards the end of the final year of the agreed term of funding a new bid should be submitted.

A list of the Senior Clubs and Societies at May 2010 is attached as appendix B.

3. Points to note

3.1 Constitution

An example constitution is attached (appendix C). Specific points to note are:

- Membership of the Club or Society must be open to all members of the JMA.
- It is expected that academic-based societies will span several tripos subjects. For example, the Ancient World Studies Group brings together students with interests in Classics, Archaeology & Anthropology, Divinity and Oriental Studies. It is not the intention of the JMA to fund narrowly-based subject societies that would be more appropriately subsidised through Directors of Studies.
- It is thought good practice that members be required to pay a (modest) annual subscription.

3.2 Budget

An example budget is attached (appendix D). Specific points to note are:

- The budget must give a full and complete picture of the finances.
- The budget must provide estimated values of all sources of income (student subscriptions/contributions, sponsorship, DoS allowances, JMA grant) and all expenditure (food, drink, travel, guest speaker expenses, materials, equipment, kit).
- The expenditure items and amounts given in the example are for the purpose of demonstrating only the structure and layout of a suitable budget, and are not to be taken as typical or acceptable.
- The maximum level of JMA contribution to entertainment costs of senior societies is £5 per member per year, subject to Fellows' and DoS' entertainment allowances being used to a reasonable level first. (JMA Exec Trustees 7 Feb 2008, minute 325).

3.3 Annual accounts

An example annual account is attached (appendix E). Specific points to note are:

- The annual accounts should: show all income and expenditure; show the total cash balance at the start and end of the period; and tally with the bank statements.
- The accounts should allow the JMA Senior Treasurer to judge whether the Club/Society's income and expenditure have been consistent with the approved budget; has the money been spent in the way that was planned? If there are discrepancies then brief explanations should be provided.
- Book-keeping and other duties may be delegated to a Junior Treasurer but the Senior Treasurer is ultimately responsible for all the finances.
- Junior members may not be signatories to the bank account.

D J Cole
JMA Senior Treasurer
24 May 2010

APPENDIX A

OPENING A BANK ACCOUNT FOR A SENIOR CLUB OR SOCIETY

In order to open (or amend) a bank account for a club the following documentation and steps are usually required:

- A completed bank application form, which includes the details and specimen signatures of the authorised signatories.
- A copy of the minutes of the meeting which authorised the opening of the account.
- All signatories to the application form to undertake the bank's identification procedures.

To simplify this procedure for Senior Clubs and Societies, bank accounts are opened under the authority and constitution of the JMA. Senior Treasurers will need to undertake the following steps. The Bursar or the JMA Senior Treasurer will be pleased to provide guidance if required.

1. Obtain the appropriate application form and personal identification forms from your chosen bank (forms for Barclays accounts can be obtained from Lloyd Few on 01223 545790, email: lloyd.m.few@barclayscorporate.com).
2. Submit to the Senior Treasurer of the JMA a draft minute in the following format for agreement at the next Committee meeting of the JMA Executive Trustees (if urgent it may be possible to do this by circulation).

“XYZ Club/Society ('the Club/Society') is constituted as a senior club operating under the constitution of the Fitzwilliam College Junior Members Association. At a meeting of the Trustees of the Association held on (date) it was resolved that:

- i. Dr A, Fellow of the College, be appointed senior treasurer of the Society, in place of Dr B with immediate effect.
- ii. The signing arrangements for the Club's Bank account with PDQ Bank be amended so as to remove Dr B and appoint Dr A and Dr C as the signatories for the bank account of the Society. Either signatory may sign on the account without restriction.
- iii. The authority to the Bank should be signed by (Exec Trustee 1) and (Exec Trustee 2) on behalf of the Trustees.”

Note: It is much simpler if the signatories to the application form have already passed the bank's identification procedures – it is worth thinking about this before deciding who should sign the form.

3. Obtain a copy of this minute signed by the Senior President and Senior Treasurer (Secretary) of the JMA Executive Trustees Committee meeting.
4. Complete the application forms and personal identification forms in accordance with the minute and submit to the Bank. *Note: You can save time by submitting the application form and relevant personal identification forms, with details completed (except for the Executive Trustees signatures) to the JMA Senior Treasurer in advance of the meeting. If agreed, the forms and the minute can then be signed at the Committee meeting and returned to you.*
5. You may need to attend the Bank to undergo identification procedures if you have not previously done so.

A Powell, Bursar, 16 May 2010

APPENDIX B

SENIOR CLUBS AND SOCIETIES, November 2012

<u>Name</u>	<u>Senior Treasurer</u>
Amalgamated Clubs	Dr Wingate
Boat Club	Dr Elliott
Cricket Club	Mr Powell
Men's Rugby Union Football Club	Mr Powell
Men's Football Club	Prof Cardwell
Volleyball Club	Mr Landy
Ancient World Studies Group	Dr Owen
Cameron Society	Ms Young
FitzTheatre	Mr Powell
Economics & Finance	Dr Watson
Entertainment Society	Dr zu Ermgassen
Geographical Society	Dr Vira
History Society	Dr Horrox
Literary Society	Dr Chirico
Medical and Veterinary	Dr Tavernor
Michell Society of Industry & Technology	Dr Cole
Music Ensembles	Mr Knights
Music Society	Mr Landy
Natural Sciences Society	Dr Elliott

M B Wingate, JMA Senior Treasurer, 13 November 2012

APPENDIX C

SAMPLE CONSTITUTION

Fitzwilliam College Another Society Constitution

- 1. Name:** The Society shall be called the Fitzwilliam College Another Society.
- 2. Objects:** The objects of the Society are to promote the academic and social needs of students at Fitzwilliam College interested in Another.
- 3. Committee:** The Committee shall consist of the Senior Treasurer, President, Secretary, and Junior Treasurer. All Junior posts will be appointed by the Senior Treasurer, and will have a tenure of one year. The Committee may, at its discretion, co-opt additional Committee members where it perceives a need, or to fill vacancies that may arise. The duties associated with these posts are listed below:

Senior Treasurer

The Senior Treasurer shall be a Fellow of Fitzwilliam College, and be the signatory of the Society bank account. The Senior Treasurer is responsible to the Fitzwilliam College Junior Members' Association for the management of financial affairs relating to the Society, including the setting of a budget for expenditure, approving list of members for subscription payments, and the presentation of annual accounts to the Executive Trustees of the Fitzwilliam College Junior Members' Association.

President

The President oversees the smooth running of the Society and the wellbeing of its members. The President is responsible for matters concerning the Society as a whole, including but not limited to: organisation of the annual weekend field trip; organisation of talks and events during Term time; and organisation of social events for members of the Society.

Junior Treasurer

The Junior Treasurer is responsible for maintaining a record of the Club accounts, setting membership subscriptions and collecting membership fees. They must also keep a list of current members of the Club which, subject to approval by Senior Treasure, will serve as basis for subscription payments, and prepare and submit accounts to the Senior Treasurer. They may also assist the president in the matters listed above.

Secretary

The Secretary assists the Junior Treasurer and the President in their duties, mainly by providing administrative aid.

4. Membership: Membership of the Society will be open to current members of Fitzwilliam College. Membership subscription rates will be determined by the Committee on an annual basis, and deducted from Members' College Bills with the joint authorisation of the Senior and Junior Treasurers of the Society.

5. Dissolution: If the Society is dissolved, any remaining balances in the Society bank account will revert to the Fitzwilliam College Junior Members' Association.

APPENDIX D

SAMPLE BUDGET

Fitzwilliam College Another Society Budget 2010-2013

Based on 30 student members

<u>Expenditure</u>	<u>2010/11</u>	<u>2011/12</u>	<u>2012/2013</u>
Event 1			
Guest speaker travel	50.00	50.00	50.00
Guest speaker dinner	20.00	20.00	20.00
Cheese and wine @£5 each	150.00	150.00	150.00
Event 2			
Site visit coach hire	200.00	200.00	200.00
Event 3			
Annual dinner @£20 each	<u>600.00</u>	<u>600.00</u>	<u>600.00</u>
Total annual expenditure	1020.00	1020.00	1020.00
<u>Income</u>			
DoS allowance contribution	200.00	200.00	200.00
Member subscriptions (£5 each)	150.00	150.00	150.00
Student contribution to event 3	300.00	300.00	300.00
JMA grant	<u>380.00</u>	<u>380.00</u>	<u>380.00</u>
Total income	1030.00	1030.00	1030.00
Income-expenditure	10.00	10.00	10.00
Accumulated reserve	10.00	20.00	30.00

Note: The JMA grant is nominally allocated to funding cheese and wine of event 1 (£5 per head, the limit allowed by the JMA) and the coach hire for event 2. All other food and drink costs are met by the DoS allowance and student contributions.

APPENDIX E

SAMPLE ANNUAL ACCOUNTS

Fitzwilliam College Boat Club - Summary of Accounts for year 2008-09

	Income	Expenditure
Easter 08 Subscriptions (carried over)	1253.63	
Mich 08 Subscriptions	1052.00	
Lent 09 subscriptions (est.)	1052.00	
Easter 09 subscriptions (est.)	1052.00	
JMA Grant 08-09	18593.85	
Unpaid cheques	78.00	
Race entries (on Cam)		1574.00
Race entries and transport (off Cam)		1002.54
ARA membership		160.40
Conservators of River Cam		457.14
Parts and materials		542.36
JMA Rack rental 08-09		2680.00
Boat Insurance 08-09 (Noble Marine)		1856.93
JMA insurance repayment		208.59
Fillipi interim insurance cover		186.98
Boat maintenance and repair (Lance Badman and others)		2558.00
Coaching and pushing off (Lance Badman & Marcus dG)		5450.00
Total	23081.48	16676.94
Income minus Expenditure for 08-09	6404.54	

FCBC Bank Account

Balance at 1/10/08	15503.58
Advance payment: insurance 09-10	-2293.62
Advance income: JMA grant 09-10	19180.00
Previous income received: JMA grant 08-09	-18593.85
Previous monies paid: Insurance 08-09	1856.93
Delayed income: Lent 08 subscriptions	-1052.00
Delayed income: Easter 08 subscriptions	-1052.00
Income minus Expenditure for 08-09	6404.54
Adjustment	
Balance at 31/08/09	19953.58