



**OXFORD  
International  
College**

A NORD ANGLIA EDUCATION SCHOOL

## CLUBS AND SOCIETIES POLICY

POLICY INTENDED FOR:	Staff
CATEGORY:	Supercurricular
PUBLISHED:	Server, Policy Folders at College and Students Accommodations, Staff Handbook
POLICY IMPLEMENTED BY:	Principal
POLICY MONITORED BY:	Principal and Asst. Director of Supercurricular
REVIEWED BY:	Principal
REVIEWED DATE:	August 2021
CONSULTATION WITH:	Senior Leadership Team (SLT)
RECORD OF CHANGES & ADDITIONS:	None – New for 2020
NEXT REVIEW:	August 2022

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### GENERAL

The Clubs and Societies Policy sets out the rights and responsibilities of the Clubs and Societies, and other relevant student led activity and individual members.

It also sets out the method of administration of clubs and societies.

This policy binds the whole college, but is aimed at clubs, societies, their members with responsibility for clubs and societies.

### STATEMENT OF INTENT

OIC clubs are committed "To advance the education of its members" "To promote and encourage the interest by students in matters outside the College curriculum, especially cultural, social and sporting interests," and "To provide or ensure a range of facilities which advance the interests of the students.

OIC believes the best way of fulfilling these obligations is by the provision of student-led clubs and societies and projects reflecting the full range of interests and abilities of its members.

### DEFINITIONS

The words "club" and "society" are interchangeable and do not refer to specific types of organisation.

The Club and Society Committee or student council under which a club is constituted is referred to as CS or SC in this policy.

The senior officer of a club or society will be referred to as the President in this policy, though other names (e.g., Captain) can be used in practise.

### DUTIES OF THE CLUBS AND SOCIETIES.

This part sets out the general duties of the clubs and societies to each other.

OIC shall fulfil its objects and statement of intent as per the above. OIC shall provide a safe environment, free from harassment and discrimination for all student activity (according to the Health & Safety and Equal Opportunities Policies).

The college shall permit clubs and societies to be formed freely by groups of students with common aims, provided they do not reject the aims and objects of the college or its rules and policies, particularly the Equal Opportunities Policy, and no club or society currently exists which caters to their needs.

Clubs and societies, once formed, should avoid changing their aims and objectives so that they do not clash with those of an established club or society, without the prior consent of this established club or society or Super Curricular Director

OIC shall provide a Super Curricular Fair at the start of each academic year and will endeavour to ensure that all clubs and societies have a stall provided.

No charge will be made to the club or society for the stall.

OIC shall provide space in the Super Curricular Manual and Handbook at the start of each academic year for each club and society to have an entry and contact details. OIC will also distribute the Clubs and Society Handbook at the start of the academic year.

OIC shall provide a page for each club or society on the College website. OIC shall provide funding for clubs and societies, according to budgetary constraints. The funding is allocated by the super curricular director. Applications for funding are made to the Super curricular director and Chief Education officer. OIC will host a clubs and societies board meeting once a term and all clubs have direct or indirect representation at the board.

OIC shall provide banking facilities, including assistance with ordering, deposits and advice for clubs and societies at no charge to them.

OIC shall provide basic use of rooms within its premises to clubs and societies at no charge to them. OIC shall provide resources, including computing, printing, photocopying, phone, and fax services, though a charge may be made for these.

#### DUTIES OF CLUBS AND SOCIETIES

Clubs and Societies are expected to comply with the college rules regulations and policies. Clubs and Societies are required to conduct themselves in a fair and democratic manner. They owe a duty of care to for the health and safety of their members and a responsibility not to discriminate among them or harass them.

Clubs and Societies owe a duty to their members to ensure equal provision of facilities.

Clubs and Societies will need to demonstrate to the college that they are complying with these requirements. Clubs and Societies are expected to comply with the Financial Regulations, Health & Safety and Equal Opportunities Policies, as well as this policy.

Clubs and Societies represent the College when holding events or trips or performing or competing. As such they are expected to behave responsibly as ambassadors for the College and not bring the College into disrepute.

#### CHAIN OF RESPONSIBILITY

OIC operates a chain of responsibility for all matters relating to club and societies. This is as follows

1. Super Curricular Director
2. The Club President,
3. The appropriate Deputy President
4. The Chair or President of the SC.

Club and Society presidents are responsible for meetings and are responsible providing for the co-ordination and development of student activity within their clubs and societies or central activities. In turn to the Clubs and Societies presidents reports to the Super Curricular Director who determines budgeting, advises on policy issues, and deals with internal disputes.

OIC may sponsor the creation of a new club or society. Prior to the approval of a new society under sections the sponsor of a new club or society shall obtain the names, boarding house, age and signatures of five prospective members (all of whom are Full Time students at OIC).

The Super Curricular Director may authorise additional measures to ensure the new club or society has a firm foundation; this can include the requirement for some of the signed up members to turn up to the meeting at which the club or society is approved.

Any such measure should balance the need for new clubs and societies to have a firm foundation against ensuring students are not unnecessarily prevented from associating and participating as a new club or society.

A new club or society must have aims and objectives that differ from all current clubs or societies. However, it should not be so specific as to differ only in the precise details of subject matter or activity.

The aims of the applying group should cover the entirety of the subject or activity but may go into detail about how they would achieve this.

A new club application should be approved by the Super Curricular Director

### ATTENDANCE

Attendance at clubs and societies will be monitored by the club presidents. Registers of membership will be provided by the Super Curricular Director at the start of the club launch. At the end of each calendar month clubs presidents are responsible for returning the registers to the Super Curricular Director who will enter attendance into ISAMS.

Any presidents who fail to return registers will be subject to demerit and see their club omitted from financial gains of clubs and societies budget.

For attendees, failing to attend club and society on multiple occasions and falling below 90% attendance could result in failure to achieve the below.

### REWARDS

1. All society and club presidents will be eligible to receive a certificate in the below categories
  - Excellence in organisation
  - Outstanding innovator
  - Club president of the year
  - Excellence in leadership and student engagement
2. Students can gain leadership experience by starting a new club. OIC provides a platform to allow students to create a new club and society, recruit members, and administer the running smoothly. Universities love seeing examples of leadership, and being the founder of a club is a great way for OIC to showcase student's ability to take charge and demonstrate leadership while also allowing them to provide examples of how they handle responsibility.
3. All students will upload certificate to their Unifrog portal for inclusion in their UCAS personal statement.
4. Presidents of each club can nominate members for merit points. And this will be uploaded by the Assistant Super Curricular Director

### FURTHER INFORMATION

For further information about clubs and societies at OIC please speak with Jason Brooks.

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