Signatories Agreement

## Congratulations!

You have been elected to lead for the next year as a signatory. Although your club or society may have many committee members, only three of you are signatories – and it is the three signatories that are responsible for the club or society. This agreement highlights your responsibilities. It is really important that you read it before you sign at the bottom to say that you understand it. Breaking this agreement could lead to a Union Disciplinary, a University Disciplinary, or in the very worst case – arrest.

|  |  |  |
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| Number | Condition | Reason |
| 1. | You will not open, operate or administer an external bank account. All money (own funds) for your group will be deposited with the Students’ Union | The Union as a charity must be able to account for all its funds. All groups are a part of the Union – therefore all ‘Own Funds’ are actually part of the Union funding. This is charity law |
| 2. | You will only use group funds (own funds or budget) for activities directly relating to the aims and objectives of your group or the Union | To use charitable money for a purpose other than which the charity exists is against Charity Law and known as ‘*Ultra Vires*’. |
| 3. | You will book any room required for group activity through the Union, and declare any external speaker that you have invited | The University only makes rooms available to active clubs or societies, and the ‘Freedom of Speech Code of Practice’ means we may have to report any speaker if there is a risk to this code of practice |
| 4. | You will operate your group within the constitution of the Union, and the constitution of your group | This may seem like common sense, but the rules of the constitution (byelaws) include policies such as the code of practice on responsible drinking, and voting procedures that affect the way you operate your group |
| 5. | Maintain an accurate record of equipment that your group owns | All equipment belonging to a group, ultimately belongs to the Union – and it is insured by the Union. Each year you must report what is in your possession |
| 6. | Report any external bodies your group wishes to affiliate to | It is the law that any group the Union affiliates to is reported to all students. |
| 7. | You will not enter into or sign any legal contracts or agreements on behalf of your group without the prior approval of the VP | In some cases, if you are entering into sponsorship agreements there will be conditions that affect other parts of the Union, it is important that any agreement is checked over so you can sign with confidence. |
| 8. | Not to use any company’s and/or organisation’s logo without written permission, including those of the University of Surrey | You automatically have permission to use the Union branding within the brand guidelines, however the University logos and devices are approved under a license which we can approve for you. |

If you operate within these points you have the full protection of the Students’ Union, however if you choose not to – then you may find your University career at risk. You have been elected to lead your group, and you are free to do so under these constraints. The Union is here to help you achieve what you want, not to tell you what to do or not to do. If you do wilfully ignore these points you may find yourself personally liable for the consequences.

**Name of club/society:**

|  |  |
| --- | --- |
| **Signatory 1** |  |
| **Print Name** |  |
| **Surrey Email** |  |
| **Signature** |  |

|  |  |
| --- | --- |
| **AGM Held on (date)** |  |
| **By (Name/ Position)** |  |

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| **Signatory 2** |  |
| **Print Name** |  |
| **Surrey Email** |  |
| **Signature** |  |

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| --- | --- |
| **AGM Held on (date)** |  |
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| --- | --- |
| **Signatory 3** |  |
| **Print Name** |  |
| **Surrey Email** |  |
| **Signature** |  |

|  |  |
| --- | --- |
| **AGM Held on (date)** |  |
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**Additional Positions**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name**  **Position**  **Surrey Email** |  | **Name**  **Position**  **Surrey Email** |  |
| **Name**  **Position**  **Surrey Email** |  | **Name**  **Position**  **Surrey Email** |  |

|  |  |
| --- | --- |
| **AGM Held on (date)** |  |
| **By (Name/ Position)** |  |