



REGISTRATION OF CAMBRIDGE SU STUDENT CLUBS AND SOCIETIES

This document sets out the terms and conditions under which student clubs, publications and societies are allowed to become registered Cambridge SU Clubs and Societies (hereafter referred to as "Clubs and Societies"). The [Online Directory of Clubs and Societies is a free service provided by Cambridge SU](#) and hosted on the SU website. Student clubs and societies can register to become a Cambridge SU Club/society if they fulfil the eligibility criteria below by submitting the [registration form](#) or reregistration form on the Cambridge SU website as applicable. Reregistration is an annual commitment required to maintain your directory profile. Societies that do not complete their annual registration will be archived in the directory.

ELIGIBILITY FOR CAMBRIDGE SU CLUBS AND SOCIETIES REGISTRATION

Please note only Clubs and Societies of Cambridge University may be listed in the Cambridge SU society directory. All societies should ensure that they comply with the following requirements to be added to the directory and to access Cambridge SU's society support services and events such as Freshers' Fair:

To be eligible to become a Cambridge SU registered club/society, a student club, publication or society; -

- A. must have a committee, on which at least half of the positions are held by current University of Cambridge students,
- B. must have at least five members of which the majority are current University of Cambridge students,
- C. must agree to abide by the terms and conditions of use, as defined below,
- D. must agree that the data they provide can be published to the Cambridge SU website, stored and processed by Cambridge SU (see: cambridgesu.co.uk/data),
- E. must be going concerns in that they are not simply one-off/annual events such as a May Ball, theatrical production, fundraising events or research study. Societies should be active year-round for their membership and run an engaging events programme.
- F. Must have a constitution or other guiding document that is readily available to the societies members and uploaded to the Cambridge SU directory profile,
- G. must not be for-profit; that is the primary purpose, as defined in the constitution or other guiding document of the club, publication or society cannot be to generate private income, and any surplus income generated must be employed in service of the club, publication or society's primary purpose.

- H. must be distinct from any existing groups or societies. Registrations of duplicate societies will be rejected.
- I. must not act as a front for an external organisation (i.e. the purpose of their existence is not to publicise or work for a certain company, charity or other group). **Any affiliations to national charities/brands/regiments/think-tanks/organisations/political parties must be declared even if a society acts as an autonomous chapter of the larger organisation.**

Please note that Cambridge SU reserves the right to refuse any student club or society membership of the Online Directory. Cambridge SU is able to suspend or remove a student club, publication or society's membership the Online Directory if it is later determined that they are ineligible for membership of the Online Directory. From time to time, these eligibility criteria may be reviewed and updated. Members will be notified of any changes via the email address they have provided.

TERMS AND CONDITIONS OF USE

1. Information provided to the Online Directory

1.1 Registered Cambridge SU Clubs and Societies shall;

- A. take responsibility for ensuring that all information provided to the Online Directory is accurate, particularly informing Cambridge SU within one week if;
 - a. the contact details for the club, publication or society change,
 - b. restrictions on who may join the club, publication or society are introduced or lifted,
 - c. the club, publication or society disbands.

1.2 take responsibility for ensuring that either;

- A. the club, publication or society continues to be eligible for the Online Directory, or
- B. informing Cambridge SU within one week if the club or society changes in such a fashion as to become no longer eligible for the Online Directory.

2 Conduct of Club and Society members:

2. Registered Cambridge SU Clubs and Societies shall;

2.1 ensure that any student member of the University may join their club or society, except where doing so would directly conflict with the legitimate aims of the club, publication or society.

- A. act to ensure that all of their members can fully participate in the activities of the club, publication or society, except where doing so would directly conflict with the legitimate aims of the club or society;
- B. act with due regard for the safety and wellbeing of their members, particularly when engaging in high risk activities;
- C. act to ensure that the information they provide to their members is honest and accurate, and that the finances of the club, publication or society are available for scrutiny by their members;
- D. where applicable, be aware of and abide by the University's policies and regulations, particularly the University's Code of Discipline;
- E. where applicable, be aware of and abide by relevant UK legislation.

2.2. Registered Cambridge SU Clubs and Societies shall not;

- A. engage in, allow, or encourage their members to engage in, behaviour that is abusive, offensive, violent or criminal;
- B. publish or otherwise distribute material that is grossly inaccurate, defamatory, deliberately misleading, harmful, or menacing;
- C. discriminate, except where such discrimination is both lawful and directly necessary for the legitimate aims of the club, publication or society;
- D. take action that directly conflicts with Cambridge SU's charitable objectives;
- E. take action that directly conflicts with the organisational aims, purpose and strategy of Cambridge SU.

3. Complaints and sanctions

3.1. Failure to abide by these terms and conditions could result in the club or society's online directory profile being archived or entirely removed.

3.2. If a student believes a Club and Society has failed to comply with this code of conduct, they should follow [Cambridge SU's complaints procedure](#) stating the name of the club, publication or society. Please note that the final interpretation of these terms and conditions rests with Cambridge SU, and that Cambridge SU reserves the right to remove any student club, publication or society from the Online Directory if found to be in breach of the terms and conditions. From time to time, these terms and conditions may be reviewed and updated. Members will be notified of any changes via the committee email address they have provided.