



## Student Clubs and Societies

The College has a large number of clubs and societies covering a wide variety of interests and ranging in scale and longevity; some clubs and societies may come and go over time as the student body turns over, while others continue for long periods of time largely on the same basis as originally conceived. The College is keen to support its student body to maintain and develop its activity through clubs and societies, and these notes provide guidance to support the founding and running of a club or society at St Antony's.<sup>1</sup> All those involved in running clubs and societies are expected to adhere to it; should you have questions, please contact [head.academic@sant.ox.ac.uk](mailto:head.academic@sant.ox.ac.uk).

### *Registration – College*

All clubs and societies are asked to register with the College (or to update their registration) annually in Michaelmas Term. An email will be circulated to the student body with a request to respond by a deadline. Registration will require each club/society to provide:

- Names of key people involved, typically at least a President and Treasurer (or equivalent). Presidents and Treasurers should be enrolled St Antony's College students and, although membership may be open to all enrolled students at the University of Oxford, St Antony's clubs and societies should mainly operate for the benefit of St Antony's College students.
- A brief (two-sentence) description of the club or society's activities.
- If relevant (particularly for longer-standing organisations), the club/society's constitution and annual accounts. Guidance on drafting a constitution can be found at the Cambridge link provided in the footnote.
- By separate agreement, a small number of clubs/societies may be asked for their annual budget (e.g. GCR).

Any clubs or societies which do not register with the College will not be eligible for funding or any other form of support from the College (e.g. from the [Antonian Fund](#)).

### *Registration – University*

Clubs and societies are additionally encouraged to apply to the University for registration: [Student Clubs and Societies | University of Oxford](#).

University-registered clubs can benefit from:

- Use of the University's and College's name and coat of arms (subject to separate permissions)
- Insurance cover
- Being listed on the [Register of Student Clubs](#) on the University website
- Access to University IT facilities and support, including use of Oxford University email and website

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<sup>1</sup> This document draws heavily on Cambridge University guidance, available at: [https://www.proctors.cam.ac.uk/files/media/notes\\_for\\_guidance.pdf](https://www.proctors.cam.ac.uk/files/media/notes_for_guidance.pdf).

- Vehicle hire through the Transport Scheme
- Financial support
- Access to practical guidance and resources
- Eligibility to apply for higher levels of funding from the [Antonian Fund](#) (greater than £250 in any given academic year).

For any club or society which carries a degree of risk, for example sporting groups, University registration will be the norm.

#### *Naming of clubs and societies*

Clubs and societies are asked to exercise proper care and judgement in their 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 College or University.

The College Coat of Arms as shown above may be used by registered clubs and societies, subject to separate permission (please contact [communications@sant.ox.ac.uk](mailto:communications@sant.ox.ac.uk)). As these Arms were granted to the College on behalf of the Crown, they must 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 club or society is an official part of the College. Hence, the Coat of Arms must be shown separately from the title of the society, which might choose to have a different distinctive motif. The College requires all clubs and societies wishing to use the Coat of Arms to provide examples of their branding to verify that it conforms to these guidelines.

#### *Legal status*

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

Student clubs and societies are unincorporated members' clubs and, as such, cannot be sued. Any claim against a club can be brought only against its officers or its members. Clubs and societies are responsible for ensuring the health and safety of their members when engaged in their normal activities, and for data privacy and compliance with the [UK General Data Protection Regulation](#). Officers must comply with the relevant legislation and undertake appropriate risk assessments.

It is important for a club or society to take reasonable steps to safeguard its officers against liability. It is therefore desirable that the constitution of a club or society should expressly provide that the 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.

#### *Code of Conduct*

All members of St Antony's clubs and societies will be expected to adhere to the College's [Code of Conduct](#). Club/society Presidents must ensure that the Code is shared with any member of the club or society from outside the College.