

# SA CLUBS RATIONALISATION AND FUTURE GOVERNANCE

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London Business School Student Association

Abhishek Kapur  
Rodrigo Ormaechea

## Objective

Around a fifth of the current Clubs' portfolio of 76 clubs is composed of largely dormant/inactive clubs. There is not enough premium placed on getting Club status resulting in certain student groupings having Club status based on historical reasons, though not adding value to the student experience currently. Currently there are no standardised minimum requirements for attaining or maintaining Clubs that are uniformly applied, this has negative effect on the reputation of the School towards prospective students, corporate partners and sponsors. For instance, of the 76 clubs listed on the SA website only a handful have websites. There is confusion in the school administration and space planning regarding distinction between Clubs and other student groups, which would allow priority space allocation for important events such as annual conferences. There is an increase in interest to form new clubs from students and we need to have a thorough process in place to ensure that this interest is sustained and we do not again end up with a number of skeleton clubs in future. We propose to:

1. Streamline the current Clubs' portfolio, to set clear guidelines for an annual SA review of all clubs and set minimum standards for Clubs' governance
2. Create a three tier classification for student groups - Clubs, Societies and Discussion groups - which would be used to prioritise space allocation for events on campus
3. Review Clubs with perceived overlaps and redundancy in scope and objectives; consult these to potentially merge/discontinue them
4. Align the lists of clubs on Portal (currently 99) and on the SA website (currently 76) and clarify the process of updating and adding groups to the Portal
5. Institute an annual review of the portfolio, with clearly communicated minimum criteria for Clubs and (in future) Societies to retain status.

## Milestones and deliverables

1. Review all clubs to establish an official list of Clubs (done)

2. Identify inactive/dormant/redundant clubs and engage the club leaders, if any and decide on downgrade to Societies/Discussion groups (done)
3. Establish guidelines and minimum requirements (Drafts done)
  - a. Requirements to attain and maintain SA Club status
  - b. Requirements to attain and maintain SA Society status
  - c. Annual review of Clubs by the SA Exec
4. Engage Club leaders, SA Exec and Deans & Directors and seek feedback on proposed changes (done)
5. Publish final list of Clubs/Societies/Discussion groups and guidelines for SA clubs

## Guidelines

### I. Guidelines for **ATTAINING SA Club status (upgrade from a Society)**

1. A new SA Club can only be created from an existing SA society and by existing London Business School student enrolled in one of the degree programmes.
2. In order to create a Club, the Society must have been in existence for 12 calendar months and have demonstrated growing interest and increase in membership and activity (events etc)
3. The Society must demonstrate the need for external interaction (participants in events or external speakers etc) which require a standing budget from the SA
4. The President of the Society needs to apply in writing to the SA Clubs Rep
5. The SA Clubs' rep will screen the application and submit to the SA Executive Committee for a review and vote. The SA can invite the interested students to support their case to the Exec Meeting should he/she consider it necessary.
6. Only once approved by the SA, can the discussion group use the word 'Club' in the title. Also, this will allow the Club to have an account with the SA for its expenses and will be eligible for a budget through means of an annual student coin vote.

**The Memorandum/Application for Club Status should include as a minimum:**

As a minimum any application for Club Status must demonstrate

- I. **Need:** Why the Society cannot continue to function as is? Why it needs to be visible to external (non-School) entities and requires an expense budget from the SA?
- II. **Continued Interest:** Students/staff/faculty are interested in the Society and have participated in activities already organized and topics covered by the group. Include
  - a. Number of events organised (minimum 3 events/tournaments with external speakers and/or participants in the preceding 12 month period)
  - b. Number of participants in Society activities (minimum 50 current members of the campus community – students, staff, faculty – not including alumni, signed up as members on the portal)
  - c. Attendance in events organised
- III. **Sustainability:** Demonstrate why interest will not disappear over time and the Club will continue to exist and be supported by incoming students in the foreseeable future. The Society needs to demonstrate ability and viability of running at least one event every term and 3 events in an academic year on a recurring basis.
- IV. **Executive Committee:** In order to get SA Club status, the leadership should have already in place a democratically elected executive committee (where nominations for executive committee and voting are open and communicated to the entire membership). The executive committee should as a minimum have a President, a treasurer and one additional member.
- V. **Website:** The club should have an up to date website available for current and prospective students and other members of the campus community. The website should as a minimum detail the Club's purpose and scope, contacts for executive committee members and major events held or planned during the calendar year.

- VI. No overlap with existing Clubs:** Activities and interests of the Society do not overlap with already existing Clubs.
- VII. Cross-programme integration:** The Society and its activities have been relevant/open to and have had interest among students from across different degree programmes. The Society has made efforts to integrate students from all programs, as well as other members of the community (Alumni, Faculty, Staff)
- VIII. Others:** In the same memorandum, the application should note any support of faculty members, staff, alumni or external organisations/sponsors.
- IX. Funding:** What nature of funding, if any, would the proposed Club require and any sponsorships or alternate means of non-SA funding available to the group, and how they have been supporting their activities so far

## II. Guidelines for **ATTAINING SA Society status**

1. A new SA Society can only be created from an existing discussion group and by existing London Business School student enrolled in one of the degree programmes.
2. In order to create a Society, the interested students should first and foremost seek interest from the rest of the campus community (students, staff, faculty etc) by means of portal and/or offline discussions.
3. If there is reasonable interest in the campus community the students can proceed to create a discussion/interest group.
4. Once the discussion/interest group has been active for a minimum of 4 calendar months, leaders of discussion/interest group can seek SA Society status by sending a memorandum to the SA Clubs Rep
5. The SA Clubs' rep will screen the application and submit to the SA Executive Committee for a review and vote. The SA can invite the interested students to support their case to the Exec Meeting should he/she consider it necessary.
6. Only once approved by the SA, can the discussion group use the word 'Society' in the title. Also, this will allow the Club to have an account with the SA though it will **not** be eligible for a budget or be part of the annual student coin vote. The Society would also be able to receive funding from SA based on a demonstrable need approved by the treasurer.

### **Memorandum/Application for Society Status**

As a minimum any application for Club Status must demonstrate

- I. **Need:** Why the discussion group cannot continue to function as an online/offline discussion forum. Will the discussion group require financial transactions (incur expenses and collect money from members) and an account with the SA? The society will not however have a standing budget and will need to be self-funded.

- II. Interest:** Students/staff/faculty are interested in the club and have participated in activities already organized and topics covered by the group. Include
- a.** Number of events organised (minimum 2 events/tournaments in the preceding 12 month period)
  - b.** Number of participants on the discussion board on Portal:
  - c.** Attendance in events organised
- III. Sustainability:** Demonstrate why interest will not disappear over time and the Society will continue to exist and be supported by incoming students in the foreseeable future. The Society needs to demonstrate ability and viability of running at least 2 events every academic year on a recurring basis.
- IV. Executive Committee:** Before being granted SA Club status, the leadership of the discussion group should have sought nominations for and appointed/elected an executive committee from its current membership. The executive committee should as a minimum have a President, and a treasurer.
- V. No overlap with existing Clubs/Societies:** Activities and interests of the Society should not overlap with already existing clubs.

### III. Guidelines for SA Club Reps for annual review of Clubs and Societies

In order to give the existing Clubs ample time to review and comply with the new guidelines, the annual review process will kick-start with the Academic year 2009/2010. The review will be carried out towards the end of the academic year (April-June) just prior to the SA committee handing over to the new committee. The guidelines for formation of new Clubs and Societies will take effect immediately.

At the beginning of each SA term, the SA Clubs' Representative will:

1. Review the entire Club/Society portfolio and verify if the portal is up to date
2. Ensure that all Clubs/Societies continue to meet the criteria set out in the application process (looking at the two preceding years, thereby giving an automatic grace period of one year)
3. Inform the leaders of the Clubs/Societies that are subject to a downgrade review
4. Present to the SA Executive Committee, a list of Clubs and Societies that don't comply with the SA guidelines and call for a vote in order to effect any downgrade.
5. Update the portal list and finally inform the Club/Society of the changes approved by the SA

### IV. Requirements to MAINTAIN SA Club status

In order to maintain its status every SA Club has to ensure that it continues to demonstrate the following:

- I. **Need:** The club has a clear and stated goal supported by its members
- II. **Interest:** The club demonstrates that there is enough interest/involvement among students/staff/faculty. In this sense the club should have accomplished in any of the last two years at least two of the three following requirements:
  - a. Have a minimum of 50 current students and community members as registered members
  - b. Organized a minimum of 3 events in the preceding 12 month period.

- c. Have received at least 10 coins in any of the votes
  
- III. **Executive Committee:** The club has had democratically run elections open to all members within the last 12 months. The club has at least a formal President, a Treasurer and a third member. Ability to seek Executive Committee membership as well as voting rights should be open to all degree programmes.
  
- IV. **Cross-programme integration:** The Club has given the opportunity to all degree programme students (MBA, Sloan, MiF, EMBA, Phd) to participate in its events and organised events catering to the entire community.
  
- V. **Website:** The club has an updated website that complies with the branding requirements established by the Student Association. The website includes details about the Club's purpose and scope, contacts for executive committee members and major events held or planned during the calendar year.
  
- VI. **Funding:** The Club should have presented a budget to the Student Association in the last 12 months as well as received at least 10 coin votes in the previous SA budgeting period.
  
- VII. **Handover:** The Clubs leadership should have ensured proper handover to the next committee providing them access and passwords for the portal and SA website, passed over any pending invoices and completed SA treasury requirements.

## V. Requirements to MAINTAN SA Society status

A SA Society can retain its status only if it complies with the criteria detailed below:

1. **Executive Committee:** The club has a Executive committee appointed or elected in the last 12 months
2. **Events:** The society has held at least two events in the preceding 12 months
3. **Handover:** The society leadership must ensure proper handover to the new leadership including access to portal account, SA website profile and cleared all invoices and payments with the SA treasurer.

## VI. Checklist Criteria

In conclusion the review of the status will be done every year taking into consideration the information of the previous **two** years. The requirements to maintain the Society and Club's status are the following:

		Discussion Groups	Societies	Clubs
<b>Benefits</b>	Budget / Coin vote	No	No*	Yes
	SA account	No	Yes	Yes
	Space booking priority	No	No	Yes
<b>Mandatory requirements</b>	Cross-programme/ Alumni integration	N/A	N/A	Members/Events
	Executive Committee	Leader	Elected/Nominated	Elected; positions open to programmes
	Incubation Period	N/A	4 months as DG	12 months as Soc.
	Yearly Plan/ Handover document	N/A	N/A	Yes
	Website	N/A	N/A	Branding/content Requirements
<b>Secondary req.: need at least 2 of 3</b>				

\*a common pool of money will be allocated to all societies; expenses up to GBP 100 per year will be allowed based on pre-approval from the SA treasurer.

\*\* an event is classified as external if it has non school participation in terms of speakers, non School participants, sport teams etc.

### FAQ's (work in progress)

1. Why do we have a new 'Society' classification?

We want to promote niche student interests and not kill initiative and entrepreneurship. We believe the Society classification will enable such niche groupings – which currently do not meet the requirements of being a club - to flourish on campus.

2. Budget: Do all clubs have to submit a budget to qualify and continue as a club?

No. A club can submit a budget if it requires SA funding, however this is not a necessary requirement to maintain SA Club status. A club that fails to submit a budget will not be granted SA funds and needs by the SA treasurer.

3. Coin votes: Aren't 10 coin votes too much to ask for from a Club?

Starting from academic year 2010-11 we will have close to a 1,000 full-time students on campus, each with 5 coin votes. Even with a 50% participation that accounts for 2,500 coin votes. We believe 10 coin votes is a bare minimum to justify SA Club status. We have reviewed past coin vote results before reaching this number

4. Does a Society have to apply to be a club or can it always remain as a society?

A Society can choose to never become a club. There is no requirement for it to become a club after 12 months.

5. Do all Executive committee positions have to be open to all programmes? The Club elections are held in the Spring/Summer terms which are not ideal for one-year programmes?

Not all positions, but at least some positions should be open to all programmes. The intention is that non full-time MBA students on campus should have the opportunity to be considered for Executive Committee positions on all SA Clubs. Not all positions need to be opened up for simultaneous elections during Spring/Summer. Some positions can be reserved for election later and can be filled up during the Autumn term instead.