THE HANDBOOK OF THE OPEN UNIVERSITY CLUB FOR NATIONS, MANCHESTER & NOTTINGHAM CENTRES

Index | Page
--- | ---
1. Purpose of the Handbook | 2
2. OU Club Structure | 2
3. Roles and Responsibilities | 2-3
4. Financial Processes | 3-4
5. Bank Accounts, Natwest | 4
6. Prevent | 4
7. Insurance | 5-7
8. Websites | 7
9. Health & Safety | 7
10. Freedom of Information Act | 7
11. Equality and Diversity | 7
12. Data Protection | 8
1. **Purpose of the Handbook**

This handbook has been created for Nations, Manchester and Nottingham Social Clubs to utilise as a quick and helpful information tool. It shall be a point of reference for the day to day running of your Club.

2. **OU Club Structure**

I. **OU Club Committee Organisation Chart**

   ![Organisation Chart]

II. **OU Club Constitution**


III. **OU Club Committee AGM Dates**

   The date for the OU Club’s Annual General Meeting falls on the first Thursday in June each year.
   Your Club is required to provide at least one representative, who shall be a member of that club, and who shall not represent any other club, at The Open University Club’s Annual General Meeting.

3. **Roles and Responsibilities for a social committee**

   All Regions and Nations Social Clubs will require three Executive Officers as outlined below and will be elected at your Annual General Meeting.
The Regions and Nations Social Club Chair shall:

- chair all Committee and General Meetings.
- act as a co-signatory for on Affiliated Club’s Bank Accounts.

The Regions and Nations Social Club Secretary shall:

- be responsible for taking the minutes at all meetings.
- be first point of contact.
- act as co-signatory for The Open University Club’s Bank Accounts

The Regions and Nations Social Club Treasurer shall:

- be an ordinary member of The Open University Club as detailed in the OU Club Constitution.
- attend meeting of The Open University Club Finance committee, if requested.
- present to The Open University Club a copy of the accounts and financial statements after the Regions and Nations Social Clubs AGM, or as requested by the OU Club Committee.
- present to The Open University Club a budget of expenditure and anticipated income for the forthcoming year as requested by the OU Club Committee.

4. Financial Processes

Full record of transactions, showing income and expenditure for the Regions and Nations Social Clubs shall be kept by the appointed Treasurer. These accounting records must, clearly show any monies received from the OU Club and how it was spent.

These accounting records should be presented to the Regions and Nations Social Clubs AGM along with receipts and a latest bank statement. After the AGM these accounts must be included with the AGM minutes and a copy sent to the OU Club Office.
All financial transactions and bank accounts e.g. cheques require the signature of two officers of the Region and Nations Social Clubs.

**Bidding for funds.**

The OU Club will contact the Regions and Nations Social Clubs prior to the beginning of the OU financial year with the relevant forms for requests in the coming year. This is the main time for bids. Regions and Nations Social Clubs are able to bid at other times of the year if necessary, but the main bulk of the bidding process is carried out at this time.

Note: Bids at other times are considered at the next OU Club committee meeting which are normally held on a monthly basis.

Any bid for OU Funds should be accompanied by the latest copy of the accounts and the latest copy of a bank statement. Full details of the bidding procedure can be requested from the club office.

**Financial Contracts**

All financial contracts are required to be co-ordinated through the OU Club Office. Contracts entered into between OU staff and Social Clubs are required to follow specific payroll specification. Please contact the Club Office for further details.

5. **Bank Accounts, Natwest**

The OU Club has negotiated free banking with the Natwest for all Nations, Manchester and Nottingham centres. However, overdraft rules will apply. Clubs are encouraged to obtain an account with them to take advantage of this agreement. Metro bank also offers charity/community accounts, however, there is a maximum number of transactions allowed with this account.

6. **OU Prevent Principles**

a. “The OU-Club recognises and abides by the OU Prevent Principles and expects that all Affiliated Clubs should follow these principles”  
If an Event includes topics of extreme ideology, including for example, those motivated by religion, politics, nationalism, environmentalism or animal welfare, or you have concerns about safety and security of speakers or attendees, please refer to the Code of Practice for OU Events for guidance.” [http://intranet6.open.ac.uk/estates/main/events-room-booking](http://intranet6.open.ac.uk/estates/main/events-room-booking)
7. Insurance
The Open University holds Public Liability to a £10,000,000 limit which includes Regions and Nations Social Clubs - see Confirmation letter below.

Ms Joy Cook
Insurance Administrator
The Open University
PO Box 77
Finance Division

21 December 2017

Dear Sirs

CONFIRMATION OF INSURANCE – The Open University Clubs

As requested by you, we are writing to confirm that we act as your Insurance Broker and that we have arranged insurance(s) on your behalf as detailed below. A copy of this letter may be provided by you to third parties who have a legitimate need to receive confirmation of your insurance cover.

Public/Products Liability

<table>
<thead>
<tr>
<th>INSURER:</th>
<th>HDI-Garling</th>
</tr>
</thead>
<tbody>
<tr>
<td>POLICY NUMBER:</td>
<td>110-01163963-14001</td>
</tr>
<tr>
<td>PERIOD OF INSURANCE:</td>
<td>31 December 2017 to 30 December 2018</td>
</tr>
<tr>
<td>LIMIT OF LIABILITY:</td>
<td>GBP 15,000,000 any one occurrence unlimited in the period of insurance for Public Liability and in the aggregate in the period of insurance for Products Liability</td>
</tr>
<tr>
<td>DEDUCTIBLES:</td>
<td>GBP 2,500 Third Party Property Damage</td>
</tr>
</tbody>
</table>

We have placed the insurance which is the subject of this letter after consultation with you and based upon your instructions only. Terms of coverage are based upon information furnished to us by yourselves, which information we have not independently verified.
This letter is issued as a matter of information only and confers no right upon you or any third party to whom it is disclosed, other than those provided by the policy. This letter does not amend, extend or alter the coverage afforded by the policies described herein. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this letter may be issued or pertain, the insurance afforded by the policy (policies) described herein is subject to all terms, conditions, limitations, exclusions and cancellation provisions and may also be subject to warranties. Limits shown may have been reduced by paid claims.

We express no view and assume no liability with respect to the solvency or future ability to pay of any of the insurance companies which have issued the insurance(s).

Where a copy of this letter has been provided to a third party, we assume no obligation to advise that third party of any developments regarding your insurance(s) subsequent to the date hereof. Additionally this letter is given on the condition that we are not assuming any liability to any third party who receives a copy of this letter, based upon the placement of your insurance(s) and/or the statements made herein.

This letter shall be governed by and shall be construed in accordance with English law.

Yours sincerely

Sue Huukes

Mrs Sue Hukses Dip.CII

Client Adviser
For and on behalf of Marsh Ltd
The Confirmation letter can be provided to owners of third party venues, for example, Leisure Centres, who may require evidence that such cover is in place. The Public Liability Insurance covers legal liability to pay damages and costs following accidental bodily injury and/or accidental loss of or damage to material property of members of the public arising out of the activities of the Club including products sold or supplied, where negligence has been proven.

Property of Affiliated and Regional OU Clubs is included under the University's Property Cover, which has a policy excess of £10,000. In the event of any claim under the Property policy, please contact the Insurance Officer in the Finance Division for details via http://intranet.open.ac.uk/finance/p11.asp.

For asset register purposes, records should be maintained and made available to the OU Club Office on request.

8. Websites

You may wish to build a website to promote your club or to keep your members informed about what is happening with your club. All websites should comply with brand regulations and may be audited.

9. Health & Safety

Procedures relevant to your office are to be implemented. For further information on the University’s current Health & Safety policy visit http://intranet6.open.ac.uk/estates/main/health-and-safety

10. Freedom of Information Act

The Freedom of Information Act enables people to gain access to information held by public authorities, for current guidelines visit http://intranet6.open.ac.uk/governance/freedom-of-information/

11. Equality and Diversity

For further information on the current equality and diversity policy visit http://www.open.ac.uk/equality-diversity/
12. Data Protection

Data Protection and OU Clubs and Societies

Notification

Processing of personal data by non-profit organisations for the purposes of maintaining membership or support are exempt from the notification (registration) provisions of the 1998 Data Protection Act.

Information to be given to members

• All the Membership should know what personal data are processed and the fact that the data are only used for Club administration and Club related activities. Members should be provided with a list of:

  (i) What the Club actually does with the data (i.e. the purpose of the processing)

  (ii) Who gets the data (e.g. Club officials)

  (iii) What information is actually processed (e.g. name, address etc).

• On application forms, insert the paragraph described above (e.g. “I understand that my data will be used by the Club for ……”).

• Inform members that they can object to any part of the processing (e.g. can withhold home contact details).

• There should be no use or disclosure of the personal data for a purpose unrelated to those declared to members (unless pursuant to a statutory obligation or with the consent of a member concerned).

In accordance with the Data Protection Act 1998, information is held in a secure manner and will not be used for any other purpose than contacting you regarding your Affiliated Club. For further information on the Data Protection Act go to:

http://intranet6.open.ac.uk/governance/data-protection/