

Constitution Signatures

All Club and Societies are required to complete their Constitution in full. This includes the following: Aims and Objectives, Officer Roles and Key Officer Signatures.

(Key officers include: President, Secretary, Treasurer and Welfare Officer)

This can all be done digitally, including officer signatures.

If you require recommendations for how to access electronic signature applications we found the following were quite popular amongst Clubs and Societies

(Below you can find web browser and mobile phone app links)

- **DocuSign**

<https://www.docusign.co.uk/products/electronic-signature>

https://play.google.com/store/apps/developer?id=DocuSign&hl=en_GB

<https://apps.apple.com/gb/app/docuSign-upload-sign-docs/id474990205>

- **Hello Sign**

<https://www.hellosign.com/>

https://play.google.com/store/apps/details?id=com.hellosign&hl=en_GB

<https://apps.apple.com/sg/app/hellosign/id546260764>

We will only accept a Constitution with a signature provided from one of the above mentioned, or a similar electronic signature application.

Some Clubs and Societies provided signatures using Microsoft Word, Clip Art and Paint. Those signatures will not be accepted and your application will be returned. You will then be requested to complete the Handover Form again in full.

Below you can find some examples that will not be accepted.

Example 1

delivered to the Secretary and announced at the next AI

10.0 **Declaration (All officers must sign)**
10.1 As a Club Official I agreed to abide by and enforce the set out in the Safety Policy Documents.

President
..... A. Smith

Secretary A. Smith

Treasurer A. Smith

Social Secretary

Example 2

10.0 Declaration (All officers must sign)

10.1 As a Club Official I agreed to abide by and enforce the rules set out in the Safety Policy Documents.

President

..... A.Smith

Secretary A.Smith

Treasurer A.Smith

Social Secretary


Example 3

10.0 Declaration (All officers must sign)

10.1 As a Society Official I agreed to abide by and enforce the rules of the Constitution as set out in the Safety Policy Documents.

President





Secretary

Treasurer


Social Secretary