Student Group and External Organisation

Working Relationship Agreement

Definitions

An external organisation is considered as any organisation that is not a part of or affiliated to Coventry University Students Union.

A student group is considered as a society that is affiliated with Coventry University Students Union.

A working relationship is considered as and not limited to a collaboration between the society and external organisation, a partnership between the society and external organisation or being a ‘Coventry Branch’ of the external organisation.

The Union refers to Coventry University Students Union and in particular the Student Experience Team.

Purpose

This document outlines the agreed working relationship between the student group and the external organisation detailed below, and the Union. It explains the expectations of all parties and any deadlines which need to be met. This document needs to be signed on behalf of the student group, the external organisation and the Union.

Agreement Participants

The External Organisation

Name of Organisation:

Address of Organisation:

Type of Organisation:

Name of Contact:

Role Title at Company:

Contact Number:

Email Address:

[ ]  I confirm that I am authorised to sign this agreement on behalf of the organisation detailed above.

The Student Group

Name of Student Group:

Type of Student Group:

Name of Committee Member:

Committee Role Title:

Contact Number:

Email Address:

[ ]  I confirm that I am authorised to sign this agreement on behalf of the student group detailed above

The Union

Name of Staff Member: Lauren Osgood

Name of Sabbatical Officer: Chisom Ezeanochie

Contact Number:

Email Address:

[ ]  I confirm that I am authorised to sign this agreement on behalf of the Union.

The Working Relationship

|  |  |
| --- | --- |
| Expectations of the External Organisation | Expectations of the Student Group |
| * Read, understand and encourage the student group to adhere to all Union policies and procedures.
* Report any breaches in this agreement, or Union to societies.su@coventry.ac.uk to the Union contact outlined in this document

Add in specifics.... | * Continue to comply with all Union policies and procedures through our work with this external organisation
* Report any breaches in this agreement, or Union to societies.su@coventry.ac.uk to the Union contact outlined in this document

Add in specifics... |
| Expectations of the Union |
| We as the Union will facilitate the working relationship between XXX and XXX. We will hold each party to account on what is agreed in this document. If there are any issues between the parties these must be dealt with and discussed with the Union present.  |

Related Documents

<https://www.cusu.org/resources/community/Articles-of-Association-Proposed-2020/>

Important Notes- number

* The external organisation will have no involvement or influence with the democratic process of electing committee officials
* The external organisation must declare to the Union if they intend to sell anything to our student group or charge the student group or make money from the student group
* If the student group wish to have a sponsorship agreement with the external organisation this must be dealt with via the Unions Sponsorship agreement form and the external organisation must send monetary sponsorship directly to the Union who will then transfer the money to the correct student group account. No cash, cheque or electronic payment should be handled directly by the student group.
* External organisations must understand that societies are independent from them and may to choose to have different values and beliefs to their organisation
* If the external organisation would like to speak/address to the members of the student group in person or virtually the student group must complete the Unions guest speaker form
* The external organisation must adhere with the Unions guidance, rules and policies
* All promotional stationary (including, but not limited to, signs; artwork; printed materials etc.) will be provided at the external organisation’s own expense.
* The external organisation will be expected to provide any artwork (advertisements, hi-resolution logo’s or images etc.) for use by the student group in good time. Any delay in providing artwork may result in the agreed expectations of the student group being delayed.
* Upon termination of this agreement the student group will return all advertising materials and agree, if applicable, to stop using the external organisation’s logo. This may include destroying any clothing or equipment bearing the external organisation’s logo.
* Correspondence relating to this agreement should be between the external organisation, the student group and the Union contact.
* If any agreement needs to be revised, all signatories will be contacted to be made aware as soon as possible
* This agreement will be revised on an annual basis

Confirmation of Agreement

This agreement must be signed by the contacts outlined in the ‘Agreement Participants’ section.

Agreement on behalf of the external organisation.

|  |  |
| --- | --- |
| Signed: |  |
| Name: |  |
| Date: |  |

Agreement on behalf of the student group.

|  |  |
| --- | --- |
| Signed: |  |
| Name: |  |
| Date: |  |

Agreement on behalf of the Union.

|  |  |
| --- | --- |
| Signed: |  |
| Name: |  |
| Date: |  |