

**UPSU Governing Documents**  
**Societies and Activities Bye-Law**  
October 2018

## Approval Details

<b>Approved by</b>	G&A Committee	<b>Date</b>	September 2018
<b>Approved by</b>	Trustee Board	<b>Date</b>	October 2018
<b>Ratified by</b>	Union Council	<b>Date</b>	October 2018
<b>Ratified by</b>	SU UEG	<b>Date</b>	October 2018
<b>Implementation date:</b>	November 2018		
<b>Admin Update</b>	February 2020		
<b>Review lead staff member</b>	Director of Student Experience		

## Reviewing this document

This document may be amended with the permission of the Board of Trustees, following pre-approval by Governance and Appointments Committee.

Union Council will then review any significant changes to this Bye-Law prior to any such change taking effect in order to permit the Council the opportunity to provide feedback and raise any concerns in respect of any such change directly with the Union Chief Executive who will refer such feedback and concerns to the Board of Trustees for further consideration.

SU UEG will then review any significant changes to this Bye-Law prior to any such change taking effect in order to permit SU UEG the opportunity to provide feedback and raise any concerns in respect of any such change directly with the Union Chief Executive who will refer such feedback and concerns to the Board of Trustees for further consideration.

## Societies & Activities Bye-Law

- 1.1 Full members, (as defined by the Members Bye-Law) of the Union may establish individual Societies who must operate within the remit of the Union's Memorandum and Articles of Association and Bye-Laws.
- 1.2 A Society shall refer to any non-sporting activities.
- 1.3 All Societies are financially and constitutionally separate from the Union. The Union has a watching brief over their financial affairs.
- 1.4 The ratio of membership between full Union members and associate members must be at least 75% or Society will no longer be affiliated to the Union.

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1.5 A Society may be recognised by the Union if:

- the core objectives do not duplicate those already held by recognised Societies or Student Networks
- it has the formal support of at least twenty other full Union members
- the required paperwork, must include but is not limited to:
  - an online Committee Form,
  - a Model Constitution,
  - a Code of Conduct,
  - a Health and Safety Risk Assessment,
  - a Development Plan
- The Chair of the new society submits recommended requests to the relevant Societies Forum for approval.
- There must be an elected core committee who will administer the Society. As a minimum these must be:
  - a Chairperson,
  - a Treasurer;
  - a Secretary;
  - a Health and Safety Officer.

1.6 To be recognised, each Society shall be affiliated to the Union but in doing so it must:

**Commit to**

- Its own Constitution and Code of Conduct which is acceptable to the Union and adhere to both of these documents. Using the template documents and taking these to the Society forum
- must be open to all full members of the Students' Union
- must have an Annual General Meeting (AGM), in the spring term which should be conducted in line with the General Meetings Bye-Law

**Abide by**

- the Financial Regulations of the Union,
- with any additional regulations set out in documents, for example 'How To Guides',
- the Union's Health and Safety Policy,
- the Union's Equal Opportunities Policy,

**Must**

- send a committee representative to the relevant Societies Forum which acts as a sub-committee of the Union Council,

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- send a committee representative to the Union's Annual Student Members' Meeting
- 1.7 Failure to send a representative on three occasions to the Societies Forum will result in a meeting with VP Activities and Development with the potential of Union grant funding being put on hold.
- 1.8 Each Society must send a committee representative and encourage other members to attend the Union Annual Student Members' Meeting. Failure to send a representative may result in the Union freezing the Society grant funding; decisions in such cases will be made by the VP Activities and Development.
- 1.9 If a Society fails to sign up twenty full members of the Union in an academic year they will be referred to the Societies and Activities Department and become a Student Network
- 1.10 If Society membership cannot be sustained in any academic year, the Society will become a Student Network and be discussed with the Societies & Activities Department.
- 1.11 This Bye-Law should be read in conjunction with the documents and policies mentioned in 1.6 above.
- 1.12 Any alterations to a Society Constitution can only be made in line with Item 7 of the Society Constitution
- 1.13 A Student Network may be recognised by the Union if:
- the core objectives do not duplicate those already held by recognised Societies or Student Networks.
  - it has the formal support of at least 5 other full Union members,
  - the required paperwork, must include but is not limited to:
    - an online Committee Form,
    - a Model Constitution,
    - a Code of Conduct,
    - a Health and Safety Risk Assessment,
    - a Development Plan.
  - There must be an elected core committee who will administer the Student Network. As a minimum these must be:
    - a Chairperson,
    - a Treasurer,
    - a Health and Safety Officer.

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- If a Student Network reaches 20 members they will be invited to the next society forum and follow the process to become a Society

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**For further help and advice, please contact the Governance Team**

**END OF DOCUMENT**

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