

**University of Suffolk Students’ Union:
Activities Bye-Laws**

1.**Affiliation and Membership**

1.1 Students may apply to affiliate a new opportunity (society, sport or activity) by submitting an application form to the SOC (Student Opportunities Coordinator). Applications will be checked by the SOC and then if it meets expectations as set out in these bye-laws, the application will be submitted to the Activities Committee for approval.

1.2 Any sport or society will be affiliated if it fulfilled the following criteria:

(i) It has a set of core aims and objectives that do not duplicate with another activity or service already provided by the Union or any of its affiliate Clubs and Societies’ constitutions.

(ii) It has at least three founders who can perform the duties of the signatory roles, until such time as the signatory roles and other officers can be elected.

(iii) Founders of new societies/sports or elected signatory roles attend mandatory SU committee training.

(iv) All founders and elected signatory roles agree to sign the code of conduct and the committee contract.

(v) All elected signatory roles agree to sign the committee contract and abide by it’s regulations.

**2. Maintaining Affiliation**

2.1 Once affiliated it is the responsibility of the society/sport to remain active. To be considered active, they are required to do the following within the agreed timeline set by Activities Committee:

(i) Elect the signatory roles.

(ii) Adopt a constitution from the organisation’s first AGM.

(iii) Be able to demonstrate the organisation is working towards its core aims and objectives, based on it’s initial development plan.

(iv) Providing up to date information to the Union upon request.

(v) Meets all the necessary health and safety requirements in regards to purchasing insurance,

licences for events, signing in students/guests and completing risk assessments.

(vi) Manages their financial budget wisely, in accordance with Financial Procedures & Regulations as stated in [www.uosunion.org/sugovernance/](http://www.uosunion.org/sugovernance/).

(vii) Does not break the regulations of the code of conduct or responsibilities of the committee contract.

**3. Membership**

3.1 The SU Society and the SU Sport membership are exclusive to:

(i) A full or associate member of the Union.

(ii) A member of University of Suffolk staff or UOS are able to affiliate with the society, but not become a full member. UOS/SU staff are not permitted to hold a society/sport Committee position.

3.2 The Union will maintain up to date records of the membership numbers and monies deposited. The Union shall make this information available to societies/sports on demand.

3.3 The membership held by the Union is definitive. Any reference made to membership numbers within these bye-laws refers to the list held by the Union.

3.4 Where an organisation has a reciprocal membership agreement with a National Governing Body, this should be explicitly communicated to the Union. The agreement must be approved by the Activities Committee before going ahead.

3.5 The organisation may affiliate with external organisations that help further society aims, subject to approval of the affiliation from Activities Committee

**4. Disaffiliation**

4.1 If in agreement, the SOC may suspend some or all support given by the Union to an organisation upon evidence of one or more of the following:

(i) It being inactive for a period longer than one academic term.

(ii) Financial misappropriation.

(iii) There being a violation of the bye-laws or policies.

(iv) A contravention of their own Constitution.

(v) Any of the criteria outlined in ‘Maintaining Affiliation’ is not being met.

(vi) The organisation or member has breached the Union code of conduct.

(vii) In the case of misuse of Union resources

(viii) The organisation may be disaffiliated by a two-thirds majority vote of its membership at an AGM or EGM.

(ix) The society or sport were not able to elect all signatory roles, after at least three rounds of elections or within three months of their AGM (whichever is the latter). At which point, dissolution status will be subject to discussions with the Activities Committee.

(x) The society or sport has not attended freshers fair/re-freshers fair without apologies sent in at least two weeks before the fair.

(xi) If an organisation fails to send a delegate to Activities Committee more than twice without apologies.

(xii) The activity failed to conduct themselves in an appropriate manner whilst engaged in business relating to the activity. The behaviour expected is outlined in the Code of Conduct for Union Members here: <https://www.uosunion.org/sugovernance/>

(xiii) Theft of, or failure to declare whereabouts of equipment.

(xiv) Involvement of illegal activity.

(xv) Insufficient monitoring/ misuse of the Students’ Union or own activity website.

4.2 On dissolution/disaffiliation of the organisation, its assets shall become the property of the SU.

4.3 Upon Disaffiliation, or suspension of support, the organisation or member has ten working days within which to appeal to the Activities Committee. The Activities Committee will then have the responsibility for conducting an investigation into the appeal and deciding an outcome from the following three options:

(i) To lift the suspension

(ii) Continue the suspension

(iii) Disaffiliate the organisation or member.

4.4 If the organisation or member wish to appeal the outcome made, the evidence will go to the CEO of the Students’ Union to which the organisation concerned will be allowed to also present their case. The CEO will then decide one of three options:

(i) To lift the suspension

(ii) Continue the suspension

(iii) Disaffiliate the organisation or member.

**5. Election and Duties of Signatory Roles and Committee**

5.1 All members of the committee have to be full members of the Union and the relevant organisation.

5.2 Committee members, inclusive of signatory roles, will be elected during the organisation’s election period, hosted when appropriate by the Students’ Union, online. All committee members must be elected through this system or will be subject to disaffiliation process.

A member can not take post until they’ve signed Appendix 3, ‘Committee Contract’.

(i) A organisation can make a written appeal to elect their committee using an alternative process that is supported by the SU. The outcome of this will then be decided by the SOC.

5.3 Elected committee members for the next academic term take office from the 1st August to the 31st July the year following, unless stated otherwise in their constitution as approved by the SOC; this will be subject the SU’s election period.

5.4 The signatory roles will include President, Treasurer and Secretary. The committee are formed of any other officer stipulated in the organisation’s constitution but should aim to elect a wellbeing officer and social secretary as committee also.

5.5 The responsibilities of the President include but are not limited to:

(i) Being the figurehead of the organisation. Acts as Chair during all meetings in a fair and democratic manner.

(ii) Ensuring that the organisation operates in accordance with it’s Constitution and the Articles of Association, bye-laws and policies of the Union.

(iii) Attending Union training sessions as appropriate.

(iv) Calling General Meetings of the organisation, and committee meetings. Chairing AGMs and EGMs.

(v) Organising fair and transparent elections for the following year’s committee in accordance of this bye-law, including the detailed handover to the next elected President.

(vi) Being the point of contact between The Union and the organisation’s members. The President is mandated to keep in regular contact with the SU.

(vii) Only the President and Treasurer can authorise the withdrawal of expenditure from the organisation’s account.

(viii) Oversees all group activities, ensuring all other committee members are fulfilling their duties.

(ix) Ensures reasonable conduct of all members, while they represent the SU.

(x) Ultimately responsible for the safe return of all rented equipment belonging to or hired by the SU.

5.6 The responsibilities of treasurer include but are not limited to:

(i) Keeping current accurate financial information of the organisation’s activities.

(ii) Ensuring financial transactions made through the Union are conducted in accordance with guidance provided.

(iii) Only the President and Treasurer can authorise the withdrawal of expenditure from the organisation’s account.

(iv) Attending Union training sessions as appropriate.

(v) Ensuring that all relevant financial documents are retrieved from the previous Treasurer and passed on to the next Treasurer.

(vi) Presents budget to the committee, general committee meetings and AGMs/EGMs.

(vii) Plays a key part in making bids for additional funding, from both UOSSU and external bodies.

(viii) Manages memberships and registration

(ix) Acts as fundraising officer where appropriate.

(x) Collaborates with all members within the activity (all teams, cohorts, sub-groups).

5.7 The responsibilities of administrative secretary include but are not limited to:

(i) Takes notes at meetings and distributes them where appropriate.

(ii) Asks Student Opportunities Coordinator to organise spaces for meetings, training if applicable.

(iii) Keeps a member’s database up to date, to be communicated with SOC.

(iv) Plays a key role in administering all official fixtures/events and admin.

(v)Oversees/confirms transport arrangements.

(vi) Keeps a file of group activities and processes throughout the year to enable smooth handover.

(vii) Collaborates with all members within the activity (all teams, cohorts, sub-groups).

(viii) To fill out the administrative forms. (This could include, but is not limited to: risk assessments, team packs, accident forms, guest speaker, applications and official payment receipts, etc).

(ix) Organising fair and transparent processes within the organisation in accordance of this bye-law, including the detailed handover to the next elected Secretary.

5.8 Signatory may co-op members into additional roles. These positions must be voted upon at an EGM or AGM.

5.9 The following responsibilities should be fulfilled by additional roles or by assignation of the committee:

(i) Allocate a safeguarding role.

(ii) Ensure smooth reporting of wellbeing concerns and put signposting measurers in place.

(iii) Establish a programme of appropriate activities to cater for the interests of the memberships.

(iv) Organise appropriate regular social functions and themes.

(v) To liaise with the Student Opportunities Coordinator to book accessible venues, catering and entertainment as required.

(vi) Oversee and manage the social media, recruitment advertising and run communications (chats, forums, etc.).

(vii) Organises awards, incentives and recognition.

(viii) Collaborate with other activities to provide a variety of activities to maximise outreach.

5.10 Where appropriate, signatory roles within sport must agree on and allocate a captain for each team. The responsibilities include but are not limited to:

(i) Ensure that all players are informed of meet times for fixtures/training.

(ii) Find Umpires and Officials for each fixture.

(iii) Research and network to collaborate and organise friendlies with local teams

(iv) Decide teams ahead of competitive fixtures

(v) Lead, support and represent the members of their appointed team fairly and consistently.

(vi) Set a good example on and off the field of play.

(vii) To gather attendance reports and make sure the team is fully able to commit to their scheduled fixtures.

(viii) Collect team packs, money, kit and first aid before the fixture.

(ix) To delegate the roles and duties of a captain to another person, should they be absent.

(x) Ensure all captain packs are signed and completed at every fixture and returned by 10am the following day of the match.

5.11 The Returning Officer for the Society/ Sport elections shall be the Student Opportunities Coordinator.

5.12 All paid members of the organisation shall be eligible for election to the Committee.

5.12 No person may hold more than one Committee position per student activity.

5.13 All paid members of the organisation shall be entitled to vote in the election of the Committee.

**6. Disqualification, Resignation, and Removal of Committee or Activity Member**

6.1 The position of a committee or paid member of an organisation shall be vacated if evidence is provided to the SOC or Vice President, with regards to any of the following:

(i) He or she is no longer a member of The Union.

(ii) He or she resigns.

(iii) The committee member in question does not perform the responsibilities detailed in this bye-law or the organisation’s constitution.

(iv) He or she violates, bye-laws, code of conduct or policies.

(v) A motion of no confidence is passed by a two thirds majority of the organisation’s members at a General Meeting, AGM or EGM.

(vi) The member failed to conduct themselves in an appropriate manner whilst engaged in business relating to the activity. The behaviour expected is outlined in the Code of Conduct for Union Members here: https://www.uosunion.org/sugovernance/

(vii) Financial misappropriation.

(viii) Theft of, or failure to declare whereabouts of equipment.

(ix) Involvement of illegal activity.

(x) Participating in an activity that you do not have valid membership for.

(xi) Insufficient monitoring/ misuse of the Students’ Union or own activity website

* 1. 6.2 If a member wants to hold a vote of no confidence in regards to the President role, it is the responsibility of the secretary or treasurer to call the General Meeting. If a motion of censure is passed, this shall be treated as a formal disciplinary written warning by the Union, and shall be kept on file for references for at least 2 years.

 If a motion of no confidence is passed, this shall dismiss the member in question from their position with immediate effect.

6.3 If a signatory role is vacated, an EGM shall be called to hold an election.

6.4 If a member wishes to appeal their role termination, they must follow the process as stated in part 4.3.

**7. Development and support for Societies/Sports**

7.1 The Union will offer a comprehensive training programme throughout the entire academic year, specifically including:

(i) Induction training;

(ii) Finance training

(iii) Events training;

(iv) Election and Annual General Meeting training

(v) Website training.

7.2 Committee training sessions will be provided for signatory roles or Founders who are mandated to attend initial committee training.

7.3 A section of the Union's website will be available for each organisation. These organisations will be able to manage their section of the website once they have attended the relevant training.

7.4 External websites are permitted, including pages on social networking sites. However, due to the provision already available, normally no funding will be made available for this.

7.5 The content of external websites will be periodically monitored and any website that is linked to an organisation should be in line with The Union's Articles of Association, bye-laws and policies.

**8. Annual General Meeting**

8.1 All Societies/sports are required to have at least one General Meeting a year, to be known as their Annual General Meeting. The AGM will normally take place after the committee elections unless it’s a medical society AGM. This timing of this is not mandatory, but highly advised.

8.2 The meeting will have a quorum defined in its individual constitution or 40% of all members.

8.3 Calling an Annual General Meeting: Notice of an Annual General Meeting must be given at least five working days in advance of the meeting to all members.

8.4 Any agenda items must be submitted to the President of the organisation at least two working days prior to the meeting taking place.

8.5 The agenda must be publicised for at least one working week prior to the start of the meeting.

8.6 Minutes and actions from AGM must be submitted to Activities Committee for review.

**9.** **Extraordinary General Meetings**

9.1 An Extraordinary meeting may be called by a signatory or by its members, provided that they present the President of the organisation a petition of names amounting to 1/3 of the organisation’s membership and that the rules of the timing of the meeting, as above, are observed.

**10. Promotion of Societies/Sports**

10.1 Postering and Flyering Policy:

(i) Only designated notice boards are to be used for postering and permission must be sought from the relevant College / Union / Association department.

10.2 The following must be adhered to:

(i) All posters and flyers must clearly carry the name of the relevant organisation and carry the Union logo.

(ii) All posters and flyers must be approved by a full-time member of staff at the Students’ Union and follow part 10.2 (i) before being displayed.

(iii) All posters must be removed following an event that they are advertising.

(iv) Members must clearly display student ID when giving out flyers.

(v) All posters in a foreign language must be accompanied by an English translation.

(vi) Any representation/ advertisement of the activity or it’s properties, (inclusive of but not limited to: social media, posters or displays), must not contain vulgar or explicit imagery or content. This includes sexual/graphic images, violence or swearing.

(vii) If the organisation would like to receive free printing (which they are entitled to), then they must request exactly what they need (size, flyer/poster, number of sheets, colour, double sided, etc) at least a week before the date they will go on display.

**11. Finance**

11.1 Subscriptions and Other Income:

(i) When members join a organisation their purchase for subscription will be credited to the Society's Financial Pot.

11.2 The Union recommends societies charge £1 for subscription fees, (minimum £1 fee).

11.3 The Union will set an agreed amount for Sports Membership. This can vary each year but will reflect the benefits and running costs of the sport.

11.4 A Society's standard subscription fee and the SU Sports Membership shall be set before the beginning of the financial year (1st August) and should not change midway through the financial year.

11.5 The Union will not accept payments for organisation’s subscriptions made on behalf of other members or any cash payments made without there being mitigating circumstances that have been communicated to the SOC, Vice President or CEO about beforehand.

11.6 Sponsorship contracts should not conflict with The Union's Articles of Association, bye-laws or policies. All sponsorship contracts need to be authorised by the Activities Committee.

11.7 All other income for an organisation, from whatever source, must be paid into the Union as soon after receipt as possible where it will be credited to the organisation’s Financial Pot. Income deposited by cash or cheque will be receipted at the time of transaction and the receipt must be retained in the Treasurer’s records.

11.8 Societies/sports are not permitted to operate an external bank account.

11.9 Societies/sports wishing to extract money from their pot, must first have their transactions approved by the SOC or the CEO. The SU are under no obligation to authorise or reimburse any payments made.

11.10 Payments made directly from the organisation’s financial pot for the following will not be authorised:

(i) Alcoholic beverages, drugs and catering: except for certain circumstances where they may be considered for small scale self-organised events. If necessary, the organisation can write about the exceptional circumstance within their budget request and then the exception may be overlooked.

(ii) Retrospective requests for money.

(iii) Direct donations to an organisation without approval first. (Affiliations, charity or a political body). Any interactions around raising and giving budgets must be discussed separately with the Activities Committee or the RAG society, after writing about the situation in a budget request. Only then, may this be approved.

(iv) Financial requests for personal expenditure, (not relating to the organisation).

11.12 If an organisation is left dormant for two years, any balance will be transferred to the general funds to be awarded by Activities Committee or SOC.

11.13 If the SU needs to reimburse members by online bank transfer, after submitting a claim, this can only be done so with a proof of payment/receipt attached to it. In cases where a VAT receipt can be obtained, this must be done so.

11.14 Budget request forms can only be submitted by the treasurer and/or the President. Any other claims by the committee/members will be disregarded.

11.15 Reimbursements will only be made where the value of expenditure can be met by the appropriate organisation’s financial pot.

11.16 If an organisation’s Subs or Grant account goes into deficit, they must attend a meeting with the SOC to discuss a repayment plan. Signatories will need to sign a repayment plan and attend regular meetings to review their debt repayment progress. Societies/sports in debt will not be able to make any payments or claim any expense reimbursements until they are back in credit without permission from the SOC.

11.17 The treasurer of the activity shall be responsible for submitting an annual budget report to the Student Opportunities Coordinator and the Activities Committee.

11.18 The organisation will receive regular updates regarding the status of their budget.

**12. Grants**

12.1 Bids can be placed by societies/sports for money from the Foundation Board, when applicable, on the university’s terms.

(i) Any grant allocations can only be spent on that which was promised when making the application, must stay within the grant criteria and conditions, and evidence of this must be shown.

(ii) Applications for organisational related grants must be reviewed and authorised by the SOC or Vice President.

(iii) Society/sport committee members must express any conflicts of interest when assessing grant application forms.

(iv) All unspent grant monies shall be returned to the Union at the end of each financial year (31st July), unless otherwise agreed.

**13. Equipment**

13.1 The organisation is responsible for maintaining a list of equipment owned by organisation. A copy of this list must be given to the SOC along with any other information asked for. Any equipment owned is property of the SU and upon dissolution or disaffiliation, must be returned to the SU.

**14. Events**

14.1 Societies/sports are encouraged to organise events to further their aims and engage their members.

14.2 Events will be classified either high or low risk, and will be decided as such by the SOC. A high risk event could include some or all of the following:

(i) High costs.

(ii) Large audience / participation.

(iii) A contractual agreement (venues, insurance, licenses).

(iv) Taking place in an external venue.

(v) Speculative income.

(vi) Members of the public in attendance.

14.3 Signatory roles must present a completed budget request form, guest speakers form and risk assessment to the SOC at least four weeks in advance for a high risk event.

14.4 Low risk events require a budget form and risk assessment to be presented to the Union at least two weeks in advance of the event.

14.5 Committees leading events/ general sessions must take a register of all attendees, regardless of it being a low/high risk.

14.6 Budget Requests and risk assessments must be approved and signed off by the SOC before an organisation can start implementing their plans. Societies/sports must liaise with the SOC in regards to public liability insurance and licenses for events.

14.7 The SU communications team can design event artwork, ticketing or promotions for the event, if requested at least two weeks in advance before the event. The SU have a right to decline this request for any given reason.

14.8 It is mandatory for each society and sport to attend Freshers and Re-freshers fair. For circumstances in which this can not be possible, the activity must state why in writing to the SOC at least two weeks before the fair, in which an outcome will then be decided. Otherwise they could be subject to disaffiliation as stated in part 4 of these bye-laws.

**15. Room Bookings and External Speakers**

15.1 Societies/ sports will not be charged for the hire of Union facilities where activities meet their aims and objectives.

15.2 An external speaker refers to a person or organisation that is not part of the Union or the College who is invited to speak at any organisation event on or off campus.

15.3 Societies/sports must notify the Union of any events on or off campus that involve external speakers.

15.4 No event will be publicised by the Union until it has been cleared by the Union.

15.5 The SU reserves the right to cancel or prohibit any event if the procedures provided herein are not followed or if relevant health, safety, and security measures cannot be met.

15.6 Before attempting to host a high risk event, the organisation must provide a written explanation of the event with the following details:

(i) Organiser’s name and contact details.

(ii) The name of the organisation the booking is for.

(iii) The expected number of attendees.

(iv) Whether the event is open to members only, invitation only, all students of Suffolk University, or the general public.

(v) External speaker’s affiliations (specifically where they are political or religious).

(vi) Any knowledge of controversy attracted by the speaker, event or the topic in the past.

(vii) If the event is expected to attract media interest, and if so why.

15.7 The organisation organising the event has a duty to inform the Union of any new undisclosed risk that has come to attention in the lead up to the event after a risk assessment has been completed.

15.8 The Union will monitor closely approved events in their lead up.

**16. Charity Fundraising**

16.1 All fundraising for charity must be done so with the collaboration of the RAG society and approved by the union to ensure fair and lawful money handling.

**17. Health & Safety and Duty of Care**

17.1 Insurance and Licenses: All full members of affiliated Societies/sports are covered for public liability insurance under the Union's insurance policy.

17.2 Fundraising activities taking place off-campus require a risk assessment to ensure members are covered by the Union's Public Liability Insurance.

17.3 Hired costumes and equipment are not covered by the Union's Insurance policy. Societies/sports wishing to hire such items will consult the SOC to ensure the relevant Insurance policy is taken out.

17.4 Societies/sports will work with the Union to purchase the relevant licences in order to run legal and safe events.

17.5 Food Safety: Societies/sports wishing to prepare food for events must first contact the SOC or CEO at least two weeks before the event, so the relevant suppliers can be contacted.

17.6 Society/sport members should consider the preparation of food, storage and specific dietary requirements of guests.

17.7 Societies/sports wishing to invite external catering companies will need to request copies of the following:

(i) Food Registration certificate.

(ii) Staff Food Hygiene certificates.

(iii) Public Liability Insurance.

(iv) Risk Assessment for the event.

17.8 The Union's Communication and Marketing Coordinator and CEO will need to agree for the company to be on campus.

17.9 Safeguarding Children and Vulnerable Adults: Societies/sports working unsupervised with children or vulnerable adults will complete a Criminal Record Bureau Check. Members with an existing CRB Check will show this to the SOC for review. Disclosure numbers will be recorded.

17.10 CRB checks revealing convictions, cautions, reprimands and warnings will be reviewed on a caseby-case basis.

**18. Complaints, Recognition and Disciplinary**

18.1 To make a complaint, please contact the SOC. If this presents a conflict of interest, you are to file the complaint to the Vice President. If neither of these are appropriate, a compliant should be made to the CEO of the Students’ Union.

18.2 Recognition of Societies/sports: The Union will award organisations and individuals annually for their achievements and commitment to societies. Awards will be decided through a fair and transparent system as decided by the SOC, Vice President and Activities Committee.

**19. Activities Committee**

19.1 The Activities Committee will serve to develop the wide variety of societies/sports across campuses. They will feed in to the Union's governance processes as a committee of the Student Council.

19.2 The Activities Committee will be made up of all signatory roles for each student activity and it is mandatory to send one signatory delegate to each Activities Committee meeting. This is to be chaired by the Vice President.

19.3 If an organisation fails to send a delegate more than twice without apologies, (these apologies will be reviewed by the SOC and then approved/disapproved, evidence may be requested), then they could face disciplinary action. The outcome of possible disaffiliation as stated in part 4 of these bye-laws will be confirmed by the SOC or Vice President.

19.4 If the organisation are deemed inactive by the SOC due to their absences from Activities Committee, without apologies or without sufficient apologies, this will mean they’re invited to a meeting with the SOC, Vice President or CEO to discuss their organisation’s status. This meeting will decide if they need to disaffiliate the organisation as according to the disaffiliation procedure and any appeals procedure listed in part

19.5 Organisations can nominate any one of the signatory roles to attend Activities Committee. If an organisation member is not happy with their delegate, they must report this to the SOC so the relevant measurers can be taken.

19.6 On the event where no signatories can attend, they must then delegate another committee to take their place, and state this in writing, with the circumstances fully explained to the SOC and the Vice President, this will be recorded as an absence.

19.7 Members of an organisation, who do not hold signatory status, can attend Activities Committee if they’ve submitted a motion, or to witness the council, however, they will not hold any voting status.

19.8 Minutes from the Activities Committee should be approved and posted online as soon as practically possible, but no later than a week after the council was held and available until the end of the academic year.

**20. Amendments To This Bye-Law**

20.1 Should this Bye-Law be amended or repealed, it’s content, which was valid at the time of publication shall remain valid for the term of which the organisational activity takes place. It is therefore advisable that any changes to this Bye-Law are made at the earliest possible time in the academic year.

**Appendix 1. AGM (Annual General Meeting)**

**Section A:**

1. **Apologies for absence**
2. **Reports**

Committee members report on how the organisation’s committee, budget and events have functioned throughout the academic year.

1. **Committee Election**

New committee will be announced for any unaware members. The outgoing committee are to chair this:

* President
* Secretary
* Treasurer
* (any other optional positions)
1. **Constitution Discussion**

Existing or new Constitution must be (re-)approved through a vote by membership

 [Please bring a copy of your Constitution to your AGM]

**(If you do not have one, one can be created. Request a template from your SOC)**

**Section B: Discussion**

1. **Discussion of the organisation’s year since last AGM.**

Open discussion of good and bad points felt by the group for the year; what can be improved and how it can be improved.

**Section C: Planning**

1. **Complete Development Plan**

In preparation for next year’s operation of the activity, complete a Development Plan again, which will detail aims and events planned for the next academic year and compares progress from the previous (if relevant).

**7. Sign Documents:**

- Development plan

- Code of Conduct

- Constitution agreed upon

- New committee to sign committee contract

- New committee to sign any other relevant documents

- Expenditure for the entire year is signed off (no further payments to be made until the next academic year).

**8 Any other business**

**Appendix 2. Code of Conduct**When participating in a SU activity, you are required to read through this document and agree to it’s standards.

You must note that by participating, you are representing the Students' Union and can be held responsible for your actions at any time.

Any behaviour deemed inappropriate will should be reported to su.activities@ucs.ac.uk. An investigation will be carried out and an outcome will be made as according to part 4 in the Activities Bye-Laws. An appeal can be made by following part 4 in the Activities Bye-Laws.

**The SU does not tolerate any of the following:**

* Sexual misconduct
* Bullying and harassment in any form
* Intimidation, harassment or retaliation
* Racism and discrimination
* Isolation and exclusion
* Intimidation or threats
* Scapegoating and Manipulation
* Aggressive behaviour

**By signing below I acknowledge that I have fully read and understood this document and shall adhere to the contracts and statements provided. If I have any questions or concerns about this contract, it is my responsibility to discuss this with the Student Opportunities Coordinator.**

Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Student Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Appendix 3. Committee Contract**The Societies Committee Contract advises committee members on their expected behaviour. The purpose of this code is to protect members and others potentially affected by their actions, through an agreement of set standards. All committee members or members with a role as stated in the Activities Bye-Laws must sign this contract.

**By signing up to become a University of Suffolk Students’ Union Society, you are agreeing to abide by the terms outlined below:**

* To adhere to the constitution, activities bye-laws, code of conduct and policies of this organisation.
* To act responsibly at all times when participating in activities and to avoid actions which could bring the group, the SU or University into disrepute.
* To compete in a manner of good sportsmanship when representing University of Suffolk Students’ Union externally.
* To promote sustainable use of resources and participate in the society/sport’s activities in the most eco-friendly way possible.
* To respect all individuals associated with the activity (i.e. match officials, external speakers, venue employees, Students’ Union staff, fellow members, etc.).
* To show respect towards Students’ Union and University premises at all times and other University of Suffolk Students’ Union recognised Clubs & Societies.
* To work within an equality and diversity framework and to report discriminatory behaviour of any kind.
* To behave in a manner which does not endanger other individuals and to abide by the Students’ Union Health and Safety Policy at all times.
* To fulfil the responsibilities of the committee role as listed in the Activities Bye-laws, part 5.

**Disciplinary action may be taken by the Students’ Union against any individual or group for the violations listed in the Activities Bye-Laws, part 4 and part 6.**

If you complete this form online, email your completed version to su.activities@uos.ac.uk. If you complete this form in paper, please drop it off to SU reception desk.

**By singing, I understand that I am a representative of University of Suffolk Students’ Union and the University** **and shall adhere to the contracts and statements provided. If I have any questions or concerns about this contract, it is my responsibility to discuss this with the Student Opportunities Coordinator.**
Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Student Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Appendix 4. Consitution**

1. **Name of the Activity**

1.1. The name of the Activity shall be the ‘University of Suffolk Students’ Union [Activity]’, hereinafter referred to as ‘the Activity’. The only permitted abbreviated name shall be ‘SU [Activity]’.

1. **Aims of the Society**

2.1. The aims of the Society shall be to:

1. [Aim a];
2. [Aim B};
3. [Aim C];
4. [Aim D];
5. [Aim C].
6. **Affiliation**

3.1. The Activity shall be affiliated to the SU and shall be subject to any regulations and/or conditions imposed by the SU. This is inclusive of the Activities Bye-Laws.

3.2. The Activity may affiliate with external organisations that help further society aims, subject to approval of the affiliation from Activities Committee, as per bye-law 3.5.

1. **Membership**
	1. All students of University of Suffolk shall be eligible to become members of the organisation.
	2. Any eligible person will become a member of the Society/Sport on payment of the appropriate membership fee.
	3. The membership fee amount will be determined annually by the Committee of the Society/Sport, subject to justifications posed and approved by the SU.
	4. Staff members of University of Suffolk may become affiliate members of the society. Affiliate members cannot stand or vote in society/sport elections, or vote in meetings, but may attend society/sport events.
2. **The Committee**
	1. A Committee shall conduct the business of the Activity.
	2. The Committee of the Activity shall be elected as per bye-law 5 or, if necessary, at an Extraordinary General Meeting.
	3. All members of the Committee shall be required to be members of the Society. The members of the Committee shall be jointly responsible for the successful running of the Society. The Committee shall consist of the following members:

* + - President (Signatory Role)

They must abide to the responsibilities listed in bye-law 5.5.

* + - Secretary (Signatory Role)
		They must abide to the responsibilities listed in bye-law 5.7
* Treasurer (Signatory Role)
They must abide to the responsibilities listed in bye-law 5.6
* An additional role/s can be created to fulfil the following responsibilities:

(i) Allocate a safeguarding role.

(ii) Ensure smooth reporting of wellbeing concerns and put signposting measurers in place.

(iii) Establish a programme of appropriate activities to cater for the interests of the memberships.

(iv) Organise appropriate regular social functions and themes.

(v) To liaise with the Student Opportunities Coordinator to book accessible venues, catering and entertainment as required.

(vi) Oversee and manage the social media, recruitment advertising and run communications (chats, forums, etc.).

(vii) Organises awards, incentives and recognition.

(viii) Collaborate with other activities to provide a variety of activities to maximise outreach.

* The additional roles (capped at 3 maximum) are in the form of:

[additional role]

[additional role]

[additional role]

**6. Meetings**

*6.1 Annual General Meetings*

6.1.1. The activity is required to have at least one General Meeting a year, to be known as their Annual General Meeting. The AGM will take place [state during which period] and must be after the end of year elections.

6.1.2. The meeting will have a quorum of 40% of all members.

6.1.3 Calling an Annual General Meeting: Notice of an Annual General Meeting must be given at least five working days in advance of the meeting to all members.

6.1.4. Any agenda items must be submitted to the President of The Activity at least two working days prior to the meeting taking place.

6.1.5. The agenda must be publicised for at least one working week prior to the start of the meeting.

6.1.6. Minutes and actions from AGM must be submitted to Activities Committee for review.

*6.2. Extraordinary General Meetings*

6.2.1. An Extraordinary meeting may be called by a signatory or by its members, provided that they present the President of The Activity a petition of names amounting to 1/3 of the society/sport membership and that the rules of the timing of the meeting, as stated in 6.1.3 are observed.

*6.3. Committee Meetings*

6.3.1. Committee meetings are to be held formally and occur monthly. Minutes must be taken but the committee are only required to show the SOC when asked.

6.3.2 All members of the Committee shall be entitled to attend and vote at such meetings.

6.3.3. Meetings of the Committee shall be convened by the President or Secretary. At least three term days’ notice of a Committee meeting shall be given by the President or Secretary to the members of the Committee.

6.3.4. The Committee shall hold office and host meetings as stated in the Activities Bye-Laws, part 5.

**7. Election of the Committee**

 7.1. Committee members, inclusive of signatory roles, will be elected during

the society/sport election period, hosted when appropriate by the Students’ Union, online. All committee members must be elected through this system or The Activity will be subject to disaffiliation process.

7.2. Elected committee members for the next academic term take office from the 1st August to the 31st July the year following, unless stated otherwise [state here or disregard] and as approved by the SOC; this will be subject the SU’s election period.

7.3. The Returning Officer for these elections shall be the Student Opportunities Coordinator.

7.4. All members of the Society shall be eligible for election to the Committee.

7.5. No person may hold more than one Committee position at any one time.

7.6. All members of the Society shall be entitled to vote in the election of the Committee.

**8.** **Resignations/Disaffiliation from The Activity**

8.1. The resignation of any member of the Committee shall be instituted by a letter of resignation to the President of the Activity. In the case of the resignation of the President, resignation may be instituted by a letter of resignation to the Secretary. This must then be declared at an EGM, where a new committee member shall be elected or the Activity may be subject to disaffiliation.

8.2. The position of a committee or paid member of a society/sport shall be vacated if evidence is provided to the SOC or Vice President, with regards to any of the following:

8.2.1. He or she is no longer a member of The Union.

8.2.2. The committee member in question does not perform the responsibilities detailed in this bye-law or the society/sport’s constitution.

8.2.3. He or she violates, bye-laws, code of conduct or policies.

8.2.4. A motion of no confidence is passed by a two thirds majority of the society/sport’s members at a General Meeting, AGM or EGM.

8.2.5. The member failed to conduct themselves in an appropriate manner whilst engaged in business relating to the activity.

8.2.6. Financial misappropriation.

8.2.7. Theft of, or failure to declare whereabouts of equipment.

8.2.8. Involvement of illegal activity.

8.2.9. Participating in an activity that you do not have valid membership for.

8.2.10. Insufficient monitoring/ misuse of the Students’ Union or own activity website

8.3. If a member wishes to appeal their role termination, they must follow the process as stated the Activities Bye-Laws in part 4.3.

8.4. If a member wants to hold a vote of no confidence in regards to the President role, it is the responsibility of the secretary or treasurer to call the EGM.

**9. Finance**

9.1. All financial activity must adhere to the regulations as set out in part 11 in the Activities Bye-Laws.

**10. Amendments to the Constitution**

10.1. Amendments to this constitution may be made at an Annual General Meeting or an Extraordinary General Meeting of the Activity .

10.2. Such amendments to this constitution as may be approved by an Annual General Meeting or an Extraordinary General Meeting of the Society shall require the formal approval of the Activities Committee before taking effect.

**11. Promotion of SU Initiatives, Projects and Campaigns**

11.1. The Activity will promote and support the initiatives, projects and campaigns of the SU and elected student representatives whenever and wherever possible.

11.2. The Activity shall adhere to the regulations as stated in part 10 of the Activities Bye-laws.

**12. Disaffiliation**

12.1. The Activity is subject to disaffiliation as set out in part 4 of the Activities Bye-Laws.

 **Appendix 5. Definitions**

1. **Bye-Laws**
Societies/sports of the Union are bound by its Articles of Association, bye-laws and policies.
2. **Constitution**
Each society/sport will adopt it’s own constitution, which will have an annual review during their AGM.
3. **Society**

An affiliated cultural, political, religious, academic, performing or special interest group of students.

1. **Sport**An activity provided by the SU, to engage students physically.
2. **Team**
Within each sport, teams are created. This can be based on gender, skill or experience.
3. **Signatory Role**
The society/sport President, Treasurer and Administrative Secretary.
4. **Committee**Signatory roles and any other position defined in the activity’s Constitution.
5. **Student Opportunities Co-ordinator (SOC)**
The SOC is a full-time staff member of the Union employed to support the work of student activities.
6. **Constitution**
This refers to a document each society/sport must have outlining what the activity is, its aims and objective and other appropriate information as defined in this bye-law.
7. **Committee Meeting**
This refers to a monthly meeting in which the committee host, to discuss progress and plans.
8. **General (Open) Committee Meeting**This refers to an open meeting held at least once a term for the SU’s constituent clubs and societies or by the society/sport for their members. It is attended by a suggested minimum of two committee members from each sports club and society and is open to all students. This open meeting’s main objective is to create a medium in which changes and information can be distributed to committee members of clubs and societies and the general student body.
9. **Code of Conduct**
A contracted agreement to abide by the union’s rules to ensure fair and well-mannered behaviour when representing the Union.
10. **Committee Contract**
A contracted agreement to fulfil the responsibilities of the stated committee role.
11. **Development Plan**
A project plan set to create and fulfil aims of the society and put support structures in place. These are completed at each AGM or when the society is first created.
12. **AGM: Annual General Meeting**.
A yearly meeting, usually held after the end of year election, to discuss changes and information can be distributed to committee members of clubs and societies and the general student body. All members are expected to attend and it is mandatory for societies/sports to host one.
13. **EGM: Extraordinary general meeting.**Held outside of scheduled meetings and not planned. The main objective is to discuss urgent matters, time sensitive issues or elect a new committee member/body. This is open to all committee members and society/sport members. This can be called by a signatory or by its members, provided that they present the President of the society/sport a petition of names amounting to 1/3 of the society/sport membership.
14. **Financial Pot**An account of all financial income and expenditure for the student activity.
15. **Chair**In meetings, the chair is responsible for driving the meeting content and delegating actions throughout.