

University of Suffolk Students' Union: Bye law 9: Activities Bye-Laws

9.1. Affiliation and Membership

9.1.1 Students may apply to affiliate a new opportunity (society, sport or activity) by submitting an application form to the Activities Department. Applications will be checked by an appropriate member of staff in the Activities Department and then sent to presidents of existing clubs where these presidents can choose to approve the application or send the application to Student Council. The application will be approved in the case that all responses are to approve but will be sent to council in the event of one or more responses not agreeing to approve.

9.1.2 Any club or society will be affiliated if it fulfils 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 or clubs or elected signatory roles attend mandatory SU committee training.

9. 1. 3 By forming the society/club all founders and elected signatory roles will agree to abide by the SU members code of conduct and committee contract

9. 2. Maintaining Affiliation

9. 2.1 Once affiliated it is the responsibility of the society or club to remain active. To be considered active, they are required to do the following

- (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

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

(vii) Does not break the regulations of the SU members code of conduct+

9. 3. Membership

9. 3.1 The SU Society and the SU Sport membership are exclusive to:

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

9. 4. Disaffiliation

9. 4.1 If in agreement, the Activities Department 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 SU members 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 club 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).

(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.

9. 4.2 On dissolution/disaffiliation of the organisation, its assets shall become the property of the SU.

9. 4.3 Upon Disaffiliation, or suspension of support, the organisation or member has ten working days within which to appeal to the President of Activities and Wellbeing

(i) To lift the suspension

(ii) Continue the suspension

(iii) Disaffiliate the organisation or member.

9. 4.4 If the organisation or member wish to appeal the outcome made, the evidence will go to the Board of Trustees to which the organisation concerned will be allowed to also present their case. The Board will then decide one of three options:

(i) To lift the suspension

(ii) Continue the suspension

(iii) Disaffiliate the organisation or member.

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

9. 5.1 All members of the committee have to be full members of the Union and the relevant organisation.

9. 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.

9. 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 Activities Department; this will be subject to the SU's election or by-election periods.

9. 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.

9. 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 its 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.

(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.

9. 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).

9. 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 Activities department to organise spaces for meetings, training if applicable.
- (iii) Keeps a member's database up to date, to be communicated with the Activities Department.
- (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.

9. 5.8 Signatory may co-op members into additional roles. These positions must be voted upon at an EGM or AGM.

9. 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 Activities department 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.

9. 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 relevant documents, 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 BUCS play tasks are completed in accordance with BUCS rules and the Activities department have been informed of the fixture result.

9. 5.11 The Returning Officer for the Society/ Sport elections shall be the relevant staff member in the Student Activities department.

9. 5.12 All paid up, student members of the organisation shall be eligible for election to the Committee.

9. 5.13 No person may hold more than one Committee position per student activity.

9. 5.14 All paid up, student members of the organisation shall be entitled to vote in the election of the Committee.

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

9. 6.1 The position of a committee or paid member of an organisation shall be vacated if evidence is provided to the Activities Department or President Activities and Wellbeing, with regards to any of the following:

(i) They are no longer a member of The Union.

(ii) They resign.

(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, SU members 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

9. 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.

9. 6.3 If a signatory role is vacated, an EGM shall be called to hold an election.

9. 6.4 If a member wishes to appeal their role termination, they must follow the process as stated in part 4.3.

9. 7. Development and support for Societies/Sports

9.7.1 The Union will offer a comprehensive training programme throughout the entire academic year for committee members

9. 7.2 Committee training sessions will be provided for signatory roles or Founders who are mandated to attend initial committee training.

9. 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.

9. 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.

9. 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.

9. 8. Annual General Meeting

9. 8.1 All Societies or clubs 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 during the last academic term of the year and must be after the end of year elections.

9. 8.2 The meeting will have a quorum defined in its individual constitution or 40% of all members.

9. 8.3 Calling an Annual General Meeting: Notice of an Annual General Meeting must be given at least fourteen working days in advance of the meeting to all members.

9. 8.4 Any agenda items must be submitted to the President of the organisation at least seven working days prior to the meeting taking place.

9. 8.5 The agenda and any additional papers must be publicised for at least five working days prior to the start of the meeting.

9. 8.6 Minutes and actions from AGM must be submitted to the Activities Department to be kept on record.

9. 9. Extraordinary General Meetings

9. 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.

9.10. Promotion of Societies/Sports

9. 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.

9. 10.2 The following must be adhered to:

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

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

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

(v) Any representation/ advertisement of the activity or its 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, swearing or excessive alcohol consumption.

(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.

9. 11. Finance

9. 11.1 Subscriptions and Other Income:

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

9. 11.2 The Union recommends societies charge a minimum of £1 for subscription fees,

9. 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.

9. 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.

9. 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 Activities Department, President Activities and Wellbeing or CEO about beforehand.

9. 11.6 Sponsorship contracts should not conflict with The Union's Articles of Association, bye-laws or policies.

9. 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.

9. 11.8 Societies or clubs are not permitted to operate an external bank account.

9. 11.9 Societies or clubs wishing to extract money from their pot, must first have their transactions approved by the Activities Department or the CEO. The SU are under no obligation to authorise or reimburse any payments made.

9. 11.10 Payments made directly from the organisation's financial pot for the following will not be authorised:

- (i) Alcoholic beverages
- (ii) Retrospective requests for money.
- (iii) Direct donations to an organisation without approval from the Activities department
- (iv) Financial requests for personal expenditure, (not relating to the organisation).

9. 11.12 If an organisation is left dormant for two years, any balance will be transferred to the general funds to be awarded by the Activities Department.

9. 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.

9. 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.

9. 11.15 Reimbursements will only be made where the value of expenditure can be met by the appropriate organisation's financial pot.

9. 11.16 If an organisation's Subs or Grant account goes into deficit, they must attend a meeting with an appropriate member of staff from the Activities Department to discuss a repayment plan. Signatories will need to sign a repayment plan and attend regular meetings to review their debt repayment progress. Societies or clubs 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 Activities Department.

9. 11.17 The treasurer must be able to submit an annual budget report to the Activities department if they are asked.

9. 11.18 The organisation will receive regular updates regarding the status of their budget.

9. 12. Grants

9. 12.1 Bids can be placed by societies or clubs for money from university or union grants, when applicable.

(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 Activities Department

(iii) Society or club 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.

9. 13. Equipment

9. 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 Activities Department 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.

9. 14. Events

9. 14.1 Societies or clubs are encouraged to organise events to further their aims and engage their members.

9. 14.2 Events will be classified either high or low risk and will be decided as such by the Activities Department. A high-risk event could include some or all 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.

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

9. 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.

9. 14.5 Committees leading events/ general sessions must take a register of all attendees, regardless of it being a low/high risk.

9. 14.6 Budget Requests and risk assessments must be approved and signed off by the Activities Department before an organisation can start implementing their plans.

Societies or clubs must liaise with the Activities Department in regards to public liability insurance and licenses for events.

9. 14.8 It is mandatory for each society and sport to attend Freshers and Re-freshers fair. For circumstances in which this cannot be possible, the activity must state why in writing to the Activities Department at least two weeks before the fair, in which an outcome will then be decided.

9. 15. Room Bookings and External Speakers

9. 15.1 Societies or clubs. will not be charged for the hire of Union facilities where activities meet their aims and objectives.

9. 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.

9. 15.3 Societies or clubs must notify the Union of any events on or off campus that involve external speakers via a guest speakers form

9. 15.4 No event will be publicised by the Union until it has been cleared by the Union.

9. 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.

9. 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.

9. 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.

9. 15.8 The Union will monitor closely approved events in their lead up.

9. 16. Charity Fundraising

9.16.1 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.

9. 17. Health & Safety and Duty of Care

9. 17.1 Insurance and Licenses: All full members of affiliated Societies or clubs are covered for public liability insurance under the Union's insurance policy.

9. 17.2 Fundraising activities taking place off-campus require a risk assessment to ensure members are covered by the Union's Public Liability Insurance.

9. 17.3 Hired costumes and equipment are not covered by the Union's Insurance policy. Societies clubs wishing to hire such items will consult the Activities Department to ensure the relevant Insurance policy is taken out.

9. 17.4 Societies or clubs will work with the Union to purchase the relevant licences in order to run legal and safe events.

9. 17.5 Food Safety: Societies or clubs wishing to prepare food for events must first contact the Activities Department and a level 2 food hygiene course must be completed.

9. 17.6 Society or club members should consider the preparation of food, storage and specific dietary requirements of guests.

9. 17.7 Societies or clubs 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.

9. 18. Complaints

9. 18.1 Refer to the Unions complaints policy