

Byelaw 4 - How can I get involved in Student Activities

The Students' Union runs activities for the personal development of its students outside of the academic elements of University life. This byelaw explains how they are run safely and in a way that engages students.

Types of Student Group and Membership

- 400 There shall be the following types of activity, which will collectively be known as "Student Groups"
- a) Societies – that provide activities that develop students in a skill or provide social spaces for students to learn about a culture, religion or set of ideas
 - b) Sports Clubs – that provide activities that develop students in a physical skill and help students learn how to work together
- 401 Each Student Group will have a written constitution that outlines its purpose. The Trustee Board will ensure that a model constitution is available to Student Groups. The constitution must be approved by Student Groups forum with responsibility delegated to do so by the Trustee Board.
- 402 Membership of Student Groups will be open to all students unless their constitution allows a restriction based on a protected characteristic, belief or mode of study. Associate members of the Union may be allowed to join if agreed by the Student Group Committee. Student Groups must have a minimum of 3 Student Members.
- 403 Each Student Group must hold at least one all members meeting and elect committee members each academic year according to their constitution. The names and emails of these officers shall be presented in writing to the Union Office. Committee meetings should have a quorum as stated in their constitution. These elections should take place before the end of Term 3 for the committee to be effective in the new academic year.

Student Group Committees

- 404 Every Student Group will have a committee of at least 3 members and including the positions of President, Treasurer & Secretary and Vice Chair. The Student Group may have other named positions as outlined in their constitution
- 405 The Group's President (Chair) - The duties of the President shall be to:
- a) Be a figurehead of the Student Group
 - b) Ensure that the Student Group operates in accordance with the Students' Union constitution, policies and procedures as well as the Student Group's own constitution, aims and objective
 - c) Oversee the day to day running and be the main point of contact for the Society
 - d) Chair the Student Group meetings, democratically and appropriately
 - e) Attend all relevant training sessions and meetings as required
 - f) Ensure Student Group members follow the Union's Code of Conduct
- 406 The Group's Treasurer - The duties of the Treasurer shall be to:
- a) Keep current accurate financial information of the Student Group's activities and to be responsible for all financial transactions (only the Treasurer may authorise withdrawals or expenditure).
 - b) Ensure that the Student Group operates in accordance with the Students' Union constitution, policies and procedures as well as the Student Group's own constitution, aims and objectives.
 - c) Attend all relevant training sessions and meetings as required.
- 407 The Group's Secretary & Vice Chair – The duties of the Secretary will be to:
- a) Deputise in the absence of the President and assist with duties as decided by the committee
 - b) Organising appropriate meetings keep records and update information to the Union Office

- c) Keep minutes for all official Student Group Committee meetings and all members meetings and submit copies submitted within 10 working days to the Union Office.
- d) Ensure that the Student Group operates in accordance with the Students' Union constitution, policies and procedures as well as the Student Group's own constitution, aims and objective
- e) Attend all relevant training sessions and meetings as required.

Membership Fees

- 408 Each Student Group may charge a membership fee and different rates may apply to Associate Members of the Union. If there is a fee, members must have paid the fee to take part in Student Group activities.
- 409 Student Group Members must have paid membership within one calendar month of the start of term or immediately on joining the Student Group. Refunds will only be given within the one calendar month 'cooling off' period from when purchased. Any membership refund requested after this period will be at the discretion of the Union.
- 410 Student Group Treasurers will be expected to monitor the payment of membership fees and spot checks should be performed throughout the year.

Support within the Union

- 411 The Union through its staff and officers will:
 - a) Encourage, provide and support activities as appropriate to meet the interests of students of the University
 - b) Manage, guide and aid in the development of Student Groups.
 - c) Work with the University, and where appropriate external bodies, to develop opportunities, societies and recreational events.
 - d) Provide activities to encourage community involvement through and for our members
 - e) Provide support for emerging Student Groups.
 - f) Through Student Groups activities provide the opportunity and facilities to encourage social and personal development.
 - g) Co-ordinate and administer Student Groups activities, including the supervision of financial matters relating to Societies.
 - h) Develop processes for recognition for those volunteering through Student Groups

Student Groups Forum

- 412 Student Groups Forum is an opportunity for Student Group members to discuss issues and share feedback on the development of Student Groups.
- 413 The Forum shall take place once a term and be chaired by the SU President or their designate. All Student Group members are permitted to attend and shall have the right to speak. Union staff will be entitled to attend.
- 414 The agenda will be drawn up by the President. The purpose of the Forum shall be to provide recommendations and advice to the member of Union Staff responsible for Student Groups and the Executive Committee on key decisions, including the allocation of development funds.

New Student Groups

- 415 To establish a Student Group an application pack which includes a constitution, aims and objectives must be submitted to the member of Union Staff responsible for Student Groups. The objectives of the proposed society should not cover any that are already provided for in the objectives and activities of existing Student Groups.

Budget allocation to Student Groups and financial regulations

- 416 Student Group budgets will be awarded via a process set by the Trustee Board for the following academic year.

- 417 The allocation method will be made available to students on the website.
- 418 Student Groups are not permitted to have their own bank accounts or keep funds. Any Student Group found to have an external bank account will be suspended with immediate effect until an investigation by the Board of Trustees can take place.
- 419 Societies and their committees will conduct themselves in accordance with the financial regulations of the Students' Union in force at that time which will be made available to them.

Dissolution

- 420 Should a Student Group reach a point where it is no longer willing or able to carry out its aims and objectives and as such ceases to exist, or not re-affiliate within one academic year, all assets and money will revert back to Union.