

University of Stirling Students' Union



Clubs and Societies Charter

A General Notes

A1 Any group, club, association or society of Union members may become an affiliated club or society, subject to the terms outlined in the Constitution of the Students' Union and its appended schedules. The Union shall bear no responsibility for Clubs and Societies not so affiliated.

A2 It shall be a condition of the use of the words 'University of Stirling', 'Stirling University' or 'Oil-Thigh Shruighlea' in the official designation of any club or society consisting wholly or mainly of students that the said club or society shall be affiliated to the Union;

A3 The Union reserves the right to apply administration charges to clubs & societies members on a one-off yearly basis, if required. Such funds will only be used towards the support and sustainment of clubs & societies. The administration charge will be set by the Community, Events & Development (CED) committee of the Student's Union.

A4 This document provides a code of conduct and regulations for all clubs and societies. The Union will take action against clubs and societies who do not observe these.

B Criteria for Recognition by the Students' Union

B1 Constitution - All societies shall have a written constitution which shall include all points of the sample constitution, without any variations being made to the

following points (a copy of the Union's model constitution is available from the Union Office upon request).

- *Membership*
- *Affiliation*
- *AGM*
- *Equipment*
- *Changes to Constitution*

B2 Committee - All clubs & societies are required to elect a President, Secretary and Treasurer. These officer posts must appear in the constitution. Additional officer posts may be created and defined in the society's constitution. Committee members and officers of the society shall be full members of the Union and full members of the society. No additional committee posts are allowed other than those defined within the club constitution.

B3 Constitution Criteria - The constitution of the society must meet the following criteria:

- i) The society does not duplicate in whole or in part the objects and aims of another affiliated society.
- ii) The society has genuine aims and objectives.
- iii) Membership of the society is open to all Union members in accordance with the Union's Equal Opportunities Policy, allowing for the autonomy of Liberation Groups.

B4 Constitution Approval - Clubs & Societies constitutions shall be proposed to the Community, Events and Development Committee for approval. The Committee may reject an application for affiliation to the Union if they do not consider that the conditions above have been met.

B5 Constitution Ratification - Clubs & Societies' constitutions can be amended after being passed at a club GM with majority of votes. The amended version of the constitution must subsequently be approved by the Community, Events & Development (CED) committee.

C Securing Affiliation

C1 Constitution - In order to be recognized by the Students' Union, a society shall have an approved constitution. Membership fees and relevant paperwork will not be processed until a constitution has been submitted and approved by CED Committee.

C2 Membership - The Club or society must submit the names, membership fees and University registration numbers of a minimum of 10 full time Union members supporting its formation, and who have joined the society, in electronic format to the Students' Union Office.

C3 Inventory & Risk Assessment - The society must also submit Inventory and full committee list in electronic format to the Students' Union office. Members of the committee must be full paid members. A Risk Assessment form must be submitted in hard copy (available at the Students' Union office).

C4 Affiliation will cease with the end of each financial year (31st May) and so will membership to all clubs and societies. Clubs and Societies who wish to remain affiliated throughout the summer will need to submit relevant paperwork and membership fees for the new financial year.

D Financial Regulations

D1 Membership fees- All membership fees must be paid into the Students' Union Office. A minimum membership fee will be adopted by the Union and must be charged to each member, however, individual clubs may decide to charge a higher

amount. The minimum membership amount is set by the CED Committee, and is set at their discretion. All membership fees are subject to VAT.

D2 Union Grants - The Community, Events and Development (CED) Committee may make a grant from funds at its disposal to any affiliated club or society provided that:

- i)* The constitution of the club or society has been approved by the Union's CED Committee;
- ii)* The club or society submits a Club Year Plan before 1 October each year and otherwise complies with financial regulations established by the CED Committee.

D3 Fundraising - All fund raised money must be paid into the Students' Union Office within 5 working days of collection.

D4 Bank Accounts - Clubs & Societies may not have private bank accounts.

D5 Purchases & Claims - Refunds and payments are subject to conditions below being met and sufficient club funds being available:

- i)* Purchases under £50 can be carried out provided the expenditure is authorised by the club's President and/or Treasurer. An expenses form must be handed to the Students' Union Office and accompanied by a VAT receipt for the items and a signature from the Club Treasurer/President.
- ii)* The Union will NOT authorise Clubs and Societies' funds to be spent on any of the following:
 - Alcoholic drinks;
 - Purchase of items to be privately owned by individual members with exceptions allowed for externally awarded funding;

- To subsidise activities that are not publicised and or available to the wider membership of the club or society, with exceptions allowed for externally awarded funding;
 - Activities that do not comply with national law or Union regulations and policies.
- iii)* All club purchases (utilising club funds) over £50 must be made by the Students' Union on behalf of the club and authorised by a Sabbatical Officer prior to being made. For this the club must submit a Purchase Order Request form to the Students Union office signed by the Treasurer/President.
- iv)* The Union will not process claims which are submitted over 60 days after the expense has been incurred or which are submitted after the closure of the financial year (even if less than 60 days old).
- v)* The Union reserves the right to refuse payment of invoices or claims received where the club has failed to adhere to the above requirements.

E Sponsorship & Affiliation to External Bodies

E1 Clubs & Societies are encouraged to seek external funding to help support their activities. However any fundraising or marketing activity undertaken should be in support of club activity and not the sole focus of the Club.

E2 Advice should be sought from Union staff before entering any agreements or contracts.

E3 The Union must be provided with a copy of all Sponsorship or affiliation contracts, as well as any applications for external funding, whether successful or not.

E4 The Union reserves the right to call into question any affiliation or agreement which:

- i)* Puts any of the Union's contracts in question;
- ii)* Would in any way breach any of the Union's Policies;
- iii)* Would bring the charitable aims of the Union into question or in any way damage the reputation of the Union.

E5 Any such sponsorship agreement should in no way be seen as permitting marketing activity otherwise provided by the Union (e.g. Freshers Fayre commercial stalls or flyering in the Union).

E6 Under no circumstances should Clubs use any agreements they have in place to lobby the Union to accept or not accept any marketing activity which they may directly be undertaking. The Union reserves the right to accept marketing activities and agreements with external bodies regardless of these being in competition with activities provided by Clubs or Societies.

F Travel & Events

F1 All clubs and societies must ALWAYS notify the Union of Club subsidised upcoming Trips or Events by submitting respectively a Trip Planner Form or Event Planner Form with a minimum of 1 week notice.

F2 Any bookings subsidised by club funds must be made through the Union and not individuals within the club.

F3 Clubs & Societies can subsidise a trip by up to 50% of the cost, however the trip must be publicised and available to all paid members of the club and all subsidised participants must be paid members of the club at the time of travel (with exceptions allowed for Give it a Go week activities only).

G Publicity

G1 The Students' Union logo must be shown clearly on all Club Publicity.

G2 Offensive or abusive posters will not be tolerated. The sabbatical officers in conjunction with the Club Development Officer shall determine whether or not a poster is offensive or abusive.

H Clubs Council & Attendance at Meetings

H1 This charter will be the guidance and rules laid down by the Executive Council for the creation of an Ad-Hoc Committee as stated in 1.4 of Schedule 1 of the Students' Union Constitution and Schedules. The Committee shall be known as the "Clubs & Societies Council".

H2 Remit of "Clubs & Societies Council" shall be as follows:

- i) Meetings will be held on a monthly basis during semester time. The date of the next meeting shall be set within a current meeting or by the Vice President Activities & Development if the meeting has not decided a date.
- ii) An agenda and appropriate appendixes for meetings shall be sent out to all clubs 5 university days before the date of the meeting
- iii) Clubs & Societies Council will also adhere to the Standing Orders (Schedule 4) of the Union and the requirements of ad-hoc committees as outlined in section 2.3 Schedule 1 of the Students' Union Constitution and Schedules.
- iv) To report, through the joint Chairs, to the Executive Council and the Communities, Events and Development Committee on a monthly basis.

H3 Membership will consist of:

- i) Vice President Activities & Development (Joint Chair)

- ii) Clubs Development Officer (Joint Chair)
- iii) Communities Officer
- iv) Charities Officer
- v) Air3 Station Manager
- vi) AirTV Station Manager
- vii) Brig Editor
- viii) At least 1 committee member from each Union club and/or society

In Attendance

- i) Student Activities and Sport Co-ordinator

H4 Clubs & Societies Council Meetings will be held regularly throughout semester at which a minimum of one Committee Member must be present.

H5 Any club or society that misses 2 consecutive Club Council meetings or General Meetings, will not be allowed to book rooms/stalls or access funding for 3 weeks. **This will be rigorously enforced.**

I Governance & Committee Responsibility

I1 AGM and EGM - All societies shall be required to hold an AGM before 1st May each academic year at which officers of the society shall be elected and annual accounts presented. If committee elections are required at any other time throughout the year the current committee may call an EGM (Emergency General Meeting) to elect the required post(s). Official members of the society must be given a minimum of 5 working days notice of either AGM or EGM taking place.

I2 Officers Elections - Club officer posts must be elected and may not be appointed. Clubs & Societies are required to provide the Students' Union office with a list in electronic format (inclusive of full contact details - i.e. email, student registration number and phone number) of the officers of the society within 5 working days of their election. Positions that fail to be elected may remain vacant with the exception of president, treasurer and secretary.

I3 Officer Resignation - Any club officer who wishes to resign must submit an official letter of resignation to the club secretary (or in the secretary's absence to the president). An EGM may be called to elect the vacant post. Any changes of officers must be notified to the Students Union office and Club Development Officer immediately.

I4 Non-Student Members - Non-students may join the clubs and societies at the discretion of the committee, however will have non-voting status and will not be eligible to be elected as officers of the society.

I5 Officers Responsibility - The elected officers of the society shall be jointly responsible for:

- i)* Ensuring that the activities and finances of the society are run in accordance with the Union's Constitution and policies;
- ii)* Club/Society Finances (President and Treasurer only);
- iii)* All equipment held by the society and insurance claims;
- iv)* Taking adequate measures to prevent and hinder damage to rooms, stall and venues whether on campus or privately hired by the society;
- v)* The society's attendance at meetings (see H);
- vi)* Submitting all required paperwork;
- vii)* All publicity and online presence of the society.

J Room Booking

J1 Affiliated Clubs & Societies are entitled to book Union and University rooms upon availability provided the following are observed:

- i)* Only committee members of the club may place the booking;
- ii)* For Union bookings a request must be placed with the Students' Union office;

- iii)* For University Rooms an authorisation form must be obtained from the Students' Union and taken to the university's Commercial Operation office with a minimum of 48 hours notice.

J2 Whilst occupying university and/or union rooms clubs & Societies may not engage in the following activities:

- i)* Raffles and/or selling of raffle tickets;
- ii)* Consumption of alcoholic drinks;
- iii)* Sale of food prepared in circumstances/premises that are not compliant with Health & Safety regulations;
- iv)* Infringement of copyright law.

J3 The Union will take action against clubs and societies who break these regulations.

K Ratification

K1 This Policy shall be reviewed annually.

K2 Any changes should be presented to the Community, Events & Development Committee for their consideration.

K3 If the Community, Events and Development Committee agree upon any changes to this schedule the Club Development Officer will then present an updated version of this policy to a quorate GM meeting for their consideration.

Approved by the University of Stirling Students' Union Community, Events & Development Committee on 09.11.2010