

Schedule Eight

Societies Guidelines & Regulations

This document serves to guide the management of societies within the University of Stirling Students' Union (here after referred to as "the Union"). It is also known as the 'Societies Charter'.

1. General Notes

1.1 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 such as Schedule 1. The Union shall bear no responsibility for Clubs and Societies which are not affiliated.

1.2 It shall be a condition of an affiliated club or society that the words 'University of Stirling', 'Stirling University', 'Stirling Students' or 'Oil-Thigh Shruighlea' be used in the official constitution of the club or society.

1.3 The Union reserves the right to apply administration charges to clubs & societies members on a one-off yearly basis. Such funds will only be used towards the support and sustainment of clubs & societies. The administration charge will be set by the University of Stirling Students' Union, with approval of the Vice President Communities.

1.4 Any club or society which existed before being affiliated to the Union or which has lapsed in its affiliation should make it clear on all digital platforms, either through re-starting social media accounts or posting in a clear manner from the point of unaffiliated to affiliated or vice versa. So that no connection the Union can be made prior to affiliation/after affiliation has ended.

1.5 By affiliation to the University of Stirling Students' Union the club or society will adhere to these rules and regulations within this Societies' Charter.

2. Criteria for Recognition by the University of Stirling Students' Union

2.1 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 template constitution is available from the Union's website and is included in the Society Starter Pack).

- Membership
- Committee Meetings
- Elections
- General Meetings
- Annual General Meeting
- Affiliation

- Equipment
- Changes to Constitution
- General Data Protection Regulations (GDPR)
- Equality, Diversity & Inclusion

2.2 Committee - All clubs & societies are required to elect a President, Secretary and Treasurer. These officer posts must appear in the constitution and must be filled exclusively by three separate individuals. 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.

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

- a) The society does not significantly duplicate in whole or in part the objectives and aims of another affiliated society.
- b) The society has aims to positively impact and contribute to the student experience at the University of Stirling.
- c) Membership of the society is open to all Union members in accordance with the Union's Equality, Diversity & Inclusion Policy.

2.4 Constitution Approval – Initially, a constitution may be discussed with the Activities & Volunteer Coordinator or, if unable another member of Union staff to develop it ahead of formal proposal. Societies' constitutions shall be proposed to the Communities Zone Executive Committee (CZEC) 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.

2.5 Constitution Ratification - Societies' constitutions can be amended after being passed at a Society General Meeting with majority of votes of those present. All members must be sent a copy of the constitution prior to it being proposed to CZEC. The amended version of the constitution must subsequently be approved by the Communities Zone Executive committee or the Sabbatical Officer team in the event CZEC is unavailable.

2.6 Committee Expansion – Societies can expand their committee by amending their constitution. In the case that a society solely want to add a new committee member and make no additional constitutional amendments, this can be done by passing the new committee position at a Society Meeting with majority of votes of those present.

3. Securing Affiliation

3.1 Constitution - In order to be recognized by the Students' Union, a society shall have an approved constitution.

3.2 Membership – Both an existing Society and any new societies which are formed must obtain a minimum of 3 paid members who fulfil the core committee roles of President, Secretary and Treasurer supporting their continuation and formation.

3.3 Supporting Documentation - Societies with equipment/belongings that they wish to insure under the University of Stirling Students' Union's insurance policy must also submit an inventory by the 31st May each year and present a full committee list in electronic format to the Students' Union. Members of the committee must be full paid members prior to election.

3.4 Affiliation – All societies will cease with the end of each financial year (31st May) and so will membership to all societies. Members should purchase membership as soon as possible after the 1st of June for the coming academic year.

4. Financial Regulations

4.1 Membership fees – All Societies must set an annual membership fee at their AGM (or EGM if applicable) prior to the 31st May, communicating this to the Union in order for the Union to set the new fees to be displayed on the website.

- a) All membership fees are subject to VAT, where applicable.

4.2 Union Grants – CZEC may grant funds to any affiliated club or society from the Society Grant provided that:

- a) The constitution of the club or society has been approved by the Union's CZEC;
- b) A grant application from must be submitted to CZEC. The society can demonstrate through their application that grant monies will add positively to the student experience, and the number of Union members the grant application stands to benefit.
- c) The Society Grant will remain open and available until teaching ends, funds dispensed must be spent by May 31st. Any funds claimed for but unspent by May 31st will be absorbed by the Union.

4.3 Fundraising - All fund-raised money must be paid to the Union as soon as possible.

4.4 Bank Accounts - Clubs & Societies must not have private bank accounts.

4.5 Purchases & Claims – Refunds and payments are subject to conditions below being met and sufficient society funds being available:

- a) Purchases under £50 can be carried out provided the expenditure is authorised by the club's President and/or Treasurer. VAT receipts/invoices (photographs are accepted) must be emailed to the Activities & Volunteer Coordinator with the President/Treasurer copied in for approval.
- b) The Union will NOT authorise Societies' Membership/Fundraising/Sponsorship funds to be spent on any of the following:
 - i. Alcoholic drinks;

- ii. Purchase of items to be privately owned by individual members with exceptions allowed for externally awarded funding;
- iii. 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 or limitations on participant numbers/skill level.
- iv. Activities that do not comply with charity law or Union regulations and policies.
- c) All society purchases (utilising society funds) with the exclusion of transport over £50 may be made by the Students' Union on behalf of the society through liaison with the Union, submitting purchase links and purchase order requests with sufficient time for Union staff to ensure sufficient funds and allow delivery. The Union considers 14 days to be adequate time to submit purchase order requests prior to the time they're needed, unless the items are specialist or customised pieces of equipment.
- d) Claims should be submitted to the Union within the same academic year of being incurred. Any claims out with this period are at the discretion of the current society President/Treasurer.
- e) The Union reserves the right to refuse payment of invoices or claims received where the club has failed to adhere to the above requirements.

4.6 Society Inactivity – In the event that a society is unable to secure affiliation for a period of 2 consecutive financial years, any of their existing funds will be liquidated and absorbed at the end of the second financial year into the clubs and societies grant fund. CZEC members shall be given notice and opportunity to contest any of the societies due for liquidation 5 working days prior to liquidation. Any remaining Society Grant funds not applied for by time when the teaching period ends will be reabsorbed by the Union.

5. Sponsorship & Affiliation to External Bodies

5.1 Societies are encouraged to seek external funding to help support their activities. However, any fundraising or marketing activity undertaken should be in support of society activity and not the sole focus of the society.

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

5.3 Approval must be obtained from the Vice President Communities before entering any contracts that bear any financial implications, prior the signing and/or submission of such documents. The Union must then be provided with a final copy of all signed agreement documents. Such documents may include rental/hire agreements, sponsorship contracts, funding applications, on-going purchase agreements, etc. This list is not exhaustive.

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

- a) Puts any of the Union's contracts in question;
- b) Would in any way breach any of the Union's Policies;



- c) Would bring the charitable aims of the Union into question or in any way damage the reputation of the Union.

5.5 Under no circumstances should Society 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 Societies.

5.6 All societies are primarily affiliated to the University of Stirling Students' Union, and our policies and governing documents supersede any sponsorship/external affiliation.

6. Travel & Events

6.1 All clubs and societies must notify the Union of Club-subsidised upcoming Trips or Events with a minimum of 2 weeks' notice for domestic trips, and 4 weeks for international as far as possible. No financial administration will be processed until the club/society has submitted all relevant paperwork related to the trip/event.

6.2 Any bookings subsidised by club funds must be made through the Union and not individuals within the club. Adequate notice must be provided to enable financial transactions.

6.3. Clubs & Societies can subsidise a trip or event by 100% of the cost (club funds permitting), if the trip/event or event is related to the aims of the club as outlined in their constitution, however further to this the trip/event 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.

6.4 Union Officers, Staff, CZEC, Communities Zone Meeting or any other Union body will not restrict, block or in any way hinder the way in which clubs and societies use their funds unless otherwise stated in this Charter or the Constitution of

the Students' Union. (With the exception of funding that is granted for a specific task/event/trip by the CZEC).

7. Publicity & Social Media

7.1 The University of Stirling Students' Union logo may be shown clearly on all Club Publicity and in line with the Union's branding policy which can be found on www.stirlingstudentsunion.com.

7.2 Offensive or abusive social media content or posters will not be tolerated. The Sabbatical Officers in conjunction with the appropriate Volunteer Officer(s) shall determine whether or not a poster is offensive, abusive or in breach of the Union's Equality, Diversity

& Inclusion Policy. The society may appeal by emailing their appeal to the VP Communities, to be discussed and voted on at a CZEC meeting or Sabbatical Officer team if CZEC is unavailable. Any material may be removed while the decision is being reached.

8. Communities Zone & Attendance at Meetings

8.1 This schedule will be the guidance and follow rules laid down by the Executive Council for the creation of an Ad-Hoc Committee as stated in the Communities Schedule (Schedule 1) of the University of Stirling Students' Union. The Committee shall be known as the Communities Zone.

8.2 The purpose of the Communities Zone meeting will be as follows:

- a) Enhancing the profile of societies, providing provision for development of their events and social opportunities.
- b) Promoting and supporting the on-going development of volunteering within the University and wider area.
- c) Establishing partnerships to further integrate the student community within the wider Stirling community, nationally and internationally.
- d) Supporting projects for a more ethically and environmentally friendly University campus and wider community.
- e) Offering students the opportunity to ensure Union services are student focused and providing feedback to the Union to improve these services and expand to our representational activities
- f) To hold the Vice President Communities and relevant Volunteer Officers to account in their actions as an Officer, to ensure they are fulfilling their responsibilities to students and societies.

8.3 Membership will consist of:

- a) The Vice President Communities (Chair)
- b) Sustainability Officer
- c) Co-Curricular Officer
- d) Media Officer
- e) International Officer
- f) Housing Officer
- g) Arts Officer
- h) At least 1 committee member from each affiliated society should aim to attend

- i) At least one member of appropriate Union staff, in attendance observing and advising.

8.4 A minimum of two Communities Zone Meetings will be held regularly throughout semester-a recommended minimum of one Committee Member per society should be present.

8.5 It will be the responsibility of the Communities Zone Chair to ensure non-attending members are informed of the meeting outcomes and to advise and promote the benefits and expectations of attending the Communities Zone meetings to all members.

8.6 There shall be a Communities Zone Executive Committee. The remit of this Committee can be found in the Committees Schedule (Schedule 1) of the University of Stirling Students' Union. Membership shall consist of:

- a) Vice President Communities (Chair)
- b) Sustainability Officer
- c) Co-Curricular Officer
- d) Media Officer
- e) International Officer
- f) Housing Officer
- g) Arts Officer
- h) 2 Society Presidents (as elected at a Communities Zone Meeting) – referred to as lay members.
- i) 3 members of the Union (as elected at a Communities Zone Meeting) - referred to as lay members.
- j) At least one member of appropriate union staff, in attendance observing and advising.

8.7 In the circumstance that the Vice President Communities is unable to Chair CZEC and the meeting cannot be rescheduled, CZEC shall elect a temporary chair at the start of the meeting from their membership. The Vice President Communities shall resume their position as Chair upon their return.

9. Governance & Committee Responsibility

9.1 AGM and EGM - All societies shall be required to hold an AGM (Annual General Meeting) before the end of the teaching period each academic year at which the committee 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.

9.2 Committee Elections – Club Committee posts must be elected by the club membership and or appointed with opportunity for all members to contest an appointment. All elections must be made at a meeting attended by a quorum of 50% +1 of the society's active membership (active membership is the average number of members over the last semester), this requirement should be confirmed in a society's constitution. An alternative for in person elections can be used by societies using methods which are fair, inclusive, and provide equal opportunity for all members to stand for positions and vote. A proposed committee may also be sent to members giving adequate notice for members to contest, for which the Union recommends 5 working days, after which should no member contest, this committee can be accepted and sent to the Union. Society Elections will use the Single Transferable Voting system. Societies are required to provide the Students' Union office with a list in electronic format of the committee before the end of the AGM period. Positions that fail to be elected may remain vacant with the exception of President, Treasurer and Secretary.

9.3 Committee Resignation – Any society committee member who wishes to resign must submit an official letter or email of resignation to the society President. Any President who wishes to resign should submit their resignation to the Vice President Communities. An EGM may be called to elect the vacant post, with the support of Vice President Communities (if necessary). An updated Committee list should be submitted to the Union as soon as practical.

9.4 Any member wishing to stand for committee should have attended a minimum of three society meetings over the last academic year or have been a member for more than one semester. The only exceptions is if this member is running for a core committee position and there are no other candidates or if the society has had less than 3 meetings in the academic year.

9.5 Non-Student Members - Such membership will have non-voting status and will not be eligible to be elected as Committee members of the Society. All non-student members must adhere to the society, as well as the Union's policies (for example, our Equality, Diversity & Inclusion policy).

9.5 Society Committee responsibility - The elected Committee 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) Society Finances (President and Treasurer only) and ensuring the society's ongoing financial health;
- iii) All equipment held by the society and insurance claims;
- iv) Taking measures to prevent and hinder damage to rooms, stall, venues and property whether on campus or privately hired by the society;
- v) Society representation at meetings (see 8);
- vi) Submitting all required paperwork and securing re-affiliation with the Union;

- vii) All publicity and online presence of the society, including how all members are representing the club/society, the Union and the University, and themselves as individual members of the club/society.



10. Room Booking

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

- a) Only President & Secretary of the society may be approved to book University rooms through Resource Booker;
- b) For University Rooms an authorisation must be through the booking process and bookings should be made with 7 days notice;
- c) For Union bookings, the appropriate 'In The Union' form must be completed online with 2 weeks notice;

10.2 Whilst occupying University and/or Union rooms Clubs & Societies must adhere to the terms and conditions as outlined at the time of booking.

10.3 The Union will approach Societies who break these regulations.

11. Equality, Diversity & Inclusion

11.1 All societies must adhere to the Union's Equality, Diversity and Inclusion policy (from this point referred as E,D & I policy), any breach of this policy by a society should be reported by any member affected to the Vice President Communities and Student Union.

11.2 Upon receipt of a complaint in which a society is in violation of the Union's E, D & I policy, an investigation will be undertaken by the Union. During this investigation period, the society will be suspended from the Union and all activities should cease. Once the investigation is completed, next steps will be determined by the outcome of the investigation.

11.3 The Vice President is responsible for working with other Sabbatical Officers and the relevant Volunteer Officers and Equality groups to support societies in creating a safe space for all members.