

**Bye-Law 7 of
Bucks Students' Union:
SOCIETIES**

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Societies Council

1. There shall be a Societies Council which shall be the governing body of societies.
2. Societies Council shall be accountable to Union Council.
3. Societies Council shall comprise of:
 - 3.1. Vice President Student Involvement
 - 3.2. Activities Coordinator (Recreational Sport and Societies)
 - 3.3. The Chair of each society or, in the case of the Chair being unable to attend, another member of that society's committee.
4. Societies Council shall:
 - 4.1. be responsible for the administration and coordination of all affiliated student societies at Bucks New University
 - 4.2. nominate representatives to Societies Funding Committee
 - 4.3. provide an opportunity for societies to collaborate on projects
 - 4.4. consider the affiliations of new societies into Bucks Students' Union
 - 4.5. elect a student chair at committee training or the first / second meeting of a new academic year.
5. Societies Council shall meet monthly during University term time.
6. The quorum shall be 50% plus one of all societies.
7. Failure to send a representative of a society will result in your society having their room booking privileges suspended. Failure to attend three consecutive meetings will result in your society being suspended.

Affiliation

8. Any society may be considered for affiliation by the Societies Council provided that the society presents a constitution including:
 - 8.1. the name of society
 - 8.2. the aims and objectives
 - 8.3. regulations relating to membership eligibility
 - 8.4. provision for the election of a committee of officers (only full members of the Union may hold such posts)
 - 8.5. responsibilities of the society committee members
 - 8.6. provision for any General Meetings of all members of the society
 - 8.7. provision for an Annual General Meeting at which accounts shall be presented.

9. Any society seeking affiliation must also have a list containing the name and ID number of at least three Students' Union members who have signed to indicate they are prospective members of the society. In order for societies to receive funding they will need a minimum of eight members signed up online.
10. Societies that have eight or more members can apply for up to £500, or £750 if they were an outstanding society from the last academic year. If numbers from registers drop below the threshold of eight members for two months, the society may be suspended from receiving any grant funding until the threshold is reached. Societies will review and vote on the status of the society at Societies Council. If the numbers don't improve then this society will be known as a 'start up' society.
11. Any society failing to submit the details outlined in [8] may still seek affiliation by submitting a written request to the Vice President Student Involvement detailing:
 - 11.1. Why the society should be allowed to form without the required three members
 - 11.2. What actions are to be put in place to increase membership
 - 11.3. How they would ensure the society's longevityThis request will then be submitted to the Societies Council for approval or rejection.
12. Societies Council may refuse affiliation of a society to the Students' Union if:
 - 12.1. a student group affiliated to the Students' Union with broadly similar aims and objectives already exists and Societies Council judges that the new society would merely duplicate activities already available
 - 12.2. the Sabbatical Officers believe that there are other substantial reasons for doing so (these reasons must be reported to Societies Council and accounted for)
 - 12.3. the society meets the criteria for affiliation as an Athletic Union team
 - 12.4. the society is deemed to fall outside of the Students' Union Constitution.

Societies Funding Committee

13. The procedure for allocating funds to recognised Societies shall be consistent with the Education Act 1994.
14. The Union's Trustee Board will determine the grant available for allocation to student societies as part of its annual budget setting exercise.
15. The Union will publish criteria for Societies funding bids annually. The Societies Funding Committee, will allocate grants to student societies based on a set of criteria agreed annually by the Student Activities team.

16. The Societies Funding Committee shall comprise of:
 - 16.1. Vice President Student Involvement (Chair)
 - 16.2. one Student Trustee
 - 16.3. two representatives from the Societies Council, one of whom shall be the Societies Council Chair
 - 16.4. Activities Coordinator (Recreational Sport and Societies)
 - 16.5. Student Activities Manager
 - 16.6. Membership Services Manager (advisor)
 - 16.7. Finance Manager
 - 16.8. President.
17. The quorum of the Committee shall be half plus one of the voting members. The meeting shall not be considered quorate if a senior member of Students' Union staff is not present.
18. The committee will consider budget requests from societies, deemed to be at least start up societies, as part of a fully documented and clearly time-tabled annual process which is easily available and understood by students. Though normally funding will be restricted to societies with eight or more members.
19. Details of all grants allocated shall be published by the Union and recorded in the minutes of meetings.

Affiliated Societies

20. Membership shall be open to all members as defined in Clause 12 of the Bucks Students' Union Constitution:
 - 20.1. each and every student who has not opted out by notifying Buckinghamshire New University of his or her wish not to be a Member of the Union; and
 - 20.2. the Sabbatical Officers of the Union.
21. Non-students, including alumni, wishing to participate in regular events and activity must apply for Associate Membership with Specified Benefits using the process laid out in Bye-Law 1 of the Constitution.
 - 21.1. Associate membership may not participate in activity or events beyond their specified benefits.
 - 21.2. Non-students wishing to participate in a single or small number of events or activities may be permitted to do so without associate membership at the discretion of the Student Activities Manager.
22. All society full members must obtain an online membership for their chosen society, no later than the date specified by the Activities Coordinator (Recreational Sport and Societies).

23. All society social members must obtain an online membership for their chosen social society.
24. All society members will adhere to the policies as laid out in the Societies Handbook, available from Students' Union receptions or online.
25. Constitutions of societies shall be subordinate to the Students' Union Constitution and Bye-Laws.
26. Constitutions may be changed by a [simple] majority at a society's Annual General Meeting.
27. A copy of each constitution shall be available for viewing from the Students' Union.
28. Society elections will be held in accordance with Bye-Law 4: Elections. Only full members of the Union may hold office as a committee member.
29. Societies must give due consideration to the health and safety implications of their activities. Where activities present significant level of risk to participants or others, they must produce a separate risk assessment.
30. A society's Chairperson, Secretary, Treasurer and Welfare Liaison must attend compulsory committee training and complete everything required to become a start up society.

Society Accounts

31. All society accounts are to be held with the Students' Union. No other accounts (e.g. bank) shall be held by a society.
32. All income received on behalf of the society shall be paid into its account with the Students' Union. No society shall obtain a loan from any source other than the Students' Union.
33. All expenditure on behalf of the society shall be paid out of its account with the Students' Union. All expenditure shall be spent to further the aims of that society.
34. All the equipment purchased by the society remains the property of the Students' Union.
35. Details of any sponsorship deals being negotiated by a society should be notified to the Student Activities Manager. No sponsorship will be agreed until this has been agreed and signed by the Student Activities Manager. The Students' Union does not permit sponsorship from pubs, nightclubs, taxi firms or day-time eateries.
36. At year end, any funds remaining within the society account which is either fundraising or sponsorship will be carried forward. Any unspent grant money will be returned to the Students' Union.

37. Operational details for society accounts will be updated regularly in the Societies Handbook and AU Handbook which are, available from the Students' Union offices or online.
38. A society that has three to seven members is known as a 'start up' society. This will have full support and guidance from the Students' Union, however will not normally be able to apply for funding.

Suspension

39. A society will be classed as "suspended" if:
 - 39.1. their committee has not achieved the requirements to be classed as a start up society by the deadline given (stated during committee training)
 - 39.2. the society has failed to send a representative to three consecutive meetings of Societies Council or AU Council respectively
 - 39.3. the society has failed to hold an Annual General Meeting in the past 12 months
 - 39.4. members of the society are found to have contravened the Society or Union Constitution or any Bye-Laws.
40. Suspension for any reason prohibits the society from running events or activities in the Students' Union name.
41. When a society is suspended, the Students' Union accepts no responsibility for any events that this society holds.
42. Suspension of a society will impose the following penalties:
 - 42.1. The accounts of the society in question will be blocked. This means that no withdrawals can be made from their account.
 - 42.2. Union services will be stopped for this society, including the hiring of buses and equipment, and the booking of rooms.
 - 42.3. Any promotion usually undertaken by the Students' Union will be stopped for that society.
 - 42.4. The society in question cannot use the Students' Union name on any publicity.
43. Suspension under the terms of [39] may also lead to any or all of the following disciplinary actions:
 - 43.1. Fines to individuals or the society to cover costs.
 - 43.2. Expulsion from the Students' Union of an individual and/or society.
 - 43.3. Banned from the venue and other Union activities/facilities.
 - 43.4. Withdrawal from competitions.
 - 43.5. Withdrawal of privileges e.g. 'Takeovers', 'Tour' etc.

44. In the event of evidence of [39] being made available to the Sabbatical Officers, Chief Executive Officer or a Senior Manager the following procedure shall be followed:
 - 44.1. The President shall notify the committee of the Society concerned;
 - 44.2. The President shall invite the committee of the Society to speak at a panel consisting of a member of the Senior Management Team, one Student Trustee, the Vice President Education and Welfare, one External Trustee and the HR Manager where the matter is to be discussed;
 - 44.3. The panel as laid out in [44.2] shall make the decision and impose any or all of the actions in [43].
 - 44.4. The panel as laid out in [44.2] shall report their findings and any disciplinary action to Societies Council.
 - 44.5. In the instance that the society do not agree with the action, they should follow the complaints and appeals procedures.
 - 44.6. The Trustee Board, excluding the Trustees who were part of the original decision, will have the final decision.
45. The Activities Coordinator (Recreational Sport and Societies) will notify all relevant parties (students and staff) of the status of suspensions on a regular basis.
46. A society's full status will be re-instated when all training and paperwork is completed or the disciplinary action has run its course.

Disaffiliation of Societies

47. A society will automatically be deemed disaffiliated after having been suspended for one academic year unless the provisions laid out by the panel [44.2] are longer, in which case they will be deemed disaffiliated at the end of the provision.
48. If the society has not complied with the findings of the panel [44.2] the Vice President Student Involvement may recommend a society for disaffiliation.
49. Societies Council will vote on this recommendation.
50. In the instance that the society do not agree with the action proposed, the Trustee Board, excluding the Trustees who were part of the original decision, will have the final decision.
51. If a society has been disaffiliated, restarting it will be treated as affiliation of a new society.

End



Bucks Students' Union

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