

## Bye-Law 5 – Societies

### 1. Affiliation

- 1.1. For a society to be formed, an application for its formation must be submitted to the Students' Union and approved by the Vice President Activities and Student Activities Manager.
- 1.2. The proposed society's application must:
  - 1.2.1. Clearly state the aims and objectives of the proposed society.
  - 1.2.2. Declare a minimum of three students who will form the committee. It must also detail any additional committee members where applicable.
  - 1.2.3. Explain how the proposed society is different to any current active societies.
- 1.3. Once approved by the Vice President Activities and the Student Activities Manager, the committee is required to complete the relevant documentation.
- 1.4. Only societies that are approved following the above procedure will be recognised by the Students' Union.
- 1.5. The society will primarily be affiliated with Hertfordshire Students' Union.
- 1.6. The society may obtain other affiliations, such as membership of a relevant national body. However, this must not interfere with the society's compliance with Hertfordshire Students' Union policies and practices.
- 1.7. Societies will continue to be affiliated with the Students' Union for as long as they have a committee. When a committee cannot be formed, the society will become inactive.

### 2. Committee

- 2.1. A society is led by its committee. The committee will be responsible for running the society and acting in the society's best interests. The society must be accessible to all students so that their interests are also taken into account.
- 2.2. The committee will be composed of a minimum of three current UH students in the following positions or their equivalent:
  - 2.2.1. Chair
  - 2.2.2. Secretary
  - 2.2.3. Treasurer
- 2.3. The committee may introduce up to five additional positions to complement and support these compulsory roles. This is subject to the production of a role description being adopted within the Society Constitution. This must be approved by the Student Activities Manager.
- 2.4. Further committee positions can be agreed with the Vice President Activities.

- 2.5. The committee will take up office on the final day of term of the previous academic year or from the point of affiliation (for new societies only).
- 2.6. Committee members will serve a term of one year and may seek re-election, if a registered student at the University of Hertfordshire the following year.
- 2.7. Committee members are required to attend the relevant compulsory training session at the beginning of the academic year in which they hold position. For new societies, the committee members must attend the relevant compulsory training session within two months of assuming their role.
- 2.8. A committee member is deemed to have resigned immediately following a motion of 'No Confidence' being carried by a two-thirds majority at an AGM or EGM. The quoracy for this meeting is 50% of full members of the society. The society is required to inform Hertfordshire Students' Union as soon as reasonably possible.

### **3. Membership**

- 3.1. Full membership of a society is open to any full member of Hertfordshire Students' Union upon payment of the membership fee.
- 3.2. Full members are entitled to participate fully in elections and meetings.
- 3.3. Associate membership will be open to university staff, alumni and other external members upon application to Hertfordshire Students' Union and payment of a membership fee.
- 3.4. Associate members will not be entitled to vote in any election, or at any meeting, nor can they be elected into a committee.
- 3.5. A society's membership fee must be between £1 and £20. The society must state this in their Society Constitution. Membership fees cannot be amended during the academic year unless proposed by a two-thirds majority of the society committee and agreed with the Student Activities Manager.
  - 3.5.1. Societies that fall within the 'volunteering' category may be exempt from charging a membership fee.
- 3.6. Societies will have a taster membership option towards the beginning of each semester. The dates for these will be set by the Student Activities team who will inform societies of the timeframe.

### **4. Election of the Committee**

- 4.1. All members of the committee will be elected online through [hertfordshire.su](http://hertfordshire.su) during the Society Committee Elections. Alternative arrangements can be made at the discretion of the Student Activities Manager.
- 4.2. Voting will be via the Alternative Transferable Vote system.
- 4.3. Only full members of the society are eligible to stand and vote in Society Committee Elections.

- 4.4. Eligible students can only stand for one position per society. Students may be a committee member for more than one society.
- 4.5. If a student is elected into position but is then unable to retain their student status the following academic year, they will be removed from their position. Another election will be run independently for that society.
- 4.6. If a position remains unfilled after the Society Committee Elections, or becomes vacant during the academic year, another election will be held to fill it as soon as is possible. In the interim, a full member of the society may be co-opted into the role. The result of the election will then determine the student who will permanently fill the position.
- 4.7. All society members must adhere to the Society Committee Election Rules. Anyone found to be breaching the aforementioned rules will be subject to investigation by the Student Activities Manager.

## **5. Society Constitution**

- 5.1. A society must have a Society Constitution in order to be affiliated with the Students' Union. This is the framework by which a society exists. The society must adhere to what is stated in their Constitution.
- 5.2. Every academic year, the Society Constitution must be reviewed, signed and submitted to the Student Activities team by the deadline stated. Failure to submit a Society Constitution may result in disaffiliation. The Society Constitution must have the approval of the Student Activities Manager and Vice President Activities.
- 5.3. The Society Constitution must include:
  - 5.3.1. The name of the society
  - 5.3.2. The society's aims and objectives
  - 5.3.3. Membership fees
  - 5.3.4. Committee role descriptions
  - 5.3.5. Meeting guidance
  - 5.3.6. Signatures
- 5.4. Amendments to the constitution can be proposed to the Student Activities team. Amendments must have the approval of at least a two-thirds majority of the society committee to be considered. Amendments are subject to the approval of the Student Activities Manager and Vice President Activities.

## **6. Finances**

- 6.1. A society's finances are stored with the Students' Union.
  - 6.1.1. All of a society's income must be held in the society account with the Students' Union. Under no circumstances will alternative financial arrangements be made.

6.2. Societies are financed by money made from membership, product and ticket sales, fundraising, sponsorship and any other form of income they may receive.

### 6.3. Fundraising

6.3.1. If a society wishes to raise money for their own benefit, they must make it explicitly clear to donors that this is where the raised funds will be going. The raised funds must be paid into the society account as soon as is possible.

6.3.2. If a society wishes to raise money for a charity, it must be channelled through RaG (Raise and Give). The name and registration number of the charity must be made explicitly visible to donors. The raised funds must be paid into the Students' Union as soon as is possible. The Students' Union will forward on the donation accordingly. More information about RaG can be found at [hertfordshire.su/rag](http://hertfordshire.su/rag).

### 6.4. Spending

6.4.1. All funds will be used as to benefit the largest number of members possible at all times. Money can only be used for the benefit of the society.

### 6.5. VAT

6.5.1. As an entity of Hertfordshire Students' Union, all societies must adhere to the regulations in regards to VAT.

### 6.6. Student Group Funding

6.6.1. The procedure for allocating funds to affiliated societies shall be set by the Student Activities team. It will be documented and freely available to all students.

6.6.2. Charitable donations will not be made using any money received directly from Hertfordshire Students' Union.

## 7. Society Forum

7.1. Each academic year there will be at least two Society Forums. Societies are encouraged to attend and participate. Terms of Reference can be found in Appendix one.

## 8. Society Misconduct

8.1. If a society has been found in breach of the Students' Union's Articles of Association, Bye-Laws and/or relevant policies, the following procedure shall be adhered to by the Student Activities Manager:

- i. The committee of the society concerned shall be notified
- ii. The committee of the society shall be invited to give a full written and verbal explanation of the society's actions that will be presented in person

- iii. A decision will be reached based on what they feel is appropriate. This can include, but is not limited to, suspension or closure.

8.2. Should a society be suspended, all admin access and financial activity will be frozen and membership to the society will be taken off sale. The duration of the suspension will be at the discretion of the Student Activities Manager.

## **9. Closure of a Society**

9.1. A society will only formally be closed as a result of one of the following:

- 9.1.1. They have failed to elect a committee for the following academic year after three failed attempts;
- 9.1.2. The committee decides to fold. There must be a two-thirds majority of the society committee in support of this decision for it to be accepted. The committee must inform the Student Activities team if they wish to close their society;
- 9.1.3. As a result of a decision made by the Student Activities Manager regarding society misconduct, as outlined in 8.0.

9.2. When a society is formally closed, it will become an 'inactive society' for a maximum of 2 years.

9.3. In the event that the society is no longer able to operate, all assets both physical and financial will be stored by Hertfordshire Students' Union for 2 years. These assets will be returned to the society upon adoption. If the society is not adopted within 2 years of its closure, the assets will become the property of the Students' Union.

- 9.3.1. Should a society be closed during an academic year, members of said society are entitled to a full or partial refund where possible.
- 9.3.2. Assets acquired by the Students' Union from a deceased society will be used to benefit societies more broadly.

9.4. An inactive society may be adopted within 2 years of its closure. For a society to be adopted, an application must be submitted to the Students' Union and approved by the Student Activities Manager. A minimum of three students must form the committee for the application to be considered.

9.5. If the society is not adopted within 2 years of closure, it will cease to exist.

## **10. Appeals**

10.1. Appeals about any decision made by the Student Activities team or the Vice President Activities must be submitted to the Student Activities team within five working days of receipt. They will be handled by the General Manager. Appeals can be made on the grounds that a procedural error has been made and/or any new material evidence can be provided.

## **Appendix One: Society Forum Terms of Reference**

### **Purpose**

The Society Forum is designed to monitor the ongoing needs of societies and their members. It is a platform for ideas to be shared, concerns to be raised and questions to be answered. The Society Forum can also hold the Students' Union to account for the provision and support it provides. Ideas and opinions expressed at the Society Forum can be formalised before Student Council. Changes to the Bye-Law can be proposed and discussed here, before being presented to Student Council.

### **Reporting Structure**

The Society Forum will report to the Society Forum Chair, who in turn will report to Student Council and the Hertfordshire Students' Union membership. The Society Forum Chair will be the Vice President Activities. In their absence, a member of the Student Activities team will act as substitute.

### **Membership**

The membership of the Society Forum shall consist of:

- Society Forum Chair
- Student Activities Manager and/or Student Activities Coordinator(s)
- Society Committee Members

The Chair's primary function is to represent the views of all societies at Student Council meetings. The Chair is expected to attend every Society Forum; to chair each of the Society Forums; to ensure the views of all societies are heard and fairly represented when taken to Student Council; to liaise with the Student Activities team when needed.

### **Frequency**

The Society Forum shall assemble at least twice each academic year. There will be at least one Society Forum during each semester.