

Schedule Eight Clubs and Societies

This document serves to guide the management of clubs and societies within the University of Stirling Students' Union.

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 not so affiliated.

1.2 It shall be a condition of the use of the words 'University of Stirling', 'Stirling University', 'Stirling Students' 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;

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 Communities Zone Executive committee of the University of Stirling Students' Union.

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

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

2.2 Committee - All clubs & societies are required to elect a President, Secretary and Treasurer. These officer posts must appear in the constitution 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:

i) The society does not significantly duplicate in whole or in part the objectives 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.

2.4 Constitution Approval – Initially, a constitution may be discussed with a member of Union staff so to develop it ahead of formal proposal. Clubs & Societies constitutions shall be proposed to the Communities Zone Executive 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.

2.5 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 Communities Zone Executive committee. A constitution can be passed, pending changes, at this meeting.

3 Securing Affiliation

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

3.2 Grace Period – Upon receipt of a constitution, ahead of formal approval at a Communities Zone Executive meeting, a society enters into a 2 week grace period. This allows the society to be assigned a nominal code and for memberships to be purchased through the Union's system.

3.3 Membership - The Club or Society must obtain a minimum of 10 full time Union members supporting its formation, and who have joined the society within the grace period.

3.4 Supporting Documentation - The society 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. A Risk Assessment form of their general activities must be submitted electronically (available from the Union website).

3.5 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 an inventory, committee list and membership fees for the new financial year.

4 Financial Regulations

4.1 Membership fees – All Clubs/Societies must set an annual membership fee at their AGM (or EGM if applicable) prior the start of each academic year, communicating this to the Union with urgency.

- i) A minimum membership fee will be advised by the Union; however, individual clubs may decide to charge a higher amount.
- ii) The minimum membership amount is set by the Communities Zone Executive Committee, and will be reviewed annually.
- iii) Clubs may charge a reduced membership fee in the first semester to Exchange students only (or to any student graduating in November). They may also decide to reduce their membership fee for all prospective members in the second semester; however the reduced fee must not be inferior to the minimum membership fee advised by the Union.
- iv) All membership fees are subject to VAT.

4.2 Union Grants - Communities Zone Executive 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 Communities Zone Executive committee;
- ii) The club or society submits a Club Year Plan before 1 October each year and are encouraged to comply fully with this document

4.3 Fundraising - All fund raised money must be paid into the Students' Union Office within 5 working days of collection or, where applicable, pending appropriate notification.

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

4.5 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' Membership/Fundraising/Sponsorship 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 charity law or Union regulations and policies.

iii) All club purchases (utilising club funds) with the exclusion of transport 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.

4. 6 Club Inactivity – In the event that a club 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 fund. Communities Zone members shall be given notice of the clubs due for liquidation 5 working days prior via email.

5 Sponsorship & Affiliation to External Bodies

5.1 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.

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

5.3 Approval must be obtained from a Sabbatical Officer 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 but are not exhaustive to rental/hire agreements, sponsorship contracts, funding applications, on-going purchase agreements, etc.

5.4 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.

5.5 Any such 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).

5.6 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.

6 Travel & Events

6.1 All clubs and societies must ALWAYS notify the Union of Club subsidised upcoming Trips or Events by submitting respectively a Trip/Event Planner Form with a minimum of 2 weeks' notice. No financial administration will be processed until a Trip/Event Planner Form has been submitted.

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

6.3. Clubs & Societies can subsidise a trip or event by 100% of the cost, 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.

If the trip is out with the aims of the club's constitution then the club/society can contribute up to 60% of the cost.

6.4 Union Officers, Staff, Communities Zone Executive, 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 Communities Zone Executive committee.

7 Publicity

7.1 The University of Stirling Students' Union logo must be shown clearly on all Club Publicity and in line with the Union's branding policy which can be found on www.stirlingstudentsunion.com. G2 Offensive or abusive posters will not be tolerated. The Sabbatical Officers in conjunction with the Clubs and Societies Officer shall determine whether or not a poster is offensive, abusive or in breach of the Union's Equal Opportunities Policy.

8 Communities Zone & Attendance at Meetings

8.1 This schedule 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 University of Stirling Students' Union Constitution and Schedules. The Committee shall be known as the Communities Zone

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

- i) Enhancing the profile of clubs and societies, providing provision for development of their events and social opportunities.
- ii) Promoting and supporting the on-going development of volunteering within the University, articulating the societal benefits to the wider community and the personal benefits to enhancing individual employability.
- iii) Establishing partnerships to further integrate the student community within the wider Stirling community.

- iv) Developing projects for a more ethically and environmentally friendly University campus.
- v) Engaging with students to ensure union services are student focused and providing a social enterprise which reinvests profits back to our representational activities

8.3 Membership will consist of:

- i) The Vice President Communities (Chair)
- ii) Environment & Ethics Officer
- iii) Communities Officer
- iv) Clubs and Societies Officer
- v) Media Officer
- vi) At least 1 committee member from each club and/or society
- vii) At least one member of appropriate union staff, in attendance observing and advising.

8.4 Communities Zone Meetings will be held regularly throughout semester, at which a minimum of one Committee Member must be present.

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

8.6 There shall be a Communities Zone Executive Committee. The remit of this Committee can be found in Schedule 1 Section 3.2 of the University of Stirling Students' Union Constitution. Membership shall consist of:

- i) Vice President Communities (Chair)
- ii) Union President
- iii) Environment & Ethics Officer
- iv) Communities Officer
- v) Clubs and Societies Officer
- vi) Media Officer
- vii) 2 Club/Society Presidents (as elected at a Communities Zone Meeting)
- viii) 3 members of the Communities Zone (as elected at a Communities Zone Meeting)
- vxi) At least one member of appropriate union staff, in attendance observing and advising.

9 Governance & Committee Responsibility

9.1 AGM and EGM - All societies shall be required to hold an AGM before 1st April 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.

9.2 Officers Elections – Club Committee posts must be elected by the club membership and may not be appointed. All elections must be made at a meeting attended by a quorum of 50% +1 of the society's membership; this requirement should be confirmed in a club's constitution. 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.

9.3 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 Union office and Clubs and Societies Officer immediately.

9.4 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 Committee officers of the Club/Society.

9.5 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 8);
- vi) Submitting all required paperwork and securing re-affiliation with the Union;
- vii) All publicity and online presence of the society.

10 Room Booking

10.1 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 Union's office;
- iii) For University Rooms an authorisation must be obtained from the Union following the procedure set by the Union office.

10.2 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.

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