# **Schedule Eight**

# **Clubs and Societies**

This document serves to guide the management of clubs and societies within the University of Stirling Students’ Union (here after referred to as “the Union”). It is also known as the ‘Clubs’ 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 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
* 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.

* 1. Constitution Criteria - The constitution of the society must meet the following criteria:
1. The society does not significantly duplicate in whole or in part the objectives and aims of another affiliated society.
2. The society has aims to positively impact and contribute to the student experience at the University of Stirling.
3. 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 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 (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 - Clubs & Societies’ constitutions can be amended after being passed at a club 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 Union considers 5 working days to be adequate notice for any changes or comments. The amended version of the constitution must subsequently be approved by the Communities Zone Executive committee or the Sabbatical team in the event CZEC is unavailable.

**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 completed Club & Society Starter Pack, ahead of formal approval at a CZEC, a society enters into a semester-long grace period for securing affiliation. If the Starter Pack was submitted before the mid-semester break, the grace period will be to the end of the current semester. If the application was submitted after the mid-semester break, the grace period will extend to the end of the following semester. This allows the society to be assigned a nominal code and for memberships to be purchased through the Union’s system with the aim of reaching a minimum of 10 paid members in this grace period.

3.3 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.

3.4 Supporting Documentation - Clubs and 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.

3.5 Affiliation – All clubs and societies will cease with the end of each financial year (31st May) and so will membership to all clubs and 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 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 in order for the Union to set the new fees to be displayed on the website.

1. Clubs & Societies may apply to the CZEC to become ED&I Accredited using the correct form, granting the ability to waive Club & Society membership fees on the understanding this will have an impact on Club finances
2. 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 Club Grant provided that:

1. The constitution of the club or society has been approved by the Union’s CZEC;
2. A grant application from must be submitted to CZEC. The club or 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.
3. The Club Grant will remain open and available until March 1st; 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 club funds being available:

1. 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.
2. The Union will NOT authorise Clubs and Societies’ Membership/Fundraising/Sponsorship funds to be spent on any of the following:
3. Alcoholic drinks;
4. Purchase of items to be privately owned by individual members with exceptions allowed for externally awarded funding;
5. 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;
6. Activities that do not comply with charity law or Union regulations and policies.

1. 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 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.
2. Claims should be submitted to the Union within 60 days of the expense being incurred. Any claims out with this period are at the discretion of the current club/society President/Treasurer.
3. 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 grant fund. CZEC members shall be given notice and opportunity to contest any of the clubs due for liquidation 5 working days prior to liquidation. Any remaining Club Grant funds not applied for by the 1st of March will be absorbed by the Union.

**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 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:

1. Puts any of the Union’s contracts in question;
2. Would in any way breach any of the Union's Policies;
3. 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 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.

5.6 All clubs and 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**

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 posters will not be tolerated. The Sabbatical Officers in conjunction with the Co-Curricular Officer (if in post) shall determine whether or not a poster is offensive, abusive or in breach of the Union’s Equality, Diversity & Inclusion Policy. The club or society may appeal the decision of the Co-Curricular Officer by submitting an appeal to the VP Communities, to be discussed and voted on at a CZEC meeting. 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:

1. Enhancing the profile of clubs and societies, providing provision for development of their events and social opportunities.
2. Promoting and supporting the on-going development of volunteering within the University and wider area, articulating the societal benefits to the wider community and the personal benefits including enhancing individual employability.
3. Establishing partnerships to further integrate the student community within the wider Stirling community, nationally and internationally.
4. Developing projects for a more ethically and environmentally friendly University campus and wider community.
5. 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:

1. The Vice President Communities (Chair)
2. Sustainability Officer
3. Co-Curricular Officer

1. Media Officer
2. International Officer
3. Housing Officer
4. Arts Officer
5. At least 1 committee member from each affiliated club and/or society should aim to attend
6. 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 semestera recommended minimum of one Committee Member per club 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:

1. Vice President Communities (Chair)
2. Union President
3. Sustainability Officer
4. Co-Curricular Officer
5. Media Officer
6. International Officer
7. Housing Officer
8. Arts Officer
9. 2 Club/Society Presidents (as elected at a Communities Zone Meeting) – referred to as lay members.
10. 3 members of the Union (as elected at a Communities Zone Meeting) - referred to as lay members.
11. 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 (Annual General Meeting) before 1st April 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 membership (except in the instance where the club/society in question are an ED&I Accredited Society, in which case this requirement is lowered to 25%+1 of the full society membership); this requirement should be confirmed in a club’s constitution. An alternative for in person elections can be used by clubs and 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. Club Elections will use the Single Transferable Voting system. Clubs & Societies are required to provide the Students’ Union office with a list in electronic format of the committee 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 Committee Resignation – Any club committee member 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. An updated Committee list should be submitted to the Union as soon as practical.

9.4 Non-Student Members - Such membership will have non-voting status and will not be eligible to be elected as Committee members of the Club/Society. All non-student members must adhere to the clubs/society constitution.

9.5 Club Committee responsibility - The elected Committee of the society shall be jointly responsible for:

1. Ensuring that the activities and finances of the society are run in accordance with the

Union’s Constitution and policies;

1. Club/Society Finances (President and Treasurer only);
2. All equipment held by the society and insurance claims;
3. Taking measures to prevent and hinder damage to rooms, stall, venues and property whether on campus or privately hired by the society;
4. Society representation at meetings (see 8);
5. Submitting all required paperwork and securing re-affiliation with the Union;
6. 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 Clubs & Societies are entitled to book Union and University rooms upon availability provided the following are observed:

1. Only committee members of the club may place the booking;
2. For Union bookings, the appropriate ‘In The Union’ form must be completed online with 2 weeks notice
3. For University Rooms an authorisation must be obtained from the Union through the booking process.

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 Clubs and Societies who break these regulations.