

Schedule Eight: Societies Guidelines & Regulations

1. General

1.1. Society activities shall be overseen by the Societies Executive Committee as outlined in the Representative Committees Schedule (Schedule 1) and as further detailed in this Schedule.

2. Society Memberships

2.1. There shall be the following classes of Society membership:

2.1.1. Ordinary Members: Members of the Students' Union, as defined in the Constitution, who have paid an annual subscription fee

2.1.2. Associate Members: Associate Memberships are available as provided for in the Constitution of the Students Union on payment of the appropriate subscription. Associate members may participate in Society activity that is not exclusive to students and may not hold voting privileges.

3. Conditions of Membership

3.1. On payment of the annual subscription the following conditions will apply:

3.1.1. Only Ordinary Members shall have the right to vote in Students' Union meetings and be elected to the Societies Executive Committee.

3.1.2. Membership of individual societies shall follow policies, rules and decisions approved by the Societies Executive Committee, which are subject to change from time to time.

3.1.3. Memberships shall not be valid until the relevant subscription has been paid.

3.1.4. To abide by all other Students Union policies and procedures

4. Criteria for Recognition by the Students' Union

- 4.1. All societies shall have a written constitution which shall include all points of the sample constitution. Variations can only be made to this with the approval of the Societies Executive.
- 4.2. All societies are required to have a committee which includes the following elected roles:
 - 4.2.1. President
 - 4.2.2. Secretary
 - 4.2.3. Treasurer
- 4.3. These officer posts must appear in the constitution and must be filled by three separate individuals. Additional officer posts may be created and defined in the society's constitution.
- 4.4. Committee members and officers of the society must be full members of the Union and full members of the society. No additional committee posts are allowed other than those defined within the constitution.
- 4.5. The constitution must meet the following criteria:
 - 4.5.1. The society does not significantly duplicate in whole or in part the objectives and aims of another affiliated society
 - 4.5.2. The society has aims to positively impact and contribute to the student experience at the University of Stirling
 - 4.5.3. It shall be a condition of an affiliated society that the name shall make clear it's affiliation to Stirling Students' Union and/or University.
- 4.6. Society constitutions shall be proposed to the Societies 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. Support in preparing a constitution for submission is available from the relevant Union staff.

- 4.7. Existing societies who wish to amend their constitutions must:
 - 4.7.1. Seek formal approval by a majority vote of society members at a General Meeting
 - 4.7.2. Submit the new constitution to the Societies Executive Committee for approval
- 4.8. 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.

5. Securing and Maintaining Affiliation

- 5.1. In order to be recognised by the Students' Union, a society must have an approved constitution.
- 5.2. Societies must obtain a minimum of 3 paid members who fulfil the core committee roles of President, Secretary and Treasurer supporting their continuation and formation. This applies to new and existing sports teams.
- 5.3. Societies must ensure that they have completed all required administrative processes as required by the Students' Union by the date set out in policies and procedures. These policies and procedures will be provided to committee members and communicated by the Students' Union in good time. These include, but are not limited to, processes relating to:
 - 5.3.1. Financial process, including membership fees and expenses
 - 5.3.2. Data Protection processes
 - 5.3.3. Disciplinary processes

5.4. 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 Societies Grant Fund. Society Executive Committee Members shall be given notice and opportunity to contest any of the societies due for liquidation at least 5 working days prior to liquidation. Any remaining Societies Grant funds not applied for when the academic year ends will be reabsorbed by the Union.

6. Sponsorship & Affiliation to External Bodies

6.1. 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.

6.2. Advice must be sought from Union staff before entering into any agreements or contracts.

6.3. Approval must be obtained from the Vice President Communities before entering any contracts that bear any financial implications, prior to 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.

6.4. The Union reserves the right to call into question any affiliation or agreement.

6.5. Under no circumstances should societies 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.

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

7. Travel & Events

7.1. All societies must notify the Union of societies-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 society has submitted all relevant paperwork related to the trip/event.

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

7.3. Societies can subsidise a trip or event by 100% of the cost (society funds permitting), if the trip/event or event is related to the aims of the society as outlined in their constitution, however further to this the trip/event must be publicised and available to all paid members of the society and all subsidised participants must be paid members of the society at the time of travel.

7.4. Union Officers, Staff, Societies Executive Committee or any other Union body will not restrict, block or in any way hinder the way in which 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.

8. Publicity & Social Media

- 8.1. The University of Stirling Students' Union logo may be shown clearly on all society publicity and in line with the Union's branding policy which can be found on the Students' Union website.

- 8.2. Offensive or abusive social media content or posters will not be tolerated. The Sabbatical Officers 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 Vice President Communities, to be discussed and voted on at a Societies Executive Committee meeting or by the Student Leadership Team if the Societies Executive Committee is unavailable. Any material may be removed while the decision is being reached.

9. Governance & Committee Responsibility

- 9.1. 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 next 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 must be held in a fair and democratic manner. All Ordinary members must be given the opportunity to stand for elections on the same basis as other Ordinary members. Any Ordinary Member can appeal to the Vice President Communities and Societies Executive with concerns about the conduct of an election. To support this, Students' Union

staff will provide any necessary support and guidance to facilitate.

- 9.3. 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, unless the member is standing 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 will not be allowed to vote and will not be eligible to be elected as committee members of the Society. All non-student members must adhere to the society constitution, as well as the Union's policies (for example, our Equality, Diversity & Inclusion policy).
- 9.6. The elected Committee of the society shall be jointly responsible for:
 - 9.6.1. Ensuring that the activities and finances of the society are run in accordance with the Union's Constitution and policies;
 - 9.6.2. Society Finances (President and Treasurer only) and ensuring the society's ongoing financial health;
 - 9.6.3. All equipment held by the society and insurance claims;
 - 9.6.4. Taking measures to prevent and hinder damage to rooms, stall, venues and property whether on campus or privately hired by the society;
 - 9.6.5. Society representation at Union meetings;
 - 9.6.6. Submitting all required paperwork and securing re-affiliation with the Union;
 - 9.6.7. All publicity and online presence of the society, including how all members are representing the society, the Union and the

University, and themselves as individual members of the society.

10. Room Booking

- 10.1. Affiliated Societies are entitled to book Union and University rooms upon availability provided the following are observed:
 - 10.1.1. Only the President & Secretary of the society may be approved to book University rooms through Resource Booker;
 - 10.1.2. For University Rooms an authorisation must be through the booking process and bookings should be made with 7 days notice;
- 10.2. Whilst occupying University and/or Union rooms 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 EDI 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 which alleges or implies that any society or member has acted in violation of the Union's EDI policy, an investigation will be undertaken by the Union. During this investigation period, the Students' Union may:
 - 11.2.1. Temporarily suspend the society from affiliation with the Union, in which case all activities should cease;
 - 11.2.2. Temporarily suspend an individual member from membership of the society,
 - 11.2.3. Refer the incident to the Union under Schedule 6.
 - 11.2.4. Take any other action deemed necessary by the Students Union
 - 11.2.5. Once the investigation is completed, next steps will be determined by the outcome of the investigation.

11.3. The Vice President Communities 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.