

Bye Law 6: Societies, Sports Clubs and Student-Led Services

Overview (purpose of Bye Law)

This Bye Law outlines the rules and regulations of all societies, sports clubs and student-led services affiliated to the Students' Union. The provision of all societies, sports clubs and student-led services is to provide development opportunities for their members through the activities they do.

If you have any difficulty in understanding or interpreting this Bye Law, please contact the Vice President Student Activities.

Key Terms

Members (of the Union)	All Worcester students automatically become full members of the Union (for free) when they join the University unless they choose to opt-out of membership. Alumni and University staff can apply and pay for associate membership of the Union. Student Council can also grant up to five people per year Honorary Life Membership of the Union
Vice President Student Activities	The Full-Time elected Officer of the Union responsible for representing students on matters relating to societies, sport, RAG (charity fundraising), and volunteering.
Executive Committee	The three Full Time Officers of the Union. It oversees the representation and campaigning work of the Union, as well as the implementation of Policy passed by Student Council and the Ideas Forum process.
Student Led Service	A student led group that is supported by the Union to provide a service to students (e.g. RAG). Committee Members are appointed by the Union rather than elected.
Constitution	A document that sets out the rules and regulations for a society, sports club or student led service.

Affiliated	A term to describe an official attachment to an organisation e.g. societies and sports clubs that are officially part of the Union
General Meeting	A meeting open to all members of a society, sports club or student led service.
Hustings	A meeting at which candidates in an election can meet students and answer questions from potential voters.
Quorum/Quoracy	The minimum number of people needed at a meeting to be able to conduct business (carry out votes etc.).
Vote of No Confidence	A vote on whether a person in a position of responsibility (e.g. Committee Member) is no longer deemed fit to hold that position, perhaps because they are deemed to be failing to carry out the role effectively, or are making decisions that others feel are detrimental.

Structure of Union Affiliated Societies, Sports Clubs and Student-Led Services

1. All affiliated societies, sports clubs and student-led services shall be considered fully a part of Worcester Students' Union and are subject to the Union's governing documents, as well as to rulings of the Executive Committee, Student Council, Referenda, and the Board of Trustees.
2. All societies, sports clubs and student-led services will have a constitution based on a standard constitution provided by the Union's Student Engagement team and which must not be amended in a way that is not in line with the values or rules of the Union or its governing documents.
3. Societies, sports clubs and student-led services do not have a formal representative function with the Union but are a means for students to enjoy common interests.
4. Membership of Union-affiliated societies, sports clubs and student-led services shall be as set out in Bye Law 1-(Membership). Associate and Honorary members of the Union will not make up more than 15% of members of any one society, sports club or student-led service.
5. The Union reserves the right to deny membership of societies, sports clubs and student-led services to any Member of the Union. That member may have a

right of appeal, in accordance with the Union's Code of Conduct which is available on the Union's website.

6. Societies will be allocated into the following categories:
 - a. Academic Societies
 - b. Charity and Volunteering Societies
 - c. General Interest Societies
 - d. Faith and Cultural Societies
7. Sports Clubs will be allocated into the following categories
 - a. Team Sports Clubs
 - b. Individual Sports Clubs
 - c. Artistic and Martial Arts Sports Clubs
 - d. Adventure, High Risk and Social Sports Clubs
8. There will be an annual membership fee to join an individual affiliated society or sports club. This fee will be set annually by the society or sports club's committee. There is no mandatory fee to join a student-led service, although committees may choose to charge a reasonable fee if they deem it appropriate for the sustainability of the group.
9. Societies, sports clubs and student-led services must make clear to prospective members what is included within the price of the group's membership fee and, as far as practical, outline any additional costs that might be incurred.

Creation and Affiliation of Societies and Sports Clubs

(This section applies to societies and sports clubs only)

10. Affiliated societies and sports clubs, and those pending affiliation are entitled, through their committee to:
 - a. Make an application to the Society or Sports Club Development Fund, as appropriate;
 - b. Book University spaces for their society or sports club's activities;
 - c. Book Union spaces to promote their society or sports club;
 - d. Access the support services (including staff support) for societies and sports clubs provided by the Union;
 - e. Make use of the Union's photocopying facilities.

11. Societies and sports clubs can affiliate to relevant external organisations. No society or sports clubs can affiliate to any organisation whose aims and objects conflict with those of the Union or its policies. All affiliations must be approved by the Vice President Student Activities or their nominee.
12. Societies and sports clubs can apply to set up at any time of year. Due to the semester dates and practicalities around building memberships, however, groups who apply after 1st March will be set up the following academic year.
13. To set up a new student-led society or sports club, an application setting out the aims and objectives of the group should be submitted to the Vice President Student Activities by the proposed committee alongside a draft constitution. An application form and template constitution can be found on the Union's website. Prospective committees may seek support from the Union to complete these documents.
14. Once both an application form and constitution have been received by the Vice President Student Activities, applications to affiliate will be considered for approval by the Executive Committee at their next meeting and no later than two weeks from the date of receipt.
15. Societies and sports clubs must have a minimum of 12 full members of Worcester Students' Union
 - a. If academic societies cannot realistically reach the minimum of 12 members due to the number of students enrolled on the course they relate to, they shall have the ability to exist with smaller numbers in agreement with Executive Committee and there will be provision for them to request this within the application process.
 - b. As with academic societies, some new societies may face challenges in being able to establish themselves due to numbers of students sharing something in common. This could be, but is not exclusive to, race, nationality, ethnicity, gender, age, religion or sexual orientation. Such societies may exist with smaller numbers in agreement with Executive Committee and there will be provision for them to request this within the application process. Please note, this will not apply to political interests or parties.
 - c. If a sports clubs fails to reach 12 members in an academic year but is registered to compete in BUCS and has the required number of

members according to BUCS rules and regulations to enable the club to compete then it will be allowed to continue to do so for the remainder of the academic year. The Vice President Student Activities and relevant Union staff will work with the club to recruit more members.

16. Societies and sports clubs that are not approved by the Executive Committee can appeal in writing to Student Council.
17. All societies or sports clubs will have six weeks from the date of the Clubs and Societies Fair (normally held in September each academic year) or equivalent event to reach their required membership figure for affiliation. New societies and sports clubs approved throughout the academic year will have 6 weeks from their approval date to reach this number of members. Societies and sports clubs can be granted an additional six-week period at the discretion of the Vice President Student Activities. This will be considered their 'set-up period'. Societies or sports clubs that fail to reach 12 members within the above timescale will be folded.
18. Societies and sports clubs approved by the Executive Committee will be considered as pending affiliation and will have the same rights and responsibilities as fully affiliated societies during their set up period.

Creation of Student-Led Services

(This section applies to student-led services only)

19. The Students' Union will allow for the creation of student-led services that function similarly to societies but focus on providing additional services to students on behalf of the Students' Union.
20. A student-led service must be a body formed to implement the aims of the Students' Union.
21. Any new application to create a new student-led service must be submitted to the Vice President Student Activities using the application form available on the Union's website.
22. All applications to create a student-led service are subject to approval by the Executive Committee.
23. Each student-led service will have a committee (deemed appropriate for that service) that is appointed through interview by a panel that can include
 - a. Students' Union Officers
 - b. Students' Union Core Staff
 - c. Current members of the services' committee.
 - d. Members of Student Council
24. The Service's constitution must contain a statement of the aims and functions of the service.
25. The Service's constitution must be agreed by the Students' Union and will be reviewed on an annual basis, jointly by the Vice President Student Activities or their nominee and the service's committee
26. All student-led service will be subject to the Union's, Finance, Health and Safety, Guest Speaker, Property, Data Protection and Event approval policies and regulations for Societies and Sports Clubs.
27. All student-led service may have a membership fee decided upon by each service's committee.
28. Student-led service can affiliate to relevant external organisations. No student-led service can affiliate to any organisation whose aims and objects

conflict with those of the Union or its policies. All affiliations must be approved by the Vice President Student Activities or their nominee.

Society and Sports Club Committees

(This section applies to societies and sports clubs only)

29. All societies and sports clubs affiliated to the Union shall have a committee that will be made up of a minimum of a:

- a. Chair
- b. Vice Chair-Finance and Admin
- c. Vice Chair-Inclusivity and Promotions

30. The Union recognises that societies and sports clubs may require additional committee members. Additional positions will be agreed on an annual basis with the Union's activities staff. All additional roles must be agreed with the Union and the Union reserves the right to limit the number of roles a committee has.

31. All society and sports club committees are responsible for:

- a. The running of the society or sports club, ensuring it works towards its aims and objectives.
- b. Working with relevant Union staff members to ensure the society or sports club remains financially solvent.
- c. Promoting the society or sports club to attract new membership.
- d. The smooth running of any social events and activities.
- e. Ensuring that the society or sports club considers inclusion, equality and diversity in all activities it undertakes.
- f. The organisation of the society or sports club's general meetings and committee meetings.
- g. Writing and circulating minutes of these meetings.
- h. Updating the relevant Union officers and staff on the society or sports club's activities to the Union, as and when required.
- i. Seeking help and support from Union staff if they have concerns about their club or society or any of its members.
- j. Attend progress meetings with Union staff at least once a year or as requested, to ensure you have support and sustainable plans.
- k. Ensuring compliance with data protection legislation

32. Responsibilities such as socials and RAG that do not sit in one of the roles laid out in Point 29 of this Bye Law can either have roles created to cover them e.g. Social Secretary or RAG Rep or have the responsibilities split amongst existing roles.
33. Society and sports club committees shall be democratically elected to represent their societies' members.
34. Elections will be conducted under the supervision of the Union.
35. Quorum for society or sports clubs committee elections will be 20% of the paid membership (excluding associate or honorary members of the Union).
36. Societies and sports clubs are encouraged to hold hustings at a general meeting (a meeting where all members are invited) during the elections period.
37. Election to the Committee shall be conducted by single transferable vote in line with the rules laid out in Bye Law 3 (Elections) Points 39-43 and 47-56. A member of the Union's management team will act as Returning Officer for society and sports-club elections.
38. The society or sports club committee shall receive a handover from the outgoing committee.
39. The society or sports club committee shall attend mandatory committee training sessions provided by Union staff to ensure each committee member is aware of their role and responsibilities. Committee members will not be able to continue in their role until the Union is satisfied they have received adequate training.
- a. Society and sports club's chairs and vice-chairs will be required to complete mandatory data protection training and will be unable to access member names and contact details until they have done so.
40. If society or sports club committee members fail to complete the mandatory committee training prior to the end of their first semester on the Committee, the committee members will have deemed to have resigned from their role. The Union reserves the right to remove committee members if their engagement with training or the wider role is deemed to be poor or in some way detrimental to the running of the society or sports club.
41. In the event of a vacancy in the society/sports club committee, a by-election should be arranged within two weeks to re-elect vacant positions.

42. The individual(s) who are deemed to have resigned from their positions through failure to attend training or low engagement with the role cannot stand in the next election.
43. The individual(s) may appeal this decision in writing to the Executive Committee outlining any mitigating circumstances which impacted upon their ability to attend training. The evidence will be reviewed by the Executive Committee within 2 weeks of receipt of the appeal. The decision of the Executive Committee is final.
44. In compliance with data protection legislation, details of Committee members shall only be released to a third party with the permission of the Committee member, in line with the Union's Student Data Privacy Notice
45. Society and sports clubs' members may remove any member of the society or sports club committee by submitting a secure petition signed by at least 50% + 1 of their membership following the procedure set out in the Union's Code of Conduct.
46. A Vote of no Confidence shall be deemed as a last resort and any member wishing to implement a vote of no confidence should exhaust all other avenues prior to starting proceedings.
47. The Executive Committee may reject any petition for a Vote of No Confidence if they feel that all other avenues, such as informal mediation, have not been used first.
48. In line with the Union's Code of Conduct the Union reserves the right to remove Committee members from their position through the disciplinary process. Sanctions may include a ban on being able to run for Committee positions in the future.
 - a. In addition, the Vice President Student Activities and/or the Union's Chief Executive reserves the right to remove Committee members from their position at its discretion without going through the disciplinary process if a member is shown to have breached the Code of Conduct by evidence of external investigations including, but not limited to, the University, the Police and/or local authorities.

Student-Led Services Committee Structure

(This section applies to student-led services only)

49. The structure of each Service's committee will be outlined in the services' constitution.
50. Committee members for each Service will start on 1st June and finish on 31st May in the following year.
51. The Vice President Student Activities and relevant Union staff will work with the Service's committee to recruit members for the next academic year.
52. In the event of a recruitment process resulting in unfilled positions, the Union shall be responsible for re-advertising the unfilled positions at the earliest appropriate date.
53. Following any resignations from committee members, the Union shall be responsible for re-advertising the role to the student body within one month of the resignation.

Removal of Student-Led Services Committee Members

(This section applies to student-led services only)

54. All disciplinary procedures follow the process as outlined in the Union's Code of Conduct.
55. In addition, student-led service committee members may be removed because:
 - a. They consistently fail to fulfil their responsibilities and duties as outlined in their role descriptions and the Union deems their engagement to be poor or in some way detrimental to the running of the student-led service.
 - b. They fail to complete the mandatory committee training prior to the end of their first semester on the Committee.
 - c. Removal in these instances shall be decided by the Interview Panel.
 - i. The Interview Panel will be made up of members as laid out in point 23 of this Bye Law.

56. As members of student-led services are recruited into their roles, all decisions regarding the removal of any member of a Committee shall be made by the Interview Panel, and shall take into account all evidence present.
57. Any appeal regarding the decision by the Interview Panel should be addressed to the Executive Committee who will follow the Union's appeals procedure laid out in the Union's Code of Conduct.

Finances of Societies, Sports Clubs and Student-Led Services

58. No society, sports club or student-led service shall be run for private profit of any of its Members or the Union.
59. No society, sports club or student-led service committee member may receive personal or private payment for their services either directly or indirectly by any source.
60. No society, sports club or student-led service may hold its own bank account. All funds shall be held with the Union.
61. All affiliated societies, sports clubs and student-led services must specify two signatories to access those funds and must be:
- a. The Chair or equivalent for student-led services
 - b. The **Vice Chair Finance and Admin** or equivalent for student-led services
62. Any surpluses from society, sports club or student-led service events will be paid to the Union for use by that group. This must be paid to the Union within 2 working days of receipt by the committee or their nominee.
63. Activities that fall outside of the aims and objectives of the society, sports club or student-led service may not be financed from Union or the society, sports club or student-led service's funds.
64. No society, sports club or student-led service may commit funds to any expenditure without following the Union's financial procedures which will be made available, annually, on the Union's website and at committee training. No expenditure over £100 should be undertaken without prior consent from the relevant member of Union staff
65. All transport bookings must be made through the Union.

66. The Union can freeze any society, sports club or student-led service's account if its committee members have not adhered to the Union's procedures or whilst an investigation is undertaken.
67. If a society or sports club does not meet affiliation criteria, following their set-up period, their accounts shall also be frozen.
68. All expenditure must be authorised by the Union's budget holder for the relevant society, sports club or student-led service.
69. All affiliated societies and sports clubs shall have the right to apply to Society & Sports Club Development Fund for financial assistance for use within that academic year, as long as the activity does not contravene charity legislation related to educational charities. Societies and sports clubs will be informed annually of the procedure for applying for grants, how the money will be distributed fairly and a mechanism for appeal, in line with the Union's obligations under the Education Act (1994).
70. If a society or sports club does not reach its required membership within the six-week deadline at the end of their set-up period, they will not be able to spend any remaining Development Fund grant, pending required membership.
71. Any continuing society or sports club that fails to reach the required membership numbers within six weeks after the Club and Society Fair, or its equivalent, will not be able to spend any remaining Development Fund grant, pending required membership.
72. If a society or sports club does not reach its required membership by the end of teaching for the first semester, monies allocated from the relevant Development Fund will be removed, and reinvested in the relevant fund.
73. All funding remaining in the Development Fund budget at the end of the academic year shall be reinvested in the Students' Union.
74. All sports-clubs will be required to submit an annual budget to the Union before the start of the academic year. All sports club committees will be made aware of the deadline annually.

Sponsorship and Promotion of Societies, Sports Clubs and Student-Led Services

75. All society, sports club or student-led service communications including leaflets, tickets, posters and publications shall carry the name of the group and the Union's logo. All such material must be approved by the Union's marketing team in advance. All societies, sports clubs and student-led services must comply with the Union's regulations on advertising and putting up posters, which will be made available on the Union's website
76. The Union's societies, sports clubs and student-led services shall be entitled to seek sponsorship from external organisations to supplement their income, but in doing so, societies, sports clubs and student-led services must take care to ensure that other external contracts held by the Union, as well as the Union's values and charitable status, are not infringed. No affiliated society, sports club or student-led service may receive sponsorship from a UK registered political party.
77. The Union's societies, sports clubs and student-led services must consult the Vice President Student Activities or the core Union staff member who supports their student group before entering into any contract for sponsorship to ensure they adhere to the above. The Trustee Board shall have the final say on any contracts entered into by the Union or by affiliated Union societies, sports clubs and student-led services.
78. The Union's societies, sports clubs and student-led services must not directly or indirectly promote organisations that are prohibited by Union Policy.
79. Any affiliated society, sports club or student-led service wanting to undertake fundraising activities, whether to generate income for themselves or to raise funds for a charity, must do so only with the prior consent of the Vice President Student Activities and, where appropriate, the RAG (Raise and Give) Student-Led Service.

Additional Student-led Services Financial Procedures

80. All student-led services must complete an annual financial report which must include details of year-to-date income and expenditure against yearly budget, together with explanations as appropriate.
81. No student-led service can charge the Students' Union more than cost price for its services.
82. The Union may, at its discretion, provide a student-led service with an annual budget. Those student-led services without a budget provided by the Union may apply to the Societies' Development Fund.

Property Regulations

83. Union affiliated societies, sports clubs and student-led services assets (e.g. kit, equipment) and funds are the property of the Union and should be treated as such.
84. The property of a society, sports club or student-led service may only be used to further the aims and objectives of the student-led group and the Union.
85. Societies, sports clubs and student-led services are responsible for maintaining an up-to-date inventory of all equipment and kit which should be submitted to the Union upon request.
86. Failure to submit an up-to-date inventory may result in disciplinary action being taken against the society, sports club or student-led service.
87. Societies, sports clubs and student-led services are responsible for ensuring the safety of equipment or kit during use and storage.
 - a. Storage of equipment and kit must not compromise any insurance arrangements provided by the Union
88. The Executive Committee may require student-led committees to account for any inappropriate conduct concerning equipment or kit.
89. Any loss or damage to equipment or kit should be reported to the Union as a matter of urgency.
90. In the event of such damage or loss being disclaimed by insurance or where no insurance exists, the Union shall consider the case and investigate the cause. This may result in invoking the Union's disciplinary procedures, for example, if the damage or loss was due to negligence. All disciplinary matters will be dealt with in accordance with the Union's Code of Conduct.

Health and Safety

91. The Union's staff team shall ensure all student-led committees are made aware of the Health and Safety Guidelines relevant to their activity.
92. Student-led committees must ensure that their society, sports club or student-led service abides by any guidelines for Health and Safety set out by the Students' Union.
93. All society, sports club and student-led service committee members must attend any health and safety training and abide by any health and safety instruction provided by the Union or any partner organisations. Those societies, sports clubs and student-led services whose activities are deemed by the Union and the University to be 'higher risk' may be required to undertake additional health and safety training.
94. Student-led committees, supported by relevant Union staff members, are required to conduct risk assessments for all activities they undertake. Full guidance will be made available in committee training and on the Union's website.
95. Health and safety is everyone's responsibility and not that of one or two people in a group. The society, sports club or student-led service committee, by virtue of their training, will have overall responsibility for ensuring that their members adhere to the Union's rules and regulations and that adequate safety measures are in place. Individual members, however, will be held responsible for their own conduct. The committee must raise any concerns they may have about procedures, safety or members' behaviour or competency with the Union as a matter of urgency.
96. All rules and regulations shall be made available to all society, sports club and student-led service committees on the Students' Union website.