

BYE-LAW 5

STUDENT-LED SOCIETIES

Purpose: Societies should provide a positive, transformative experience for their members. The purpose of this Bye-Law is to provide structure and guidance for successfully running Union-affiliated Societies.

1. Terms of Affiliation

- 1.1 The term 'Society' relates to student-led interest groups that run activities or events for the benefit of other students at Anglia Ruskin University.
- 1.2 Societies that run sporting activities will be recreational and are supported and governed separately from the Sports Clubs run by Anglia Ruskin University.
- 1.3 A Society will be recommended for affiliation by the Union if it complies with the principles outlined in the Society Handbook.
- 1.4 A proposed Society can be denied affiliation by the relevant SU staff member responsible for Societies.
- 1.5 The committee of the proposed Society can appeal the denial of affiliation at the Society Forum.

2. Society Forum

- 2.1 There will be a regular Society Forum that shall be the platform for feedback and discussion for all Union-affiliated Societies.
- 2.2 Further details regarding the function of the Society Forum will be outlined in the Society Handbook.
- 2.3 The Society Forum may refuse affiliation for proposed groups on grounds outlined in the affiliation section of the Societies Handbook.
- 2.4 Appeals should be submitted to the Executive Committee. The decision of the Executive Committee is final.

3. Process of Approval

- 3.1 If the Society Forum approves the affiliation of the Society, the group's affiliation will be categorised as pending with a deadline to reach a designated number of full members.
- 3.2 Principles of affiliation for Societies are outlined in the Society Handbook.

4. Societies Handbook

- 4.1 The Societies Handbook will be the guidance document for all Union-affiliated Societies and will include all relevant policies for Societies.

- 4.2 The Societies Handbook will be kept up to date by a member of Union staff from the department responsible for societies.
- 4.3 Any changes to policies outlined in the Societies Handbook will be overseen by the Manager from the department responsible for Societies.
- 4.4 Any proposed changes to policies will be shared at Societies Forum for feedback prior to them being approved.
- 5. Terms of Membership**
- 5.1 Any current ARU Students' Union member can join an affiliated Society.
- 5.2 A non-member may join a Union-affiliated Society in line with the Associate Membership policy in the Societies Handbook.
- 5.3 Committee members and members of Union-affiliated sport societies must have valid Activities Insurance before taking part in the group's activities.
- 5.4 Committee members should themselves purchase a membership to their Society.
- 6. Group Finances**
- 6.1 Union-affiliated Societies will ensure that they follow the financial policies for their student group accounts as outlined in the Societies Handbook.
- 6.2 Any Societies who contravene these policies will be subject to the Society Complaints and Disciplinary Procedure.
- 7. Grants Committee and Allocations**
- 7.1 The procedure of allocating the Grants funding to Union-affiliated Societies shall be through the Grants Committee.
- 7.2 The criteria and process of allocating Grants funding to Societies will be detailed in the Grants Policy in the Societies Handbook.
- 8. Elections and AGM**
- 8.1 Societies shall hold an Annual General Meeting in the second semester prior to the committee elections.
- 8.2 The Society shall hold an election for each committee role during a period determined by the Students' Union. Guidelines for committee elections are provided in the Societies Handbook.
- 8.3 Once the election has taken place, the outgoing committee must follow the Handover Policy outlined in the Societies Handbook.
- 9. Club and Society Committee Expectations**

- 9.1 There is a set of expectations for committee members outlined in the Societies Handbook.
- 9.2 If a committee member is not fulfilling their role, the committee member can be subject to the Performance Management Policy outlined in the Societies Handbook.
- 10. Complaints and Disciplinaries**
- 10.1 There is a Complaints and Disciplinary Procedure for Union-affiliated Societies.
- 10.2 This procedure applies to members and committee members of Union-affiliated Societies and relates to Society matters.
- 10.3 For complaints relating to matters outside of Union-affiliated Society activities, the University or Union Complaints Procedure will be followed.