

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.