

ARU Students' Opportunities Team

# Policy Handbook

July 2023

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# Clubs and Societies Code of Conduct

Reviewed Feb 2022

The Students' Union has developed guidelines to help Club and Society Committee members understand what is expected of them. From herein, **[group]** refers to the club or society at ARU Students' Union.

## The Students' Union expects all Committee Members to:

- Adhere to their original aims and objectives laid out in their constitution.
- Attend a committee training session for your group.
- Attend Committee Forum or send a nominee or their apologies if unable to attend.
- Be a visible representative for the group on the SU website by having their name and role displayed.
- Communicate with the Students' Union and engage with SU events and activities such as Freshers.
- Always keep behaviour and attitude to a high standard – in every activity and venue.
- Look after all equipment and kit purchased for them. This includes recording inventory, stock levels, and upkeeping equipment to a good standard.
- Handle all membership data in accordance with GDPR. This includes not sharing members' details or external marketing materials without consent.
- Follow all rules, policies and guidelines laid down by the Students' Union and University.
- Hold democratic online elections for the group and ensure the group is properly handed over.
- Not abuse their position as a Committee Member to obtain personal benefit or reward.
- Provide a quality experience for your members and ensure members receive regular communication.
- Treat all committee members, group members, officials, guests, and Students' Union staff with respect.

## Committee Members can expect the Students' Union to:

- Display consistently high standards of behaviour and attitude when acting as a member of Students' Union staff.
- Handle all membership data in accordance with GDPR. This includes not sharing members' details or external marketing materials without consent.
- Promote the group and its activities to the wider student body.
- Provide or signpost financial support where able.
- Provide training and general support for Committee Members.
- Represent their views at University and Students' Union meetings.

- Share news and updates relating to societies and activities.
- Support committee members in coordinating events and activities for their group.
- Treat all Committee Members with respect, while maintaining appropriate working relationships with members.

## **Media Policy and Code of Conduct**

The following media policy is designed to help all societies with both traditional media and social media. The policy outlines what ARU Students' Union and Anglia Ruskin University expect of societies when it comes to media.

### **Student Media – Writing and Broadcasting**

#### **The Students' Union expects all committee members to:**

- Provide the Students' Union access to material for checks as and when deemed necessary. This is normally before being printed, aired or published.
- Not abuse their position in the society to obtain personal benefit or reward.
- Not publish or air any material that could be deemed as defamatory, potentially libellous and/or slanderous.
- Uphold the reputation of their society, the Students' Union, and University.

#### **In terms of the accuracy on written, published, or aired material, the Students' Union expects all committee members to:**

- Not fabricate stories or quotations, and clearly distinguish between comments, conjecture, and fact.
- Provide a fair opportunity for reply to inaccuracies when reasonably called for.
- Recognise and correct any significant inaccuracies, misleading statements, or distortion promptly and with due prominence. Where appropriate, an apology should be published.
- Take care not to publish inaccurate, misleading, or distorted information, including images.

#### **The Students' Union will:**

- Maintain an appropriate working relationship with all members.
- Not allow members to bring the society, the Students' Union, or the University into disrepute.
- Provide training and general support for all committee members.
- Remove all copies of media if it is found to be defamatory, libellous and/or slanderous.
- Reserve the right to monitor all studio activities, broadcast audio and other media.
- Reserve the right to monitor usage of online and/or offline accounts used in production or broadcast of material by a club or society.
- Automatically terminate the paper, radio, or media provider whilst an investigation is carried out should a member bring about a civil, criminal, Ofcom or Press Complaints Commission investigation against the radio/newspaper/online media outlet. The individual(s) involved in the investigation will also be automatically terminated from further involvement in the society, pending the results of the investigation.

## Social Media – Online Platforms

As a committee member, you must be aware of how certain actions online could be a breach of our social media regulations. It is easy to forget that there is rarely complete privacy on social media. For example, your “likes” on social media posts are often shown to friends or followers on the platform, and sometimes those outside of your network.

Derogatory comments about the University, staff, other students, or members of the public made on social media could lead to responsible committee members facing disciplinary proceedings.

The University’s Code of Conduct for Students states that you will be in breach of the Rules and Regulations if you do anything that damages the University name or damages its reputation.

While using social media on behalf of, or while representing your group, you must also adhere to the Clubs and Societies Code of Conduct and the Media Policy and Code of Conduct.

## Raising Concerns

These regulations do not mean that you cannot raise concerns, but that students are expected to raise any issues in an appropriate way. Change is created through conversation, and the University and Students’ Union expect students to engage in conversation with them if there are problems, so that solutions can be found. You can contact the Students’ Union Advice Team if you ever need impartial advice and support.

If you are unsure on how to approach a problem on behalf of your Club or Society, please come and talk to a member of the Student Opportunities Team on the Cambridge or Chelmsford campus. If you have an individual or personal issue, then please contact a member of the SU Advice Team, who can provide you with independent and confidential advice. We can help you to deal with and resolve any problems you may have.

Although this document is a written guidance resource, if any club or society is found to be completely negligent to this resource and/or is found to have posted something on social media which has a negative impact on the wellbeing of anyone viewing the offending post; they will be brought in front of the Student Opportunities Disciplinary committee, where the group will be scrutinised against the ARU Students’ Union Activities Policy Handbook.

Depending on the severity of the incident, this may also include the University’s Rules, Regulations and Procedures for Students. This will occur should any members contravene any part of the Code of Conduct for Students, Defamation policy, the Defamation Act 1996 or any other policies associated to the Act.

# Student Opportunities Disciplinary and Complaints Procedure

Reviewed Feb 2022

ARU Students' Union expects all members and guests to engage positively and appropriately when acting as a representative of the Union. This includes individuals or groups engaged in affiliated society activities. The Union recognises that sometimes an individual or group's behaviour may fall short of the standards set out in the Union's values, rules and policies. This procedure sets out how to make a complaint and the steps members or groups can expect the Union to take when dealing with such a complaint. This procedure does not cover complaints involving criminal activity.

## Scope of the Procedure

The following non-exhaustive list would be considered examples where the standard of behaviour of individuals or groups might fall below expectations and would fall within the scope of this procedure:

1. Behaviour causing or likely to cause physical, mental or emotional harm to others
2. Any form of harassment, discrimination or bullying of others
3. Drunken and disorderly behaviour
4. Possession or sale of illegal drugs
5. Bringing the Union or University into disrepute
6. Theft or fraud
7. Deliberate damage to property
8. Breach of any terms of affiliation, policies, byelaws or regulations of the Union or University.

## Complaints

This section outlines the process for bringing complaints against any members, associate members, or committee members of any club or society affiliated with ARU Students' Union. For complaints related to the Students' Union or its staff, individuals should follow the SU formal complaints procedure which can be found online here:

<https://www.angliastudent.com/about/sufeedback/>

## Stage One (1): Part 1 – Submitting a complaint

Complaints must be received in writing or via email to the correct email address within 28 days of the date of the incident. Complaints must include the following details:

- Name
- Email Address
- Contact Number
- Date of incident
- Location(s) of incident
- Individuals involved in the incident
- Summary of the incident

These details should be sent to the Assistant Student Opportunities Manager, or the Manager who at the time of the complaint is responsible for overseeing clubs and societies.

## Stage One (1): Part 2 – Next Steps

1. The Manager responsible for overseeing clubs and societies or their nominee will send confirmation, normally via email, that the complaint has been received. This will normally be within 5 working days of receipt of the complaint.
2. The Manager or their nominee will consider the contents of the complaint and determine, in their absolute discretion, whether the complaint shall be dealt with by the process set out in this Stage One or if it is of such a serious nature that Stage 2 shall be followed immediately.
  - a. If the complaint relates to criminal activity or an equally serious accusation, the Manager will pass the complaint on to the relevant authority. If this occurs, the procedure will be suspended until the relevant authority reaches a decision.
3. The Manager will choose to deal with the complaint themselves or will appoint a member of ARU Students' Union staff to attempt to resolve the complaint within Stage 1 if the Manager feels it is not appropriate to investigate the complaint themselves.
4. The Manager or nominee will try to resolve most complaints informally in the first instance. This may involve meeting all involved parties together or separately. The staff member will not meet one on one with a complainee or complainant – a second member of SU staff will always attend to minute.

5. At all times, the staff member dealing with the complaint will take notes of all meetings and share with those present. All parties are expected to take a positive approach to try and resolve the situation amicably and fairly.
6. If the complainant believes that their complaint has not been effectively resolved, they must make the staff member responsible for investigating the complaint aware within 10 working days of these informal meetings. The complainant must provide reasons for taking the complaint further. The manager will then review the complaint and can proceed to the second, formal stage of the complaint's procedure.

## **Stage Two (2): Part 1 – Formal Complaint**

1. The Manager or their nominee will act as the Investigating Officer and will investigate the incident. The Investigating Officer will send a summary of the complaint to the individual(s) or group(s) named in the complaint. Those named in the complaint will be afforded an opportunity to respond in writing.
2. Where appropriate, the Investigating Officer will invite the parties involved to discuss the incident. These conversations will occur separately.
  - a. At this stage, these are not disciplinary meetings and so the individuals involved in the investigation cannot be accompanied, except for any declared accessibility requirements or if a group of individuals are making the complaint or have been subject to a complaint.
3. The Investigating Officer will meet with other parties at their absolute discretion if they believe an individual may have been witness to or party to any incident relating to the complaint.
4. The investigation stage should take no more than 10 working days and the Investigating Officer will submit their findings to a Complaints Panel. Copies will be shared with the complainant and the individual(s) named in the complaint.
5. The investigation period can be extended at the discretion of the Investigating Officer if there are exceptional circumstances, e.g., if the complaint is submitted during an assessment or holiday period. If an extension is made, the Investigating Officer will write to all parties informing them of the extension and the reasons for it.

## Complaints Panel

The Complaints Panel shall convene a Complaint Hearing to hear the complaint(s) and the Investigating Officer's findings. The Panel has the authority to determine whether the complaint is upheld, and any resulting sanctions.

## Membership

Membership of the panel should comprise of:

- A Manager or Senior Manager from a different department within ARU Students' Union from which the complaint arose from
- Two full-time Executive Officers

The President and CEO of the Students' Union will not sit on the panel in order to make them available should there be an appeal.

## Participants

In addition to the Members of the Complaints Panel, the following people may be asked to attend the Panel Hearing:

- A staff member from the department responsible for overseeing clubs and societies
- A member of ARU staff
- Any students or non-students outlined as witnesses to the complaint

Where the Panel are meeting with students or associate members, any individual can be accompanied by an ARU student or nominee, depending on accessibility requirements, for support. This does not include a legal representative.

In the case of a complaint made against a club or society member, the committee members of that group will not attend the panel but will be made aware of any relevant penalty that their group may need to uphold against that member. If they are selected to accompany an individual at the Complaints Panel, then this individual can be granted observer status.

## Complaints Panel – Next Steps

The Panel will make reasonable attempts to arrange a Panel hearing at a time that is mutually convenient for all parties. At all times, the individual(s) or group subject to the complaint will receive the date for the Complaints Panel. The individual will attend the panel, give a statement and answer questions from the panel.

If the individual(s) or group named by the complainant fail to attend the Complaints Panel, the panel may be deferred. Should the panel feel that without reasonable cause, the individual(s) or group failed to attend two arranged panels, the rescheduled Complaints Panel shall continue in their absence.



The panel shall:

- Judge the complaint and determine, on the balance of probability, whether an individual or group has acted in a manner that is inappropriate/in contrary to expected behaviour.
- Judge the evidence provided by the Investigating Officer.
- Decide on any action as a consequence to the complaint.
- Dismiss the complaint if there is no case to answer.
- Hear from the individual(s) or group(s) subject to the complaint for any further information in their defence.

In the period between a complaint being received and any decision of the Complaints Panel, the alleged offender(s) shall, at the discretion of the Student Opportunities Manager, have access to services or facilities suspended in so far as it is necessary in order to undertake an effective investigation. This should be considered in relation to the risk of harm or distress to staff or students or where it would be deemed feasible that ongoing access to a service or facility may impact upon an effective investigation.

## Sanctions

*For individual members, associate members or committee members of Union affiliated clubs and societies:*

If the panel finds there is a case to answer, the individual(s) may be subject to one or more of the following disciplinary sanctions:

- A written warning and:
- The individual(s) will need to submit a written apology to the Committee Forum and the complainant.
- The individual(s) may be banned from partaking in their club or society's activities, the length of the ban of which will be decided at the discretion of the panel. This ban includes competitions and events, and the committee of the society must ensure that they uphold this ban. Failure to do so may lead to the committee being made subject to disciplinary procedures.
- If the individual(s) named in the complaint are club or society committee members, they may be removed from their role as committee member. If the individual(s) are members or associate members, their membership to the society may be manually expired.
- If the offence is found to be serious enough by the panel, the individual student(s) must be referred to the Student Disciplinary Code of the University. Once the University are notified of this, the individual(s) will become subject to Anglia Ruskin University's Disciplinary Procedures.
- If the offence is found to be serious enough by the panel, the individual(s) may be referred to ARU Students' Union's Disciplinary Procedure for Members of the Union, as per Bye Law 8, which could result in full and permanent revocation of Union membership.

*For groups such as affiliated club or society committees:*

If the panel finds there is a case to answer, the group(s) may be subject to one or more of the following disciplinary sanctions:

- A written warning and:
- The committee will need to submit a written apology to the Committee Forum and the complainant.
- A suspension of any and/or all the privileges of membership of ARU Students' Union affiliated societies, e.g., access to room bookings, competitions, events, etc. and their activity accounts frozen.
- The grant of the club or society can be withdrawn. If no grants are available, the club or society may receive a fine of up to £100 from their membership account. The panel may remove the society from any leagues/external activities they have entered and freeze their accounts until further notice.
- If the offence is found to be serious enough by the panel, the individual student(s) must be referred to the Student Disciplinary Code of the University. Once the University are notified of this, the individual(s) will become subject to Anglia Ruskin University's Disciplinary Procedures.
- If the offence is found to be serious enough by the panel, the individual(s) may be referred to ARU Students' Union's Disciplinary Procedure for Members of the Union, as per Bye Law 8, which could result in full and permanent revocation of Union membership.

The Complaints Panel shall provide a written explanation of the decision to the individual(s) or group(s) involved.

## **Appeals**

Any individual(s) or group(s) can submit an appeal against the decision of the Complaints Panel. Appeals can only be lodged on the following grounds:

- The Complaints process has not followed the correct procedure; and/or
- New information has become available that for good reason could not be presented at the time of the original investigation or Complaints Panel; and/or
- The actions applied as a result of the investigation are disproportionate.

An appeal must be submitted in writing to the Students' Union President within 7 working days following receipt of the outcome of the Complaints Panel.

The Students' Union President will follow the Students' Union Appeals Procedure.

# ARU Students' Union Guest Speaker Policy

**This policy was reviewed by the ARU Students' Union Trustee Board in November 2021**

The Guest Speaker Policy has been created as a result of guidance from Anglia Ruskin University and the Prevent Strategy, as outlined by the UK Government. The Guest Speaker Policy outlines the procedure for clubs and societies inviting guests to speak at events. Clubs and societies wishing to have a speaker must complete and submit an online Guest Speaker form 4 weeks before the event or 2 weeks before if the speaker is a member of ARU staff.

## Why do I need to submit a Guest Speaker form?

As part of our duty to Prevent and Free Speech and as part of our Risk Register as a Students' Union, we have to be aware of any talks hosted by our clubs and societies with guest speakers. Through the Guest Speaker form, we can be aware of guests coming to campus and can ensure events taking place with guest speakers are held safely and in a way that supports free speech.

## What information do I need to include in the form?

When you fill out the form, you'll be asked to include some basic information about yourself such as your name, the name of your group and a contact detail so we can let you know when the form has been approved. You'll also be asked for the proposed date of the event and details about your speaker, such as their name, their social media, details of the organisation they belong to and information about the talk they'll be giving.

If you are inviting a speaker in and don't have all of the exact details yet, we would suggest submitting a form as soon as you invite them, so we know to expect them and then updating us with the relevant information as soon as you have it.

## What happens when I submit a Guest Speaker form?

Your form is received by the Student Opportunities team and is then reviewed by a member of the team. They will store the form details securely so we have a record of speakers visiting campus. When reviewing the form, the member of staff will look further into the speaker and the topic of the speaker's talk. They will look at the speaker's organisation, any relevant social media and whether there has been any concerns or controversies about the speaker. They will put together a short summary of their findings and send it to a member of the Senior Management Team along with any feedback or concerns around the speaker they may have.

If your group is inviting a faith worker to speak on campus, we will also contact the Chaplaincy to ensure that the speaker does not contravene any of the Chaplaincy's policies for sharing faith and beliefs on campus.

In some cases, the event may need added conditions to ensure it can go ahead safely. For example, if the speaker is particularly high profile, we may need security staff to attend to ensure the event does not become overcrowded.

If the staff member has no concerns or additional conditions, they will recommend that the speaker is approved and a member of the Senior Management Team will approve the speaker based on the individual's findings.

If the staff member has any concerns or feels conditions will need to be added to the event, they will include these in their findings and share them with a member of the Senior Management Team for their decision.

In some rare cases, the Senior Management team may want to discuss the concerns or conditions with the University and will contact the Secretary in Clerks office for a further discussion.

Once a decision has been made, the individual who has submitted the form will be contacted to let them know the outcome.

## **What do you consider when reviewing a Guest Speaker request?**

When reviewing a request for a guest speaker, the staff member conducting the checks will research the organisation the speaker belongs to, their social media, any press relating to the speaker and their credentials in delivering their chosen talk.

We will also consider questions such as the below:

- Is there the possibility of a situation in which harassment, violence, intimidation or verbal abuse might occur?
- Is the speaker likely to express views which are unlawful or risk drawing people into terrorism or are shared by terrorist groups?
- Is the speaker from a geographical area or discipline where the political, legal or wider societal situation may attract protest?
- Is the speaker likely to attract large scale attendance whether friendly or unfriendly from outside ARU?
- Does the speaker belong to a proscribed organisation?

If the speaker belongs to a [proscribed organisation](#), these organisations are banned by UK law and so we would not allow the event to take place.

If the answer to any of these questions is yes, we may need to impose conditions upon the event or refer the speaker request to the Secretary in Clerk's office for their decision.

## What kind of conditions could you impose on the event?

Conditions imposed on an event will depend on the nature of the talk and the speaker but example conditions can be seen below:

- If the speaker is visiting to argue their views on a subject, we may suggest that an additional speaker from the opposing viewpoint is invited to ensure the debate is balanced.
- If the topic of the talk is particularly distressing, we may ask that a suitable venue is chosen (e.g. not an open air venue) and we may suggest include a content warning on the promotional material for the event.
- If the speaker is particularly well known or controversial, we may need to involve Security staff to ensure that the event is not over-crowded and can take place safely.

## Why do you need 4 weeks' notice?

We need 4 weeks' notice for guest speakers to allow us time to complete the necessary checks and ensure we have everything in place for the event to go ahead safely. If a speaker is particularly popular or controversial, there may be more content that we have to look through and we may need to refer the request on to the Senior Management team or the University.

If you are inviting a member of ARU staff to speak at your event, you will need to submit a Guest Speaker form 2 weeks' before the event takes place. Even if the speaker is known to ARU, we still need a form submitted and approved for the speaker so that we can keep a record of speaker events that have taken place.

## Are there any exceptions to the form?

We are aware that speakers from certain professions, such as medical staff in the NHS, often do not receive their rota in time for the 4 week speaker deadline and so cannot confirm until closer to the event. In some instances, we may be able to approve speaker forms with less notice but you must discuss this with your coordinator in the first instance. As soon as you know you are inviting a speaker, submit a form with details of their organisation and this can then be amended closer to the date of the event with your coordinator once you have more information.

## What can I do if my speaker request is rejected?

If your speaker request is rejected because there is not enough notice prior to the event, you must not invite the speaker onto campus and you should reschedule to a later date.

Where permission for a guest speaker is refused due to the nature of the talk or conditions are imposed then the event organiser may appeal to the Secretary in Clerk's office who will make a decision.

### Further resources

[UK Government – Proscribed Terror Organisations](#)

[ARU External Speaker Policy](#)

[ARU Freedom of Speech](#)

[Universities UK – Freedom of Speech on Campus](#)

## Submitting a Society Guest Speaker form

1. Complete the Society Guest Speaker form on the Students' Union website, which can be located [here](#).
  - a. **External Speakers** – form must be submitted a minimum of 4 weeks in advance of the event.
  - b. **Internal Speakers (ARU Staff)** – form must be submitted a minimum of 2 weeks in advance of the event.



2. Provide as much detail as possible to ensure that your Guest Speaker can be assessed adequately.
  - a. Extra details could include a professional social media profile; LinkedIn profile or a profile on a company/organisation website.
  - b. Failure to provide an adequate level of information may lead to a longer wait in receiving a decision on your Guest Speaker request.
  - c. Coordinators may contact you to request further information if needed.



3. Your Society Guest Speaker form will be sent to the Student Activities Team who will assess the request. The team will then make a decision and if necessary, refer it to the Secretary and Clerk's Office at Anglia Ruskin University.



4. Once a decision has been made, you will be emailed confirmation by your Coordinator.

**If your society continues without your form being approved**, then speakers will be turned away from the campus by security, and your event will be cancelled. If your event is online using an ARU account, then access to this platform will be revoked. Running an event without Guest Speaker approval will result in your society being subject to disciplinary action under the Complaints and Disciplinary Procedure for Student Activities.

If you have any questions about this policy or its processes, please contact the Student Opportunities Team.

# External Organisation Policy

Reviewed in Feb 2022

## Definitions

An **external organisation** is considered as any organisation, charity, company, or external group that is not part of, or residing within the organisational structure of one or more of the following organisations:

- Anglia Ruskin University
  - This includes courses, schools, and faculties.
- ARU Students' Union

A **student group** is considered as an affiliated and officially recognised society, club, or volunteering group at ARU Students' Union. A full list of all affiliated student groups can be found [on our website](#).

A **working relationship** is considered as a level of cooperation sufficient to allow work to be done, progress to be made and results to be achieved between a student group and an external organisation. A working relationship does not necessarily have to be about work of an academic nature but may represent a common interest between the student group and the external organisation. A non-exhaustive list of these interests could include:

- Faith
- Culture
- Identity
- Recreational interests (e.g., sport, hobbies)
- Event promotions (e.g., nightclub evenings)

**Sponsorship** is a written agreement between a student group, an external organisation, and the Students' Union in which each party awards benefits to the other. These benefits could be:

- Monetary
- Advertisement
- Discounts
- Facility hires
- Venues
- Equipment
- Marketing Products
- Attendance
- Promotion
- Involvement

An external organisation may also sponsor a society without asking anything of the student group. For more information on sponsorship, please refer to our sponsorship policy.



**Affiliation** - When on the topic of external organisation working relationships with student groups, **Affiliation** is a written agreement between a student group, an external organisation, and the Students' Union which may require neither party to award the other with benefits. A working relationship affiliation is formal acknowledgement of a working relationship between the student group and the external organisation.

The term affiliation used in this policy different to the definition of affiliation as stated in other SU policies such as the Clubs and Society Terms of Affiliation, where affiliation is defined as a club or society being officially approved and accepted as a student group within ARU Students' Union. Each party may award with the other with benefits, however neither party have the formal obligation to do so.

## Purpose

This document outlines the policy for working relationships between student groups, external organisations, and ARU Students' Union. It explains the expectations of all parties and the definitions for terms. If a student group wishes to create a working relationship with an external organisation, they will need to complete the External Organisation Affiliation form after reading this policy in its entirety.

If a working relationship is created between a student group and an external organisation, then please contact the Student Opportunities Team, who will decide whether the working relationship requires a formal affiliation or sponsorship agreement to be completed.

If either a sponsorship or affiliation agreement is required, then the Student Opportunities Team will provide the student group with necessary forms to be completed, and help facilitate a meeting between the Students' Union, the student group, and the external organisation. A meeting between the club/society and Students' Union may be required before the meeting with the external organisation in some cases.

Working relationships between a student group and an external organisation **must** be brought to the attention of the Student Opportunities Team. Failure to do so within a reasonable timeframe may result in the student group and committee facing the Student Opportunities Complaints and Disciplinary Procedure.

## Identifying reasons for Affiliation

The terms of the affiliation must be identified and made available in writing to the Students' Union using the correct External Organisation Affiliation form. This form can be found **on our website**. Once submitted, a member of the Student Opportunities Team will respond to the club or society to request a meeting to discuss the application in more detail.

Once this meeting has occurred, a meeting will be organised between the club or society committee, the external organisation, and the Students' Union, to gain a better perspective on the role of the external organisation within this partnership.

During the meeting with the external organisation, it can be expected that the Students' Union representative (normally a Student Opportunities Coordinator) will enquire on the terms of the affiliation and how the external organisation will benefit the club or society for this academic year.

Affiliations and Sponsorships will last until the end of the academic year (31<sup>st</sup> August), unless explicitly stated in writing otherwise, or until an expiration date that is specified in writing and agreed upon by all parties.

## Further Details and Important Notes

1. An affiliated ARU Students' Union club or society is first and foremost a part of ARU Students' Union, and therefore it is up to the decision of the Student Opportunities Team on whether a request for affiliation or sponsorship is accepted or declined.
2. External Organisations that have a working relationship, sponsorship or approved affiliation with an ARU club or society must not attempt to control the day-to-day or annual operations of the student group. Clubs and Societies are run by students, for students, and ARU Students' Union will always act in the best interest of the student group if they believe this is occurring.
3. ARU Students' Union has the right to determine whether an External Organisation affiliation is appropriate for the club, society, and/or the Students' Union, and is permitted to end or deny an affiliation if it is deemed necessary at any time.
4. ARU Students' Union maintains the right to unilaterally modify the affiliation agreement between an external organisation and a student group, including the removal/modification of an External Organisation agreement.
5. Breaches of the External Organisation affiliation agreement by the external organisation will result in immediate termination of the affiliation agreement. All breaches to the agreement must be reported immediately to the Student Opportunities Team.
6. All promotional stationary for events led by the external organisation (including, but not limited to, signs; artwork; printed materials etc.) must be provided at the external organisation's own expense.
7. The external organisation will be expected to provide any documents (including, but not limited to, advertisements; logos; images; virtual files; agreement documents, etc.) for use by the student group in good time. Any delay in providing requested documents may result in the agreed expectations of the student group being delayed, or the affiliation agreement being terminated.
8. All artwork for physical and virtual materials must be approved by the Students' Union before being printed/used.
9. The student group must ensure all goods, kit or equipment are ordered through the Students' Union, and kept in good condition as far as is practicable.

10. Upon termination of this agreement, the student group will return all physical advertising equipment and materials and agree, if applicable, to stop using the external organisation's logo and other electronic materials (including, but not limited to, social media branding; online branding, interactive documents, etc).
11. If part of the External Organisation affiliation or sponsorship agreement includes monetary benefits for the club or society, then this must be sent directly to the Students' Union, who will then transfer the money to the correct student group account. No cash, cheque, or electronic payment should be handled directly by the club or society, as this is in direct violation of the Terms of Affiliation for Clubs and Societies and may lead to the individual(s) or group(s) responsible being made subject to the Student Opportunities Complaints and Disciplinary Procedure.
12. Correspondence relating to any affiliation or sponsorship agreements should be between the external organisation, the student group, and the Students' Union only.
13. If any agreement needs to be revised, all parties will be contacted to be made aware as soon as possible.

# Faith Workers on Campus Policy

Reviewed in Nov 2021

## External Speakers

There is an External Speaker / Guest Speaker policy which must be followed when inviting speakers on to campus, which can be found within this handbook. For Students' Union affiliated clubs and societies, there is a form that must be filled out with details of the speaker and the reason for their visit. The External Speaker / Guest Speaker policy must be always adhered to and should even be completed when the speaker is a member of staff, an ARU alumnus, or an associate member of the group.

For more information about the Guest Speaker form, [please visit our website](#).

## Faith Workers

Only faith workers who belong to the Chaplaincy or who have been authorized for a specific occasion by the University Chaplain for that campus, shall come onto campus. Separate rules have been agreed with the Students' Union for their societies. Societies should submit a Guest Speaker form for each external speaker they would like to invite onto campus, adhering to the time restrictions laid out in the External Speaker / Guest Speaker policy.

If the proposed guest speaker is a faith worker, this must be declared in the form. Faith Workers should not be regularly visiting campus as a speaker.

## Non-ARU Religious Groups

Religious groups that are not student societies or groups run by the Chaplaincy shall only be allowed to meet on campus on an exceptional basis and with the agreement of the Secretary & Clerk and/or the Vice Chancellor.

# Associate Member Policy

Reviewed Feb 2022

## Introduction to Associate Members

If you are not currently an ARU student but wish to join one of our clubs or societies, you may apply to join as an **associate member**.

There are limits on the number of associate members allowed in each club and society. For every ten (10) student members in a group, we allow one (1) associate member. This is to ensure that our groups remain student focussed, and student led.

Associate members could be:

- Anglia Ruskin University staff
- ARU Students' Union staff
- Students at another local university
- ARU alumni

## Further Details

- Associate members must be over the age of 18 and must be endorsed by a current committee member of the club or society that they wish to join.
- The role of an associate member is that of a standard member of a club or society.
- Associate members cannot lead or run meetings or activities.
- Associate members cannot vote in society elections and cannot be a committee member.
- If an associate member also works as a Faith Worker, then they must refer to the Faith Worker Policy as this overrides these guidelines.

## Becoming an Associate Member

If you would like to become an associate member, [please head to our website and complete the online application form](#). Make sure that you complete all the required fields, including the name of the endorsing committee member.

After you have submitted the form, it is sent to the Student Opportunities Team. The team will look over your application and discuss it with the club or society committee. Once a decision has been made, we will contact you with further information on your application.

If approved, you must buy your membership in-person at the SU front desk and before you take part in any activities. If you are looking to join a club, please make sure you buy our Activities Insurance at the same time.

Once an associate member joins a club or society, they are subjects to the [articles and policies of ARU Students' Union](#). They are also subject to the [Students' Union's Terms and Conditions](#).

## When deciding to allow an associate member to join, you should think about the following:

- Will the club or society benefit from their involvement?
- Has the decision to support the associate membership come from the current committee?
- How much will the membership cost? (It must be the same for all associate members).
- How many members does the group have? There must be ten (10) full members for everyone (1) associate member.

## Are associate members able to help with stalls on campus and at Freshers Fair?

No, any stalls that the club or society run should be run by the group's current committee and full student members. Associate members **will not** be allowed to help run or promote these stalls either on campus or at Freshers Fair.

## Are associate members able to help run and support the group's meetings or activities on campus?

No, associate members are allowed to attend society meetings or activities on campus, but these should be run by committee members.

## Are associate members able to attend and help with group activities on campus?

Associate members are allowed to attend certain group activities on campus, and this will at the discretion of the University and ARU Students' Union. Associate members are **not** allowed to help set up or run the event. If the society is trying to engage new members in the activity, this should strictly be done by core ARU students or the committee.

# Sponsorship Guidance

Reviewed Oct 2021

The Students' Union receives a block grant from the University and funding is always limited. Due to this, we encourage clubs and societies to seek external funding or sponsorship. The following information is designed to help you with this.

## What could we ask for?

- Companies may be willing to donate money towards an event in return for their name or logo on the publicity.
- Companies may be willing to supply you with equipment at a reduced rate if you can promote that company as your preferred supplier.
- Companies may be willing to give you prizes and freebies that you could use at the Freshers' Fair or at fundraising events.
- Companies may be willing to give your members a discount on their products if you can guarantee that the whole Society will use that company.

## How do we ask for sponsorship?

- Write a letter which is short, simple and to the point.
- Don't just send your letter to random companies; target companies who would be interested in sponsoring the activities you do.
- Research the company so you can point out why they would benefit from sponsoring you.
- Research who to send your letter to; don't just put sir/madam. Ring the company and find out who is responsible for sponsorship.
- Sell the club/society to them; be proud of what you do and shout about your achievements.
- Be realistic about how much you ask from them; a company will not give you thousands of pounds just to put their logo on your posters.
- Include exactly what you want and why.
- Be explicit about the way in which they can help.
- Explain why they should be interested and point out the **benefits to them**.
- Explain how their support would benefit the club/society.

- Explain exactly what they will get for their support.
- Tell them if they will be your only sponsor; exclusivity would appeal to a company and could bring in more sponsorship.
- Explain how you will be able to prove to the company that their input has been successful.
- Outline the duration of sponsorship.
- Ask them to either reply to your letter or arrange a meeting.

### **What do we do once they have agreed to sponsor us?**

- Make sure you have the arrangement in writing.
- Contact your coordinator – they will help you produce a contract which outlines your obligations and the company's obligations. This could include:
  - o Cancellation and termination arrangements.
  - o A start and end date.
  - o A renewal option for the next year.
- Some companies will already have these for you to sign, but make sure you read the small print first.

Do not sign anything until the Students' Union has checked over the details. If you do sign, you may find yourself in a binding contract or in legal difficulty. It is also against the Student Opportunities Code of Conduct to sign on behalf of your society without approval from the Student Opportunities Team.



# Initiations Policy

Reviewed Nov 2021

## Background

Initiations and social events have been part and parcel of club and society membership at universities for a long time. Many of these events are well planned events aimed at creating a strong cohesion between members of the club or society.

However, some clubs and societies engage in activities that could be dangerous and harmful to their members. ARU Students' Union does not condone these activities and accordingly provides this set of guidelines for clubs and societies to ensure that their social activities undertaken in the name of the University and the Union are conducted in a responsible and safe manner.

## Purpose of the Guidance

- To recognise the purpose and objectives of Club and Society socials and initiations.
- To reaffirm our commitment to providing a safe and welcoming environment for all.
- To remind presidents and committee members of their duty of care over their club or society membership, to ensure their safety during organised activities.
- To promote responsible behaviour and responsible drinking when undertaking activities in the name of the University and the Union.
- To provide guidance on how to organise a safe and responsible social event so that all members feel welcome.
- To highlight the possible legal ramifications of social events that endanger students and potentially bring the union or the University into disrepute.

## Guidance

- A detailed risk assessment must be completed and sent to [societies@angliastudent.com](mailto:societies@angliastudent.com) to ascertain the safety of the planned social at least 14 working days before the planned event.
  - Failure to do this will result in your event being cancelled.
- It is always recommended that a responsible steward will oversee the social. The steward must:
  - Stay in a sober state during the event
  - Be responsible for any persons participating in the social
  - Ensure all members participating return home safely
  - Ensure that the code of conduct is always adhered to
- Games that involve repetitive drinking or “downing” drinks “in one” are actively discouraged by the Students' Union.

- Members should not be encouraged to drink any beverages which have hidden alcohol – so called “dirty pints or cocktails”.
- No activity should take place that causes risk of injury or damage to the physical, mental or wellbeing health of those taking part.
- Any non-participation must be treated respectfully with no peer pressure of bullying applied.
- Participation in games and activities **must not** have any bearing on the team/squad or membership of the club in any way. All groups should always be inclusive to all members.
- It is the policy of the Students’ Union that every student has the right to participate as a full member in all activities without attending any social events.
  - Selection for competitive activities should be based purely on ability, skill, fitness criteria and attendance at training.
- Every sports club should hold their Fresher’s trials for selection of squads before club socials take place, to reduce any pressure that members may feel to take part in an initiation or social.

It is recommended that all clubs and societies and their members use this information as guidance when organising initiations and socials. Your club or society should be open to as many members as possible. Therefore, we ask that individuals do not discriminate against other members and take peoples individuality into account.

We want all students that participate and commit their time to groups to have an enjoyable time that they can look back on positively and which helps them to build the foundations of their future.

## Disciplinary Action

Although this document is a written guidance resource, if any club or society is found to be completely negligent to this resource and/or is found to have put on an event which has a negative impact on the wellbeing of their members; they will be brought in front of the Student Opportunities Disciplinary Committee, where the club or society will be scrutinised against the current ARU Students’ Union Clubs and Societies Code of Conduct.

# Sharing Faith on Campus

Reviewed Nov 2021

ARU Students Union is a diverse and inclusive community where students from all over the world practice different faiths and beliefs (including commitments such as atheism).

We encourage a proud multi-faith and multicultural campus by celebrating a wide variety of cultural events and by supporting and developing our growing number of faith and culture-based societies.

As such, we have developed several recommendations for our students and staff to make sure that everyone in the ARU community feels safe to practice their own beliefs freely.

## Building Good Relationships

- Respect other people's freedom to express their beliefs and values.
- Be open to understanding others' beliefs and values, and sharing your own.
- Be mindful of others' values and customs about food, dress, and social etiquette.

## Conversation with others

- Actively listen and ask questions about other faiths and beliefs – it shows that you're interested and engaged with what they're saying.
- Do not misrepresent or disparage other people's beliefs and practices.

## Sharing your faith with others

### DO

- Be sensitive and courteous
- Be alert and attentive to cultural differences in conversations
- Take 'no' for an answer; if someone has said they do not want to talk about faith, even in a polite way, do not bring the subject up again
- If you wish to contest another faith or belief position, find ways where the debate can be constructive and balanced.
- Work within the Students' Union's policies on Equality and Diversity (and the university's "Respect Each Other" guide and its "Dignity at Work and Study" Code of Conduct)

### DO NOT

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- Make random or unsolicited visits to students' rooms
- Impose yourself and your views on individuals or communities in ways which might be construed as exploitive or abusive, especially on those in vulnerable situations. Employ conditional friendship, manipulation, spiritual threats, violent or threatening action or language, or the misuse of any kind of power
- Invite people to an event under false pretences.

## Managing a faith society

- Welcome into your society anyone with an interest in your faith, whether they practise it or not, so long as they engage respectfully
- Do not enforce unity of opinion or practice on your members by putting them under social or emotional pressure, including by threatening them with exclusion from the society and its social network, or by explicitly or implicitly threatening them with divine judgement (divine judgement must be expressed theoretically and not personally), or by suggesting that dissenters lack faith or are immature
- If your faith takes a different view on the acceptability of behaviours that the Students' Union and the university defends (e.g., the equality of men and women, the acceptability of homosexuality and gender reassignment, the validity of other religious beliefs) you must discuss with the Students' Union and the chaplaincy how to express these views in a way that respects the integrity of both your views and the views of those with whom you differ.

## Locations to practice your faith on campus

Cambridge	Chelmsford	Peterborough
Quiet Room: MUM 110	Prayer Room: 90 Ransomes Way	There is not currently a quiet room at Guild House
Prayer Room: MUM 111	A new multi-faith area and Islamic Prayer room is being developed for 2022.	

# Activities Insurance Policy

## GROUP PERSONAL ACCIDENT INSURANCE

CHUBB®

### Insurance Product Information Document

**Company (Insurer):** Chubb European Group SE (UK Branch) is governed under the French insurance code with registration number 450 327 374 RCS Nanterre. Registered office: La Tour Carpe Diem, 31 Place des Corolles, Esplanade Nord, 92400 Courbevoie, France. Authorised and supervised by the Autorité de Contrôle Prudentiel et de Résolution and authorised and subject to limited regulation by the Financial Conduct Authority (FS Register number 820988). Details about the extent of our regulation by the Financial Conduct Authority are available from us on request.

**Product:** Endsleigh Personal Accident Insurance Plan for Students (Elite Cover) Group Policy

**Group Policyholder:** Anglia Ruskin Students' Union

Policy No. UKBOPC45858/005

This document provides a summary of the main cover and exclusions. It is not personalised to your specific individual circumstances. Complete pre-contractual and contractual information about this product is provided in the group policy schedule and group policy wording (copies of which are available from the Group Policyholder).

### What is this type of insurance?

This is a group personal accident insurance policy. It provides cover in the event of accidental death or serious injury and a range of other covers including dental injuries, broken bones, physiotherapy and hospital stay, all following an accident whilst participating in or attending any activity recognised by and under the auspices of the Group Policyholder.



### What is insured?

The primary value of the cover is providing financial benefits following death or permanent injury resulting from an accident when undertaking an activity covered by this policy, with a range of secondary covers included.

This policy pays benefits in accordance with the policy wording, in the event that you:-

- ✓ die or are permanently disabled; or
- ✓ suffer damage to teeth or broken bones or knee ligaments; or
- ✓ need to stay in hospital or have physiotherapy; or
- ✓ are temporarily unable to work or attend lessons / lectures; or
- ✓ incur costs in deferring your academic course, as a result of an accident.

The main sections of the policy and benefit levels are listed below, with full details of sub-sections contained in the policy schedule.

- ✓ **Section 1 Personal Injury Insurance**
  1. Accidental Death - £30,000
  2. Permanent Total Disablement - £100,000 / Total Organic Paralysis - £100,000 / Total Loss of Intellectual Capacity - £100,000 / Loss of Sight in one or both Eyes - £100,000 / Loss of one or more Limb(s) - £100,000 / Permanent Partial Disability (benefit limits vary depending on nature of the permanent injury) - up to £37,500
  3. Temporary Total Disablement\* - £60 per week for up to 52 weeks
  4. Loss of Earnings\* - £85 per week max. 26 weeks
  5. Hospital Confinement - £40 per day for up to 120 days
  6. Additional Travel Expenses - up to £500
  7. Dental Expenses - up to £2,000
- ✓ **Section 2. Supplementary Travel and Accommodation Expenses in the United Kingdom** (following hospital in-patient treatment) - £50 up to £1,000 (benefit limits vary depending on the nature of expenses incurred)
- ✓ **Section 3. Course Deferral Expenses** - up to £3,000
- ✓ **Section 4. Coma\*** - £140 per week for up to 52 weeks
- ✓ **Section 5. Broken Bones** - up to £500 per broken bone, up to £1,000 per claim overall
- ✓ **Section 6. Primary Dislocation** - £250
- ✓ **Section 7. Knee Ligament Injury** - up to £200
- ✓ **Section 8. Physiotherapy following Broken Bones or Dislocation or Knee Ligament Injury** - up to £40 per session (maximum 10 sessions)
- ✓ **Section 9. Medical Certificate Expenses** - up to £40
- ✓ **Section 10. Non-Refundable Sports Fees** - up to £150
- ✓ **Section 11. Optical Expenses** - up to £150
- ✓ **Telephone Helpline available** - for counselling, legal, tax, medical and bereavement advice. Call 0800 519 9969

\* Waiting periods apply - See "What is not insured" section



### What is not insured?

- ✗ Illness or disease not directly resulting from injury
- ✗ Repetitive Stress (Strain) Injury or Syndrome or any gradually operating cause. Post-Traumatic Stress Disorder or any psychological or psychiatric condition
- ✗ Pre-existing medical conditions which existed before you were covered under this policy
- ✗ Suicide, deliberate self-harm or misuse of drugs or alcohol
- ✗ Injuries as a result of: air travel as a pilot or crew member of an aircraft or helicopter; canoeing, sailing or boating over 4½ miles from the coastline; underwater diving; or activities in the pursuit of danger e.g. bungee jumping
- ✗ The first 7 days (waiting period) under Temporary Total Disablement and Loss of Earning Benefits. The first 14 days (waiting period) under the Coma Benefit
- ✗ Members of full time armed forces are excluded. Reserve armed forces are not covered whilst called up on active service
- ✗ The first £25 of any claim for damage to teeth
- ✗ Fractures to bones of the fingers or toes
- ✗ Dislocations of the hip/shoulder/kneecap if that joint has been dislocated previously or caused by a bone disease
- ✗ Permanent Total Disablement, if insured person is retired and receiving a pension
- ✗ Any claims which would result in breaches of UN resolutions or trade or economic sanctions or other laws of the EU, UK or USA.



### Are there any restrictions on cover?

- ! We will not pay the first £25 of any claim for Additional Travel Expenses unless the claim exceeds £25 when we will pay it in full.

IPID: Endsleigh Elite Cover Annual Personal Accident Insurance IPID UK Final1 May 2019



## Where am I covered?

- ✓ Worldwide, whilst participating in or attending activities recognised by and under the auspices of the Group Policyholder, including travelling to and from the activity, excluding repatriation.



## What are my obligations?

### At the start of your policy

- To be covered by this policy you must be:-
  - o A full-time or part-time student or other person affiliated to the Group Policyholder whose inclusion in the cover has been agreed by them; and
  - o Under age 70 years on the date the policy starts.

### During the period of insurance

- You must supply, at your own expense, any certificates, information and evidence we reasonably require including medical certificates and other documents, following injury
- After an injury, you should obtain and follow the advice of a Doctor.

### In the event of a claim

- Claims under section 2 must be notified to Chubb Assistance on 020 7173 7798 before any arrangements are made
- You must notify The Education Team at Endsleigh Insurances (Brokers) Ltd. as soon as practicable and as follows:
  - o Write to Endsleigh Insurances (Brokers) Ltd., Shurdington Road, Cheltenham GL51 4UE
  - o Call +44 (0) 333 234 1388
- Or you can contact Chubb direct as follows:
  - o Call 0345 841 0058 (Within UK only); International: +44 (0)141 285 2999
  - o Email us at [uk.claims@chubb.com](mailto:uk.claims@chubb.com)
- You must agree to a medical examination if we ask for it. We will pay for it.



## When and how do I pay?

The annual premium is paid to Chubb by the Group Policyholder on your behalf.



## When does the cover start and end?

- Cover commences on the date shown in the group policy schedule or the date that you are accepted for cover, if this is later.
- Cover ceases during the period of insurance:
  - o When you are no longer eligible for cover as an insured person; or
  - o if you decide to opt out of the cover; or
  - o at the end of the period of insurance in which you reach age 70 years; or
  - o when you die; or
  - o if Chubb and/or the Group Policyholder serve notice to end cover under the group insurance policy whichever happens first; or
  - o at the end of the period of insurance shown in the group policy schedule.



## How do I cancel the contract?

You may cancel your participation in the cover at any time by contacting the Group Policyholder at the address shown in the group policy schedule.