



SOCIETIES REGULATIONS

TITLE:	BYE LAW FIVE
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APPROVED:	STUDENT COUNCIL (26/11/25)

Document History:

- 26/11/19 - Council approved updates
- 28/10/20 - Council approved updates
- 02/11/22 - Council approved updates
- 01/11/23 - Council approved updates
- 26/11/25 - Council approved updates

SECTION ONE: INTRODUCTION

- 1.1 Societies formed by students at the Ulster University, should apply for affiliation to UUSU, and will be subject to the regulations of UUSU.
- 1.2 All Societies shall be bound by the regulations contained within this Bye-law and the Societies Handbook, which shall be reviewed annually in conjunction with the Societies representatives and delegated officers from the Student Executive and amended as required.

SECTION TWO: SOCIETIES FORUM

- 2.1 Society Forums on each campus will be scheduled once a semester or when deemed required by the Student Activities Team or Campus Vice-President. Society Forums act as general meetings and are to include all Societies. Forums are to be chaired by a UUSU Student Officer or member of staff. Relevant information from this meeting should be included in the report to Student Council.
- 2.2 At the first forum meeting of each academic year each campus shall nominate and elect a representative for the Societies Management Committee.

SECTION THREE: SOCIETIES STUDENT COUNCIL REPRESENTATION

- 3.1 All society members will be eligible via a cross campus vote to elect a society rep of a society to represent members on Student Council. This member will be elected via the society constituency and as part of the wider Student Council election process.

SECTION FOUR: SOCIETIES MANAGEMENT COMMITTEE

- 4.1 Membership of the committee will be:
 - 4.1.1 The Societies Co-ordinator;
 - 4.1.2 The Volunteering and Events Co-ordinator;
 - 4.1.3 The elected campus societies representatives;
 - 4.1.4 The appointed Student Council member and;
 - 4.1.5 The Vice President for Magee, Coleraine and Belfast respectfully.
- 4.2 The Societies Management Committee shall have the following responsibilities:
 - 4.2.1 Affiliating new societies to UUSU. Affiliations will only be considered on receipt of the Student Society start up form. Two societies with the same objectives cannot be ratified on one campus;
 - 4.2.2 Providing oversight of budget processes and allocations;

4.2.3 Review and approve the UUSU Society Handbook.

4.3 The appointed Student Council member will, in conjunction with the elected Student Executive members, sit on Student Council and be responsible for reporting all affiliations and financial reports relating to society spending.

SECTION FIVE: VICE-PRESIDENT RESPONSIBILITIES

5.1 The Campus Vice-President shall be responsible for on their campus:

5.1.1 Championing the value of societies, advocating and representing the collective voice of societies within UUSU and Ulster University;

5.1.2 Leading Society Forum meetings and reporting accordingly as required.

SECTION SIX: REGULATIONS FOR SOCIETIES

6.1 Application for affiliation to UUSU should be made by the prospective committee. Upon affiliation, a copy of a formal Constitution must be lodged with the UUSU Societies Coordinator. Affiliations will take place at a meeting of the Society Management Committee where upon the members will decide upon ratification of affiliation.

6.2 The following stipulations must be observed when setting up a society and the Constitution must include:

6.2.1 The full name of the Society and the campus(es) it will operate on;

6.2.2 The aims and objectives of the Society which must not contravene the Aims and Objectives of UUSU;

6.2.3 The membership entitlement;

6.2.4 The provision for calling regular meetings, the Annual General Meeting and Emergency General Meeting;

6.2.5 The membership fee;

6.2.6 A provision which ensures that the Office Bearers in the Society are aware of and abide by their requirements under UUSU Bye Laws;

6.2.7 Agreement to abide by UUSU naming conventions and branding guidelines;

6.2.8 The Office Bearers, who must include a Events and Activities Rep, a Communications Rep, a Finance Rep and a EDI and Wellbeing Rep.

6.3 Membership of student Societies must be open to all registered students of the Ulster University. Up to 20% of society members may be non-UU members but may not hold office.

6.4 No society recognised by UUSU shall assume to itself any activities outside those defined in its Constitution; neither shall any organisation include in its Constitution aims and activities which are by virtue of its position, rightly those of UUSU.

- 6.5 Any society which, by additions to or deletions from its Constitution or by virtue of its activities on or off the campus, contravenes the Articles of Association of UUSU shall be investigated by the Societies Management Committee and may be subject to the UUSU disciplinary procedures.
- 6.6 Society Reps will be responsible for upholding the UUSU bye laws and values when conducting society business and reporting when aware any breaches of rules or regulations by members to a member of UUSU staff.
- 6.7 Any society from which UUSU withdraws official recognition, shall, from the date of withdrawal of recognition, can no longer avail of any of the benefits of being a constituted society.
- 6.8 If a society is deemed to have been inactive (i.e. no membership, engagement or events) for a period of six weeks it will be raised formally with Societies Management Committee who will act in line with Appendix 5 on Inactive Societies.
- 6.9 If a society has been inactive or without a full complement of society reps for two academic years it will have ceased to exist.
- 6.10 Within these two years, if a full complement of four society reps wish to re-activate the society this is permissible. However, following this period the society will cease to exist and will be required to re-affiliate.
- 6.11 In the event of a society ceasing to exist, UUSU may decide what happens to any unused funds.

SECTION SEVEN: FINANCE

- 7.1 The overall budget for societies will be decided upon by the UUSU Trustee Board and administered by the Student Activities Team with oversight from the UUSU Societies Management Committee.
- 7.2 All Societies shall have the right to appeal to the Student Executive Committee against decisions of the UUSU Societies Management Committee.
- 7.3 Should additional funding become available for societies outside of the standard funding streams, additional guidelines and processes for how to access this will be shared by Societies Management Committee and dispersed to the appropriate society reps.
- 7.4 No student Society shall be eligible to receive money from UUSU funds unless it has: Elected officers, consisting at least of a Chairperson, Secretary and Treasurer, who must be students currently registered at the Ulster University and drawn up a Constitution which must be approved by UUSU.
- 7.5 Each Society shall ensure that:
 - 7.5.1 A true record of the state of its current finances is maintained;
 - 7.5.2 No unauthorised expenditure is undertaken;
 - 7.5.3 It operates within the limits of whatever sums of monies are available to it.
- 7.6 All Societies shall lodge funds with UUSU who will lodge with the designated bank. UUSU shall not be held liable for any overdrafts or debts incurred in the private accounts operated by any Society.

- 7.7 Any Society official, who enters into any form of financial commitment without UUSU's prior authority, commits only themselves and in no way commits UUSU.

SECTION EIGHT: DISCIPLINARY PROCEDURES

- 8.1 Society Reps and all members of a Society are bound by the member code of conduct and subsequent procedures as defined by the relevant bye-laws.
- 8.2 The code of conduct can be applied to Society members as individuals or as a collective depending on the circumstances.
- 8.3 On occasion where a breach of process or procedure is escalated to the Societies Management Committee and considered to be very low level, and a one-off instance, rather than direct this to the formal process this Committee may decide to impose a localised sanction.
- 8.4 An example of a low-level breach would be holding an event that wasn't approved or bringing an unapproved person onto campus, but ultimately the Societies Management Committee will take a decision on whether a local sanction can apply.
- 8.5 Local Sanctions can include, but are not exclusive to include:
- 8.5.1 Temporary pause of a Society/individual membership of Society.
 - 8.5.1 Temporary moratorium on holding events.
 - 8.5.3 Temporary pause of funding.
- 8.6 UUSU can also deem it appropriate to apply mediation or step in to discuss conduct or behaviour with a Society, either as a collective or as an individual Society Member or Society Rep. In these instances, UUSU will adopt a three-step approach to improving the situation. In some circumstances, where the matter is deemed serious enough, UUSU reserves the right to skip any and/or all steps in this process and go straight to the appropriate level based on the specific set of circumstances.
- 8.6.1 STEP 1: Informal discussion with Society, chaired by relevant staff member, as a collective with set of parameters agreed to form improvement. Followed up via email as a set of expectations for future conduct.
 - 8.6.2 STEP 2: Formal meeting of Society with HR and Head of Service to reflect on why things are still going wrong and how things need to improve within a set timeframe. Followed up as a formal letter to Society as a collective.
 - 8.6.3 STEP 3: Referral of Society to the Member code of conduct for full investigation and possible disciplinary process with all sanctions open as applicable.