



## Document Control

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<b>Title: Bye Law Five</b>	<b>Societies Regulations</b>

### Timeline:

**26/11/19: Council approved updates**

**28/10/20: Council approved updates**

**02/11/22: Council approved updates**



## Bye Law 5: Societies Regulations

### Section One: Introduction

- 1.1 Societies formed by students at the Ulster University, can apply for affiliation to UUSU, as can those unsuccessful in gaining affiliation to UUSU Sport, 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 by the relevant staff member and in conjunction with the Societies representatives and Student Executive representative and amended if desired.

### Section Two: Societies Forum

- 2.1 Society Forums on each campus will be called on twice a semester, or at additional times when deemed required by the Student Activities Team or Campus Vice-President. These forums will 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.
- 2.3 The campus society representatives shall nominate one of their number to be the Societies Representative on Student Council. In the event of a tie, an online election will be opened and society office bearers will have the right to vote.

### Section Three: Societies Management Committee

- 3.1 Membership of the committee will be:
  - 3.1.1 The Societies Co-ordinator;
  - 3.1.2 The Volunteering and Events Co-ordinator;
  - 3.1.3 The Student Activities Manager;
  - 3.1.4 The nominated campus societies representatives;
  - 3.1.5 The appointed Student Executive member and
  - 3.1.6 The Vice President for Magee, Coleraine and Belfast respectfully.
- 3.2 The Societies Management Committee shall have the following responsibilities:
  - 3.2.1 Affiliating new societies to UUSU. Affiliations will only be considered on receipt of the Student Society start up form, and all relevant information on committee members. Two societies with the same objectives cannot be ratified on one campus.
  - 3.2.2 Approving budget processes and allocations, delegating to UUSU staff where appropriate.
  - 3.2.3 Review and approve the UUSU Society Handbook.



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

#### **Section Four: Vice-President Responsibilities**

- 4.1 The Campus Vice-President shall be responsible for on their campus:
- 4.1.1 Providing support and assistance for society events;
  - 4.1.2 Chairing Society Forum meetings and reporting accordingly as required.

#### **Section Five: Regulations for Societies**

- 5.1 Application for affiliation to UUSU should be made by the Society Secretary. 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;
- 5.2 The following stipulations must be observed when setting up a society and the Constitution must include:
- 5.2.1 The full name of the Society and the campus(es) it will operate on;
  - 5.2.2 The aims and objectives of the Society which must not contravene the Aims and Objectives of UUSU;
  - 5.2.3 The membership entitlement;
  - 5.2.4 The provision for calling regular meetings, the Annual General Meeting and Emergency General Meeting;
  - 5.2.5 The membership fee;
  - 5.2.6 A provision which ensures that the Office Bearers in the Society are aware of and abide by their requirements under UUSU Bye Laws;
  - 5.2.7 Agreement to abide UUSU naming conventions and branding guidelines;
  - 5.2.8 The Office Bearers and their method of Election, who must include a chairperson, a secretary and a treasurer
- 5.3 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.
- 5.5 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.
- 5.6 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.
- 5.7 Any society from which UUSU withdraws official recognition, shall, from the date of withdrawal of recognition, be ineligible for a grant from the funds of UUSU.
- 5.8 If a society has been inactive (i.e. no committee, membership or events) for a period of two academic years it will be deemed to have ceased to exist.



- 5.9 Within these two years, if a committee of three members 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-constitute.
- 5.10 In the event of a society ceasing to exist, UUSU may decide what happens to any unused funds.

#### **Section Six: Finance**

- 6.1 The overall budget for societies will be decided upon by the UUSU Trustee Board and administered by the UUSU Societies Management Committee.
- 6.2 All Societies shall have the right to appeal to the Student Executive Committee against decisions of the UUSU Societies Management Committee.
- 6.3 Requests for additional funds from Societies shall be dealt with by the Societies Management Committee purely on merit.
- 6.4 No student Society shall be eligible to receive money from UUSU funds unless it has: Elected officers, consisting at least of a Chairperson/President, Secretary, Treasurer, who must be students currently registered at the Ulster University and drawn up a Constitution which must be approved by UUSU
- 6.5 On successful affiliation a new society will be eligible to apply for funding subject to being agreed by the Societies Management Committee at the beginning of each academic year. It will be within the power of the Societies Management Committee to allocate funding at its discretion throughout the year.
- 6.7 Each Society shall ensure that:
  - 6.7.1 In May of each year a financial statement of its activities during the preceding year is prepared, or at any time as is required by representatives of UUSU;
  - 6.7.2 A true record of the state of its current finances is maintained;
  - 6.7.3 No unauthorised expenditure by UUSU is undertaken;
  - 6.7.4 It operates within the limits of whatever sums of monies are available to it.
- 6.8 All Societies shall bank with a bank designated by UUSU and UUSU shall not be held liable for any overdrafts or debts incurred in the private accounts operated by any Society.
- 6.9 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 Seven: Disciplinary Procedures**

- 7.1 Society Committee members are bound by the Office Bearers code of conduct and subsequent procedures as defined by the relevant bye-laws.