

UNIVERSITY OF BRIGHTON STUDENTS' UNION

BYE LAW 8 (Societies Federation)

May 2010

Bye-Law 8 Part A

Societies Federation

1. General

The Activities and Events Zone has established a Societies Federation, which will be referred to as SocFed from now in this Bye-Law.

2. Objectives

The objectives of the SocFed shall be:

- 2.1 to provide support for like minded students to come together and form a society that reflects their interests;
- 2.2 to foster and encourage strong and active student societies at the University of Brighton; and
- 2.3 to develop policy surrounding student societies and their interests to refer to Union Council.

3. Membership

All ordinary and associate members of the Union shall be eligible for membership of SocFed and its affiliated societies. Members of staff both of the Union and University shall be eligible for membership of societies, on the agreement of the individual society's committee. Only ordinary members of the Union may hold a recognised elected position, either within the society or within Societies' Federation.

All members of SocFed are required to have proof of membership in the form of a SocFed membership card. It is the responsibility of the individual societies to ensure their members have a SocFed membership card.

A register of members will be held by the SocFed secretary or appropriate other staff member.

4. Meetings of the Societies Federation

The SocFed will be governed by three types of meeting, which shall be:

- the Societies Federation Annual General Meeting, covered in Bye-Law 8 part B;
- the Societies Federation Emergency General Meetings covered in Bye-Law 8 part B; and
- the Societies Federation Steering Committee, covered in Bye-Law 8 part C.

Part B and part C will outline the terms of reference of each meeting including the membership, how frequent they will meet and their duties.

5. **Affiliation to Societies Federation**

The Students' Union actively encourages student groups to affiliate as a society so they can receive the support of the Union as well as access to funding. The Students' Union will ensure that appropriate support is available for student groups wanting to affiliate as a student society.

Any society wanting to affiliate as a student society of the University of Brighton Students' Union must be ratified by a Societies Federation Annual General Meeting or Societies Federation Steering Committee that has met the specified quorum.

All proposed student societies need to have completed a 'Societies Federation Affiliation Form'. This form will be updated and reviewed annually by the Societies Federation Steering Committee, however a minimum will be that all proposed student societies shall have the following roles assigned to ordinary members:

- a President;
- a Secretary;
- a Treasurer; and
- a Safety officer.

The Safety Officer can also be the President, Secretary or Treasurer. The Union recommends that all societies appoint appropriate other roles to meet the needs of the society.

All new applications to become a student society need to be supported by a minimum of 20 students who are University of Brighton library card holders.

Further information will be required as set out in the 'Societies Federation Affiliation Form'.

A society may have its affiliation suspended by a unanimous vote of the Steering Committee. Any such disaffiliation must be reported to the next Union Council Meeting for ratification and to give the society concerned an opportunity to appeal against the Committee's decision.

6. **Finance Regulations**

Any student society not adhering to the following financial regulations will automatically be de-ratified at the next Societies Federation Steering Committee or General Meeting.

6.1 Accounts

The Treasurer and President of a Society shall be jointly responsible for all monies of the Society. Accounts must be kept for expenditure, successful bids to the Societies Federation Steering Committee and money raised through membership and fund raising events.

The Treasurer and President of a Society shall be jointly responsible to ensure the accuracy of their accounts.

Detailed records of Society transactions will be held at the relevant UBSU site office.

6.2 Own Funds Bank Accounts

All Societies monies, including subscriptions, shall be held in the Society Union accounts only, in accordance with the Finance Regulations Bye-Law of the University of Brighton Students' Union. No external bank accounts shall be held by any Society.

Societies will ask the Union to hold any funds it may raise and any cheques must be made payable to UBSU.

The Treasurer or President must authorise all requests for Society money. All requests must be countersigned by a UBSU societies administrator.

6.3 Grants from the Union

6.3.1 Operational Grants

Each Society, on ratification, shall receive an operational grant, for the day to day running costs of the Society. This grant is set by the Union's Finance Committee at the start of each academic year.

This grant may only be used in the form of services from the Union, to include photocopying and phone calls.

6.3.2 Extra Allocation of Funds

Bids can be placed by Societies for extra money in the form of a grant or loan to fund equipment, events, functions and associated expenses. These bids must be in writing clearly explaining the purpose the money is needed for and the amount.

Bids for food and soft drinks will only be considered for small scale self-organised events. Bids for alcoholic drinks will not be considered.

Retrospective bids will not be considered.

No grant monies can be used for donations or affiliations to either charity or political bodies.

Monies loaned or granted are only to be used for the purpose for which they were requested.

All unspent grant monies shall be returned to UBSU at the end of each financial year (1 Aug-31 July), unless otherwise agreed.

If a Society is left dormant for two years, any balance will be transferred to the general Society funds to be awarded by Societies Federation.

6.4 Ordering Goods and Services

Goods and services can only be ordered in the name of the Society and not on behalf of UBSU.

6.5 Equipment

The Treasurer and President of a Club or Society shall be jointly responsible for maintaining a list of equipment owned by the Club or Society. A copy of this list must be given to the relevant Federation Steering Committee upon request, along with any other information asked for, if the Union is insuring the equipment.

7. **Discipline**

If a student society or member breaches the Societies Federation Bye-Law, University of Brighton Constitution or other supporting Bye-Law of the Union then the disciplinary procedure outlined in Bye-Law 11 will be followed.

Bye-Law 8 Part B

Societies Federation General Meetings

Constitution and Terms of Reference

1. **Constitution**

The Activities and Events Zone Committee has established a Societies Federation of the Activities and Events Zone Committee. The Societies Federation has established two types of General Meetings of the Societies Federation, the Annual General Meeting and the Emergency General Meeting.

2. **Membership**

The Chair of the Annual General Meeting shall be the Vice President Activities and Events, any subsequent Societies Federation General Meetings in that academic year shall be chaired by the Societies Federation Chair. The Activities and Events Zone Committee can appoint additional members to the Committee however there shall be no fewer than the following members, including:

- the Vice President Activities and Events;
- the Societies Federation Chair (if elected);
- the Societies Federation Steering Committee Members (if elected); and
- at least one representative from each affiliated student society.

A quorum for an Annual General Meeting shall be no less than one representative from 75% of the affiliated societies.

A quorum for an Emergency General Meeting shall be no less than one representative from 50% of the affiliated societies and three officers of the Steering Committee.

All SocFed members may attend and speak at a General Meeting, however only one nominated member of each society may vote at a General Meeting.

In the case of a society not being able to attend for valid reasons, proxy and postal votes shall be allowed by the Chair, as long as they are registered within any timeframe specified.

3. **Attendance at Meetings**

The Membership Activities Co-ordinator and Societies Assistant will attend meetings. Other Students' Union or University staff may be invited by the Chair to attend for those items where business relevant to their responsibilities is to be discussed.

4. **Frequency of Meetings**

Every effort will be made to hold on a campus accessible to all. Emergency General Meetings shall be held at the site requested by the Societies Federation Chair or persons who called the meeting.

4.1 Annual General Meetings

Annual General Meetings shall normally be held in the fourth week of the first term of the academic year.

The Societies Federation Secretary shall give 19 clear days notice to affiliated societies of the Annual General Meeting. Items for the agenda, in writing, shall reach the Societies' Federation Secretary's office no less than twelve clear days before the

meeting. The Federation's Secretary shall notify affiliated societies of the agenda no less than 6 clear days before the meeting.

4.2 Emergency General Meetings

Emergency General Meetings can be convened to discuss one or more issues, which can be called at the request of the Societies Federation Steering Committee or the President of one affiliated student society.

The request for an Emergency General Meeting should be given in writing to the Societies' Federation Secretary and should state the business of the proposed meeting.

Within 48 hours of receiving the request, the SocFed Secretary shall inform all affiliated societies of the date, time, place, and business of the meeting. The meeting shall be held within six clear days of the receipt of the request.

5. Authority

The Committee is authorised by the Activities and Events Zone Committee to take decisions on issues in line with its terms of reference. It is not authorised to make decisions on those issues, which are properly the responsibility of the full Activities and Events Zone Committee or other Committees of the Students' Union as set out in their respective terms of reference.

The Committee cannot make decisions with financial implications that exceed the Societies Federation Budget without approval from a more senior committee in accordance with the Financial Regulations.

A Societies Federation General Meeting can overturn any decision of the Societies Federation Steering.

The Committee shall conduct its business in accordance with the Constitution of the University of Brighton Students' Union and its Bye-Laws.

6. Duties

The duties of the General Meeting shall be:

6.1 The order of business of the Annual General Meeting shall be as follows:

1. Minutes of the last AGM, these can only be amended for grammatical accuracy points;
2. Ratification of existing and new societies, by a simple majority vote;
3. Election of a steering committee. The AGM needs to elect a Societies Federation Chair and 5 Societies Federation Steering Committee Members. All SocFed members are entitled to stand for either or both of the different types of position. In the result of a student standing for the position of Societies Federation Chair and a Societies Federation Steering Committee Member the result for the position of chair will take precedence over that of a Societies Federation Steering Committee Member. Further information will be circulate to all affiliated societies before the meeting; and
4. Finances for the coming year.

6.2 The order of business of an Emergency General Meeting shall be as follows:

1. The business for what the meeting was called.

No other business should be discussed at an Emergency General Meeting.

7. **Reporting Procedures**

All Societies Federation General Meetings minutes will be made available on the Students' Union website. The minutes will also be submitted as an agenda item to the next meeting of the Activities and Events Zone Committee.

8. **Clerking Arrangements**

The Committee Secretary & Clerk to Societies Federation General Meetings will be the Societies Assistant.

Bye-Law 8 Part C

Societies Federation Steering Committee

Constitution and Terms of Reference

1. Constitution

The Activities and Events Zone Committee has established a Societies Federation of the Activities and Events Zone Committee. The Societies Federation has established a Societies Federation Steering Committee.

2. Membership

The Chair of the Committee shall be the Societies Federation Chair. The Activities and Events Zone Committee can appoint additional members to the Committee however there shall be no fewer than 6 members, including:

- the Societies Federation Chair; and
- the five Societies Federation Steering Committee Members.

A quorum shall be three of the members plus the chair.

All 6 members will be elected at the Societies Federation Annual General Meeting.

The Committee shall include additional members and support as appropriate to meet the needs of the committee with the approval of the Activities and Events Zone Committee.

Any Steering Committee member absent from two consecutive meetings without sending an apology and reason shall be referred to the next Societies' Federation Steering Committee Meeting for a vote of no-confidence.

3. Attendance at Meetings

The Vice President Activities and Events, Membership Activities Co-ordinator and Societies Assistant will attend meetings. Other Students' Union or University staff may be invited by the Chair to attend for those items where business relevant to their responsibilities is to be discussed.

4. Frequency of Meetings

Meetings shall normally be held at least once every four weeks during term time. A period of no longer than six term weeks shall pass between meetings.

5. Authority

The Committee is authorised by the Activities and Events Zone Committee to take decisions on issues in line with its terms of reference. It is not authorised to make decisions on those issues, which are properly the responsibility of the full Activities and Events Zone Committee or other Committees of the Students' Union as set out in their respective terms of reference.

The Committee cannot make decisions with financial implications that exceed the Societies Federation Budget without approval from a more senior committee in accordance with the Financial Regulations.

The Committee has the authority to create Sub Forums and Working Groups where it believes it to be necessary. These Forums shall meet in line with their respective terms of reference.

The Committee shall conduct its business in accordance with the Constitution of the University of Brighton Students' Union and its Bye-Laws.

6. **Duties**

The duties of the Committee shall be:

- 6.1 To monitor the Societies Federation budget of the Union.
- 6.2 To consider bids for grants and loans from societies and award money within an agreed budget with the advice of the Vice President Activities and Events and relevant SU staff.
- 6.3 To research into what activities and services student societies are offering to the membership.
- 6.4 To ratify societies of the Students' Union.
- 6.5 To develop the way in which societies are run at the University of Brighton and the support the Students' Union provides them.
- 6.6 To plan and run events and activities within agreed budgets that support and promote societies.
- 6.7 To ensure that the Students' Union is promoting societies to students at the University of Brighton.
- 6.8 To ensure that societies are accessible to all students.
- 6.9 To monitor the number of societies available and the number of registered members within those societies.
- 6.10 To ensure that the process that students need to go through to start a society is simple and appropriate to encourage more societies to start.
- 6.11 To receive input from the Activities and Events Zone Committee on relevant issues.
- 6.12 To provide a regular report to the Activities and Events Zone Committee.
- 6.13 To receive papers at the discretion of the Chair from other Union and University Committees.
- 6.14 To examine, review and act upon other matters relating to student societies at the University of Brighton Students' Union.

7. **Reporting Procedures**

All Societies Federation Steering Committee minutes will be made available on the Students' Union website. The minutes will also be submitted as an agenda item to the next meeting of the Activities and Events Zone Committee.

The committee may determine that matters relating to individual people, or issues which are commercially, financially or for any other reason sensitive can be dealt with as 'Reserved Items'.

8. **Clerking Arrangements**

The Committee Secretary and Clerk to the Societies Federation Steering Committee will be the Societies Assistant.