

Introduction

1. General

- 1.1 The Students' Union has a range of affiliated student groups including societies, sports clubs and volunteering groups.
- 1.2 Affiliated student groups and their members are bound by the Students' Union Constitution (Articles of Association), bye-laws and policies.
- 1.3 All student groups must adhere to all policies of the Union. Failure to do so may result in financial penalties being imposed or privileges being removed.

2. Student Group Affiliation

- 2.1 To become affiliated new groups must provide the Students' Union with the following:
 - a. A brief description of the proposed student group.
 - b. A set of core aims and objectives that do not duplicate another activity or service already provided by the Students' Union or another Student Group
 - c. A minimum number of members wishing to join the group if approved.
 - d. A starting committee consisting of a President, Secretary and Treasurer (or equivalent). In addition, sports clubs competing in BUCS are also required to have a Captain.
- 2.2 Student Groups must demonstrate they are active to maintain affiliation to the Students' Union. To be considered active Student Groups must ensure the following:
 - a. Annual election and subsequent updating of contact details for its committee consisting of at minimum a President, Secretary and Treasurer. In addition Sports Clubs competing in BUCS are also required to elect a captain.
 - b. Annual review and (where appropriate) updating of key documents including:
 - i. Constitution
 - ii. Code of Conduct
 - iii. Risk Assessments (covering all associated group activities)
 - iv. Equipment Lists (covering all equipment whether donated or purchased)
 - v. Mandate Form (President and Treasurer only)
 - c. Attendance of committee members at any mandatory training.
 - d. Ensure there are a sufficient minimum number of members, usually ten, as required for newly affiliated groups.
 - e. Compliance with all health and safety, financial and other procedural requirements as deemed appropriate by the Students' Union.
- 2.3 A Student Groups Constitution cannot supersede the Students' Union's Articles of Association, bye-Laws or policies.
- 2.4 Student Groups must have at all times a full committee who oversee its membership and running of its activities as set out above. A full committee consists of at minimum a President, Secretary and Treasurer. In addition Sports Clubs competing in BUCS are also required to elect a Captain.
- 2.5 Student Groups unable to fill all Committee roles will be given a grace period to fill the vacant role/s. Failure to do so may result in disaffiliation and/or activity suspension.
- 2.6 Suspension prohibits any Student Group from running events or activities in the Union's name.
- 2.7 When a Student Group is suspended, the Union accepts no responsibilities for any events that this group holds.
- 2.8 In addition, suspension of a Student Group will impose the following penalties:

- a. The accounts of the Student Group in question will be blocked. This means no withdrawals can be made from their account.
- b. Union services will be stopped for this Student Group. This includes the hiring of buses and equipment, the use of allocated sports facility hours and the booking of rooms.
- c. Any promotion usually undertaken by the Union will be stopped for that Student Group.

2.9 The Students' Union may disaffiliate or suspend some or all of the support given to a Student Group upon evidence of one or more of the following:

- a. Evidence of violation of the Students' Union's Constitution (Articles of Association), bye-laws, policies or procedures.
- b. Evidence of financial mismanagement
- c. Failure to meet any of the criteria outlined in Student Group Affiliation 2.2.
- d. Action taken as the subsequent result of the Students' Union's Disciplinary Process.

2.10 The Students' Union may in certain circumstances place a Student Group in special measures on behalf of its members and/or objectives to ensure its effective running. Examples include where the Union intervenes to prevent the potential collapse of a group, where a Committee has acted against Students' Union guidance for conduct or sets up a group which it plans to be taken over by students in the future.

3. Student Group Elections

3.1 All committee roles must be filled using a free and fair elections process.

3.2 The Deputy Returning Officer will interpret and can oversee the fair running of elections as outlined in Bye-Law 1 (Elections) and any subsequent complaints in line with Bye Law 1 and where needed in consultation with the Students' Union Elections Returning Officer.

3.4 Student Groups may add additional roles for election to those set out in Section 2 where they see constitutionally fit. These may not exceed ten Committee roles in total.

3.5 Prior to the end of the current year all student groups must elect a new committee to run the student group for the following academic year, usually held at the group's Annual General Meeting.

3.6 All roles run for the full duration of the academic year. Once new role holders are elected the new candidates do not take over the running and activities of the group until the end of the current academic year (usually the first day of July) although they may be included in handover and training activities prior to this date.

3.7 The election process for student group roles should be carried out as follows:

- a. Notice of any elections must be communicated to all members at least two weeks prior to the election taking place including the following:
 - i. The date, time and venue for the election is due to take place.
 - ii. A list of roles that are available to stand for and brief summary of what each role entails and the time/training commitments required of the role holder.
 - iii. All members can attend the election but only student members of the Students' Union and the relevant Student Group can stand and vote.
- b. The election must be run by the current committee, who can request assistance from the Opportunities Officer (and/or) relevant Coordinator where needed.
- c. Members of the current committee that are running for election are excluded from the running of the election. In cases where the whole committee is running for election, this should be brought to the attention of the Opportunities Department.
- d. It is the responsibility of the committee to check that every voter has valid student and group membership before voting commences.
- e. The election may be held by a secret ballot or show of hands.

- f. All voters must have the option to vote RON (Re-Open Nominations) for each position presented.
- g. A candidate is elected if they receive the highest number of votes.
- i. If there is a tie of votes, the winner will be decided by a coin toss.
- j. If RON receives the highest number of votes, the result should be referred to the Union Opportunities Department pending organisation of a further election at a later date.

4. Student Group Development and Support

4.1 The Students' Union will offer a comprehensive training programme to support the induction of committee members. Committee members are mandated to attend induction training.

4.2 A section of the Students' Union website will be available for each group. Student Groups are expected to maintain their own section of the website provided to them in-line with guidance provided.

4.3 External websites are permitted, including pages on social media sites. However, due to the provision already available, normally no funding will be made available for this. All external websites must be communicated to the Opportunities Department.

4.4 The content of external websites will be periodically monitored and any website that is linked to a Student Group should be in line with the Students' Union Articles of Association, bye-laws and policies.

4.5 A section of the Students' Union website will contain up to date resources for Student Groups to help with administration and management.

4.6 The Students' Union will offer additional support usually in the form of services including the hiring of buses and equipment, allocating sports facility hours and the booking of rooms.

5. Student Group Membership

5.1 Student Group membership is exclusive to:

- a. Student members of the Students' Union.
- b. Non-student members of the Students' Union.

5.2 All student members must purchase Tīm/Team Aber Membership before they can join affiliated Student Groups (unless the group has otherwise been exempted by the Students' Union). Fees go directly to covering the cost of insuring members in their activity. Membership must be renewed annually at the restart of every academic year (usually the first day of July).

5.3 All Non-student members must purchase their own insurance in place of Tīm/Team Aber Membership before they can join affiliated Student Groups.

5.4 To participate in a Student Group, all members must purchase either student or non-student membership of that Student Group. Taster or Give it a Go sessions for non-Group members are permitted, but these should be agreed with the Opportunities Department.

5.5 Non-student membership is available in some cases to non-Aberystwyth University students.

- a. A maximum of 10% of a Student Groups total membership may be made up of non-Aberystwyth students (Non-student members). Exceptions for groups may be permitted but only where authorised by the Opportunities Department.

- b. A separate membership must be set up on the relevant Student Group webpage if non-student memberships are to be offered and outlined in the Student Group Constitution.

5.6 Individuals cannot not participate in Student Group activities without current membership and appropriate insurance.

5.7 All Student Group members must adhere to the Students' Union Articles of Association, bye-laws, and policies. Student Group members deemed to be in violation of these may

have their Student Group membership removed by Students' Union Disciplinary Process without refund of the membership fee.

5.8 Student Group members wishing to complain about having their membership removed can make an appeal in accordance with the Students' Union Appeals Process.

6. Senedd Elections

6.1 Each year five Society and five Sports Club representatives will be elected to represent Student Groups as voting members of Senedd.

6.2 Senedd representatives shall hold the position for the duration of the academic year in which they are elected.

6.2 Elections for Senedd representatives will be overseen by the Students' Union's Deputy Returning Officer(s) as outlined in Bye-Law 1 (Elections).

6.3 The Deputy Returning Officer will oversee and interpret the fair running of elections and any subsequent complaints in line with Bye Law 1, and where needed in consultation with the Students' Union Elections Returning Officer.

6.3 The election of representatives shall be held prior to the first Senedd meeting at the start of the academic year.

6.4 The date, time and location of the election and nomination process will be communicated to all registered committee members at least two weeks beforehand. All committee members present at the meeting will be eligible to stand and vote.

6.5 Candidates for representative positions must be committee members for the current academic year.

6.6 Candidates for representative positions who are committee members for both Societies and Sports Clubs should confirm for which position they wish to stand for.

6.7 Candidates for representative positions will each be given the opportunity to speak for a limited period of time to put forward why they should be elected prior to any vote taking place.

6.8 All elections will be conducted by secret ballot.

6.9 Re-Open Nominations shall be a candidate on each ballot. If Re-Open Nominations is elected, the position will be declared vacant and a new election will be arranged at a time and date specified by the Deputy Returning Officer.

6.10 The 5 candidates within each category of representative (Societies and Sports Clubs) with the highest number of votes shall be elected.

6.11 In the event of a tie there will be a flip of a coin to decide the elected candidate.

6.12 If a Senedd Representative position becomes vacant, a by-election shall be held at the next appropriate opportunity following the process as set out in section 5.

6.13 If a Senedd Representative position becomes vacant and there are no Senedd meetings remaining for that academic year, the position will remain vacant until the following academic year.

7. Promotion of Groups

7.1 Only designated notice boards are to be used for postering, and permission must be sought from the relevant University or Students' Union department. Exterior walls or pillars, windows or doors are not to be used.

7.2 The following must be adhered to:

- a. All posters and flyers must clearly carry the name of the relevant Group and carry the Students' Union logo. The Students' Union logo must not be distorted or abridged in any way.
- b. All high risk posters must be approved by the Opportunities Department
- c. All posters must be removed following an event that they are advertising.
- d. Where possible all posters and flyers should adhere to the Students' Union's Bilingual Policy.

8. Student Group Accounts

8.1 All affiliated groups will be allocated an account which will be kept and monitored by the Students' Union.

8.2 The President and Treasurer (or equivalent) will be on the account mandate to approve expenditure for their respective Student Group.

8.3 The President and Treasurer (or equivalent) will be asked to complete a mandate form before any access or information can be given regarding Student Group accounts.

8.4 The President and Treasurer (or equivalent) will be given training by the Students' Union to explain the logistics of managing a Student Group account.

8.5 Affiliated Student Groups may only possess a financial account that is provided by the Students' Union. No external bank accounts or personal bank accounts are permitted for Student Group matters.

9. Grants

9.1 The Grants Panel will respond to grant applications and will allocate Union funds accordingly in a fair manner.

9.2 The Grants Panel will consist of:

- a. Opportunities Officer
- b. Opportunities Manager
- c. Societies Coordinator and/or Sports Coordinator

9.3 Applications will be made and assessed for the first semester and again, where funds allow, for a second allocation in the second semester.

9.4 The Grant Panel will award or reject applications on the basis of the following criteria:

- a. The size of a Student Group
- b. The account balance of a Student Group
- c. Health and Safety requirements
- d. Previous grant allocations
- e. Quality of application
- f. Total grant allocation available
- g. Donations or affiliations to either a charity or a political body
- h. Ultra Vires spending.

9.5 Student Groups must ensure grant funding is only used for the items or activities noted in the award confirmation. Grants may not be spent on other items – receipts may be rejected on this basis.

9.6 Student Groups may request an explanation for the amount awarded or rejection of any application. Request should be directed in writing to the Opportunities Department.

10. Equipment Lists

10.1 Committee members are responsible for maintaining a list of equipment owned by the Student Group. An up to date copy of this list must be published on the Group's section of the Students' Union website and given to the Opportunities Department upon request, along with any other information asked for.

11. Student Group Safety and Duty of Care

11.1 The Students' Union and its members must adhere strictly to Health and Safety legislation. It is the responsibility of all Student Group Committees to ensure that all members adhere to the requirements of Students' Union Health and Safety Policy.

11.2 Safety checks must be carried out before any activity commences.

11.3 All Student Group must submit a Risk Assessment on their planned activities for the year at the start of each academic year. An up to date copy of this Risk Assessment must be

published on the Group's section of the Students' Union website. Additional Risk Assessments can be requested by the Opportunities Department at any time.

11.4 Student Groups should submit specific Risk Assessments for events or activities that are not clearly part of their planned activities for the year and may be deemed unusual.

11.5 Student Groups wishing to prepare food for events or to raise funds must follow the Students' Union's Food Hygiene and Allergen Guidelines.

11.6 Student Groups working with under 18s or adults at risk must inform the Opportunities Department, who will liaise with the Students' Union Safeguarding Officer and/or appropriate staff members. Student Groups will need to follow measures as agreed with the Students' Union Safeguarding Officer and/or appropriate staff members.

11.7 Initiations or behaviour which could constitute an initiation as outlined in the Students' Union Initiation Policy are not permitted and will incur severe consequences for the group and individuals involved.

12. Charity Fundraising

12.1 An Ultra Vires act is one that is outside the specified and/or implied constitution objects and powers of the body in question. It is 'beyond the powers' and is therefore illegal.

12.2 By law, affiliated Student Groups cannot fundraise for any other Group than themselves or the Students' Union. A Group cannot fundraise or aim to fundraise for charity directly. Group wishing to fundraise for charity should contact the Opportunities Department.

12.3 Money fundraised by Student Groups for other charitable organisations must be paid into the RAG account. This will then be donated to the Group's selected charity where indicated.

13. Content

13.1 All Student Media Platforms and branding are the exclusive copyright of the Union.

13.2 The copyright of the content belongs to the creator.

13.3 The Full-time Officer Team can choose to withdraw content of Student Groups whose activities include Student Media on the advice of the Trustee Board or Chief Executive Officer if a publication is considered to cause major offence, breach the law, or is in breach of the Students' Union Articles of Association or bye-laws.

13.4 Committees of Student Groups whose activities include Student Media can appeal this decision by submitting a request in writing to the Board of Trustees who shall choose whether to overturn or uphold the decision.

13.5 All content shall be representative, factual and balanced.

13.6 Content must not express a political bias or preference for any candidate in a Students' Union, local, Assembly or national election unless there is prior agreement with the Opportunities Manager that this would not constitute a breach of charitable resources.

13.7 Committees of Student Groups whose activities include Student Media shall determine content, as long as it is within the terms outlined in this bye-law.

14. Complaints and Disciplinary

14.1 Complaints about the operations or committee members of a Student Group shall be dealt with in line with the Students' Union Complaints Procedure.

14.2 All disciplinary matters within Student Groups will be dealt with in accordance with the Students' Union Disciplinary Procedures.