

## Bye-Law 5 Societies

### 1. Affiliation

- 1.1. For a society to be formed, an affiliation form must be submitted to the Students' Union and approved by one member of the Student Development team.
- 1.2. The proposed committee must meet with a member of the Student Development team. If the proposed society is related to a faith or religion, the meeting may also include the University of Hertfordshire Chaplain.
- 1.3. The proposed society's application must:
  - 1.3.1. Clearly state the aims and objectives of the proposed society.
  - 1.3.2. Declare four students who will form the committee. They must fill the following roles: Chair, Secretary, Treasurer and Inclusion Officer.
  - 1.3.3. Declare 5 other students who are interested in being members of the society, exclusive of those in the committee.
  - 1.3.4. Explain how the proposed society is different to any current active societies, how it will benefit students and activity they plan to carry out for the year.
- 1.4. Once approved by one member of the Student Development team, the committee is required to complete the relevant documentation within 15 working days of affiliation.
  - 1.4.1. If not approved, the students have the right to appeal, in writing, to the Student Development Manager within 10 working days.
- 1.5. Only societies that are approved following the above procedure will be affiliated with the Students' Union.

- 1.6. The society may obtain other affiliations, such as membership of a relevant national body. However, this must not interfere with the society's compliance with Hertfordshire Students' Union policies and practices.

## 2. Maintaining Affiliation

- 2.1. Societies will continue to be affiliated with the Students' Union for as long as they have a committee. When a committee of at least 3 members cannot be formed after 3 rounds of elections, the society will become inactive.
- 2.2. Be able to demonstrate the society is working towards its core aims and objectives, based on its constitution.
- 2.3. Providing up to date information to the Union upon request.
- 2.4. Is an active member of the committee by taking part in meetings and responding to messages from other committee members and society members.
- 2.5. Attends at least 1 development meeting per semester with the Students' Union.
- 2.6. Does not break the regulations of the Code of Conduct.
- 2.7. All society events must be approved, any events that are not approved and are carried out, may result in disciplinary.

## 3. Committee

- 3.1. The committee will be composed, originally, of four current UH students in the following positions:
  - 3.1.1. Chair
  - 3.1.2. Secretary
  - 3.1.3. Treasurer
  - 3.1.4. Inclusion Officer
- 3.2. The committee may introduce up to five additional positions to complement and support these compulsory roles. This is subject to the production of a role description being adopted within the Society Constitution and number of society

members. This must be approved by a member of the Student Development team.

- 3.3. The committee will take up their committee positions on the final day of the university semester of the previous academic year or from the point of affiliation (for new societies only).
- 3.4. Committee members will serve a term of one year and may seek re-election if a registered student at the University of Hertfordshire the following year.
- 3.5. All committee members are required to attend compulsory training within 2 months of being elected into the position. If this is not complete within 2 months, the committee will be deemed to have resigned.

## 4. Election of the Committee

- 4.1. All members of the committee will be elected online through [www.hertssu.com](http://www.hertssu.com).
- 4.2. Voting will be via the Alternative Transferable Vote system.
- 4.3. Only full members of the society are eligible to stand and vote in Society Committee Elections and must have been a member of the society for at least 10 working days.
- 4.4. Eligible students can only stand for one position per society. Students may be a committee member for more than one society, but no more than 3 societies.
- 4.5. If a student is elected into the position but is then unable to retain their student status the following academic year, they will be removed from their position.
- 4.6. Another election will be run independently for that society.
- 4.7. If a position remains unfilled after the Society Committee Elections, or becomes vacant during the academic year, another election will be held to fill it as soon as possible. In the interim, a full member of the society may be co-opted into the role. The result of the election will then determine the student who will permanently fill the position.

- 4.8.** All society members must adhere to the Society Committee Election Rules. Anyone found to be breaching the rules will be subject to investigation by the Student Development team.

## **5. Disqualification, Resignation and Removal of a Committee Member**

- 5.1.** The position of a committee shall be vacated if evidence is provided and prove to be true to the Student Development team, with regards to any of the following:

**5.1.1.** The student is no longer a member of the Students' Union.

**5.1.2.** The student resigns from their position.

**5.1.3.** The committee member in question does not perform the responsibilities detailed in this byelaw or the society's constitution.

**5.1.4.** The student violates Bye-Laws, Codes of Conduct or policies.

**5.1.5.** The member failed to conduct themselves in an appropriate manner and not within the values expected as a member of Herts SU. The behaviour expected is outlined in the Code of Conduct for Union Members [here](#).

**5.1.6.** Financial misappropriation.

**5.1.7.** Theft of, or failure to declare whereabouts of equipment.

**5.1.8.** Not providing up to date information to the Union upon request at the detriment of the society.

**5.1.8.1.** All society committee members must respond to correspondence from the Union within 10 working days (within term time) before they are issued with a formal warning that the committee will be disbanded in 5 working days.

## **6. Disaffiliation of a Society**

- 6.1. A society will only formally be closed because of one of the following:
  - 6.1.1. They have failed to elect at least 3 committee members for the following academic year after three failed attempts.
  - 6.1.2. The committee decides to fold. There must be a three-quarter majority of the society committee in support of this decision for it to be accepted. The committee must inform the Student Development team if they wish to close their society.
    - 6.1.2.1. Each society committee member wishing to fold must email the Student Development team individually.
  - 6.1.3. As a result of a decision made by the Student Development team regarding society misconduct, as outlined in 12.0.
  - 6.1.4. The items outlined in 2.0 cannot be met.
- 6.2. When a society is formally disaffiliated, it will become an 'inactive society' for a maximum of 2 years.
- 6.3. If the society is no longer able to operate, all assets both physical and financial will be stored by Hertfordshire Students' Union for 2 years. These assets will be returned to the society upon affiliation. If the society is not re-started within 2 years of its closure, the assets will become the property of the Students' Union.
  - 6.3.1. Should a society be disaffiliated during an academic year, members of the society are entitled to a full or partial refund where possible.
  - 6.3.2. Assets acquired by the Students' Union from a closed society will be used to benefit societies more broadly.

## 7. Membership

- 7.1. Full membership of a society is open to any full member of Hertfordshire Students' Union upon payment of the membership fee.
- 7.2. Full members are entitled to participate fully in elections and meetings.

- 7.3. A society's membership fee must be between £1 and £20. The society must state this in their Society Constitution. Membership fees cannot be amended after October of the academic year, unless proposed by a three-quarter majority of the society committee and agreed with the Student Development Manager.
- 7.4. Students may be eligible for a full or partial refund of a society membership because of, but not limited to, the following reasons:
  - 7.4.1. The student can prove that the committee has not been in contact with them.
  - 7.4.2. The committee is not adhering to the constitution.
  - 7.4.3. The committee disbands and the society becomes inactive.
    - 7.4.3.1. This is not an exhaustive list and final decision will sit with the Student Development team.

## 8. Society Constitution

- 8.1. A society must have a Society Constitution to be affiliated with the Students' Union. This is the framework by which a society exists. The society must adhere to what is stated in their Constitution.
- 8.2. Every academic year, the Society Constitution must be reviewed, signed, and submitted to the Student Development team by the deadline stated. Failure to submit a Society Constitution may result in disaffiliation. The Society Constitution must have the approval of a member of the Student Development team.
- 8.3. The Society Constitution must include:
  - 8.3.1. The name of the society.
  - 8.3.2. The society's aims and objectives.
  - 8.3.3. Membership fees.

**8.3.4.** Committee role descriptions.

**8.3.5.** Meeting guidance.

**8.3.6.** Signatures.

**8.4.** Amendments to the constitution can be proposed to the Student Development team. Amendments must have the approval of at least a three-quarter majority of the society committee to be considered. Amendments are subject to the approval of the Student Development team.

## **9. Finances**

**9.1.** A society's finances are stored with the Students' Union.

**9.1.1.** All of a society's income must be held in the society account with the Students' Union. Under no circumstances will alternative financial arrangements be made.

**9.1.2.** Under no circumstance should students collect money physically or digitally for tickets, memberships or products associated with their society. All sales must be made through the SU website.

**9.2.** Societies are financed by money made from membership, product and ticket sales, fundraising, sponsorship, donations, and any other form of income they may receive.

**9.3.** All funds are used in line with the aims and objectives of the Society as defined in their approved Constitution.

**9.4.** We encourage societies to seek out sponsorship for their society. All sponsorships must:

**9.4.1.** Be approved by the Student Development team.

**9.4.2.** Adhere to the Students' Union guidelines found [here](#).

**9.4.3.** Your potential sponsors cannot contravene Hertfordshire Students' Union's policy.

**9.4.4.** Your sponsorship but not exceed the academic year beyond when it has originally been signed.

## **9.5. Fundraising**

**9.5.1.** If a society wishes to raise money for their own benefit, they must make it explicitly clear to donors that this is where the raised funds will be going. The raised funds must be paid into the society account as soon as is possible.

**9.5.2.** If a society wishes to raise money for a charity, it must be channelled through RaG (Raise and Give) via charity buckets or at the official Herts SU JustGiving page. The name and registration number of the charity must be made explicitly visible to donors. The raised funds must be paid into the Students' Union as soon as possible. The Students' Union will forward on the donation accordingly. More information about RaG can be found at [www.hertssu.com](http://www.hertssu.com).

**9.5.2.1.** No other method of fundraising will be approved. If a student has been found to be using other methods, disciplinary action may be taken, if raised through the societies name.

## **9.6. Spending**

**9.6.1.** All funds will be used as to always benefit the largest number of members possible. Money can only be used for the benefit of the society.

**9.6.2.** As an entity of Hertfordshire Students' Union, all societies must adhere to the regulations regarding VAT.

## **9.7. Society Funding**

**9.7.1.** Each academic year, societies can apply for funding. This can be applied for all in one go or at separate occasions across the year. To be eligible to apply for funding:



**9.7.1.1.** All committee members must attend compulsory society training.

**9.7.1.2.** The society must have at least 10 members.

**9.7.1.2.1.** Societies with less than 10 members can only apply through the 'development' criteria.

**9.7.2.** Funds will only be considered for approval if:

**9.7.2.1.** They are used in line with the aims and objectives of the Society as defined in their recognised and approved Constitution.

**9.7.2.2.** They are used in the interests of all members of the Society.

**9.7.2.3.** They use the most sustainable item where practical and possible.

**9.7.2.4.** Society members are eligible to provide gifts for guest speakers up to the total of £20, however all items must be approved by the Student Development team prior to purchase.

**9.7.2.5.** Society members can utilise funding for competition prizes. The Student Development team has the final say over approved items.

**9.7.3.** Society funding will not be approved for the following:

**9.7.3.1.** Alcohol, where the constitution and event are not tailored to this e.g. wine tasting or a 'cocktail society'.

**9.7.3.2.** Fuel to attend an event which was not approved by the Student Development team in advance.

**9.7.3.3.** This is not an exhaustive list, and the final decision sits within the Student Development team.

**9.7.4.** The Student Development team reserve the right to deny the reimbursement of items that do not adhere to criteria.

## 10. Society Forum

- 10.1. The society forum is a discussion and feedback space for the committee members of SU-affiliated societies.
  
- 10.2. Each academic year there will be at least one society forum per semester. At least one member of the society committee must be at each forum to maintain affiliation as set out in 2.0.
  - 10.2.1. If a representative is unable to attend due to a valid reason as determined by the Student Development team, the group must make alternative arrangements, such as send a written update or a different member of the committee, or, failing that, apologies before the forum takes place.
  
  - 10.2.2. The following topics may be discussed at the forum:
    - 10.2.2.1. Society updates.
  
    - 10.2.2.2. Students' Union updates.
  
    - 10.2.2.3. Upcoming events.
  
    - 10.2.2.4. Any changes that affect clubs and societies.
  
    - 10.2.2.5. Any upcoming deadlines groups should be aware of.
  
    - 10.2.2.6. Any additional topics for discussion that clubs and societies want to discuss.
  
  - 10.2.3. Action points will be decided within each forum and be circulated to society committee members to be discussed at the next society forum.

## 11. Guest Speakers

- 11.1. An external speaker refers to a person or organisation that is not part of the Union or university who is invited to speak at any organisation event on or off campus.
- 11.2. Any student group wishing to invite any external person to Hertfordshire University campus for an event or wishing to host an external/guest speaker/lecturer, must submit a request to the Students' Union no less than 20 working days (within term time) prior to the proposed event date.
- 11.3. All guest speakers are subject to approval from the Student Development team, who on occasions will liaise with the University.
- 11.4. Should a student group be hosting a regular external speaker, they are able to submit a recurring request via the online form should they wish to do this but must outline content of each event.
- 11.5. All guest speakers must adhere to our Guest Speaker Policy.

## 12. Room Bookings

- 12.1. All room booking request must be sent to [societies@hertssu.com](mailto:societies@hertssu.com) at least 10 working days (within term time) before the proposed event.
- 12.2. Room bookings will only be confirmed upon approval of a risk assessment from the Student Development team.
- 12.3. All rooms must be treated with respect and left clean and tidy. If this standard is not met, it may result in disciplinary action.
- 12.4. Alcohol must not be consumed in University of Hertfordshire classrooms.
- 12.5. If a society committee/student books a space on campus themselves (not through room booking form), they must send over confirmation to [societies@hertssu.com](mailto:societies@hertssu.com).

## Appendices

### Appendix: 1 Society Forum

A Society Forum is an interactive session for society committee members. It is designed to monitor the ongoing needs of societies and their members. They happen at least once per semester and are compulsory for at least one committee member to attend. Societies can feed back on achievements and difficulties faced, as well as share ideas, raise concerns and ask questions. For example, changes to the Byelaw can be proposed and discussed here, before being presented to Student Council. The SU will make notes on everything discussed and review changes that could be made and implement where possible, as the also hold the Students' Union to account for the provision and support it provides.