

## **Byelaw 12 – Societies**

### **12.1 Recognition of societies**

A society may be affiliated to the Union, provided that:

- a. The new societies application form is completed.
- b. It has 5 members, which are full members of the Union.
- c. The aims and objectives do not contravene Union Policy.
- d. The aims and objectives are not duplicating an existing club or society.
- e. The Communities Panel, which includes the Communities Manager, Union Coordinator and The Head of Student Engagement approve its affiliation, based on the above criteria.

### **12.2 Duties and Responsibilities of clubs and societies**

The duties and responsibilities of clubs and societies are:

- a. To affiliate to the Union, accepting the aims and objectives and the Union's Articles.
- b. To adopt the model constitution set out in the Societies Constitution, and to adapt as necessary, with approval from the Officer Committee.
- c. To hold all funds in accounts maintained by the Union.
- d. To send a representative to each meeting of Societies Council.
- e. To allow for all members of the Union to join.
- f. To adhere to all policies, rules and regulations outlined in the Societies Constitution, and all Union governing documents.
- g. To ensure that all committee members are full members of the Union.
- h. to hold annual elections for office holders and to hold an annual general meeting in accordance with the Articles and Bye Laws.
- i. to notify the Union of all affiliations to external organisations subject to approval by the Officer Committee.

### **12.3 Societies Forum**

1. The duties of the Societies Forum are to:
  - a. Update societies and the Head of Student Engagement on current society-based achievements, events, ideas, and issues.
  - b. Provide a space for societies to exchange knowledge with possibility of collaboration.
  - c. Ensure continued progression/growth of societies at a pace set forth by individual society committees.
  - d. Offer advice and feedback to the Head of Student Engagement.
  - e. Provide insight to policies and rulings that would directly affect a society/the societies.

- f. Be accountable to their respective societies, the Head of Student Engagement, and the Students Union.
  - g. Act in accordance with and ensure that all societies adhere to Union Byelaws and Policies, and the Societies Constitution.
- 2. All society committee members will be deemed members of the Societies Forum
- 3. The chair of the Societies Forum is the Head of Student Engagement
- 4. When voting on a matter, in the event of a tie, the chair has the casting vote
- 5. Societies Forum will be held at a frequency suggested by the chair but agreed upon by the members of the forum.