

Bye-Law 5 – Clubs & Societies

Purpose: This bye-law applies to all Union-affiliated Clubs and Societies and outlines terms and requirements to successfully run student-led groups. Anglia Ruskin Students' Union does not recognise any student-led groups that are not affiliated as described below.

For the purposes of this bye-law the term 'Clubs' refers to sports focussed groups and 'Societies' to interest-based groups. This bye-law may also be applied to student led groups with other titles that meet the affiliation requirements set out below.

1. Terms of Affiliation to Anglia Ruskin Students' Union

- 1.1. A Club or Society is an affiliated student group who share a common interest or identity, which exists to build community through the organisation of events and activities for the benefit of students at Anglia Ruskin University.
- 1.2. To propose an affiliated Club or Society start up, a registration form must be submitted to the Students' Union and approved by a relevant member of Students' Union staff.
- 1.3. The proposed Club or Society must identify two current Anglia Ruskin University students who will form the committee as President and Treasurer (or campus equivalent).
- 1.4. The aims of the proposed Club or Society must be clearly stated. The aims must be lawful and not contradict the policies, procedures or bye-laws of the Students' Union. The aims should be distinct from existing Clubs and Societies at their home campus.
- 1.5. Clubs or Societies that run sporting activities are governed separately from Sports Teams run by Anglia Ruskin University. Anglia Ruskin Students' Union will not normally affiliate student-led Clubs eligible for BUCS (British Universities and Colleges Sport) registration.
- 1.6. Clubs or Societies will remain affiliated with the Students' Union for the duration of the academic year (this will normally be August – August) in which their affiliation begins.
- 1.7. A proposed Club or Society may be denied affiliation if they do not meet the principles outlined above.
- 1.8. Where affiliation is denied a reason will be given. The proposing committee have the right to appeal in writing within 10 working days. Appeals will be reviewed by a relevant Students' Union manager.
- 1.9. Where affiliation is removed due to a violation of the Clubs and Societies Code of Conduct, all appeals will follow the Clubs and Societies Complaints and Disciplinary Procedure.
- 1.10. Clubs or Societies may obtain other affiliations, such as membership of a relevant national body or organisation aligned with their aims. Any such affiliation must not conflict with the Club or Society's compliance with Union bye-laws, policies or procedures and any contracts must be agreed and signed by the Union.

2. Committee Members

- 2.1. The committee must be composed of at least two current Anglia Ruskin University students as outlined in clause 1.3
- 2.2. The committee may introduce additional roles to support the compulsory positions. Each new role must be approved by the Students' Union before being implemented and numbers will be determined on a campus-by-campus basis.

3. Terms of Membership

- 3.1. Full membership shall be open to all members of ARU Students' Union, upon payment of any required membership fees.
- 3.2. All members must join their Club or Society through an official Students' Union point of purchase.
- 3.3. Club and Society membership fees are to be decided on an annual basis at the beginning of each academic year in agreement with the Students' Union.
- 3.4. Where a Club or Society membership refund is requested by a student member, the final decision will sit with Anglia Ruskin Students' Union in accordance with the membership sales terms and conditions available on the Union's website.
- 3.5. Clubs and Societies may sell associate memberships in line with the Associate Membership Policy

3.5.1 Associate members cannot be committee members and are not eligible to vote in Club and Society elections.

- 3.6. Committee members and members of Union-affiliated Clubs or Societies taking part in regular physical or sporting activities must have valid activities insurance before taking part in sessions. This will be provided by the Union and will be a requirement of the relevant Club or Society membership purchase.

4. Club and Society Finances

- 4.1. The finances of Clubs and Societies shall be managed by the Students' Union. All Club and Society funds and income must be held by the Students' Union and under no circumstances will alternative arrangements be made.
- 4.2. All monies, receipts of purchases, invoices and other financial records shall be kept by the Students' Union Finance Department for auditing purposes in accordance with the Student Union's data retention policy and no longer than is necessary for the purposes for which they were collected.
- 4.3. Clubs and Societies cannot keep funds in any external accounts or systems. This includes committee members looking after funds in cash or in their personal account, or using event hosting websites that take and store payments, which are not Union run.
- 4.4. Committee or Society members should not collect money physically or digitally for tickets, memberships, or products associated with their Club or Society. All sales must be made in a process agreed by the Students' Union prior to payment being made.
- 4.5. All funds must be used in line with the stated aims of the Club or Society.

- 4.6. Where a group is affiliated with an external organisation, any sponsorship or financing must be approved by the Students' Union before affiliation commences. All contracts for societies sponsorship or affiliation must be checked and signed by the Students' Union.
- 4.7. Where a Club or Society wishes to raise money for charity or for their own benefit, this must be made explicitly clear to potential donors. Any funds raised in cash must be delivered to the Students' Union as soon as is possible, within the same working day. Funds raised via websites such as Just Giving must be approved by the Union in advance.
- 4.8. As an entity of Anglia Ruskin Students' Union, all Clubs and Societies must adhere to VAT regulations.
- 4.9. Where a Club or Society account is deemed inactive for two years, the group's financial account will be closed and any remaining monies will be absorbed into the relevant grant funding pot.

5. Grant Funding

- 5.1. The procedure for allocating grant funding to Union-affiliated Clubs and Societies shall be decided by relevant staff within the Students' Union.
- 5.2. Criteria for grant funding will be provided in advance of grant rounds to committee members by relevant Students' Union staff on their campus.
- 5.3. Grant funding must be used for the benefit of society members and / or the ARU student body.
- 5.4. The Students' Union has the final say over purchases being made with grant funding, and reserves the right to deny the reimbursement, or purchase, of items that were not agreed at the point of funding allocation.

6. Club & Society Elections

- 6.1. The Club or Society shall hold an election for each committee role during a period determined by the Students' Union. Guidelines for Club and Society elections will be distributed to student members in advance of the election period.

7. Committee Member Expectations, Resignation and Removal

- 7.1. Committee members must adhere to the Clubs and Societies Code of Conduct and the Anglia Ruskin University Student Code of Conduct at all times.
- 7.2. A position on a committee may be vacated if:
 - 7.2.1. The student is no longer a member of the Union
 - 7.2.2. The student is no longer a current student at Anglia Ruskin University
 - 7.2.3. The student resigns from their position
 - 7.2.4. The student dies

7.2.5. The student violates the Clubs and Societies Code of Conduct or the Anglia Ruskin University Student Code of Conduct

7.3. Where a student is removed from their role due to a violation of the Clubs and Societies Code of Conduct, all appeals will follow the Clubs and Societies Complaints and Disciplinary Procedure.

8. Complaints and Disciplinaries

8.1. Where a complaint is made regarding a Club or Society matter, the Union will follow procedures outlined in the Clubs and Societies Complaints and Disciplinary Procedure.

8.2. For complaints relating to matters outside of Union-affiliated Club or Society activities, the relevant Union or University complaints procedure will be followed as appropriate.

8.3. Where a complaint concerns behaviour that breaches the Anglia Ruskin University Student Code of Conduct, the Union will refer the complaint to the university.