

## STANDING ORDERS GOVERNING SOCIETIES

### 1. Interpretation

1.1 These Standing Orders shall be read in conjunction with the Constitution, Bye Laws and the relevant Standing Orders of University of Lincoln Students' Union and shall be interpreted accordingly.

### 2. Definitions

2.1 A Society will be defined as a group of students with a common interest who will meet and implement activities to further their group's interests.

2.2 The Trustees will have ultimate responsibility for defining student groups as either Sports Clubs, or Societies or otherwise.

### 3. Remit

3.1 The Union through its staff, officers and Trustees will:

3.1.1 Encourage, provide and support activities as appropriate to meet the needs of Students.

3.1.2 Manage, guide and aid development of Societies.

3.1.3 Work with the University and relevant external bodies, to develop opportunities, societies and recreational events.

3.1.4 Provide activities to encourage community involvement through our members.

3.1.5 Provide support for new Societies.

3.1.6 Through Societies activities, provide the opportunity and facilities to encourage social and personal development.

3.1.7 Co-ordinate and administer Societies activities including the supervision of financial matters relating to Societies.

3.1.8 Develop opportunities and recognition for those volunteering through Societies.

### 4. Setting up a New Society

4.1 To set up a new Society, members must submit an application stipulating all Committee Members names and their positions for a new Society via the Activities Department.

4.2 Committee Members which all societies must have in position to be ratified are defined and hereafter as;

President;

Is responsible for the running of the Society in line with their constitution, providing guidance and support to fellow Committee Members and the membership of the Society.

Vice President;

Is responsible for supporting the President in ensuring that the Society runs effectively.

Treasurer;

Is responsible for all financial transactions of the Society, including keeping accurate and update financial information of the Society.

A Society can elect optional Committee Members as defined within their constitution.

4.3 All applications for new Society will be approved at next Executive Committee upon submission and will be notified of its approval or rejection in writing within 48 hours of the Executive Committee convening.

4.4 New Societies have 28 days to obtain 10 members and all Committee Members must complete their compulsory training on the Students' Union website to gain access to the activities dashboard, within two months of commencing position or the society being formed.

4.5 In the event that the new Society does not comply with point 4.4, the Society will be disbanded and all assets and money will be absorbed into the Union fund.

4.6 The following training is compulsory for Committee Members to attend;

Leading & Supporting

President, Vice President and Treasurer

Managing your Activity

President, Vice President and Treasurer

Branding & Publicity

All committee positions as per constitution

Events Management

President, Vice President, Treasurer and all Events positions e.g.

Manager/Officer/Secretary/Co-ordinators

Budgeting and Fundraising

Treasurer, President and Fundraising/Events Positions

Health and Safety

All committee positions as per constitution

4.7 The President and the Treasurer must attend finance training before access is given to the Societies dashboard and funds can be spent.

## **5. Membership**

5.1 Membership of all Societies will be open to all Students and members (including associate, temporary and life members), in accordance with the Education Act 1994. All Societies will define their own membership in accordance with the Union's and University's Equal Opportunities policies.

5.2 Society committee positions can only be held by Full Student members of the Students' Union (as determined by Bye Law 1) who are also members of that Society.

5.3 Any dispute regarding membership of any Society will be referred to the Activities Hub.

5.4 All members must agree to abide by the University of Lincoln Students' Union Code of Conduct before becoming a member of a Society.

## **6. Membership Fees**

6.1 To be eligible to participate in activities of the affiliated Societies, members must have paid the relevant Society membership fees.

6.2 Members must have paid membership fees within before the 1<sup>st</sup> November at the latest or their membership shall terminate with immediate effect.

6.3 Membership fees will be set by individual Societies and reflect the funding and developmental aims of the Society, with no minimum annual fee.

6.4 Committees of Societies will be expected to monitor the payment of membership fees, and spot checks will be performed throughout the year by Vice President (VP) Activities

6.5 Membership fee refunds will only be given within a cooling off period of 7 days from commencement of membership. Any membership refund requested after this period must have extenuating circumstances and will be given at the sole discretion of the VP Activities.

## **7. Budgets**

7.1 Development Budgets will be awarded by the Trustees in accordance with policy documents relating to the provision of funds available for the Societies in compliance with the Education Act 1994,

7.2 Societies are not permitted to have their own bank accounts or keep funds. Any Society found to have an external bank account will have its Society Club status suspended and disciplinary action will be taken against the committee in accordance with the Disciplinary Procedures for Member(s), Committees, Societies and Sports Clubs.

7.3 All funds must be paid into the Union via the Students' Union reception. Members collecting fund on behalf of the society is strictly forbidden and disciplinary action will be taken against any members found to be handling money for the society.

7.4 Societies and their committees will conduct themselves in accordance with the financial regulations of the Union in force from time to time.

7.5 Societies need to consult in advance with the Activities Office before receiving donations or sponsorship awards. A Society cannot enter into an agreement for sponsorship without the consent of the Vice President Activities and Chief Executive (on behalf of the Board of Trustees) of the Students' Union.

7.6 The Executive Committee are ultimately responsible for, and as a result, will approve overall spending for Societies activities. Individual allocations from the Development Fund account will be ratified by the Activities Hub as set out above.

## **8. Disciplinary**

8.1 Each Society, team or member is accountable for their behaviour, whether collectively or individually (as appropriate in the circumstances).

8.2 Breach of conduct, policy or behaviour which may bring the University or Union into disrepute may result in disciplinary action against the team, the Committee members of the team, or individuals of the team.

8.3 Any Society breaking Union policies, the Club's Constitution or these Standing Orders shall be subject to disciplinary action.

8.4 Disciplinary matters will be heard by the Union Disciplinary Committee in accordance with the Disciplinary Procedures for Member(s), Committees, Societies and Sports Clubs.

## **9. Dissolution**

9.1 Should a Society reach a point where it is no longer able to carry out its aims and objectives, or not have a minimum of 10 members before the 1st November, the society will be dissolved and all assets and money will be held in escrow until the 30<sup>th</sup> June at which time if the society has not reformed with full membership then the society will be disbanded and funds and assets returned to Union funds.

## **10. Financial Arrangements**

**10.1 Financial Controls:** The Societies President and Treasurer are to control the funds of the Society in accordance with the Students' Unions Financial Regulations and paragraph 4.4 of this document.

**10.2** The Societies account balances and transactions can be obtained and viewed via the Societies Dashboard.

**10.3** Societies are strictly forbidden to setup or hold bank accounts for the society. It is against Charity law for this to occur. Any members or society found to be in possession of an independent bank account will face disciplinary sanctions.

## **11. Affiliation**

**11.1** Before a Society affiliates to another body, approval must be sought from the Executive Committee through the Vice President Activities. Affiliation is subject to ratification by the Board of Trustees and the preceding All Students' Members meeting. For clarification, once the Executive committee have approved the affiliation, the Society can proceed with affiliation. The Board of Trustees and an All Student Members' meeting can overrule the affiliation and the Societies will have to disaffiliate at the next available opportunity.

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