

BYE-LAW 3**CLUBS AND SOCIETIES****1. Terms of affiliation**

- 1.1 A Club or Society shall be recommended for affiliation by the Union if it:
- 1.1.1 has a minimum of three founding or elected committee members;
 - 1.1.2 agrees a name;
 - 1.1.3 presents a minimum membership fee of £3 for a Club and £3 plus VAT for a Society; and
 - 1.1.4 develops a constitution, aims and objectives that:
 - (a) are lawful;
 - (b) do not contravene the Articles of the Union or Equality, Diversity and Inclusion Policy; and
 - (c) do not intrude on, or duplicate activity of any other Club or Society.

2. Club and Society Forum

- 2.1 There shall be a Club and Society Forum which shall be the governing body of all societies.
- 2.2 The Club and Society Forum shall report to the Liberation, Equality, Diversity and Inclusivity Committee.
- 2.3 The Club and Society Forum shall meet monthly during term time on each relevant campus.
- 2.4 The membership of the Club and Society Forum with voting rights shall include:
- 2.4.1 A Full-Time Officer per campus nominated by the Faculty Voice Committee; and
 - 2.4.2 A nominated member of each Club and Society.
- 2.5 Any member of a Club or Society may attend as an observer.
- 2.6 Each Club and Society Forum shall be chaired by a member of a Club or Society elected by secret ballot.
- 2.7 The Chair of each Club and Society Forum will exercise their voting rights only in the event of a tie.
- 2.8 The duties of the Club and Society Forum shall include to:
- 2.8.1 consider the affiliations of new Clubs and Societies;

- 2.8.2 be responsible for the coordination of all affiliated Clubs and Societies at Anglia Ruskin University;
 - 2.8.3 provide an opportunity for Clubs and Societies to collaborate on projects and;
 - 2.8.4 consider feedback from Clubs and Societies.
- 2.9 Quorum shall be at least a third of elected members.
- 2.10 The Club and Society Forum may refuse affiliation:
- 2.10.1 if the constitution, aims and objectives of the Club or Society are unlawful, contravene the Articles of the Union or Equality, Diversity and Inclusion Policy or intrude on, or duplicate activity of any other Club or Society; and
 - 2.10.2 on recommendation of the responsible Full-Time Officer on any other relevant grounds.
- 2.11 Appeals should be submitted to the Liberation, Equality, Diversity and Inclusivity Committee.
- 2.12 The decision of the Liberation, Equality, Diversity and Inclusivity Committee is final.

3. Process of Approval

- 3.1 If the Club and Society Forum approves the constitution, aims and objectives of the Club or Society it will be categorised as pending with thirty one calendar days from receipt of approval to reach fifteen members.
- 3.2 A Club or Society can request an extension in order to reach fifteen members which may be granted at the discretion of the Chair of the Club and Society Forum and nominated Full-Time Officer.

4. Terms of membership

- 4.1 Any Student Member can join an affiliated Club or Society.
- 4.2 A non-Student Member may join an affiliated Club or Society in line with the associate membership policy.

5. Finance

- 5.1 All Clubs and Societies will ensure:
 - 5.1.1 all funds are processed through an account with the Students' Union and not an external bank or building society;
 - 5.1.2 the account is in credit at all times;
 - 5.1.3 all funds are invested in the Club or Society and not for the individual profit of members; and

- 5.1.4 no members are to receive any payment or personal gain either directly or indirectly for their services.

6. Elections

- 6.1 A Club or Society shall hold an election to elect a minimum of three committee members during a period determined by the Students' Union.
- 6.2 Voting will be held by secret ballot.
- 6.3 Voting will last at least 48 hours.
- 6.4 Quorum shall be at least half of the members of the Club or Society.

7. Disciplinary

- 7.1 A Club or Society may be subject to disciplinary action in line with the relevant code of conduct and disciplinary procedure in the event of:
 - 7.1.1 contravention of the constitution, aims and/or objectives of the Club or Society;
 - 7.1.2 contravention of the Articles of the Union or the Equality, Diversity and Inclusion Policy;
 - 7.1.3 financial mismanagement;
 - 7.1.4 failure to send a minimum of one member, their nominee or reasonable apologies to the Club and Society Forum on two or more occasions; and
 - 7.1.5 contravention of any other relevant regulations and policies.
- 7.2 A Club or Society may be disaffiliated if they fail to uphold the above in accordance with the disciplinary procedure.

8. Grants Committee

- 8.1 The procedure of allocating funds to recognised Clubs and Society shall be through the Grants Committee.
- 8.2 There will be three members by campus:
 - 8.2.1 A Full-Time Officer nominated by the Faculty Voice Committee;
 - 8.2.2 Student Activities Manager or nominee; and
 - 8.2.3 The Chair of the Club and Society Forum or nominee.
- 8.3 A committee member or nominee of a Club or Society may attend the Grants Committee as an observer.
- 8.4 Quorum shall be two members which must include the Student Activities Manager or their nominee.

- 8.5 The criteria and process of allocating funds to recognised Clubs and Societies will be detailed in a grants policy.

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