

## Bye-Law 5: Clubs and Societies

This Bye-Law exists in conjunction with the Constitution, the Bye-Laws and the policies of Leeds Trinity Students' Union, and is binding on every member of Leeds Trinity Students' Union.

The Vice President and the Deputy Returning Officer of Leeds Trinity Students' Union can delegate any functions from this Bye-Law to a staff nominee of their choosing.

### 1. *Recognition of Clubs & Societies*

1.1. In order to be recognised as an official club or society of Leeds Trinity Students' Union (the Students' Union) a club or society must:

1.1.1. Have a name

1.1.2. Have a club or society purpose

1.1.3. Not duplicate the purpose of an already recognised club or society of the Students' Union as determined by Student Activities Committee.

1.1.4. Be in line with the policy of the Students' Union.

1.1.5. The group's aims and purpose cannot discriminate against any particular demographic or protected characteristic.

1.1.6. Have three or more members of the Students' Union who have registered interest in writing.

1.1.7. Be led by one full member of the Students' Union in the role of Chair of their club or society and by one full member of the Students' Union in the role of Treasurer of their club or society. Titles for these roles may vary across committees, however the club or society Chair will be acknowledged as having overall responsibility for their club or society, whilst the Treasurer will have responsibility for finances of their club or society.

1.1.8. Have completed the appropriate Club or Society start-up form and any other necessary paperwork.

1.2. Recognition of clubs and societies of Leeds Trinity Students' Union will be approved at the Student Activities Committee, providing they have fulfilled the above criteria.

1.3. Existing clubs and societies shall be re-recognised by the Student Activities Committee providing that they have fulfilled the re-recognition criteria of the Students' Union.

- 1.4. It shall be a condition of the use of the words, 'Leeds Trinity Students' Union', or 'LTSU' in the official designation of any club or society consisting wholly or mainly of students that the said club or society shall be recognised by Leeds Trinity Students' Union.
- 1.5. No student activity group may aim to discriminate or act in a discriminatory way, with the exception of groups which aim to support protected groups as identified by the law. Where student groups aim to do this, this must be stated prior to recognition of the group in its aims provided to the Student Activities Committee.

## 2. *Membership of Clubs & Societies*

- 2.1. Every member of Leeds Trinity Students' Union shall be entitled to membership of any club or society, with the exception of clubs or societies using 1.5 of this bye-law to determine their membership.
- 2.2. A student registered at Leeds Trinity University who has exercised their right to opt-out of membership of Leeds Trinity Students' Union shall be entitled to join a club or society as a member, however they will not be eligible to hold a position on the committee of any club or society.
- 2.3. A club or society may allow membership of their club or society for persons who are not current registered students at Leeds Trinity University, provided that that person may not be a committee member of a club or society.
- 2.4. The number of members of a club or society who are not current registered students at Leeds Trinity University may not exceed 10% of the total membership of the club or society for that academic year.
- 2.5. To be a full member of a club or society you must pay the appropriate membership fee as determined by the current committee of the club or society.
- 2.6. Membership fees must be paid to the club or society online through the Students' Union website.

## 3. *Annual General Meetings (AGMs)*

- 3.1. All clubs and societies of Leeds Trinity Students' Union will be required to hold an Annual General Meeting (AGM).

- 3.2. All Annual General Meetings must be held within the appropriate club or society AGM period as set out by the Students' Union each year.
- 3.3. Full details of the Annual General Meeting must be provided to all of the club or society's members and to the relevant Students' Union staff member, in writing, with at least seven days' notice.
- 3.4. The Annual General Meeting of each club or society must be accessible to all of its registered members, and held on Leeds Trinity University's campus unless otherwise agreed to by the Students' Union.
- 3.5. The Annual General Meeting of each club or society must take place in line with current Students' Union procedure regarding AGMs.

#### 4. *Elections*

- 4.1. All committee members are elected for one academic year, or the remainder of the current academic year where elections are held part way through. They may be re-elected to the same committee position or another committee position for subsequent years.
- 4.2. All club and society committees shall be elected online through the Students' Union's website, during the election period as outlined by the Deputy Returning Officer.
- 4.3. Any hustings for club or society elections must be pre-agreed with the Deputy Returning Officer, and a member of Students' Union staff must be present as an impartial observer to ensure proceedings are fair and democratic, including if this hustings is held as a part of a club or society's Annual General Meeting.
- 4.4. In the event that a member of Students' Union staff is not available to be present, Leeds Trinity Students' Union reserves the right to ask the club or society committee to reconvene the hustings to a time when the Union can provide staff support.
- 4.5. For the elections of a club or society to be quorate, at least one third of the registered members of the club or society must vote, unless a higher threshold is specified in a club or society's Constitution which has been ratified by the membership of that club or society.

## 5. *Clubs and Societies Committees*

5.1. All clubs and societies must have an elected committee.

5.2. In the primary year of a club or society, an unelected committee may lead that club or society in the roles of Principal Officers, prior to the club or society holding its first elections, within the timescale outlined by the Deputy Returning Officer.

5.3. The minimum requirements for a committee of any club or society within Leeds Trinity Students' Union will be:

5.3.1. An elected member of the Students' Union to lead the club or society in the role of Chair, or a differently named equivalent position, who will undertake responsibility for the entire club or society. This is with the exception of where this role is covered by 5.2 of this bye-law.

5.3.2. An elected member of the Students' Union to lead the club or society in the role of Treasurer, or a differently named equivalent position, who will undertake responsibility for the club or society finances. This is with the exception of where this role is covered by 5.2 of this bye-law.

5.4. Clubs or societies can also hold a range of other committee roles, in line with their club or society constitution.

5.5. All full members of Leeds Trinity Students' Union shall be eligible to nominate themselves for committee roles of any club or society of which they are a member, unless otherwise specified by the club or society's own constitution which has been approved by the Students' Union.

5.6. Any committee member can be voted out of their position by a majority vote of the club or societies members in a no confidence motion, which will be organised online through the Deputy Returning Officer.

5.6.1. A no confidence motion may be submitted by any member of the relevant club or society.

5.6.2. A no confidence motion can be brought forward through a majority vote of the committee of the club or society, or through a petition signed by a majority of the members of a club or society.

5.6.3. Members of a club or society eligible to vote in a no confidence motion will be every registered member at the time that the petition for a no confidence motion is submitted, as determined by the Deputy Returning Officer.

5.7. A different member may then take up the vacant post on an 'acting' basis through a majority vote of the club or society's committee until an election is scheduled by the Deputy Returning Officer.

- 5.8. Any committee member wishing to resign may do so. Their post may be taken up by another member on an 'Acting' basis through a majority vote of the Committee of the club or society until the next elections of the club or society.
- 5.9. In the absence of an elected Chairperson and Treasurer, the club or society will be said to run into 'Administration' and will come under the direct care of the Students' Union. The Students' Union must surrender control of the club or society as soon as a new Chairperson and Treasurer are elected, including in an 'Acting' capacity.
- 5.10. If no one comes forward to lead the club or society within an appropriate time frame (this will be determined by the Student Activities Committee) then the club or society will be declared inactive.

## 6. *Club and Society Finances*

- 6.1. All club or society funds may only be held in the club or society's Students' Union account.
- 6.2. All clubs and societies must follow any and all current Students' Union finance procedures and policies.
- 6.3. Funding applications shall be made to the Student Activities Committee by the date specified by the Committee, providing any financial information required.
- 6.4. Only a club or society which has fulfilled the club or society grant funding criteria of the Students' Union will be eligible to receive grant funding.
- 6.5. Wherever possible accurate figures with supporting documents should be provided to the Student Activities Committee when grant applications are submitted – invoices which follow should be paid directly from the Students' Union unless prior agreement is arranged between both the student activity group and the Union.
- 6.6. Grant funding applications to the Student Activities Committee should not be made retrospectively beyond one month following a purchase from any student activity group.
- 6.7. No members of a club or society shall receive any direct or indirect payment from the club or society's account, other than legitimate expenses incurred in connection with the business of the club or society.
- 6.8. All payments from the club or society's account shall be countersigned by an appropriate authorised staff signatory from the Students' Union.

- 6.9. Any payment which reimburses members of a club or society should not exceed £50 in one transaction, and shall be made by BACS payment, unless otherwise approved by an appropriate authorised staff signatory of the Students' Union in writing, in advance.
- 6.10. Any expenditure on social activities shall be in accordance with approved Students' Union spending.
- 6.11. Any funding provided to a club or society from either the Students' Union or an external body must only be used for the purpose for which it was granted.
- 6.12. All club or society events for which tickets are sold must be administered via the Students' Union website.
- 6.13. No student activity group may carry a deficit in their Students' Union account, if a club or society is having financial problems the Vice President and appropriate Students' Union staff member will work with them to address any financial problems they have.
- 6.14. Any club or society member found to be mismanaging the club or society's funds shall be referred to the Disciplinary Procedure.
- 6.15. The account balance of any club or society which has been inactive for two academic years, shall be transferred to the Students' Union, only to be used for the benefit of student activities.

## *7. Student Activities Committee*

- 7.1. Student Activities Committee is a devolved committee of the Student Executive Committee of the Students' Union, whom it shall report too.
- 7.2. Student Activities Committee shall consist of the Vice President, three elected representatives of Clubs, and three elected representatives of Societies.
- 7.3. Student Activities Committee shall be Chaired by the Leeds Trinity Students' Union Vice President.
- 7.4. Student Activities Committee shall be elected annually through the Students' Union website, in the timescale specified by the Deputy Returning Officer.
- 7.5. The Chair, or equivalently named position, and the Treasurer of each club or society shall have a vote in the election of the Student Activities Committee.

- 7.6. The Student Activities Committee shall meet a minimum of three times per academic year, and more regularly as required to perform its responsibilities.
- 7.7. Student Activities Committee will have the power to decide on funding applications from clubs and societies within the allocated club and society grant funding budgets.
- 7.8. Student Activities Committee will have the power to formally recognise newly formed clubs and societies providing that they have submitted the following information to the Student Activities Committee:
- 7.8.1. Have a name
  - 7.8.2. Have a club or society purpose
  - 7.8.3. Do not duplicate the purpose of an already recognised club or society of the Students' Union as determined by Student Activities Committee.
  - 7.8.4. Be in line with the policy of the Students' Union.
  - 7.8.5. The group's aims and purpose cannot discriminate against any particular demographic or protected characteristic.
  - 7.8.6. Have three or more members of the Students' Union who have registered interest in writing.
  - 7.8.7. Be led by one full member of the Students' Union in the role of Chair of their club or society and by one full member of the Students' Union in the role of Treasurer of their club or society. Titles for these roles may vary across committees, however the club or society Chair will be acknowledged as having overall responsibility for their club or society, whilst the Treasurer will have responsibility for finances of their club or society.
  - 7.8.8. Have completed the appropriate Club or Society start-up form and any other necessary paperwork.
- 7.9. Student Activities Committee will have the power to re-recognise existing clubs and societies providing that they have elected a minimum of a Chair and a Treasurer for the next academic year.
- 7.9.1. If a club or society has not elected a Chair and Treasurer for the next academic year but intends to continue functioning, they must submit a notice of intention to the Student Activities Committee, who will re-recognise the club or society providing that they elect students to these positions within an appropriate timeframe as determined by the Student Activities Committee.

7.10. All members of Student Activities Committee will be invited to sit on the panel for the decision making of the relevant Clubs and Societies awards for the annual Students' Union awards evening.

## 8. *Policy and Procedure*

8.1. All members of clubs and societies must adhere to Leeds Trinity Students' Union's Constitution, it's Bye-Law's and policies.

8.2. If there is an alleged breach of the Students' Union's policies or bye-laws, or other reasonable cause, members of clubs or societies may be disciplined via the Students' Union's Disciplinary Procedure.

8.3. In accordance with government legislation any club or society wishing to view a film must ensure that it is covered under the Students' Union's Public Viewing Screening license by checking with the relevant Students' Union staff member prior to the event. Admissions fees may not be charged to view the film, and goods (including food) may not be sold as part of the event.

8.4. In accordance with government legislation, any club or society wishing to play or perform music, or to perform theatrically must ensure that they are covered under the relevant licensing by discussing this with the relevant Students' Union staff member in advance of any performance.

8.5. When using Leeds Trinity University's premises or resources, clubs and societies must abide by the University's own policies.

8.6. Clubs and societies must abide by the rules and regulations of external organisations with which they are affiliated.

8.7. A copy of all policies and procedures should be available to all members of clubs and societies upon request from the Students' Union offices and on the Students' Union website.

## 9. *External Speakers*

The below is keeping in line with the University's Code of Practice on Freedom of Speech and Expression.

- 9.1. Any student group wishing to invite any external person to Leeds Trinity 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 31 days prior to the proposed event date.
- 9.2. Requests for an event involving any external person to Leeds Trinity must be submitted in writing via the Students' Union's website. The request must include details of:
  - 9.2.1. Proposed subject matter and format of the activity
  - 9.2.2. Name and identity of any and all external parties and speakers
  - 9.2.3. Proposed venue or location
  - 9.2.4. Timing and duration of the event
- 9.3. 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.

## *10. Health & Safety*

- 10.1. Every club and society should complete a risk assessment to include their anticipated activities for the year, examining what could cause harm to people in the context of the Club or Society.
- 10.2. A pro-forma risk assessment for clubs and societies can be obtained from the Students' Union website.
- 10.3. Where an activity has not been risk assessed in the general assessment of anticipated activities for the year, the club or society will need to complete a further individual risk assessment at the request of the Students' Union.
- 10.4. If an accident occurs during activity with the Club or Society it should be recorded in the Students' Union's Accident Book, this will be available to complete in the Students' Union offices. After an accident the following information should be recorded in the Accident Book:
  - 10.4.1. Date and time of the injury
  - 10.4.2. Patient's name and address
  - 10.4.3. The injury
  - 10.4.4. The treatment given
  - 10.4.5. Date and time of treatment

10.4.6. Advice given to the patient

10.4.7. Name of first aider

10.5. It is each Club or Society's responsibility to ensure that they have a fully stocked First Aid Kit for each activity that requires a First Aid Kit.

10.6. Every member of a Club or Society must be covered by a Personal Accident Insurance Policy for their activity with the Club or Society.

## 11. *Raising and Giving*

11.1. Clubs or societies wishing to raise money for charity must notify the Students' Union of the event that they wish to hold, and the charity number of the charity they are fundraising for at least three University days before the event takes place.

11.2. Any money raised must be submitted to the Students' Union, and then transferred to the charity via LTSU.

11.3. The Students' Union will publish via their website a list of all funds/resources raised for charitable causes at the end of each academic year.

## 12. *Initiation/Welcome Events*

12.1. An 'Initiation Ceremony' is defined as: An event in which members (often new members) of a club are expected to perform a task or tasks, as a means to gain credibility, status or entry in to the club. This may be achieved by peer pressure (although not explicitly) and may compromise a person's inherent dignity by forcing or requiring an individual to partake in activities such as: drinking alcohol, eating mixtures of various foodstuffs, nudity and any other behaviour that may be deemed humiliating. This also extends to online initiation activities on social networking sites or blogs, etc. Individuals should not be pressured into divulging personal information, be subject to comments, photos or images that demean or compromise the dignity of individuals or groups.

12.2. Leeds Trinity Students' Union does not allow initiation ceremonies.

12.3. Any club or society found to be holding an initiation ceremony will be considered in breach of this Bye-Law and the action will be referred to Bye-Law 3 (Code of Conduct) and the Disciplinary Procedure.

### 13. *Legal requirements*

13.1. All student groups will abide by the law in regards to the Data Protection Act. This includes ensuring that student details being shared for the purpose of their involvement of a student group are not used for any other purposes, and may not be sold or exchanged to third parties.

13.2. Student groups are covered under the Students' Union's Public Liability Insurance providing that they have the authority in the Constitution, Bye-Laws or Policies of the Students' Union to undertake a specific action, and they have not been negligent, committed a breach of duties, a breach of trust or acted unlawfully.

13.3. All student groups are responsible for ensuring that their third party affiliations comply with the Students' Union's policies, procedures and bye-laws.

13.4. As stated in paragraph 10 of this bye-law, all student groups are required to complete risk assessments for their activities.