

## Schedule 8: Societies

Societies are an important addition to your studies and provide members with opportunities to learn new skills and make new friends.

### Legal Matters

- 1. The procedure for allocating resources to societies should be fair and should be set down in writing and freely accessible to all students.**

### Requirements for Association Affiliation

2. In order to become and remain affiliated to the Association, societies shall fulfil the requirements as set out below. With each requirement a non-movable deadline applies. Failure to fulfil any requirement by the specified deadline shall result in that society being disaffiliated. The requirements are as follows:
  - 2.1. By 31<sup>st</sup> October each academic year, the membership of a society shall not fall below 8 student members. This includes the committee members.
  - 2.2. Each Society shall have a Committee in line with the **Societies' Handbook**.
  - 2.3. The President, Treasurer and Secretary of each society must complete required training by 31<sup>st</sup> October each year.
  - 2.4. Each society shall have a Constitution that shall be renewed and updated each year a Society's AGM.
  - 2.5. Each Society must sign up its members via the **Association's website**. Students will only be recognised as members of a society when they have joined the society by this method.
  - 2.6. By the last working day in April each year, each Society must submit to the Association the following documents detailing for the coming year:
    - 2.6.1. Minutes of the Society's AGM
    - 2.6.2. Annual Development Plan;
    - 2.6.3. Constitution;
    - 2.6.4. Planned Budget;
    - 2.6.5. Committee Members' Reports;
    - 2.6.6. Annual Events Plan for the coming academic year;
    - 2.6.7. Results of the society's committee elections;
    - 2.6.8. Contact details of each newly elected committee member;
    - 2.6.9. A Risk Assessment for all activities for the upcoming year;
    - 2.6.10. And any other additional requirements as stated in the Societies' Handbook
  - 2.7 Guidance on the contents of each of the documents listed above can be found in the Societies' Handbook.

### Grounds for the Association to disaffiliate a society

3. Any of the following matters are grounds for a society to be disaffiliated from the Association:
  - 3.1. Failure to meet deadlines as required;
  - 3.2. Breach(es) of financial regulations;
  - 3.3. Bringing the Association into disrepute
  - 3.4. If the membership of a society falls below 8 members at any point, the society in question must go through the standard affiliation process.
4. Should a society be disaffiliated, they may appeal the decision in writing within 5 working days.
5. Such an appeal must detail why the Association should grant the Society an extension of 5 working days to become compliant and what extenuating circumstances stopped the Society from being compliant by the deadline set.
6. The outcome of the appeal is final.

### Elections of Committee Members

7. All positions on every society committee must be up for election each year in term 2 and by the end of April, either in advance of or at the Society's AGM.
8. Voting for all Committee positions should be open to all student members of the Society.
9. Voting must be carried out by secret ballot electronically and be conducted under the Single Transferable Voting system. 'Re-Open Nominations' (RON) or an equivalent must be offered on the ballot as an option for society members.
10. Outgoing Committee members of all Societies must ensure that there is a handover to the incoming committee members.

### Societies Handbook

11. The Association shall create and publish a **Societies Handbook** containing all necessary details to all matters regarding societies, including, but not limited to, any matters mentioned in this Schedule. The **Societies Handbook** shall be re-issued each year as required, by the relevant Association staff members and/or elected Officers.
12. The **Societies Handbook** shall be regarded as a Supplementary Document of the Association, and is approved by Societies Council on an annual basis.

### Removal of Committee Members

13. Each Society can remove committee members from their post through a vote of no confidence which can only be called through a secure petition of 10% of the members of the society.
14. Within 10 working days of reaching the petition threshold, a vote of no confidence shall be held, where a simple majority of society members vote is required to remove the committee member in question. If a majority vote in favour of the removal, the post in question shall be deemed vacated.

15. In order to ensure that the process is neutral, a vote of no confidence, including the secure petition, can only be administered by the Association, and not the society in question. Further guidance on removing committee members may be laid out in the **Societies Handbook**.

#### Disciplinary and Removal of Members

16. Where a breach of the Association's Code of Conduct may have occurred, Societies, Society Committees, and Society Members, Association members, members of the public, Association and/or University staff, can raise an issue regarding a Society member(s).
17. Anyone looking to bring a complaint forward, must do so in line with the Association's Complaints procedure.

#### Societies' Council

18. Societies' Council exists to provide a relevant platform for discussion on matters that solely affect affiliated Abertay SA Societies.
19. Societies' Council is a Permanent Committee of **Student Representative Council**.
20. Societies' Council shall have a chair, elected by all societies.
21. Societies' Council shall nominate two members to attend meetings of Student Representative Council. Such members must not already hold a position at Student Representative Council.