



# Student Group Affiliation Process

## 1. Affiliation and Reaffiliation:

- a. To apply to affiliate a new club or society to the Union, members should:
  - i. Read these guidance notes.
  - ii. Complete the relevant Societies or Sports Club online affiliation form and submit prior to the deadline advertised on the UWSU website.
  - iii. Gain the support from ten other members and supply such members names and student ID numbers on the online form.
  - iv. Ensure the student group being proposed is not already being delivered by another affiliated Union student group.

## 2. Approval process:

- a. Applications will be considered by the Student Opportunities Team who oversee all Lifestyle activities in the Union.
- b. For societies, the Student Groups Development Coordinator and the Vice-President of Activities will review applications. For sports clubs, the Sports Development Coordinator and the Vice-President of Activities will review applications.

- c. This process is overseen by the Student Opportunities Manager. In most cases, members will not be required to attend the meeting and will be contacted if further information is required.
- d. The Student Opportunities team and the Vice-President of Activities will meet a week after the deadline for applications and in most cases, applicants will have a decision within ten working days after the deadline.
- e. Applications will be reviewed at minimum on a monthly basis and the dates for reviews and the deadlines for submissions to be considered at the next review meeting will be published annually by September 1st.

### **3. Approval Process:**

- a. Proposed societies / sports clubs will be approved on a combination of the following in context:
  - i. The student group will bring in new activity that is currently not being provided by the Union.
  - ii. The student group aims are in line with the Union's mission, vision and values.
  - iii. There is a clear and proven interest from students and at least ten members are interested in their activity or in the event of sport club enough students have signed up to fulfil the minimum team requirements.
  - iv. The student group has outlined a clear plan of their activities for the academic year.
  - v. The student group has demonstrated an enterprise element to their activity, and it is clear they are able to achieve this.

- vi. The student group request for financial support is in line with the Union's current resources.

#### **4. Unsuccessful Applications:**

- a. The proposed society or sports club may be rejected for the following reasons:
  - i. The activity is already being catered for through the Union.
  - ii. The aims are not in line with the Union's mission, vision and values.
  - iii. The activity is not practical for the Union to support with its current resources.
  - iv. The application has failed to demonstrate a clear plan of their activities for the academic year.
  - v. The application has failed to demonstrate at least ten members are interested in their activity.
  - vi. The application has failed to demonstrate the minimum number of athletes required to fulfil a team.
  - vii. The application was submitted after the deadline, and so will be considered at the next deadline or the new academic year.
  - viii. The aims and activities are not open to all members.
  - ix. The failure to submit a committee comprising of a President, Vice-President and Treasurer, or a Club Captain, Vice-Club Captain and Treasurer.
  - x. The activity may lead to criminal activity.
  - xi. The activity does not benefit the students of Westminster.
- b. Students will be informed via email if their application is unsuccessful and will be invited to meet the Vice-President Activities and respective Coordinator if they wish to discuss their application and will be provided with support and guidance if they wish to re-apply.

**5. Approved Societies:**

- a. Once a societies application has been approved, the society must meet with the Student Groups Development Coordinator to receive the compulsory student group training and sign off on the Student Groups Code of Practice and Student Group Constitution. Once the relevant Coordinator is satisfied that the training and documents are complete and signed, the society will be given access to:
  - i. The UWSU website.
  - ii. Society email to contact students.
  - iii. Book rooms on campus.
  - iv. Access to grant funding.
  - v. Advertise membership to their society.
  - vi. Run events relating to their society.
  - vii. Collaborate and network with other student groups of the Union and the Student leaders of the Union.

**6. Approved Sports Clubs:**

- a. Sports Clubs applications will be additionally reviewed by the Student Opportunities Manager, to ensure that the Union has enough resources to support the activity for the academic year.
- b. Once the Student Opportunities Manager, Sports Development Coordinator and Vice President Activities have agreed on the available resources, the club must meet with the relevant Coordinator.

- c. At the meeting the club will review and agree on the resources given, receive compulsory student group training and sign off on the Student Groups Code of Practice and Student Group Constitution.
- d. The relevant Coordinator will work in partnership with the club to book the appropriate training and match playing facilities, recruit a coach (if required) and enter the club into the affiliating sporting bodies and any other logistical requirements relating to the sport.
- e. Once the Coordinator is satisfied that the training and documents are complete and signed, and appropriate facilities have been set up the club will be given access to:
  - i. The UWSU website.
  - ii. Sports Club email to contact students.
  - iii. Book rooms on campus.
  - iv. Access to grant funding.
  - v. Advertise membership to their club.
  - vi. Run weekly training sessions.
  - vii. Participate in weekly matches.
  - viii. Participate in competitions.
  - ix. Collaborate and network with other student groups of the Union and the Student leaders of the Union.
- f. If the Union does not have the resources to support the new club, the club will be encouraged to re-apply at the end of the academic year and the Student Opportunities Team will review the application in conjunction with the budget setting for the next academic year.

**7. Help With Applications:**

- a. For advice or guidance on application members should contact the Student Groups Development Coordinator for Societies Applications, or the Sports Development Coordinator for Sports Clubs Applications.

**8. Annual Re-affiliations:**

- a. Student groups must elect their new committee for the next academic year.
- b. Student groups must hold elections either through the UWSU website online elections function or at their end of year face to face AGM. Student groups must inform their respective Coordinator when they will be holding their AGM and/or their online elections before the end of Semester two.
- c. Once the student group has completed their AGM and/or online Elections, they must inform the respective Coordinator the details of the new committee.

**9. Committee Eligibility:**

- a. To be President, Vice President, Club Captain, Vice Club Captain, Treasurer or any other committee member candidates must be:
  - i. A current undergraduate or postgraduate student at the University of Westminster.
  - ii. A registered member of the student group they are a candidate for.
  - iii. A member of the University Westminster Students' Union.
  - iv. Students can only hold the same committee position for a maximum of two years.
  - v. Alumni and Associate members cannot hold a committee position.

- vi. New committee members must attend the relevant and compulsory training proposed by the respective Coordinator set in Semester 2 and must attend required handover meetings.
  
- b. Changes to Constitutions can also only be made at student group AGM's and amendments must be passed through a majority vote. Student groups must submit any amendments to their Constitution before the end of the academic year to their respective Coordinator (e.g. changes to membership fee).

**10. Re-Affiliation Issues:**

- a. If student group committees are struggling to find members to continue the student group, they must discuss this with the relevant Coordinator who will, at their discretion, extend the deadline to submit new committees to the 1st August.
  
- b. If student groups are unable to meet the 1<sup>st</sup> August deadline:
  - i. Any sports clubs which have essential running costs budgeted for, will run the risk of losing this and the monies may be redistributed to other parts of the Lifestyle department.
  - ii. Will be disaffiliated from Westminster Students' Union.
  - iii. The student group will need to affiliate as a new student group according to the deadlines set.

**11. Compulsory Administration:**

- a. It is compulsory for student groups to register and attend the relevant student leader training day or conference as outlined by the Lifestyle department in September.

- b.** Student groups must sign the Student Group Code of Practice and complete the GDPR Training.
  
- c.** Once the above items are completed, student groups are permitted to attend the Freshers Fair, use the website functions and continue their student group activity.
  
- d.** Once the documents are signed and training is complete, student groups will be permitted to complete the Grant Funding Form, if they require any funding for the new academic year.