Societies Council Guidance Document

Dated: 06/12/16

Societies Council Committee

Definitions: Union Days refer to Monday-Friday 9am-5pm while the Union is open (therefore not bank holidays or Union closure days).

1. Societies Council Committee shall comprise:
   i. A relevant Full time Officer of the Union.
   ii. Three Societies Council Committee members.
   iii. Chair of Societies Council (non-voting).

Role of Societies Council Committee

2. Societies Council Committee shall be responsible for the following:
   i. Involved in the decision making of the affiliation of societies (see below), this does not include the Chair of Societies Council as they are non-voting.
   ii. Involved in the decision making of student group funding allocations.
   iii. Attend Societies Council and assist the Activities Officer in planning and operational delivery.
   iv. Assist the Activities Officer when required in relevant SU Events.
   v. Chair of Societies Council Committee will Chair Societies Council.
   vi. Sit on the judging panel of the Societies Awards.
   vii. To attend all Union Councils and raise issues that may be of concern to societies in advance.

Affiliation of Societies

3. Societies Council may affiliate a society to the Union provided the society has an appropriately drafted constitution, which specifies:
   i. The aims and objectives.
   ii. Quorum for General Meetings.
   iii. The election of Officers.
   iv. Officer role descriptions.
   v. Cost of membership.
   vi. The composition of the committee(s).
4. Any Society seeking affiliation must also have:
   i. At least 25 members.
   ii. Undertaken a risk assessment.
   iii. A President, Treasurer and at least one other Committee Member.
   iv. Activities encompassed within the Aims of the Union.
   v. Not been refused affiliation by Societies Committee by a simple majority, with the Activities Officer having a casting vote.

5. When considering affiliation, Societies Council Committee shall use the following criteria:
   i. A society is defined as: ‘A student group which is open to all, providing a defined range of activities’.
   ii. A society should be based around activities that are in accordance with Union bye-laws.
   iii. Societies should be engaging members in activity rather than providing a service.
   iv. By affiliating to the Union a society’s activities are made more viable and the activity adds value to what the Union offers its membership.

6. Societies Council Committee may refuse affiliation of a society to the Students’ Union if:
   i. The committee consider the above criteria and deem a society should not be affiliated.
   ii. A student group affiliated to the Students’ Union with broadly similar Aims and Objectives is already recognised and the Societies Committee judges that the new Society would merely duplicate activities already available.
   iii. It believes that the Aims and Objectives of the Society fall within or are closer to the terms of reference of another Standing Committee.
   iv. Societies Committee believes there are other substantial reasons for doing so. These reasons must be reported and explained to Societies Council.

**Societies Affiliating to External Organisations**
7. Affiliations to external organisations should primarily further the interest of students not the organisation that the society is affiliating with.

8. Affiliation to external organisations shall be subject to the approval of Societies Council Committee.
9. Any Society wishing to affiliate to an external organisation should express this to the Activities Officer.

Disaffiliation of Societies
10. In order for Societies Committee to recommend a Society for disaffiliation at Societies Council, a relevant Full-time Officer of the Union shall meet with the Society subject to disaffiliation and seek to informally resolve the issues that are leading to their proposed disaffiliation.

11. If not resolved, this recommendation shall be brought to Societies Council.

12. The process for disaffiliation at Societies Council shall be:
   i. A speech from a relevant Full-time Officer of the Union.
   ii. A speech from the President of the Society subject to disaffiliation, or nominated person.
   iii. Societies Council votes on Disaffiliation.

13. A society will be deemed disaffiliated after having been suspended for 3 years.

14. A society may be deemed disaffiliated through relevant sanctions of the Code of Conduct.

Affiliation Appeals Process

Prior to Societies Council
15. Appeals must be lodged within five Students' Union Days of the Society being informed of refused affiliation at Societies Committee.

16. Appeals must be submitted in writing to the relevant Full Time Officer of the Union.

Procedure at Societies Council
17. The proposed society will provide a one minute speech as to why they should be affiliated, to be presented by the Societies Council Chair.

18. The Societies Committee will provide a one minute speech on the reason why Societies Committee felt the society should not be affiliated.

19. The floor is given the opportunity to ask a maximum of three questions to both the appealing society and the Societies Committee.

20. Societies Council shall reject or accept an appeal by a simple majority vote.

21. In the event of a tie the relevant member of Full Time Officer Committee shall have the casting vote.