Affiliation of Societies

A Society shall be considered for affiliation through the following process:

1. The prospective-Society shall provide the Union with a Constitution. This must include:
   i. The Society’s Name, Aims, and Objectives.
   ii. The provisions, including quorum, for a General Meeting of the Society.
   iii. The Society Committee’s composition and election process.
      i. This must be in line with the voting system detailed in the Elections byelaw.
2. The Union shall determine whether the Constitution meets the following three conditions:
   i. It details Aims and Objectives which are legally compliant for the Union to advance.
   ii. It does not at any point directly contravene the Union’s Articles of Association, Byelaws, or Guidance Documents.
   iii. It details Aims and Objectives which are distinct in meaning from any existing Society or any prospective-Society currently protected under this affiliation process.
3. The Union’s verdict shall be presented, along with an allocated group-type, to Societies Executive Committee who shall ratify whether or not they are content that the process so far has been followed.
   a) If ratification occurs the process shall advance to point 4.
   b) If ratification does not occur point 2 shall be repeated.
      i. If ratification does not occur a second time this may be elevated by any involved party to the Appeals process detailed in this Guidance Document.
4. Depending upon the nature of the Union’s verdict either of the two follow:
   a) If the Union’s verdict is that the Constitution does meet the three conditions, Societies Executive Committee’s ratification provisionally confirms the affiliation of the group on the condition that the rest of this process, from point 5, is completed.
   b) If the Union’s verdict is that the constitution does not meet the three conditions the group’s affiliation request is formally rejected and this process ends.
5. Based upon the allocated group-type, the group shall meet three tailored conditions:
   i. The group has x Members.
   ii. The group has x Committee Members.
   iii. The group has x affiliation fee.
6. Upon formal receipt by the Union of all requested compliance documentation the group shall become a Society.
   i. Societies Executive Committee shall be notified, who shall ensure the new Society has the opportunity to introduce themselves and their Aims and Objectives at the next Societies Council.
   ii. This shall be formally noted at the next Societies Council.

A group rejected by this process may reapply only after the next formal meeting of Societies Council.

A group is protected in this process from the point of initial formal submission to rejection or 6 calendar months following the provisional confirmation of Societies Executive Committee. Following
this should another group with a similar Name or Aims and Objectives attempt to affiliate after this time they shall not be blocked by this similarity.

**Disaffiliation of Societies**

A Society shall become disaffiliated as per the Societies byelaw after being suspended for three years.

A Society may also be disaffiliated by Societies Executive Committee for the following reasons:

i. The groups Aims or Objectives become legally incompliant.

ii. The group becomes unable to achieve its Aims and Objectives.

These require sign-off from a Full-Time Officer or Senior Staff Member of the Union to take effect.

**Suspension of Societies**

Societies shall become suspended if

i. They fail to fulfil the required compliance documentation requested by the Union in an appropriately timely manner.

ii. They fail to fill the necessary Committee Positions agreed for their group-type.

iii. They fail to maintain necessary the number of members agreed for their group-type.

Societies Executive Committee shall ensure that reasonable provision is put in place to support Societies not to lapse.

**External Relations of Societies**

Any Society wishing to affiliate to an external organisation must express this to the Union.

Affiliations to external organisations should primarily further the Aims and Objectives of the Society, in line with Charitable Objects of the Union, as opposed to the external organisation.

The Union reserves the right to reject affiliation to external organisations based upon any contractual agreements it has entered, any breaches of any codes of ethics it holds, or any other reason it may see fit.

Affiliation to external organisations must be ratified by Societies Executive Committee before they can take effect.

**Appeals regarding societies**

Any formal appeals regarding the processes in this document must be lodged within 5 Union Days of the receipt of the decision.

Any formal appeals regarding the processes in this document shall be directed to Democratic Procedures Committee who shall explore whether the democratic procedures have been appropriately followed.
Any appeals further to the decision of Democratic Procedures Committee ought to be taken through the appropriate appeals processes detailed in the Byelaws.

This Guidance Document

All processes outlined in this document must be clearly minuted. These minutes must be stored and be available upon request to any Full-Member of the Union.

Any decision making meetings of the Union referenced in this document must occur with Terms of Reference approved at least annually by Societies Executive Committee; these Terms of reference must be available upon request to any Full-Member of the Union.

This Guidance Document shall be reviewed annually by Societies Executive Committee, with recommendations for changes made to Union Council where appropriate.

This document may, until 5th February 2020, be edited by a majority vote of the Societies Executive Committee on the condition that this is agreed with the Activities Officer and the relevant senior member of Union Staff; these changes may take immediate effect but shall need to be ratified by Union Council to become permanent. From 5th February 2020 this document may be edited by Union Council.

This Guidance Document is made pursuant, and is thus subordinate, to the byelaws of the Union.

Approved by Union Council (Democratic Procedures Committee): October 2019