

## Bye-law 06

### How can I get involved in Student Groups?

**Purpose:** The purpose of this Bye-law is to provide guidance for students to be able to successfully run student groups affiliated to Arts Students' Union such as societies and sports clubs. The guidance will clearly outline the rights and responsibilities involved within Arts SU's support for all affiliated student groups.

## Arts SU Student Groups

### 1. General

- 1.1. These terms apply to all student groups connected to Arts SU who must adhere to all policies of Arts SU and are bound by our Articles, Bye-Laws and operational policies and processes.
- 1.2. If student groups operate outside of Arts SU policies they may incur financial penalties, sanctions on activities or removal of student group privileges.
- 1.3. Any registered student at University of the Arts London can apply to create a registered student group.
- 1.4. Student group activity should be primarily focused on providing social, representation or development opportunities for current students of University of the Arts London.

### 2. Student Group Registration

- 2.1. To become registered with the Students' Union student groups must go through an application process where they will need to provide a name, outline the purpose of the group's creation, and demonstrate that the aims of the group do not duplicate activity or services which are already provided by either Arts SU or another pre-existing student group.
- 2.2. The aims and purpose of student groups cannot discriminate against any protected characteristic or any demographic group.
- 2.3. All student groups are expected to have a President and Treasurer (or equivalent) as part of their committee and these should already be in place at the time the affiliation application is made.
- 2.4. Student groups will also need to demonstrate interest in the group by having a minimum of 10 members wishing to join the group if it is approved. Arts SU can decide to allow a student group to set up without the minimum 10 members in exceptional circumstances.
- 2.5. Student Groups must demonstrate they are active to remain registered to Arts SU. To be considered active student groups must:
  - 2.5.1. Hold an annual election of Committee Members using Arts SU's elections software. The Committee must consist of a President and Treasurer (or equivalent) as a minimum but student groups may choose to include additional committee roles.
  - 2.5.2. Have an annual review and where appropriate update key student group documents including but not limited to:
    - a. Constitution
    - b. Code of Conduct
    - c. Risk Assessments (covering all associated group activities)
    - d. Equipment Lists
    - e. Finance Forms (President and Treasurer only)
  - 2.5.3. Attendance of committee members at any mandatory training.
  - 2.5.4. Ensure the minimum number of ten members is maintained as is required for newly registered groups.
  - 2.5.5. Compliance with all health and safety, financial and other procedural requirements as deemed appropriate by the Students' Union.
- 2.6. A student group constitution cannot supersede Arts SU's Articles, bye-laws or policies.
- 2.7. A student group must always have a full committee who oversee its membership and running of its activities as set out above. A student group unable to fill all Committee roles will be given a grace period to fill the vacant role/s. Failure to do so may result in a suspension of activities or deregistration of the group.

### 3. Student Group Membership

- 3.1. All members of Arts SU who sign up for membership of a student group will be considered members.
- 3.2. Committee members who lead student groups should all be elected from within the groups' membership and must be a continuing student the following academic year.
- 3.3. All student group members must adhere to Arts SU policies as outlined in section 1.1 and any student group member deemed to be in violation of any of the above may have their membership suspended or revoked as necessary through the Students' Union **Code of Conduct** without refund of the membership fee.
- 3.4. Any student group member who wishes to appeal the decision to revoke their membership may do so via the Students' Union **Code of Conduct**.

#### 4. Student Group Elections

- 4.1. All committee roles must be filled using a free and fair elections process via Arts SU's elections software.
- 4.2. Each year Arts SU's Trustee Board nominate both an elections Returning Officer and Deputy Returning Officer for all Arts SU elections processes who are external to the organisation. The Deputy Returning Officer will interpret and oversee the fair running of elections as outlined in the **Elections Bye-law (05)** including any subsequent complaints in consultation with the Returning Officer.
- 4.3. Student groups may add additional roles for election to those set out in section but may not exceed 10 committee roles in total.
- 4.4. In the summer term of each academic year all student groups must elect a committee to run the student group for the following academic year. As outlined in section 3, all elected Committee Members must be a student in the following academic year to fulfil the role.
- 4.5. All roles run for the duration of the academic year. Once new role holders are elected the new candidates do not take over the running and activities of the group until 1st July although they may be included in handover and training activities before this date.
- 4.6. In the event of a committee members role becoming vacant following an election in the role, a group member may be co-opted into the role by a simple majority vote of the group's members until such a time as to when a by-election can be held.

## Support and Promotion

#### 5. Student Group Development and Support

- 5.1. Committee members are required to attend a comprehensive training programme delivered by Arts SU to enable them to effectively lead their student group.
- 5.2. A section of the Arts SU website will contain up to date resources for Student Groups to help with administration and management.
- 5.3. Student groups will receive an SU finance account with which they can use for group related income and expenditure.
- 5.4. Student groups will receive access to website communication tools and membership lists.
- 5.5. Students have the right to seek appropriate advice and support from Arts SU staff to operate their activity safely and appropriately.
- 5.6. Student groups can bid for additional grant funding from Arts SU as outlined in section 9.

#### 6. Student Group Suspension and Disaffiliation

- 6.1. The Students' Union may disaffiliate or suspend some or all support provided to a student group upon evidence of one or more of the following:
  - 6.1.1. Evidence of violation of the Arts SU Articles, bye-laws, policies or procedures.
  - 6.1.2. Evidence of financial mismanagement.
  - 6.1.3. Failure to meet any of the criteria outlined in the Student Group Affiliation section 2.2.
  - 6.1.4. Action taken as the subsequent result of the Students' Union **Code of Conduct**.
- 6.2. Suspension prohibits any student group from running events or activities in Arts SU's name.
  - 6.2.1. When a student group is suspended, the Union accepts no responsibility for any future events or activities this group holds.

- 6.2.2. In addition, suspension of a student group may impose the following penalties including, but not limited to:
  - a. The finance accounts of the student group in question will be frozen. This means no withdrawals can be made from their account beyond what has already been agreed.
  - b. Arts SU provision of support services will be stopped for the student group. This may include the hiring of transport, spaces and equipment.
  - c. Any promotion usually undertaken by Arts SU will be stopped for that student group.
- 6.3. Arts SU may in certain circumstances place a Student Group in 'specific measures' on behalf of its members and/or objectives to ensure its effective running. Examples include where Arts SU intervenes to prevent the potential collapse of a group, where a committee has acted against Art SU guidance for conduct or sets up a group which it plans to be student-led in the future.

## **7. Promotion of Student Groups**

- 7.1. A section of the Arts SU website will be available for each group. Student Groups are expected to maintain their own section of the website provided to them in-line with guidance provided.
- 7.2. External websites are permitted, including pages on social media sites. However, due to the provision already being available, normally no funding will be made available for this. All external website links should be communicated to the Communities Development Team termly.
- 7.3. The content of external website will be periodically monitored and any website that is linked to a student group should be in line with the Arts SU Articles, bye-laws and policies.
- 7.4. Only designated noticeboards are to be used for posterage, and permission must be sought from the relevant University or Students' Union department. Exterior walls or pillars, windows or doors should not be used without permission.
- 7.5. The following must be adhered to in the displaying of content:
  - 7.5.1. All content must clearly carry the name of the relevant group and carry the Students' Union logo. The Students' Union logo must not be distorted or abridged in anyway.
  - 7.5.2. All high-risk content must be approved by the Communities Development Team.

## **Finance and Fundraising**

### **8. Student Group Finance Accounts**

- 8.1. All affiliated groups will be allocated a finance account which will be kept and monitored by Arts SU.
- 8.2. The President and Treasurer will be named on the account to approve expenditure for their student group.
- 8.3. The President and Treasurer will be asked to complete a finance form before any access or information can be given regarding student group accounts.
- 8.4. The President and Treasurer will be given mandatory training by freshers or at the time new groups are established to explain how to appropriately manage their finance account.
- 8.5. Registered student groups may only possess a financial account that is provided by Arts SU. No external bank accounts, fundraising pages, Paypal or personal bank accounts are permitted for use in relation to any student group matters.

### **9. Student Group Grant Applications**

- 9.1. The Grants panel will respond to applications and will allocate Union funds accordingly in a fair manner.
- 9.2. The Grants Panel will consist of:
  - 9.2.1. Student Communities Officer
  - 9.2.2. Community Development Manager
  - 9.2.3. Societies Coordinator and/or Sports Coordinator
- 9.3. Applications will be made and assessed for each term.
- 9.4. The grant panel will award or reject applications based on the following criteria:
  - 9.4.1. The size of a student group(s).
  - 9.4.2. The account balance of a student group.

- 9.4.3. Health and Safety requirements.
- 9.4.4. Previous grants allocations.
- 9.4.5. Quality of application.
- 9.4.6. Total grant allocation available.
- 9.4.7. Donations or affiliation to either a charity or a political body.
- 9.4.8. Ultra Vires spending.
- 9.5. Student Groups must ensure grant funding is only used for the items or activities noted in the award confirmation. Grants may not be spent on other items – receipts may be rejected on this basis.
- 9.6. Student groups may request an explanation for the amount awarded or rejection of any application. Requests should be directed in writing to the Communities Development Team.
- 9.7. At the end of each term any unused grant funding will be reclaimed by Arts SU to be redistributed for future grant applications.

## 10. Sponsorship and Charity Fundraising

- 10.1. An Ultra Vires act is one that is outside the specific and/or implied constitutional object and powers of the body in question. It is 'beyond the powers' and is therefore illegal.
- 10.2. By law, affiliated Student Groups cannot fundraise for any other Group than themselves or the Students' Union. A Group cannot fundraise or aim to fundraise for charity directly. Groups wishing to fundraise for charity should contact the Communities Development Team for further guidance.
- 10.3. Money raised by Student Groups for other charitable organisations must be paid into the Raising and Giving account. This will then be donated to the Group's selected charity where indicated.

## Group Safety

### 11. Student Group Safety and Duty of Care

- 11.1. The Students' Union and its members must adhere strictly to Health and Safety legislation. It is the responsibility of all Student Group Committees to ensure that all members adhere to the requirements of the **Students' Union Health and Safety Policy**.
- 11.2. Safety checks must be carried out before any activity commences.
- 11.3. All student groups must submit an up-to-date Risk Assessment on their planned activities for the year at the start of each academic year. An up-to-date copy of this Risk Assessment must be published on the group's section of the Students' Union website. Additional Risk Assessments can be requested by the Communities Development Team at any time.
- 11.4. Student Groups wishing to prepare food for events or to raise funds must follow the **Students' Union Health and Safety Policy**.
- 11.5. Student Groups with under 18s or adults at risk must inform the Communities Development Team, who will liaise with the Students' Union designated Safeguarding Officer(s) and/or appropriate staff members. Student Groups will need to follow measures as agreed with the Students' Union designated Safeguarding Officer(s) and **Safeguarding Policy**.
- 11.6. Initiations or behaviour which could constitute an initiation as outlined in the Students' Union **Initiation Policy** are not permitted and will incur severe consequences for the group and individuals involved.

### 12. Equipment Lists

- 12.1. Committee members are responsible for maintaining a list of equipment owned by the Student Group. An up-to-date copy of this list must be published on the group's section of the Students' Union website and given to the Communities Development Team upon request, along with any other information asked for.

## Media and External Relations

### 13. Media

- 13.1. All Student Media Platforms and branding are the exclusive copyright of the Union.
- 13.2. The copyright of the content belongs to the creator.
- 13.3. The Board of Trustees have ultimate authority in editorial control. They may instruct edits or alterations to any published media, before, during or after publication for legal, financial or reputational reasons.
- 13.4. The board responsibilities are delegated through the Chair of the Board of Trustees.
- 13.5. The Chair of the Board of Trustees can choose to withdraw content of Student Groups whose activities include Student Media on the advice of the Trustee Board, Chief Executive or Deputy Chief Executive if a publication is considered to cause major offence, breach the law, or is in breach of the Students' Union Articles of Association or bye-laws.
- 13.6. Committees of Student Groups whose activities include Student Media can appeal this decision by submitting a request in writing via the Chair to the Board of Trustees who shall choose whether to overturn or uphold the decision.
- 13.7. There is an obligation to allow freedom of speech on University of the Arts London campuses, and no member will have their view censored providing it does not breach the law, the Students' Union **External Speakers Policy** and Safe Space Policy or the University's External Speakers and Events Policy and Freedom of Speech Code of Practice.
- 13.8. Content must not express a political bias or preference for any candidate in a Students' Union, local, London assembly or national election unless there is prior agreement with the Communities Development Team that this would not constitute a breach of charitable resources.
- 13.9. Committees of student groups whose activities include Student Media shall determine content so long as it is within the terms outlined in this bye-law.

#### **14. External Relations**

- 14.1. All external speakers invited to events organised by UAL students and student groups affiliated and supported by the Students' Union must be approved by the Communities Development Team in line with the Student's Union **External Speakers Policy**.
- 14.2. Any agreements with external organisations must be shared and approved by the Communities Development Team prior to signing.

#### **15. Complaints and Disciplinary**

- 15.1. Complaints about the operations of committee members of student groups shall be dealt with in line with the Students' Union **Code of Conduct**.
- 15.2. All disciplinary matter within student group will be dealt with in accordance with the Students' Union **Code of Conduct**.