

Appendix 11: Societies

- 1 Title**
- 1.1 There shall be a Bangor University Students' Union societies department, hereinafter known as SU Societies (SUS).
- 2 Societies Committee**
- 2.1 The work of the Students' Union Societies shall be overseen by a Societies Committee.
- 2.2 **Aims and Objectives:**
- 2.2.1 To promote excellence in extra-curricular activities by developing current societies and aiding the creation of new societies;
- 2.2.2 To encourage all members of the University to participate fully in SU Societies;
- 2.2.3 To ensure that the SU Societies receive fair representation from the Students' Union, the University and any relevant outside organisations;
- 2.3 **Membership:**
- 2.3.1 Societies and Events Officer, who shall act as Secretary;
- 2.3.2 Independent Senator, who shall act as Deputy Chair;
- 2.3.3 Eight Societies representatives elected at the Societies AGM, who shall report on their allocated societies:
 - 2.3.3.1 Academic Societies representative;
 - 2.3.3.2 Arts Societies representative;
 - 2.3.3.3 Campaigning Societies representative;
 - 2.3.3.4 Communication Societies representative
 - 2.3.3.5 International Societies representative;
 - 2.3.3.6 Religious Societies representative;
 - 2.3.3.7 Equal Opportunities Societies representative;
 - 2.3.3.8 Specialist Societies representative.
- 2.3.4 A Chair shall be appointed from these eight representatives at the Societies AGM to represent SU Societies on Union Senate.
- 2.3.5 Other representatives will be invited where appropriate.
- 2.4 **Duties:**
- 2.4.1 The Societies Committee shall meet a minimum of once per month during term time at the discretion of the Societies and Events Officer or at the request of any society.
- 2.4.2 The Societies Committee shall discuss issues relating to SU Societies, including but not restricted to:
 - 2.4.2.1 Applications made by individual societies for affiliation to or association with the Students' Union;
 - 2.4.2.2 Societies' finances, including annual grant applications;
 - 2.4.2.3 Motions tabled for Union Senate.
- 2.4.3 The Societies Committee shall approve the Societies Budget, to be presented at the first Societies Committee meeting of the academic year.
- 2.4.4 Members of the Societies Committee shall provide advice, representation and assistance to the societies they represent where requested.
- 2.4.5 Members of the Societies Committee shall provide advice and feedback to the Societies and Events Officer on behalf of the societies they represent.
- 2.5 **Societies Awards**
- 2.5.1 The Societies Committee shall be the acknowledgement committee for the Societies Awards.
- 2.5.2 There shall be two categories of award:
 - 2.5.2.1 The first category shall require the unanimous decision of the Societies Committee and shall be awarded if in its opinion the nominee has:
 - 2.5.2.1.1 Shown outstanding involvement and contribution to the Society;
 - 2.5.2.1.2 Shown exceptional dedication to the society.
 - 2.5.2.2 The second category shall require a simple majority of the Societies Committee, and shall be awarded if in its opinion the nominee has:
 - 2.5.2.2.1 Made a worthy contribution to the society meriting recognition but to a lesser extent than the first category of award.
- 2.5.3 Each award shall be granted only once to any one student for their involvement in a given society.
- 2.5.4 Nominations guidelines will be prepared and circulated by the Societies Committee in advance of the Societies Awards.
- 2.5.5 Group awards may be given as directed by the Societies Committee.
- 2.6 Minutes of Societies Committee meetings shall be placed on the Students' Union website, be circulated to all societies and sent to Union Senate as a report on the work of the committee.

3 The Societies

3.1 Individual Membership

- 3.1.1 Membership of any society shall be open to all ordinary members of the Students' Union by right and to non-members by application to the committee of that society provided that they are willing to abide by the constitution of the Union and the society concerned.
- 3.1.1.1 Non-student members are not entitled to participate in inter-university competitions or to hold elected office in SU Societies or its societies without the approval of the Societies and Events Officer.
- 3.1.2 All societies must keep records of their members, noting name and student ID as a minimum.
- 3.1.3 Societies shall charge a membership fee or subscription, the minimum rate of which shall be set annually as part of the Societies Budget.

3.2 Affiliated societies

- 3.2.1 For a society to affiliate to the Students' Union, they must:
 - 3.2.1.1 Have a minimum of fifteen student members;
 - 3.2.1.2 Demonstrate that they are financially and operationally sustainable;
 - 3.2.1.3 Have their own constitution, which shall not contradict that of the Students' Union;
 - 3.2.1.4 Submit a request for affiliation to the Societies Committee.
- 3.2.2 Affiliated societies must:
 - 3.2.2.1 Operate democratically and according to both the society's and the Students' Union constitutions
 - 3.2.2.2 Conduct all financial transactions through the SU Finance Office with the approval of their Treasurer and the Societies and Events Officer.
 - 3.2.2.2.1 No society shall be permitted to hold any form of bank account outside the Union under any circumstances.
 - 3.2.2.2.2 All financial transactions must be accompanied by the appropriate receipts.
 - 3.2.2.2.3 Any affiliated society which exceeds its allocated budget shall be responsible for that excess.
 - 3.2.2.2.4 Treasurers shall be accountable to the Societies and Events Officer for the state of their society's finances.
 - 3.2.2.2.5 All expenditure must be agreed upon by the society's committee and minuted.
 - 3.2.2.2.6 The Societies and Events Officer may suspend any society's finances following a written warning to the committee of that society.
 - 3.2.2.2.7 Should the Societies and Events Officer suspend any society's accounts, they must submit a report to the Societies Committee detailing the reason for the suspension.
 - 3.2.2.3 Submit a grant application annually before the set and publicised deadline.
 - 3.2.2.4 Have an elected committee consisting of at least a Chairperson, Treasurer and Secretary.
 - 3.2.2.5 Register and lodge membership fees for a minimum of fifteen members before January each year.
 - 3.2.2.5.1 Societies who have not registered and lodged membership fees for fifteen members by January will be declared dormant. Dormant societies which are not restarted within twelve months will be officially closed down.
 - 3.2.2.6 Ensure that a minimum of 75% of their membership is made up of ordinary members of the Students' Union.
- 3.2.3 All amendments to a society's constitution, rules or regulations must be submitted to the Societies Committee for ratification.
- 3.2.4 The committee of each society shall perform their duties as laid down in the society's constitution with the addition of the following:
 - 3.2.4.1 The Chairperson shall:
 - 3.2.4.1.1 Liaise with the Societies and Events Officer and keep him/her informed of the activities of the society;
 - 3.2.4.1.2 Express the views and resolutions of his/her committee at Societies General Meetings and Union General Meetings;
 - 3.2.4.1.3 Take responsibility for ensuring all official activities run by their society are both legal and in line with the Students' Union constitution;
 - 3.2.4.1.4 Take responsibility for health and safety, to include risk assessments and insurance where necessary, during all official society activities;
 - 3.2.4.1.5 Be responsible for ensuring all society equipment is appropriately stored and kept in good condition.
 - 3.2.4.2 The Secretary shall:
 - 3.2.4.2.1 Keep a record of the society's activities and committee meeting minutes during the course of the academic year;
 - 3.2.4.2.2 Keep an inventory of the society's equipment;

- 3.2.4.2.3 Send copies of the committee's minutes to the Societies and Events Officer for filing.
- 3.2.4.3 The Treasurer shall:
 - 3.2.4.3.1 Keep written records of all financial matters relating to their society;
 - 3.2.4.3.2 In consultation with their committee, complete a grant application form before the published deadline each year, detailing past and proposed spending and activities.
- 3.3 The Societies and Events Officer reserves the right to attend any meetings of societies affiliated to the Students' Union.
- 3.4 The Societies shall be governed by this document; any further governing documents shall in no way contradict the constitution or policy of the Union.
- 3.4.1 Societies who require an exemption from any of the regulations contained in this document must apply to the Societies Committee in writing, specifying which points they require an exemption from and for what reason.

4 Societies and Events Officer

- 4.1 The Societies and Events Officer shall:
 - 4.1.1 Help to promote recreational activity in the University by offering assistance to all societies where needed;
 - 4.1.2 Ensure societies have the resources and information they need to function;
 - 4.1.3 Be responsible for creating a Societies Budget, including grant allocations, to be approved at the first Societies Committee meeting of the academic year;
 - 4.1.4 Be responsible for overseeing the financial affairs of societies;
 - 4.1.5 Be responsible for calling Societies General Meetings and Societies Committee meetings and for taking minutes and collating information for these meetings.

5 Meetings of Societies

5.1 Societies General Meetings

- 5.1.1 The Societies General Meeting(s) shall consist of:
 - 5.1.1.1 At least two committee members from each affiliated society.
 - 5.1.1.2 There shall be at least one Societies General Meeting each term.
 - 5.1.1.3 Quorum for Societies General Meetings shall be 50% of those active societies affiliated to the Students' Union.
 - 5.1.1.4 Inquire meetings continue at the discretion of the Societies and Events Officer but all decisions passed at such meetings shall be subject to ratification by the Societies Committee.
 - 5.1.1.5 All decisions shall require a simple majority to pass with the exception of amendments to this Appendix which shall require a two-thirds majority to be accepted.

5.2 Students' Union General Meetings

- 5.2.1 Each affiliated society shall send three representatives to every Students' Union General Meeting.

5.3 Failure to attend meetings

- 5.3.1 Failure to attend a Societies General Meeting or Students' Union General Meetings without submitting written apologies prior to the start of the meeting shall:
 - 5.3.1.1 On the first occasion result in that society receiving a formal written warning from the Societies and Events Officer.
 - 5.3.1.2 On the second occasion in a row result in that society receiving a second and final formal written warning from the Societies and Events Officer and having their grant account frozen for two months.
 - 5.3.1.3 On the third occasion in a row result in that society being expelled from the Union for a period of no less than twelve months after which it may re-apply for affiliation to be a Union Society.
- 5.3.2 Failure to attend a Societies General Meeting or Students' Union General Meetings with written apologies prior to the start of the meeting shall:
 - 5.3.2.1 On the second occasion in a row result in that society receiving a formal written warning from the Societies and Events Officer.
 - 5.3.2.2 On the third occasion in a row result in that society are receiving a second and final formal written warning from the Societies and Events Officer and having their grant account frozen for two months.
 - 5.3.2.3 On the fourth occasion in a row result in that society being expelled from the Union for a period of no less than twelve months after which it may re-apply for affiliation to be a Union Society.
- 5.3.3 Meeting attendance and penalties for failure to attend meetings are not confined to a single academic year.