

Byelaw 5 – How to get involved in Student Groups

The Students' Union runs activities for the development of its students beyond the lecture theatre or lab – and also because they are fun This byelaw explains how they should engage students and be run in a fair and safe way.

Types of Student Group and Membership

- 500 There shall be the following types of groups known as “Student Groups” in these Byelaws.
- a) Sports Clubs whose purpose is to offer students opportunities to develop students in a physical skill as well as teambuilding and leadership.
 - b) Societies whose purpose is to offer opportunities that develop students in a skill or allow them to learn about and discuss a set of ideas or beliefs,
- 501 Membership of Student Groups will be open to all students unless their constitution allows a restriction based on a protected characteristic, belief or mode of study. Associate members of the Union may be allowed to join if agreed by the Student Group Committee.
- 502 Each Student Group will have a constitution that outlines its purpose. This must be written down and the Trustee Board will ensure that a model constitution is available to Student Groups. The constitution for new Student Groups or amendments to existing groups must be approved by the Activities and Opportunity Zone subject to Byelaw 03

Student Group Committees

- 503 Every Student Group will have a committee of at least 3 members and including the positions of President (for Societies) or Captain (for Sports Clubs) who shall be the chair and two other members as outlined in their individual constitutions.
- 504 No Sabbatical Officer or Associate Member shall be a Committee member of a Student Group. A Committee member will automatically resign if they are no longer a Student member of the Students' Union.
- 505 The shared responsibilities for the Committee shall be
- a) Ensure that all members follow the policies and Code of Conduct of the Union, including any equalities policies.
 - b) Ensure that the Student Group operates within the financial regulations of the Union including keeping accurate records of the Student Group's activities and proposing a budget.
 - c) Ensure that the Student Group sends at least one representative to relevant Students' Union meetings.
 - d) Proactively looks to work with other Student Groups and promotes the work of the Union
 - e) Attend all relevant training sessions and meetings as required
 - f) Keep records of all Student Group and Committee meetings
- 506 In addition the Chair shall have the following specific
- a) Be the figurehead for the Student Group within the University and local community
 - b) Chair the Student Group meetings and Committee meetings
 - c) Be the main representative to relevant Students' Union meetings
 - d) Be the main person ensuring Student Group members follow the Union's Code of Conduct

Student Group Meetings

- 507 Each Student Group must have at least one Student Group Meeting each year. The business of the meeting shall be.
- a) Register of members present
 - b) Approving the record of the last meeting
 - c) Report of the Committee on its activities since the last meeting

- d) Questions to the Committee on their work for the Student Group
- e) Any election of members to the Committee (for a term of up to 1 year)
- f) Requests or recommendations to other Union meetings
- g) Any other Business

508 All the Students Members of the Student Group will be entitled to attend, speak and vote at the meeting. Associate members and any other student will be entitled to attend to observe and may speak if approved by the Chair.

Support from elsewhere within the Union

509 Student Groups are a part of the Union and can expect the following support

- a) Representation of their needs within the University, particularly through the work of Sabbatical Officers.
- b) Funding for the activities which develop students and are in line with the Student Group's constitution.
- c) Training for committee members in the policies and processes of the Union and advice on fundraising and improving the group's activities.
- d) Support for working with other Student Groups.
- e) Opportunities to network and debate with other Student Groups to influence the work of the Union.

Budget allocation to Student Groups

510 A Student Group budget will be set by the Trustee Board for the following academic year. Specific allocations to each Student Group will be decided by the Sabbatical Officer responsible for the groups.

- a) A budget proposal from the Student Group;
- b) The cost of the activity;
- c) The disciplinary record of the Student Group;
- d) The level of activity in the previous year;
- e) The number of members; and
- f) The previous year's financial records.

511 Student Groups must operate within the financial regulations set by the Trustee Board. In particular, no Student Group shall have their own bank accounts or keep funds. Any Student Group found to have an external bank account will be suspended with immediate effect until an investigation by the Board of Trustees can take place.

Eligibility for Student Groups

512 The following must all apply at the creation of a Student Group for it to be accepted by the Activities Zone

- a) At least 5 Student Members wishing to join
- b) A written constitution that outlines the purpose of the Student Group
- c) At least 3 members wishing to be on the committee
- d) A signed agreement from the Chair to follow the policies of the Union
- e) A proposal for a budget
- f) Agreement that the work of the Student Group is not too similar to other Student Groups within the Union

513 If at any point the above do not all apply to the Student Group, the activities zone and relevant Sabbatical Officers will discuss whether the Student Group should continue operating or what steps and support are needed to meet the requirements above.

- 514 Should a Student Group reach a point where it is no longer willing or able to carry out its aims and objectives it will cease to exist.

Focus sports

- 515 The Union has a number of designated focus sports where there are good relationships with the national governing body and where extra resource and coaching has been allocated to them. Focus sports remain student led. The support given by the directors is aimed at supporting the teams to flourish
- 516 Each focus sport will have a Development Officer who is tasked with creating plans for the development of their sport, both in terms of participation and performance. They will report progress against the sports aims to the Sports Development Steering Group.