



BRIGHTON
STUDENTS' UNION

SOCIETIES ASSOCIATION POLICY

BYE LAW of

UNIVERSITY OF BRIGHTON

STUDENTS' UNION

Passed by Trustee Board 17/1/2020

1. Introduction and Definitions

- 1.1. BSU defines a society as a group of people, which is student-led, who meet regularly for a shared purpose.
- 1.2. Society names must be representative of their affiliation to Brighton Students' Union. (e.g. UBSU Chess Society and not UOB Chess Society)
- 1.3. Societies must have an annually updated constitution which states the Society aims and objectives, as well as potential risks in the Society regular activities.

2. Membership

- 2.1. All members as defined as full members in the BSU Membership Policy, are eligible to be members of all societies.
- 2.2. The following may also become members of a society but will not inherit voting rights, nor be able to be a member of the committee:
 - 2.2.1. BSU staff
 - 2.2.2. University of Brighton staff
 - 2.2.3. Partner Colleges students
 - 2.2.4. University of Brighton International College students (UBIC)
 - 2.2.5. University of Sussex students
 - 2.2.6. BSMS students
 - 2.2.7. BSMS staff
- 2.3. All members must purchase the appropriate membership to be officially recognised as a member of the society.
- 2.4. Memberships will be valid each year from the 1st August to the 31st July, but can be purchased anytime.

3. Leadership

- 3.1. All societies must be run by elected students, who must be members of the society in question.
- 3.2. These elected students accept responsibility of adhering to all society rules and guidelines.
- 3.3. All elected students will receive training and will produce/update their Society's annual constitution.
- 3.4. Further information about the leadership positions is defined in the Societies Association Guidelines.

4. Finances

- 4.1. All societies must abide by the BSU Finance Policy. Full copies are available upon request. Relevant policy terms are summarised in the 'Society Finance Rules and Regulations' document.

- 4.2. The society leaders take joint responsibility for the finances of the society during their elected term.
- 4.3. No societies may use external bank accounts for society business; all financial transactions must be directed through BSU.
- 4.4. The financial authority delegated to the society leaders is as follows: a maximum of £250 per individual transaction and a maximum of £100 income per member per transaction.
- 4.5. If BSU deems an attempt is made to manufacture multiple purchases to avoid adhering to the delegated financial authority, BSU retain the right to take appropriate action.
- 4.6. Societies may not raise their own invoices; Societies must request BSU to raise invoices for any services their society has provided.
- 4.7. Claimants will need to provide evidence of purchase (receipt) to receive reimbursement for their expenditure. BSU retains the right to withhold payment if the documentation is not considered to be adequate.
- 4.8. Any payments made out from the society account must be countersigned by two society leaders, as well as a member of BSU staff.
- 4.9. The society must have sufficient funds in their account to pay invoices/expenses and BSU reserves the right to withhold payment if the required funds are not available.
- 4.10. Refunds of monies paid into Society accounts are available where appropriate.
- 4.11. All money donated from a Society to a charity must go through the RAG (Raise & Give) account.
- 4.12. Contracts for hire of an external venue or equipment must be signed by the Student Activities Manager before any deposit can be paid to secure the venue.
- 4.13. Dormant society funds will be reviewed annually to ensure they are best utilised to support society activity. Legally restricted funds will remain held by BSU for the restricted purpose.

5. Representation and Governance

- 5.1. Societies shall be represented by a group of elected society committee members.
- 5.2. These elected students will form a development group, called the Societies Association Officers.
- 5.3. Each of the positions will be democratically filled by a current student who has been a committee member for a minimum of 3 months by the deadline of standing for the role.
- 5.4. Each candidate may only stand for 1 Societies Association Officer Role per election.
- 5.5. The role will be for a 12 - month term.
- 5.6. The Societies Association Officer group will be chaired by the elected Vice President Activities.

- 5.7. The aims of the Societies Association Officers are to ensure BSU Societies are continually contributing to 'Making Student Life Better'.
- 5.8. The quorum shall be 50% of the members plus the chair.
- 5.9. Further information about the Societies Association Officers, including the election of these students, is defined in the Societies Association Guidelines.

6. Disciplinary and Complaints

- 6.1. All complaints about conduct in a society will be dealt with according to the BSU Complaints Policy.
- 6.2. If a student breaches any of the BSU Policies and Procedures, or the societies own constitution, it will be dealt with through the BSU Complaints Policy.

7. Political Activity

- 7.1. Issues defined as affecting 'students as students' are;
 - 7.1.1. Issues that directly affect students because of their student status.
 - 7.1.2. Issues that directly affect students because of their position as a student in the community.
 - 7.1.3. Issues that are likely to affect students in the near future. (e.g. graduate unemployment)
 - 7.1.4. Issues that are likely to affect future students as students. (e.g. a change of funding policy that takes effect in three years' time)
- 7.2. Societies are permitted to organise and promote political activities, providing that the subject matter affects 'students as students' and that the society constitution specifically references the society's purpose to exist to engage students in political activity.
- 7.3. If a society's constitution specifically references their purpose to exist to engage students in political activity, they are permitted to conduct a vote within their society and form a stance on political issues. In this case, members must be given a minimum of 3 consecutive working days to cast their vote.
- 7.4. All societies are permitted to share non-biased information about political activity that affects 'students as students', for educational purposes.
- 7.5. Society organised political activity must be peaceful and lawful at all times.
- 7.6. Societies must not promote any personal political views.
- 7.7. Societies are prohibited from donating funds to any political party or organisation.
- 7.8. Societies are prohibited from using any funding from BSU, such as accreditation grants, to support/campaign for a political party i.e. printing a political party's literature to canvass.

8. Joint Brighton & Sussex Societies

- 8.1. Societies that function as a joint group between the two universities must adhere to all BSU society rules and regulations.

9. Other Policies

- 9.1. Other Policies Societies must adhere to include;
 - 9.1.1. BSU Data Protection policy.
 - 9.1.2. BSU Health & Safety Policy.
 - 9.1.3. BSU Equality & Diversity Policy
 - 9.1.4. BSU Safeguarding Policy