

## 05 – Student Activities

*The Union provides a range of activities so its members can develop and take part in exciting opportunities. This Bye-law explains how leadership can be shown in clubs and societies while they still fit within the structures of the wider Union.*

See also: By-Law 1 Members and By-Law 3 Elected Leaders

The **Sports Officer** and the **Societies Officer** shall be the officers with lead interpretation of this Bye-Law.

### Membership of Clubs and Societies

- 501 Standard Membership is open to Full Members of Warwick SU provided that:
- a) They are Standard Members of the Sports or Societies Federation (unless the Sports or Societies Exec has exempted the Club or Society from this requirement).
  - b) They pay the Standard Membership Fee for the Club or Society.
  - c) They have not been banned through SU Disciplinary Procedures.
- 502 Associate Membership is open to Associate Members of Warwick SU, provided that:
- a) They are Associate Members of the Sports or Societies Federation.
  - b) They pay the Associate Membership Fee for the Club or Society (an amount greater than the standard membership fee).
  - c) Their membership is approved by the Club or Society's Executive Committee and by the Sports or Societies Exec.
  - d) They have not been banned through SU Disciplinary Procedures
- 503 Honorary Membership may be awarded to current or past members of a Club or Society by the Club or Society General Meeting and allows only for that member to attend that Club or Society's events.
- 504 It is the responsibility of the Club or Society Exec to ensure that those attending their events are members of the Union.
- 505 All members of Clubs and Societies will be expected to uphold the policies, rules and values of Warwick SU while undertaking activities including equality legislation. They are subject to the disciplinary and complaints procedure of the Union.
- 506 For the avoidance of doubt Recognised Clubs and Societies are affiliated to the SU and thus must follow its rules and governing documents. All equipment and assets purchased by a Club or Society with Societies or Sports Federation grants are the property of Warwick SU.

### Club and Society Exec Members

- 507 Exec Members of a Club or Society are Standard Members of the Club or Society that are elected in accordance with the Club or Society's Constitution.
- 508 Clubs and Societies must have a minimum of 3 Exec Members. This must include:
- a) A President/Chair (or equivalent)
  - b) A Treasurer (or equivalent)
  - c) A third elected position

- 509 Clubs and Societies must also ensure that their committees include an officer responsible for each of the following:
- a) Equality and Diversity
  - b) Safety
  - c) Secretary
  - d) Welfare
- 510 Executive Officers must attend training relevant to their role (as specified by the Sports or Societies Officer).

### **Democracy of Student Activities**

- 511 All Clubs and Societies will have
- a) A written Constitution
  - b) Elections for all committee places
  - c) An Annual General Meeting of the Club or Society
  - d) A Memorandum of Understanding with the SU

### **Student Activities Guidance**

- 512 The Societies Officer and the Sports Officer shall be responsible for proposing Student Activities Guidance to Student Council each year for approval. It will be developed with input from the Sports and Societies Execs. This may be an online resource and will outline procedures to be followed for the following academic year on the following areas:
- a) A template Constitution for Clubs and Societies and the means to change the Constitution.
  - b) Process and criteria for recognising and de-recognising Clubs and Societies.
  - c) Detailed information about the Financial Responsibilities of Clubs and Societies.
  - d) A guide to running Club and Society Elections and other democratic processes.
  - e) Guidance on student activity finances.
  - f) Guidelines of why a Club or Society might be exempted from Sports and Societies Federations.
  - g) Any other such information as they believe useful for running student activities.

### **Sports and Societies Federations**

- 513 The Sports and Societies Federations are the collective bodies with oversight of Clubs and Societies respectively, encouraging cooperation between them.
- 514 The Sports Officer and Societies Officer are the Chair of the Sports and Societies Federations and the Sports and Societies Councils respectively.
- 515 The Sports Federation abides by the Memorandum of Understanding between the SU and the University in relation to Warwick Sport, as agreed by the SU Board of Trustees.

### **Sports and Societies Councils**

- 516 The Sports Forum and Societies Council may make recommendations and hold their relevant Sports or Society Student Executive Committees to account.

- 517 All recognised Clubs and Societies must send at least two representatives to each meeting of the Sports Forum or Societies Council. Clubs and Societies that fail to do so without satisfactory apologies may be fined by the Sports or Societies Student Executive Committee.
- 518 Meetings of the Sports Forum and Societies Council are held once every term and at any other time as decided by the Sports or Societies Officer.
- 519 At least 7 days' notice of Sports Forum or Societies Council meetings will be sent to all Clubs or Societies Exec members and members of the Sports or Societies Student Executive Committees, including an agenda.

### **Student Media Societies**

- 520 Recognised Societies with the primary aims of producing television, radio, newspaper or similar media are editorially independent of the SU.
- 521 The SU and Media Societies will adhere to the prevailing Memorandum of Understanding, reviewed annually by both parties to ensure their independence and management.
- 522 Student Media Societies will also adhere to the prevailing Memorandum of Understanding, reviewed annually by both parties to ensure their independence and management, noting that their provisions may be different to other Clubs and Societies.

### **Nightline**

- 523 Nightline is a recognised Society of Warwick SU.
- 524 The Welfare Exec is responsible for all decisions relating to Nightline that would usually be taken by the Societies Exec. The Societies Exec will be informed of these decisions.
- 525 All Members of Nightline have the right to anonymity.
- 526 Nightline may be exempted from any restriction imposed by this By-Law that would damage the quality or safe delivery of its service as decided by the Welfare Exec. However, for the avoidance of doubt, the activities of Nightline remain under the authority and control of the Trustee Board of Warwick SU.