**Societies Constitution for the**

**UWS Students’ Union**

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| Passed |  |
| Approved by Board |  |
| Review Date |  |

**Introduction**

Societies are an integral part of University life, and this document outlines the procedures governing the Students’ Association of the University of the West of Scotland (the Students’ Union) Societies.

All affiliated societies must adhere to the policies contained within this document.

Societies will fill the following objectives from the Students’ Union constitution:

- Provision of social, cultural, sustainability, educational and recreational activities

- Provide forums for debate

- Provide opportunities for the personal development of UWS students.

And shall do this by:

- Increasing the number of students involved in societies

- Developing the diversity of Societies

- Deciding and co-ordinating the general policies of all affiliated Societies

- Administering, co-ordinating and controlling the expenditure of Societies

1. **Affiliation and Membership**
   1. **Affiliation**

Societies’ Affiliation will be subject to the following affiliation requirements:

* + 1. Completion of an affiliation form with the name and Banner ID of a minimum of three Ordinary Members of the Students’ Union. (Ordinary Members are students who have not opted out of Students’ Union membership).
    2. Having a minimum of three Ordinary Members of the Students’ Union signed up for the society through the Students’ Union society membership system.
    3. The approval of the Societies Executive Committee. The Societies Executive Committee may reject an affiliation request if a society is considered to infringe the Students’ Union Safe Space Policy.
    4. Completion of a Society Committee Training Session with the Student Opportunities Coordinator.
  1. **Re-affiliation**

Societies wishing to re-affiliate for a new academic must complete the affiliation process by 31st October of the new academic year.

* + 1. After 31st October, any societies which have not re-affiliated will be removed from the Students’ Union website and will be unable to access money remaining in the society account until re-affiliation is complete.
    2. If a society does not re-affiliate for the new academic year, any unused money in the society’s account will be returned to the Students’ Union Membership Budget at the end of the academic year.
  1. **Membership**
     1. Ordinary members can sign up for existing societies through the Students’ Union website.
     2. If a student is unable to do this, they can sign up for existing societies by submitting a society membership form to the Students’ Union.
  2. **Society Committees**

Societies must have a minimum of three named committee members, including a president to act as the main contact for the Students’ Union.

* 1. **Associate Members**
     1. Societies are allowed members who are not ordinary members of the Students’ Union.
     2. Members who are not ordinary members of the Students’ Union are not allowed to stand for any committee post, nor do they get a vote.
     3. Associate members should not make up more than 25% of a society’s total membership number.

1. **Finance**
   1. **Annual Budget**

The Annual Budget for Societies will be decided by the Board of Trustees for each academic year.

* + 1. The budget will cover all appropriate funding aspects of societies over the academic year for which it is submitted.
    2. The timings of submissions will be regulated by the Students’ Union financial procedures.
  1. **Society Budgets**

It is the responsibility of each society to ensure they maintain a positive financial balance.

* + 1. If a society overspends its funds, their access to the Students’ Union resources will be frozen until their account has been balanced.
    2. A society’s committee can decide on how best to spend its money and what it should be used for with the following exceptions:
       1. The society intends to fund something that violates the Students’ Union constitution or its’ bye-laws.
       2. The society intends to fund something that violates Students’ Union policy.
       3. The society intends to commit a crime using the funding.
       4. The society has been donated or granted a sum of money for a specific purpose.
  1. **Society Funds**

Society funds can be raised in four different ways:

* + 1. Membership fees
       1. Societies are not required to charge a membership fee, however they may charge up to a maximum of £10 for membership.
       2. Societies must be able to show members what they are getting for their membership fee.
       3. Membership fees will be paid online via the society’s page on the Students’ Union website.
       4. In circumstances where fees cannot be paid through the Students’ Union website, the society’s president or designated committee members will collect members’ fees and pay in the money manually to Students’ Union staff using a pay-in form.
       5. Membership fees will be paid into the society’s account.
    2. Fundraising
       1. Societies can raise funds through fundraising activities. The Students’ Union will match the money raised at each fundraising activity up to a maximum amount. The maximum amount will be determined by the Students’ Union and societies will be informed of this amount at the beginning of each academic year.
       2. Fundraising activities cannot pose an unacceptable risk to either the fundraiser or general students.
       3. The purpose of fundraising activities must be clearly advertised.
       4. Money from fundraising activities will be paid into the society’s account by the president or designated committee members, using the pay in form.
       5. Fundraising for charities will not be match funded by the Students’ Union.
    3. Funding grants from the Students’ Union
       1. Societies must apply for funding grants by submitting a Funding Application Form.
       2. Funding grants will be decided by the Vice President Student Development and the Student Opportunities Coordinator and will be allocated to societies for specific purposes. Funding grant decisions will be based on the criteria set in the Funding Application Form.
       3. The maximum amount that can be granted for each specific purpose will be determined by the Vice President Student Development and the Student Opportunities Coordinator. Societies will be informed of this amount at the beginning of each academic year.
    4. Sponsorship money from external bodies and organisations.
       1. Societies can raise additional funds through sponsorship agreements.
       2. Societies must not sign agreements without prior approval from the Students’ Union.

1. **Societies Council**
   1. The Societies Council exists to discuss and debate business appropriate to Societies.
   2. Details on Societies Council can be found in the Societies Council bye law.
2. **General Rules**
   1. **Relationship with the Students’ Union**
      1. Affiliated Societies are part of the Students’ Union. As such, they remain subject to the authority of the Students’ Union Board of Trustees.
      2. All meetings concerning societies will be conducted in accordance with the Students’ Union constitution, bye-laws and policy.
   2. **Code of Conduct**
      1. All members of all societies remain subject to the Students’ Union code of conduct.
   3. **Alterations to this Constitution**
      1. This constitution can be altered by policy submitted to the Societies Council, in accordance with the bye laws.
      2. The Board of Trustees of the Students’ Union may also change the Societies Constitution, with notice, to ensure continued legal and financial compliance.