

Birmingham City Students' Union

STUDENT GROUPS BYLAW

1 Definition

- 1.1 A Club or Societies may affiliate to Birmingham City Students' Union (the Union) provided it:
 - 1.1.1 Is set up and run by students currently studying at Birmingham City University
 - 1.1.2 It has a minimum of 10 fully paid up members with the exception of a protected society (see definition box below)
 - 1.1.3 It has a written constitution with clear aims and objectives
 - 1.1.4 It has aims and objectives that are significantly different from those of another Student Group on that campus.
 - 1.1.5 Its work does not replicate any work carried out by the Union as part of its normal activities.
 - 1.1.6 Its activities do not conflict with any policies of the Union.
 - 1.1.7 A protected society may be set up to provide a "safe space" service for students from a repressed social group
 - 1.1.8 The repressed social group must be recognised by the National Union of Students Liberation campaign.

Definitions

A Club: = A group of 10 or more students who wish to participate in an activity with a physical or recreational focus. The club will have written aims and objectives, which are significantly different from any other club and do not replicate the work carried out by the Union as part of its normal running.

A Society: = A group of 10 or more students who wish to participate in an activity with a social or cultural focus. The society will have written aims and objectives, which are significantly different from any other society on that campus and do not replicate the work carried out by the Union as part of its normal running.

A Protected Society: = A society not limited in size, that provides a "safe space" service to students from a repressed social group as recognised by the National Union of Students as part of their liberation campaign. It will have written aims and objectives, which are significantly different from any other group and do not replicate the work carried out by the Union as part of its normal running.

Student Led Volunteering Group: A group not limited in size that runs a student-led community volunteering project. The group will have written aims and objectives which are significantly different from any other group and do not replicate the work carried out by the Union as part of its normal running.

2 Membership

- 2.1 Any student may become a member of any student group on the payment of a membership fee, excluding a Protected Society, a Supported Student Group, or a Student Led Volunteering Group.
- 2.2 To join a Sports Club, students must first buy a Sports Card.
- 2.3 Society membership must be charged at a minimum of £3.
- 2.4 Media Group membership is recognised on the purchase of a Media Card, which is valid for membership to all Media Groups
- 2.5 Student Led Volunteering Group membership will be free unless otherwise stated
- 2.6 Membership to a Student Group lasts for one academic year, for the academic year that it is purchased in.
- 2.7 Members of a Student Group will abide by the constitution of that student group and of Birmingham City Students' Union.
- 2.8 A normal member may vote in the democratic decision making procedures of that Student Group as laid down in the Student Group constitution.
- 2.9 A normal member of a Student Group may stand for election to an official position as laid down in the Student Group constitution

3 Associate membership

- 3.1 Associate members of the Union may join any Student Group provided they have a valid membership card and pay the membership fee.
- 3.2 Associate members are permitted to engage in activities of the Student Group, apart from league sport fixtures.
- 3.3 Associate members may not deal with any finance of the Student Group
- 3.4 Associate members may not hold a position of office within the Student Group
- 3.5 Associate members not participate in the democratic decision making process of the Student Group.

4 Student Group Officials

- 4.1 A Student Group official must be elected to their position by the normal members of that Student Group. Founders of a Student Group can initially act as officials without being elected, but must face election within 18 months.
- 4.2 A Student Group may have up to 3 Student Group Officials as registered on a Student Activities Signatory Form (with the exception of sports clubs encompassing more than one team).
- 4.3 All Student Group leaders must sign a Student Group Leader Declaration Form as required by the Student Activities and Development Department.
- 4.4 Student Group Officials have a responsibility to ensure the Group is fair and democratic, transparent in decision-making and finances, and inclusive for all members.
- 4.5 The Officials of a Student Group have a duty of care to their members and must act appropriately at all times to limit the liability of themselves and Birmingham City Students' Union.
- 4.6 Only Student Group officials may have access to the funds of that Student Group.

- 4.7 A Student Group official may not hold a position of office in any other Student Group at the same time, unless they have prior authorisation from the relevant student group council.
- 4.8 No director of the Union may hold a position of office within any Student Group.
- 4.9 The officials of a Student Group may access the resources of the Student Activities and Development Department.
- 4.10 Student Group officials must abide by all rules of the Union, failure to do so will result in disciplinary action being taken.
- 4.11 Student Group Officials will ensure their Group submits a risk assessment for every activity organised by the Group as requested by the Student Activities and Development Department.
- 4.12 Student Group Officials must attend relevant Committee and/or Council meetings on behalf of their members. On occasions when they cannot attend they may send apologies.
- 4.13 Non-attendance by a Student Group representative at more than one consecutive Committee or Council meeting without prior explanation to the Activities and Sports Officer will result in the suspension of the Group's activities until a representative attends the necessary meetings.
- 4.14 Student Group Officials will submit a reviewed constitution each year to the Student Activities and Development Department
- 4.15 Student Group Officials will ensure the Student Activities and Development Department have up-to-date contact details for Officials in the Group and notify the Department of any changes to circumstances or details.

5 Finances

- 5.1 All affiliated clubs and societies are eligible to apply for a grant from Birmingham City Students' Union.
- 5.2 All officers of a Student Group must abide by the financial regulations of Birmingham City Students' Union.
- 5.3 All finances of a Student Group must be conducted through Birmingham City Students' Union.
- 5.4 No Student Group may hold a separate bank account or building society account.
- 5.5 Each Student Group will be provided with a fundraising account
- 5.6 Each funded Student Group will be provided with a budget account
- 5.7 Regulations governing the fundraising account and the budget account are detailed in section 6.
- 5.8 All Student Group expenditure must be authorised by the relevant officer or Union staff member.
- 5.9 The Student Activities Manager or his or her nominee must countersign all expenditure authorisations.

6 The Student Group Fundraising Account

- 6.1 Any money paid to the club/society must be paid into the finance office within 5 working days and will be credited to the fundraising account.

- 6.2 Expenditure from the fundraising account must be, and shown to be for the benefit of all members of that Student Group.
- 6.3 Expenditure from the fundraising account is limited to items in tables 1, 2 and 3.
- 6.4 The fundraising account may be used to make up any deficits in the club/societies budget account without prior consultation
- 6.5 The balance from the Student Group's fundraising account will be carried over from year to year
- 6.6 In the event that a Student Group does not operate for two consecutive years all money will be transferred to the appropriate development fund.

7 The Student Group Budget Account

- 7.1 The Student Group Funding Policy will determine the level of funding for a Student Group and any grant will be deposited in the Student Group's Budget account.
 - 7.1.1 Any sponsorship money which has spending stipulations attached to it will be deposited into the budget account. Any other sponsorship will be deposited into the fundraising account.
 - 7.1.2 Expenditure from the budget account is used primarily to subsidise activities essential to the running of the Student Group.
 - 7.1.3 Any purchases made in part or whole with budget account money becomes the property of Birmingham City Students' Union

8 Fundable Equipment

- 8.1 All equipment orders over £50 must be accompanied by
 - 8.1.1 Three quotes for the same or similar equipment
 - 8.1.2 An official order form
 - 8.1.3 Signature of Treasurer, President and relevant Officer
 - 8.1.4 Proof of identification of proposer
- 8.2 Purchases outside the normal financial procedures will not normally be refunded unless the relevant officer has given prior authorisation.
- 8.3 Equipment expenditure will be restricted to items that can be reasonably associated with the service delivery of a Student Group as determined by the relevant officer.

9 Fundable Activities

- 9.1 Birmingham City Students' Union will normally subsidise Student Group activities, which fall within the scope of the Student Group's aims, objectives and constitution and will be delivered by the Student Group. Birmingham City Students' Union will not fund:
 - 9.1.1 Social events (Parties discos, balls etc),
 - 9.1.2 Food and drink
 - 9.1.3 Any unauthorised payments to outside bodies.
- 9.2 Birmingham City Students' Union will normally fund student activities provided they fulfil the following criteria.
 - 9.2.1 The student activity will be of benefit to the student body in some way

- 9.2.2 The activity has clear aims and objectives
- 9.2.3 The activity has been approved by the relevant officer.
- 9.2.4 The activity will be delivered on more than one site.

9.3 Birmingham City Students' Union will not give a Student Group additional funding if more than 50% of their fundraising account has been used for a social activity (unless it was raised for that specific reason).

Table 1	What the Union may fund		
Affiliation	Printing	Facility Hire	Council Meetings
Official Instructors and Referees	Guest Speakers	Health & Safety Training and Equipment	Insurance
Administration	Travel	Student Group related marketing and Publications	Membership
Training	Essential Equipment Purchase and Maintenance	Awareness Raising	Capital fund for new Student Group

N.B. no social activity will be funded by the Development Fund

Table 2	What the Student Group fundraising account may fund		
Social Functions where cost is subsidised per head with prior approval	Desirable Equipment	Guest Speakers	Travel to friendlies
Accident Insurance	Food and drink where appropriate		

N.B. alcohol cannot be purchased with money from either accounts under any circumstances.

10 Continuation of a Student Group

- 10.1 The continuation of a Student Group from one year to the next will depend on the following criteria;

- 10.1.1 The contact details of all elected officials from the Student Group must be provided to the Student Activities and Development Department before the end of June.
- 10.1.2 An up to date constitution signed by the elected leader is provided to the Student Activities and Development Department before the end of June
- 10.1.3 A representative of the Student Group must attend a leaders training event at the beginning of the new academic year. The Student Group will not be able to access their budget account until the training session has been attended.
- 10.1.4 Departing Student Group leaders must attend handover training with the Student Activities and Development Department by the end of May.
- 10.2 Student Groups that are inactive for twelve months will be de-recognised by the Students' Union.
- 10.3 A previously inactive club has to follow the procedures of a new Student Group but can inherit the accounts of the previous student group within two years of the last group collapsing.

11 Establishment of a new Student Group

- 11.1 Applications for affiliating a new Student Group should include:
 - 11.1.1 Complete a New Student Group Helping Hand Form (see appendix)
 - 11.1.2 Complete a constitution for the Student Group.
- 11.2 On completion of the above the new Student Group will be presented to the appropriate committee for ratification.
- 11.3 A committee must then be set up in line with the Group's constitution.
- 11.4 Student Groups will be given a small start up grant by the Union in their first year. They can apply for extra funding to the Student Activities Development Fund by filling in a funding proposal form and submitting it to the Sports or Societies Council.

12 Student Groups Governance

- 12.1 Each specific group (club, society, etc.) will have a governing committee as outlined above.
- 12.2 The overall governance of Student Groups will be overseen by the Sports and Societies Councils (as outlined in the Council Committees bylaw), and by Student Council and the Union's other democratic structures.

13 The Calculation of Funding to Student Groups

- 13.1 Student Group funding will be calculated on a formula agreed by the appropriate officer and the Student Activities and Development Department. The formula will take in to account;
 - 13.1.1 The number of active participants
 - 13.1.2 The level and amount of activity planned throughout the year

- 13.1.3 The performance history of the student group against it's own aims and objectives (the previous year only), while taking into account the aims and attitudes of new committee members.
- 13.1.4 Re-investment history of the student group's fundraising funds in to the groups activities (the previous year only)
- 13.1.5 The commitment of officer to
 - To increasing membership
 - To increasing the involvement of under-represented groups
 - Attending meetings and training provided by the Student Activities Team.

14 Student Group Development Funds

- 14.1 The Student Group development funds are accounts held and administered by the Union for the benefit of clubs and societies respectively
- 14.2 Income in to the development fund will come from Student Groups which have not been active for the past two years.
- 14.3 Income will also come from donations from the sale of personal equipment to student group members.
- 14.4 The development fund accounts can be used to fund items in Table 1
- 14.5 To access money from the fund, a Group must complete a funding proposal and present it at Sports or Societies Council.
- 14.6 Sports or Societies Council will decide whether and how much funding is granted to a Group by majority vote.