**UNIVERSITY COLLEGE BIRMINGHAM**

**STUDENT GROUPS BYLAW**

**1 Definition**

* 1. A Society may affiliate to University College Birmingham Guild of Students (the Guild) provided it:

1.1.1 Is set up and run by students currently studying at University College Birmingham.

1.1.4 It has aims and objectives that are significantly different from those of another Student Group.

1.1.5 Its work does not replicate any work carried out by the Guild as part of its normal activities.

1.1.6 Its activities do not conflict with any policies of the Guild.

**Definitions**

**A Club: =** A group of 15 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 Guild as part of its normal activities.

**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 and do not replicate the work carried out by the Guild as part of its normal activities.

**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 Guild as part of its normal activities.

1. **Membership**

1. Any student enrolled at University College Birmingham may become a member of any Student Group on the payment of a membership fee.

2. Membership to a Student Group lasts for one academic year, for the academic year that it is purchased in. Half year memberships are available only to students who are enrolled at University College Birmingham for one semester only.

3. Members of a Student Group will abide by the constitution of that student group and of University College Birmingham Guild of Students.

4. A normal member may vote in the democratic decision making procedures of that Student Group as laid down in the Student Group constitution.

5. A normal member of a Student Group may stand for election to an official position as laid down in the Student Group constitution.

1. **Student Group Officials**

1. A Student Group Official (Committee Member) must be elected to their position by the normal members of that Student Group.

2. The Committee Members 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 University College Birmingham Guild of Students.

3. Only Student Group Committee Members may have access to the funds of that Student Group.

4. A Student Group Committee Member may not hold a position of office in any other Student Group at the same time, unless they have prior authorisation from the Guild of Students.

5. Student Group Committee Members cannot hold a position on the committee for more than two years.

6. No Manager of the Guild may hold a position of office within any Student Group.

8. Student Group Committee Members must abide by all rules of the Guild, failure to do so will result in disciplinary action being taken.

9. Committee Members of a Student Group have a responsibility to attend any meetings called by the Guild of Students.

1. **Finances**

1. All Committee Members of a Student Group must abide by the financial regulations of University College Birmingham’s Guild of Students.

2. All finances of a Student Group must be conducted through University College Birmingham Guild of Students.

3. No Student Group may hold a separate bank account or building society account.

4. Each Student Group will be provided with a fundraising record for any funds raised by the Student Group.

5. Each funded Student Group will be able to request funding from the Guild of Students, as detailed in section 6.

6. Regulations governing the fundraising and Guild funding are detailed in section 6.

7. All Student Group expenditure must be authorised by the Guild Manager.

8. The Guild Manager or his or her nominee (Guild President and/or Vice President for Activities) must countersign all expenditure authorisations.

1. **Student Group Fundraising**

1. Any money paid to the club/society must be paid into the finance office within 5 working days and will be added to the club’s fundraising record.

2. Expenditure from fundraising must be shown to be for the benefit of all members of that Student Group.

3. Expenditure from fundraising is limited to items detailed in this document.

4. Fundraising may be used to make up any deficits in the club/society’s running costs that the Guild of Students is unable to fund.

5. The balance from the Student Group’s fundraising will be carried over from year to year.

6. In the event that a Student Group does not operate for two consecutive years any fundraising money will be transferred to the Guild’s development fund.

1. **The Guild of Students Funding for Student Groups**
2. The Guild of Students will determine the level of funding for a Student Group.

6.1.1 Any sponsorship money which has spending stipulations attached to it will be recorded by the Guild of Students and will only be released to Student Groups in line with the according spending stipulations.

6.1.2 Guild of Students funding that is allocated for Student Groups is primarily to subsidise activities essential to the running of the Student Group.

6.1.3 Any purchases made in part or whole with Guild of Students funding becomes the property of University College Birmingham’s Guild of Students.

1. **Fundable Equipment**
2. All equipment orders must be accompanied by:

7.1.1 An equipment request form

7.1.2 Signature of the Guild Manager and Vice President for Activities

2. Purchases outside the normal financial procedures will not normally be refunded unless the Guild Manager has given prior authorisation.

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 and/or Guild Manager.

1. **Fundable Activities**

1. University College Birmingham’s Guild 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.

University College Birmingham’s Guild will not normally fund:

8.1.1 Social events (Parties, discos, balls etc.)

8.1.2 Food and drink

8.1.3 Any unauthorised payments to outside bodies

8.2 University College Birmingham Students' Guild will normally fund student activities provided they fulfil the following criteria.

8.2.1 The student activity will be of benefit the student body in some way.

8.2.2 The activity has clear aims and objectives.

8.2.3 The activity has been approved by the relevant Student Guild Executive.

8.3 UCB’s Students' Guild will not give a Student Group additional funding if more than 50% of their fundraising has been used for a social activity.

Table 1

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| **Table 1. How Guild Funding may be able to support the Student Group with essential costs:** |
| 1. Affiliation fees
2. Shared Equipment
3. Facility Hire (subject to prior approval by the Guild of Students)
4. Official Instructors
5. Official Referees
6. Travel to out-of-county competitions
7. Insurance
8. Equipment Maintenance
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| **Table 2. How Guild Funding may be able to support the Student Group with non-essential costs:** |
| 1. Non-essential Equipment Purchases
2. Printing
3. Student Group Marketing
4. Guest speakers with prior approval
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| **Table 3. How Student Group fundraising may be used:** |
| 1. Social functions where cost is subsidised per head with prior approval
2. Guest Speakers
3. Travel to friendlies
4. Travel to training
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8.4 Student Groups may also use fundraising to fund items detailed in Table 2.

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| **Table 4. How Student Group fundraising and/or Guild of Students funding may not be used:** |
| 1. Alcohol cannot be purchased for Student Group activities through funding from the Guild of Students or through Student Group fundraising.
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1. **Continuation of a Student Group**

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

9.1.1 The contact details of all elected Committee Members from the Student Group must be provided to the Vice President for Activities by the start of May.

9.1.2 An up-to-date constitution signed by the elected Student Group Leader and a risk assessment is provided to the Guild Manager before the end of May.

9.1.3 A Committee Member 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 any Guild funding until the training session has been attended.

1. A previously inactive club has to follow the procedures of a new Student Group.

**10 The Calculation of Funding to Student Groups**

1. Student Group funding will be calculated by the Guild Manager and will take in to account;

10.1.1 The number of active participants

10.1.2 The accuracy of estimated costs

10.1.3 The level and amount of activity planned throughout the year

10.1.4 The performance history of the student group against its own aims and objectives (the previous year only)

10.1.5 Re-investment history of the student group’s fundraising in to the group’s activities (the previous year only)

10.1.6 The commitment of Committee Members to:

* Increasing membership
* Increasing the involvement of under-represented groups
* Attending meetings and training provided by the Guild of Students.

**12 Student Group Development Fund**

1. Income in to the development fund will come from Student Groups which have not been active for the past two years.

2. Income will also come from donations from the sale of personal equipment to student group members.

3. The development fund accounts can be used to fund items in table 1.