

BYE LAWS L
REGULATIONS FOR SOCIETIES

General Regulations for Societies

1. Ratified Societies can benefit from the following:
 - a. Receiving any relevant funding from the Union's central budgeting process;
 - b. Staff expertise and support;
 - c. Use of Union contacts and quotes;
 - d. Use of Union and University Facilities; and
 - e. Reasonable use of resources.
2. Any member who has not opted out of the Students' Union can join a Society.
3. The Students' Union shall have an up-to-date list of all Society Members that includes:
 - a. Their name;
 - b. Their Newman email address;
 - c. Any relevant health information that may affect their ability to take part in the Society, and for risk assessment purposes.
4. All societies must be open for any student to join.
5. All Societies must have at least five (5) members at all times.
6. All societies must have three (3) to five (5) committee members. This number should be outlined in the Societies Constitution.
7. All Committees must include:
 - a. A Chair; and
 - b. A Treasurer (who shall act as Deputy Chair)
8. Other Committee positions are at the discretion of the Society and can include but not limited to:
 - a. Social Secretary;
 - b. Secretary; or
 - c. Committee Member.
9. All Societies shall only operate once they have been ratified by a quorate Executive Committee Meeting and after the Chair and Treasurer have both attended Society Training.

Starting a Society and Society Constitutions

1. There shall be a simple Society Start-up form that shall be the Constitution for the Society. This shall include:
 - a. The name of the Society;
 - b. The purpose of the Society;
 - c. A list of at least five (5) founding members;
 - d. A list of committee members and their signatures;
 - e. An agreement that the Society shall hold an AGM and election annually;
 - f. A statement that the Society shall abide by the regulations outlined within this By-Law.

2. This form shall be renewed annually by the incoming Committee during Society Training/Conference.

Responsibility of the Committee

1. The Committee shall be responsible for:
 - a. The smooth and active running of the Society;
 - b. Reviewing the objectives of the Society as part of the Constitution, recommending any changes to the members of the Society;
 - c. Ensuring that all members are paid and have submitted their details to the Students' Union;
 - d. Ensuring that the times, dates and locations of their Society activities are well advertised;
 - e. Resolving issues within the Society as quickly and professionally as possible;
 - f. Ensuring that all relevant paperwork for events and grant submissions are completed properly and in full;
 - g. Attending all applicable Students' Union training and meetings, such as Student Forum; and
 - h. Ensuring that they are aware of their responsibilities and to ask the Students' Union if they require help on any of the above.

Society Annual General Meetings

1. All Societies shall hold an Annual General Meeting where a new Committee shall be elected.
2. This should be held at a time and date that is suitable for the majority of members to attend.
3. Quorum for members to meet a proposed motion shall be 50% + 1 of the total paid membership where:

- a. At least 25% +1 of the membership are physically present with the rest of the voting members, making up to 50% + 1 of the members, have voted by email;
 - b. Email votes are received in advance, and at least one hour before the start of the AGM and before 3pm to ensure that staff have time to check;
 - c. All proxy votes shall be sent directly to the Membership Services Coordinator (Activities) or nominee.
4. All AGMs should be complete before the end of the academic year.

Attendance at Student Forum

1. As some of NSU's most engaged students, Societies play a vital role in the democracy of the Students' Union.
2. Society Chairs are automatically members of Student Forum, and are required to attend meetings throughout the year, of which there are usually four.
3. If a Society Chair cannot attend a Forum, they are able to send the Treasurer (who shall be Deputy Chair) in their place. The Chair of Student Forum should be informed of this prior to the start of the meeting.
4. If either the Chair or Treasurer cannot make the meeting, then apologies should be sent to the Chair of Forum.
5. If the Chair or Treasurer does not attend two forums in one academic year without sending apologies, then they shall automatically be removed from their position, resulting in the Society being frozen.
6. All members of Student Forum are expected to engage and contribute to the discussion and topics in Student Forum.
7. Chairs and Treasurers shall receive training on Student Forum.

Frozen and Disbanded Societies

1. The Executive Committee have the right to freeze a Society for the following reasons:
 - a. A full committee as outlined in the Society Constitution is not in place;
 - b. There are less than five (5) paid members of the Society
 - c. A Society fails to follow Students' Union Policy and Procedures; or

2. A society shall remain frozen until the issue that prevents them operating has been resolved and evidence has been ratified at a quorate Executive Committee meeting.
3. While a Society is frozen, they will not be able to access the benefits of a Society as outlined in General Regulations for Societies, point 1. Frozen Societies shall also be prevented from spending any funds held in the Society account.
4. If a Society has been frozen for two academic years, the society shall be disbanded entirely.
5. All funds held in a disbanded Society's account shall be used for the purpose of supporting other Societies.

Finance

1. NSU shall hold "accounts" for Societies, of which the Chair and Treasurer of a fully functioning Society shall have access to.
2. Societies shall be expected to raise funds through memberships and fundraising.
3. There shall be a Society Incentive Scheme from the Students' Union central budget that shall be available to Societies for the purpose of development.
4. This grant shall be awarded to societies in January by a panel consisting of the Societies Officer, Vice-President and the Membership Services Coordinator (Activities).
5. The Society Incentive Scheme has three awarding levels:
 - a. Bronze
 - b. Silver
 - c. Gold
6. Each level that is awarded to societies will receive a set amount of money, which will be determined at the start of each academic year according to the grant that is allocated from the central funds as part of the annual budgeting process.
7. Societies shall be notified of how much each awarding level is worth by the end of September of each academic year.
8. Societies shall be given the assessment tiers at the start of the academic year, so they can know how the panel will decide the awarding levels.
9. All Society Incentive Scheme award making decisions shall be final.

Complaints

Complaints against a member of a Society

1. Complaints against the behaviour of a member within a Society from the public or from the wider student population should follow the Disciplinary procedure for Members of Newman Students' Union as outlined in Bye-Law F and the Members Code of Conduct.

Vote of No Confidence in a Committee Member

1. If a member is unhappy with the behaviour of a committee member of a Society, they have the right to submit a motion of no confidence against the committee member.
2. A vote of no confidence shouldn't be taken lightly, and should only be used as a last resort to solving an issue.
3. For a vote of no confidence, a member is required to have a petition signed by at least 2/3s of the total confirmed membership of the Society. The petition should clearly include:
 - a. Why the members feel that they have no confidence in the committee member to fulfil their role;
 - b. What attempts there have been to resolve the matter informally;
 - c. The name of the person signing;
 - d. The student email address of the person signing; and
 - e. The signature of the student signing the petition.
4. A successful petition should be sent to the Societies Officer, or if one is not elected or available, the Vice-President who shall inform the Chair of the Society that an Emergency AGM should take place within the Society.
5. For the purposes of a Vote of No Confidence, the following Quorum rules shall supersede the quorum of a regular AGM;
 - a. The Quorum of the meeting shall be 2/3s of the membership, and the meeting shall be chaired by the Societies Officer (or nominee); and
 - b. Only paid members at the time of the motion being submitted shall be entitled to attend the EGM and count to quorum.
6. The person submitting the motion of no confidence shall make an opening statement as to why they have brought this forward. This should contain factual evidence where applicable.
7. The committee member in question will have an opportunity to make a statement against the motion.

8. There will be opportunities for members to speak for and against the motion, and ask questions to both the presenting member and the committee member in question.
9. The presenting member shall summarise, bringing no further evidence or statements than those that have already existed.
10. The Chair shall hold a secret ballot of which a 2/3s majority shall be required to pass.
11. In the event of the motion passing, the committee member shall still be entitled to remain a member of the Society, but shall instantly vacate their position on the committee.
12. Following a vote of no confidence, the Society shall be frozen until a new committee member has been elected following NSU's usual Society election processes.

Reviewing the Society Regulations

1. The Societies Officer and Vice-President, with the support of Union staff shall be responsible for reviewing the Society Regulations annually.