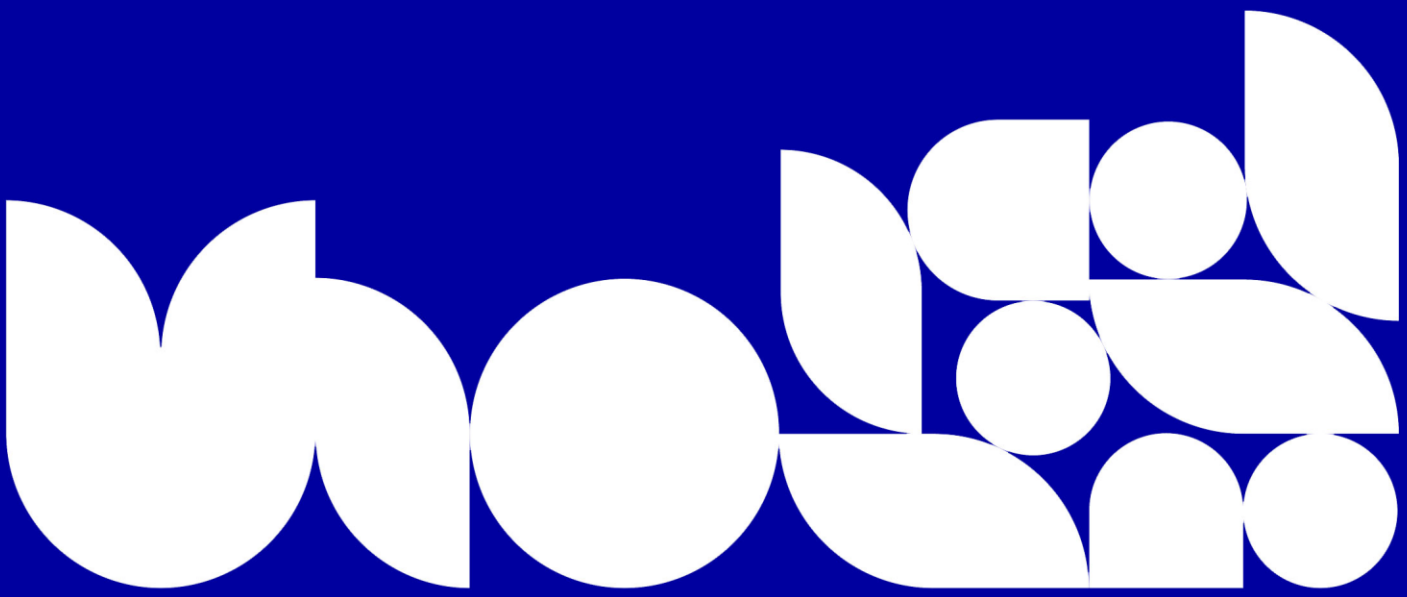
THE SU BATH



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1. Purpose

1.1. The purpose of the SU Groups Policy is to provide clear guidance to students on the responsibilities of running or being part of a SU affiliated student group. This policy also outlines what students can expect from the SU regarding support and processes.

2. Principles

2.1. A Student Group registered with The SU (or "SU Group") must have a committee that will take responsibility for the student group.

2.2. SU Groups benefit from affiliation to The SU through access to;

- free banking facilities to help manage their accounts.
- insurance to reduce their liability.
- advice, support and training on legal requirements and development opportunities.
- marketing opportunities to promote their events/activities and help recruit new members.
- awards and recognition to celebrate individual and group achievements.
- funding and sponsorship opportunities.

3. Scope and Application

3.1. This policy applies to all SU Groups which is defined as a group of Student Members (Articles of Governance 9.1.1) who provide activities for the benefit of its members. For the avoidance of doubt, in this policy SU Groups refers to:

- SU Clubs (Sports)
- SU Diversity & Support Groups
- SU Societies (including Arts, Faith & Cultural, Interest, Politics & Activism and Volunteering)
- Student Media Groups (BathTime, CampusTV, University Radio Bath)

3.2. This policy does not apply to Executive Committees (Execs). More information on executive committees can be found here: SU Executive committees.

3.3. Where Student Groups have their own constitutions, policies and procedures The SU's own Articles of Association, policies and procedures will override them in any case where conflict arises between them.

3.4. This Policy is overseen by Leadership Group and approved by People & Engagement Committee. Leadership Group is the most senior decision making space in the SU that is not the Board of Trustees or a sub-committee of Board of Trustees. People & Engagement Committee is a subcommittee of Board of Trustees.

4. How to create a SU Group

4.1. If a student wants to set up a SU Group, this is done through a process called Affiliation.

4.2. Each area has their own affiliation process due to differing requirements. More details can be found by contacting the area directly:

- Societies: susocieties@bath.ac.uk
- Sports: subathsport@bath.ac.uk
- Diversity & Support Groups: su-voice@bath.ac.uk
- Media: thesu@bath.ac.uk
- Volunteer Groups: volunteers@bath.ac.uk

4.3. All affiliation processes must include recommendation from the relevant Executive Committee and final approval from Leadership Group as a part of the approval process.

4.4. All affiliation processes must encourage applicants to consider accessibility of the group to potential members of all backgrounds.

4.5. All applications to the affiliation process should receive a response detailing whether a group has been approved for affiliation. Where a group has not been affiliated, a reason must be given to the applicant(s).

4.6. Where possible, affiliation periods (the timeframe where the SU accepts affiliation applications) will be aligned to allow clear communication to members.

5. Committees

5.1. SU Groups must have a committee who are elected annually by the Student Members of their group.

5.2. SU Group committees must:

- Have a Chair;
- Have a Treasurer;
- Have a minimum of 3 committee members and a maximum of 12 committee members (including Chair and Treasurer).
- Only have current University of Bath registered students as committee members.

5.3. Committee member elections must take place in line with The SU's published election rules.

5.4. Where a committee position is vacant following an election, one by-election for the position will take place. If the position remains vacant after a by-election, co-option of the position may take place in line with published election rules and co-option guidance.

5.5. The whole committee are jointly responsible for:

- ensuring that their group conducts its affairs in accordance with SU policies;
- planning and overseeing their group's fundraising/activities/events;
- planning and overseeing their group's development activities/events;
- planning and overseeing their group's budget (where they have one);
- ensuring they fulfil health & safety requirements for their Student Groups;
- any content published in their group's name either physically and/or online;
- the behaviour of their members at group activities/events and reporting issues to The SU;
- ensuring that any responsibilities they choose to delegate are carried out appropriately.

5.6. A committee member will automatically be removed from their position where:

- They cease to be a student at the University of Bath.
- They commit a serious disciplinary offence within either The SU or University.
- They suspend their studies (voluntarily or otherwise).

5.7. A committee member may be removed from their position by Leadership Group where:

- A committee member is not fulfilling the duties of their role.
- There is a recommendation of removal from committee positions from the University's Precautionary Measures, Disciplinary or Complaints procedures.
- There is a recommendation of removal from committee positions from the SU Disciplinary or complaints processes.
- They have not paid relevant membership fees.

5.8. If Leadership Group are considering removing a student from a committee position:

- The student must be notified of the consideration to remove them from any committee position(s) and the reasoning why.
- The student must be offered the opportunity to respond to the notification (in writing, virtually or in person) and should be offered a meeting (virtually or in person) to discuss why the Leadership Group is considering removing them from the role(s).
- A decision will still be made if the student choses to not engage with the notification or meeting.
- If Leadership Group concludes the grounds for removal have been met, the student must be notified in writing the outcome and whether there are any restrictions on the student's ability to run for committee positions within a set period of time.

5.9. Where a student wishes to stand down from a committee position, they can do this via email:

- Societies: susocieties@bath.ac.uk
- Sports: subathsport@bath.ac.uk
- Diversity & Support Groups: su-voice@bath.ac.uk
- Media: thesu@bath.ac.uk
- Volunteer Groups: volunteers@bath.ac.uk

5.10 Where a committee position becomes vacant outside normal election and by-election periods, the appropriate area manager may use their discretion to decide if a by-election or co-opting should occur or whether the position can remain vacant for the rest of the term of office.

6. SU Group Removal

6.1. A SU Group will be referred to Leadership Group for consideration of affiliation status where:

- The group fails to elect the minimum 3 members to the committee at an election or by-election.
- The committee formally notifies The SU that the group is disbanding.
- The group ceases to have any active members.

6.2. Leadership Group may remove or sanction an SU group where it believes it has received sufficient evidence to conclude that:

- a SU group's activities are not being carried out for the benefit of the student community;
- a SU Group's activities are not in line with The SU's charitable objects;
- a SU Group has not been conducting it affairs in accordance with SU policies;
- a SU Group has not been open and accessible to Student Members of all backgrounds;
- a SU Group has been identified as demonstrating poor standards of behaviour;
- a SU Group or committee member has been identified as recklessly exposing people to possible or actual harm.
- The SU Group has failed to submit required legal/compliance documentation (including but not limited to updated risk assessments and equipment lists). Sanctions may include, but are not limited to:
- Restrictions on access to group finances and spending.
- Suspension of funding opportunities (including Society Membership Fund
- allocations).
- Reduced access to key events such as the Groups and Sports Fair and other promotional activities.
- These sanctions will remain in place until the required documentation is submitted.

6.3. Where Leadership Group are considering removal of a SU group:

- The SU group must be notified of the consideration to remove the group from The SU and the reasoning why.
- Representatives of the SU group must be offered the opportunity to respond to the notification (in writing, virtually or in person) and should be offered a meeting (virtually or in person) to discuss why the Leadership Group is considering removing the group from the SU.
- A decision will still be made if the SU group's representatives chose to not engage with the notification or meeting.

6.4. After consideration of whether a SU Group should be removed, Leadership group may:

- Decide no further action is needed
- impose restrictions on the SU group's activities for a period of time;
- set remedial targets for its committee to action with continued affiliation dependent on demonstrable good progress being made;
- suspend the Student Group from The SU for a year;
- remove the Student Group from The SU.

6.5. Group Finances following disaffiliation:

- Where an SU Group has been disaffiliated for a period of two (2) years, any remaining funds
- belonging to that group will be transferred back to The SU for the benefit of the wider Students' Union, this includes any designated or restricted funds, dependent on the

agreement of the external funder, where necessary.

6.6 Equipment Following Disaffiliation:

- Where an SU Group is disaffiliated, any equipment purchased using SU funds will remain the property of The SU and are classed as SU assets.

Equipment may be:

• Donated to another SU Group where appropriate; or

• Donated to an external organisation; or

• Sold to an external party, with any proceeds returned to The SU for the benefit of the wider membership, as approved by the SU Senior Leadership Team.

Funds generated from the sale of equipment will normally be allocated to the relevant area funding pot. For sports equipment or other high-value assets, decisions will be made on a case-by-case basis, taking into account the nature and cost of the items, as approved by the SU Senior Leadership Team.