

THE STUDENTS' UNION (*THE SU*) STUDENT GROUPS POLICY

Vision: To have a rich and vibrant student community for the benefit of its members.

Rationale: To set out how Student Groups are governed and what their responsibilities are within The SU.

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Benefits of affiliating to The SU

A Student Group is defined as a group of students (*registered at the University of Bath*) who provide activities (*e.g. representation, advice & support, social & cultural, sporting & recreational*) for the benefit of its members.

Student 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.

How Student Groups join The SU

A Student Group may apply to register as part of The SU by emailing thesu@bath.ac.uk.

This email should explain:

- what activities the Student Group will carry out for the benefit of the student community;
- the resources the Student Group will require to carry out its activities;
- how the Student Group will recruit and ensure it is accessible to student members of all backgrounds.

This email should confirm that the Student Group will:

- conduct their group affairs in accordance with this policy;
- accept the responsibilities delegated to them within this policy;
- attend relevant training and adhere to The SU's policies.

An Executive Committee will meet to review and approve an application, subject to:

- the Student Group's activities being in line with The SU's [charitable objects](#);
- the Student Group being clearly open and accessible to Student Members of all backgrounds;
- there being no other registered Student Group carrying out the same or similar activities;
- The SU having the capacity and resources needed to support the Student Group.

Representatives will be given the option to attend the meeting to discuss their application with the committee.

The SU will inform the applying Student Group either:

- that their application has been approved and they are now registered with The SU;
- that their application has been unsuccessful, the reasons for this and possible actions they might take.

Student Group committee

A Student Group registered as part of The SU must have a committee that will take responsibility for the group.

A committee:

- must have a minimum of three committee members (*and cannot exceed more than 12*) who are elected annually by the Student Members of their group in accordance with The SU's published election rules;

The committee or SU area can decide on the following options:

- the group's membership will vote to elect named roles onto the committee up to a maximum of 12 members
- will either allow committee members to elect its own Chair and, where necessary, treasurer from its own committee members or allow their Student Group to do this for them;
- (*comprised of a minimum of three members*) may appoint Student Members from their group on to the committee so long as the committee's total membership does not exceed 12;
- (*comprised of a minimum of three members*) may appoint and remove Student Members as coordinators to carry out responsibilities within the Student Group that they have delegated to them.

A committee member will be automatically disqualified and removed from the committee if:

- they cease to be a Student Member;
- they commit a serious disciplinary offence within either The SU or University;
- they fail to attend two consecutive meetings without the recorded permission of the committee.

A committee will be 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;
- appointing associate members to the group in accordance with [Articles 22 to 27](#).
- 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.

Where Student Groups have their own constitutions, policies and procedures The SU own constitution, policies and procedures will override them in any case where conflict arises between them.

Committee meeting procedures

Student Group committees:

- will meet as and when necessary to fulfil their responsibilities;
- will arrange meetings in accordance with [Articles 84 to 87](#) of The SU's Articles of Governance.
- may only hold meetings and vote on matters if they have a minimum of 3 committee members present;
- will conduct meetings in accordance with [Articles 91 to 96](#) of The SU's Articles of Governance;
- will keep minutes and papers of meetings in accordance with [Articles 97 to 99](#) of The SU's Articles of Governance;
- may take decisions without a meeting in accordance with [Articles 101 to 102](#) of The SU's Articles of Governance;
- will handle any conflicts of interest that arise at a meeting in accordance with [Article 103](#) of The SU's Articles of Governance.

Student Group disqualification and removal

A Student Group will automatically be disqualified and removed from The SU where:

- the group has failed to elect the minimum 3 members to the Student Group committee at an election or one subsequent by-election;
- it's committee formally notifies The SU that the group is disbanding;
- the group ceases to have any active members.

The Leadership Committee may also remove a Student Group from The SU or a member from the committee where it believes that it has received sufficient evidence to conclude that:

- a Student Group's or committee member's activities are not being carried out for the benefit of the student community;
- a Student Group's or committee member's activities are not in line with The SU's [charitable objects](#);
- a Student Group or committee member has not been conducting its affairs in accordance with SU policies;
- a Student Group or committee member has not been open and accessible to Student Members of all backgrounds;
- a Student Group or committee member has been identified as demonstrating poor standards of behaviour;
- a Student Group or committee member has been identified as recklessly exposing people to possible or actual harm.

If the Leadership Committee is considering removing a Student Group from The SU or a member from the committee

- the decision must be made at a meeting convened and conducted in accordance with [Articles 84-103](#);
- the decision cannot be made without a meeting using the powers ascribed under [Articles 101-102](#);
- it can, at the Chair's discretion, suspend the Student Group's activities or the committee member until a decision is reached;
- it will offer to meet (*physically or virtually*) representatives from the Student Group's committee;
- it will offer the representatives attending the opportunity to bring an adviser to support them;
- it will consider the actions that the Student Group's committee can prove to have taken to address the issue;
- it may still make a decision if any invited representatives do not attend the meeting;
- it can if it concludes that the grounds for removal have been met either:
 - impose restrictions on the group's activities or the committee member 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 or the member from the committee for a year;
 - remove the Student Group or the committee member from The SU.