

Affiliated Groups

1. Student Activities is the provision of affiliation/disaffiliation, structure, and support for groups of students to create, lead, and deliver activities for members of the Students' Guild.
2. A group of students creating and delivering opportunities on behalf of the Guild and as a representative body, which is associated with the University of Exeter, must fulfil an affiliation to be officially recognised by the Guild.
3. There shall be a range of affiliated group categories to ensure the wide variety activity is facilitated and supported effectively, these categories shall be:
 - 3.1. Societies.
 - 3.2. Volunteering or Fundraising Projects/Groups.
 - 3.3. Media Outlets.
 - 3.4. Campaign Groups.
4. An affiliated group can deliver a variety of activity, including those defined as a separate group category, however their primary definition should be associated with the overall activity of the group.

Definitions

5. A Society must:
 - 5.1. Provide activity primarily for its members, based on a single topic, activity, hobby, cause, course, or interest.
 - 5.2. Have a committee elected by only its members.
 - 5.3. Have a constitution.
 - 5.4. Be accessible to all members of the Guild, for a fee as set down the group's constitution, if any.
 - 5.5. Provide a range of activities, rather than specialise in one activity alone.
6. A Volunteering or Fundraising Project/Group must:
 - 6.1. Focus on providing opportunities for members to donate their time, skills/expertise, or money or to generate funds for a specific cause or charity.
 - 6.2. Have either:
 - 6.2.1. appointed project leader(s), appointed by free and fair competition if a project is put forward by the Students' Guild, who shall be the committee; or
 - 6.2.2. initially appointed project leader(s), appointed by nomination if proposed by full member(s) of the Students' Guild, who shall be the committee; or

6.2.3. An elected committee.

6.3. Run in accordance with their stated objective(s).

6.4. Have a constitution.

7. A Media Outlet must:

7.1. Provide opportunities with the sole aim of producing publications, broadcasts, print, or digital media relevant to students of the University of Exeter.

7.2. Have an elected committee.

7.3. Be accessible to all members of the Guild, for a fee as set down in the group's constitution.

7.4. Ensure the media it produces is accessible to all members of the Guild without the need for a fee.

7.5. Have a constitution.

8. A Campaign Group must:

8.1. Provide activity to achieve a single objective, based on driving change within a topic or cause.

8.2. Have appointed campaign leader(s) who will be the group's committee.

8.3. Be accessible to all members of the Guild, without a membership fee.

8.4. Have a clear start and end date.

8.5. Have a campaign charter, which will act as a constitution.

9. In this byelaw, Guild staff refers to a member of staff who is responsible for the delivery of Student Activities and is not also a 'Student Member' of the Students' Guild according to the Memorandum and Articles.

Affiliation

10. Any full member of the Guild can propose the affiliation of a group.

11. In order to be affiliated with the Guild, each group must undertake the following process:

11.1. Submit an application form to the Guild, which will include, at a minimum, the:

11.1.1. Category of proposed group.

11.1.2. Name of proposed group.

11.1.3. Aims and objectives of proposed group.

11.1.4. Nominated committee members of proposed group.

11.1.5. Proposed membership fee, if any.

11.1.6. Budget/sustainability evidence.

11.2. The application be reviewed by Guild Council, or its delegate, against the following criteria:

- 11.2.1. Meet the definition of the proposed category of group, as laid out in this Byelaw.
- 11.2.2. Have a unique purpose distinct from those of existing groups.
- 11.2.3. Not pose a legal, financial, or reputational risk to the Students' Guild.
- 11.2.4. Have filled the required committee positions for their category of the group.
- 11.2.5. Provide a clear benefit to the membership through its activities.
- 11.2.6. For Societies and Media Outlets, have 25 interested full members within 3 working weeks prior to the affiliation decision.
- 11.3. Guild Council, or its delegate, will then make a decision on the affiliation of the proposed group. The decision shall be one of the following;
 - 11.3.1. Affiliation approved;
 - 11.3.2. Affiliation approved with conditions;
 - 11.3.3. Affiliation rejected; or
 - 11.3.4. Further evidence required.
- 11.4. The decision should be made by a vote of the meeting, which requires a simple majority.
- 11.5. If the decision is 'further evidence required' the application process is paused and Guild Council, or its delegate, may request more information from the proposed group, or request advice/guidance from Guild staff in order to make a decision.
- 11.6. If the affiliation is approved with conditions, the conditions can only apply to the activities of the group.
12. Once affiliated, the proposed group becomes an entity of the Students' Guild.

Suspension and Dormancy

13. A group may be suspended to ensure that the safety of members is protected, illegal activity is prevented, or for not adhering to the Byelaws, Code of Conduct or regulations of the Guild.
14. A group may become dormant due to a lack of activity or members of the group as defined below.
15. A suspended or dormant group may not, except where required to in order to fulfil the conditions of a suspension or re-activation:
 - 15.1. Sell membership, products, or services.
 - 15.2. Carry out or prepare for events.

- 15.2.1. Except where there is a greater reputational risk if the event is cancelled.
- 15.3. Promote events or itself.
 - 15.3.1. A dormant society may be promoted by full members seeking to revive the society.
- 15.4. Carry out a committee election.
- 15.5. Apply for funding or sponsorship.
16. The finances of a suspended or dormant group are considered frozen except where there is a pre-existing financial liability which should be met; or where income generation or expenditure is required to meet the condition of a suspension.

Suspension

17. Groups may be suspended by either:
 - 17.1. A qualified majority vote of Guild Council, or its delegate; or
 - 17.2. A member of Guild staff in cases of immediate legal, financial or reputational risk.
18. Before a vote on the suspension of a group can take place:
 - 18.1. Guild Council, or its delegate, must have formally sought the advice of the relevant Elected Officer.
 - 18.2. The Elected Officer's advice should provide a recommendation that is the outcome of an investigation.
 - 18.3. The committee of the group that is being considered for suspension must be informed of:
 - 18.3.1. The investigation.
 - 18.3.2. The advice provided by the relevant Elected Officer.
 - 18.3.3. The date, time, and location of the meeting at which the suspension is being voted on.
19. The suspension of a group is considered a significant matter.
20. A suspension must be conditional or time constrained.
21. The group's committee, their representative officer, and the relevant Elected Officer should be informed by Guild Staff of any suspension and the reason for the suspension as well as the terms or conditions under which the suspension can be revoked.
22. Members of the group should be informed that the society has been suspended.
23. Suspensions are revoked by an Officer Trustee when the terms of the suspension are met.

Dormancy

24. To avoid becoming dormant, groups must:

- 24.1. Have at least three committee members, including a President and a Treasurer.
 - 24.1.1. The group is dormant if this condition is not met following two consecutive attempts, including the initial attempt, to fill the required position(s).
 - 24.2. Have at least 10 members by the end of week 6 of term 1.
 - 24.2.1. If the group is new, the group must have 10 members (including committee members) by 6 weeks after their membership goes on sale.
 - 24.3. Complete and sign their constitution, where required.
 - 24.4. Have held at least 4 events by the end of term 1 (excluding committee meetings).
 - 24.5. Be able to demonstrate how they are fulfilling their aims and objectives.
 - 24.6. And no further wind-up activity is operationally required to prevent reputational damage.
- 24a. From the 1 August 2020 until 31 July 2021, a group will only become dormant if agreed by the relevant Elected Officer. This clause is to be removed from this byelaw after 31 July 2021.
25. A group may become dormant by a unanimous vote of committee.
 26. Any committee members in office at the time of dormancy should have their position expire, meaning they are no longer an elected officer of the Students' Guild.
 27. Any members of a group which has become dormant by any of the above criteria will cease to be a member of the group.
 28. Students can revive dormant groups by gaining a minimum of 10 interested members and therefore triggering an election following a majority vote of Guild Council, or its delegate.
 - 28.1. The roles for the election will be those set out in this Byelaw.
 - 28.2. The constituency for the election shall be those registered as 'interested members' of the dormant group.
 - 28.3. At the election, all three roles must be filled in order for the group to become operational again.

Disaffiliation

29. Disaffiliation means that the group no longer operates as an entity of the University of Exeter Students' Guild and will not be afforded the protections given to an affiliated group.
30. A group can be disaffiliated from the Students' Guild by either:
 - 30.1. A vote of Guild Council, or its delegate; or
 - 30.2. Being dormant for 2 years.
31. A group must be suspended before a vote on disaffiliation can be taken, unless the disaffiliation is being put by the group itself.

32. A condition of a suspension can be that a group is suspended pending the outcome of a disaffiliation vote.
33. The disaffiliation of a group is considered a significant matter.
34. Any balance remaining on the date of disaffiliation, save for existing liabilities, will be transferred to an appropriate fund.
35. Disaffiliated group may apply for affiliation as a new society; however, they will not be entitled to draw on assets of the previously existing society.
36. A disaffiliated group may not be reaffiliated if a condition of the disaffiliation is that it is permanent.

Appeal

37. Any democratic decision made relating to affiliation, suspension, disaffiliation, or dormancy can be appealed within 5 working days of a decision being made.
38. The appeal will be heard by Guild Council (or Trustee Board where Guild Council, and not its delegate, has made any such decision).
39. Where an appeal is requested, the group will be suspended until the appeal is heard.
40. Appeals are a significant matter; the decision of Guild Council, where it decides on an appeal, is final.

Votes of No Confidence

41. A Committee Member can face a Vote of No Confidence (VoNC) from their group.
42. A VoNC of a committee member is triggered if:
 - 42.1. A third of the group's committee vote for a VoNC to be put to the group; or
 - 42.2. A secure petition of 25% of the group members' requests that a VoNC be put to the group's membership.
43. If a VoNC is triggered, a meeting of the group is called where the motion will be heard, and the vote will be held.
 - 43.1. A VoNC vote must be facilitated and agreed by the relevant Elected Officer.
 - 43.2. Group members must be notified no less than 7 working days in advance of the vote.
 - 43.3. The vote will only pass if 25% of group members are present.
 - 43.3.1. Where the threshold is not met, the decision should be ratified by Guild Council, or its delegate.
 - 43.4. The motion will pass if agreed by a qualified majority.
44. If the VoNC passes the committee member is removed.
 - 44.1. A bye-election must be held if required in accordance with 24.1.

Membership

45. Membership of affiliated groups is exclusive to:
 - 45.1. Full members of the Students' Guild.
 - 45.2. Associate members of the Students' Guild, including honorary lifetime members.
 - 45.2.1. Associate members are not permitted to hold a committee position, nor vote in any group election.
 - 45.2.2. Associate members may not exceed 10% of total group membership by week 6 of each academic term.
 - 45.2.3. Where a group's membership numbers exceed this figure, the group will be suspended.
 - 45.2.4. Only full members who will continue to be full members for the entire term of office are eligible to stand for election for, or appointment to, a committee position.
46. The Students' Guild will maintain up to date records of the membership numbers and monies deposited. The Students' Guild shall make this information available to groups on request.
47. The Students' Guild will maintain an up to date record of memberships sold for each group. The membership held by the Students' Guild is definitive. Any reference made to membership numbers within these Byelaws refers to the list held by the Students' Guild.
48. No participant may represent an affiliated group in competitions or the equivalent without being a member of the requisite group, and whilst also fulfilling the eligibility requirements of the specific competition.
49. Where an affiliated group has a reciprocal membership agreement with a national governing body or charity, this should be explicitly communicated to the Students' Guild. Affiliation to external bodies is at the agreement of the Board of Trustees.
50. Any member may resign their membership giving clear notice to the group's President or equivalent but will not be reimbursed their membership fee if they resign after week 4 of term 1.
51. A committee member may resign their membership of the committee giving clear notice to both remaining committee members and the Students' Guild.
52. Affiliated group members must adhere to the Students' Guild's articles, byelaws, regulations and policies. Affiliated group members deemed to be in violation of these may be investigated as per the Complaints Policy and Code of Conduct.

Allocation of Resources

53. The Students' Guild will provide a range of resources in order to facilitate group activity, along with working with the University of Exeter in order to access further resources where appropriate.
54. These resources will be provided on a first-come-first-served basis, except where there is a specialised need for the group activity which will be prioritised.

Grants

55. The Students' Guild will provide a mechanism for groups to apply for grant funding in order to deliver their activities.
56. Grant funding is allocated by Guild Council, or its delegate.
57. The Students' Guild will allocate funding into a range of funds, based on the availability of monetary funds on an annual basis:
 - 57.1. Funds can be restricted to a particular category of group or be open to all groups.
 - 57.2. Funds can be restricted to a particular type of expenditure or activity.
 - 57.3. Groups can only be funded for a particular activity from a single fund.
 - 57.4. Eligibility and funding criteria will be published annually for each fund available.
58. The process for applying for a grant is as follows:
 - 58.1. Application is made to Guild Council, or its delegate, with deadlines for applications published annually. Applications should include as a minimum:
 - 58.1.1. Outline of funding required.
 - 58.1.2. Benefit to membership of expenditure.
59. A grant is awarded by majority vote of Guild Council, or its delegate.
60. A grant may be awarded in full, in part, or scaled in relation to total funds available.
61. A grant may not be awarded by chair's action.
62. The following conditions must be met for a grant to be awarded:
 - 62.1. The application meets the fund criteria.
 - 62.2. A grant must not be applied for retrospectively.
 - 62.3. The group, as a whole, must benefit from the purpose of the grant.

Elections

63. A group, except campaign groups and fundraising/volunteering projects (where selection is the method of recruitment), must hold an annual election to elect its committee and subsequent bye-elections may be held in the event of a vacancy on the committee.
 - 63.1. An election must be called if required in accordance with 24.1.1.
 - 63.2. Groups affiliated in terms 2 or 3 of the academic year will not be required to hold an annual election until the next academic year.

63.2.1. The term of office of such a committee will be extended until July 31st the subsequent year.

64. The constituency will be the full members of the group.

65. The 'Voting' section of the Elections Byelaw shall govern the process by which the constituency shall vote.

66. In addition to posts named in this Byelaw, the group's constitution will identify the post(s) to be filled by an election.

66.1. An incumbent committee may limit those eligible to stand for a given post where there is an operational purpose for doing so that is agreed with a member of Guild staff.

67. A role may not be held by more than 1 individual.

68. The term of office of post(s) elected in a bye-election will be the remainder of the term of office at time the post is vacated.

69. The Returning Officer for a group election shall be selected by the group's committee but cannot be a candidate in the same election.

69.1. The role of Returning Officer shall be defined by the Students' Guild ahead of any election period.

69.2. An Officer Trustee can assume the role of Returning Officer at their discretion in order to ensure compliance with the Education Act 1994 or in cases where the entirety of the incumbent committee is seeking re-election.

AGM/EGM

70. All groups must hold an Annual General Meeting, as required by their constitution.

71. Groups may hold an Extraordinary General Meeting in addition to an Annual General Meeting.

72. The purpose of these meetings can be to:

72.1. Receive an update from the group's committee on the group's development; or

72.2. Provide for an election hustings if so desired by the group's committee.

Constitution

73. Groups will be provided with a template constitution upon affiliation.

74. The template constitution is amendable by a majority vote of Guild Council, or its delegate.

75. Amendments to a group's constitution must be agreed by a qualified majority vote of the groups committee.

75.1. These changes must be logged and visible to all members.

- 75.2. A secure petition of 25% of Full Members of the group can recall this decision by simple majority.
76. A Campaign Group will have a campaign charter, which will act as their constitution.
77. Constitutions should be accessible to all members.
78. Any provision made in the Memorandum and Articles, Byelaws or legislation supersede provision in a group's constitution.

Committee Officers

79. The following posts are required:
 - 79.1. President.
 - 79.2. Treasurer.
 - 79.3. Another role nominated by the group's constitution.
80. These roles cannot be held in combination, except where otherwise outlined.
81. The minimum function of these roles shall be defined by the Students' Guild and ratified by majority vote of Guild Council, or its delegate.
82. Groups may re-name and develop the role descriptions for these roles in their constitution.
 - 82.1. The role description must name the required post the position fulfils.
83. The term of office, when elected for the proceeding academic year shall be 1st August until 31st July the following year.
84. Campaign leader(s) shall act as the required posts for campaign groups.
 - 84.1. Where operationally a counter-signatory is required that shall either be another campaign leader if there are multiple or VP Activities.

Activities

85. The activities of a group must be approved by the Students' Guild.
86. The process for activity approval will be set out by the Students' Guild and reviewed annually.
87. The activities and operation of all groups must be in accordance with the Memorandum and Articles, Byelaws, Policies, Regulations and Code of Conduct of the Students' Guild in addition to a group's constitution.

Finance

88. Groups shall be issued a society code with the Students' Guild which will act as a financial account.
89. The Students' Guild will set out the processes and regulations for utilising and drawing on the funds within such accounts.