

Durham Students' Union

Society Regulations



General

1. Compliance by a Society with all of these regulations shall be a condition of affiliation of that Society to the Union. The Union reserves the right to terminate the affiliation of any Society which breaks any condition of affiliation. These regulations shall form conditions of all contracts between the Union and any Society.

Constitution of Societies

2. The Constitution of any Society shall contain the following provisions:
 - a. The Society shall abide by all policies and regulations of the Union.
 - b. That all members of the Union shall be entitled to join the Society, unless the rules regarding party political membership apply. This clause is not withstanding any provisions in the Constitution or preconditions as required by law.
 - c. Where the society accepts membership from non union members it clearly states that no non Union member shall hold a position on the Society Executive Committee.
 - d. A provision that the Society shall appoint from its members in a democratic manner a President, a Treasurer and a Secretary.
 - e. A provision that the Society shall keep proper accounts and submit them to the Societies and Student Development Officer in a form prescribed by the Union whenever required to do so.
 - f. A provision that the Society shall not use any Grant for any purpose other than that for which it was made.
 - g. A provision that the Society shall hold an Annual General Meeting of its members, and shall present annual accounts to its members at that meeting.
 - h. A provision that any society officer should be removable by a simple majority of the society's members in a General Meeting.
 - i. A provision that a petition of no less than 10% of the society's members should be able to require that a general meeting be called.
 - j. A provision that the President, Treasurer, Secretary and any officer entitled to sign cheques and other instruments of payment should be members of the Union.
 - k. A provision that the Societies and Student Development Officer shall be admitted to any & all meetings of the Society at the request of any member of the society, DSU Council or DSU's Board of Trustees, and that notification of such shall be provided in advance by writing or by ITS email.

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1. A provision that a member shall be able to leave a Society at any time.
3. A Society's constitution may provide for the appointment of other Officers with such powers and responsibilities as may be prescribed in addition to President, Treasurer and Secretary.
4. The Societies and Student Development Officer shall not allow a Society to affiliate or renew its affiliation if they believe that the proposed constitution of the Society is not competently drafted. Societies can appeal this decision by writing to the General Manager of the Union setting out the reasons why they are appealing the decision of the Societies and Student Development Officer.
5. Life membership of a society means the lifetime as a member of DSU.
6. Honorary Life Members of both the Society and the Union will not hold a right to vote.
7. On the adoption or amendment of these regulations, the Societies and Student Development Officer shall allow reasonable time for societies already affiliated to the Union to amend their constitutions before taking any action to enforce this regulation against them.

Financial Management of Societies

8. Student membership fees for Societies are to be retained by the Society for use on Society activities. DSU will continue to set the membership fee base rate.
9. Societies have the authority to charge non DSU members a higher rate for society membership.
10. The Treasurer of each Society shall keep up to date and accurate accounts of all transactions on its bank accounts and of any cash transactions.
11. A Society affiliated to the Union or which wishes to affiliate to the Union shall bank with the Union. The Union shall assist Societies in the opening of accounts.
12. A Society wishing to affiliate to the Union shall grant the Union the right to halt transactions on any accounts held by such a Society. The Union shall only exercise such a right if it feels that taking such an action is necessary to prevent mismanagement of a Society's assets or liabilities, to recover money owed to the Union by the Society or in exercise of a power granted elsewhere in these regulations. The Union shall not be held responsible by any Society or any member of the Union for failing to halt such transactions.

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13. A Society wishing to affiliate to the Union must agree to seek the Union's permission before allowing its bank account or bank accounts to become overdrawn.
14. A Society wishing to affiliate to the Union must agree to allow the Union to recover directly from its account or accounts any debt owed by the Society to the Union.
15. A Society wishing to affiliate to the Union must agree to allow the Union to close any bank account or DSU account on which there have been no transactions for one year belonging to a society which has not been affiliated to the Union for at least one year. Any money in such a closed account shall be held by the Union on behalf of the society and, if such money is unclaimed after six months, the society shall agree to allow the Union to appropriate the money to expend on any of the activities of the Union.
16. Each Society shall account to the Union for the expenditure or use of any Grant made to it.
17. The Society shall submit accounts to the Union as required by these regulations. Societies shall be bound by any and all financial decisions laid down upon them by DSU, subject to the usual routes of appeal.
18. For further details please refer to the Society Financial Regulations (appendix 1).

Claiming Grants

19. Societies can make claims to receive funding from the Union once in any academic term.
20. Claims will be assessed by the Grants Committee which shall consist of the following members:
 - a. Societies and Student Development Officer
 - b. Equal Opportunities Officer
 - c. Joint Committee Representative
 - d. Student Trustee
 - e. Membership Services Manager
21. Deadlines for receiving funding applications will be set at the beginning of the academic year.
22. Any applications received after the deadline will be considered at the discretion of the Grants Committee.

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23. The criteria for Grant Awards is laid out in appendix 2 of this document.

Renewal of Affiliation

24. Each Society shall be required to renew its affiliation to the Union annually. Before such renewal shall take place, each Society shall submit the following documents to the Societies and Student Development Officer:
- a. Annual accounts in the form prescribed by the Societies and Student Development Officer.
 - b. The name of its President, Treasurer, Secretary, and any other officer appointed under its Constitution.
 - c. Any information, declarations, mandates, etc. required by the DSU for holding Societies' accounts.
 - d. A copy of the Society's Constitution.
 - e. A list of 15 of the Society's members who have paid the due subscription, and a declaration that more than half of them are members of the Union. The list shall include their Durham email address.
 - f. An ITS Registration form
 - g. A Risk Assessment form
25. The Societies and Student Development Officer shall set a date to be the deadline for the receipt of the documents. The Societies and Student Development Officer shall write to all Societies no later than four weeks before the deadline informing them of the deadline and of what documents are to be submitted.
26. If any Society has not submitted the documents required by this section by the deadline, the Societies and Student Development Officer may, in their absolute discretion, terminate the affiliation of any such Society. They may decide to grant a Society more time to submit the documents, in which case it shall retain the right to terminate the Society's affiliation at any time before the documents are submitted. It may terminate the affiliation of one or more Societies even though it has not terminated the affiliations of other Societies provided that their reasons for doing so are fair.
27. The Societies and Student Development Officer shall have the power to halt transactions in respect of any Society which has not submitted documents and has been granted more time in accordance with the provisions of this section.

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28. If a Society becomes affiliated in the academic term then the Societies and Student Development Officer may waive the requirements of this section for the year in which the Society is first affiliated. If they do, then they shall write to the President of the Society and inform him/her.

Affiliation of new Societies

29. A society which is not currently affiliated to the Union may become so affiliated if it fulfils the following conditions:
- a. The society has at least 15 members.
 - b. The society has a written constitution which complies with these regulations.
 - c. At least half of the society's members are members of the Union.
 - d. It is willing to close any bank accounts with a bank other than the one nominated by the Union in accordance with these regulations.
 - e. The Society has held a General Meeting which has agreed in accordance with the Society's constitution to seek affiliation to the Union, or else the Society's members all joined the society on the understanding that it was to seek affiliation to the Union.
 - f. It submits the following documents:
 - A constitution
 - A list of 15 members.
 - The names of its President, Secretary, and Treasurer.
 - A ITS regulations form
 - A risk assessment form
30. DSU may not ratify any society whose aims and objectives are not in line with the aims and objectives of DSU.
31. DSU may not ratify any society which aims to break or circumvent the law.
32. DSU may not ratify any society which does not comply with its Equal Opportunities and Data Protection Policies.
33. The Societies and Student Development Officer may decide not to grant affiliation to a new society. If they decide not to grant affiliation then they shall report their reasons to the next meeting of Council.

Notices from the Union and from Societies

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34. A Society shall inform the Union by writing to the Societies and Student Development Officer at once if:
 - a. Fewer than half of its members are members of the Union; or
 - b. It is in financial difficulties.
 - c. Its number of members falls below 15.

35. The Societies and Student Development Officer shall write to Societies if:
 - a. The Union proposes to alter these regulations.
 - b. Whenever required by other parts of these regulations.
 - c. There is a breach of DSU regulations.

Society Publicity

36. A Society shall ensure that the DSU Logo is placed prominently upon any and all publicity that they distribute. The University logo must not be used by a Society of the Union on any publicity materials unless it has the prior written permissions of the University Registrar and Secretary to do so.

37. The Societies and Student Development Officer and the Marketing Manager may ask for a sample of publicity to verify compliance with this regulation

38. Publicity may only be displayed in Dunelm House after being approved by a designated member of staff.

39. The Code of Practice on the "Display of Promotional Material within the University", and local environmental protection and littering laws must be adhered to at all times. The Union reserves the right to recover any costs incurred from an infringement of these rules by a Society.

40. Any electronic mailing lists managed by a Society shall comply with the DSU Data Protection Policy.

Society Sponsorship

41. All sponsorship monies received by a society must be first approved by the Societies and Student Development Officer. All sponsorship details must be provided to both the SSDO and the Marketing Manager of the Union.

42. All society sponsorship must conform to Union policy.

43. Sponsorship by residential landlords or letting agents must be first approved by the Membership Services Manager.

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44. Sponsorship from bars and clubs is prohibited unless they are part of the national Best Bar None scheme.
45. DSU reserves the right to veto any sponsorship. Written reasons for such a refusal will be provided to any society.

Date of Policy:	November 2008
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Reviewing Officers/Staff:	Societies and Student Development Officer Membership Services Manager