

## By-law (10): Student Opportunities

*This By-law sets out the principles for establishing and running student activity groups that are constituted and supported as part of the Students' Union. Student Opportunities broadly covers Societies, Sports, Volunteering, RAG and Campaign Groups.*

### Definition

1. The Opportunities are broken down into the following denominations:
  - 1.1. Societies;
  - 1.2. Sports;
  - 1.3. Volunteering;
  - 1.4. RAG (Raising and Giving);
  - 1.5. Campaign Groups
2. Each of the Opportunities has a Coordination Committee, with the exception of Campaign Groups, to oversee and direct its operations, as defined in By-law [COORDINATION COMMITTEES]
3. The Student Opportunities of YUSU, with the exception of RAG, also comprise student groups formed and coordinated under the direction of the Union. There shall be the following types of student group:
  - 3.1. Societies;
  - 3.2. Sports Clubs;
  - 3.3. Volunteering Projects.
4. All ratified student groups shall be considered constituent parts of the Union and are subject to the rulings of Union Policy, Referenda and the Board of Trustees.
5. All student groups shall have a constitution which incorporates the provisions laid out in any sample Constitution issued by the Union and which must not be amended counter to the spirit and intentions of the Union.

### Membership

6. Full membership of student groups shall be open to Members of the Union subject to the definitions laid out in By-law [MEMBERSHIP]

7. The Student Activities Officer and York Sport President reserve the right to deny membership of a student group to any Member of the Union subject to that member's right of appeal in accordance with By-law [CODE OF CONDUCT].
8. Non-members joining student groups shall be specifically excluded from holding office on a committee within the group as outlined in By-law [MEMBERSHIP], fuller details are available in individual student group constitutions.

### **Financial**

9. Student Groups may be eligible to receive financial assistance from the through the processes laid out in the guidance documents available from the Union.
10. Groups must use the YUSU Finance Office for all financial transactions and must abide by the Union's financial procedures.
11. Groups may not hold any external bank account.
12. Guidance documents for Student Groups, to include details of ratification, elections, grant allocations, as well a Code of Conduct and Financial Guidelines will be made available by YUSU.
13. YUSU student groups shall be entitled to seek sponsorship from external organisations to supplement grant income, but in doing so such groups must take care to ensure that other external contracts held by the Union are not infringed.
14. YUSU student groups must consult the Student Activities Officer or York Sport President before entering into any contract for sponsorship to ensure they adhere to the above. The Trustee Board shall have the final say on any contracts entered into by the Union or by ratified Union groups.
15. YUSU student groups must not directly or indirectly promote organisations that are prohibited by active and operational Policy, or use YUSU resources to do same.

### **Formation of Activities**

16. Formation and ratification applications can only be completed at specified times throughout the year, through the processes laid out in the guidance documents available from YUSU.
17. Activity formation applications should be presented to the Student Activities Officer, York Sport President or relevant committees, as appropriate, for approval.
18. Once ratified, a student group must gain 15 official members within one term of its

ratification or they will have their activities and funds frozen until their active membership exceeds that number. If after six months the student group still has fewer than 15 members it will no longer be recognised as a student group of the Union;

19. Upon dissolution, all assets and monies of the group revert to the Union.
20. Any data held by the Union about student groups will adhere to YUSU's Data Policy and the Data Protection Act.

### **Complaints & Disciplinary**

21. The Activities Officer and York Sport President shall have the authority to authorise investigation into complaints against an individual or group relating to involvement in, respectively, societies or sports and to take any non-disciplinary action as outcome of this investigation;
22. In this case, they shall be considered the Supervising Trustee in line with By-law [Code of Conduct];
23. The approval of the relevant Coordination Committee is required to take any disciplinary action against an individual or group.
24. Specific Codes of Conduct for both York Sport Union (Sports Clubs) and YUSU Societies can be found in Appendix E.

### **Societies**

25. Societies must adhere to their own constitutions in terms of their committee structure and make-up: ideally this will include at least a president, secretary and treasurer in office, who shall be elected by members of the society annually.
26. The President of the Society has the responsibility to ensure that the Union has up-to-date details of the committee and must provide YUSU information as required;
27. Society committee members shall be held accountable for the actions of their group and may be subject to disciplinary measures at the discretion of the Societies Committee in cases of misconduct.
28. The Union shall keep membership lists in order to assess groups' viability. This information and the financial records of student groups will not be disclosed to any third party, in line with the YUSU Data Policy.

### ***Society Groupings***

29. All societies must be ratified by YUSU each year, adhering to the Society Ratification Criteria (See Appendix D).
30. Societies shall be grouped into a number of categories, as defined in Appendix C:
31. All societies within the Media Group shall abide by the YUSU Media Charter (Appendix B) and shall take on the rights and responsibilities as set out in that document.
32. Members shall be entitled to complain about any aspect of media societies' output using the complaints process set out in the Media Charter.

### **Sports**

33. All clubs must be ratified by YUSU each year, adhering to the Sports Club Ratification Criteria (See Appendix D).
34. Clubs must adhere to their own constitutions in terms of their committee structure and make-up: ideally this will include at least a president, secretary and treasurer in office, who shall be elected by members of the club annually.
35. Club committee members will be held accountable for the actions of their group and will be subject to disciplinary action in line with the provisions of By-law [CODE OF CONDUCT] and York Sport Union code of conduct as laid out in Appendix E
36. The club president has the responsibility to ensure that the Union has up to date details of the committee and must provide YUSU with required information.
37. The Union will keep membership lists in order to assess groups' viability. This information and the financial records of Sports Clubs will not be disclosed to any third party, in line with the YUSU Data Policy.

### **YUSU Volunteering**

38. All volunteering projects must be ratified by YUSU each year, adhering to the Volunteering Ratification Criteria (See Appendix D), completing a risk assessment and maintaining an equipment list.
39. All projects must have a coordinator, secretary and treasurer, who shall be appointed by a panel consisting of the outgoing coordinator/secretary/treasurer, the Student Activities Officer and the Volunteering Officer on an annual basis.
40. The project coordinator is responsible for maintaining up to date records of all project

members.

41. Project committee member shall be held accountable for the actions of the group.

## **RAG**

42. All members of the RAG Committee are responsible for:

42.1. Distributing publicity for RAG events;

42.2. Stewarding RAG events as decided by the RAG Committee.

43. There shall be three elected beneficiary charities decided on an annual basis, who will each be assigned one major RAG event and will receive 80% of funds raised at that event.

44. Alongside these three charities, RAG shall also fundraise for one-off events (e.g. humanitarian disasters or Children in Need).

45. Each college will have one Adopted Charity per year, to which all funds raised by that college will be donated.

46. These Adopted Charities will be assigned to each college by RAG Committee based on an expression or preferences by the largest common room committee of each college from an approved shortlist of student submissions and will not be any one of the elected beneficiaries.

47. The Community Fund will be allocated in Summer Term of each year, in the form of grants no smaller than £200 and no larger than £1000, to local charities and community organisations which:

47.1. Benefit residents in the South-East York area.

47.2. Do not have a political or religious basis.

47.3. Do not primarily support animal welfare.

48. Grants from the Community Fund will be allocated based on an application process. Applications will be adjudicated on by an Application Panel consisting of:

48.1. The RAG Officer(s)

48.2. The Student Activities Officer

48.3. Three members of RAG Committee

48.4. A non-student lay member appointed by the RAG Committee.

49. Applications to become one of the five beneficiaries may be refused, through a decision

by the RAG Officer, on the following grounds:

- 49.1. Failure to provide proof of registered charity status or exempt status
  - 49.2. The aims and objectives of the applicant charity contravene either; the aims and objectives of YUSU, its equal opportunities policy or any position taken by the Union.
50. The RAG beneficiaries shall be the only charities to receive donations from YUSU internally affiliated organisations, save for the circumstances in clause 44.
51. Any YUSU affiliated organisation must conduct their fundraising through RAG, with the consent of the RAG Officers and/or Student Activities Officer.
52. All RAG fundraising activities must comply with guidance on *ultra vires* issued by the Union in line with charity regulations.

### **Campaign Groups**

53. Campaign Groups are decided up on by the Full-Time Officer Group
54. Campaign Groups will be expected to have a structure that fits the group, which must include a main point of contact.
55. The main point of contact is responsible for ensuring that the Union has up-to-date details of any campaigning and must provide YUSU information as required;
56. Campaign Group members shall be held accountable for the actions of their group
57. The Union shall keep lists of active Campaign Groups and their main point of contact
58. Campaigns may not run counter to YUSU Active Policy, Constitution or University of York Constitution.