



Byelaw 5: Clubs & Societies

1. General

- 1.1. In accordance with the constitution, the Union will support the growth and development of Clubs and Societies for the benefit of students.
- 1.2. Within the Union, the definition of a Club is:
 - 1.2.1. A student group organised around sports related activities.
- 1.3. Within the Union, the definition of a Society is:
 - 1.3.1. A student group organised around non-sports related activities.

2. Sports Clubs

2.1. Recognition of a Sports Club

- 2.1.1. To be recognised as an official club of the Union a club must have:
 - 2.1.1.1. a name
 - 2.1.1.2. a purpose related to sport
 - 2.1.1.3. a set of aims related to sport
 - 2.1.1.4. at least three members
 - 2.1.1.5. completed the appropriate registration process
- 2.1.2. In addition to the above, to be recognised a club must not:
 - 2.1.2.1. duplicate the purpose of an already recognised club of the Union as determined by the Student Activities Committee.
 - 2.1.2.2. have a purpose or aims which, discriminate against any demographic or protected characteristic, beyond the purposes of organising in line with guidance of their national governing body.
 - 2.1.2.3. breach the policy of the Union.
- 2.1.3. Clubs must be open to all members of the Union, unless an exception has been granted by the Student Activities Committee.
- 2.1.4. If a club fulfils the above criteria, they will be approved by the Student Activities Committee.



2.2. Membership of Sports Clubs

- 2.2.1. Every member of the Union shall be entitled to membership of any club, except for clubs exempted through clause 2.1.3 of this Byelaw.
- 2.2.2. A student at Leeds Trinity University who exercised their right to opt-out of membership of the Union shall be entitled to join a club as a member, however they will not be eligible to hold a position on the committee.
- 2.2.3. Non-students at Leeds Trinity University will not normally be entitled to membership of clubs, except when permitted by the Student Activities Committee under clause 4.3.6 of this Byelaw.
- 2.2.4. The number of members of a club who are not students at Leeds Trinity University may not exceed 10% of the total membership of the society.

2.3. Membership Fee for Sports Clubs

- 2.3.1. To be a member of a club you must pay the appropriate membership fee.
- 2.3.2. Membership fees must be paid through the Union approved platform.

2.4. Annual General Meetings of Sports Clubs

- 2.4.1. All clubs of the Union shall hold an Annual General Meeting (AGM).
- 2.4.2. Full details of the Annual General Meeting must be provided to all members of the club and the Union with at least 5 working days' notice.
- 2.4.3. All Annual General Meetings must be held within the appropriate AGM period as set out by the Union.
- 2.4.4. All Annual General Meetings must be held in line with the current Union procedure regarding Annual General Meetings.

2.5. Committee Elections for Sports Clubs

- 2.5.1. The Union will provide effective democratic elections of club committees on an annual basis.



2.6. Committees of Sports Clubs

2.6.1. All clubs must have an elected committee.

2.6.1.1. In the first year of a club, an unelected founding committee may lead the club until the Union arranges an election period.

2.6.2. The minimum requirements for a club committee within the Union shall be:

2.6.2.1. A President, or differently named equivalent position, who will take lead responsibility for the club and chair the committee.

2.6.2.2. A Treasurer, or differently named equivalent position, who will take lead responsibility for the finances of the club.

2.6.3. Clubs can also create a range of other committee roles, based on their needs, in line with their club constitution.

2.6.4. All student members of the Union shall be eligible to nominate themselves for committee roles of any club of which they are a member, unless otherwise specified by the club own constitution which has been approved by the Union.

2.6.5. Any committee member can be voted out of their position by a majority vote of the club's members in a no confidence motion, which will be organised by the Union.

2.6.6. A no confidence motion can be called by:

2.6.6.1. A majority vote of the committee; or

2.6.6.2. A petition signed by a majority of members of the club.

2.6.7. Members of a club eligible to vote in a no confidence motion will be every registered member at the time that the petition for a no confidence motion is submitted, as determined by the Union.

2.6.8. Any committee member wishing to resign may do so.

2.6.8.1. A vacant committee post may be filled by another eligible club member on an 'Acting' basis through a majority vote of the committee of the club until the next committee elections are held.



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2.6.9. In the absence of an elected President and Treasurer, the club will be said to be in 'Administration' and will come under the direct oversight of the Union.

2.6.9.1. The Union must surrender care of the club as soon as a new President and Treasurer are elected, including in an 'Acting' capacity.

2.6.9.2. If no one comes forward to lead the club within one year, then the club will be deemed inactive.

2.7. Finances of Sports Clubs

2.7.1. Clubs must follow all Union finance procedures and policies which will be made available to all members through the Union website.

2.7.2. All club funds must only be held in the account provided to the club by the Union.

2.7.2.1. No club may carry a deficit in their account.

2.7.3. Clubs may apply to the Student Activities Committee for funding:

2.7.3.1.1. Only a club which has fulfilled the grant funding criteria of the Union will be eligible to receive grant funding.

2.7.3.1.2. Wherever possible accurate figures with supporting documents should be provided to the Student Activities Committee when grant applications are submitted.

2.7.3.1.3. Invoices should be paid directly from the Union unless prior agreement is arranged between the club and the Union.

2.7.3.1.4. Grant funding applications should not be made retrospectively beyond one month following a purchase from any club.

2.7.3.2. All funding provided to a club from the Union, or an external body must only be used for the purpose for which it was granted.

2.7.3.3. All payments from the club's account shall be countersigned by an authorised staff member of the Union.

2.7.3.4. All club events for which tickets are sold must be administered via the platform determined by the Union.



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2.7.3.5. All expenditure on social activities shall be in line with Union policy.

2.7.3.6. No member of a club shall receive any direct or indirect payment from a club's account, other than for legitimate expenses incurred in connection with the business of the club.

2.7.3.7. Any club member found to be mismanaging club funds shall be referred to the Disciplinary Procedure.

2.7.4. *Inactive Clubs*

2.7.4.1. Any club which has been inactive for two academic years will have its remaining assets transferred to the Union, only to be used for the benefit of student activities.

3. Societies

3.1. *Recognition of a Student Society*

3.1.1. To be recognised as an official society of the Union a society must have:

3.1.1.1. a name

3.1.1.2. a purpose related to non-sporting activity

3.1.1.3. a set of aims related to non-sporting activity

3.1.1.4. at least three members

3.1.1.5. completed the appropriate registration process

3.1.2. In addition to the above, to be recognised a society must not:

3.1.2.1. duplicate the purpose of an already recognised society of the Union as determined by the Student Activities Committee.

3.1.2.2. have a purpose or aims which discriminate against any demographic or protected characteristic.

3.1.2.3. breach the policy of the Union.

3.1.3. Societies must be open to all members of the Union, unless an exception has been granted by the Student Activities Committee.

3.1.4. If a society fulfils the above criteria, they will be approved by the Student Activities Committee.



3.2. Membership of Student Societies

- 3.2.1. Every member of the Union shall be entitled to membership of any society, except for societies exempted through clause 3.1.3 of this Byelaw.
- 3.2.2. A student at Leeds Trinity University who exercised their right to opt-out of membership of the Union shall be entitled to join a society as a member, however they will not be eligible to hold a position on the committee.
- 3.2.3. Non-students at Leeds Trinity University will not normally be entitled to membership of student societies, except when permitted by the Student Activities Committee under clause 4.3.6 of this Byelaw.
- 3.2.4. The number of members of a society who are not students at Leeds Trinity University may not exceed 10% of the total membership of the society.

3.3. Membership Fee for Student Societies

- 3.3.1. To be a member of a society you must pay the appropriate membership fee.
- 3.3.2. Membership fees must be paid through the Union approved platform.

3.4. Annual General Meetings of Student Societies

- 3.4.1. All societies of the Union shall hold an Annual General Meeting (AGM).
- 3.4.2. Full details of the Annual General Meeting must be provided to all members of the society with at least 5 working days' notice.
- 3.4.3. All Annual General Meetings must be held within the appropriate AGM period as set out by the Union.
- 3.4.4. All Annual General Meetings must be held in line with the current Union procedure regarding Annual General Meetings.

3.5. Committee Elections for Student Societies



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- 3.5.1. The Union will plan for the effective democratic election of society committees on an annual basis.

3.6. Committees of Student Societies

- 3.6.1. All societies must have an elected committee.
 - 3.6.1.1. In the first year of a society, an unelected founding committee may lead the society until the Union arranges an election period.
- 3.6.2. The minimum requirements for a society committee within the Union shall be:
 - 3.6.2.1. A President, or differently named equivalent position, who will take lead responsibility for the society and chair the committee.
 - 3.6.2.2. A Treasurer, or differently named equivalent position, who will take lead responsibility for the finances of the society.
- 3.6.3. Societies can also hold a range of other committee roles, in line with their society constitution.
- 3.6.4. All student members of the Union shall be eligible to nominate themselves for committee roles of any society of which they are a member, unless otherwise specified by the club or society's own constitution which has been approved by the Union.
- 3.6.5. Any committee member can be voted out of their position by a majority vote of the society's members in a no confidence motion, which will be organised by the Union.
- 3.6.6. A no confidence motion can be called by:
 - 3.6.6.1. A majority vote of the committee; or
 - 3.6.6.2. A petition signed by a majority of members of the society.
- 3.6.7. Members of a club or society eligible to vote in a no confidence motion will be every registered member at the time that the petition for a no confidence motion is submitted, as determined by the Union.
- 3.6.8. Any committee member wishing to resign may do so.



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3.6.8.1. A vacant committee post may be filled by another eligible society member on an 'Acting' basis through a majority vote of the committee of the society until the next committee elections are held.

3.6.9. In the absence of an elected President and Treasurer, the society will be said to be run into 'Administration' and will come under the direct care of the Union.

3.6.9.1. The Union must surrender control of the society as soon as a new President and Treasurer are elected, including in an 'Acting' capacity.

3.6.9.2. If no one comes forward to lead the society within one year, then the society will be deemed inactive.

3.7. Finances of Student Societies

3.7.1. Societies must follow all Union finance procedures and policies.

3.7.2. All society funds must only be held in the account provided to the society by the Union.

3.7.2.1. No society may carry a deficit in their account.

3.7.3. Societies may apply to the Student Activities Committee for funding:

3.7.3.1. Only a society which has fulfilled the grant funding criteria of the Union will be eligible to receive grant funding.

3.7.3.2. Wherever possible accurate figures with supporting documents should be provided to the Student Activities Committee when grant applications are submitted.

3.7.3.3. Invoices should be paid directly from the Union unless prior agreement is arranged between the society and the Union.

3.7.3.4. Grant funding applications should not be made retrospectively beyond one month following a purchase from any society.

3.7.4. All funding provided to a society from the Union, or an external body must only be used for the purpose for which it was granted.

3.7.5. All payments from the society's account shall be countersigned by an authorised staff member of the Union.



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- 3.7.6. All society events for which tickets are sold must be administered via the platform determined by the Union.
- 3.7.7. All expenditure on social activities shall be in line with Union policy.
- 3.7.8. No member of a society shall receive any direct or indirect payment from a society's account, other than for legitimate expenses incurred in connection with the business of the society.
- 3.7.9. Any society member found to be mismanaging society funds shall be referred to the Disciplinary Procedure.

3.8. Inactive Student Societies

- 3.8.1. Any society which has been inactive for two academic years will have its remaining assets transferred to the Union, only to be used for the benefit of student activities.

4. Student Activities Committee

4.1. Role

- 4.1.1. Student Activities Committee is a devolved committee of the Student Executive Committee of the Union, whom it shall report to.
- 4.1.2. Student Activities Committee will have the responsibility to decide on funding applications from clubs and societies within the club and society grant funding budget and agreed guidelines.
- 4.1.3. Student Activities Committee will have the responsibility to formally recognise newly formed clubs and societies providing they have met the criteria set out in section 2.1 and 3.1 respectively.
- 4.1.4. Student Activities Committee will have the responsibility to formally re-recognise continuing clubs and societies providing that they have met the relevant re-recognition procedure established by the Union.
- 4.1.5. Student Activities Committee will have the responsibility to determine the ability of a club or society to restrict access to its membership, subject to relevant policies and procedures issued by the Union.



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4.1.6. Student Activities Committee will have the responsibility to determine the eligibility of a non-member to join a club or society, subject to relevant policies and procedures issued by the Union.

4.2. Structure

4.2.1. The Student Activities Committee shall consist of:

4.2.1.1. The Union Vice President

4.2.1.2. Three elected representatives of Societies

4.2.1.3. Three elected representatives of Clubs

4.2.2. The Student Activities Committee shall be elected annually through an election arranged by the Union.

4.3. Meetings

4.3.1. Student Activities Committee shall be chaired by the Vice President.

4.3.1.1. If the Vice President is not available, the meeting shall appoint a chair for the meeting by simple majority vote.

4.3.2. The Chair shall not vote in meetings of the Student Activities Committee but shall have the casting vote in the event of a tie.

4.3.3. Meetings of the Student Activities Committee shall take place at least quarterly during term time.

4.3.4. Quorum for the meetings shall be half of its membership.

4.3.5. In the event of a meeting not being quorate no business may be formally transacted by the meeting.

4.3.5.1. At least one attempt to reschedule the meeting must be made.

4.3.5.2. If a rescheduled meeting also fails to achieve quorum, the meeting may decide to discuss the business on the agenda.

4.3.5.3. Any student member of the Union may request permission from the chair to attend and speak at Student Activities Committee meetings.



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4.3.5.4. The Union CEO, and/or their nominee(s), will attend the meetings and retain full speaking rights to effectively support and advise on the Committees work.

4.4. Vacancies

- 4.4.1. Members of the Committee may resign from their position at any point in by confirming this in writing to the Union.
- 4.4.2. Members of the Committee may be removed as the result of the outcome of a disciplinary process with immediate effect.
- 4.4.3. Members of the Committee shall be deemed to have resigned if they fail to attend three meetings of the Committee in the academic year without providing apologies.
- 4.4.4. For the avoidance of doubt, any member of Committee who ceases to be a member of the Union, shall be deemed to have resigned their position on the Student Activities Committee with immediate effect
- 4.4.5. In the event of a vacancy arising for the club or society positions on the committee, the Union will facilitate a by-election for either a club or society position depending on the vacancy.

5. Policy and Procedure

- 5.1. All members of clubs and societies must follow the Union's constitution, it's Byelaws and policies.
- 5.2. If there is an alleged breach of the Union's policies or Byelaws, or other reasonable cause, members of clubs or societies may be disciplined via the Union's Disciplinary Procedure.
- 5.3. In accordance with government legislation any club or society wishing to view a film must ensure that it is covered under the Union's Public Viewing Screening license by checking with the relevant Union staff member prior to the event. Admissions fees may not be charged to view the film, and goods (including food) may not be sold as part of the event.
- 5.4. In accordance with government legislation, any club or society wishing to play or perform music, or to perform theatrically must ensure that they are covered



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under the relevant licensing by discussing this with the relevant Union staff member in advance of any performance.

5.5. When using Leeds Trinity University's premises or resources, clubs and societies must abide by the University's own policies.

5.6. Clubs and societies must abide by the rules and regulations of external organisations with which they are affiliated.

5.7. A copy of all policies and procedures should be available to all members of clubs and societies upon request from the Students' Union offices and on the Union website.

6. External Speakers

6.1. Any club or society wishing to invite any external person to Leeds Trinity University campus for an event or wishing to host an external/guest speaker/lecturer, must submit a request to the Union no less than 31 days prior to the proposed event date.

6.2. Requests for an event involving any external person to Leeds Trinity must be submitted in writing via the Union's website. The request must include details of:

6.2.1. Proposed subject matter and format of the activity

6.2.2. Name and identity of all external parties and speakers

6.2.3. Proposed venue or location

6.2.4. Timing and duration of the event

6.3. Should a club or society be hosting a regular external speaker, they are able to submit a recurring request via the online form should they wish to do this.

7. Raising and Giving

7.1. Clubs and societies wishing to raise money for charity must notify the Union of the event that they wish to hold, and the charity number of the charity they are fundraising for at least three University days before the event takes place.



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- 7.2. Any money raised must be submitted to the Union, and then transferred to the charity via LTSU.
- 7.3. The Union will publish via their website a list of all funds/resources raised for charitable causes at the end of each academic year.

8. Health and Safety

- 8.1. Every club and society should complete a risk assessment to include their anticipated activities for the year, examining what could cause harm to people in the context of the Club or Society.
 - 8.1.1. It is the club or society's committee's responsibility to always keep this updated, and ensure the document is available to be submitted to the Union on request.
- 8.2. A pro-forma risk assessment for clubs and societies can be obtained from the Union website.
- 8.3. Where an activity has not been risk assessed in the general assessment of anticipated activities for the year, the club or society will need to complete a further individual risk assessment at the request of the Union.
- 8.4. If an accident occurs during activity with the club or society it should be recorded in the Union's Accident Book, this will be available to complete in the Union offices. After an accident the following information should be recorded in the Accident Book:
 - 8.4.1. Date and time of the injury
 - 8.4.2. Patient's name and address
 - 8.4.3. The injury
 - 8.4.4. The treatment given
 - 8.4.5. Date and time of treatment
 - 8.4.6. Advice given to the patient
 - 8.4.7. Name of first aider
- 8.5. Each club or society should identify, and agree with the Union, which activities undertake require risk assessment, and the appropriate first aid coverage.



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- 8.6. Where such coverage is required, it is each club or society's responsibility to ensure that they have a fully stocked First Aid Kit for each activity that requires a First Aid Kit.
- 8.7. Every member of a club or society must be covered by a Personal Accident Insurance Policy for their activity with the club or society.

9. Legal Requirements

- 9.1. All clubs and societies will abide by the law regarding the Data Protection Act. This includes ensuring that student details being shared for the purpose of their involvement of a clubs and societies are not used for any other purposes and may not be sold or exchanged to third parties.
 - 9.1.1. For the purposes of Union elections, clubs and society committees should refer to the published election rules.
- 9.2. Clubs and societies are covered under the Union's Public Liability Insurance providing that they have the authority in the Constitution, Byelaws or Policies of the Union to undertake a specific action, and they have not been negligent, committed a breach of duties, a breach of trust or acted unlawfully.
- 9.3. All clubs and societies are responsible for ensuring that their third-party affiliations comply with the Union's policies, procedures and Byelaws.