

Bye-Law 15

Societies

1. Introduction and Definitions

1.1 There shall be two sets of societies; Queen Mary Societies and Barts and The London (BL) Societies.

1.2 Societies of the Union are bound by its Articles of Association, bye-laws and policies.

1.4 Definitions

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| 1.4.1 | Society | An affiliated cultural, political, religious, academic, performing or special interest group of students. |
| 1.4.2 | Principal Officers | The Society President and Treasurer and any other position defined in the Society Constitution. |
| 1.4.3 | Appropriate staff member | A member of Union staff responsible for supporting the student societies, as decided by the Chief Executive Officer. |
| 1.4.4 | Societies Officer (Mile End) | A member of Student Council representing societies based at Mile End. |
| 1.4.5 | Societies Officer (BL) | A member of Student Council representing societies based at Barts and The London Student Association. |
| 1.4.6 | Societies Board | A sub-committee of Student Council with the responsibility of representing and developing Societies. |
| 1.4.7 | Constitution | This refers to a document each Society must have outlining what the Society is, its aims and objective and other appropriate information as defined in this bye-law. |

2. Affiliation and Membership

Students may apply to affiliate a new society by submitting an application form to the appropriate staff member. Applications will be reviewed by the Societies Board and appropriate staff member.

2.0.1 Societies can be granted temporary affiliation by the appropriate staff member and relevant Societies Officer between meetings of the Societies Board. This requires ratification at the next meeting of the Societies Board.

2.0.2 Benefits of Society membership will be defined by the Society at the point of affiliation and must be ratified by the Union.

2.1 Gaining Affiliation

Any Society will be affiliated if it fulfils the following criteria:

- (i) It has a set of core aims and objectives that do not duplicate with another activity or service already provided by the Union or any of its affiliate Clubs and Societies.
- (ii) It has at least two founders who can perform the duties of the Principal Officers until such time as the Principal Officers and other officers can be elected.
- (iii) Founders of new societies and Principal Officers attend mandatory Society training.
- (iv) It agrees with the Union a minimum membership target and meets that target each financial year.
- (v) Any Principal Officer of a society that is disaffiliated by the Students' Union for not meeting the criteria to maintain affiliation is not allowed to be a Principal Officer of any Society for the following 12 months.

2.2 Maintaining Affiliation

Once affiliated it is the responsibility of the society to remain active. To be considered active they are required to do the following:

- (i) Elect the Principal Officers.
- (ii) Adopt a constitution from the Society's first AGM.
- (iii) Be able to demonstrate the society is working towards its core aims and objectives.
- (iv) Providing up to date information to the Union upon request.
- (v) Meets all the necessary health and safety requirements in regards to purchasing insurance, licences for events and completing risk assessments.
- (vi) Maintains a credited Subs and Grant account.

2.3 Membership

2.3.1 Queen Mary or Barts and The London Society membership is exclusive to:

- (i) A full or associate member of the Union.
- (ii) A member of QMUL staff. QMUL staff are not permitted to hold a Society Committee position.

2.3.2 Full membership of Barts and The London Societies is limited to students of the Barts and The London School of Medicine and Dentistry (SMD) and Executive Officers. Full membership of Queen Mary Societies is available to each and every full member of the Union.

2.3.2.1 Students based at Mile End are permitted to attend BL Society events, even though they cannot be members.

2.3.3 The Union will maintain up to date records of the membership numbers and monies deposited. The Union shall make this information available to societies on demand.

2.3.4 The membership held by the Union is definitive. Any reference made to membership numbers within these bye-laws refers to the list held by the Union.

2.3.5 Where a Society has a reciprocal membership agreement with a National Governing Body, this should be explicitly communicated to the Union.

2.4 Disciplinary Procedure and Disaffiliation

2.4.1 A less formal system is in operation for matters of minor etiquette and less serious disciplinary matters which is set out in the Union's Fair Usage Policy.

2.4.2 For issues exceeding an issue of minor etiquette and general breaches of Union or University policy or procedures, the Union operates a Strike Policy. Strikes will be issued by the relevant staff member, and inform the Societies Officer for which that group is registered for of the following:

- (i) Any breaches of Union or University policy and procedures including but not limited to:
 - a. Not adhering to any part of the external speaker process
 - b. Minor financial mismanagement
 - c. The Events process not being followed
- (ii) Any incidents deemed by staff or officers warranting more than a warning as described in the Unions Fair Usage Policy.
- (iii) A group who receives a 4th warning as described in the Unions Fair Usage Policy.

2.4.2.1 In extreme circumstances several strikes may be issued at once.

2.4.2.1 A group issued 3 strikes will receive an 8 academic week ban from booking rooms on all campuses, any events taking place during this period will be cancelled. Grants that have been given for any activity that would have taken place within the ban will be reclaimed to the grant pot to redistribute.

2.4.2.2 Appeals against strikes must be made in writing to the Societies Officer of the campus the society is registered to within 7 working days of receiving the strike. If the group does not receive a response

from the relevant Societies Officer within 7 working days they must contact the Vice-President Welfare. Either the relevant Societies Officer or Vice-President Welfare will decide to:

- (i) Uphold the strike
- (ii) Increase the amount of strikes
- (iii) Reduce the amount of strikes (if more than one has been issued at once)
- (iv) Remove the strike

2.4.2.3 Events taking place within the appeals process may be cancelled.

2.4.3 The Societies Officer (Mile End), Societies Officer (BL) or Vice President Welfare, with advice from the Societies Board and/or the Societies Coordinator, may suspend some, or all, support given by the Union to a society. If either of the Societies Officers or the Vice President Welfare are unable to take part in the decision or majority vote, the Societies Board can make this decision electronically if a meeting cannot be arranged in a reasonable time.

2.4.3.1 The decision to issue a suspension must be based upon clear evidence for one of more the following:

- (i) It being inactive for a period of two semesters or longer.
- (ii) There being financial mismanagement.
- (iii) There being a violation of the Union's Articles of Association, bye-laws or policies.
- (iv) A contravention of their own Constitution.
- (v) Any of the criteria outlined in 2.2 is not being met.
- (vi) A group has been issued with 4 strikes

2.4.4 Upon disaffiliation, or suspension of support, the society has 10 working days within which to appeal to the President of the Union in writing outlining on what grounds the appeal is taking place. The President or nominee will then have the responsibility for conducting an investigation into the appeal. The President will normally confirm receipt of the appeal within 5 working days of the appeal being submitted. The investigation will normally last longer than 6 weeks, after which the findings can be presented at the next Societies Board meeting where which the society concerned will be also allowed to present their case. The Societies Board will then decide upon one of the following options by a majority vote:

- (i) To lift the suspension
- (ii) To reduce the suspension
- (ii) Continue the suspension
- (iii) Disaffiliate the society

2.4.5 If the Societies Board decides to lift the suspension, the society must enter a trial period to demonstrate they are active in accordance with this bye-law. This trial period shall last either 5 weeks or until the next meeting of the Societies Board whichever is shorter.

2.4.6.1 At the end of the trial period if the society is considered active their suspension will remain lifted. If the society has not proven to be active they will automatically be disaffiliated from the Union. Societies can be re-affiliated with or without financial support.

3. **Election and Duties of Principal Officers**

All Officers have to be full members of the Union and the relevant society.

3.0.1 Principal Officers can be elected using one of the following three methods. Each society will automatically be expected to use option 1 unless specified in their constitution. Principal Officers will normally take office from the 1st August of the year of election to the 31st July the following year. The Principal Officers will be elected by all members of the society either at the Society's Annual General Meeting (AGM) or through the Union website.

- (i) Option 1
All members of the society who are full members of the Union can stand for the position of a Principal Officer.
- (ii) Option 2

Only current members of the committee of that society who are full members of the Union can stand for the position of a Principal Officer.

- (iii) Option 3
All members of the society who are full members of the Union can nominate themselves for the position of a Principal Officer. The committee of that society will then shortlist from the nominations who stand for election. The society must define in its constitution the criteria and process used to shortlist candidates for election; this requires approval from the Union.

3.0.1.1 If a society selects option 2 or option 3 they must include Re-open Nominations as a candidate in every election. If Re-open Nominations wins the election they must use Option 1 to elect their Principal Officers in a re-election.

3.0.2 The Principal Officers will include the President and Treasurer, and any other Officer stipulated in the Society's constitution.

3.0.3 The committee of each Society will include the Principal Officers and other positions as defined in the Society constitution.

3.0.4 Academic societies are encouraged to have a Course Rep from the most relevant department on their societies committee to improve representation and relationships between the society and the department.

3.1 **President**

3.1.1 The responsibilities of the President include:

- (i) Being the figurehead of the Society.
- (ii) Ensuring that the Society operates in accordance with its Constitution and the Articles of Association, bye-laws and policies of the Union.
- (iii) Attending Union training sessions as appropriate.
- (iv) Calling General Meetings of the Society.
- (v) Organising fair and transparent elections for the following year's committee in accordance with section 5 of this bye-law.
- (vi) For being the point of contact between The Union and the Society members. The President is mandated to keep in regular contact with the relevant Society Officer and the appropriate staff member.
- (vii) Authorising the withdrawal of expenditure from the Society's account.

3.2 **Treasurer**

3.2.1 The responsibilities of the Treasurer include:

- (i) Keeping current accurate financial information of the Society's activities.
- (ii) Ensuring financial transactions made through the Union are conducted in accordance with guidance provided.
- (iii) Authorising the withdrawal of expenditure from the Society's account.
- (iv) Attending Union training sessions as appropriate.
- (v) Ensuring that all relevant financial documents are retrieved from the previous Treasurer and passed on to the next Treasurer.

3.2.2 Principal Officers may co-op members into additional roles. These positions must be communicated to the appropriate staff member.

3.3 **Staff Presidents**

3.3.1 A society may elect a staff member to act as staff president at the society's AGM.

3.3.2 This position does not replace the position of society president.

3.3.3 The staff member must be a paid member of the society.

3.3.4 Staff members are not eligible for election to the QMSU Societies Board.

3.3.5. The length of term of a staff president and rules regarding re-election is the decision of each society.

3.4 Disqualification, Resignation, and Removal of Officers

The position of a Principal Officer of a Society shall be vacated if:

- (i) He or she is no longer a member of The Union.
- (ii) He or she resigns.
- (iii) He or she does not perform the responsibilities detailed in this bye-law or the Society's Constitution.
- (iv) He or she violates The Union's Articles of Association, bye-laws, or policies.
- (v) A motion of no confidence is passed by a two thirds majority of the Society's members at a General Meeting.

3.4.1 If a General Meeting wants to hold a vote of no confidence in the President, it is the responsibility of the Treasurer to call the General Meeting.

3.4.2 If a Principal Officer position is vacated a General Meeting shall be called to hold an election.

4. Development and support for Societies

4.1 The Union will offer a comprehensive training programme throughout the academic year which Principal Officers are expected to attend.

4.2 Regular Society Officer training sessions will be provided for Principal Officers or Founders who are mandated to attend induction training.

4.3 A section of the Union's website will be available for each Society. Societies are expected to maintain their section of the website provided to them.

4.4 External websites are permitted, including pages on social networking sites. However, due to the provision already available, normally no funding will be made available for this.

4.5 The content of external websites will be periodically monitored and any website that is linked to a Society should be in line with The Union's Articles of Association, bye-laws and policies.

5. Annual General Meeting

All Societies are required to have at least one General Meeting a year, to be known as their Annual General Meeting. The Union will review additional requirements on annual basis.

5.0.1 The meeting should be chaired by the President or their nominee in the case that the President is running for re-election.

5.0.2 The meeting will have a quorum defined in its individual constitution or 50% of all members. The Society may act on the basis of a decision made at an in-quorate meeting subject to ratification by the relevant Societies Officer or appropriate staff member, until such time as a quorate meeting rules to the contrary.

5.0.3 Societies will use the Society AGM Terms of Reference as seen in Appendix I.

5.1 Calling an Annual General Meeting

5.1.1 Notice of an Annual General Meeting must be given at least five working days in advance of the meeting to all members.

5.1.2 Any agenda items must be submitted to the President of the Society at least two working days prior to the meeting taking place.

5.1.3 The agenda must be publicised for at least one working day prior to the start of the meeting.

5.2 **Extraordinary General Meetings**

5.2.1 An Extraordinary meeting may be called by a Principal Officer or by its members, provided that they present the President of the Society a petition of names amounting to 1/3 of the Society membership and that the rules of the timing of the meeting, as above, are observed.

6. **Promotion of Societies**

6.1 **Postering and Flyering Policy**

6.1.1 Only designated notice boards are to be used for postering and permission must be sought from the relevant College / Union / Association department. Exterior walls or pillars, windows or doors are not to be used.

6.1.2 The following must be adhered to:

- (i) All posters and flyers must clearly carry the name of the relevant Society and carry the Union logo. This logo must not be distorted or abridged in anyway.
- (ii) All posters must be approved by the appropriate staff member.
- (iii) All posters must be removed following an event that they are advertising.
- (iv) Members must clearly display student ID when giving out flyers.
- (v) All posters in a foreign language must be accompanied by an English translation.

7. **Finance**

7.1 **Subscriptions and Other Income**

7.1.1 When members join a Society their purchase for subscription will be credited to the Society's Subs Account.

7.1.2 The Union recommends Queen Mary and Barts and The London Societies charge £5 for subscription fees (minimum £1 fee). Society subscription fees are subject to VAT.

7.1.3 A Society's standard subscription fee shall be set before the beginning of the financial year (1st August) and should not change midway through the financial year. However, Societies can create as many different types of additional memberships as they wish throughout the year.

7.1.4 The Union will not accept payments for Society subscriptions made on behalf of other members.

7.1.5 Sponsorship contracts should not conflict with The Union's Articles of Association, bye-laws or policies. All sponsorship contracts need to be authorised by the Union.

7.1.6 All other income for a Society, from whatever source, must be paid into the Union as soon after receipt as possible where it will be credited to the Society's Subs Account. Income deposited by cash or cheque will be receipted at the time of transaction and the receipt must be retained in the Treasurer's records.

7.1.7 Societies are not permitted to operate an external Society bank account.

7.2 **Grants**

7.2.1 The Union will make a general allocation for Societies in the context of the Union's overall budget and finances. Grant allocations can only be spent on that which benefits members.

7.2.2 Out of the general allocation individual Grants will be allocated to specific Societies by the Societies Board subject to a bidding process.

7.2.3 Bids can be placed by Societies for money in the form of a grant to fund associated expenses. Societies must complete the Grant application form to clearly explain the purpose the money is needed for and the amount.

- 7.2.4 There will be at least 5 rounds for the Grant Scheme throughout the academic year. Societies need to submit applications with the guidance provided by the Union.
- 7.2.5 Applications for individual grants will be reviewed and decided by the Societies Board with support from the appropriate staff member.
- 7.2.6 Society Boards members must express any conflicts of interest when assessing grant application forms.
- 7.2.7 The Union will provide guidance on matters taken into consideration on the allocation of Grants.
- 7.2.8 No Grant allocations will be made for:
- (i) Retrospective bids.
 - (ii) Donations or affiliations to either a charity or a political body.
 - (iii) Ultra Vires spending.
- 7.2.9 No Grant allocations will normally be made for:
- (i) Bids for alcoholic drinks.
 - (ii) Bids for food and soft drinks.
- 7.2.10 Monies granted are only to be used for the purpose for which they were requested. Societies that receive a grant will make their orders through the Union or be asked to evidence how they spent the money through receipts and an evaluation form.
- 7.2.11 All unspent grant monies shall be returned to the Union at the date specified by the Union, unless otherwise agreed.
- 7.2.12 If a Society is left dormant for two years, any balance will be transferred to the general Society funds to be awarded by Societies Board.
- 7.2.13 Contingencies are reserved from the overall Societies budgets.
- 7.2.14 Societies aggrieved by their Grant allocation may appeal in the first case to the Executive Committee. Should the conclusions of the Executive Committee remain unacceptable, the grievance will be taken to the Student Council. The decision of the Student Council will be final.

7.3 **Equipment**

- 7.3.1 The Society is responsible for maintaining a list of equipment owned by Society. A copy of this list must be given to the appropriate staff member along with any other information asked for.

7.4 **Expenditure**

- 7.4.1 Societies may request that the Union makes payments for them from their Grant or Subs Account either by Purchase Order or Credit Card. The Union has the right to refuse payments for Societies if they have not consulted with the Union before placing an order.

7.5 **Claims for reimbursements**

- 7.5.1 The Union can also reimburse members by online bank transfer when they submit a claim which has been authorised by the Society's President or Treasurer and has attached proof of payment, for instance, a receipt or bank statement.
- 7.5.2 A reimbursement claim must also be authorised by the Union.
- 7.5.3 A member cannot authorise their own reimbursement claims.
- 7.5.4 Reimbursements will only be made where the value of expenditure can be met by the appropriate Society's Grant or Subs Account.

7.6 **Deficits and Repayment Plans**

- 7.6.1 If a Society's Subs or Grant account goes into deficit, they must attend a meeting with the appropriate staff member and relevant Society Officer to discuss a repayment plan.
- 7.6.2 Society Principal Officers will need to sign a repayment plan and attend regular meetings to review their debt repayment progress.
- 7.6.3 Societies in debt will not be able to make any payments or claim any expense reimbursements until they are back in credit without permission from the appropriate staff member.

8. **Events**

Societies are encouraged to organise events to further their aims and engage their members.

- 8.1. Events will be classified either high or low risk. A high risk event would include some or all of the following:
 - (i) High costs.
 - (ii) Large audience / participation.
 - (iii) A contractual agreement (venues, insurance, licenses).
 - (iv) Taking place in an external venue.
 - (v) Speculative income.
 - (vi) Members of the public in attendance.
- 8.1.2 Principal Officers must present a completed Event Budget and Risk Assessment to the appropriate staff member at least six weeks in advance for a high risk event with a contract and/or an Event Budget containing speculative income.
- 8.1.3 Events without a contract or speculative income require an Event Budget and Risk Assessment to be presented to the Union at least two weeks in advance of the event.
- 8.1.4 Event budgets and risk assessments must be approved and signed off by the appropriate staff member before a Society can start implementing their plans. Societies must liaise with the Union in regards to public liability insurance and licenses for events.
- 8.1.5 Tickets for any Society event must follow Union guidance.
- 8.1.6 The Principal Officer must keep records for any other items the Society decides not to sell through the Union's website or tills to present to the Union.
- 8.2 **Room Bookings and External Speakers**
 - 8.2.1 For events in the Union facilities, Societies may be charged a minimal rate for hire of equipment, security, or staff from their Grant or Subs Account.
 - 8.2.2 Societies will not be charged for the hire of Union facilities where activities meet their aims and objectives.
 - 8.2.3 Societies wishing to book College rooms must follow the procedure set out by the College's Teaching Bookings Department.
 - 8.2.4 An external speaker refers to a person or organisation that is not part of the Union, the College or the Barts Trust who is invited to speak at any Society event on or off campus.
 - 8.2.5 Societies must notify the Union of any events on or off campus that involve external speakers.
 - 8.2.6 No event will be publicised by the Union until it has been cleared by the Union.
 - 8.2.7 The Union reserves the right to cancel or prohibit any event if the procedures provided herein are not followed or if relevant health, safety, and security measures cannot be met.

8.2.8 When making a booking on campus the Union requires Societies to provide the following:

- (i) Organiser's name and contact details.
- (ii) The name of the Society the booking is for.
- (iii) The expected number of attendees.
- (iv) Whether the event is open to members only, invitation only, all students of the College, all students of University of London, or the general public.
- (v) External speaker's affiliations (specifically where they are political or religious).
- (vi) Any knowledge of controversy attracted by the speaker or the topic in the past.
- (vii) If the event is expected to attract media interest, and if so why.
- (viii) Website details providing further information of the external speaker.

8.2.9 On receipt of the information in 8.2.8 the Union will perform a risk assessment and will make a recommendation to the College..

8.2.10 The Society organising the event has a duty to inform the Union of any new undisclosed risk that has come to attention in the lead up to the event after a risk assessment has been completed.

8.2.11 The Union will monitor closely approved events in their lead up.

9. **Charity Fundraising**

An Ultra Vires act is one that is outside the specified and /or implied constitutions objects and powers of the body in question. It is 'beyond the powers' and is therefore illegal.

9.1 By law, affiliated Societies cannot fundraise for anyone other than themselves or the Union. A Society cannot fundraise or aim to fundraise for charity. Societies wishing to fundraise for charity should contact the relevant Union RAG Officer. RAG stands for 'Raise and Give', and is the designated charity fundraising wing of the Union. It is the exception to the rule, as it is part of the Union's aims to promote student development, and fundraising is a key form of student development.

9.2 Money fundraised by Societies will be paid into the RAG account and then donated to the selected charity.

10 **Health & Safety and Duty of Care**

10.1 **Insurance and Licenses**

10.1.1 All full members of affiliated Societies are covered for public liability insurance under the Union's insurance policy.

10.1.2 Fundraising activities taking place off-campus require a risk assessment to ensure members are covered by the Union's Public Liability Insurance.

10.1.3 Hired costumes and equipment are not covered by the Union's Insurance policy. Societies wishing to hire such items will consult the appropriate staff member to ensure the relevant Insurance policy is taken out.

10.1.4 Societies will work with the Union to purchase the relevant licences from Tower Hamlets County Council or Metropolitan Police in order to run legal and safe events.

10.2 **Food Safety**

10.2.1 Societies wishing to prepare food for events must follow the Union's Food Hygiene guidelines. Society members should consider the preparation of food, storage and specific dietary requirements of guests.

10.2.2 Societies wishing to invite external catering companies will need to request copies of the following:

- (i) Food Registration certificate.
- (ii) Staff Food Hygiene certificates.
- (iii) Public Liability Insurance.

(iv) Risk Assessment for the event.

10.2.3 The Union's Communication and Marketing Team and College will need to agree for the company to be on campus.

10.3 **Safeguarding Children and Vulnerable Adults**

10.3.1 Societies working unsupervised with children or vulnerable adults will complete a Disclosure and Barring Service (DBS) Check. Members with an existing DBS Check will show this to the appropriate staff member for review. Disclosure numbers will be recorded.

10.3.2 DBS checks revealing convictions, cautions, reprimands and warnings will be reviewed on a case-by-case basis.

11. **Complaints and Disciplinary**

11.1 To make a complaint, please see the Union Complaints Procedure.

12. **Recognition of Societies**

The Union will award Societies and individuals regularly for their achievements and commitment to societies. Awards will be decided through a fair and transparent system as decided by the Societies Board.

12.1 This will include activities such as an award ceremony and regular events throughout the year which recognise societies and individuals that excel.

13. **Societies Board**

The Societies Board will serve to develop the wide variety of Societies across campuses. The Societies Board will feed in to the Union's governance processes as a committee of the Student Council.

13.1 The Societies Board will meet in accordance with the Terms of Reference as seen in Appendix II.

13.2 The membership of the Societies Board will be:

- (i) Societies Officer (Mile End)
- (ii) Societies Officer (Barts and The London)
- (iii) 3 representatives from Queen Mary Societies
- (iv) 3 representatives from Barts and The London Societies

13.3 Members of the Societies Board will be elected in a fair and transparent way by students involved in societies. Each Society can only hold one of the positions on the Societies Board, not including the Societies Officers.

13.4 Only Queen Mary societies can vote for the 'Queen Mary Societies' positions and only Barts and The London societies can vote for 'Barts and The London Societies' positions. Each society will receive one vote for each position they are eligible to vote for, this vote is the property of the President of the society.

APPENDIX I

Society Annual General Meeting

Terms of Reference

1. **Constitution**

The Society Annual General Meeting is the main members meeting of each Society.

2. **Membership**

The Chair of Meeting shall be the Society President or nominee if they are standing for re-election.

The members of the Annual General Meeting shall include all members of the Society.

A quorum shall be stipulated in the Society constitution, or 50% of all members.

3. **Attendance at Meetings**

In normal circumstances only the Society members shall attend the meeting. Other students or Union staff or officers may be invited by the Chair to attend for part or all of the meeting, but have no vote.

4. **Frequency of Meetings**

Meetings shall normally be held in semester B or C of the academic year. The Annual General Meeting must take place before the end of the semester C.

5. **Authority**

The Annual General Meeting is authorised by the Union to take decisions on issues in line with its own constitution. It is not authorised to make decisions on those issues, which are properly the responsibility of the Union.

The Annual General Meeting shall conduct its business in accordance with the Union's Articles of Association, bye-laws and policies.

6. **Duties**

The duties of the meeting shall be:

- (i) To elect the Principal Officers for the next academic year.
- (ii) To pass any amendments to the Society Constitution for ratification by the Union.
- (iii) To receive feedback from the work carried out by the Society during the year to date and plans for the coming academic year.

7. **Reporting Procedures**

Minutes should be made recording the meeting and the outcome of the election.

8. **Clerking Arrangements**

The Clerk to the meeting shall be a member of the Society.

APPENDIX II

Societies Board Terms of Reference

1. Constitution

The Societies Board is a sub-committee of the Student Council.

2. Membership

The Chair of Board shall be a Societies Officer, alternating between the Societies Officer (Mile End) and the Societies Officer (BL).

The members of the Board shall include the:

(i) Societies Officer (Mile End);

(ii) Societies Officer (BL);

And three elected representatives from:

(iii) Queen Mary Societies

(iv) Barts and The London Societies

A quorum shall be at least one of the elected members from Queen Mary Societies and one of the elected members from Barts and The London Societies and at least one of the Societies Officers.

3. Attendance at Meetings

In normal circumstances only the elected Board members and the Clerk shall attend the meeting. Additional Union or College Staff, Union Officers, or Societies members may be invited by the Chair to attend for those items where business is relevant to their responsibilities to be discussed.

4. Frequency of Meetings

Meetings will normally be held a minimum of five times throughout the academic year, with at least two meetings in semester A and two meetings in semester B.

5. Authority

The Board is authorised by the Student Council to take decisions on issues in line with its terms of reference. It is not authorised to make decisions on those issues, which are properly the responsibility of the full Student Council or other Committees of the Student Council as set out in their respective terms of reference.

The Board shall conduct its business in accordance with the Articles of Association, the bye-laws and policies of the Union.

6. Duties

The duties of the meeting shall be:

(i) To review and affiliate new societies.

(ii) To review applications for grants and reward money within a defined budget.

(iii) To ensure appropriate methods are in place to provide award and recognition to students involved in societies.

- (iv) To review societies that have been disaffiliated or had their support suspended in accordance with the Society bye-law.
- (v) To develop the strategy of the Union for societies.
- (vi) All other responsibilities defined in the Society bye-law.

7. **Reporting Procedures**

Minutes should be made recording the meeting and the outcome of the election. These will be circulated to all members and submitted to the next Student Council.

8. **Clerking Arrangements**

The Clerk to the meeting shall be the appropriate staff member, or in their absence an appropriate Union staff member.