



## **STUDENT ACTIVITIES POLICY**

BY LAW of

**CHESTER STUDENTS' UNION**

Passed at Trustee Board on  
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## **1. General Statement of Policy**

- 1.1 Chester Students' Union (CSU) is a democratic organisation where the elected officers are elected by the students of University of Chester. The Union is the focal point for student representation, information, advice, and fun on campus. We exist to enhance the student experience and so we support an extremely diverse range of activities.
- 1.2 It is the policy of the Union to provide and maintain, as far as is reasonably practicable and with your cooperation, a safe and healthy environment, equipment, systems of work for all societies. This and all Activities related policies, procedures and additional training form part of that.
- 1.3 CSU and all societies have a common law 'duty of care' to participants. If this is not implemented, then the Students' Union or Society President can be regarded in law as negligent and subsequent legal action can be taken. This policy is designed to ensure that does not occur so you are advised to read it and ensure you and your Society committee (and members) understands it.
- 1.4 This policy is guided and bound by relevant legislation and appropriate national governing body guidelines.
- 1.5 This policy will be reviewed by the Spring Trustee Board of each year at which time a report will be submitted to the Trustee Board on student activity safety over the course of the year. Additional reviews may also occur in light of any incidents or changes to legislation. CSU reserve the right to add to this policy and we will keep all volunteers and society members informed if we do so.
- 1.6 In the case of doubt of interpretations to any aspect of this policy, the decision of the Trustee Board or their representative will be final.

## **2. Definitions**

- 2.1 For the purpose of this document a student activity is defined as any organised activity that involves a collective group of student society members who are utilising Union and/or University facilities and equipment.
- 2.2 A society is a group of students who participate in a particular non-sporting activity who are registered as such with the Students' Union. What constitutes a non-sporting activity is defined by the Department of Culture, Media & Sport.
- 2.3 A full list of societies can be found on the CSU website [www.chestersu.com](http://www.chestersu.com)

## **3. Membership**

- 3.1 Any current student at University of Chester who is a member of CSU, life member of CSU, Elected officer, CSU staff member or University staff member may join societies. Each member must pay the relevant annual subscription, provide duty of care information and abide by all CSU policies and procedures. Refer to the code of practice section 8 for details on expulsion on membership.

- 3.2 Only current students at University of Chester are permitted to hold committee positions.
- 3.3 All potential society members are entitled to 2 specified free sessions, after which they must join and register as a member if they wish to continue to participate. These free sessions may not include any trip that involves going off campus, or taking part in any competitive activity unless given permission by the Vice President Activities.
- 3.4 If a student is under 18 years of age, they are required to complete an Under 18 consent form to participate. This needs to be signed by their parents and/or legal guardian and given into the Union before their first activity; all forms can be downloaded on the committee resources page at [Chestersu.com](http://Chestersu.com).
- 3.5 Any student who is from the USA and is under 21 years of age must get a Consent Form completed as 3.4
- 3.6 Students from the Warrington/Shrewsbury campus may only join Chester campus societies if that particular activity is not represented on their campus and vice versa.
- 3.7 The combined number of life members, University and Union staff should not exceed one third of the total membership of any society, unless express permission is given by the Vice President Activities. Such permission may be granted if CSU funds **are not** seen to be spent disproportionately on past students rather than current students. Any decision to continue a society with disproportionate number of non-current student members shall be removed annually. The decision may be subject to certain restrictions dictated by the Vice President Activities. The Vice President Activities has the right to remove a society if they feel it is no longer being led by current Chester students. All societies will be reviewed annually.
- 3.8 The Elected Officers shall be honorary members of every society, and as such will receive complementary membership.
- 3.9 Membership shall run from 01 September to 31st August each year.

#### **4. Setting up a new Society**

- 4.1 Any current student may endeavor to start a new society within CSU. To be accepted, the society must submit a 'new society form' and a signed sheet of at least 2 current students who intend to join. The sheet must contain the students' names, signatures and student numbers.
- 4.2 The proposal will be considered by the Elected Officers for approval. If approved, CSU will provide a grant to support the new society to develop, named 'grant account'.

#### **5. Society Activity**

- 5.1 Each society that costs the Union money may only take place if *at least* 5 university of Chester student members of the society actively participate. CSU reserve the right to cancel the facilities if this is not the case.

## **6. Society Dissolution**

- 6.1 If a society has less than 5 members in any academic year, then they will be given four University working weeks to increase membership. If unsuccessful then they will be suspended for the remainder of that year with the hope to re-establish in the following year. If this is not achieved, then the society will assume to have been dissolved. All assets will be absorbed by CSU.
- 6.2 The possibility of subscription refunds will be at the discretion of the Vice President Activities and dealt with on an individual basis.

## **7. Meetings**

### **7.1 Committee Training**

A detailed training session is provided at the start of each academic year which explains the policies and procedures involved in CSU societies. The training is compulsory for Society Presidents.

### **7.2 Society Forums**

The Vice President Activities will coordinate regular meeting with presidents to discuss issues and enhance communication between societies and CSU. Any society members are welcome to attend Society Forum.

### **7.3 Society Development Committee**

Attended by Society committee members this committee considers funding bids from Societies throughout the year and allocates the Society part of the Activities budget.

## **8. Code of Practice**

- 8.1 Each society must submit a code of conduct annually to CSU. This document will contain a Constitution and Code of Conduct.
- 8.2 All participants must be made aware of the contents of the relevant code of conduct during their induction period by the President. Each participant will sign an online declaration to say they will abide by it when joining a society.
- 8.3 The Code of Conduct will refer to the organisation of the activity, meeting, complaints procedure and any governing/professional body recommendations.
- 8.4 The Code of Conduct will refer to the aims of the society and the committees' commitment to abide by CSU policy and procedures.
- 8.5 CSU will seek to carry out spot checks on societies to ensure that they are following their codes of practice and will keep records of such checks.

## **9. Annual General Meetings (AGMs)**

9.1 The Annual General Meeting is the sovereign body of the society, subject to CSU's constitution. An AGM will be held in May each year with 7 days' notice being given to all of the society members.

9.2 The Chair shall be the Society Presidents, unless deemed inappropriate by CSU. In the case the chair will be taken by a CSU representative. A member of the CSU team will be invited to attend the AGM and act as returning officer for elections. This may be done remotely.

9.3 Quorum is 50% +1 member of the current student membership. The society membership will be frozen when the AGM notice is communicated.

9.4 Life members, Union and University staff members of the society may attend the meeting and speak but may not vote in the meeting. Only current student members may vote.

9.5 The AGM will;

- Receive the minutes of the last AGM
- Receive a report from its committee
- Elect a committee for the following academic year
- Agree the budget form that will be presented to the Vice President Activities to be considered by the Society Development Committee for approval.

9.6 CSU has the right to call an Emergency General Meeting if deemed processes of policies were not adhered to.

9.7 CSU provide an AGM Guidelines document that should be referred to.

## **10. Extraordinary General Meetings (EGMs)**

10.1 An Extraordinary General Meeting can be called by CSU and also by the society committee, if a serious problem arises and all members need to attend and be made aware of the situation. A member of the CSU staff team will attend all EGMs.

10.2 Quorum is 50% +1 of the current student membership. The society membership is frozen when EGM notice is communicated.

10.3 Life members, Union and University staff members of the society may attend the meeting and speak but may not vote in the meeting. Only current student members may vote.

## **11. Committee**

11.1 Each society will annually elect a committee consisting of President, Vice President and Communications Officers. Democratic elections will be held during the society AGM, for positions beginning on June 1st of that year. All current student members are eligible to stand for election. A list of the committee will be submitted to the Vice President Activities by the date prescribed annually.

- 11.2 The committees' functions are to:
- Make all decisions on behalf of its membership as a student led organisation
  - Be responsible for all Society equipment
  - Be responsible for the Duty of Care of their members during Society activities
  - Meet at least 3 times a term
  - Ensure the Society is conducted in accordance with CSU articles and policies.
  - Regularly liaise with the Vice President Activities
  - Keep all membership communications up to date.
- 11.3 At the end of each year committees MUST pass on all appropriate information to the incoming committee members.

## **12. Honorary President**

- 12.1 Each Society shall be permitted, subject to the written approval from the Vice President Activities, to have a Society Honorary President who shall be a member of University staff, and who all be elected by the members of that society annually, exempt from any payment of a subscription fee.
- 12.2. The Committee members will always be the first point of contact for members and CSU and is responsible for making decisions on matters affecting the society.
- 12.3 The Honorary President shall be bound to undertake their respective duties within the CSU Articles of Association.
- 12.4 The Honorary President shall be bound to acquire a Duty of Care for their term of office for society members and activity.

## **13. Finance**

- 13.1 Each society has a grant account and social account, and both accounts are run by CSU. The Vice President Activities supported by the Head of Student Opportunities is the budget holder for all societies.
- 13.2 It is not permitted for any transactions relating to a society to be conducted through externally held bank accounts (either a personal account or one in the society's name).
- 13.3 Students may not collect money from any members - this will all be done electronically by CSU.
- 13.4 If a society is in breach of the following finance guidelines they will incur an instant suspension.

### *Grant Account*

- 13.5 CSU annually allocate a grant to every society for purchasing items they may need for the society to function.

- 13.6 To access money from this account the President must speak to the Vice President Activities to authorise any expenditure. Any expenditure made by any member of a society that has not been pre authorised by the Vice President Activities will not be reimbursed.  
If it is a planned event, all monies must be deposited into the society grant account to ensure any expenditure costs are covered.
- 13.7. Members who personally pay for items which have been pre authorised by the Vice President Activities need to complete a CSU electronic claim form. It is possible to complete this form in advance so payment can be made directly to the supplier. The claim form must be signed off by the President.
- 13.8 External transport costs can be invoiced directly to the Union. Internal transport hire is charged at a flat rate of 50p per mile. It is the responsibility of the driver to log the correct mileage into the transport folder (see Students Union Transport) to ensure the correct amount is debited from the account.
- 13.9 If a driver pays for fuel for a journey in the CSU vehicle, then they can fill out a claim form to be fully reimbursed so long as there is a VAT receipt attached. The society will be still be charged 50p a mile.

#### *Depleting Grant Account*

- 13.10 It is the responsibility of the President of a society to manage the budget and expenditure of their society grant account. If a grant account is depleting at a rate which indicates society funds will not last for the duration of the active year the following actions will be taken:
1. Vice President Activities will contact the President of the Society to discuss the financial situation, identify why their funds have not covered their planned activity and create a budget plan to ensure any continued scheduled activity can continue.
  2. For all societies that require support to increase funds the Vice President Activities will provide information on additional grant request procedures (If any), sponsorship and or fundraising ideas and support a review of all future planned activity.
  3. Until meeting with the Vice President and the budget plan is created there should not be any personal spend on behalf of the society or any spend from the society grant or social account by the society at risk (or in) deficit.

If after the Vice President Activities has gone through the accounts with the Society it is found that the reasons for going into, or due to go into a deficit were not reasonably practicable to foresee, and therefore the President and Treasurer not at fault CSU may aim to cover the debt, partially or in full.

All decisions would be made by a full elected officer decision.

- 13.11 If it is believed that the society committee are responsible for the debt CSU will;
- Cease all forthcoming activity that will require funding and call an EGM.
  - Society events that do not require funding may continue, unless disciplinary sanctions have been given.

- CSU will contact any external providers impacted by the situation
- Unless there are exceptional circumstances no membership subscription payments will be refunded as the members will have elected the committee
- If sufficient funding to cover any deficit is secured, the society activity may resume.

13.12 If activities are stopped in any one year, this does not affect the ability of a society to apply for a grant the following year. However, the President may require additional support in completing a realistic budget.

#### *Social Account*

13.13 The Social Account is where any membership monies are held; alongside sponsorship and fundraising for the society. This account is also used to bank any money that members raise or pay into to contribute towards meals or social events.

13.14 The following rules apply to social accounts:

- The Vice President will authorise all proposed expenditure. Members who spend money on behalf of their society without pre- authorisation are personally responsible for that cost.
- The expenditure must benefit the majority of the society
- The purchase of alcohol/drugs/tobacco is prohibited.

#### *End of Financial Year*

13.15 The CSU financial year runs from 1st August to 31st July

13.16 If a society Grant Account shows a negative balance, money from that society's social account will be transferred over to cover the deficit, where there are insufficient funds in the social account to cover the deficit, the remainder will be written off, only if it is deemed to be justified expenditure. If it is not it will be carried over to the next year

13.17 Following from the point made in 13.15, all social account balances are carried forward to the following year. Grant account balances are not.

13.18 A society which has been inactive for a period of 2 years will have any outstanding social account balance transferred to central CSU funds.

### **14. Communication**

14.1 Each society will be allocated a page on the CSU website. It is the responsibility of each society to update their page using the CSU procedures.

14.2 Societies are not permitted to have an external website unless express permission has been granted by the Vice President Activities. Societies may have a social community networking site e.g. Facebook, Twitter, YouTube or an external blog. A society will be asked to take down any pages not pre-approved by the Vice President Activities.

14.3 The Vice President Activities must be formally notified of any social sites that are set up.

- 14.4 The Vice President Activities must have editorial access to all society sites to ensure any inappropriate material can be removed.
- 14.5 The Vice President Activities will make every effort to check the social community networking as often as possible.
- 14.6 Any request for communications not covered in this section will be considered on an individual basis.
- 14.7 Any issues found or complaints received regarding content on any society communication will be treated in a serious manner, and investigated as soon as possible by CSU to see if there is a need for the disciplinary process.
- 14.8 Any issues found or complaints received regarding any communications content social media No information on these sites or notice boards may bring the name of the Union or the University into disrepute. Disciplinary action will be taken against individuals/societies that breach this.

**15. Equipment**

- 15.1 All equipment bought by CSU or contact or sponsored externally for a society is defined as CSU owned equipment.
- 15.2 Any equipment which is used by the society but not collected by the one for 6 months is deemed to have been donated to CSU.
- 15.3 All equipment is logged by CSU
- 15.4 Any equipment must be signed out by the current President or designated member of the committee; they are personally responsible for its security, and therefore, are held legally responsible for its return to the SU at the end the academic year or what date return was agreed. That person will be invoiced for the cost of any equipment not returned.
- 15.5 No equipment should be personalised with member names or external sponsors without Vice President Activities permission.
- 15.6 CSU equipment may only be used for student activity by a CSU society.
- 15.7 If CSU equipment becomes damaged, broken, lost or stolen, it must be reported to CSU as soon as possible.

## 16. Health & Safety

Party	Responsibilities
<b>Individual Participants</b>	<ul style="list-style-type: none"> <li>• To take reasonable care for the health and safety of themselves and others involved in <b>student activities</b>.</li> <li>• <b>To follow</b> CSU systems and procedures for the management of health and safety.</li> <li>• To follow the reasonable instructions of activity leaders/ President.</li> <li>• To wear suitable clothing and footwear for the activity.</li> </ul>
<b>Activity Leaders/Presidents</b>	<ul style="list-style-type: none"> <li>• To implement CSU systems and procedures for the management of health and safety.</li> <li>• To be suitably qualified to run the activity.</li> </ul>
<b>CSU Staff</b>	<ul style="list-style-type: none"> <li>• To develop and monitor systems and procedures for the management of health and safety in student activities.</li> <li>• To devise and implement the policy as it relates to societies.</li> <li>• To seek out training and distribute information which enables activity leaders to effectively discharge their responsibilities for health and safety.</li> <li>• To obtain relevant health and safety information from external commercial providers who are supplying facilities for licensable activities such as climbing.</li> <li>• To provide adequate insurance for authorised activities.</li> <li>• To seek appropriate assurances and documentation to ensure that any facilities/equipment managed by the University of Chester and are used in the course of student activities meet the minimum safety standards for their intended purpose.</li> </ul>
<b>Union Senior Manager</b>	<ul style="list-style-type: none"> <li>• To monitor and review the development and implementation of the policy, reporting any serious incidents to the Trustee Board.</li> </ul>
<b>Trustee Board</b>	<ul style="list-style-type: none"> <li>• Approve this policy and receive reports on any serious incidents</li> </ul>

16.1 Open and regular correspondence between SU staff, University facilities team and activity leaders is essential to ensure the success of this policy.

### 17. First Aid

17.1 Every society must have at least 1 qualified first aider if there are to be off campus events and activities.

17.2 CSU organises and funds a First Aid Course, which is run in the 1st semester of each year. One member from any society planning off campus activity must attend. Wherever feasible this should be a 1st or 2nd year student.

17.3 Every President will collect and sign out a fully stocked first aid kit from CSU at the start of each year. This first aid kit must be available at all society activity/sessions.

## **18. Safeguarding Children and Vulnerable Adults**

- 18.1 This policy shall be read alongside CSU's Safeguarding policy.
- 18.2 Societies working unsupervised with children or vulnerable adults will complete a Disclosure and Barring System Check (DBS). Members with an existing DBS check will show this to the Vice President Activities. Disclosure numbers will be recorded.
- 18.3 DBS checks revealing convictions, cautions, reprimand and warnings will be reviewed on a case by case basis.

## **19. Health & Safety**

- 19.1 Individuals who stand for committee positions assume responsibility for the health & safety of their participants during their activity. Therefore, all participants must be made aware of the health & safety implications prior to partaking in activity to protect both the individual members and the activity leader.
- 19.2 The Students' Union defines a suitable and sufficient health & safety risk assessment for society activity as one that correctly and accurately identifies a hazard; determines the likelihood of injury or harm arising, qualifies the severity of the consequences and the number of people who would be affected; takes into account any existing control measures; provides sufficient information to enable activity leaders to decision upon appropriate control measures; and identifies any specific legal duty or requirement relating to the hazard.
- 19.3 It is the responsibility of the activity leader to 'risk manage' and enforce any control measures identified as part of the risk assessment process, and make CSU aware of more serious risks as soon as practicable.
- 19.4 CSU will provide adequate training, information and advice to ensure that those completing risk assessments or checks from this can do so competently.
- 19.5 Female members are required to inform the Vice President Activities if they are pregnant so that an appropriate risk assessment can be completed.

## **20. Induction to a 'Taster Session'**

- 20.1 As the start of each academic year there will be a defined period of taster sessions in which members of CSU can try out various activities.
- 20.2 After the start of the year, members may still try an activity before they register (and pay any required) membership fee the society has decided to charge. This will be for a maximum of 2 attendances at meetings and/or activity.
- 20.3 Each activity leader will have their first session written out on a 'Taster session' form and authorised by CSU before the first meeting to ensure all students have been accounted for in the preparation of the meeting; from beginner/ new to the society subject matter to experienced member.

20.4 During a taster session no society is permitted to have an overnight stay or activity outside of usual CSU society venues. The Vice President Activities will decide what constitutes a 'venue'.

20.5 Presidents are responsible for ensuring that all new members attending throughout the year are given the appropriate health & safety information and training.

## **21. Duty of Care**

21.1 Every person who partakes in a recognised CSU student activity must provide emergency medical information for use in case of an emergency. Members will also be required to confirm that they will abide by all the rules and regulations of CSU and accept the risks of the activity(ies) they undertake.

21.2 The information provided will be kept in accordance with the Data Protection Act 2018 and will only be accessed by CSU staff, although members with specific medical information will be encouraged to disclose this to the society committee members where appropriate.

21.3 Any changes to members' medical details must be related to the CSU staff team as soon as it is possible to ensure each individuals detail are correct should they be needed.

21.4 Students will not be permitted to travel on any CSU authorised vehicles unless they are registered members through the CSU website and covered by our Endsleigh Insurance whilst taking part in recognised student activity.

## **22. Trip Registration**

22.1 For an activity not taking place on University of Chester premises a society must submit a Trip Registration Form prior to the trip taking place. This also includes activities between campuses due to the distance travelled.

22.2 The form will ask the activity leader to complete the following information; name of the society, activity leader, date of trip, exact location and contact details of destination, full names of attendees, mode of transport, first aider and driver.

22.3 The form must be with submitted to the CSU team at least 24 hours in advance of a day trip and 5 days in advance of an overnight stay. A CSU staff member will ensure the form is complete before authorising the trip.

22.4 For any trip involving outdoor pursuits, the trip organiser must ensure they leave appropriate safety information at the base of the activity (i.e. campsite, parked minibus/car), in case of emergency.

22.5 Once authorised, the form may not be altered in any way. Any changes must be submitted on the Trip Amendment Form. This must be done before leaving campus by a trip amendment form which is given into porter's lodge when leaving the campus.

22.6 For all outdoor pursuit trips, Ordnance Survey maps and grid references are required, and must be submitted with the trip registration forms before the trips are authorised.

### **23. Accident & Emergency Procedures**

23.1 The University Porters are on call throughout the year, except when the University is closed during the Christmas and New Year period. This is to provide a telephone support service to assist members who are in an emergency situation.

23.2 In the event of an emergency during a student activity, the following procedure must be followed:

- Member contacts the emergency services if required.
- Member also rings the Porters Lodge who initiates the University procedures, if necessary. They also contact the CSU member of staff who is on call.
- The Chief Executive will take appropriate actions to assist with the emergency situation.
- If a situation is deemed an emergency by the Chief Executive, they will contact the Porters, President, Vice President Activities and Corporate Communications to keep them informed of the situation.
- Student information will only be passed to appropriate authorities when the authorities identified has been established.
- Detailed records of actions will be kept at each stage.

23.3 The accident and emergency procedures will be accessed via the health and safety section (Under committee resources) on ChesterSU.com and within the SU offices. All procedures for trips and transport are within the Driver Handbook and within the transport folder within the vehicles.

23.4 On or off campus accidents and incidents, however minor, must be reported to CSU as soon as is practically possible but not later than 24 hours after the event, and recorded on an accident book held in the SU offices at Chester, Warrington or Shrewsbury.

23.5 CSU staff will review the circumstances around any incident or dangerous occurrence and if necessary they shall take immediate action to prevent further incidents.

23.6 In extremely serious cases an investigation to gain more information about the incident will be undertaken by a CEO manager and Union President. They will decide the appropriate action to be taken.

23.7 All media enquiries should be directed to the CEO/ President or Corporate Communications.

23.8 No member should discuss legal liability with other parties.

## **24. Transport**

- 24.1 All use of CSU transport on society business shall be subject to the regulations laid down in the Driver Handbook, and to any other such regulations as CSU may from time to time publish, and to legal requirements.
- 24.2 All drivers must attend a People Carrier familiarisation session to be eligible to drive CSU transport.
- 24.3 All students using their own vehicles for any society related activity (including transporting members on behalf of a society activity) must register their vehicle via the own vehicle registration form that can be found on the Chester SU website, activities, transport. Students will require business insurance on their own license.

## **25. External Speakers**

- 25.1 An external speaker refers to a person or organisation that is not part of the Union or the University who is invited to speak at a society event on or off campus.
- 25.2 Societies must notify the Union of any events on or off campus that involve external speakers.
- 25.3 All external speakers need approval and no event shall be published until that approval has been given. Apply for approval to the Vice President Activities, who gets sign off from University of Chester.
- 25.4 CSU reserves the right to cancel or prohibit any event if the procedures provided are not followed or if health, safety and security measures cannot be met. This may be decided by the University as legally they are subject to scrutiny on this matter.

## **26. Leaders/Instructors**

### *26.1. Qualified*

- Society Committee shall ensure that people undertaking roles of responsibility and leadership are suitable
- In the case of external provides, whether paid or unpaid, seek documentary evident of their qualifications and experience.
- Log all documentation with the CSU team and ensure approval is granted

### *26.2. Without Qualifications*

In some cases, society members may step in as a more experienced individual teaching more experienced member. This must be pre-agreed with the CSU team.

- All parties should be sufficiently aware of experienced to make an informed choice about participation
- Committee members should monitor this mode of operation and act if they feel it is detrimental to safety. Concerns should be referred to CSU.

## **27. Public Events/Large Activities**

27.1 If a society wish to hold a large scale and/or public event they must seek permission as early as possible from the Vice President Activities who will inform them of the appropriate procedures. All activities will be facilitated where possible, but health & safety will always take priority.

## **28. Food Safety**

28.1 Due to increased litigation and concern regarding food hygiene and safety, societies must seek advice and permission from CSU prior to the distribution of food or drink.

## **29. Room Bookings**

29.1 Room bookings can be made for all societies. This is subject to University availability.

29.2 Rooms must be cancelled 48 hours in advance. It is the activity leader's responsibility to cancel the room by contacting CSU.

29.3 An additional room booking request must be made at least 48 hours in advance.

29.4 Rooms will not be booked for a society that has not been fulfilling these room booking obligations.

## **30. Postering & Flyering Policy**

30.1 It is University policy that only designated boards are to be used for postering and flyers and permission must be sought from the Union, University department. Exterior walls, pillars, windows or doors are not to be used.

30.2 The following must be adhered to:

- All posters and flyers must clearly carry the name of the relevant society and carry the Union logo. The logo must not be distorted or abridged in any way.
- All posters must be stamped and flyers approved by the CSU team
- All posts must be removed following the event they are advertising
- Members must clearly display student ID when giving out flyers
- All posters in a foreign language must be accompanied by the English translation.

## **31. Social Events & Initiation Ceremonies**

31.1 It is an individual's choice whether or not they attend any social event. Non- attendance must not act as a barrier to participation within the society.

31.2 No 'peer' pressure (intended or not) is to be place on any member to do anything what they may not enjoy (i.e. drinking games). CSU considers such action to be bullying, and as such will take appropriate disciplinary action.

- 31.3 All members of SU activities must show respect towards their peers, other members of the University and towards members of the public at all times.
- 31.4 Activity groups are not permitted to carry out initiation ceremonies either on or off University premises.
- 31.5 An initiation ceremony is an event in which members (often new members) of the society are expected to perform a task or tasks as a means of gaining credibility, status or entry within the society. This may involve peer pressure (though not explicitly) exerted on students, and may compromise a person's inherent dignity as a person by forcing or requiring an individual to drink alcohol, eat mixtures of food stuffs, nudity and behavior that may be deemed humiliating.
- 31.6 Individuals who organise events in breach of this code of conduct will be subject to disciplinary action in line with the Students' Unions disciplinary procedures. Students may also be referred to the University disciplinary process if deemed necessary by the elected officers.
- 31.7 If any initiation is found to have happened the society will be closed for the rest of the academic year.
- 31.8 Any social event that puts CSU in disrepute will be subject to Union disciplinary action. This includes inappropriate clothing, conduct, reports from the general public, and any further deemed inappropriate by the elected officers.

## **32. Equal Opportunities**

- 32.1 Wherever possible, activities should be accessible to all students who wish to participate. This is in accordance with CSU's Equal Opportunities Policy which should be read alongside this document.

## **33. Sponsorship**

- 33.1 CSU encourages all societies to seek external financial sponsorship from ethical and environmentally friendly organisations that do not contravene the Unions vision, mission and values.
- 33.2 Any potential agreement must benefit the society without making unreasonable requests upon its members.
- 33.3 All potential agreements must be agreed by the Union's Head of Message & Sales to ensure equality across sponsorship deals and appropriateness of the sponsors.
- 33.4 All potential agreements must be confirmed in the form of a simple contract which clearly states the precise details of the agreement and is signed by the President and CSU's Head of Marketing & Sales and an authorised representative from the sponsor organisation.
- 33.5 There is no limit to the number of sponsors a society may have.
- 33.6 Societies may not poach sponsors from other societies.

33.7 Any clothing that a sponsor pays to be branded must be approved by the Head of Marketing & Sales.

### 34. Disciplinary

34.1 All societies, activity groups and their members must adhere to this policy handbook and failure to do so may result in disciplinary action.

34.2 The punishments detailed here are severe to act as a deterrent, and CSU are trying to enable student activities to make place in as safe an environment as possible.

Offence	Result	Result if an additional offence happens in the same academic year
No representation at Committee Training	No Freshers Fair stall.	
Failure to submit a Code of Conduct before the given deadline	Society suspended until a Code of Conduct is received and approved.	
Individual participating in activity who is not a member and therefore not insured.	Individual suspended until they formally join. Society received an official written warning.	Society suspended for a month.
Failure to hand in a risk assessment 24 hours prior to the activity taking place.	Society receive an official warning.	Society suspended for the rest of the academic year.
Failure to abide by trip registration procedures.	Society receive a one-month suspension.	Society suspended for the rest of the academic year.
Society that carries a non-member on a trip without the Vice President Activities permission on Union organised transport.	Society receive a one-month suspension.	Society suspended for the rest of the academic year.
Driver does not abide by the CSU driver handbook.	Driver removed as a valid driver.	
Society found in breach of CSU Travel procedures.	Each situation will be investigated individually.	
Failure to hand in all society equipment by the advertised deadline.	Individual charged for replacement cost.	Individual taken to the small claims court and suspended from CSU membership.
Behaviour/Communication	Each situation will be investigated individually.	
Society hold an initiation.	Society will be closed.	

34.3 The above is not an exhaustive list and can be added to at CSU's discretion. If the disciplinary offence is not stated above CSU Vice President Activities will consult with CSU Management on the appropriate punishment for the offence.

- 34.4 Any society that receives a one-month suspension during an academic year and commits another officer will be suspended for the rest of the year.
- 34.5 Suspensions are implemented as soon as CSU are aware of the situation. The timescale is value drink normal periods of activity for that particular society - usually during term time.
- 34.6 A suspension means that the society may not organise or participate in any student activity.
- 34.7 Societies have the right to appeal by stating their reasoning in a letter addressed to the President.

### **35. Complaints**

- 35.1 Where possible complaints should be dealt with informally. The complainant would inform the activity leader of the nature of their complaint and ask for the issue to be investigated and resolved. This may be done verbally or in writing. The activity leader should keep a record of the complaint and how it was resolved, and notify CSU of the complaint.
- 35.2 If the complainant is dissatisfied with the response they receive from the activity leader, or if they complaint directly concerns the activity leader, or if the complaint is about a very serious matter such as intolerable or substantial risk of harm, they should make their complaint directly to the Vice President Activities. This should be done in writing but may also be done in person.
- 35.3 The Vice President Activities, or nominee, will acknowledge receipt of the complaint in writing within 3 working days. CSU Union will investigate the complaint and make a response to the complainant with a further 7 working days.
- 35.4 If the complaint is in relation to CSU staff the complainant should direct the complaint to the Chief Executive.
- 35.5 The Chief Executive shall acknowledge receipt of the complaint in writing, and will then follow the CSU complaints procedure.