



SOCIETIES DEVELOPMENT COMMITTEE POLICY

BY LAW of

CHESTER STUDENTS' UNION

Passed at People, Performance and Planning Sub-Committee on 22 September 2020

Next review date: September 2023

Societies Development Committee Policy Chester Students' Union

This policy exists in conjunction with the Constitution and other policies including the Student Activities Policy of Chester Students' Union.

The Vice President Activities and CEO of Chester Students' Union can delegate any functions from this Bye-Law to a staff nominee of their choosing.

1. Societies Development Committee

- 1.1. Societies Development Committee is a devolved committee from the Elected Officers who determine activity funding and affiliation. For the avoidance of doubt, Elected Officers delegate responsibility for the approving of new societies and reaffiliation of existing societies to the Societies Development Committee.
- 1.2. Societies Development Committee shall consist of the Vice President Activities and up to six elected representatives of Societies. For any business to be quorate there must be at least four members of the committee present.
- 1.3. Societies Development Committee shall be Chaired by the Chester Students' Union Vice President Activities. The Chair may take 'chairs action' to authorise payments of up to £100 to societies for activity in between meetings.
- 1.4. Societies Development Committee shall be elected annually through the Students' Union website, in the timescale specified by the Deputy Returning Officer.
- 1.5. The President, or equivalently named position of each society shall have a vote in the election of the Societies Development Committee.
- 1.6. The Societies Development Committee shall meet a minimum of three times per academic year, and more regularly as required to perform its responsibilities. They may meet online or in person.
- 1.7. Societies Development Committee will have the power to decide on funding applications from societies within the allocated society grant funding budgets.
- 1.8. Societies Development Committee will have the power to formally recognise newly formed societies in line with the criteria in section 2 for recognition of societies.
- 1.9. There may be occasion for a member of the Societies Development Committee to have a 'conflict of interest' in a decision. Conflict of interest may include (but is not limited to) a decision that would personally benefit the committee member for example funding to their society, an affiliation decision where a committee member considers that a new group duplicates the work of their own or an award nomination that benefits either the member of a society they are a part of. These examples are not exhaustive. In such cases the committee member should declare the conflict of interest and remove themselves from discussion and decision making on this topic. In such an eventuality quoracy remains even if the number decreases below four.
- 1.10. Societies Development Committee will have the power to re-recognise existing societies providing that they have elected a minimum of a President and a Treasurer for the next academic year.
 - 1.10.1. If a society has not elected a President and Treasurer for the next academic year but intends to continue functioning, they must submit a notice of intention to the Societies Development Committee, who will re-recognise the society providing that they elect students to these positions within an appropriate timeframe as determined by the Societies Development Committee.

- 1.11. All members of Societies Development Committee will be invited to sit on the panel for the decision making of the relevant societies awards for the annual Students' Union awards evening.
- 1.12. Agendas will be approved by the Chair and prepared by the Head of Student Opportunities (or their nominee). Members of the Committee will be invited to input and request items for the agenda at least two weeks prior to the meeting and the agenda will be published one week before the meeting. Minutes of each meeting will be on the CSU website within a week of the meeting taking place.

| Action | By When |
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| All Committee members invited to contribute to agenda | At least two weeks before the meeting |
| Agenda published | One week before the meeting |
| Decisions from meeting communicated to relevant parties | Within three University days of the meeting taking place |
| Minutes on the CSU Website | Within one week of the meeting taking place |

- 1.13. A student or students may appeal a decision made by the Societies Development Committee. This should adhere to the following steps:
- Any appeal should outline why the complainant believes the original decision to be wrong and what action they believe is required to resolve the complaint. This should be sent to the Head of Student Opportunities via email who will pass the appeal to the Chief Executive.
 - The complainant will be contacted by either the Chief Executive (or their nominee) to ascertain if the complaint can be resolved informally. If the matter is resolved informally then the matter is closed. If it cannot be resolved informally then process continues.
 - Within 10 University days an appeal against a decision by the Societies Development Committee will be heard by an Appeals Panel with three student made up of full time elected officers (the panel may also include part time elected officers) supported by the Chief Executive (or their nominee). Should there be disagreement about who will chair the panel then the President will decide. Where the President has a conflict of interest this will be decided by the Vice President Education.
 - The decision will be communicated to the complainant within 5 University Days. There is no further mechanism of appeal through CSU structures.
- 1.14. A Societies Development Committee member may be removed by a majority, quorate vote of the Societies Development Committee. However, this should be discussed informally with the volunteer prior to any attempt to remove them. Such a discussion should take place with the Vice President Activities and Head of Student Opportunities to ascertain if an issue can be resolved. Where any issue cannot be resolved a vote to remove them may take place at the next meeting of the Societies Development Committee.
- 1.15. Any member of the Societies Development Committee who does not attend or send their apologies to three consecutive meetings will be deemed to have resigned and no longer hold a place on the committee.
- 1.16. Any funding from any society that has lapsed for two years will be redistributed back out to societies through the funding pot.

2. Recognition of Societies

- 2.1. In order to be recognised as an official society of Chester Students' Union (the Students' Union) a society must:
- 2.1.1. Have a name.
 - 2.1.2. Have purpose.
 - 2.1.3. Not duplicate the purpose of an already recognised society of the Students' Union as determined by Societies Development Committee.

- 2.1.4. Be in line with the policy of the Students' Union.
 - 2.1.5. The group's aims and purpose cannot discriminate against any particular demographic or protected characteristic.
 - 2.1.6. Have two or more members of the Students' Union who have registered interest in writing.
 - 2.1.7. Be led by one full member of the Students' Union in the role of President of their society and by one full member of the Students' Union who will fulfil the role of Treasurer of their society. Titles for these roles may vary across committees, however the society President will be acknowledged as having overall responsibility for their society, whilst the Treasurer will have responsibility for finances of their society.
 - 2.1.8. Have completed the appropriate Society paperwork as directed by Chester Students' Union.
- 2.2. Recognition of and societies of Chester Students' Union will be approved at the Societies Development Committee, providing they have fulfilled the above criteria.
- 2.3. Existing societies shall be re-recognised by the Societies Development Committee providing that they have fulfilled the re-recognition criteria as directed by Chester` Students' Union.