

# Student Group Regulations 2018-19

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## 1. Introduction

- 1.1. City, University of London Students' Union is a registered charity (Charity Number 10834450). Under the Education Act 1994 and all relevant charity legislation, CITY STUDENTS' UNION may only use its resources in pursuit of its charitable objectives. All recognised and approved CITY STUDENTS' UNION Student Groups are also bound by these laws.
- 1.2. A Student Group is a group registered at City Students' Union and led by an elected Committee of current City University London students, who come together to take part in mutual activities for a specific area of interest.
- 1.3. Student Group is an umbrella term which encompasses all registered Societies, RAG Groups, and Student Media Outlets.
- 1.4. CITY STUDENTS' UNION recognises all approved Student Groups as being affiliated to CITY STUDENTS' UNION.
- 1.5. CITY STUDENTS' UNION is required to ensure the safety of all Student Group activity and will take any action necessary to comply with its duty of care and legal responsibilities.
- 1.6. These regulations are intended to ensure that all Student Group activities are safe and in keeping with CITY STUDENTS' UNION's charitable objectives.
- 1.7. City University London Students' Union shall hereby be known as CITY STUDENTS' UNION or Union.
- 1.8. City University London shall hereby be known as City or University.
- 1.9. All other Union and University regulations, policies and procedures referred to in these regulations shall be as published on the respective Union and University websites.
- 1.10. CITY STUDENTS' UNION may reject a new Student Group application for any of the following reasons:
- 1.11. CITY STUDENTS' UNION may de-register (and cease to formally recognise) any Student Group on any of the

## 2. Memberships

- 2.1. Membership to a Student Group must be open to all eligible City students regardless of Race, Age, Gender, Sexual Orientation, Disability, Ethnic Origin, Religion or Creed.
- 2.2. A member of a Student Group is created when the eligibility criteria outlined in these regulations are met and the required subscription fee has been paid in accordance with Union processes and procedures.
- 2.3. Membership shall last from the time of its creation until the subsequent July 1<sup>st</sup> unless removed as per these regulations.
- 2.4. A CITY STUDENTS' UNION Student Group may offer two types of membership only, Ordinary Membership and Associate Membership.
- 2.5. Ordinary Membership is open to current students of City who have not opted out of membership to CITY STUDENTS' UNION. This shall be considered as full membership (once the required subscription has been paid) and shall include all rights associated with such membership.

- 2.6.** Associate Membership is open to current City staff members, City alumni and current students or staff members at other UK Higher Education institutions or Universities and City University London Partner Institutes.
- 2.7.** A Student Group committee may decide to change whether or not it will offer Associate Membership.
- 2.8.** Associate Memberships are limited to a maximum of 10 members per Student Group.
- 2.9.** Associate Members may not:
  - 2.9.1.** Stand or Vote in Student Group Elections.
  - 2.9.2.** Vote in formal meetings.
  - 2.9.3.** Act as a representative of the Student Group or the Union in competitions, conferences etc.
- 2.10.** Associate Membership may be refused on the following grounds:
  - 2.10.1.** The applicant does not meet the qualifying criteria.
  - 2.10.2.** A ruling by CITY STUDENTS' UNION prohibits the Student Group from granting membership to a specific individual.
  - 2.10.3.** The quota for Associate Membership has been met.
  - 2.10.4.** The Student Group has ruled that they do not wish to offer Associate Membership.
- 2.11.** Membership may be terminated in the following circumstances:
  - 2.11.1.** The member no longer meets the eligibility criteria for membership type bought.
  - 2.11.2.** Membership has been bought under false representation.
  - 2.11.3.** A ruling by CITY STUDENTS' UNION as a result of sanctions or disciplinary action.
  - 2.11.4.** Breaches to these and CITY STUDENTS' UNION regulations, rules, policies and procedures.
  - 2.11.5.** The member's actions are in breach of the Code of Conduct.
  - 2.11.6.** A refund of the subscription fee has been given.
  - 2.11.7.** The term of membership has ended.

### **3. Membership Fees**

- 3.1.** Memberships are sold on an annual basis and are normally available from 1<sup>st</sup> September until the subsequent 1<sup>st</sup> July only.
- 3.2.** Memberships may only be sold through the systems and procedures as provided by CITY STUDENTS' UNION. Committee members are not permitted to collect subscription fee payments.
- 3.3.** The Student Group must charge a fee. The minimum amount that may be charged is £1.
- 3.4.** Changes to membership fees must be agreed in writing with CITY STUDENTS' UNION before the start of the first date of sale. No changes will be accepted after this time.
- 3.5.** Associate Members must pay an additional £2 to the stated fee for Ordinary Members.
- 3.6.** A request to receive a refund of any subscription fees paid must be done so within 6 weeks of the purchase date following the appropriate procedures.

## 4. Registration, deactivation and suspension

- 4.1. For a Student Group to be considered active it must have and maintain the minimum stated amount of Ordinary Members. "Active" is defined as the Student Group being able to accept members and carry out its activities in accordance with these regulations and its constitution.
- 4.2. CITY STUDENTS' UNION may approve new Student Groups at specified times of year as determined by CITY STUDENTS' UNION staff, using a Student Group Application process.
- 4.3. A Student Group Application may be rejected by CITY STUDENTS' UNION for any of the following reasons:
  - 4.3.1. Failure to meet any of CITY STUDENTS' UNION's policies or standard requirements for Student Groups.
  - 4.3.2. Conflict of the Student Group's aims with any CITY STUDENTS' UNION policies, procedures, or values.
  - 4.3.3. Similarity or overlapping aims and core activities as a currently existing Student Group.
  - 4.3.4. Similarity or overlapping aims and core activities as another Student Group Application.
  - 4.3.5. Health and Safety concerns raised regarding a Student Group's proposed activities.
  - 4.3.6. Impracticality of CITY STUDENTS' UNION supporting a Student Group's activities (financial or otherwise).
  - 4.3.7. Evidence of the Student Group being directed by an external organisation.
  - 4.3.8. Evidence of intended misconduct or malpractice by those proposing the Student Group.
  - 4.3.9. A political decision mandated by the Trustee Board or a General Meeting policy.
- 4.4. Any Student Group may be deactivated should it cease or fail to:
  - 4.4.1. Carry out activities in accordance with its constitution.
  - 4.4.2. Fulfil compulsory objectives such as financial or health and safety requirements.
  - 4.4.3. Obtain the minimum required Ordinary Members before stated deadline dates.
  - 4.4.4. Elect a full Committee.
  - 4.4.5. Fully comply with these or other CITY STUDENTS' UNION regulations, procedures and policies.
  - 4.4.6. Carry out its operations without actions constituting misconduct or malpractice.
- 4.5. Once a Student Group has been deactivated it shall not be open to accept memberships nor shall its members be allowed to perform or carry out any duties or actions on behalf of the deactivated Student Group.
- 4.6. All active Student Groups are required to re-register with CITY STUDENTS' UNION for the following academic year by the end of July. Failure to do so may result in the Student Group being deactivated at the end of the same academic year of the elections.

- 4.7. Applications to open new Student Groups may only be submitted by current City students, in line with CITY STUDENTS' UNION procedures.
- 4.8. Failure to gain the required minimum Ordinary Members within 4 term time weeks of the date of CITY STUDENTS' UNION's Fresher's Fair may result in the Student Group being deactivated.
- 4.9. If a Student Group has been established after the date of the Fresher's Fair the required minimum members' level must be reached within 6 term time weeks of the first date of sale for membership.
- 4.10. Any assets held by the deactivated Student Group may be stored by CITY STUDENTS' UNION for use by new or active Student Groups. CITY STUDENTS' UNION may at any time sell these assets without notification and monies raised shall be transferred to a CITY STUDENTS' UNION activities development fund.
- 4.11. Any monies held in accounts for a deactivated Student Group shall be transferred to a CITY STUDENTS' UNION activities development fund at the end of the same academic year in which the Student Group was deactivated. The money shall be made available for use amongst the new and active Student Groups during the following academic year providing conditions are met.
- 4.12. A Student Group may be suspended if:
  - 4.12.1. The private account becomes overdrawn without prior agreement with CITY STUDENTS' UNION.
  - 4.12.2. The Student Group acts outside the remit of its constituted objectives.
  - 4.12.3. Committee members fail to take due care towards their members.
  - 4.12.4. A member(s) actions are in breach of the Code of Conduct.
  - 4.12.5. Committee members fail to attend compulsory meetings or training without prior contact with CITY STUDENTS' UNION.
  - 4.12.6. Committee members fail to maintain contact with CITY STUDENTS' UNION upon demand.
  - 4.12.7. A complaint has been received.
  - 4.12.8. A ruling has been made as part of the disciplinary process.
  - 4.12.9. There are breaches to these regulations.
- 4.13. If a Student Group is suspended it may not:
  - 4.13.1. Make any requests to book/hire/use internal or external venues or facilities.
  - 4.13.2. Make or enter into financial agreements, requests or claims.
  - 4.13.3. Make any external speaker or guest requests.
  - 4.13.4. Place any orders with suppliers for goods or services.
  - 4.13.5. Make or enter into any type of affiliations.
  - 4.13.6. Act in representation of the Student Group or CITY STUDENTS' UNION.
- 4.14. Any claims or order requests that occurred before the start date of the suspension will be processed. CITY STUDENTS' UNION will not accept or process any such requests during the period of suspension.
- 4.15. Any bookings or orders made for the period of suspension will be cancelled or postponed until the end of the suspension period.
- 4.16. Any other privileges afforded to members by CITY STUDENTS' UNION regulations and policies may be revoked until the end of the suspension period.
- 4.17. A period of suspension may not last any longer than 6 weeks. It can be applied as part of sanctions or disciplinary action or as part of an investigation process.

## 5. Committee structure

- 5.1. The Student Group Committee must be made up of the following three (3) elected positions: President, Finance Officer and Communications Officer. These positions cannot be shared.
- 5.2. No one person may hold more than one of these positions at the same time per Student Group. Nor may a position be held jointly.
- 5.3. The period of office shall be from the 1<sup>st</sup> September until the subsequent 1<sup>st</sup> July. Except where they have been elected in a By-Election. Then it shall be from the date of the By-Election results until the subsequent 1<sup>st</sup> July.
- 5.4. Elected Committee members must be a fully paid up member of the Student Group throughout their term of office.
- 5.5. Members are only permitted to hold an elected position on a Student Group for two terms of office.
- 5.6. Sub-Committee roles may also be included as non-elected positions. These positions shall not undermine or deputise the duties of the elected positions and may only be held by members of the Student Group.
- 5.7. Ex-Committee members may stand for non-elected positions at the end of their 2 terms of office as long as they still fulfil the qualifying criteria to be a member of the Student Group.
- 5.8. During the summer period (which is defined as the period between the end date of one membership year to the start date of the next membership year) the Committee members-elect for a Student Group shall have the authority to act on behalf of its incoming membership, in that they may make financial agreements, requests or claims, make requests to book/hire/use internal and/or external venues or facilities. No action will be taken to process these requests until the Vice President Activities and Development has authorised the action. Restrictions may be placed on the amount spent from the Student Group's private account to ensure there will be funds at the start of the new term.
- 5.9. Students who have successfully applied to open a new Student Group shall have the authority to act on behalf of its incoming membership in the same manner as Committee members-elect of re-registering Student Groups during the summer period. This shall last until the Student Group has reached the required membership level requirements and an election has been held.

## 6. Committee roles and duties

- 6.1. The President shall be the principal member of the Student Group. They shall ensure that the Student Group and its members operate within its constituted objectives and all relevant CITY STUDENTS' UNION regulations, policies and procedures.
- 6.2. They shall carry out their duties in accordance with the President Role description (see appendix A).
- 6.3. The Finance Officer shall have the primary responsibility for all financial matters of the Student Group. They shall have the authority to act as an authorised signatory for all financial requests.

- 6.4. They shall carry out their duties in accordance with the Finance Officer Role description (see appendix A).
- 6.5. The Communications Officer shall have the primary responsibility for all communications sent by the Student Group. They shall ensure that the Student Group acts in accordance with all relevant legislation and these regulations with regards to sending communication to members.
- 6.6. Sub-Committee members must have a role description provided by the Student Group. They may assist the elected Committee but not act or take on the duties of their roles. Any Sub-Committee role descriptions must be made available to all members upon request. Sub-Committee role descriptions must be agreed with CITY STUDENTS' UNION before the position may be created, changed or offered. A Sub-Committee role description can be changed or removed at any time by CITY STUDENTS' UNION.
- 6.7. The Committee shall ensure that the Student Group is run in accordance with its constitution and abides by these and all relevant regulations of CITY STUDENTS' UNION or City.
- 6.8. The term of office for all Committee members (including Sub-Committee positions) shall be from 1<sup>st</sup> September until the subsequent 1<sup>st</sup> July. Except where the Committee member has been elected via a By-Election. For By-elections the term of office shall start from the date of the election results announcement until the subsequent 1<sup>st</sup> July.

## 7. Resignation and removal of committee and non-committee members

- 7.1. A Committee member may be removed by a motion of no confidence passed by a 2/3<sup>rd</sup> majority at a quorate formal meeting. The motion shall normally be submitted to the President. If the motion concerns the President then it shall be submitted to the Finance Officer. If the motion involves two or more elected Committee members or a conflict of interest is identified the motion must be submitted to CITY STUDENTS' UNION.
- 7.2. A Committee member may be removed from office as a result of Union disciplinary sanctions.
- 7.3. A Committee member may be removed from office if they no longer fit the eligibility criteria to be an Ordinary Member of the Student Group.
- 7.4. If a Committee member chooses to resign before the end of their term in office they must submit their resignation in writing to CITY STUDENTS' UNION and the remaining Committee members.
- 7.5. If a Committee member chooses to resign before the start date of their term of office after an election has taken place (after the election result date and before 1<sup>st</sup> September). CITY STUDENTS' UNION will hold a By-Election as soon as practicably possible or as soon as the Student Group has reached the minimum membership level requirements.
- 7.6. Following a submission of resignation or a decision to remove an elected Committee member, CITY STUDENTS' UNION will inform the Student Group members within 10 working days of the submission or decision date. CITY STUDENTS' UNION may then choose to:
  - 7.6.1. Call an EGM on behalf of the Student Group.

- 7.6.2.** Give notice of a By-Election.
- 7.6.3.** Suspend the Student Group.
- 7.6.4.** Deactivate the Student Group.
- 7.6.5.** Appoint the Vice-President Activities and Development to act in the vacated position until the position is filled or the Student Group is deactivated.

## **8. Elections and By-Elections**

- 8.1.** Elections shall only be held for the Committee members positions of President, Finance Officer and Communications Officer. These shall normally take place during the second term of the academic year.
- 8.2.** Elections may only be held if the Student Group has the minimum required number of Ordinary members.
- 8.3.** A list of members eligible to participate in the elections, to be constituted of all Ordinary Members of the Student Group at a predetermined cut-off date, shall be generated using the information gathered from the subscription process and systems. Confirmation of eligible members may be given by CITY STUDENTS' UNION to the President for reference.
- 8.4.** Notice of the elections shall be directly communicated to all eligible members by CITY STUDENTS' UNION.
- 8.5.** The elections shall be conducted by secret ballot using STV via systems and processes provided by CITY STUDENTS' UNION only. Committee members are not permitted to organise or hold their own elections.
- 8.6.** The Returning Officer (RO) for all elections shall be a nominated member of CITY STUDENTS' UNION staff.
- 8.7.** Election results shall be given to all members no longer than five (5) working days after the close of poll.
- 8.8.** Nominations shall only be received during the stated relevant "nominations open period". They must be completed in full before any submission. Partially completed nominations will not be accepted. Any nominations received after the closing date will not be considered.
- 8.9.** Formalised collective campaigning by candidates or their supporters is not allowed. Campaign materials must be individual and not promote other candidates.
- 8.10.** Use of CITY STUDENTS' UNION or City University logos on campaign materials is not permitted.
- 8.11.** Use of Student Group or CITY STUDENTS' UNION funds or resources, including membership lists, for campaigning is prohibited.
- 8.12.** Complaints about the elections may be made on the following grounds:
  - 8.12.1.** The behaviour or activities of a candidate during the election process.
  - 8.12.2.** The behaviour or activities of a candidate's supporters during the election process.
  - 8.12.3.** The administration of the elections.
  - 8.12.4.** Breaches of these regulations.
- 8.13.** Complaints on the above mentioned grounds must be received no later than 1 working day after the publication of results. Complaints received after this deadline will not be considered.

- 8.14.** The RO shall investigate the complaint and shall have the power to:
- 8.14.1.** Reject the complaint and take no further action.
  - 8.14.2.** Suspend the election pending further investigation.
  - 8.14.3.** Remove a candidate from the election at any point before or after the count.
  - 8.14.4.** Re-Run the election.
- 8.15.** Appeals against the RO's decision may be made no later than one working day after the announcement of the decision on the following grounds:
- 8.15.1.** The complaint process was not duly followed.
  - 8.15.2.** The penalty applied is disproportionate to the offence.
- 8.16.** By-Elections may be held when an elected Committee position becomes vacant following the removal or resignation of a Committee member.
- 8.17.** By-Elections shall follow the same processes and regulations as a normal election.

## **9. Formal meetings**

- 9.1.** Only the following shall be considered a formal meeting: Annual General Meeting (AGM), General Meeting (GM) and an Extraordinary General Meeting (EGM). At these meeting all eligible members shall have the right to attend but only Ordinary Members have the right to vote.
- 9.2.** They should normally be chaired by the President or by a Student Group member who has been nominated by a collective decision by the members or CITY STUDENTS' UNION.
- 9.3.** At least one formal meeting must be held once per academic year. This shall normally be the AGM.
- 9.4.** They may only be held during the period of membership and if the Student Group has reached the required minimum membership threshold.
- 9.5.** Notification of a formal meeting must be published and circulated to all members and CITY STUDENTS' UNION by the Communications Officer no later than 7 term days before the date of the meeting.
- 9.6.** Finalised agendas must be openly published at least 3 term days before the date of the meeting.
- 9.7.** Only items on the published agenda may be discussed.
- 9.8.** Decisions at these meetings must be recorded and the minutes circulated to all members and CITY STUDENTS' UNION no later than 7 working days after the date of the meeting by the Communications Officer.
- 9.9.** Quoracy for a formal meeting shall be 25% of the Student Group's members, not including the Committee.
- 9.10.** Decisions voted upon shall not be acted upon, unless they have been ratified by the Vice President Activities and Development, the Trustee Board or their delegate.
- 9.11.** The Vice-President Activities and Development, the Trustee Board or their delegate have the right to refuse to ratify or overturn a decision taken if it is deemed to:
  - 9.11.1.** Be in breach of these and any other CITY STUDENTS' UNION or City regulations, policies and procedures and the law.
  - 9.11.2.** Be outside the scope of the Committee members' or Ordinary Members' powers.
  - 9.11.3.** Contravene the aims and objects of the Student Group's constitution.

**9.11.4.** Contravene CITY STUDENTS' UNION's charitable status.

- 9.12.** EGMs may be called by members securing a written petition of 25% of all members of the Student Group. A request to send out a petition to all eligible members shall be made directly to CITY STUDENTS' UNION only.
- 9.13.** CITY STUDENTS' UNION will contact all eligible members and calculate whether 25% of the membership agrees to an EGM. The 25% shall be calculated from the number of positive responses given from the contact list used for the petition.
- 9.14.** Following a qualifying request for an EGM the meeting must be called with 14 term days from the date of the submission.

## **10. Finance**

- 10.1.** Only approved and active Student Groups shall have access to any funding from CITY STUDENTS' UNION to pursue the aims and objectives as listed in the Student Group's constitution and as long as the funding is spent on approved categories.
- 10.2.** Unauthorised activities which may lead to financial liabilities for CITY STUDENTS' UNION shall be deemed to be an act of financial mismanagement. CITY STUDENTS' UNION may initiate disciplinary actions against the individual member(s) or the Student Group as a whole as per these regulations.
- 10.3.** All financial transactions authorised by the President and/or Finance Officer of the Student Group must not contravene CITY STUDENTS' UNION's charitable status.
- 10.4.** CITY STUDENTS' UNION reserves the right to act on behalf of the Student Group on all financial matters. To re-authorise or de-authorise payment or reimbursement claims authorised by the President or Finance Officer.
- 10.5.** The financial year end for all CITY STUDENTS' UNION Student Groups shall be the 31<sup>st</sup> May. All reimbursement or payment claims must be submitted before this date. Any attempts to submit payment or claims after this date will not be accepted.

## **11. Accounts and statements**

- 11.1.** Each approved Student Group will be provided with an allotted account by CITY STUDENTS' UNION. All funds collected by or on behalf of the Student Group must be paid into this account throughout the period of membership. This includes all subscription fees, tickets sales, sponsorships and donations and any other income received by the Student Group. Failure to pay these funds into the allotted account will be considered as an unauthorised activity as per these regulations. CITY STUDENTS' UNION will not be held responsible for nor reimburse any losses incurred as a result.
- 11.2.** Any balances in these accounts at the end of the financial year shall be retained by CITY STUDENTS' UNION within the allotted account for the use by the Student Group during the following academic year.
- 11.3.** There is no overdraft facility available for these accounts. They must remain in credit at all times, unless an agreement has been made with CITY STUDENTS' UNION.
- 11.4.** Should the Student Group incur a deficit balance the account shall be frozen and the Student Group may be placed in suspension. By freezing the account no

member of the Student Group may make any financial requests to either claim for reimbursement or payment.

- 11.5.** The Student Group shall be required to restore the account to a credit balance in a timely manner using an agreed re-payment plan.
- 11.6.** The Trustee Board shall be notified of all Student Groups whose accounts have been frozen or if acts of financial mismanagement have been committed. It has the right to impose further sanctions on an individual member(s), the elected Committee and/or the Student Group as a whole.
- 11.7.** CITY STUDENTS' UNION and the Trustee Board retain the right to take legal action to recover monies from individual member(s) of a Student Group where a repayment plan has not been agreed or acted upon.
- 11.8.** No private or external bank or building Student Group accounts shall be opened or operated by the Student Group. This includes the use of PayPal or pre-payment credit or debit cards, as well as the use of Bitcoins or similar.
- 11.9.** It remains the responsibility of the Finance Officer to act as the authorised signatory for the Student Group financial expenditure. They must keep up to date records of all income and expenditure and manage the account in accordance with CITY STUDENTS' UNION procedures and all relevant regulations and policies.
- 11.10.** The accounts of a Student Group which has been deactivated shall be closed and monies transferred in accordance with these regulations. The Trustee Board shall be informed of any Student Group that has been deactivated and any assets held.

## **12. Internal funding**

- 1.1.** Any eligible Student Group may apply to the Union for funds of up to £1500 towards the cost of core activities, services, or equipment that is intrinsic to the running of the Student Group.
- 1.2.** The funding must be spent within 6 weeks of the application being approved and communicated to the Finance Officer. If there is an outstanding balance at the end of the 6 weeks this money will be re-appropriated back by CITY STUDENTS' UNION for possible reallocation.
- 1.3.** No reimbursement or payment requests may be made against the funding allocated after the 6 week deadline has passed.
- 1.4.** CITY STUDENTS' UNION reserves the right to deny payment or reimbursement if found that the monies spent were not on goods or services that were applied for or if the amount of payment or reimbursement exceeds the allocated amount.

## **13. External funding**

- 13.1.** Any monies collected by or on behalf of the Student Group by member(s) must be deposited into their respective accounts no later than 16:00 on the next working day after collection.
- 13.2.** No BACS payments may be made directly into Student Group accounts. The money must be deposited using City's bank account, using details and reference numbers provided by CITY STUDENTS' UNION.

- 13.3.** Any fundraising activity must have prior approval from CITY STUDENTS' UNION in writing before it commences.
- 13.4.** No Student Group may approach any third party for sponsorship or revenue, nor enter into any contractual relations with them without the express written consent of CITY STUDENTS' UNION. CITY STUDENTS' UNION reserves the right to reject any sponsors or donators that may contravene CITY STUDENTS' UNION regulations, policies etc or which may affect CITY STUDENTS' UNION's charitable status.

## **14. Contracts and agreements**

- 14.1.** All contracts and agreements (including sponsorship contracts, venue hire agreements, etc.) must be signed and approved by CITY STUDENTS' UNION. It is not permitted for a Student Group to enter into or sign a contract.
- 14.2.** Contracts and agreements will be signed by the appropriate member of CITY STUDENTS' UNION staff.
- 14.3.** If a contract or agreement is not signed by authorised members of CITY STUDENTS' UNION then CITY STUDENTS' UNION will not, under any circumstances, be liable for any expenses or losses incurred under that contract. All liabilities will revert to the signatory or signatories of that contract. CITY STUDENTS' UNION reserves the right to take legal action to recover any losses it incurs from the signatory or signatories of that contract. Breach of this clause may be considered a disciplinary matter and may be dealt with under relevant discipline regulations.

## **15. Expenditure and reimbursement**

- 15.1.** The Student Group must follow the appropriate procedures when requesting payment or reimbursement from their allotted account.
- 15.2.** CITY STUDENTS' UNION may make payments or raise invoices on behalf of the Student Group providing that the Student Group has complied with the relevant procedures and regulations.
- 15.3.** Student Group members who have spent their own money on Student Group activities may seek reimbursement through the appropriate procedures.
- 15.4.** All reimbursement claims should be submitted within one calendar month of the expenditure.
- 15.5.** All reimbursement claims must be submitted in the academic year in which they were incurred. Any claims made after the financial year end deadline will not under any circumstances be accepted.
- 15.6.** CITY STUDENTS' UNION reserves the right to reject payment or reimbursement requests if they contravene these or other CITY STUDENTS' UNION regulations or policies.

## **16. Affiliations**

- 16.1.** No agreement to enter into an affiliation or partnership with an external organisation may be made without prior expressed written consent of CITY STUDENTS' UNION.

## **17. Ownership of student group property**

- 17.1.** CITY STUDENTS' UNION retains ownership of any items or services purchased by or on behalf of the Student Group.
- 17.2.** The Student Group may not sell, loan or otherwise dispose of any such items without the express written consent of CITY STUDENTS' UNION. Even where consent is granted, CITY STUDENTS' UNION shall not be liable for any losses incurred by or following the disposal of such items.
- 17.3.** CITY STUDENTS' UNION retains the right to update or replace any items in the possession of a Student Group and reserves the right to substitute an item for one of lesser value.
- 17.4.** CITY STUDENTS' UNION retains the right to sell or otherwise dispose of any items in the possession of a Student Group where that Student Group account is in deficit. Proceeds will be used to reduce the debit balance.

## **18. Charitable collections**

- 18.1.** Where a Student Group wishes to collect money on behalf of a charity they must seek prior approval from CITY STUDENTS' UNION before any activity is planned or monies collected using the appropriate procedure.
- 18.2.** All collections and payments must not contravene CITY STUDENTS' UNION's charitable status, or lead CITY STUDENTS' UNION to act Ultra Vires.
- 18.3.** Where a Student Group collects money on behalf of a third party organization, that money must be deposited with CITY STUDENTS' UNION by 4pm on the next working day following collection. CITY STUDENTS' UNION shall be responsible for making any disbursements to that third party.

## **19. Joint ventures**

- 19.1.** All joint ventures such as events, trips and campaigning activity with external Student Union Student Groups or organisations shall require the advance approval of the Union. In accordance with the relevant processes and procedures.

## **20. Media**

- 20.1.** All publications, websites, articles and comments to the press shall be managed in accordance with the Union regulations, policies and procedures.
- 20.2.** The Communications Officer shall oversee all communications sent out to members and ensure that all policies, regulations and relevant legislation are adhered to.

## **21. Email accounts and mailing lists**

- 21.1.** All Student Groups will be provided with a City University email address. This shall be the primary email address for the Student Group and shall be the account used by CITY STUDENTS' UNION to send information to.
- 21.2.** The Communications Officer is expected to check this email account at least once a week, and respond to all enquiries made by members and the Union in a timely manner.
- 21.3.** Student Groups are permitted to set up mailing lists using the appropriate processes and procedures.

- 21.4.** An option for members to remove their details from these lists at any time must be provided by the Student Group and actioned with 5 working days of receiving such a request.
- 21.5.** Committee member(s) are only permitted to use membership data for the purposes for which it was collected, and only for the duration of the membership.
- 21.6.** Membership data must not be given or shared with any organisation external to CITY STUDENTS' UNION and City University or any third parties. Requests for this data from external organisations or third parties must be referred to CITY STUDENTS' UNION.
- 21.7.** All communications sent must comply with these regulations and any pertinent legislation such as the Data Protection Act.

## **22. Email accounts and mailing lists**

- 22.1.** All Student Group external speaker or guests requests shall follow CITY STUDENTS' UNION regulations, policies and procedures and be submitted no later than 4 weeks before the date of the event.
- 22.2.** All submissions of requests to invite an external speaker or guest must be fully completed and the data supplied truthful and accurate to the best of the President's knowledge on the appropriate form. Any form received that does not comply with these regulations shall be automatically rejected.
- 22.3.** A request to invite an external speaker or guest may be rejected on the following grounds:
  - 22.3.1.** The event will contravene the External Guest or Speaker Policy and Procedures.
  - 22.3.2.** The correct procedure has not been followed.
  - 22.3.3.** The individual(s) invited are deemed to be too high risk or the risk cannot be satisfactory mitigated.
  - 22.3.4.** The period between the submission date of the form and the event is shorter than 4 weeks.
  - 22.3.5.** The Student Group has not satisfactory provided justification for reasons as to why the external speaker or guest is appropriate for the event.
- 22.4.** The President of the Student Group shall be held solely responsible for the conduct and behaviour of the external speaker or guest during the event.
- 22.5.** The external speaker or guest shall abide by and adhere to the code of conduct for external speakers and other pertinent City regulations, policies and procedures as well as any relevant legislation.

## **23. Room bookings**

- 23.1.** All room and venue bookings shall be made in accordance with Union regulations, policies and procedures.
- 23.2.** The President of the Student Group is responsible for all room and venue bookings.
- 23.3.** The Union regulations, policies and procedures shall apply to the management of any event regardless of whether the event is conducted on the University campus or in an external venue off the University campus.
- 23.4.** External venues may not be reserved or booked without the express agreement of CITY STUDENTS' UNION. For the sake of clarity no contract may be made between Committee members and any supplier for venues or facilities without advance written permission of the Union.

## **24. Complaints**

- 24.1. Complaints associated with the Committee or any member(s) shall be made in accordance with the Union's complaints procedure as set out in our Bye-Laws.

## **25. Breaches of regulations**

- 25.1. Should any Student Group not adhere to the regulations as set out in this document, this may result in CITY STUDENTS' UNION taking disciplinary action against the individual member(s) and/or the Student Group as a whole.
- 25.2. Disciplinary sanctions may result in but not be limited to the individual, the Committee or the Student Group as a whole receiving verbal or written warnings, and/or financial or activity limiting penalties.

## **26. Amendments to the constitution**

- 26.1. Student Groups' constitutions shall be reviewed annually by CITY STUDENTS' UNION.
- 26.2. The constitution may be amended by CITY STUDENTS' UNION should it be required to do so at any time.
- 26.3. Any amendments made shall supersede the last recorded version of the constitution.

## **27. Amendments to the regulations**

- 27.1. These regulations shall be reviewed annually by CITY STUDENTS' UNION.
- 27.2. These regulations may be amended by CITY STUDENTS' UNION should it be required to do so at any time.
- 27.3. Any amendments made shall supersede the last recorded version of these regulations.