

Appendix 8**Clubs & Societies Guidelines**

1. The Students' Union Clubs and Societies are divided into two:
 - 1.1. the Sports Association clubs which are co-ordinated by the Vice President (Sport) assisted by the SA Executive
 - 1.2. the Union Clubs and Societies (including Arts Union, Media Group, Opportunities and Development, Departmental, Cultural, Faith, Social and General) which are co-ordinated by the Students' Union Vice President (Student Activities and Development) assisted by the Clubs and Societies Executive and their elected representatives.
2. The term Club shall apply to recognised sporting groups. The term Society shall apply to recognised non-sporting activity groups.
3. All Clubs and Societies must have a Constitution which will state the aims, membership and officers of the club. Copies of Club Constitutions will be kept by the relevant Administrator.
4. Normally new Clubs and Societies must have at least 30 members. Fewer members may be allowed in special cases at the discretion of Vice President (Sport) for Sports Association Clubs or Vice President (Student Activities and Development) for Societies.
5. All new Clubs and Societies must be affiliated to the Students' Union.
6. Any Ordinary Member of the Students' Union may join any Club or Society. Membership of Clubs and Societies is open to all Associate Members, subject to the consent of the Vice President (Student Activities and Development) or Vice President (Sport). They may not hold committee posts.
7. Each Club and Society shall appoint the following officers:
 - 7.1. Chairperson
 - 7.2. Treasurer
 - 7.3. Secretary
 - 7.4. Other officers may also be appointed depending on the nature of the Club or Society e.g. Social Secretary, Publicity Officer.
8. Each Club and Society shall hold an Annual General Meeting (AGM) before Easter from which date the change of officers will take effect. The Vice President (Student Activities and Development) or Vice President (Sport), as appropriate, must be informed of any change of committee members. All members of the Club or Society who have paid their subscriptions are entitled to attend and vote. All meetings should be run in accordance with the **Meetings Guidelines** (Appendix 7).

9.All Clubs and Societies shall abide by the **Finance Regulations** (Appendix 2) and the Financial guidelines contained in the Clubs & Societies Handbook which shall be issued and updated as required by the Vice President (Student Activities and Development). The guidelines set out a fair procedure for allocating resources to Clubs and Societies.

10.All Clubs and Societies shall operate within the Safety guidelines set out in the Clubs and Societies Handbook.

11.All Clubs and Societies shall abide by the Students' Union Equal Opportunities Policy.

12.All properties of the Clubs and Societies are the properties of the University of Bath Students' Union.

13.All Clubs and Societies must send at least one committee member to all Student Activity General Meetings for their activity area. Failure to attend three meetings concurrently will result in automatic disaffiliation.

14.All Clubs & Societies must send at least one committee member and should encourage other members to attend the Students' Union Annual General Meeting and take part in the democratic process. Any club that does not send one representative will not be eligible for a stand at the Societies and/or Sports fair in the following academic year.