

Cardiff University Students' Union

Undeb Myfyrwyr Prifysgol Caerdydd

Student Activities Laws

Version Control

Version 2: Approved by Satisfaction, Engagement and Participation Sub-Committee
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Updated sections:

Rights – 2. b. Budget Funding

Responsibilities 1. b. - Committee Responsibilities

Responsibilities 3. e. – Publicity Funding

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Updated sections:

Activities Laws Part 2. Responsibilities, Section 3.c. Expenditure

Introduction

This document aims to clarify the rights and responsibilities of affiliated students groups. This shall include, but not be limited to:

- Athletic Union Sports Clubs
- Guild of Societies Societies
- Student Led Services
- Associations
- Recognised ad-hoc student led events and projects

Throughout this document, where reference is made to the Students' Union, this will also include the Athletic Union and Guild of Societies.

Each year, Cardiff University Students Union invests around £750,000 in student led activity. In addition, Student Groups themselves turnover in excess of £2,000,000.

Rights and Responsibilities

Affiliation of a student group to Cardiff University Students' Union brings a number of rights and benefits but also requires that groups take on board responsibilities and expectations that are adhered to. This document will lay down these responsibilities. Failure to abide by the terms detailed within may impact on the affiliation status of any student activity group.

Rights

- Support and Advice Resources
- Financial Resources
- Physical Resources
- Peace of Mind Resources
- Promotional Resources

Responsibilities

- Democracy & Transparency
- Effective Management
- Finance Management
- Communication and Safety
- Conduct and Behaviour

Part 1 - Rights

As a registered student group you are entitled access a range of support functions, providing you with tools to help your group undertake its activities. These services are available to all student groups, but the level of this access may vary from some type of groups to others.

1. Support & Advice Resources

- a. Training
- b. Staff
- c. Events
- d. Student Activity Group Forums

a. Training

Each student activity group shall have access for volunteers to receive training either for free or at subsidised rates. This training will include:

- basic skills training to ensure volunteers have the right skills and understanding of their roles to manage them effective as committee members;
- developmental training, to enthuse, motivate and equip volunteers to excel;
- specific activity training to increase the self-sufficiency, safety and capacity within student activity groups

b. Staff

Each student activity group shall have access to the Students' Unions talented team of professional staff whose role is to support the activities of student activity groups. These individuals will give practical guidance, advice and support to all volunteers.

c. Events

Each student activity group shall be invited to be involved in a number of large events throughout the year, which include opportunities to develop members, showcase talents, represent the organisation, including, where appropriate; Go Global, Varsity, Refreshers, Rag Week, Freshers, Balls and dinners.

d. Student Group Forums

Each student activity group shall be invited to attend a number of forum events where feedback on services provided will be sought and provisional plans for future challenges will be presented. These are opportunities to steer the Students' Union and the way it works with Student Activity Groups.

2. Financial Resources

- a. Banking
- b. Funding
- c. Cash Flow
- d. In-direct Funding

a. Banking

Each student activity group shall have access to free banking facilities that will not impose fines or other transaction charges for normal operation. The finance team, working with student activity groups will strive to ensure that records are accurate and that financial structures support activities.

b. Funding

Each student activity group shall have access to funding opportunities to support their activities. On an annual basis the Students' Union spends around £750k on supporting student activity and distributes around £100k in funds to activity groups directly.

Funds are available for Athletic Union Clubs via:

AU Club Activity Grant

AU Club Equipment Grant

Funds are available for Societies via:

Guild of Societies Activity Grant

Guild of Societies Development Grant

Funds are available for Student Media groups via:

Student Media Activity Grant

Student Media Equipment Grant

Funds are available for Student Run Services via:

Student Advice Grants for Operational costs

Campaigns Budget for campaign related activity

Funds are available for Associations via:

Student Voice Budget for Costs associated with a Campaign Officer attending democratic events

Campaigns Budget for campaign related activity

c. Cash Flow

Each student activity group shall have access to, where necessary and with prior authorisation, short term loans where expenditure is due in advance of income. Where this is the case, groups will need to be able to demonstrate how any such loan would be repaid.

d. In-Direct Funding

The majority of services provided by the Students' Union for student activity groups are provided either free of charge or at a heavily subsidised rate. There are significant costs that relate to all student activity groups and individual student activity groups that are funded directly by the Students' Union. Just because you don't see the bill, doesn't mean it doesn't cost money.

3. Physical Resources

- a. Transport
- b. Rooms and Venues
- c. Storage
- d. Sports Facilities

a. Transport

Each student activity group shall have access to a fleet of vehicles to support their activities. This heavily subsidised service is offered on a first come first served basis where possible. Full details of booking procedures can be obtained from sutransport@cardiff.ac.uk. The SU can also provide you with a booking service for externally hired self-drive vehicles and coach hire.

b. Rooms & Venues

Each student activity group shall have access to room and venue hire for individual and regular bookings for the purposes of undertaking their activities. Room allocation will be available by application on a first come first served basis within both the Students' Union and University pool rooms. Where rooms or venues are required with additional services, audio visual set up, DJ, food or drink provision, out of hours access, these will be charged for. Where guest speakers are attending the University or Student's Union, bookings must be made in line with our Room Booking and Guest Speaker procedure.

c. Storage

Each student activity group shall have access to storage areas and facilities for their group, subject to availability and specific requirements. The Students' Union provides a selection of storage options both on and off site. Groups should contact their support staff to enquire about options.

d. Sports Facilities

Affiliated Athletic Union Clubs shall have access to University or alternative sports facilities for regular training activity and primary competition at a fully or partially subsidised rate of up to:

University Sports Facilities –	Core training –	100% subsidy
University Sports Facilities –	Additional training –	Zero subsidy
University Sports Facilities –	Primary competition –	100% subsidy
University Sports Facilities –	Additional competition –	Zero subsidy
External Sports Facilities –	Core training –	80% subsidy
External Sports Facilities –	Additional Training –	Zero subsidy
External Sports Facilities –	Primary competition –	100% subsidy
External Sports Facilities –	Additional competition –	Zero subsidy

"Primary Competition" refers to the priority league structure that a Sports Club participates in.

Further information regarding funding for competition can be found in the Athletic Union Funding Policy.

4. Peace of Mind Resources

- a. Insurance
- b. Registered Address
- c. Safety Net

a. Insurance

Each student activity group is automatically covered by the following insurance policies when taking part in registered activity:

- Third Party Liability Cover – All registered activity is covered by a £10m insurance policy cover costs incurred in civil claims against loss or injury as long as activity is appropriately risk assessed.
- Personal Accident Cover – All registered members are covered by one of two personal injury cover policies, where costs relating to injuries may be covered.
- Equipment Insurance – All equipment owned by student activity groups are insured against loss or theft, however only if all reasonable measures are taken to prevent loss.

For more information relating to these policies, please speak to staff at the Students' Union

b. Registered Address

Each student activity group shall have the ability to use the Students' Union as its address. This is able to be used for delivery of post and purchases as well as a registered address for agreements.

c. Safety Net

The Students' Union will always look to provide support to volunteers engaged in running student activity groups. This includes the freedom to operate their groups as they wish, in line with the responsibilities in this document and requested of them by the organisation, but the Students' Union will always look to assist individuals or student activity groups who experience difficulties.

5. Promotional Resources

- a. Fairs
- b. Website
- c. Student Media
- d. Plasma Screens
- e. Stalls

a. Fairs

Each student activity group shall have access to attend a recruitment fair event during the freshers and any refreshers or re-sign up events each academic year.

b. Website

Each student activity group shall have access to the Students' Union Membership Management System as part of www.cardiffstudents.com. This will include provision of a website, online membership registration, communication tools and online payments for products or tickets sales.

c. Student Media

Each student activity group shall have access to submit content to student media including Gair Rhydd, Quench, Xpress Radio and CUTV. Whilst editorial control for content sits with each of these groups, there is a good relationship with student activity groups for promotional purposes.

d. Plasma Screens

Each student activity group shall have access to make use of the plasma screen display systems in the SU Buildings on Park Place and Heath Park for promotion of significant events.

e. Stalls

Each student activity group shall have the ability to book stall space in the SU building and Heath Hub for promotional, fundraising or registration purposes.

6. Heath Park Resources

- a. Finances
- b. Support Staff

It is our aim that all resources that are available at the main SU building are also available to Healthcare groups that operate from the Heath Park campus. There is a dedicated staff member working on site at the Students' Union at the Heath Park, located within the IV Lounge on the ground floor of Neuadd Meirionnydd, who you should contact about any of the services onsite.

a. Finances

All student activity group financial transactions can be undertaken at the Heath Park Campus in the same manner as the Park Place campus. This includes deposits, financial requests, online payments and expense reclaims. Furthermore all payment requests can be made online via cardiffstudents.com in the committee resources area.

b. Staff Support

All staff within CUSU are able and willing to travel to the Heath Park to meet with students groups. Staff are also flexible to meet outside normal working hours.

Part 2 - Responsibilities

1. Democracy & Transparency

Fundamentally, students groups should be led and steered by their members. In ensuring that the membership have oversight and control over their student groups, all student groups are required to operate with the following structures:

- a. Constitution
- b. Student Committee
- c. General Meetings
- d. Committee Elections

a. Constitution

Each affiliated student activity group is required to maintain a valid and approved constitution. Each constitution shall be approved by the appropriate Students' Union Officer and shall remain valid until:

The student group chose to amend the constitution by means of approval at an annual or extraordinary general meeting (AGM)

The Students' Union chose to amend the constitution by means of notification through appropriate channels

The student activity group's affiliation with the Students' Union ceases.

The constitution is required to include all the elements set out in the template version. The document may be added to but additions should not contradict any of the current provisions of the constitution or any University or Union policy.

b. Student Committee

The committee of a student group are the students that will be recognised by the Students' Union as having authority to make decisions on the group's behalf.

The committee shall:

- Comprise of at least three people, fulfilling the roles of President, Treasurer and Secretary
- Comprise only of current registered students of Cardiff University
- Be elected to their positions by a vote open to all registered members of the student group
- Hold office from 1st August to the 31st July covering the academic session.
- Be required to hold a valid membership of the student group during their period of office as a committee member
- Be required to hold a valid membership of the appropriate parent group (ie Athletic Union or Guild of Societies)

The committee of each affiliated group shall be required to:

- Take reasonable responsibility for the actions of the student group and its individual members
- Take all reasonable care to protect the wellbeing of members and third parties whilst undertaking activity
- Facilitate the delivery of a regular and consistent programme of activity that supports the aims and objectives of the student group in line with members input
- Attend appropriate training to undertake their roles as directed by the Student's Union
- Attend forum, council and general meetings upon direction from the Students' Union
- Meet deadlines set down by the Students' Union

- Ensure that participants are registered members of the student group
- Refrain from receiving any payment from the group of which they are elected to represent, other than genuine out of pocket expenses
- Refrain from being in receipt of free or discounted access to services, activities or products that other members would be expected to pay for
- Declare to the Union the receipt of any gifts or hospitality received personally in connection with their elected role. The Union may request that such a declaration is made to the wider membership if it deems it appropriate.

c. General Meetings

A “general meeting” will enable all members of your student group to raise ideas and concerns and allow the student group as a whole to make decisions. Where a decision is of significant enough impact to affect the majority of your members in a significant manner, you may decide you wish to consult them for their views, either through a General Meeting or via other appropriate means

General Meetings, to which all members are invited:

- shall be held as and when necessary
- shall include an Annual General Meeting (AGM) held in the Spring term as communicated by the Students’ Union
- shall need at least one week’s notice to be given to all members and Cardiff University Students’ Union
- shall be required in order to elect the new committee (or announce election results following an online election) for the following year, as directed by the Students’ Union
- shall be required to make constitutional amendments which can be passed by two thirds of those present or by more than half of the membership, whichever is the lesser. Amendments will then require ratification by the Students’ Union.
- Shall include the following elements on the agenda
 - Current financial position and accounts for the last 12 months
 - Summary of activity so far and planned forthcoming activity
 - Report of affiliations held by the group
 - Report of membership numbers

Elections and acceptance of constitutional amendments may also be undertaken by way of electronic vote as long as it can be demonstrated that all members have been invited to and given the opportunity to take part. Use of this option however, does not remove the requirement to hold a General Meeting as set out above.

d. Committee Elections

Your student committee shall be elected in line with the following principles:

- Democratic voting process for all positions, with each registered student member of the group holding one vote.
- In the first instance, an electronic vote should take place to elect a new committee, open to all members of the group
- Where this is not possible, an alternative anonymous vote allowing individuals to cast a vote should take place. At the very least, this should involve the candidates being asked to leave the room during a show of hands
- Only individuals who are current Cardiff University students and current registered members of the student group are entitled to stand for and vote in elections.
- Elections should be open and fair allowing any current Student and member to take part and the present committee shall exert no influence over nominees or voters.

2. Effective Management

The committee and the key volunteers involved in delivering the aims and objectives of the group must ensure that the following principles are adhered and that the group is run as effectively as possible.

- a. Membership
- b. Participation & Eligibility
- c. Committee Handover & Training
- d. Conflict of Interest
- e. Resource and Equipment Management

a. Membership

It is imperative that individuals who are involved in the activities of a student group are registered members of the student group, its parent group (i.e. Guild of Societies or Athletic Union) and the Students' Union.

The Students' Union will only recognise individuals as members who have joined through the following methods:

- Completing an online membership registration
- Completed and submitted a membership form when visiting a Students' Union Freshers' Fair event
- Completed and submitted a membership form to the Students Union Finance Office or Heath Hub

Student Members

All current registered students of Cardiff University shall be entitled to join a student group.

All student groups shall be open and welcoming to members without prejudice on the grounds of race, faith, gender, sexuality, origin, age, impairment or political affiliation or other personal traits.

Student members are entitled to:

- Join and participate in any activity organised by the student group, subject to funding, skill, experience and availability.
- Attend, address and vote at any general meeting of the student group.
- Attend any Committee meeting of the student group, and at the discretion of the Committee be granted speaking rights.
- Hold a position on the committee of the student group.

Non-Student Members

Individuals who are not registered students of Cardiff University may be entitled to join a student group as an "Associate Member", under the following conditions:

- They have a connection with the Students' Union as a past student or current staff member,
- Or
- They are a registered student of an NUS affiliated Higher Education Institution
- Or
- They bring a skill, qualification or ability which by them joining, improves the experience for all members

In order to be able to join a student group, a non-student must submit an application of membership to the Cardiff University Students' Union and pay the appropriate fee. Applications will only be considered where a student group endorses an application.

The committee of a student activity group are at liberty to accept or refuse membership applications from Associate Members and are advised to assess the qualities or skills any Associate Member will bring to their group before accepting applications.

The Students' Union would actively discourage accepting membership to student groups by Associate Members where there is no direct benefit to the student group.

Each student activity group is restricted to a total number of Associate Members of 33% of the total student group membership.

Non-student members are entitled to:

- Join and participate in any activity organised by the student group, subject to funding, skill, experience and availability.

- Attend and address any general meeting of the student group.

- Attend any Committee meeting of the student group, and at the discretion of the Committee be granted speaking rights.

Other forms of Membership

Give it a Go and Taster Sessions

When hosting a Give it a Go or taster event, participants must sign a participation statement, ensuring they are aware of their responsibilities whilst a participant of an activity. Template participation statements will be available from the Students' Union

Coach Registration

Where an individual is not a member and undertaking a role as an instructor, coach, guide or similar, they must be registered as a Coach with the Students' Union. No funds will be released for payment of a coach for any activity undertaken prior to the annual registration being completed

b. Participation and Eligibility

Participation in all activity for a student group is subject to an individual holding current membership of the student group, its parent group and Cardiff University Students' Union

The committee of a group are responsible for ensuring all individuals undertaking activity are registered members.

The committee are required to work with representatives of the Students' Union in conducting any check of membership statuses.

Whilst membership of a group shall be open to all Cardiff University students, eligibility to undertake activity may be restricted in groups on the following grounds:

- Gender – Single sex teams and activities as per competition guidelines

- Skill / competence / fitness – Activities where either a particular level of skill, competence or fitness is required for safe participation or where the nature of the activity requires the need to field the "strongest team"

In addition, the availability to take part in activities may legitimately be restricted due to:

- Capacity – Where there are finite opportunities to take part activities

Finance – Individuals may be required to make a financial contribution towards their involvement in a particular activity.

External restrictions – Where an activity is led by a third party that impose restrictions

These are not an exhaustive list, but the Union will base any view on eligibility outside these parameters on the Equality Act legislation and guidelines.

Where capacity may restrict opportunity to take part in activities, it is the student group's responsibility to ensure that all members are given a fair opportunity to register or take part.

Where such restrictions are in place, it is the committee's responsibility to ensure members are aware of their likely level of involvement prior to joining to enable them to make an informed decision on their membership.

When participating in student group activity, members should be aware that they are required to follow the direction of activity leaders. Members are responsible for:

- Obeying instructions given to them by activity leaders
- Raising any Health of Safety concerns with activities leaders
- Declaring any relevant medical conditions to activity leaders
- Paying any relevant fees for participation
- Holding a valid membership of the student activity group
- Behaving in a manner that does not endanger themselves or those around them or portray the student activity group, the Students' Union or the University in a negative light.

Gender and other Segregation

Gender Segregation, i.e. the act of separating students who are undertaking an activity is not permitted.

Exceptions are only permitted under the following circumstances:

- Collective religious worship
- Sport activity (where there exists high levels of physical contact or in competitions where strength, stamina or physicality can have a significant impact)
- Positive action measures (where action is taken to engage with an under represented group)
- Welfare provision or communal accommodation provision

Segregation on other protected characteristics including, but not limited to race, sexuality, age, religion or belief and disability would be considered in the same manner under the Equality Act.

Voluntary segregation, where individuals choose to separate themselves by gender or other personal characteristics, is permitted, but student groups need to be able to demonstrate that at all stages from planning, booking and undertaking an event that this has been strictly adhered to. In this instance, a student group would need to demonstrate that it had openly and clearly communicated that no segregation expected or encouraged from participants.

c. Committee Handover & Training

Each year, it is expected that many, if not all, of the members of a student group committee shall change. During this period it is vital that the volunteers who are taking on the responsibility of the student group are provided with the appropriate information to run the group effectively.

Committee Handover

Each year, the management of the affairs of the student group must be handed over to the new committee members. In addition, each student group shall be required to undertake the following tasks in order to retain their affiliated status for the subsequent academic year:

- Complete and submit a full list of elected committee members to the Students' Union
- Review and confirm any amendments to the student group constitution with the Students' Union
- Review and submit a risk assessment of the activities of the student activity group
- Review and submit a full inventory of items and equipment owned by the student activity group

The Students' Union may request additional tasks are completed in order to complete a handover process not listed above. During handover, the Students' Union may choose not to retain affiliated student group status for groups that fail to abide by other terms or conditions within this document.

Committee Training

The Students' Union will provide a range of training options for student group committee members and activity leaders.

The Student's Union will stipulate which elements of training are compulsory for student group attendance and which elements are optional.

Student group committee members entering their second or subsequent year in an elected position in a student group are not exempt from compulsory training activity.

d. Conflict of Interest

As elected representatives of a student group, the committee members are required to act in the best interests of that group at all times. Occasions may arise where this becomes difficult due to conflicts in interest on the part of committee members. In order to avoid conflicts:

- Committee members must not be in receipt of payment from the student group they have been elected to represent other than for genuine out of pocket expenses.
- Committee members should not be in receipt of discounted or free access to student group membership or activities, nor accept payment or gifts from third parties as a result of their tenure as a committee member.
- Committee members should declare their own or any closely connected persons' employment, other voluntary positions or vested interests outside the student group to the student group committee.
- Where a committee member feels it could be perceived that they have a vested interest in a decision, it may be appropriate for that individual to abstain from the decision making process.

e. Resource and Equipment Management

Each year, members and the Students' Union invest their funds in the activities of student groups. Effective use of these financial resources as well as other resources is of particular importance to ensure that student groups can grow and develop.

Financial Resources

The requests for financial support each year outstrip the funds available by a significant amount. The Students' Union encourages groups to manage their finances in the most effective manner by ensuring that funds are used effectively for the purpose of furthering the aims and objectives of each group.

For Sports Clubs and Societies this includes ensuring that contributions from members are reasonable for the service that is received by the individual member. The Students' Union reserves the right to not consider funding applications where this does not occur. Further information regarding responsibilities in financial management are detailed in section 3 below.

Physical Resources

The Students' Union provides resources directly (vehicles, rooms, communications etc.) and indirectly through other organisations (University, Cardiff Council or local community resources). Similarly many student groups utilise services and facilities directly from third parties. Student groups and their members are required to conduct themselves in line with any terms and conditions of use of these facilities and may be held liable for their misuse.

Equipment

Equipment can be defined as items purchased by the Students' Union or the student group themselves in order to facilitate the activity of a student group. Student groups are expected to:

- Take responsibility for the security of items of equipment, by taking all reasonable steps to ensure items are prevented from being lost, stolen or damaged
- Take all reasonable steps to monitor and record the location of items of equipment
- Take responsibility for ensuring equipment is safe to use and does not pose any risk to users
- To ensure you have a good understanding of what items of equipment are used for and ensure that appropriate measures are taken to prevent misuse. This may include training, security, logging systems etc.
- Declare upon request details of all equipment in the possession of a student group in the form of an inventory. This should be undertaken at least every twelve months. The Students' Union also reserves the right to seek to see any items of equipment upon reasonable request.
- Declare when any item of equipment is lost stolen, or otherwise intended to be disposed of
- Only with the advanced permission of the Students' Union should a student group dispose (sell, throw away, donate) of equipment

For the avoidance of doubt, where individuals, students or otherwise have taken an item that belongs to a student group/Students' Union without permission, or failed to return an item after they have legitimately had access to it, they will be subject disciplinary and criminal proceedings.

3. Finance Management

The finances of all student groups must be run in-line with the following regulations. Both student groups and individual committee members may be held responsible for the mis-use or mis-management of student group funds.

- a. Bank Accounts
- b. Income
- c. Expenditure
- d. Membership Fees
- e. Budgets
- f. In-direct Funding

a. Bank Accounts

All finance and banking activity of student groups must be undertaken through the Finance services as provided by Cardiff University Students Union.

We define funds that belong to your student group as including all payments made in respect of all:

- Payments from members in the form of membership fees
- Payments from members for provision of or access to activities or services
- Payments from sponsors or third parties for the purpose of furthering the student group
- Payments in relation to non-core activity such as social events, clothing purchases etc.
- Other payments made from any source to or in connection with the student group

No funds belonging to your student group should be held in another bank account, either in the name of the student group or in any personal bank accounts of committee or ordinary members. Nor should funds be held in cash.

As a subsidiary of the Students' Union, all assets and funds of a student group are retained as assets of the Students' Union.

The student group are liable for any debts or liabilities incurred through the actions of their committee or membership. Individual committee members may be held personally liable for debts or liabilities incurred during their term of office.

Student Groups are not eligible to become "overdrawn" without the expressed prior authority of the appropriate body within the Students' Union

b. Income

Income payable to the student group should be paid into the finance office in a timely manner. Payment to your student group should be either by:

- Online Payment through cardiffstudents.com
- Payment by cheque which should be made payable to "Cardiff [society name] Society Account" or "Cardiff [Club name] Club Account" and deposited with the finance office.
- Payment by cash which should be deposited with the Finance Office at the earliest opportunity.
- BACS or direct online transfer*
- PayPal payment*
- Standing Order*

*In these instances, student activity groups should enquire in advance with the Finance Office/Heath Hub with regard to instructions for using these options.

Cash can be deposited with finance 24 hours a day.

Students groups are strongly advised to handle as little cash as possible. Student group cash is not insured whilst in the possession of a member or committee member. If such cash is lost, the student group or individual will be liable for its replacement.

c. Expenditure

All funds held by student groups should be utilised to benefit the membership in line with the aims and objectives of the group. The following fundamental principles will always apply:

- Payments must be authorised by your Treasurer
- Authorisation for payment of funds should always be confirmed in advance of commitment to purchase goods or services
- Payments for goods or services from suppliers that are funded by member contributions, should always involve payment being taken before expenditure is committed
- The Students' Union can make payments on behalf of a student group directly to suppliers of goods or services
- Under no circumstances should student group funds be distributed amongst members
- You should never spend more than you already hold in your accounts without prior written authorisation from the Students' Union.
- Individuals may be held legally responsible for the loss of or inappropriate use of student group funds.
- All payments or withdrawals require either an invoice or receipt to be presented. The Students' Union reserves the right to withhold payments or withdrawals without these being presented
- Funds should be utilised to benefit as many members as possible and further the aims and objectives of the student group
- Withdrawal of cash from your accounts to make a payment will be limited to £200.

Payments that are payable to the Treasurer, must be counter-signed by the student group President or Chair.

Any individual who holds a position of responsibility within a student group and has a voting right at a committee meeting, is not entitled to be in receipt of payment for the supply of goods or services, other than genuine out of pocket expenses.

An individual or student group may not enter into any contract or other binding agreement without the written permission of the Students' Union

Individuals should avoid incurring expenses on behalf of a student group wherever possible.

Reimbursement will only be provided where such payment is deemed necessary and in line with the appropriate functioning of the student group. Individuals seeking reimbursement of expenses incurred on behalf of the student group must submit an authorised payment request in a timely fashion.

Reimbursements will not be considered beyond the end of the academic year of 31st July for any payment or cost incurred in the preceding year.

d. Membership Fees

Where a student activity group levy a membership fee upon individuals joining, the new member should be entitled to receive information about what is and what is not included within the fee.

Fees should be reflective of the benefit received by the member

Refunding of membership fees are at the discretion of the committee, except:

- Where a complaint has been upheld that a member was misled when enquiring about membership having not been given an understanding of the benefits of membership; or
- Where participation opportunities are not available due to over subscription. This is particularly relevant to competitive sports clubs who do not cater for recreational members. In such cases, clubs should offer a clear policy on full or partial refunds for members should they not be entitled to take part in activity after selection. In this case activity groups should “close” membership when it is no longer possible to accept new members.

As an affiliated student group, all funds and assets of the student group will remain funds and assets of the Students’ Union.

In the event of the closure of a student group. The assets and finances of the group will be held until the end of the next full academic year and will be made available to the student group if it is reactivated. If the student group is not reactivated and re-affiliated, the funds and assets will be disposed of or distributed as appropriate within the activity services of the Students’ Union.

e. Budget Allocation

Activity

Funding is made available for some student groups for undertaking activity and may be applied for in line with the instructions given by the Students’ Union, Athletic Union or Guild of Societies each year, however the following principles shall be adhered to:

Budget Allocations will:

- Be allocated for use for specific purposes and should not be used for other activity
- Be returned to the Students’ Union in the instance that the activity it was provided to support did not occur, or did not require funding.
- Not be provided at a level that exceeds funds that are generated by the student group itself from membership income for Athletic Union or Guild of Societies Groups
- Not be provided for the following expenditure:
 - Social Activity
 - Formal balls, dinners, pub crawls, welcome events, etc.
 - Activity not core to the aims and objectives of the student group
 - Team building activities etc.
 - Food or Drink
 - Hot or cold food, snacks or soft or alcoholic drinks
 - Clothing
 - T-shirts, hoodies, sports kit etc. Protective clothing required to undertake a sport or activity safely, that it is not feasible for individuals to provide themselves, may be applied for under an equipment application
 - Personal Equipment
 - Supplies or items that will be in the sole possession of one individual through the academic year
 - Subsidy of fundraising activity

All costs related to fundraising for charity or your student group should be covered by the funds raised.

Publicity (Sports Clubs and Societies Only)

We would highlight that posters, banners and especially fliers are not effective communication methods for your membership. The Cardiffstudents.com website, Facebook, email etc. is much more effective and cheaper!

(Student Led Services, Associations and Student Media may apply for funding for promotional materials)

Prizes

Prizes for competitions should be funded by the income generated by that competition

International Travel

Whilst events taking place outside the UK may be funded, international travel or any UK part of an international journey will not be funded

Equipment Funding

Funding is made available for some student groups for equipment purchase and may be applied for in line with the instructions given by the Students' Union, Athletic Union or Guild of Societies each year, however the following principles shall be adhered to:

- Equipment purchased will remain the property of Cardiff University Students' Union
- Equipment is stored, maintained and used in a manner that will maximise its lifespan
- Equipment faults, damage, loss or theft is reported to the Students' Union at the earliest reasonable opportunity
- An inventory of all items owned by the student activity group is submitted to the Students' Union on an annual basis, or upon request. In addition, the Students' Union reserves the right to inspect items where reasonable notice is given.

f. In-direct Funding

It is worth noting that for each student group that exists there is a considerable resource provided by way of in-direct funding. This includes the provision of; Membership Management and website software, staff support, insurance, freshers fairs events, free or discounted access to facilities and so on. See the Part 1 - Rights section for details.

4. Conduct and Behaviour

At all times, members of a student activity group, including its committee members are deemed to be subject to the Cardiff University Student Code of Behaviour as can be seen in the Student Handbook.

- a. Behaviour and Discipline
- b. Complaints
- c. Dealing with problems

a. Discipline and Behaviour

All student activities groups are required to manage discipline issues in line with the following process:

The members of your student activity group are required to adhere to and are subject to the processes of the University's Student Code of Behaviour and the Students' Union Discipline Policy and above all, the law.

Within each student activity group, members should be aware that they are subject to the following terms of good order and that an alleged contravention of this terms shall initiate a student activity group discipline hearing.

The following actions shall be deemed as breaches of good order:

- behaviour causing or likely to cause physical harm to others
- harassment, unlawful discrimination or bullying of members or Union staff;
- drunken and disorderly behaviour;
- possession or sale of illegal drugs;
- bringing the Union or University into disrepute;
- theft or fraud;
- deliberate damage to property; or
- breach of any Policies or Bye-Laws of the Union.

More information can be found in the Athletic Union and Guild of Societies Social & Behaviour Policies.

b. Complaints

Should the student activity group be in receipt of a complaint about the actions or a member or committee member, the committee shall initiate a student activity group discipline hearing.

Initially it is appropriate that complaints and alleged breaches of terms of behaviour shall be attempted to be resolved informally through open and honest conversation between the parties involved, with committee mediation provided if required.

Where matters cannot be solved informally, the committee of the student activity group shall:

- Notify the alleged offender or subject of a complaint of the allegations made against them
- Arrange a hearing, to which the alleged offender is invited to attend (accompanied if they so wish)
- The committee shall determine:
 - In the event of a breach of terms of good behaviour
 - Whether a breach of the above terms of behaviour occurred?
 - Where the alleged offender is responsible for the breach?
 - What action shall be taken to remedy the situation?
 - In the event of a complaint relating to a member
 - Whether the subject of the complaint has acted inappropriately

Whether there was any mitigating circumstances wholly or partially justifying actions?
What action shall be taken to remedy the situation?

In both cases, there is a need for evidence to be identified.

- Such action may include:
 - A dismissal of all allegations
 - A reprimand; and/or
 - A monetary fine to be paid to the student activity group which shall not exceed the amount estimated by the Committee to be the cost of making good or compensating for any damage or loss suffered by the group/Union in consequence of the actions of the member; and/or
 - A suspension of any or all of the privileges of membership of the group; and/or
 - A suspension of membership to the group; and/or
 - If the offence is committed by a member who is a Student and the offence is found to be serious enough, the Student must be referred to the Students' Union. Once the Union are notified of this, the Student will become subject to Students' Union Discipline Policy

c. Dealing with problems

In undertaking this process, the following themes should always be adhered to:

- The process should be fair and deal with matters of fact rather than hearsay or rumour.
- The alleged offender should be made aware of all allegations against them.
- All meetings and hearings should be arranged within a reasonable timeframe, allowing due notice to be given to all parties involved to prepare but not so long as to frustrate the process.
- The process should be clearly communicated to the alleged offender to ensure they understand their rights and responsibilities.
- The Students' Union should be made aware of the outcome of such processes at the earliest opportunity
- All decisions arising from this student activity discipline process are subject to appeal to the Students' Union
- Where a committee member feels they have a conflict of interest this should be declared and it may be appropriate for them to abstain from the decision making processes

Actions of gross misconduct may result in the committee, by majority agreement, suspending an individual's membership to the group, pending the above process taking place. Gross misconduct will include (but not be limited to) alleged assault, discrimination or any action that poses an ongoing risk to the group or its members.

Where a student activity group does not manage instances of poor discipline or behaviour with members, the Students' Union reserves the right to do so on the activity groups behalf. In this case, a student activity group and its committee may be help responsible for the actions or behaviour of its own members and any sanctions as a result may be imposed on the whole group.

If the committee of a student activity group feels they need additional support in dealing with instances of discipline or behaviour within their group, they should contact the Students' Union.

Where any such allegation or complaint relates to a committee member or any closely connected person, they should not be involved in the discipline hearing. In such cases where the committee depleted in number due to this conflict of interest or where the complaint relates to the actions of a majority of the committee members, the matter should be forwards to the Students' Union who will assist with the process.

5. Communication and Safety

In running an effective student activity group, the committee and members are responsible for the safety of themselves and those around them. Managing activity safety involves effective communication

- a. Risk Assessments
- b. Code of Practice
- c. Member Activity Information
- d. Trip and Activity Registration
- e. Room Bookings and Guest Speakers
- f. Data Protection
- g. Coach Registration

a. Risk Assessments

All student activity groups should risk assess their activities and take reasonable steps to prevent foreseeable harm to any participants.

In conducting a risk assessment of a student groups activities, it is appropriate to consider:

- Hazards – Identify the things that have the potential to cause harm
- Risk – How likely the hazard is to cause harm and how severe is that harm?
- Control Measures – What are we doing to prevent the hazard causing harm?
- Review – Or the control measures reasonable, do they work, is there more we should do?
- Additional Steps – Are we able to reduce the risk further?

Student group activities, particularly around sporting activity have inherent risks. A risk assessment should not stop you undertaking any activity, but it should enable you to take reasonable steps to prevent harm.

Each student activity group is required to undertake a risk assessment of their activity. If this activity remains constant through the year, the risk assessment does not need to be revisited. However, if the group undertakes different activity or there is a change in how the existing activity takes place (e.g. at a new location, with new equipment, with new participants, etc.), it must be reviewed.

b. Code of Practice

The actions that arise from risk assessments will often relate to actions on behalf of the club (for which the committee are responsible) and for the participants.

It is necessary to ensure that all members and participants understand what is expected from them as members of the student activity group. Each student activity group should create, monitor, review and distribute a Code of Practice to all members. This Code of Practice should detail:

What a member can expect from membership

Access to training, equipment, coaching, funding, levels of activity

What is expected of a member

Behaviour standards, costs, voluntary roles, requirement to follow activity leaders' instruction, personal equipment, levels of skill or experience

A template document will be provided by the Students' Union, Athletic Union or Guild of Societies.

c. Member Activity Information

Where large one off events, particularly trips take place, it is necessary to supplement the information provided to members over and above the Code of Practice. Such information will vary from event to event, however they should all include:

- Contact details for activity leaders
- Contact details for the Students' Union
- Emergency procedures
- Departure and return times and dates

It may also be appropriate to include:

- Full Schedule for the trip or event
- Equipment needed by participants
- Contingency arrangements
- How to contact emergency services (when abroad)
- Nearest hospital
- Maps

d. Activity & Trip Registration

The Students' Union needs to understand the profile of activity that student activity groups undertake in order to:

- Provide adequate insurance
- Provide adequate funding and resources
- Provide support to activity leaders
- Ensure activities are undertaken in a safe manner
- Be able communicate with emergency contacts if needed

In doing so, the Students' Union requires all activity groups to register all activity as detailed below

Activity requiring Registration	Activity exempt from registration
Any activity travelling outside Cardiff, or	Social events in Cardiff
Any activity using equipment, resources or property belonging to the activity group or Students' Union (including vehicles), or	Regular activity at your "home" location(s)
Any event where members are travelling internationally, or	Any sporting fixtures administered by the Athletic Union
Any event or activity that is publicised through your normal group mailing lists or Facebook groups, or	
Any event or activity held under the name of the student activity group	

A "home" location would be a venue or facility where a student activity group undertake regular events and have a site specific risk assessment in place.

e. Rooms Bookings and Guest Speakers

Student groups are able to book rooms in the Students' Union and the University for their activities and events. Regular room bookings can be requested throughout the year and are fairly allocated to maximise the use of rooms. Student groups must follow the Terms of Use when using Students' Union and University rooms and committee members are responsible for ensuring their members and attendees follow these at their events.

Where the Students' Union is no longer able to accommodate an existing booking, the Students' Union will attempt to find a suitable alternative but accepts no financial responsibility if no internal alternative can be found.

Where a student group is hosting external guest speakers at their events, each speaker must be declared to the Students' Union at least 21 days before the event, as per the guest speaker policy. Speakers should be declared using the relevant form and submitted complete to the relevant member of staff for review. Events should not be publicised until all speakers are approved

An external guest speaker is defined as an individual who is neither a Cardiff University Student nor staff member who is given a platform to speak to students. For the avoidance of doubt, the guest speaker policy applies to events held by student groups both on and off University or Students' Union premises.

Where the Guest Speaker Policy is not followed or forms are not submitted in time, the Union has the right to postpone or cancel an event, or to refuse entry to any guest speakers. The Union may suspend or initiate disciplinary action with a Society or individual where it believes action has been taken to intentionally circumvent this process.

f. Data Protection

Student activity groups, through their committees are responsible for managing the personal details of all individuals whose details are provided.

You should use personal contact details solely for the purpose of effectively running the student group. Personal details must not be sold or handed to third parties, used for any other purpose than managing your student activity group or be left unsecure where a third party could access them.

g. Coach Registration

Coaches, Instructors, Guides, Leaders and Mentors or other individuals who will be involved in leading activity for student activity groups play a pivotal role in the effective and safe management and development of each group

Coaches and leaders are an extremely important and integral part of the framework of some student activity groups and are essential for enhancing and maintaining both up-to-date practices and performance aspects of their particular activity.

Coaches and leaders, whether in receipt of payment for their services or acting as volunteers are required to register with the Students' Union. This registration is required before any activity commences and should be re-submitted upon request every twelve months.

Part 3 - Applications for new Student Activity Groups

All new student activity groups must become affiliated to the Students' Union in order to benefit from access to:

- Use University or Students' Union name
- Use University or Students' Union branding (subject to brand guidelines)
- Undertake any registered activity
- Access physical resources including transport, rooms, facilities
- Access to funding and support
- Access to publicity and promotion opportunities

For more information on the benefits of becoming an affiliated group, please take a look through the "Rights" section of this document.

All new student group applications must demonstrate that groups:

- Have and will be initiated and run by students
- Have proven interest of no fewer 20 students as potential members
- Not duplicate the aims or activities or other student groups or services
- Be open to all members of Cardiff University
- Undertake some element of regular activity
- Be able to operate in a safe manner without placing participants in undue risk

In addition:

New Student Run Services will need to demonstrate:

- That the role undertaken by members is primarily as a volunteer providing a service to other individuals
- That the output of the group is the provision of service to other Students or the local community

New Associations will need to demonstrate:

- That there is an identifiable group of Students that would benefit from a unified voice

There are instances where affiliation of new student groups will not be considered. Groups in the following circumstances shall not be entitled to become affiliated:

- Core aim of fundraising for charitable purposes
- Core aim of undertaking international volunteering
- Activities likely to bring the organisation into disrepute
- Groups that discriminate on grounds of gender, race, origin or other personal traits
- Branches of commercial organisations
- Groups that duplicate the core aims or other affiliated groups or Students' Union functions

Where there is a lack of clarity over whether an activity is a "Sport" to fall within the Athletic Union, or a "Society" to fall within the Guild of Societies the following logic will normally be applied:

- The group will be a sports club if they wish to take part in any British Universities and Colleges Sport (BUCS) competition
- The group will be a society if the activity is not recognised by Sport Wales or other UK Sport bodies

If this does not give clarity, a discussion between the relevant elected officers, staff and the volunteers setting up the group should aim to reach an appropriate solution.