

TIER STRUCTURE

2020 - 2021



AFFILIATION

Cardiff University Students' Union
Undeb Myfyrwyr Prifysgol Caerdydd



A Society must fulfil the following requirements in order to remain affiliated with the Guild of Societies. These requirements must be met for each Society.

- 1 Membership of at least 20 members registered through the SU.
- 2 Committee includes a President, Secretary and Treasurer.
- 3 All committee members are students of Cardiff University are paid members of the Guild of Societies and their Society.
- 4 Register all activity with the Union and all participants as Society members or through another SU department or activity.
- 5 At least three committee members attend all compulsory training sessions.
- 6 Keep all society funds in the Students' Union bank account and keep a constant positive balance, unless pre-agreed.
- 7 Seek approval from the SU for all contracts signed by the Society.
- 8 Adhere to a valid constitution (your agreement between the SU and the Society).
- 9 Run a democratic committee election, hold an AGM, take minutes of your AGM, and submit these to the Societies Team.
- 10 Submit all requested documents by the deadlines set by the Societies Team.
- 11 Adhere to the Guild of Societies Social Policy.
- 12 Accurate and up-to-date online content on cardiffstudents.com.



A Society must fulfil the following requirements in order to become a Bronze Tier Society.

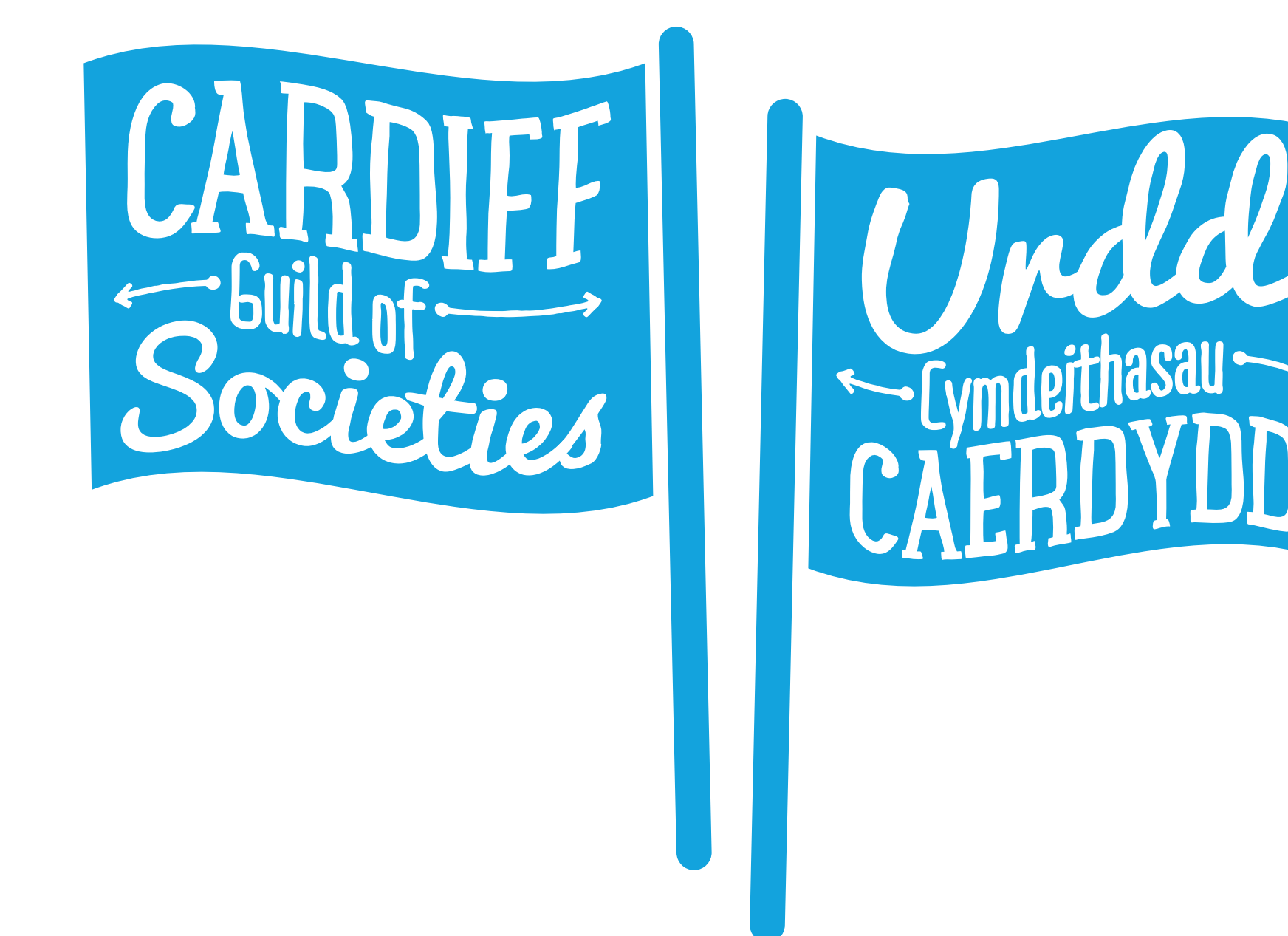
- 1 At least three members attend the Students' Union AGM.
- 2 Provide feedback at a Society Forum and Category-Specific Forums.
- 3 Submit an up-to-date record of all equipment owned by the Society, using our template Inventory.
- 4 Organise at least two socials or events per semester, one of these being non-alcoholic.
- 5 If you requested a slot, did you attend the virtual freshers fair.
- 6 Produce and implement a Handover for the new committee, giving them information and advice for running the Society next year.
- 7 Attend at least one Development meeting with the Societies Team.
- 8 Category-Specific Requirement. (See table)

Activity & Appreciation	Collaboration with another society or Student led Service for an activity or event.
Course Based	Host an induction event for first years and invite reps and faculty OR active engagement with Academic Reps and the Student-Staff panel.
Cultural & International	Actively engage with a relevant Campaign Officer, eg BME Officer (Isadora Sinha), Welsh Officer (Owain Beynon) or International Students' Officer (Megha Roy) OR Run an introductory session for International Students.
Discussion, Campaign & Awareness	Plan and run an awareness or fundraising campaign, consisting of at least two different elements.
Performance & Artistic	Participate in a Students' Union organised performance activity or event.
Political & Ideological	Host or take part in a debate relating to the Society's aims/activity.

*All activities may be completed virtually where applicable



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In order to become a Silver Tier Society, a Society must fulfil the following requirements and accumulate 20 points by completing optional elements.

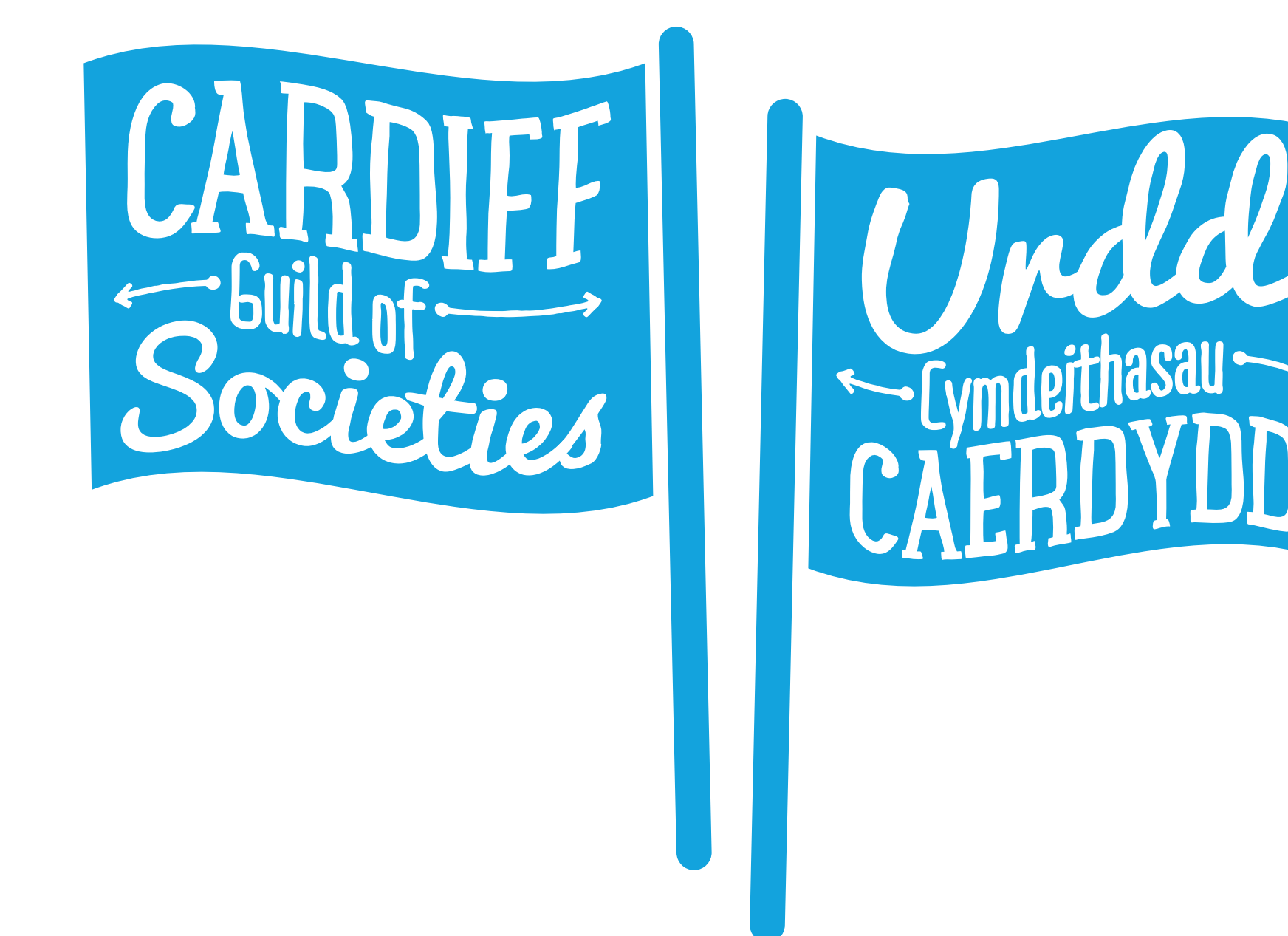
- 1 Complete Bronze tier status.
- 2 Have at least three committee members attend additional training sessions if applicable.
- 3 Hold a 'Reserve Fund' in Union bank account.
- 4 Submit a Society Development Plan, producing measurable targets for the development of your Society.
- 5 Submit a Widening Access Policy, breaking down barriers to participation in your events or activities.
- 6 Organise two or more non-alcoholic social events per semester.
- 7 Host two or more Give it a Go events per semester.*
- 8 Host an initiative to get your members more involved in the SU Elections.
- 9 Appoint or elect a Wellbeing Officer for your Society, and have them attend Wellbeing Officer training.

* Please speak to the Societies Team for relaxation on an ad-hoc basis if this is difficult for your Society.

All activities may be completed virtually where applicable



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In order to become a Gold Tier Society, a Society must fulfil the following requirements and accumulate an additional 20 stars (resulting in a total of 40 stars) by completing further optional elements.

- 1 Complete Silver Tier status.
- 2 Organise a fundraising initiative.
- 3 Organise at least 3 non-alcoholic social events or activities per semester.
- 4 Keep records of the hours that committee members contribute and submit to the SU for accreditation.
- 5 Proven development of Society based on Development Plan.
- 6 Proven development of Society based on Widening Access Policy.

* Please speak to the Societies Team for relaxation on an ad-hoc basis.

All activities may be completed virtually where applicable



OPTIONAL ELEMENTS

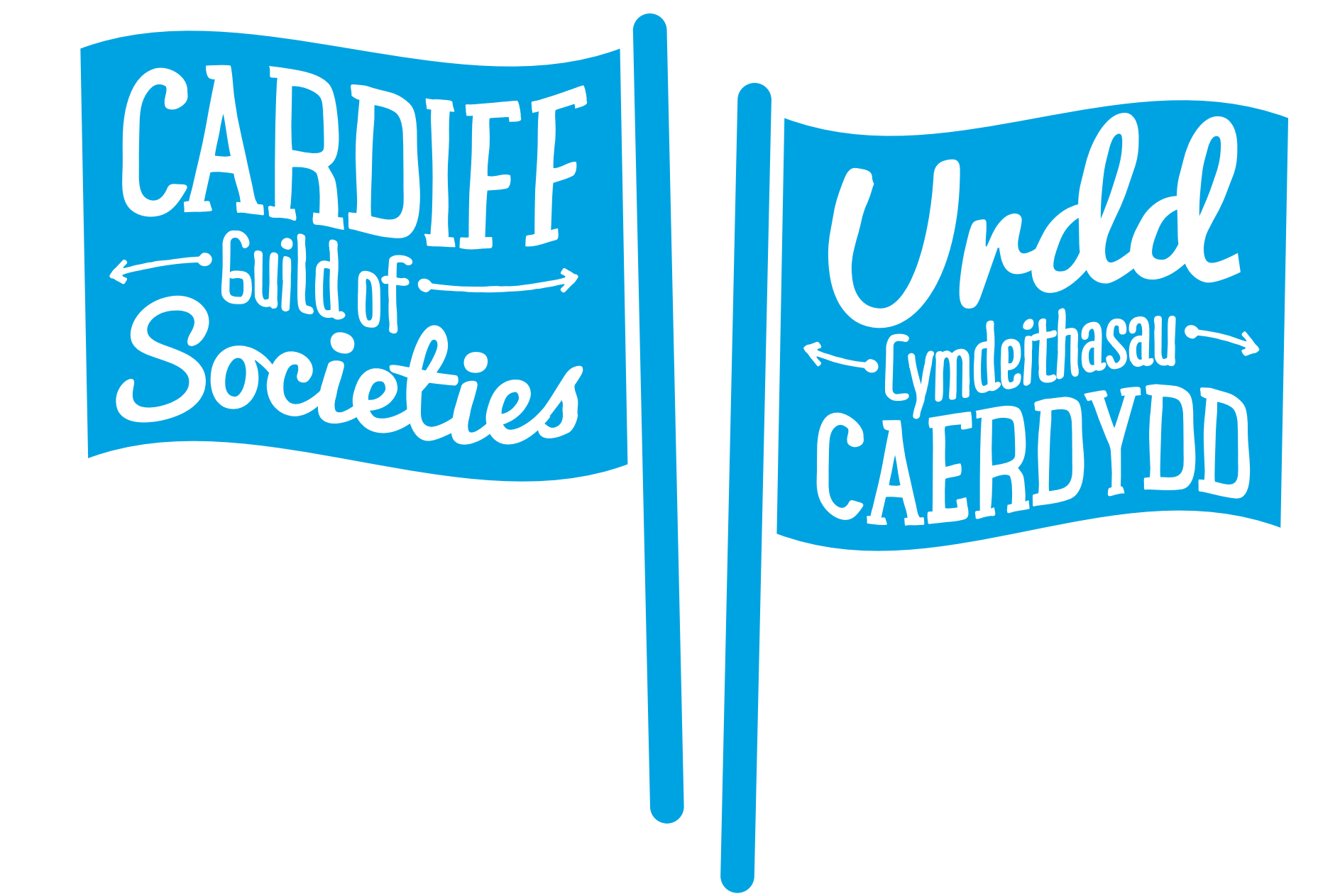
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- 1 Submit a Society of the Month nomination. (1 Point)
- 2 Organise at least one event per week for members. (1 Point)
- 3 Be nominated for an award at the Societies Ball. (1 Point)
- 4 Be shortlisted for an award at the Societies ball. (1 Point)
- 5 Assess possible financial risks and emergency costs, and pay into your reserve fund accordingly. (2 Points)
- 6 Host an organised virtual event for your members. (2 Point)
- 7 Collaborate with Cardiff Volunteering, or one of their Student-Led Projects, to create a volunteering activity with your members. (3 Points)
- 8 Provide an opportunity for members to develop new skills, such as through a workshop or a masterclass. (2 Points)
- 9 Participate in a wider SU Campaign such as #AlrightMate?, Speak Week or Housing Week. (2 Points)
- 10 Incorporate a new Diversity Officer for an under-represented or disengaged group, for example, Postgraduate Students Officer or Heath Park Representative. (2 Points)
- 11 Submit an Activities & Engagement report outlining your planned activities, engagement from members as well as strategy for how to develop your society with a review and targets for past, current and future activities. (3 Points)
- 12 Submit a Social Media and Marketing Development Plan, producing measurable targets for the development of your social media and marketing output. (3 Points)
- 13 Organise three fundraising initiatives, or one large fundraising event/campaign. (3 Points)
- 14 Collaborate with multiple Societies (two or more) from different categories for an activity or event. (3 Points)
- 15 Collaborate with Give it a Go or a host a GIAG session. (3 Points)
- 16 Host a Heath- focused event (3 Points)
- 17 Host a Postgraduate-focussed event. (4 Points)
- 18 Run a child-friendly event (3 Points)
- 19 Category-specific optional element. (3 Points)
- 20 Category-specific optional element. (3 Points)
- 21 Create a video for your society's social media. (3 Points)
- 22 Create-Your-Own. (1-5 Points)

OPTIONAL ELEMENTS

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Activity & Appreciation

Host or attend an event in collaboration with similar student groups from another university (3 Points)
Host a showcase event, exhibition or masterclass to demonstrate your society's activities. (3 Points)

Course Based

Provide academic support for membership through parent schemes, study sessions or other initiatives (3 Points)
Host an employability, wider reading or additional learning event for members. (3 Points)

Cultural & International

Host a collaboration event with another Cultural and International society. (3 Points)
Participate in a large SU organised event or showcase. (3 Points)

Discussion, Campaign & Awareness

Collaborate with another Discussion, Campaigns and Awareness group. (3 Points)
Participation in a national or inter- University event, such as a conference or campaign (3 Points)

Performance & Artistic

Host an event in collaboration with a society from a different category (3 Points)
Host an event in collaboration with a society from the same category (outside of a Guild Showcase). (3 Points)

Political & Ideological

Engage with interfaith week or a local/national group relating to the society's activity. (3 Points)
Host an awareness or fundraising campaign or event with the SU. (3 Points)

Note that all elements may be completed virtually where applicable & relevant.