



Byelaw 7

AUSA Societies Union

A society is a group of 13 or more students with a common interest and purpose governed by a committee of three or more members and meets the minimum criteria outlined in 1.2 of this byelaw.

1. Affiliation of Societies

1.1. Affiliated Societies

- 1.1.1 Affiliated Societies shall be an integral part of the Association and the Association is responsible for supporting the activities conducted by Societies within its own Constitution and byelaws.
 - 1.1.2 Such Societies shall conform to the constitution and byelaws of the Association. Failure to do so may result in a society's affiliation being put at risk.
 - 1.1.3 For a society to receive access to grants, it must be an affiliated society of the Association.
 - 1.1.4 Affiliated Societies shall have the right to request use of rooms and relevant facilities in the AUSA Student Union Building and University of Aberdeen (where the University allows). This will be subject to availability and compliance with the appropriate health and safety policies.
 - 1.1.5 Each society shall hold an Annual General Meeting in the second Semester and shall be required to submit a report including financial information, any changes made to their constitution, and a list of committee members to the Association before the end of term.
 - 1.1.6 Each member of an affiliated society shall pay the minimum Societies Union fee that shall be determined by the Societies Union Committee at
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the beginning of each academic year. Students will only pay this fee once per academic year with the first membership they buy.

- 1.1.7 All societies are able to determine their own membership fee subject to the Societies' Committee approval.
- 1.1.8 There may not be any exception to the above except in the case of those societies based on the Qatar campus. There is an acknowledgement from the Societies Union that there are specific challenges for students based on a developing campus. A Qatar Campus policy will outline the specific criteria that is required to support their development.

1.2. Affiliation

Any new group wishing to affiliate must meet the following criteria:

1. There must not exist a society covering this interest already affiliated to AUSA or the Societies Union. Ten potential members must agree to provide their names and matriculation numbers in support of the creation of the new society.
2. In order to affiliate, they must follow the process detailed below.

1.2.1 The affiliation process is as follows:

- a. The proposed society should complete the new society application form on the Association's website. This form will request the required details in order to proceed with the application.
- b. The application will be submitted to the Societies Union Committee who will assess the application to ensure that it adheres to the criteria above.
- c. If the application is accepted by the Societies Union Committee, the proposed society will then be supported to create a constitution, budget and development plan which will then be submitted to the Societies' Union Committee for final approval.
- d. If the Societies Union Committee approves the application, the society will be a probationary member for one academic year. During this period the Association is not required to provide them with funding, and they are therefore not eligible to apply for grants and funding opportunities provided by the Societies Union Committee.
- e. Following the trial period, the above conditions will be reviewed, and it will be the Societies Union Committee's responsibility to evaluate if the society can support itself and has enough engagement from students. Should that be the case, it will become a full AUSA Societies Union affiliated society.
- f. After affiliation there is no guarantee the new club will successfully re-affiliate nor receive the same resources or funding as any previous year.

- g. Should a previously affiliated society wish to re-affiliate after being disaffiliated, they must go through this process from the beginning.

1.3. Society Yearly Re-Affiliation

In order to remain affiliated in AUSA, societies must fulfil the criteria as listed below:

1. A society must have a minimum of three Committee Members at any given time, which must include a President, Secretary, and Treasurer.
2. A society must have a minimum of ten Ordinary Members, including Committee Members, at any given time, all of which need to be Aberdeen University students.
3. A minimum of 51% members need to be Aberdeen University students where a society has more than 20 members.
4. The society must have shown activity since the start of term, including but not limited to attendance at AUSA-led trainings and meetings.
5. A minimum of two minuted meetings should be held each term, as well as regular Committee meetings.
6. Re-affiliation must be completed by the outgoing Committee by the end of April unless otherwise agreed by the Association.
 - a. Required documents for re-affiliation include:
 - i. society Constitution as approved at the AGM
 - ii. Safety Code of Practice (for High Risk Societies)
 - iii. Development Plan
 - iv. Budget
 - v. Code of Conduct
 - vi. Details of the incoming committee
 - b. Any society that submits their registration documents past the deadline ceases to be an affiliated society and will have to undertake the affiliation process from the beginning, unless owing to extenuating circumstances.

Dissolution or Disaffiliation

1. The Societies Union Committee may suspend or disaffiliate any society that:
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- a. Breaches the Association's constitution, byelaws, or policies.
 - b. Is found to be in breach of their own constitution.
 - c. Carry out activities which put their members' welfare at risk.
2. The Societies Union will contact the society of concern, explaining why they are under review, and deemed to be at risk of disaffiliation. Should the society's executive officers fail to respond within two weeks, the society may be automatically disaffiliated.
 3. In the event of a dissolution or disaffiliation of a society, the assets and property of such a society shall be held and preserved in the respective Societies name by the Association for a period of two years.
 4. In the event of such dissolution, any liabilities outstanding may be the responsibility of the society Committee members jointly at the discretion of the Societies Union Committee.
 5. Disaffiliations can be appealed by writing to the Student President who will review the process undertaken to ensure that it has complied with this byelaw.

Societies' Financial Procedures

1. A statement of accounts for the society's financial year shall be presented at the AGM signed by the Treasurer and one other Committee member, who certify that the accounts are accurate and complete.
2. Every constituted society shall bank all its funds and receipts into their own society bank account. The Association shall retain access to society bank accounts, yet each society still holds responsibility for their own funds. The society will not engage in cash transactions that have not been accounted for through the correct financial procedures. Monies will only be refunded on provision of suitable receipts for agreed and budgeted events.

Sponsorship and Endorsement

1. All societies are responsible for ensuring that any sponsorship or endorsement received adheres to AUSA policies and do not conflict with any pre-existing Association sponsorship agreements which will be made available to societies on request.
2. The Association does not take any responsibility for any legal agreements made by individual societies with sponsors and/or speakers.
3. Societies are required to submit a list of sponsorships/endorsements to the Societies Union Committee at the beginning of the academic year or prior specific events.

Grant Procedures

Societies Union Grants will be run according to the following procedure:

- a) Applications will be opened in the first semester and again in the second semester where there are still funds to distribute.
- b) Application forms for grants along with guidance notes will be sent to societies in advance of applications opening.
- c) Applications must be submitted to the Societies Union by the deadline advertised.
- d) After the closing date for applications the Societies Union Committee will assemble a sub-committee in order to deal with any applications received.
- e) A meeting of the sub-committee and the relevant Association budget holder will be held no later than one week after the closing date and final committee decisions made at this meeting where possible
- f) Societies will be informed of final decisions within five working days of the decision being made.
- g) Where additional information is required from an applicant society, requests will be made within two working days and the society must reply within two working days or the application will be refused.

Disciplinary procedures

1. The Societies Union adheres to the disciplinary procedures outlined in the AUSA constitution. Please refer to byelaw 16 within the AUSA constitution for details.

Societies Union Policy

1. The Societies Union Committee may implement and remove policy by simple majority vote of the committee.
2. Prior to the vote the Societies Union Committee should meet with a member of the Student Activities Team for advice on policy implementation.
3. All Societies shall be required to follow all Societies Union policy.