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| Committee Title | Student Voice | | | | | |
| Date of Meeting | Monday 20 th February 2023 | | | | | |
| Item Number and Title/Subject | Societies Policy Updates | | | | | |
| Paper Presenter | Societies Chair | | | | | |
| Brief Summary of Issues/Topic | <p>This paper requests that the approval of the updated policy.</p> <p>The following changes have been made to the Societies Policy (not an exhaustive list):</p> <ul style="list-style-type: none"> • Change of requirements for Active society status <ul style="list-style-type: none"> ◦ Return society pack by the deadline ◦ Returning societies that miss deadline will need to go through Starter society process • Clarified that GCU London can have separate societies that are similar to GCU Glasgow | | | | | |
| Recommendation(s) | Information | | Discussion | | Approval | X |
| | <p><i>Any member can ask a question by raising their voting card or virtual hand and be recognised by the Chair to speak.</i></p> <p>Student Voice is asked to approve the updated Societies Policy Document.</p> | | | | | |
| Who have you consulted when developing the paper? | Societies Council Societies Coordinator | | | | | |
| Staff/Student Protocol | Yes | | No | | N/A | |
| Will any decision approved directly affect the work of staff? | N/A | | | | | |
| Should the paper be submitted to any other committee following its consideration/approval at this meeting? | Trustee Board | | | | | |
| If yes, please state the committee and proposed date of submission. | | | | | | |



SOCIETIES POLICY

1.0 Societies Membership

Full Membership: GCU students (including articulating college students who have a GCU matriculation card)

Associate Membership: GCU Staff, Alumni (life members as defined in GCU Students' Association constitution)

Associate membership should not constitute more than 40% of any one society.

2.0 Active Societies

Active Societies will be those that have:

- Been approved by the Societies Council through the Society Starter Process, [outlined in 5.0](#) (and ratified by Student Voice via Societies Council minutes).
- [All new committee members take part in mandatory volunteer training](#)
- [Three committee members of their choosing, but one specifically tasked with being in charge of finance, who all take part in mandatory volunteer training.](#)
- Held annual committee elections to elect three committee members [\(but one specifically tasked with being in charge of finance\)](#) by the end of Week 7 in Trimester 2.
- Taken part in the reactivation process, outlined below.
- [Returned Society Packs by the deadline on Trimester 1](#)

2.1 Non-Active Societies (Reactivation Process) Registration Process

~~Non-active societies are those that have been activated by Societies Council but have not been active for a trimester. Societies Council will reach out to these societies to support them to become reactivated again.~~

- [Active societies are those that have been activated by Societies Council and have reregistered by the end of week 7 of trimester 2.](#)
- [Registration forms will be sent out to active societies, the deadline will be the end of week 7 Trimester 2 for societies to register for activation for the upcoming academic year.](#)
- [A society that does not register by the deadline will have to go through the starter process to become activated](#)

2.2 De-activated Societies

~~Societies will be de-activated if they do not complete the reactivation process outlined below. If they wish to become activated again, they are not required to have a 1-2-1 with the Societies Assistant, but will need to submit a Starter Society pack~~

3.0 Refusal of Activation

- If the Societies Council declines a Starter Society for activation, the Starter Society can appeal the decision.
- Reasons for refusal of activation will ~~either be~~ [either](#) due to either equality and diversity issues or due to ~~theire~~ being another active society with similar aims.
- The Societies Council will provide feedback, and the Starter Society will have to resubmit their revised Starter Pack to the Council to make another decision regarding activation.
- If the Societies Council declines the activation after the appeal, the Starter Society can appeal to the Student Voice for activation.
- The Student Voice has the final decision, and this cannot be appealed.

4.0 Withdrawal of Activation/Deactivation

- If an active society fails to abide by the rules laid down by the Students' Association constitution and financial regulations, then its activation can be withdrawn by a vote of the Societies Council.

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- If an active society fails to respond to two emails from staff support, another form of communication will be attempted such as phone call or Facebook message. If the society fails to respond to this, then it will be recommended that the society should be deactivated by a vote of the Societies Council.
- The active society concerned will be given at least seven days' notice of this action and its representative will have the opportunity to oppose such a motion.
- Withdrawal of activation will take effect immediately when voted on by the Societies Council.
- A society will be deactivated if they do not register by week 7 Trimester 2
- A society will be deactivated if they do not return a society pack by the deadline in Trimester 1
- A society can request to be deactivated if they do not wish to continue.

If a society has registered by the deadline in Trimester 2 but has not returned a society pack by the deadline of Trimester 1 they will be deactivated and have to go through the starter process for reactivation.

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5.0 Starter Societies

To start a new society and become an Active Society by the Societies Council the Starter Society must:

- Have made initial contact with the Students' Association staff and collected a 'Starter Pack'.
- Have held a meeting to decide objectives and have elected at least 3 committee members.
- Submit at least 10 completed membership forms.
- Submit a 'Starter Pack' with constitution, committee and activity plan to Societies Council. It is strongly advised that they include a finance plan with this.
- Societies Council votes to activate society
- All Committee members take part in the Committee training
- Once the Society has been Ratified by Student Voice they will receive their funding approved by the Societies Council.

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A Starter Society will be offered a mentor from Societies Council.

A Starter Society can operate as normal until the Societies Council votes. This status can be granted by a GCU Students' Association staff member with approval by Societies Council.

5.1 GCU London Societies

The activation process is the same as that of the Glasgow societies.

GCU London can set up societies that are already affiliated at GCU Glasgow as the distance causes joining issues. The separation between London and Glasgow societies are key to including GCU London and encouraging the students to engage with the Students' Association.

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