

University of Nottingham Students' Union Guidance Document

Activity Groups

Affiliation of Activity Groups

There shall be a model Activity Group constitution endorsed by Activities Executive Committee.

A group shall be considered for affiliation after first formal point of contact and confirmation from the Union, and then notifying the Union that it wishes to proceed through the following formal process.

Once a group has formally entered the following process, they may not edit their constitution without exiting the process and starting again.

1. The prospective Activity Group shall provide the Union with a Constitution. This must include:
 - i. The Activity Group's Name, Aims, and Objectives.
 - ii. The provisions, including quorum, for a General Meeting of the Activity Group.
 - iii. The Activity Group Committee's composition, election and recruitment processes.
 - a) The Committee must include the responsibilities attributed to Chair, General Secretary, Treasurer and Wellbeing Coordinator in the Union's Model Constitution, though these responsibilities may be attributed to different positions where appropriate.
 - b) The election process must be in line with the voting system detailed in the *Elections* byelaw.
 - c) Any recruitment procedures shall be outlined in the constitution.
2. The Union shall determine whether the Constitution meets the following three conditions:
 - i. It details Aims and Objectives which are legally compliant for the Union to advance.
 - ii. It does not at any point directly contravene the Union's *Articles of Association, Byelaws, or Guidance Documents*.
 - iii. It details Aims and Objectives which are distinct in meaning from any existing formally recognised group.
 - iv. If the prospective Activity Group has aims and objectives which are not distinct in meaning from those of a prospective group currently within this affiliations process, but is able to meet all other criteria, they will be placed in a 'waiting list' and will be considered by the panel should the original group be unsuccessful either at this stage or at point 5.
3. The Union's verdict shall be presented, along with one or more allocated group-types to Activities Executive Committee who shall ratify whether or not they are content that the process so far has been followed.
 - i. If ratification occurs the process shall advance to point 4.
 - ii. If ratification does not occur point 2 shall be repeated.
 - iii. If ratification does not occur a second time this may be elevated by any involved party to the Appeals process detailed in this Guidance Document.
4. Depending upon the nature of the Union's verdict either of the two follow:

- i. If the Union's verdict is that the Constitution does meet the three conditions, Activities Executive Committee's ratification provisionally confirms the affiliation of the group on the condition that the rest of this process, from point 5, is completed.
 - ii. If the Union's verdict is that the constitution does not meet the three conditions the group's affiliation request is formally rejected and this process ends.

5. Based upon the allocated group-types, the group shall meet the following three tailored conditions before the end of the following Summer Term, as defined by the University, unless an alternative date is otherwise agreed with the Activities Officer, and whose decisions must uphold the values of the Union and should not be perceived as affected by unconscious biases.
 - i. The group has x Members.
 - ii. The group has x Committee Members.
 - a) Upon affiliation the Activity Group may have a voluntary Committee.
 - b) The Activity Group must follow the election and/or recruitment processes outlined in its constitution for the election period immediately following its full affiliation.
 - iii. The group has x affiliation fee.

6. Upon formal receipt by the Union of all requested compliance documentation the group shall become an Activity Group.
 - i. Activities Executive Committee shall be notified.
 - ii. The new Society shall be introduced at the next Activities Council and this shall be formally noted.

If a group fails to meet the required conditions by the end of the following Summer Term, or an alternative date as agreed under Article 5 of this Guidance Document, and still wishes to affiliate, they must re-join the process at point 1.

Lapsing of Activity Groups

Activity Groups shall become lapsed if

- i. They fail to fulfil the required compliance documentation requested by the Union in an appropriately timely manner.
- ii. They fail to fill the necessary Committee Positions agreed for their group-type.
- iii. They fail to maintain necessary the number of members agreed for their group-type.

The Union shall ensure that reasonable provision is put in place to support Activity Groups not to lapse.

A lapsed Activity Group shall still be considered a formally recognised group.

An Activity Group shall cease to be lapsed upon the Union's confirmation to the Activity Group that the Union is satisfied that the above three criteria are now being met.

Suspension of Activity Groups

The Union may suspend an Activity Group if they fail to comply with the Union's regulations including compliance breaches, governance breaches, or Code of Conduct breaches.

A suspended Activity Group shall still be considered a formally recognised group.

The Union may reinstate a suspended Activity Group's affiliated status when it is content the Activity Group has appropriately addressed its previous actions.

Disaffiliation of Activity Groups

An Activity Group shall become disaffiliated as per the *Activities* byelaw if:

- i. It has been lapsed or suspended for three consecutive years.
- ii. Its Aims or Objectives become legally incompliant.
- iii. It becomes unable to achieve its Aims and Objectives.

The Union may, at any point it deems necessary, audit its roster of Activity Groups to ensure compliance with present Union Governance. Any Activity Group not compliant may be disaffiliated by the Union.

An Activity Group's disaffiliation requires sign-off from a Full-Time Officer or Senior Staff Member of the Union to take effect.

Changes to Name, Aims, or Objectives

An Activity Group must first pass a motion detailing the proposed changes with a two-thirds majority at a quorate General Meeting.

If the proposed change preserves the meaning of the present Name, Aims, and Objectives, as decided by the Union, then this may take effect upon the Union's acknowledgement of this.

If the proposed change does not preserve the meaning of the present Name, Aims, and Objectives, then the Activity Group must submit their Constitution to the Union. The Union shall then go through stages 1 & 2 & 3 of the above Activity Groups Affiliation Process, including reallocation of the Activity Group's type. The proposed changes shall either take effect or be nullified following the ratification of the Union's verdict by Activities Executive Committee.

External Relations of Activity Groups

Any Activity Group or prospective Activity Group wishing to affiliate or engage in a formal contract with an external organisation must express this to the Union.

Affiliations to external organisations should primarily further the Aims and Objectives of the Activity Group or prospective-Activity Group, in line with Charitable Objects of the Union, as opposed to the external organisation.

The Union reserves the right to reject affiliation to, or formal contracts with, external organisations based upon any contractual agreements it has entered, any breaches of any codes of ethics it holds, or any other reason it may see fit.

Affiliation to external organisations must be ratified by Activities Executive Committee before they can take effect.

Appeals regarding Activity Groups

Any formal appeals regarding the processes in this document must be lodged within 5 Union Days of the receipt of the decision.

Any formal appeals regarding the processes in this document shall be directed to Democratic Procedures Committee who shall explore whether the democratic procedures have been appropriately followed.

Any appeals further to the decision of Democratic Procedures Committee ought to be taken through the appropriate appeals processes detailed in the Byelaws.

This Guidance Document

All processes outlined in this document must be clearly minuted. These minutes must be stored and be available upon request to any Full-Member of the Union.

Any decision making meetings of the Union referenced in this document must occur with Terms of Reference approved at least annually by Activities Executive Committee; these Terms of reference must be available upon request to any Full-Member of the Union.

This Guidance Document shall be reviewed annually by Activities Executive Committee, with recommendations for changes made to Democratic Procedures Committee where appropriate.

This Guidance Document is made pursuant, and is thus subordinate, to the byelaws of the Union. Approved by Democratic Procedures Committee): 4th February 2021