

**Students' Union UCL**  
**Club and Society Regulations**

Revised May 2022

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## 1 Introduction

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- 1.1.1 All students registered at UCL are members of Students' Union UCL ("the Union"), unless they choose to opt-out of membership.
- 1.1.2 The Union has charitable status and charitable objectives, one of which is to provide for the 'intellectual, cultural, social and physical recreation of members'.
- 1.1.3 The affiliation of clubs and societies and the facilitation of club and society activity is a key way in which the Union fulfils its charitable objectives and provides opportunities for its members.
- 1.1.4 Under the Education Act 1994 and relevant charity legislation the Union may only use its resources in pursuit of its charitable objectives, and therefore clubs and societies are also bound by these laws.
- 1.1.5 The objectives of clubs and societies must comply with the charitable objectives of the Union. The objectives of clubs and societies are laid out in their individual constitutions. Club and society funding and resources may only be used in pursuing these objectives.
- 1.1.6 Clubs and societies must abide by all Union Bye-Laws.
- 1.1.7 The Union is required to ensure the safety of all club and society activity. The officers and staff of the Union will take any action necessary to comply with their duty of care and legal responsibilities.
- 1.1.8 These Club and Society Regulations are intended to ensure that club and society activity is safe and in keeping with the Union's charitable objectives. They state what the Union expects from clubs and societies and what clubs and societies can expect in return from the Union.
- 1.1.9 The Club and Society Regulations are overseen by the Activities Zone and are reviewed on an annual basis. Contravention of the Regulations may result in disciplinary procedures being invoked. This could lead to penalties against individuals and/or a club or society, and can result in the disaffiliation of a club or society from the Union.

## 2 General Expectations of Clubs and Societies

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### **2.1 Liability and Observance of Regulations, Procedures, and Bye-Laws**

- 2.1.1 Should any club or society not adhere to the regulations laid out in this document, the club and society guidance, and Union Bye-Laws, then the Union can take disciplinary action against them. Club and society guidance includes but is not limited to: training delivered by the Union; information, processes, and how-to-guides on the Union website; and any other key communication sent to members by the Union.

### **2.2 Activity Levels**

- 2.2.1 Clubs and societies must ensure that they provide organised activity for members at least six times per year to avoid disaffiliation from the Union.

### **2.3 Membership Limits**

- 2.3.1 Each club or society is expected to gain a minimum of 30 members by the end of week 4 of Term 1.
- 2.3.2 Those that have fewer than 30 members at the end of week 4 will be referred to Activities and Engagement Officer and may be considered for disaffiliation.
- 2.3.3 Clubs and societies that are affiliated after the Welcome Fair are exempt from the 30 member requirement until they have had the chance to attend the Fair in their first full year of operation.

### **2.4 Equality of Opportunity**

- 2.4.1 Clubs and Societies that do not abide by the Union Bye-Law 1.7, as outlined in section 4 of these regulations, may be disaffiliated from the Union.

### **2.5 Annual Registration**

- 2.5.1 Clubs and Societies must be re-registered with the Union on an annual basis. This will ordinarily take place alongside club and society training at the end of Term 3.

### **2.6 Training Attendance**

- 2.6.1 Club and society officers must attend the training sessions relevant to their position organised by the Union.

- 2.6.2 Activities of clubs and societies will be suspended until the relevant club or society officers have attended the necessary training sessions and completed re-registration to the satisfaction of the Union.

## **2.7 Meeting Attendance**

- 2.7.1 A representative from each club or society is expected to attend all relevant meetings as requested by the Activities Zone.

## **2.8 New Affiliations**

- 2.8.1 New clubs and societies may be affiliated at set points during the year subject to the criteria and timelines set by the Activities Zone and Union staff.
- 2.8.2 The Activities Zone Affiliation Panel decides the outcome of all affiliations and disaffiliations of clubs and societies.
- 2.8.3 The Activities Zone Affiliation Panel consists of the Activities and Engagement Officer, Sports Officer, Arts Officer, Societies Officer and Community Relations Officer. The Activities and Engagement Officer will chair the panel, with a minimum of three officers required to form a panel.
- 2.8.4 The Activities Zone Affiliation Panel will report all affiliation decisions to the Activities Zone.

## **2.9 Affiliation Appeals Procedure**

- 2.9.1 There is no appeal process against affiliation and disaffiliation decisions. However, a new application can be submitted for the next affiliation period.

## **2.10 Involvement in Sabbatical and Part Time Officer Union Elections**

- 2.10.1 Clubs and societies must abide by guidance outlined in the Union's Club and Society Election Rules.

## 3 Complaints and Disciplinary Procedures

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### 3.1 For Club and Society Officers

- 3.1.1 If a club or society officer would like to make a complaint about the Union, then they should follow the complaint procedure on the Students' Union website:  
<http://studentsunionucl.org/complaints>.

### 3.2 For Club and Society Members

- 3.2.1 If a member wishes to make a complaint about any club or society activity, then they should first contact the relevant club or society president.
- 3.2.2 If the matter remains unresolved then they should submit a complaint in writing to the Activities and Engagement Officer, who can form a disciplinary investigation panel, or refer the matter to the Activities Zone if the panel cannot resolve it.

### 3.3 Disciplinary Procedures

- 3.3.1 Disciplinary action may be taken at the discretion of the Activities Zone against clubs, societies and related groups. If a complaint is in regard to an individual member, this will normally be referred to the Union disciplinary procedure.
- 3.3.2 The Activities and Engagement Officer will be required to form a disciplinary investigation panel of 3 officers from the Activities Zone. The chair of all disciplinary investigation panels will be the Activities and Engagement Officer. Where the Activities and Engagement officer is unavailable, another sabbatical officer can be asked to chair. If members of the Activities Zone are unavailable, the chair can nominate any trained zone representative to sit on the disciplinary investigation panel.
- 3.3.3 A member of Union staff will oversee all disciplinary/investigation panels as committee manager. They will usually be appointed by the Head of Societies and Projects, or the Head of Sports and Physical Activity.
- 3.3.4 The president of the club or society will be invited to respond via a disciplinary hearing. They will be permitted to bring one colleague or friend as support to any such hearing.
- 3.3.5 Should the club or society president be unavailable then the next most appropriate committee member will be invited to respond instead.

### 3.4 Appeals



- 3.4.1 Appeals against any action taken during a complaint or disciplinary procedure can be submitted to the Activities Zone, made in writing to the Activities and Engagement Officer. It may be referred on to the Chair of the Union Board of Trustees if appropriate.
- 3.4.2 Any appeal must be received in writing no later than one calendar week after the official outcome of the disciplinary investigative panel has been received.

## 4 Equality of Opportunity

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### 4.1 Statement of Equal Opportunities

- 4.1.1 Clubs and societies will abide by Union Bye-Law 1.7 at all times.
- 4.1.2 Any member of the Union is eligible to join any club or society at any time, and no club or society shall be allowed to restrict their membership in any way, except for the specific circumstances listed in section 4.4 of these regulations.

### 4.2 Harassment and Bullying

- 4.2.1 All clubs and societies will abide by the UCL Prevention of Bullying, Harassment and Sexual Misconduct Policy at all times: <https://www.ucl.ac.uk/equality-diversity-inclusion/dignity-ucl/prevention-bullying-harassment-and-sexual-misconduct-policy>.
- 4.2.2 Clubs and societies who fail to do so may be referred to the Activities Zone for further action.
- 4.2.3 If appropriate, individuals who fail to do so may be referred to the Union or UCL for disciplinary action.

### 4.3 National, Cultural and Faith Societies

- 4.3.1 The Union will affiliate national, cultural or faith societies with the core objectives of these societies being to promote their culture or faith amongst the UCL student body.
- 4.3.2 The Union will not affiliate national, cultural or faith societies to act as networks for only students from that particular culture or faith, as this is deemed to be a restriction of membership.

### 4.4 Departmental Societies

- 4.4.1 The Union can affiliate societies which are related to specific academic units of the College where the Activities Zone recognises value in doing so. Although these societies may be associated to a particular academic unit, their membership must be open to all Union members.
- 4.4.2 New departmental societies must be named in accordance with the relevant faculty or department at UCL.
- 4.4.3 The only exception to this regulation is for those academic societies where a sub-set of the UCL student body has specific circumstances or school affiliations that

significantly affect their needs, concerns and interests as students. These groups must exist to represent and further their particular concerns, needs and interests within Students' Union UCL, UCL and beyond and to promote and facilitate social intercourse and cooperation among themselves. These groups are the only affiliated societies where membership may be limited.

4.4.4 These groups and the defined units are limited to:

» **Royal Free, University College, & Middlesex Medical Students (RUMS) Society**

The members shall be medical students.

» **School of Slavonic & East European Studies (SSEES) Students' Society**

The members shall be SSEES students.

» **School of Pharmacy Students' Society**

The members shall be School of Pharmacy students.

» **Institute of Education Students' Society**

The members shall be Institute of Education students.

4.4.5 All students part of the associated units above will automatically be members of these societies and will have full voting rights in electing all officer positions. No membership fee will be imposed by any of the above groups.

4.4.6 These groups must abide by these regulations, and any club and society guidance, notwithstanding the outlined exceptions to membership. They will be granted the same access to facilities and support as any club or society. The Union will not affiliate any new academic societies with any limitations on membership.

## **4.5 RUMS Clubs and Societies**

4.5.1 Existing RUMS clubs and societies must also abide by Union Bye-Law 1.7, and must therefore be open to all Union members.

4.5.2 The Activities Zone will not affiliate or re-affiliate any new RUMS clubs or societies to the Union.

## 5 Governance of Clubs and Societies

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### 5.1 Full Membership

- 5.1.1 Any member of the Union is eligible to be a full member of a club or society, subject to the payment of the necessary membership fee.
- 5.1.2 Those taking part in club or society activity must be members of the club or society no later than the beginning of week 5 of Term 1, and prior to taking part in any activity. See section 6.4 of these regulations for further detail.
- 5.1.3 National Government Body (NGB) requirements may require those participating in sport to purchase membership by an earlier date.
- 5.1.4 The president and treasurer are responsible for checking individuals have purchased the appropriate membership prior to taking part in activity.
- 5.1.5 The Union will offer free ‘taster’ membership for all clubs and societies. Students who have taster membership should purchase full membership of the relevant club or society at the end of week 4 of Term 1 if they wish to continue participating in activity.

### 5.2 Associate and Visiting Membership

- 5.2.1 Any non-UCL students, UCL staff, or former UCL students who wish to take part in club or society activity must apply for and purchase associate or visiting membership of the Union before taking part in any activity.
- 5.2.2 The criteria and fees for associate and visiting membership are ratified by the Union Executive.
- 5.2.3 Associate or visiting members must additionally purchase membership of the relevant club or society.
- 5.2.4 Associate or visiting members may not take part in representative sport if the competition host does not allow them to.
- 5.2.5 Associate or visiting members may take part in representative sport if the governing body does allow it, and with approval from Activities and Engagement Officer. The Activities and Engagement Officer or Activities Zone will make this decision based on whether a UCL student would be denied an opportunity if a non-UCL student was to participate, and whether the participation of a non-UCL student would enhance the activity for UCL students.

- 5.2.6 Associate or visiting members may not take part in theatrical productions in the Bloomsbury Theatre unless they are granted permission to do so by the Activities and Engagement Officer and UCL Culture. This decision will be based on whether a UCL student would be denied an opportunity if a non-UCL student was to participate and whether the participation of a non-UCL student would enhance the activity for UCL students.
- 5.2.7 Associate or visiting members may not vote in Union referendums, at General Meetings of the Union, or in club or society elections. Associate or visiting members may not run for or take up club or society officer positions.

### **5.3 Club and Society General Meetings**

- 5.3.1 Clubs and societies should have an Annual General Meeting (AGM) once a year. AGMs are an opportunity for members to scrutinise the activities of the committee and help set the direction of the group. This meeting can be used as an opportunity to undertake hustings for candidates running for election as club and society officers.
- 5.3.2 All club and society members must be invited to attend any General Meetings of their group, and will have the right to attend, participate in any discussion and vote if applicable. Associate or visiting members do not have voting rights.
- 5.3.3 Throughout the year, clubs and societies may hold Extraordinary General Meetings (EGMs) as and when needed.
- 5.3.4 General Meetings must be held in a location which is fully accessible (i.e., has disabled access and does not serve alcohol).
- 5.3.5 General Meetings must be openly publicised to all members of the club or society a minimum of five term days before the meeting, and must be published with time and date on the Union's What's On calendar. Notification must be sent to members by email, where possible using members UCL email addresses.
- 5.3.6 Finalised agendas for General Meetings must be publicised to all members of the club or society at least three term days before the meeting, by email as above.
- 5.3.7 Quoracy for club and society General Meetings shall be 15% of the club or society membership or 10, whichever is greater.
- 5.3.8 If quoracy is not reached, then no decisions taken at the meeting shall be official until they are ratified by the Activities and Engagement Officer.

- 5.3.9 The minutes, results, and attendance for any General Meetings must be submitted to the Union as directed in club and society guidance. The club or society constitution must also be submitted if any changes are ratified by members.
- 5.3.10 For EGMs, relevant documentation must be submitted to the Union no later than 5 term days after the meeting.
- 5.3.11 The results and supporting documentation for any General Meetings will be reviewed by Union staff. Any amendments to club or society constitutions will be reviewed and ratified by the Activities and Engagement Officer, or the Activities Zone.
- 5.3.12 The Union must be informed at least 5 working days in advance of your planned AGM in writing to [su.activities@ucl.ac.uk](mailto:su.activities@ucl.ac.uk).

#### **5.4 Club and Society Constitutions**

- 5.4.1 Clubs and societies will be bound by a constitution which must be approved at least once a year at the club or society AGM.
- 5.4.2 Constitutions will lay out the aims and objects of the club or society, and in particular their core activities and officers.
- 5.4.3 Core activities are those which the club or society must carry out every year. All constitutions must include the principal officer roles of president and treasurer.
- 5.4.4 A constitution may be changed at any point, but all changes must be approved by either an online referendum with a simple majority, or by a two-thirds majority vote at a quorate club or society General Meeting.
- 5.4.5 Any amendments to club or society constitutions will be reviewed and ratified by the Activities and Engagement Officer, or the Activities Zone.
- 5.4.6 All club and society constitutions are subject to regular review by the Activities Zone.

#### **5.5 Appointment of Officers**

- 5.5.1 All club and society officers must be elected via a Union-facilitated online election.
- 5.5.2 As a minimum, every club or society must have a president and treasurer (principal officers), and a welfare officer on the committee. Co-presidents and/or Co-treasurers are not permitted.
- 5.5.3 All officer positions must be listed in the club or society constitution and must be filled every year, and no person may hold more than one of these positions at the same time

within the same club or society, unless there are exceptional circumstances as assessed by the Union.

- 5.5.4 Officers may stand for re-election at the end of their period of office, but may not hold a principal officer position for more than two years with any single club or society.
- 5.5.5 Any full member of the club or society can stand for election to any officer position listed in the club or society constitution as long as they have been a full member for at least 28 days at the time of nomination.
- 5.5.6 All officers must be full members of the club or society. Presidents and treasurers are responsible for ensuring all officers have purchased membership of the club or society, in line with club and society guidance.
- 5.5.7 All clubs, societies and candidates running in elections must follow the rules as detailed in the Union Club and Society Election Rules to elect their committee members.

## **5.6 Resignations and No Confidence Motions**

- 5.6.1 If a president, treasurer or welfare officer chooses to resign before the end of their period of office, they must submit their resignation in writing to the Activities and Engagement Officer and [su.activities@ucl.ac.uk](mailto:su.activities@ucl.ac.uk).
- 5.6.2 Following an early resignation of the president, treasurer or welfare officer, an online by-election must be held. Another officer may act as the president or treasurer in the interim period if ratified by the Activities and Engagement Officer.
- 5.6.3 If any other officers choose to resign, they must submit their request in writing to the president and to [su.activities@ucl.ac.uk](mailto:su.activities@ucl.ac.uk). An online by-election may then be called to elect a member to fill the position.
- 5.6.4 A motion of no confidence in any officer may be called by either a petition signed by at least 15% or 10 of the full members of the club or society (whichever is the greater) or by a two-thirds majority vote at a club or society committee meeting.
- 5.6.5 If a no confidence motion is called, then an online referendum or EGM must be held. In order for the no confidence motion to be carried it must be supported by a simple majority through an online referendum, or through a two-thirds majority of those voting at an EGM. Normal EGM and online by-election regulations will apply.

## **5.7 The President**

- 5.7.1 Shall hold office from the day after the end of Term 3, until the last day of Term 3 in the following academic year.
- 5.1.1 Shall be a principal officer of the club or society and shall ensure that the club or society operates within its constitution and within these regulations.
- 5.7.2 Shall call General Meetings of the club or society and shall ensure that appropriate elections for the following years officers take place.
- 5.7.3 Shall be the primary point of contact between the Union and the club or society members. They must ensure that the club or society is represented at all relevant Union meetings.
- 5.7.4 Shall have ultimate responsibility for all the activities of the club or society, including joint responsibility for the financial affairs with the treasurer. See section 5.8.2 of these regulations for further details.

## **5.8 The Treasurer**

- 5.8.1 Shall hold office from the day after the end of Term 3, until the last day of Term 3 in the following academic year.
- 5.8.2 Shall be a principal officer of the club or society and shall be jointly responsible for all financial matters of the club or society.
- 5.8.3 Shall authorise and record all expenditure on behalf of the club or society except for when they need to reclaim money themselves. In this case the president shall authorise this expenditure.

## **5.9 The Welfare Officer**

- 5.9.1 Shall hold office from the day after the end of Term 3, until the last day of Term 3 in the following academic year.
- 5.9.2 Shall be the only officer of the club or society with access to the Welfare Fund, and is responsible for applications and initiatives using that funding. Expenditure authorisations will be the responsibility of the treasurer.
- 5.9.3 Shall be responsible for the activity specified within the remit of the welfare officer. This includes but is not limited to: collaboration with other welfare officers in creation of demographic specific activity, and increasing awareness of wider Union campaigns.
- 5.9.4 Shall complete all required welfare officer training.



## 6 Funding and Financial Regulations

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### 6.1 Accounts & Statements

- 6.1.1 Every club and society will be provided with a grant and a non-grant account with the Union.
- 6.1.2 Private or external bank accounts are not permitted under any circumstances.
- 6.1.3 Grant accounts will hold Union grant funding only as outlined in section 6.2 of these regulations.
- 6.1.4 Non-grant accounts will hold revenue accrued by the club or society during the year as explained in Section 6.3 of these regulations.
- 6.1.5 Club or society presidents and treasurers can view their most recent financial statement through the Union website, once they have completed the necessary training and re-registration.
- 6.1.6 Any club or society accounts that are in a deficit will be 'frozen' from making payments unless otherwise agreed by Activities and Engagement Officer. Accounts that are in a permanent deficit position will be required to agree a repayment programme with the Activities and Engagement Officer.

### 6.2 Union Grant Funding

- 6.2.1 Clubs and societies are only eligible to apply for Union grant funding to support the costs of the core activities.
- 6.2.2 Grant allocations will be decided on a case-by-case basis by the Activities and Engagement Officer and relevant staff members, including consultation with the club or society as required.
- 6.2.3 Clubs and societies may appeal their allocation in writing to the Activities and Engagement Officer, although appeals may only be made if the original amount allocated would not cover the costs of the core activities provided in the club or society constitution.
- 6.2.4 Any money remaining in the club or society grant account on 31<sup>st</sup> July will be reclaimed by the Union.
- 6.2.5 Presidents and treasurers can apply for additional grant funding throughout the year. Requests will be reviewed on a case-by-case basis by the Activities and Engagement

Officer and relevant staff members, including consultation with the club or society as required.

### **6.3 Non-Grant Funding**

- 6.3.1 Non-grant funds are those which are accrued by the club or society through any means other than Union grant, for example membership fees, or event ticket sales.
- 6.3.2 With the exception of membership income, non-grant funds can be spent on both core and additional club and society activities. These funds must however be spent on providing activities for members of the club or society.
- 6.3.3 Membership income must only be spent on core activities.
- 6.3.4 Non-grant funds will be carried over to the next financial year unless the club or society is disaffiliated. In case of disaffiliation, memberships will be refunded from any remaining funds. After this, any remaining non-grant funds will be reclaimed by the Union 3 years after disaffiliation.

### **6.4 Membership Fees and Refunds**

- 6.4.1 Club and society memberships are sold on an annual basis and are valid until 31<sup>st</sup> August of the academic year. The minimum membership fee for societies is £3 and for sports clubs is £10, unless otherwise agreed with the Activities and Engagement Officer.
- 6.4.2 If you cease to be a member of the Union, membership of clubs and societies also ceases.
- 6.4.3 The Union is responsible for the sale of all club and society memberships, and individual clubs and societies may not sell memberships themselves.
- 6.4.4 All membership fee income will be transferred to the non-grant account of the club or society.
- 6.4.5 Changes to membership fees must be agreed in writing with the Union before the commencement of the first term of an academic year. No changes will be accepted after this time.
- 6.4.6 Members may request a refund up to 30 days after purchase following the process outlined in club and society guidance. Refund requests for memberships purchased over 30 days from the date of request will be considered on a case-by-case basis.

### **6.5 External Funding and Sponsorship**

- 6.5.1 The Union reserves the right to prohibit sponsors that may impinge on the Union's services or contravene Union policy.

## **6.6 Contracts and Agreements**

- 6.6.1 All contracts and agreements (including sponsorship contracts and hire agreements) must be approved and signed by the Union, not by the club or society or an individual student.
- 6.6.2 Contracts and agreements must be signed by the appropriate sabbatical officers or the designated member of Union staff.

## **6.7 Income and Invoices**

- 6.7.1 All income must be deposited into club or society non-grant accounts in line with club and society guidance.
- 6.7.2 All invoices shall be raised on behalf of the club or society by the Union Finance Department as outlined in club and society guidance.

## **6.8 Expenditure**

- 6.8.1 All expenditure from club and society accounts must follow the appropriate procedures as outlined in club and society guidance.

## **6.9 Ownership of Club and Society Property**

- 6.9.1 All items purchased through club or society accounts remain the property of the Union and shall not be sold or hired out without the express permission of the Union.

## **6.10 Travel to and from Sports Fixtures**

- 6.10.1 Playing representatives may claim travel expenses for all London University Sports Leagues (LUSL) or British University and College Sports (BUCS) fixtures.
- 6.10.2 Remuneration will only be given up to the value of a standard class ticket purchased with a 16-25 Railcard for all National Rail journeys from a mainline London station.
- 6.10.3 For away LUSL or BUCS fixtures outside of Zones 1-9 of the TfL Network, remuneration will also be provided for taxi journeys from the nearest recommended station to the specified sports ground if the expenditure has been pre-authorised by the Sports Administrator, prior to the journey.

6.10.4 All travel expense reclaims and travel arrangements must follow the procedures as outlined in club and society guidance.

### **6.11 Referee Costs**

6.11.1 Refereeing costs for BUCS and LUSL fixtures will be covered by the Union when the appropriate procedures are followed as outlined in club and society guidance.

### **6.12 Gambling with Stakes**

6.12.1 Clubs and societies are not permitted to gamble with stakes without the prior consent of the Union.

### **6.13 Funding Veto**

6.13.1 If any of the above regulations are breached, or if the procedures outlined in club and society guidance are not followed then the Union may veto the allocation or expenditure of funds.

## 7 Publicity and use of IT

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### 7.1 Publicity Regulations

- 7.1.1 The president and treasurer must both sign and agree to the Publicity Statement which is included as part of the Annual Registration Contract. It contains the specific regulations attached to club and society publicity.
- 7.1.2 Once the Publicity Statement has been signed, the respective president or treasurer may authorise publicity on behalf of their club or society providing that it remains within the regulations agreed in the Publicity Statement.

### 7.2 Publicity Material

- 7.2.1 Clubs and societies may use any means of publicity available to them providing that they keep within the regulations agreed in the Publicity Statement. Clubs and societies will also be able to publicise activities through Union channels, as outlined in club and society guidance.
- 7.2.2 Failure to observe Union or UCL publicity procedures, including fly postering on campus may result in referral to the Activities Zone for disciplinary proceedings.

### 7.3 Websites

- 7.3.1 Clubs and societies may set up a website which complies with the regulations detailed on the Publicity Statement.

### 7.4 Email Accounts and Mailing Lists

- 7.4.1 All clubs and societies will be provided with an “@ucl.ac.uk” email address on affiliation to the Union.
- 7.4.2 The relevant club and society officers are expected to check this email account at least once a week and respond to all enquiries made by members of the Union and Union staff.
- 7.4.3 Clubs and societies may set up mailing lists by following the procedures outlined in club and society guidance, and any relevant data protection law.
- 7.4.4 All emails sent to membership or sign-up lists must ‘BCC’ all recipients so that membership lists and personal email addresses are not disclosed.
- 7.4.5 Clubs and societies must provide an option for members to remove their details from mailing lists at any point.

## **7.5 Data Protection**

- 7.5.1 The Union and its constituent clubs and societies are required to comply with the provisions of all relevant data protection law and the UCL Data Protection Policy.
- 7.5.2 Club or society officers are only permitted to use membership data for the purposes for which they were collected.
- 7.5.3 Membership data must not be divulged to third parties under any circumstances, and any request from any external parties for membership data must be referred to the Union.
- 7.5.4 Any actual or suspected breaches of the Union or UCL Data Protection Policy by clubs or societies must be given in writing to [su.activities@ucl.ac.uk](mailto:su.activities@ucl.ac.uk) within 24 hours by the president or treasurer.

## **7.6 Publications and Broadcasts**

- 7.6.1 The Union is the legal publisher and manager of all publications or broadcasts by clubs and societies.
- 7.6.2 All publications and broadcast must adhere to Union media regulations, in line with Union libel training.

## **7.7 Colours and Awards**

- 7.7.1 The Union formally recognises the achievement of clubs and societies through the presentation of a number of individual and collective awards.
- 7.7.2 The available awards, timeline for nominations and criteria are set by the Activities Zone.
- 7.7.3 The Awards and Colours Panels are responsible for considering and deciding upon the annual allocation of awards based on all nominations submitted before the agreed deadline.
- 7.7.3 There are three Awards and Colours Panels which are all chaired by the Activities and Engagement Officer and made up of different configurations of officers, elected students and representatives as appropriate.

These are detailed below:

» **Sports Awards and Colours Panel**

- Activities and Engagement Officer (chair)
- Sports Officer(s)
- Non-Portfolio Sports Representatives (6)
- » **Arts Awards and Colours Panel**
- Activities and Engagement Officer (chair)
- Arts Officer(s)
- Non-Portfolio Arts Representatives (5)
- » **Societies Awards and Colours Panel**
- Activities and Engagement Officer (chair)
- Societies Officer
- Non-Portfolio Societies Representatives (5)

- 7.7.4 Only 1 representative student per club or society should sit on the Awards and Colours Panels, unless agreed by the Activities and Engagement Officer.
- 7.7.6 In the event of a panel not being filled, the Activities and Engagement Officer will appoint Activities Zone representatives as appropriate.
- 7.7.7 If the panel considers any member to have a conflict of interest over a particular award, that member will not be able to take part in the vote. If the chair is considered to have a conflict of interest, any full-time officer trustee can be appointed to make the final decision on a specific award allocation.

## 8 Facilities and Activities

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### 8.1 Room Bookings

- 8.1.1 Only presidents may book UCL rooms on behalf of their club or society. Only presidents and treasurers may book Union-controlled rooms on behalf of their club or society.
- 8.1.2 Union and UCL rooms can only be booked by following processes outlined in club and society guidance.
- 8.1.3 Any room bookings which are not required must be cancelled at the earliest opportunity and no later than 2 working days before the period of use where possible. Repeated failure to cancel or use bookings may result in room booking privileges being removed and other sanctions imposed.
- 8.1.4 Clubs and societies who wish to use the Main Quad or the Portico for their activities must consult with the relevant Union staff member before requesting a booking.
- 8.1.5 Clubs and societies must only book rooms for their club or society activity; they must not book rooms for external organisations or other clubs or societies.
- 8.1.6 UCL's general expectation is that any event or meeting held in UCL premises will be open to all, regardless of gender.
- 8.1.7 There should be no enforced segregation by gender at events. Pre-allocation of seats by gender, and the use of stewards to direct persons attending a meeting to gender segregated seating are unacceptable.
- 8.1.8 It is acceptable for individuals attending events to choose to sit with members of their own gender if they wish, and they should not be compelled to mix.

### 8.2 Sports Facilities

- 8.2.1 Clubs and societies will be able to book time in Union managed sports facilities on an annual basis. The procedure for booking these spaces will be outlined in club and society guidance.
- 8.2.2 Clubs and societies are expected to treat the facilities and any relevant equipment with respect at all times, and report any problems to the relevant Union staff member.

### 8.3 External Venues and Facilities



- 8.3.1 Clubs and societies are permitted to use external venues and facilities for their activities and events providing they are arranged in line with clubs and societies guidance, and abide by section 6.6 of these regulations.
- 8.3.2 Clubs and societies that use external venues must adhere to the terms of the relevant venue use agreement (if applicable).

#### **8.4 External Speakers and Freedom of Speech**

- 8.4.1 The Union has a legal duty to uphold freedom of speech on campus within the law and therefore welcomes any external speakers who do not incite hatred or violence of any kind. This is in accordance with the Education Act 1986, the Racial and Religious Hatred Act 2006 and the UCL Code of Practice on Freedom of Speech: [https://www.ucl.ac.uk/srs/sites/srs/files/ucl\\_code\\_of\\_practice\\_on\\_freedom\\_of\\_speech.pdf](https://www.ucl.ac.uk/srs/sites/srs/files/ucl_code_of_practice_on_freedom_of_speech.pdf).
- 8.4.2 Clubs and societies must notify the Union of any events that involve external speakers (defined as individuals or organisations that are not part of the Union or UCL) through the process outlined in club and society guidance: <https://studentsunionucl.org/how-to/clubs-and-societies/organise-event-with-external-speaker>.
- 8.4.3 No event involving any external speakers may be publicised until the speaker has been cleared through the appropriate process as outlined in club and society guidance.
- 8.4.4 The Union and UCL reserve the right to cancel or prohibit any event with an external speaker if processes outlined in club and society guidance are not followed, or if the relevant health and safety and/or security criteria cannot be met.

#### **8.5 Initiations, Peer-Pressure and Hazing**

- 8.5.1 Any kind of club or society initiation ceremony is strictly prohibited.
- 8.5.2 Initiation ceremonies are defined as being events in which members (often, though not exclusively, new members) of a club or society are expected to perform a task or tasks as a means of gaining acceptance, status or credibility within the club or society.
- 8.5.3 Under no circumstances must any individual or group of individuals be forced or pressured against their will into taking part in any club or society activities or events. Disciplinary action will be taken by the Union and other relevant governing bodies of clubs and societies if regulations on initiations and hazing are breached.

## 9 Sports Club Specific Regulations

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### 9.1 Participation in Competitive Sports

- 9.1.1 All clubs and societies representing the Union in competitive sporting fixtures or events will abide by the relevant regulations provided by BUCS, LUSL, relevant National Governing Bodies (NGBs) and competition organisers.
- 9.1.2 Participation in BUCS and LUSL leagues must be requested on an annual basis via the processes outlined in club and society guidance.
- 9.1.3 Associate/visiting members of clubs and societies are not eligible to compete in any external competition where an opportunity is taken away from a UCL student.

### 9.2 Sports Kit and Representative Colours

- 9.2.1 The representative playing colours of TeamUCL are 'sky blue' and 'purple', and the representative playing colours of all RUMS sports clubs are 'slate blue' and 'gold'. Where a club wishes to use an alternative to the official supplier, the official colour hex codes are #562179 ('purple') and #bde3f1 ('sky blue').
- 9.2.2 All sports kit designs must include the relevant representative playing colours of the club and must also bear the official TeamUCL sports logo. All RUMS clubs may include the official RUMS sports logo, with TeamUCL written on the reverse of all shirts.
- 9.2.3 All sports kit designs must be approved by the Student Activities Department prior to any orders being made through the processes outlined in club and society guidance.

### 9.3 Coach Registration

- 9.3.1 All sports clubs must register coaches and instructors in line with processes outlined in club and society guidance.

## 10 Health and Safety

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### 10.1 Personal Insurance Cover

- 10.1.1 Personal accident insurance cover is provided by the Union for all full members of clubs and societies. Associate and visiting members are not covered under this policy.
- 10.1.2 The Union does not provide insurance for any personal belongings.

### 10.2 Insurance for Equipment

- 10.2.1 Equipment that belongs to clubs and societies belongs to the Union and is insured by the Union for loss or damage.
- 10.2.2 Club and society presidents must ensure that all their equipment is listed on their inventory in order for it to be covered by the Union insurance. The procedure for doing so is outlined in club and society guidance.
- 10.2.3 All insured goods and equipment must be stored in secure and locked premises when not in use.

### 10.3 Insurance for Borrowed or Hired Equipment

- 10.3.1 The Union's insurance policy does not cover equipment or goods that are hired or borrowed by clubs and societies.
- 10.3.2 Clubs and societies must request short-term insurance cover for this type of equipment through the process outlined in club and society guidance, if not provided by the supplier.

### 10.4 Trips Abroad

- 10.4.1 Any club or society undertaking activity outside the UK mainland is required to arrange additional insurance cover for any Union equipment taken on the trip. The procedure outlined in club and society guidance must be followed.
- 10.4.2 All personal travel insurance (including medical expenses, repatriation, cancellation costs, personal liability and possessions cover) must be arranged by individual members. The Union does not provide insurance for this purpose.
- 10.4.3 Sports clubs travelling and touring overseas must comply with the tour registration policy of their respective NGB, where applicable.

## **10.5 Making an Insurance Claim**

10.5.1 All insurance claims must follow the procedures provided in club and society guidance.

## **10.6 Risk Assessments**

10.6.1 All clubs and societies must complete a core risk assessment annually, as outlined in club and society guidance. This should be publicly displayed on the respective club or society web directory page.

10.6.2 Clubs and societies who organise one-off activities that are not listed in their core risk assessment must complete additional risk assessments through the process outlined in club and society guidance. This should be made publicly available for anyone attending the trip or activity.

10.6.3 Clubs and societies who organise activities which involve members staying at a location overnight must complete the relevant overnight stay documentation as outlined in club and society guidance.

10.6.4 Club and society officers will ensure that all accidents and incidents are reported in accordance with the procedures provided in club and society guidance.