

# Students' Union UCL

## Club and Society Regulations

Revised August 2019

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## 1 Introduction

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- 1.1.1 All students registered at UCL are members of Student's 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 Contravention of the Club and Society Regulations may result in the Union's disciplinary procedure 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 and in the Club and Society Procedures, Guidance and bye-laws then the Union can take disciplinary action against them

### 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 Network Executive and may be considered for disaffiliation.
- 2.3.3 Clubs and Societies that are affiliated after the Welcome Fair are exempt from the 30 members guideline 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's Byelaw 1.7, as described 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 during the Clubs and Societies training period.

### 2.6 Training Attendance

- 2.6.1 Club and Society Officers must attend the training sessions 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 to the satisfaction of the Activities Officer.

### 2.7 Meeting Attendance

- 2.7.1 A representative from each Club or Society is expected to attend all relevant Activities meetings as requested by the Activities Zone.
- 2.7.2 Attendance is monitored at these meetings, and attendance levels across the year will be taken into consideration with regards to the Club and Society Development awards.

## **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 Activities Zone.
- 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 Officer, Sports Officer, Arts Officer, Societies Officer and Community Relations Officer.
- 2.8.4. The Activities Zone Affiliation Panel will report all its affiliation decisions to the full 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**

- 2.11 As a democratic, student-led organisation student officers make important decisions that impact on student interests. As Clubs and Societies you are able to 'endorse' candidates running for sabbatical or part time officer elections.
- 2.12 If your club or society would like to make an endorsement, you must adhere to any and all published guidance including the below.
- 2.13 Endorsements must be agreed by a majority decision of the Club/Society Committee, consideration must be given to all candidates for the relevant position. Effort must be made to hear from all candidates, either in person or in writing.
- 2.14 Evidence of a Club or Society Committee decision must be recorded through a set of minutes.

- 2.15 If a committee member is running in the election, they cannot take part in the discussion and decision of the endorsement.
- 2.16 Following an endorsement, clubs and societies cannot deny other candidates the platform to speak or canvass for votes from their membership.
- 2.17 Clubs and societies risk the ability to make an endorsement in future if they do not abide by this guidance.



## 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 wishes to make a complaint about the Union then they should follow the Unions complaint procedure which can be found here <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 Officer, who will refer the matter to the Activities Zone if he/she cannot resolve it.

### 3.3 Disciplinary Procedures

- 3.3.1 Disciplinary Action may be taken at the discretion of Activities Zone against Clubs and Societies and groups. If a complaint is with regards to an individual member, this will normally be referred to the Unions Disciplinary procedure.
- 3.3.2 Activities Zone will appoint a panel of 3 officers which must include the Activities Officer to hear a disciplinary case. Under most circumstances the Chair of all disciplinary panels will be the Activities Officer. In the event that part time officers are unavailable, the Activities officer can nominate any trained zone representative to sit on disciplinary panels.
- 3.3.3 Activities Zone may request a member of staff to advice on disciplinary cases (usually the Sports Development Manager or Societies & Media Manager).
- 3.3.4 The President of the Club/Society will be invited to respond via a disciplinary hearing.

### 3.4 Appeals

- 3.4.1 Appeals against any action taken during a complaints or disciplinary procedure can be made to the Activities Zone, via the Activities Officer and may be referred on to the Union Executive if appropriate.

## 4 Equality of Opportunity

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### 4.1 Statement of Equal Opportunities

- 4.1.1 Clubs and Societies will abide by the Union's Byelaw 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.

### 4.2 Harassment and Bullying

- 4.2.1 All Clubs and Societies will abide by the UCL Policy on Harassment and Bullying for Students at all times ([http://www.ucl.ac.uk/hr/docs/harassment\\_bullying.php](http://www.ucl.ac.uk/hr/docs/harassment_bullying.php)).
- 4.2.2 Clubs and societies who fail to do so may be referred to the Activities Board 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 Executive recognises value in doing so. However although these societies may be associated to a particular academic unit their membership must be open to all Union members.
- 4.4.2 The only exception to this are 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.

4.4.3 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.

4.4.4 All students' part of the associated units, as above, will automatically be members of these societies and will have full voting rights in electing all officer positions. No Membership fee may be imposed by any of the above groups.

4.4.5 These groups must abide by all Club and Society Regulations, processes and procedures as any other group notwithstanding the membership exceptions outlined. They will be granted the same access to facilities and support as any 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 the Union's Byelaw 1.7 and must therefore be open to all Union members.

4.5.2 Activities Network Executive 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 activities must be Members of the Club or Society (see section 6.4 of these regulations for further details) by beginning of Week 5 of term 1 and prior to taking part in any activity. NGB requirements may require those participating in sport to purchase membership by an earlier date
- 5.1.3 The Principals Officers (President/Treasurer) of a Club or Society are responsible for checking individuals have purchased the appropriate membership prior to taking part in activity,

### 5.2 Associate and Visiting Membership

- 5.2.1 Any non-UCL students, who regularly take part in the activities of a Club or Society, must purchase Associate or Visiting Membership of the Union.
- 5.2.2 The criteria and fees for Associate and Visiting Membership are set by Union Council.
- 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 Network Executive. Activities Network Executive 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 Officer. Theatre Users Board 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.(see appendix 6 for further details).

5.2.7 Associate or Visiting Members may not vote at General Meetings of the Union or of Clubs and Societies or take up club officer positions.

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

5.3.1 General Meetings of Clubs and Societies are where all Full Members of the Club or Society have the right to attend and vote. Associate or Visiting Members do not have voting rights.

5.3.2 Clubs and Societies must have an Annual General Meeting (AGM) once a year. This meeting must take place during Term 2

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 Unions what's on Calendar.

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 (see Appendix 2 for a sample agenda).

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 Officer.

5.3.9 For AGMs, meeting minutes (see Appendix 3 for sample minutes) must be submitted to the Union by the specified date along with a copy of the ratified constitution and any Officer Election results.

5.3.10 For EGMs, meeting minutes must be submitted to the Union no later than 5 term days after the meeting along with details of new Officers on the appropriate forms and a copy of the ratified constitution (if it has been changed).

5.3.11 General Meeting minutes will be considered and ratified by Activities Network Executive.

5.3.12 The Union must be informed at least 5 working days In advance of your planned AGM by emailing [su.activites-reception@ucl.ac.uk](mailto:su.activites-reception@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 (see Appendix 4 for a template constitution).
- 5.4.2 Constitutions will lay out the aims and objects of the Club or Society, and in particular the core activities and Principal Officers.
- 5.4.3 Core activities are those which the Club or Society must carry out every year, and the Principal Officers must be the President and Treasurer.
- 5.4.4 A constitution may be changed at any point, but all changes must be approved by a two-thirds majority vote at a quorate Club or Society General Meeting.
- 5.4.5 All changes to Constitutions must also be reviewed and ratified by Activities Zone.
- 5.4.6 All Clubs & Societies 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 or at a General Meeting of the relevant Club or Society.
- 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 per Club or Society.
- 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 before the vote takes place. All Officers must be Full Members of the Club or Society.
- 5.5.6 All clubs and societies and candidates running in elections must follow the rules as detailed in the ***C&S Election Rules*** document for both AGMS and Online Elections.

## **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 Officer.
- 5.6.2 Following an early resignation of the President, Treasurer or Welfare Officer an EGM must be held. Another Officer may act as the President or Treasurer in the interim period if ratified by the Activities Officer
- 5.6.3 If other Officers choose to resign, they should submit their request in writing to the President and the Union. An EGM 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 EGM must be held, and in order for the no confidence motion to be carried it must be supported by two-thirds of those present and voting. Normal EGM 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 year's 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 below 5.8.2]

## **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 Officer Funding Pot and is responsible for applications and initiatives using that funding.  
Note: expenditure authorisations are the responsibility of the Treasurer.
- 5.9.3** Shall be responsible for the activity specified within the Welfare Officer remit including collaboration with other Welfare Officers in creation of demographic specific activity, recording of demographic specific membership and aware of the wider Union campaigns relevant to their Club or Society, specified or otherwise, on the Welfare Officer Campaign Timeline.
- 5.9.4** Shall attend the annual Welfare Officer Training day.



## 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 explained 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 will receive weekly account statements from the Union Finance Department. They may request additional statements if necessary.
- 6.1.6 Any Club or Society accounts that are in a deficit position will be 'frozen' from making payments unless otherwise stated by Activities Officer. Accounts that are in a permanent deficit position will be required to agree a repayment programme with the Activities 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 listed in their constitution.
- 6.2.2 Grant allocations will be decided on an annual basis by the Activities 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 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 Additional Grant Funding applications for core activity may be accepted throughout the year at the discretion of Activities Officer

### 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 e.g. membership fees.
- 6.3.2 Non-Grant Funds, with the exception of Membership income, may be spent on organising both core activities and activities that are not listed as core activities in the Club or Society constitution, although they must still be spent on providing activities for the members of the Club or Society. Membership income must only be spent on core activities.
- 6.3.3 Non-Grant Funds will be carried over to the next financial year unless the Club or Society is disaffiliated. In case of disaffiliation, any remaining funds are reclaimed by the Union, which memberships will be refunded from.

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

- 6.4.1 Club and Society memberships are sold on an annual basis and are valid until the beginning of the following academic year. The minimum membership fee for Societies is £3 and for Sports Clubs is £10, unless otherwise agreed with the Activities Officer.
- 6.4.2 The Union is responsible for the sale of all Club and Society memberships, and individual Clubs and Societies may not sell memberships themselves.
- 6.4.3 All membership fee income will be transferred to the Non-Grant Account of the Club or Society.
- 6.4.4 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 date.
- 6.4.5 Members may request a refund up to 30 days after purchase using the procedures provided in the Club and Society Procedures and Guidance. Refund requests for memberships purchased over 30 days from 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.

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 The depositing of all income into Club and Society Non-Grant Accounts must follow the appropriate procedures as provided in the Club and Society Procedures and Guidance.

6.7.2 All Invoices shall be raised on behalf of the Club or Society by the Union's Finance Department through the appropriate procedures as provided in the Club and Society Procedures and Guidance.

## **6.8 Expenditure**

6.8.1 All expenditure from Club and Society Accounts must follow the appropriate procedures as provided in the Club and Society Procedures and 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 provided in the Club and Society Procedures and Guidance.

## **6.11 Referee Costs**

6.11.1 Refereeing costs for BUCS and LUSL fixtures be covered by the Union when the appropriate procedures are followed as provided in the Club and Society Procedures and 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 provided in the Club and Society Procedures and 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 should both sign and agree to the Publicity Statement which is included as part of the combined President and Treasurer Contract document. 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 on 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 on the Publicity Statement. Procedures for displaying publicity through Union controlled sources are provided in the Club and Society Procedures and Guidance.
- 7.2.2 Failure to observe Union or UCL publicity procedures, including fly postering on campus may result in referral for Activities Network Executive disciplinary.

### 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 must have a UCL provided email address. The procedure for setting up such an email account is provided in the Club and Society Procedures and Guidance.
- 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 provided in the Club and Society Procedures and Guidance.
- 7.4.4 All emails sent to membership or sign-up lists must 'BCC' all other recipients so that 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 the Data Protection Act 1998 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 immediately to the Activities Officer.

## 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 and guidelines.

## 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 Panel is 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 Officer and made up of different configurations of officers, elected students and reps as appropriate. These are detailed below:

- **Sports Colours Panel** – Six Sports reps, Sports Officers and Activities officer (Chair)
- **Arts Colours Panel** – Arts Officer, 5 Students (members of arts societies) elected by online election and Activities Officer (Chair)
- **Societies Colours Panel** – Societies Officer, 5 nominated Zone reps, Activities Officer (Chair)

7.7.5 Only 1 student per Society can sit on the colours panels.

- 7.7.6 In the Event of a panel not being filled, the Activities Officer will appoint from the Activities Zone representatives as appropriate.
- 7.7.7 If the Panel considers any member to have a conflict of interest over a particular award, they 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 rooms on behalf of their Club or Society.

**8.1.2** Student's Union UCL and UCL rooms may be booked by following the procedures provided in the Club and Society Procedures and Guidance.

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.

**8.1.3** Clubs and Societies who wish to use the Front Quad or the Portico for their activities must consult with the relevant Union staff member before requesting a booking.

**8.1.4** 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.

**8.1.5** UCL's general expectation is that any event or meeting held in UCL premises will be open to all, regardless of gender.

**8.1.6** 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.

**8.1.7** It is acceptable for individuals attending events to choose to sit with members of their own gender. If individuals attending an event wish to segregate themselves on a voluntary basis, it is not acceptable for other members of the audience to compel them to mix, and to do so may constitute harassment.

### 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 is provided in the Club and Society Procedures and Guidance.

**8.2.2** Clubs and Societies are expected to treat the facilities 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 that they are arranged through the procedures provided in the Club and Society Procedures and Guidance and providing they abide by regulation 6.6.
- 8.3.2 Clubs and Societies that use external venues must adhere to all the regulations detailed in 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 within the law on campus 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 (<http://www.ucl.ac.uk/academic-manual/part-c/c20>).
- 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 procedures provided in the Club and Society Procedures and Guidance - [http://studentsunionucl.org/sites/uclu.org/files/u210044/documents/external\\_speakers\\_procedure\\_2018\\_final\\_1.pdf](http://studentsunionucl.org/sites/uclu.org/files/u210044/documents/external_speakers_procedure_2018_final_1.pdf)
- 8.4.3 No event involving any external speakers may be publicised until the speaker has been cleared through the appropriate procedures as provided in the Club and Society Procedures and Guidance.
- 8.4.4 The Union and UCL reserve the right to cancel or prohibit any event with an external speaker if the procedures provided in the Club and Society Procedures and 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.

## Sports Club Specific Regulations

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### **8.6 Participation in Competitive Sports**

8.6.1 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.

### **8.7 Sports Kit and Representative Colours**

8.7.1 The representative playing colours of Team UCL are 'sky blue' and 'purple' and the representative playing colours of all RUMS Sports Club are 'slate blue' and 'gold'.

8.7.2 All sports kit designs must include the relevant representative playing colours of the Club, and must also bear the official Team UCL sports logo.

8.7.3 All sports kit designs must be approved by the Student Activities Team prior to any orders being made through the procedures provided in the Club and Society Procedures and Guidance.

## 9 Health and Safety

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### 9.1 Personal Insurance Cover

**9.1.1** Personal accident insurance cover is provided by the Union for all Full Members of Clubs and Societies. Associate/Visiting Members are not covered under this policy.

**9.1.2** The Union does not provide insurance for any personal belongings.

### 9.2 Insurance for Equipment

**9.2.1** Equipment that belongs to Clubs and Societies belongs to the Union and is insured by the Union for loss or damage.

**9.2.2** 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 this is provided in the Club and Society Procedures and Guidance.

**9.2.3** All insured goods and equipment must be stored in secure and locked premises when not in use.

### 9.3 Insurance for Borrowed or Hired Equipment

**9.3.1** The Union's insurance policy does not cover equipment or goods that are hired or borrowed by Clubs and Societies.

**9.3.2** Clubs and Societies must request short-term insurance cover for this type of equipment through the procedures provided in the Club and Society Procedures and Guidance, if not provided by supplier.

### 9.4 Trips Abroad

**9.4.1** 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 for doing this is provided in the Club and Society Procedures and Guidance.

**9.4.2** 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.

**9.4.3** Sports Clubs travelling and touring overseas must comply with the tour registration policy of their respective NGB, where applicable.

## **9.5 Making an Insurance Claim**

**9.5.1** All insurance claims must follow the procedures provided in the Club and Society Procedures and Guidance.

## **9.6 Risk Assessments**

9.6.1 All Clubs and Societies will abide by the Union's Statement of Intent on Club and Society Safety (Appendix 7).

9.6.2 All Clubs and Societies must complete an Annual Risk Assessment as provided in the Club and Society Procedures and Guidance.

9.6.3 Clubs and Societies who organise one-off activities that are not listed in their Annual Risk Assessment must complete Additional Risk Assessments through the procedures provided in the Club and Society Procedures and Guidance.

9.6.4 Clubs and Societies who organise activities which involve members staying at a location overnight must complete the relevant overnight stay documentation as provided in the Club and Society Procedures and Guidance.

9.6.5 Club and Society Officers will ensure that all accidents and incidents are reported in accordance with the procedures provided in the Club and Society Procedures and Guidance.