

Democracy & Membership

Club & Society Committee Training

In this module we're going to cover...

- Our democratic structure:
 - Activities Officer
 - Activities Zone
- Club and society elections:
 - AGMs, EGMs and online elections
- Registering your club or society:
 - Admin access
- Club and Society Regulations
- Your membership:
 - Types of membership
 - Communicating with your members

Our democratic structure...

In this section we'll cover:

- Activities Officer
- Activities Zone

The Importance of Democracy

Recapping from 'Intro to the Students' Union':

- A students' union is a charity, that is independent of the university it is associated with. Students' Unions are democratic organisations – they represent the interests of their members.
- Students' unions are student led. We elect students to lead on the activity we run, and decide the direction we take as an organisation.
- Usually you automatically become a member of the Students' Union when you enrol at UCL, but you have the choice to opt out of joining. If you opt out you don't become a member.
- As student leaders, club and society committee members must be freely and fairly elected by their members.
- It is your responsibility to work with Student Activities Officers and staff to ensure free and fair elections for your club or society each year.

Our Elected Officers

Recapping from 'Intro to the Students' Union':

- Each year you elect students to represent your views – full time! These students are your Sabbatical Officers – paid members of staff at the Union. Together, we look out for students best interests, working with UCL to make sure your views are heard.
- As well as full time sabbatical officers, you elect part-time student officers who fulfil their roles alongside their degrees – representing your views.
- Sabbatical Officers and Part-Time Officers work in three 'zones' – Activities, Education and Welfare & Community. These democratic structures make them accountable to you.
- The Activities Zone is made up of the Activities Officer, Arts Officer, Sports Officer, Societies Officer, Community Relations Officer and non-portfolio Sports and Societies Representatives.
- The Activities Zone discusses policy ideas to improve student activities at UCL, and makes decisions such as affiliations and disaffiliations.

The Activities Officer

- **The Activities Officer is responsible for:**
 - Supporting the development of **club and society** activity
 - Supporting the development of **volunteering** activity
 - Ensuring clubs and societies operate within the Union's **Memorandum, Articles** and **Bye-Laws**, and their **constitutions**.
 - Overseeing the allocation of **funding** to clubs and societies.
 - Overseeing the awarding of **colours and awards** to clubs and societies.
 - Ensuring club and society activities are **accessible and ethical**.
 - Lobbying for club and society **student space**.
 - Overseeing the **Activities Zone**.
 - Working with the **Sports Officer, Arts Officer** and **Societies Officer**.

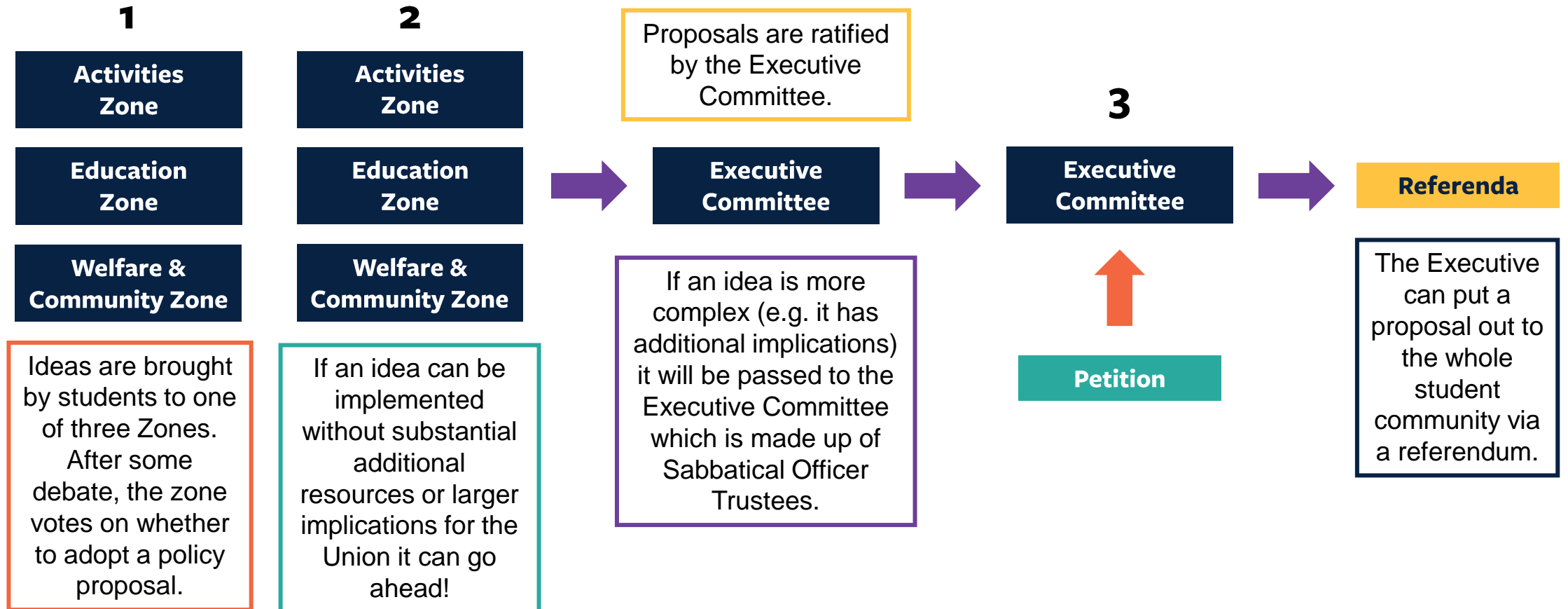
The Activities Zone

- The Activities Zone is a group of **elected student representatives** who discuss ideas and **policies** to improve the student activities programme at UCL. The Activities Zone meets once a term, or when required to make key **decisions** such as awarding colours.
- All students are able to attend meetings and suggest ideas but only representatives may cast a vote.
- The members of the **Activities Zone** are:
 - Activities Officer (chair)
 - Arts Officer
 - Sports Officer
 - Societies Officer
 - Community Relations Officer
 - Sports Non-Portfolio Representatives (6)
 - Societies Representatives (9)



**Activities
Zone**

How Policies are Made



Elections...

In this section we'll cover:

- Online Elections
- By-Elections
- Annual General Meetings
- Emergency General Meetings
- Club and Society Rules and Regulations

What's the difference?

- **Election:** An election is where you vote for your representatives. An election may be for a single club or society, all clubs and societies, or full and part time officers. **Clubs and societies must have an election to elect their committee once a year** – usually held towards the end of Term 2. This can either be online or in person (at an Annual General Meeting). The Union recommends using the Single Transferable Voting system for all elections.
- **By-election:** as above, but usually happens after an election to fill any outstanding positions. A by-election can also be held at any point in the year to fill roles after resignations.
- **Annual General Meeting (AGM):** As we are led by our members, clubs and societies usually hold an AGM once a year, towards the end of Term 2. AGMs can be used to report on the years events, hold elections, amend constitutions or discuss and provide opinions on particular issues relevant to members. AGMs don't have to include elections, but usually do.
- **Emergency General Meeting (EGM):** as above, but can be held at any point in the year to discuss urgent issues such as the need to elect someone after a resignation. You can have an EGM without an election. An election held at an EGM is normally a by-election.

Online Elections & By-Elections

- The Union holds online elections to elect our full and part time officers in Term 2 each year (which you might know as the Leadership Race)...
- This year after a week of voting we had 9,473 voters, and 90,355 ballots – that's a whopping 19.58% voter turnout – 60% higher than last year. This is the highest number of voters we've ever had, and the biggest Students' Union election in the UK.
- Clubs and societies also take part in this online election to elect their committees each year.
- Your club or society can have an online election or by-election without holding an Annual or Emergency General Meeting.
- In Term 2, we will contact you with details of how to take part in our online election so your club or society can elect your next committee. All you'll need to provide is a list of committee positions that need to be elected, and we'll set the rest up for you!

Online Elections & By-Elections

- Taking part in the Leadership Race hugely increases voter turnout for clubs and societies – this means you have a stronger mandate, more students have the opportunity to get involved, and it's easier for you to attract committee members.
- As well as this, we offer £200 cash prizes to the clubs and societies with the highest voter turnouts in the Leadership Race.
- It's by far the easiest way for you to run your election – you can even host your AGM or hustings during vote week, and get students to vote on their phones on the Students' Union website.
- Taking part in the Leadership Race takes all the hassle out of electing your next committee!
- As well as end of year elections, the Union also offers online by-elections. A by-election may be held after an election, or during the year to fill roles after resignations.
- You can request an online by-election during Term time by [completing our webform](#).

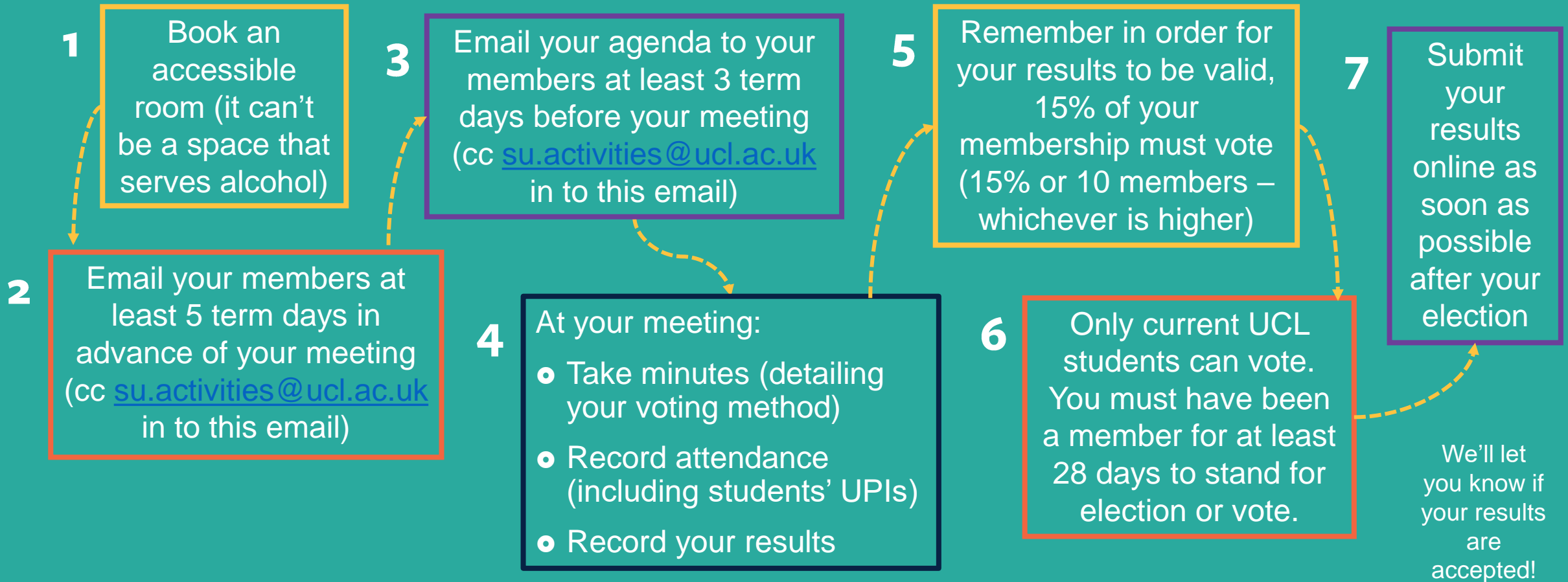
How are online elections run?

- Online elections are held on the Union website, which is specially designed to run your elections!
- Our website automatically checks if a student has held membership of your club/society for at least 28 days before nominating themselves for a committee position, and before voting. **This means you don't need to perform the check yourself, and ensures nominations and votes are valid.**
- The Single Transferable Voting method is used, which allows students to rank candidates according to their preference. **This helps students express their preference for candidates, and helps identify a winner where there are lots of candidates with a similar number of votes.**
- Our website allows for a secret ballot, while also performing a membership check.
- When you're nominating yourself or voting, you'll be able to see all the positions you're eligible for. **This makes it easy to send a link around to your members, and also increases voting turnout!**
- Results are posted directly on the Union website. You won't need to submit your results to us.
- If you have an online election – once you have completed your registration documents and training, you will **automatically be given website admin access.**

Annual / Emergency General Meetings

- Membership organisations hold AGMs once a year to discuss and vote on important issues.
- Clubs and societies are membership organisations too – your members choose who leads your group, and guide decisions such as changes to your constitution. This is usually done through an AGM.
- If you have an online election, you don't have to have an AGM.
- You can call an EGM at any point during the academic year. This is usually to address urgent issues. You might for example need to hold a by-election following a resignation, or if you need to make changes to your constitution.
- At your AGM or EGM you can:
 - elect your committee for the next academic year,
 - hold hustings for prospective candidates to talk to members,
 - discuss and vote on any changes to your constitution,
 - report back on your achievements to your members,
 - give your members an opportunity to raise important issues.
- You can have an AGM without an election. If you have an online election, you can host hustings at your AGM or EGM.

How to host an AGM or EGM...

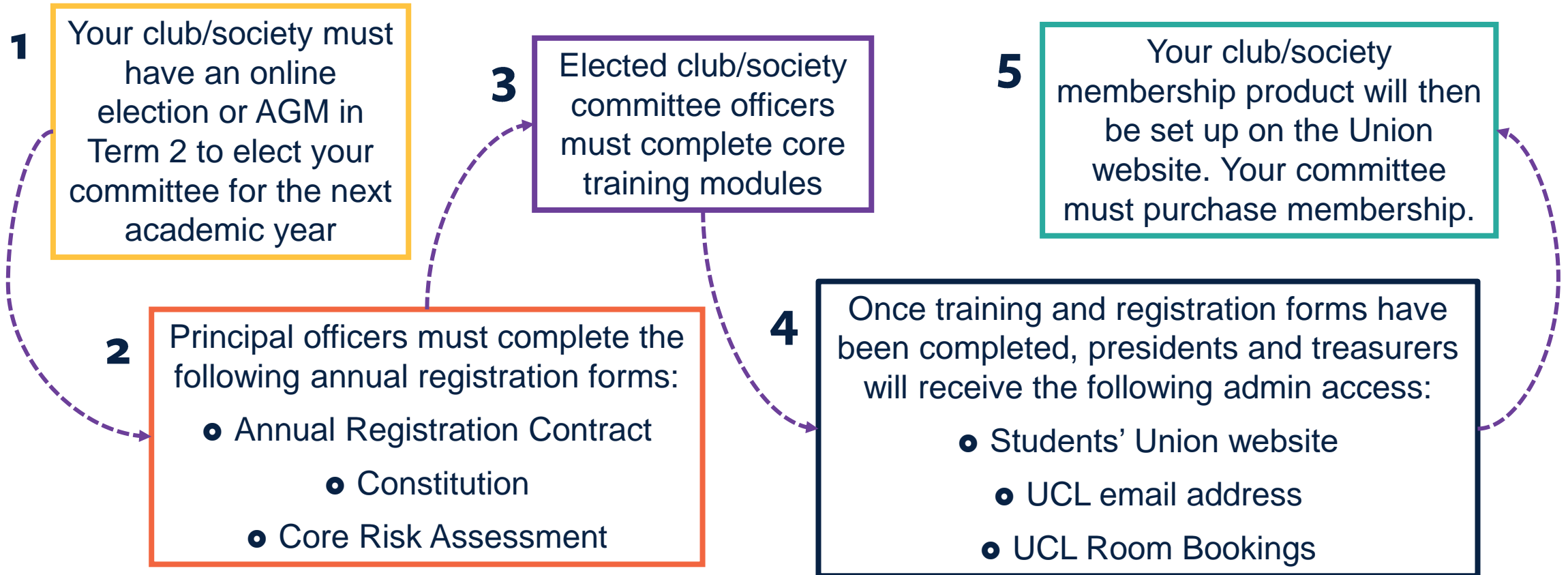


Registration...

In this section we'll cover:

- Annual registration forms
- Constitutions
- Administrative access

Registration Process



Annual Registration Forms

- Once your club/society has held an election, newly elected officers must complete the following annual registration forms to re-register your group for the new academic year:
- **Annual Registration Contract**, which includes:
 - Registration Form
 - President & Treasurer Contract
 - UCL Room Booking Contract
 - Publicity Statement
- **Club/Society Constitution**
- **Core Risk Assessment**, which must be approved by the Union. Your core risk assessment is a legal requirement and you cannot hold any club or society activity until this has been approved. You'll find out more about completing your risk assessment in Running Activities Safely.

Your Constitution

- Your constitution outlines the **core activities** your club or society holds during the academic year, and a full list of your **committee members**. You can also include details of **additional activity** which your club or society aims to hold during the course of the year.
- Any [changes to your constitution](#) must be **approved at a General Meeting** of your club or society, with a two-thirds majority vote, or [through an online referendum](#). Remember, you can only vote if you are currently a UCL student, and have held membership of the group for at least 28 days. Any changes voted for must be **ratified by the Activities Zone**.
- You can find the latest version of your constitution on your club or society **webpage**.
- When completing your registration documents, newly elected principal officers should **download** the most recent copy of your constitution from your webpage and **sign** it. You should not make any changes to the text without a vote of your members.
- If you host an AGM, your members should vote to confirm they are happy with your current constitution even if you do not make any changes.

Admin Access

- Once you have completed core training and your annual registration forms have been approved, you'll receive access to:
 - The UCL Estates [room bookings system](#) (only for presidents).
 - Edit your [page on the Students' Union website](#), where you'll be able to:
 - Access a [list of your members](#)
 - See your [club/society financial transactions](#)
 - Add events to the Union [What's On Calendar](#)
 - An [@ucl.ac.uk email address](#) for your club/society. There's no log in or password required for your email account – all you need to do is [follow the instructions](#) to link it to your UCL Outlook account.
- Once your registration forms have been approved you'll be able to submit the forms you need to run your activity (like the Ticket Request Form and Budget Approval Form). Remember, these forms can only be submitted by presidents and treasurers.
- Only presidents and treasurers can be given admin access outlined above.

Your Membership Product

- After your annual registration documents have been approved and you've completed training, we will create your membership product for you.
- A membership product lets students pay a fee to join your club or society. You'll be able to find it on your club or society page on the Students' Union website. A student is not a member of your group unless they purchase membership through the Union website.
- Societies must have a minimum membership fee of £3.00, while sports clubs must have a minimum membership fee of £10.00, unless previously agreed with the Union.
- You should tell us what price you would like to set your membership at in your annual registration forms. Remember the price you choose impacts your budget for the year.
- You cannot change your membership fee during the year.
- A membership product is valid until the end of the academic year. If a student would like to continue being a member of a group, they **must re-purchase membership** in September.

Membership Requirements

- You can have **multiple membership products**, e.g. a competitive membership and a social membership, but students can only buy one of these memberships. This doesn't stop you joining as many clubs and societies as you want!
- You must **purchase membership** of your club or society – you cannot be a committee member without membership.
- You must have **30 members** by the 1st November 2020. If you do not reach 30 members by this point, your club/society will be considered for disaffiliation.
- Anyone taking part in club or society activity after this date must have purchased membership of the group. You **cannot take part** in club or society activity after the welcome period without membership.
- If students take part in your activity without membership, your group will be in **breach of Union Regulations**, and your club or society may face disciplinary measures.
- As presidents and treasurers, you can **view a list of your members** on the Students' Union website. You are responsible for checking this list regularly, and staying in touch with your members.
- Memberships for the 2021/22 academic year will be available at the start of September.

Club and Society Regulations...

In this section we'll cover:

- Complaints & Disciplinary
- Equality of Opportunity
- Governance
- Data Protection

Club and Society Regulations

Clubs and Societies are expected to abide by Union Rules and Regulations.

The Club and Society Regulations cover 9 key areas, outlined briefly in this module.

1

General Expectations of Clubs and Societies

- Activity Levels
- Training
- Registration

2

Complaints and Disciplinary Procedures

- Officers
- Members
- Disciplinary Procedures

3

Equality of Opportunity

- Harassment & bullying
- National, cultural & faith groups
- Departmental societies
- RUMS clubs and societies

4

Governance of Clubs and Societies

- Membership
- General Meetings
- Constitutions
- Student Officers

5

Funding and Financial Regulations

- Accounts
- Funding
- Membership Fees
- Sponsorship
- Contracts
- Payments
- Equipment
- Sports Fixtures

Club and Society Regulations

6

Publicity and use of IT

- Publicity
- Websites
- Email and mailing lists
- Data protection

9

Health and Safety

- Personal Insurance Cover
- Insurance for equipment
 - Trips abroad
- Risk assessments

7

Facilities and Activities

- Room Bookings
- Sports Facilities
- External Venues
- External speakers and Freedom of Speech
- Initiations and peer pressure

You can view the full Club and Society Regulations on the Union website: <http://studentsunionucl.org/content/pr esident-and-treasurer-hub/rules-and-regulations>

8

Sports Club Specific Regulations

- Competitive sport
- Sports kit and colours

You are expected to read through and agree to the Club and Society Regulations when signing your Annual Registration Contract. We'll cover some areas in more detail in your training.

Complaints & Disciplinary

- Principal officers are ultimately responsible for their club or society, and are accountable to the Students' Union. You should ensure all your members are aware of our disciplinary procedures.
- If you or a member wants to make a complaint, the Union is here to fully support you. There are a number of channels available depending on the nature of the complaint. If appropriate, please don't hesitate to contact a member of staff for further assistance.
 - [Informal complaints](#)
 - [Complaints against the Union](#)
 - [UCL Report & Support](#)
- Where appropriate, members should make complaints to the club or society president in the first instance. If the issue cannot be resolved, members can contact the Activities Officer directly. If the Activities Officer is unable to resolve the issue, they may refer the complaint to the Activities Zone.
- The Activities Zone can take disciplinary action or sanctions against clubs or societies, while individual members will usually be referred to the Union disciplinary procedure.

Equality of Opportunity

- Any member of the Union is eligible to join any club or society at any time – clubs and societies are not allowed to restrict who can purchase membership.
- This includes: national, cultural and faith groups; departmental groups; and RUMS clubs and societies. The only exception to this rule is for certain academic societies – specified in the Club and Society Regulations.
- Clubs and societies must abide by the [UCL Policy on Harassment and Bullying](#).
- Bullying and harassment within clubs and societies is unacceptable. Principal officers are expected to lead by example, challenge negative behaviour and set the standards of appropriate behaviour.
- It is your responsibility to moderate both face to face and online interactions (such as WhatsApp group chats).

Governance of Clubs and Societies

- Principal officers can **resign** by emailing the Activities Officer. Any other officers may resign by notifying their president, or the Student Activities Department. Please cc su.activities@ucl.ac.uk into any emails about resignations.
- Remember you are **accountable** to your members. You cannot exclude or remove members from your club or society. Members can however vote to remove elected officers from their positions through a motion of no confidence.
- A **motion of no confidence** in any officer can be called by either: a petition signed by at least 15% of members (or 10 members, whichever is greater); or by a two-thirds majority vote at a club or society committee meeting.
- If a motion of no confidence is called then an **EGM** must be held. The motion should be voted on at an EGM, and in order for it to be carried, it must be supported by two-thirds of those present and voting. Normal EGM regulations will apply for any election held after a motion of no confidence.

Data Protection

- Clubs and societies are required to comply with the Data Protection Act 1998, and [UCL Data Protection Policy](#). Presidents and treasurers are required to read and familiarise themselves with the UCL policy on data protection.
- This policy and legislation encompasses the General Data Protection Regulation (GDPR) and the Privacy and Electronic Communications Regulations (PECR).
- So how does this apply to you as the leader of your club or society?
 - 'Bcc' your members when contacting them via email. You can't disclose who is member of your club or society without express permission.
 - Don't give out the contact details of your members to third parties, e.g. to advertise promotions or to recruiters.
 - Mailing lists should only be used to communicate relevant information about club/society activity to your members – not advertise other things.



Data Protection

- Members should have the option to 'opt-out' of communication from your group (e.g. unsubscribe from your newsletter, or unlike your Facebook page).
- You can access your membership list from the Students' Union website.
- You should not store your members personal details in an insecure way (e.g. on your personal USB stick).
- You should only use your @ucl.ac.uk to send communication on behalf of your group. Other email services such as Google Mail are not always compliant with GDPR.
- When contacting external organisations (e.g. for sponsorship) they have the right to ask you to remove them from any contact lists.
- Always clearly identify yourself as a Students' Union UCL club or society.

Membership...

In this section we'll cover:

- Opting Out
- Under 18's
- Visiting & Associate
- Communicating with your members

Club and Society Membership

- There are loads of reasons why you should persuade students to purchase membership of your club or society!
 - You can't **take part** in club or society activity without the relevant membership.
 - Without membership, you can't **stand for election** or **vote** in general meetings.
 - Our **insurance** does not cover anyone who is not a member of your club or society.
 - You can't compete in some **sports leagues** such as BUCS without membership of the club you are playing for.
 - Membership fees support your club or society to run activities, as they provide a vital source of **income**.
- Remember, presidents and treasurers are responsible for checking everyone participating in their activities has purchased membership beforehand.
- You can view a full list of your members by logging in to the Students' Union website.

Membership of the Union

- Most students automatically become a **member of the Students' Union** when enrolling at UCL, but have the choice to opt out of joining. If you opt out, you do not become a member of the Union.
- Students will be asked if they would like to share their **data** with the Students' Union during online enrolment on Portico. If they decline, we will not receive their data and so they will not automatically become members of the Union.
- We only receive data from UCL for those students who have **consented** to share their information.
- You can only purchase membership of a club or society if you are a member of the Students' Union.
- If you are a current UCL student and you've **opted out**, you can [opt back in](#) to membership of the Students' Union over on our website. It can sometimes take a few days for our records to update, while we wait for data from UCL.

Membership of the Union

- UCL enrolls several hundred students each year who are under the age of 18.
- **Under 18s** can't purchase membership of a club or society without permission from their parent or guardian. They must [submit this form](#) to request permission to join.
- Once this form has been approved, the individual will be able to purchase their membership directly from the Union website.
- Once they have joined your club or society you will be able to identify who they are from your membership list - it is your responsibility to check and make sure you attend our **safeguarding training**. Safeguarding is taking action to prevent harm to vulnerable individuals such as young people, and promoting their welfare.
- Some non-UCL students (such as alumni and UCL staff) can also become members of the Students' Union by purchasing **visiting or associate membership**.
- Visiting and associate members are eligible to purchase membership of clubs and societies.

Visiting & Associate Membership

A **visiting member** is one of the following:

- A student from another Higher Education institution or Students' Union. They need a recommendation from the president or treasurer of the club or society they want to join.
- A UCL student who is a year-in-industry student (placement year student). They do not need a recommendation from the club or society they want to join.
- A visiting student at UCL (studying a module at UCL). They do not need a recommendation from the club or society they want to join. This includes Centre for Languages & International Education (CLIE) students.

UCL students who have interrupted their studies can apply for Associate Membership under extenuating circumstances.

An **associate member** is one of the following:

- An alumni of UCL who has graduated.
- A staff member of UCL or the Students' Union.
- A fellow of UCL (an honorary position).

Associate members do not require a recommendation from the president or treasurer of the club or society they are applying to.

Visiting & Associate Membership

- Non-UCL students can request visiting or associate membership [through the Students' Union website](#). Membership costs £25.00 for one year, and £15.00 for three months.
- As part of the application, presidents/treasurers may need to provide a recommendation to confirm you are happy for a visiting or associate member to join your group.

Visiting and associate members cannot:

- Represent UCL / Students' Union UCL in competitive sport.
- Take lead roles in any theatre, music productions or events.
- Vote in any Students' Union UCL or club / society elections.
- Hold an elected position with Students' Union UCL or its affiliated clubs or societies.
- Take away opportunities from current UCL students to take part in Union activities.

Badminton Club Membership 2019/20 (Social)	520496	11/10/2019, 12:14	£40.00	Current UCL Student, UCL-Authenticated User, UCLU Member	Yes	view
Badminton Club Membership 2019/20 (Social)	520614	11/10/2019, 14:18	£40.00	Associate Member	No data found	view
Badminton Club Membership 2019/20 (Social)	520628	11/10/2019, 14:32	£40.00	Current UCL Student, UCL-Authenticated User, UCLU Member	Yes	view

You can check which of your members are visiting/associate by logging in to the Students' Union website, and viewing your membership list!

Communicating with your members...

- Presidents and treasurers are responsible for ensuring you stay in touch with all your members regularly.
- Check your membership list on the Students' Union website every week, and remember to welcome any new members you may have. This is also a great opportunity to let all your members know about any upcoming events or activities you have planned.
- This also makes sure everyone has the same opportunity to take part in your activities. Remember, not everyone has a Facebook or Instagram account!
- You should also tell your members about upcoming events and opportunities from the Union. We'll send you regular updates, and it's your responsibility to cascade this information to your members.

Quiz!

Please complete the following quiz to register your completion of this training module.