

New Club or Society Approval Process Policy

1. Purpose

1.1 The purpose of this policy is to outline the process for approving new student led Club or Societies at Norwich Arts Students' Union ('the SU').

2. Definitions

2.1 A Club is defined as a group led by and ran for students of Norwich University of the Arts, where the core activity is sport or physical activity, which may or may not require an instructor, coach or facilities hire

2.2 A Society is defined as a group led by and ran for students of Norwich University of the Arts, where the core activity is not sport or physical activity, such as – but not limited to - shared characteristics, non-sport interests or education.

3. Eligibility Criteria

3.1 In order to be an eligible club or society, the proposed group must meet an eligibility criteria. The proposed society must:

- a. not promote illegal activity or maintain illegal activity as it's core activity
- b. not contradict the SU's By-laws, Constitution or Code of Conduct
- c. be ran by students, with occasional and expected support from staff at the SU
- d. have aims, objectives and a core activity that is distinct from, or does not significantly overlap with an already existing group
- e. have two students minimum and six at maximum applying to be Society Leads
- f. for all new clubs, have a minimum of ten Norwich University of the Arts students interested in joining as members

4. Application Form

4.1 A New Club or Society Idea Application Form will be made available to all students on the SU website and upon request

4.2 The New Club or Society Idea Application Form will contain the following, filled in by the applicants:

- a. Name of New Society
- b. List of Society Leads with names and email addresses
- c. Display that eligibility criteria is met
- d. Aims and Objectives

4.3 If the society is approved, the students will be asked to fill out a Society Leads Details Form which includes more specific personal details, a Volunteer Agreement and data sharing permissions.

4.4 All societies approved by the SU are integrated and part of the SU, and never separate or independent entities unless otherwise established.

5. First Instance Consideration

5.1 New Club or Society Applications will be considered by the staff member responsible for operating the Societies service ('the staff member') and the elected officer responsible for clubs and societies ('the officer'), who will meet every two weeks, in term time, to consider society applications.

5.2 They can accept, suggest amendments before approving or in certain cases as outlined in clause 6, refer the decision to the Executive Committee

5.3 The students proposing the society must be notified of the outcome of this meeting within 3 working days of it taking place.

5.4 The students proposing the society are able to appeal a rejection of a society, in which case the application will go to the Executive Committee for consideration. They can then appeal to Trustee Board for consideration if dissatisfied at the conclusion made by the Executive Committee.

6. Referral to Executive Committee

6.1 In the following cases, the society must be deferred to the Executive Committee for approval

- a. When the staff member and the officer cannot come to a unanimous agreement
- b. When either the staff member or the officer are away for a period of time longer than three weeks
- c. When there is a conflict of interest between either the staff member or the sabbatical officer and the student(s) setting up the society for example membership of a political party or external organisation or personal relationships

6.2 In the following cases, the society can be referred to the Executive Committee for approval

- a. When the suggested society is political in nature, for example pertains to a political party or campaign
- b. When the suggested society affiliates itself, either formally or informally, with an external organisation, such as a charity, for example Oxfam, Sexpression or British Red Cross

6.3 The students proposing the society must be notified of the deferral and the reasoning of their society application within 3 working days of the decision being made and be given the opportunity to provide a written statement defending their society proposal, which will be provided to the Executive Committee.

6.4 The Executive Committee can approve or reject the proposal. The students proposing the society are able to appeal a rejection of a society, in which case the application will go the Trustee Board for consideration.

7. Society Membership Fees

7.1 A termly or annual membership fee will be suggested to societies that require consistent funding, for example a sports society that requires venue or instructor hire. The suggested fee will be determined by the staff member, with reference to the annual operational cost of running the society and without intention of profit making.

7.2 The Society Officers for the society can suggest alternative funding models or negotiate the price if they deem it unsuitable.

8. Minimum Membership Requirements

8.1 All clubs must meet a minimum membership requirement of 10. Should this not be met, the Club will be placed on probation. During this time, the SU will support the club in recruiting more members however if the minimum membership requirement is not met by the end of the following term the club will be disbanded.

8.2 The Minimum Membership Requirement also applies to clubs that were re-started via the Adopt a Society Scheme

9. Policy Review

9.1 This policy is to be reviewed annually, in August, by the SU