

STUDENT ACTIVITIES REGULATIONS

Version 1.0 (October 2021)

Students have many exciting opportunities when at University – becoming a part of a Student Group is one of them! For Student Groups to work well for everyone, we've published these regulations to describe how the Guild and our students can be compliant and safe. These regulations are written in accordance with the Guild's governing documents and replace any previous versions. If you have any questions, you can contact the Activities Team (activities@exeterguild.com).

Registration

Groups of students who want to deliver activities or opportunities for other students must be registered with the Guild to access the support and resources of the Guild.

1. Any student can propose the registration of a Student Group.
 2. To be approved proposals must meet all the following criteria:
 - The Society Registration Form must be filled out adequately and in full.
 - A compliant Constitution must be submitted.
 - At least 25 students must register interest in the proposed society.
 - There must not be any already-registered Student Group with the same, or very similar, Name, Aims, or Objectives.
 - The proposed group must not pose an intolerable legal, financial, or reputation risk to the Guild.
 3. The Guild shall determine whether these conditions have been met and will decide whether to grant registration based solely upon this.
 4. All applications for Student Group registration shall be managed through this process.
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Dormancy, Deregistration and Suspension

This section describes the processes needed to ensure Student Groups remain compliant with legal regulations and are operating in a way which benefits students.

5. When a Student Group becomes dormant or suspended it may no longer, except to fulfil the conditions of a suspension, carry out any functions or activities (including promotional, democratic, or financial).

6. The Guild will offer guidance and reasonable support to help Student Groups avoid becoming dormant, deregistered or suspended.

Dormancy

7. A Student Group shall become dormant if the group fails to fill the necessary committee positions or fails to maintain 10 members.

8. A Student Group shall cease to be dormant once the Guild confirms these conditions are met. Students can apply to bring a dormant Student Group without a Committee out of dormancy by following this process.

9. A Student Group shall also become dormant if a General Meeting unanimously votes to that effect.

Suspension and Deregistration

10. The Guild may suspend a Student Group if the group breaches the Guild's governance or regulations or if the group poses an intolerable legal, financial, or reputation risk to the Guild. When a group becomes suspended, the Guild shall outline to the Committee any conditions that must be met for the suspension to be lifted. Once these conditions have been met, the Guild will lift the suspension.

11. A Student Group shall be deregistered;

- Upon being dormant or suspended for 12 consecutive months;
- Upon the outcome of a Code of Conduct investigation to that effect;
- If the group poses an intolerable legal, financial, or reputation risk to the Guild.

12. The Guild will allocate the deregistered Group's moneys and other assets to an appropriate fund.

Membership

Membership of Student Groups is open to all and only members of the Guild (both Student Members and Associate Members). All University of Exeter students count as Student Members; this includes students on placement, studying abroad, distance learners, and all University of Exeter students on Truro and Penryn Campus.

13. A Student Group Committee may set a membership fee.

14. The Guild will maintain and administer Student Group membership records.

Constitution

Every Student Group is unique. As such, each has its own individual Constitution. This Governing Document sets out the details of how the individual Student Group is run and how it is governed by its members.

15. A Constitution shall, at least, detail the Student Group's Name, Aims, Objectives, General Meeting provision and quorum, and Committee positions.

16. Constitutions must be uploaded to the Guild's website and accessible to the Student Group's Members.

17. A Constitution may be amended by a simple majority vote of the Student Group's Committee or a General Meeting. This change must be notified to both members and the Guild in a timely manner. A secure petition of at least 25% or 40 of the Student Group's members, whichever is fewer, can reverse any changes made by the Committee.

18. Changes to a Student Group's Name, Aims, or Objectives should feature consultation with the Group's members. Additionally, a change of this nature must be ratified by the Guild to ensure that there is not any already-registered Student Groups, or any prospective Student Groups in the process of registered, with the same, or very similar, Name, Aims, or Objectives, and that these changes do not pose an intolerable legal, financial, or reputation risk to the Guild.

19. Constitutions are subordinate to the Guild's Governing Documents, including these Regulations.

Name, Aims, and Objectives

The Aims of your Society are the purpose of your group. These should be abstract but precise; they should summarise your group in only one or two lines.

20. The Objectives of your Society are the ways you achieve your Aims. These should be more tangible than your Aims, while being open. A Society should expect to have a handful of objectives, though this varies.

21. The Name of a Student Group should reflect its Aims.

General Meeting

22. As student groups are member-led organisations the members of a group form the highest decision-making body. This is in the form of a General Meeting. Something should be considered at a General Meeting if it significantly changes the group's Constitution or if it is significant enough that the Committee think it requires broader approval.

23. A Society should hold a General Meeting at least once every year. This is usually at the end of the year just before the group's annual elections. The Committee provide an update on what the Society has been up to during the year, update the members on the group's finances, and pass any changes to the constitution, including adding new Committee Positions.

Committee

Every Student Group is led by an elected Committee, which is responsible for leading and running the Group on behalf of its members.

24. Every Committee must be made up of at least three elected Committee Members, only Student Members of the Guild (not Associate Members) may hold these positions. Two of these positions must fulfil the duties outlined below (though the positions may be re-named or reconfigured in the Constitution). The third of these positions shall be detailed in the Society's Constitution.

25. The mandatory minimum duties of a President (or equivalent position) are:

- Shall be ultimately responsible for the Society, its activity, and its development.
- Shall chair General Meetings of the Society and Society Committee Meetings.
- Shall be responsible for ensuring that the Society Committee liaises with the Guild, and that the Society and its Members are represented in any relevant Guild processes.
- Shall ensure the Society is operating in line with the Guild's governing documents and compliance policies and processes.

26. The mandatory minimum duties of a Treasurer (or equivalent position) are:

- Shall be responsible for the financial operations of the Society.

- Shall set and oversee the Society's annual budget and present a financial report to all members at the annual General Meeting.
- Shall aim to ensure that the Society is not running a deficit at any time.
- Shall be responsible for Society's funding applications.
- Shall ensure that expenses and other outgoing payments are authorised in a timely manner.
- Shall ensure that fundraising is organised where appropriate.

27. Additional Committee positions shall be set out in the Student Group's Constitution. These may be held by any member of the Student Group, including Associate Members.

28. All Committee Members must be Members of the Society. A person may only hold one position on an individual Society's Committee. Up to two people may jointly nominate themselves for, and hold, one Committee position; they shall share one vote on Committee, though resignation or removal of one does not remove the other.

29. A Committee Member may resign their position by informing the President (or another Committee Member if the individual resigning is the President) and notifying the Guild. To do this please email activities@exeterguild.com.

30. A Student Group Committee or General Meeting may create and remove additional roles to support the Committee as they see necessary, including through the formation of project boards, advisory panels, and other such groups. The Student Group Committee remains ultimately responsible for these tasks and any individuals or groups delegated tasks must adhere to the Guild's governing documents, including its Code of Conduct.

Student Group Elections

A key part of being a democratic organisation is that its members choose who leads them.

31. As such, all Student Groups must hold annual elections, in which their members elect the group's Committee to a 12-month term of office. By-elections may be held throughout the term of office to fill any vacant positions for the remainder.

32. All, and only, the members of a Student Group can vote in its Committee election. Running for a Committee position is open to all members of the Student Group, with the exception of the three roles as detailed above. To run for a position an individual must be a Member of the Society at the time of the election and reasonably expect to be one when the term of office begins.

33. All elections must be conducted using the Guild's election system. More information about running Student Group elections can be found [here](#).

Committee Votes of No Confidence

Not only do members in a democratic organisation choose their leaders, but they have the power to remove them.

34. Society Members can remove someone from Committee by passing a Vote of No Confidence. A Vote of No Confidence shall take place if it is agreed to by one third of the Committee, or if a secure petition of 25%, or 40, of the Student Group's members, whichever is fewer, is received.

35. Before a Vote of No Confidence may take place, the Guild must be content that informal resolutions have been attempted and that the cause of any directly relevant issues is not due to any reasons that may be protected by law. A Vote of No Confidence must be facilitated by Guild Staff.

36. The Vote of No Confidence will pass by a simple majority of those Society Members who cast a vote. If the Vote of No Confidence passes, the Committee position is vacated, and, if appropriate, a by-election is held.

Activities, Training, External Relations, and Finance

37. For both your group and the Guild to be compliant with a variety of laws (including various Education Acts, Companies Acts, Equality Acts, freedom of speech laws, Charity Regulations, and other finance laws) we've developed processes which ensure everything we do is safe and legal.

38. Student Groups must submit all events for approval by following the appropriate process and within the deadlines as set out [here](#). All relevant events and activities must have adequate budgets and risk assessments.

39. Student Group Committee Members must undertake all training deemed necessary by the Guild as detailed [here](#) and are encouraged to develop their skills by engaging in the supplementary training and participating in the Guild's [Student Group recognition scheme](#).

40. Formal relations between a Student Group and external organisations (including registration) are subject to the agreement of the Guild. These relations should primarily further the Aims and Objectives of the Student Group.

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

42. Student Groups may own assets, including moneys. All assets will be held by the Guild in trust on behalf of the Student Group. A Student Group may only use its assets to deliver its Aims and Objectives. In managing its assets, a Student Group must follow the procedures set by the Guild and detailed [here](#).

Allocating Resources

We are required by the Education Act 1994 s. 22(2)(i) to set out in writing a fair procedure for allocating resources to student groups.

43. Grants are allocated as described [here](#).

44. Other groups, such as media groups, receive resources from the Guild as outlined in their service-level agreements.