

STUDENT GROUP REGULATIONS

1. Introduction and Definitions

1.1 The Students' Association supports Student Groups, defined as Societies, Clubs, and Sports Clubs affiliated to The Highlands and Islands Students' association (HISA).

1.2 All Groups must abide by this document, though some Groups may have additional procedures and regulations where appropriate.

1.3 Student Groups of the Students' Association are bound by its Articles of Association, Regulations, policies, and procedures.

1.4 The Students' Association will provide support to Student Groups to help them deliver their aims and objectives.

1.5 Documents containing procedures for Student Groups will be made available to all Committee Officers and should be followed.

1.6 Definitions

1.6.1 Student Group – Any student-led Group affiliated to the Students' Association.

1.6.2 Affiliation – The process which certifies a Group as part of the Student's Association, bestowing upon it the rights and responsibilities found within these Regulations.

1.6.3 Committee Officers – The President and Secretary/Vice-President and Treasurer. The Treasurer and Secretary may be combined into one role.

1.6.4 Community Engagement Team – HISA Staff responsible for supporting Student Groups, as decided by the CEO and supervised by the Community Engagement Manager.

1.6.5 Senior Management Team – Consists of the CEO, Community Engagement Manager, Operations Manager, Student Voice Manager, and Communication and Commercial Department Manager.

1.6.6 Management Board – The Operational Management Committee of the Students' Association, which is chaired by the CEO and consists of the Senior Management Team and Regional Officers.

1.6.6 Member – Any full member or associate member of a Student Group.

1.6.7 Full Member – A UHI student who registers and subscribes to a Student Group.

1.6.8 Associate Member – Members of a Student Group who are not UHI students but have registered and paid any subscription fees for Associate membership.

1.7 Capacity for new groups and re-affiliations will be determined by the Senior Management Team each semester. The following points will apply when we do not have the capacity to support all eligible applicants.

1.7.1 Applications for Student Group vacancies (affiliation and re-affiliation) will be reviewed by the Community Engagement Team and priority given to groups with unique offerings, highest number of members, and/or representing underrepresented groups/areas.



1.7.2 Evaluations will be made by the Community Engagement Team for ratification by the Management Board.

1.7.3 Should a group fail to receive affiliation they will be permitted to re-apply when a place becomes vacant or when capacity increases.

2. Affiliation

Members of the Students' Association can apply to affiliate a Student Group in accordance with the following procedure.

2.1 Gaining Affiliation

2.1.1 To be affiliated Student Groups must have:

- i) A set of core aims that do not duplicate with another activity or service already provided by the Students' Association or another Student Group;
- ii) At least two founders that are UHI students who can perform the duties of the Committee Officers until either an election is held or full members volunteer;
- iii) An approved application submitted through the online form
- iv) A minimum number of 3 members.

2.2 Maintaining Affiliation Throughout the Academic Year

2.2.1 Student Groups must demonstrate that they are active to maintain affiliation to the Students' Association.

2.2.2 To be considered active, Student Groups must do the following:

- i) Ensure Committee Officers complete any mandatory trainings;
- ii) Ensure interim Committee Officers are elected upon any resignations;
- iii) Demonstrate the Student Group is working towards its aims and objectives;
- iv) Comply with all health and safety, financial, administrative, and other procedural requirements as deemed appropriate by the Students' Association;
- v) Maintain membership records;
- vi) Maintain the minimum number of members.

2.3 Disaffiliation

2.3.1 A Student Group may be disaffiliated upon evidence of one of more of the following:

- i) Inactivity for a period of 4 months or longer;
- ii) Evidence of financial mismanagement;
- iii) Evidence of a violation of the Students' Association Articles of Association, Regulations, Student Code of Conduct, policies or procedures;
- iv) Failure to meet any of the criteria outlined in Maintaining Affiliation 2.2;

2.3.2 Upon disaffiliation or suspension of support, the Student Group has 10 working days within which to appeal to the President of the Students' Association if they feel there has been a mistake in the assessment. The Students' Association President or nominee is responsible for conducting an investigation into the appeal as per the relevant procedure.

2.3.3 The evidence will be presented to a panel consisting of the CEO, a regional officer, and a staff member to which the Student Group concerned will also be allowed to present their case. The appropriate Committee will then decide upon one of the following options by majority vote:



- i) Lift the suspension;
- ii) Reduce the suspension;
- iii) Continue the suspension;
- iv) Disaffiliate the Student Group.

2.3.4 If the panel decides to lift the suspension, the Student Group must enter a trial period to demonstrate they are active and in accordance with regulations. This trial period shall last either 4 weeks or a time deemed appropriate by the panel.

2.3.5 At the end of the trial period, if the Student Group is considered active their suspension will remain lifted.

2.3.6 If the Student Group has not proven to be active and in accordance with all rules and regulations, they will automatically be disaffiliated from the Students' Association.

2.3.7 Any Committee Officer of a disaffiliated Student Group (outwith reasons of inactivity) may not usually be a Committee Officer of any other Student Group for the following 12 months including if they are already a Committee Officer of another Group. Exceptions may be granted by the Community Engagement Manager.

3. Membership

3.1 Student Group membership is only available through the website for the Highlands and Islands Students' Association. It is exclusive to:

- i) A full member of the Students' Association (UHI Students) who is 16 or older;
- ii) An associate member of the Students' Association who is 16 or older with membership approval from the Committee of the Student Group. Associate members are not permitted to hold a Student Group Committee position. Associate members may include a member of UHI or The Students' Association.

3.2 To participate in a group activity, the participant must either be a member of that group, a full or associate member of the Students' Association, or temporarily affiliated by agreement.

3.2.1 Student Groups must maintain records of temporarily affiliated participants (e.g. a participant register for each activity with name and contact details) unless the activity is open to the general public and has tickets.

3.2.2 Taster sessions are permitted through the events approval process, but participants should be documented when possible.

3.3 Each Student Group must meet the minimum number of members (3). Exceptions may be granted in cases of Inclusivity and Diversity, as determined by the Community Engagement Manager.

3.4 The Students' Association will maintain up-to-date records of the membership numbers and monies deposited or owed to the Association. The Students' Association shall make this information available to Groups upon written request.

3.5 The Students' Association will maintain an up-to-date record of memberships sold for each Student Group. The membership held by the Students' Association is definitive. Any reference made to membership numbers within these regulations refers to the list held by the Students' Association.

3.6 No participant may represent a Student Group in competitions or the equivalent without being a member of the requisite Student Group.



3.7 Where a Student Group has a reciprocal membership agreement with a National Governing Body, this should be explicitly communicated to the Students' Association.

3.8 If it is considered by the Group's committee that the granting or renewal of membership to an individual would be detrimental to the aims and objectives of the Group, by virtue of conduct or character likely to bring the Group disrepute or for some other similar good cause, the Group committee may be entitled to refuse or withdraw such membership with approval from the Community Engagement Team.

3.8.1 If a Group wishes to refuse membership to someone eligible and a UHI student, they must first contact the Community Engagement Team and present their case. Only upon approval from the Community Engagement Team are they permitted to contact the proposed member regarding the refusal.

3.8.2 If the Group refuses membership to someone eligible the committee shall provide full reasons for their decision and grant a right of appeal to the Community Engagement Team and Board of Management. Following an unsuccessful appeal, the member shall be allowed a refund on their subscription.

3.9 Any member may resign giving clear notice to the Group's President, Captain, or equivalent but will not be reimbursed their membership fee.

3.10 Any member violating the Students' Association Regulations and the Student Group Code of Conduct or being adjudged guilty of unsatisfactory conduct may, by resolution of the Community Engagement Team and CEO, be suspended or expelled from the Group.

3.11 Student Group members must adhere to the Students' Association articles, the Student Group Code of Conduct, regulations, and policies. Student Group members deemed to be in violation of these may have their Student Group membership removed by the committee without refund of the membership fee.

3.11.1 Student Group member wishing to appeal having their membership removed can make an appeal to the President of the Students' Association who will conduct an investigation and make recommendations to the Community Engagement Team and CEO. The member has the right to address the Committee before its decision to uphold or dismiss the suspension or expulsion.

4. Election of Committee Officers

4.1 All Committee Officers must be full members of the Students' Association and the relevant Student Group.

4.2 The Students' Association requires that election of new Committee Officers occur before the end of Term 2.

4.3 The Committee of each Student Group will include the President, Treasurer, and Secretary (or Vice-President).

4.4 Student President or equivalents will normally be in office from the date of affiliation (new clubs) or the start of the academic year following election.

4.5 Committee Officers may co-opt members into additional roles. These positions must be communicated to the Community Engagement Team.

4.6 The position of an elected Committee Officer will be vacated if:

i) They are no longer a member of the Students' Association;

ii) They resign. If they do resign, they must submit their resignation to the Student group, who should inform the Community Engagement Team of the Students' Association.



- iii) They do not perform the responsibilities detailed in this document or relevant policies and procedures.
- iv) They violate the Students' Association's regulations, policies or procedures;
- v) Two-thirds majority of the Student Group members at a General Meeting passes a motion of no confidence.

4.6.1 The Committee with support from the Community Engagement Team are responsible for removing elected Committee members in accordance with the reasons stated above.

4.6.2 When a mandatory Committee position is vacated an election shall be called at the earliest convenient time to appoint a new member.

5. Development and support for Groups

5.1 The Students' Association will offer training at designated dates throughout the academic year.

5.2 Additional trainings and workshops may be offered depending on availability and capacity of local teams and the Community Engagement Team

5.3 A section of the Students' Association's website will be available for each Group. Groups are expected to maintain their own section of the website provided to them beyond basic sub-site creation.

5.4 External websites are permitted, including pages on social networking sites. However, due to the provision already available, no funding will be made available for this. All external websites must be communicated to the Community Engagement Team.

5.5 The content of external websites will be periodically monitored and any website that is linked to a Group should be in line with the Students' Association's Articles of Association, Regulations, policies, and the Social Media Policy for Student Groups.

5.6 A section of the Students' Association website will contain up-to-date resources specific for Groups to help with administration and management.

6. Annual General Meeting

6.1 Groups must have at least one General Meeting a year, to be known as their Annual General Meeting. The Students' Association will review additional requirements on annual basis.

6.2 The meeting should be chaired by the President or equivalent.

6.3 The meeting will have a quorum of 50% of all members unless the specific Group's constitution states a percentage that is higher. The Student Group may act on the basis of a decision made at an in-quorate meeting subject to ratification by the Community Engagement Team, until such time as a quorate meeting rules to the contrary.

6.4 In normal circumstances, only the Group members shall attend the meeting. Other students or Students' Association staff or officers may attend for part or all of the meeting but have no vote.

6.5 Meetings shall be held in the second semester of the academic year.

6.6 Calling an Annual General Meeting

6.6.1 Notice of an Annual General Meeting must be given at least five working days in advance of the meeting to all members.



6.6.2 Any agenda items must be submitted to the President, Captain or equivalent at least two working days prior to the meeting taking place.

6.6.3 The agenda must be publicised for at least one working day prior to the start of the meeting.

6.7 The duties of the meeting shall be:

- i) To elect the Committee Officers for the next academic year if not elected online through the Students' Association website;
- ii) To pass any amendments to the Group's Constitution for ratification by the Students' Association;
- iii) To discuss feedback on the work carried out by the Group during the year to date and plans for the coming academic year;
- iv) To pass or reject any motions submitted by its members.

6.8 Minutes should be made recording the meeting and the outcome of the election and sent to the Community Engagement Team.

6.9 The Clerk to the meeting shall be any member of the Student Group that is not an elected officer.

6.10 Extraordinary General Meetings

6.10.1 An Extraordinary meeting may be called by a Committee Officer or by its members, provided that they present the President or equivalent a petition of names amounting to 1/3 of the Group membership and that the rules of the timing of the meeting, as per the AGM procedure, are observed.

6.10.2 If the President or equivalent wishes to call an extraordinary general meeting then the petition, as stated above, should be given to the next most appropriate Committee Officer who should follow the rules of calling an Annual General Meeting as above.

6.11 Removal of Committee Officers

6.11.1 Removal of a Committee Officer may be called at an Annual General Meeting or extraordinary general meeting. Any member that wishes to do so must add it as an agenda item as above. A 2/3rd majority vote of no confidence in a Committee Officer by the members present is needed to remove a Committee Officer.

7. Promotion of Groups

7.1 For the displaying of posters or notices, permission must be sought from the relevant University / Local Students' Association Team / Facilities department.

7.2 The following must be adhered to:

- i) All posters and flyers must clearly carry the name of the relevant Group and carry the Students' Association logo. This logo must not be distorted or abridged in anyway without the permission of the Communications Team;
- ii) All posters must be removed following an event that they are advertising;
- iii) Members must carry identification when giving out flyers;
- iv) All posters not in English must be accompanied by an English translation.



8. Finance

8.1 Subscriptions and Other Income

8.1.1 When members join a Student Group, they will pay a £1 fee to the Students' Association. Exceptions may be made on a case-by-case basis.

8.1.2 Groups may then charge an additional standard membership fee that will help support the clubs' activities. They may also charge an increased associate member fee.

8.1.3 Club-specific fees shall be set before the beginning of the financial year (1st August) and should not change midway through the financial year.

8.1.4 The £1 membership fee must be paid through the Student's Association Website upon sign-up. Club-specific fees may be paid to the club directly.

8.1.5 Sponsorship contracts should not conflict with the Students' Association's Articles of Association, Regulations, or policies. All sponsorship contracts must be authorised by the Community Engagement Team.

i) No Student Group or member thereof may sign a legally binding contract on behalf of the Highlands and Islands Students' Association.

8.1.6 All other income for a Group, from whatever source, must be paid into the group's bank account as soon after receipt as possible. Income deposited by cash or cheque will be receipted at the time of transaction and the receipt must be retained in the Group's records.

8.1.7 Groups must provide quarterly records of their finances to the Community Engagement Team.

8.2 Grants

8.2.1 The Students' Association will make a general allocation for Groups in the context of the Students' Association's overall budget and finances. Grant allocations can only be spent on that which benefits members.

8.2.2 Out of the general allocation, individual Grants will be allocated to specific Groups by the Community Engagement Team.

8.2.3 No Grant allocations will be made for:

- i) Retrospective bids;
- ii) Donations or affiliations to either a charity or a political body;
- iii) Ultra Vires spending (requiring legal authority but do not have it).

8.2.4 Monies granted are only to be used for the purpose for which they were requested. Groups that receive a grant will make purchases through the Students' Association or have approved invoices paid for by the Students' Association or can be reimbursed by the Students' Association if granted prior approval and with appropriate documentation.

8.2.5 If a Group is dormant for more than a year, any balance will be transferred to the Students' Association.

8.2.6 Groups aggrieved by their Grant allocation should contact the Community Engagement Team to submit an appeal.

8.3 Equipment

8.3.1 Any equipment purchased or donated to a Student Group belongs to the Students' Association.



8.3.2 The Group that procured the equipment is responsible for its use, storage, and maintenance during the lifetime of the club. They should work with local teams to do so.

8.3.3 No purchased or donated equipment may be sold without the approval of the Community Engagement Team.

8.3.4 Should a group become disaffiliated, any property or equipment must be returned to HISA and may be reallocated to other groups.

8.4 Expenditure

8.4.1 Groups may request that the Students' Association makes payments for them from their Grant by Purchase Order or Credit Card. The Students' Association has the right to refuse payments for Groups if they have not consulted with the Students' Association before placing an order.

8.5 Claims for reimbursements

8.5.1 The Students' Association can also reimburse members by online bank transfer when they submit a claim which has been authorised by the President or Treasurer and has attached proof of payment, for instance, a receipt or bank statement.

8.5.2 A reimbursement claim must also be authorised by the Community Engagement Team.

8.5.3 A member cannot authorise their own reimbursement claims.

8.5.4 Reimbursements will only be made where the value of expenditure can be met by the appropriate Group's Grant.

9. Events

9.1 If Groups organise events, they must submit risk assessments to the Community Engagement Team.

9.2 Groups should work with the local Students' Association offices to coordinate with the college and find external support.

10. Charity Fundraising

10.1 An Ultra Vires act is one that is outside the specified and /or implied constitutions objects and powers of the body in question. It is 'beyond the powers' and is therefore illegal.

10.2 By law, affiliated Groups cannot fundraise for anyone other than themselves or the Students' Association. However, they can receive donations for charities. Groups wishing to fundraise or receive donations for a charity should contact the Community Engagement Team.

11. Health & Safety and Duty of Care

11.1 Insurance and Licenses

11.1.1 All members of affiliated Groups are covered for public liability insurance under the Students' Association's insurance policy.

11.1.2 Activities taking place off-campus require approval to ensure members are covered by the Students' Association's Public Liability Insurance.



11.1.3 Hired costumes and equipment are not covered by the Students' Association's Insurance policy. Groups wishing to hire such items will consult the Community Engagement Team to ensure the relevant Insurance policy is taken out.

11.1.4 Groups will work with the Students' Association to purchase the relevant permits in order to run legal and safe events.

11.1.5 All Sports Clubs are required to observe the individual Sport's Code of Practice on Health and Safety.

11.1.6 All Groups are required to complete satisfactory risk assessments for their activities for each facility or type of activity, which will be submitted to the Community Engagement Team before the activity takes place.

11.2 Food Safety

11.2.1 Groups wishing to prepare food for events must follow the Students' Association's Food Hygiene guidelines.

11.3 Safeguarding Children and Vulnerable Adults

11.3.1 Groups working with under 16s or adults at risk must inform the Community Engagement Team and get approval from Management Board. Groups need to follow safeguarding measures as agreed with the Students' Association.

11.3.2 Groups working unsupervised with children or adults at risk will complete a PVG check.

11.3.3 PVG checks revealing convictions, cautions, reprimands and warnings will be reviewed on a case-by-case basis.

12. Complaints and Disciplinary

12.1 To make a complaint, please contact the HISA Advice Service for the appropriate procedure.

13. Group Constitutions

13.1 This refers to a document each Group may have outlining any extra procedures the Group uses as agreed at an Annual General Meeting and which does not contravene the Students' Association's Articles of Association or its regulations.

13.2 A Group's constitution cannot supersede any of the clauses found in the Students' Association's Memorandum, Articles of Association or any of its regulations and policies.

13.3 A Group must adopt a constitution after the successful training of its Committee Officers but before its AGM.

