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1 INTRODUCTION

1.1. City University London Students’ Union is a registered charity (Charity Number 1149588). Under the Education Act 1994 and all relevant charity legislation, CULSU may only use its resources in pursuit of its charitable objectives. All recognised and approved CULSU Clubs and Societies are also bound by these laws.

1.2. A Club or Society is a group organised and led by an elected Committee of current City University London Students, which come together as a group to take part in mutual activities for a specific area of interest.

1.3. CULSU recognises all approved Clubs and Societies as being affiliated to CULSU.

1.4. CULSU is required to ensure the safety of all Club or Society activity and will take any action necessary to comply with its duty of care and legal responsibilities.

1.5. These regulations are intended to ensure that all Club or Society activities are safe and in keeping with CULSU’s charitable objectives.

1.6. City University London Students’ Union shall hereby be known as CULSU or Union.

1.7. City University London shall hereby be known as City or University.

1.8. All other Union and University regulations, policies and procedures referred to in these regulations shall be as published on the respective Union and University websites.

1.9. CULSU may reject a new society application for any of the following reasons:

1.10. CULSU may de-register (and cease to formally recognise) any society on any of the

2 MEMBERSHIPS

2.1. Membership to a Club or Society must be open to all eligible City students regardless of Race, Age, Gender, Sexual Orientation, Disability, Ethnic Origin, Religion or Creed.

2.2. A member of a Club or Society is created when the eligibility criteria outlined in these regulations are met and the required subscription fee has been paid in accordance with Union processes and procedures.

2.3. Membership shall last from the time of its creation until the subsequent July 1st unless removed as per these regulations.

2.4. A CULSU Club or Society may offer two types of membership only, Ordinary Membership and Associate Membership.

2.5. Ordinary Membership is open to current students of City who have not opted out of membership to CULSU. This shall be considered as full membership (once the required subscription has been paid) and shall include all rights associated with such membership.

2.6. Associate Membership is open to current City staff members, City alumni and current students or staff members at other UK Higher Education institutions or Universities and City University London Partner Institutes.

2.7. A Club or Society committee may only decide to change whether or not it will offer Associate Membership by a motion at a formal quorate meeting and passed with a 2/3rd majority.

2.8. Associate Memberships are limited to a maximum of 10 members per Club or Society.

2.9. Associate Members may not:
2.9.1. Stand or Vote in Club or Society Elections.
2.9.2. Vote in formal meetings.
2.9.3. Act as a representative of the Club or Society or the Union in competitions, conferences etc.

2.10. Associate Membership may be refused on the following grounds:
2.10.1. The applicant does not meet the qualifying criteria.
2.10.2. A ruling by CULSU prohibits the Club or Society from granting membership to a specific individual.
2.10.3. The quota for Associate Membership has been met.
2.10.4. The Club or Society has ruled that they do not wish to offer Associate Membership.

2.11. Membership may be terminated in the following circumstances:
2.11.1. The member no longer meets the eligibility criteria for membership type bought.
2.11.2. Membership has been bought under false representation.
2.11.3. A ruling by CULSU as a result of sanctions or disciplinary action.
2.11.4. Breaches to these and CULSU regulations, rules, policies and procedures.
2.11.5. The member’s actions are in breach of the Code of Conduct.
2.11.6. A refund of the subscription fee has been given.
2.11.7. The term of membership has ended.

3 Membership Fees
3.1. Memberships are sold on an annual basis and are normally available from 1st September until the subsequent 1st July only.
3.2. Memberships may only be sold through the systems and procedures as provided by CULSU. Committee members are not permitted to collect subscription fee payments.
3.3. The Club or Society must charge a fee. The minimum amount that may be charged is £1.
3.4. Changes to membership fees must be agreed in writing with CULSU before the start of the first date of sale. No changes will be accepted after this time.
3.5. Associate Members must pay double an additional £2 the stated fee for Ordinary Members.
3.6. A request to receive a refund of any subscription fees paid must be done so within 6 weeks of the purchase date following the appropriate procedures.

4 Registration, Deactivation and Suspension
4.1. For a Club or Society to be considered active it must have and maintain the minimum stated amount of Ordinary Members. “Active” is defined as the Club or Society being able to accept members and carry out its activities in accordance with these regulations and its constitution.
4.2. CULSU may approve new societies at specified times of year as determined by CULSU staff, using a Society Application process.
4.3. A Society Application may be rejected by CULSU for any of the following reasons:
4.3.1. Failure to meet any of CULSU’s policies or standard requirements for societies.
4.3.2. Conflict of the society’s aims with any CULSU policies, procedures, or values.
4.3.3. Similarity or overlapping aims and core activities as a currently existing society.
4.3.4. Similarity or overlapping aims and core activities as another Society Application.
4.3.5. Health and Safety concerns raised regarding a society’s proposed activities.
4.3.6. Impracticality of CULSU supporting a society’s activities (financial or otherwise).
4.3.7. Evidence of the society being directed by an external organisation.
4.3.8. Evidence of intended misconduct or malpractice by those proposing the society.
4.3.9. A political decision mandated by the Trustee Board or a General Meeting policy.

4.4. Any Club or Society may be deactivated should it cease or fail to:
   4.4.1. Carry out activities in accordance with its constitution.
   4.4.2. Fulfil compulsory objectives such as financial or health and safety requirements.
   4.4.3. Obtain the minimum required Ordinary Members before stated deadline dates.
   4.4.4. Elect a full Committee.
   4.4.5. Fully comply with these or other CULSU regulations, procedures and policies.
   4.4.6. Carry out its operations without actions constituting misconduct or malpractice.

4.5. Once a Club or Society has been deactivated it shall not be open to accept memberships nor shall its members be allowed to perform or carry out any duties or actions on behalf of the deactivated Club or Society.

4.6. All active Clubs and Societies are required to re-register with CULSU for the following academic year, no longer than 6 by the end of July weeks after the Committee election results have been announced. Failure to do so may result in the Club or Society being deactivated at the end of the same academic year of the elections.

4.7. Applications to open new Clubs and Societies may only be submitted by current City students, in line with CULSU procedures.

4.8. Failure to gain the required minimum Ordinary Members within 4 term time weeks of the date of CULSU’s Freshers Fair may result in the Club or Society being deactivated.

4.9. If a Club or Society has been established after the date of the Freshers Fair the required minimum members’ level must be reached within 6 term time weeks of the first date of sale for membership.

4.10. Any assets held by the deactivated Club or Society may be stored by CULSU for use by new or active Clubs and Societies. CULSU may at any time sell these assets without notification and monies raised shall be transferred to a CULSU activities development fund.

4.11. Any monies held in accounts for a deactivated Club or Society shall be transferred to a CULSU activities development fund at the end of the same academic year in which the Club or Society was deactivated. The money shall be made available for use amongst the new and active Clubs and Societies during the following academic year providing conditions are met.

4.12. A Club or Society may be suspended if:
   4.12.1. The private account becomes overdrawn without prior agreement with CULSU.
   4.12.2. The Club or Society acts outside the remit of its constituted objectives.
   4.12.3. Committee members fail to take due care towards their members.
   4.12.4. A member(s) actions are in breach of the Code of Conduct.
   4.12.5. Committee members fail to attend compulsory meetings or training without prior contact with CULSU.
   4.12.6. Committee members fail to maintain contact with CULSU upon demand.
   4.12.7. A complaint has been received.
   4.12.8. A ruling has been made as part of the disciplinary process.
4.12.9. There are breaches to these regulations.

4.13. If a Club or Society is suspended it may not:
   4.13.1. Make any requests to book/hire/use internal or external venues or facilities.
   4.13.2. Make or enter into financial agreements, requests or claims.
   4.13.3. Make any external speaker or guest requests.
   4.13.4. Place any orders with suppliers for goods or services.
   4.13.5. Make or enter into any type of affiliations.
   4.13.6. Act in representation of the Club or Society or CULSU.

4.14. Any claims or order requests that occurred before the start date of the suspension will be processed. CULSU will not accept or process any such requests during the period of suspension.

4.15. Any bookings or orders made for the period of suspension will be cancelled or postponed until the end of the suspension period.

4.16. Any other privileges afforded to members by CULSU regulations and policies may be revoked until the end of the suspension period.

4.17. A period of suspension may not last any longer than 6 weeks. It can be applied as part of sanctions or disciplinary action or as part of an investigation process.

5 COMMITTEE STRUCTURE

5.1. The Club or Society Committee must be made up of the following 3 elected positions: President, Finance Officer and Communications Officer. Co/Vice- Presidents of these positions are not permitted. These positions cannot be shared.

5.2. No one person may hold more than one of these positions at the same time per Club or Society. Nor may a position be held jointly.

5.3. The period of office shall be from the 1st September until the subsequent 1st July. Except where they have been elected in a By-Election. Then it shall be from the date of the By-Election results until the subsequent 1st July.

5.4. Elected Committee members must be a fully paid up member of the Club or Society throughout their term of office.

5.5. Members are only permitted to hold an elected position on a Club or Society for two terms of office.

5.6. Sub-Committee roles may also be included as non-elected positions. These positions shall not undermine or deputise the duties of the elected positions and may only be held by members of the Club or Society.

5.7. Ex-Committee members may stand for non-elected positions at the end of their 2 terms of office as long as they still fulfil the qualifying criteria to be a member of the Club or Society.

5.8. During the summer period (which is defined as the period between the end date of one membership year to the start date of the next membership year) the Committee members-elect for a Club or Society shall have the authority to act on behalf of its incoming membership, in that they may make financial agreements, requests or claims, make requests to book/hire/use internal and/or external venues or facilities. No action will be taken to process these requests until the Vice President Activities and Development has authorised the action. Restrictions may be placed on the amount spent from the Club or Society’s private account to ensure there will be funds at the start of the new term.
5.9. Students who have successfully applied to open a new Club or Society shall have the authority to act on behalf of its incoming membership in the same manner as Committee members-elect of re-registering Clubs and Societies during the summer period. This shall last until the Club or Society has reached the required membership level requirements and an election has been held.

6 **COMMITTEE ROLES AND DUTIES**

6.1. The President shall be the principal member of the Club or Society. They shall ensure that the Club or Society and its members operate within its constituted objectives and all relevant CULSU regulations, policies and procedures.

6.2. They shall carry out their duties in accordance with the President role description (see appendix A).

6.3. The Finance Officer shall have the primary responsibility for all financial matters of the Club or Society. They shall have the authority to act as an authorised signatory for all financial requests.

6.4. They shall carry out their duties in accordance with the Finance Officer role description (see appendix A).

6.5. The Communications Officer shall have the primary responsibility for all communications sent by the Club or Society. They shall ensure that the Club or Society acts in accordance with all relevant legislation and these regulations with regards to sending communication to members.

6.6. Sub-Committee members must have a role description provided by the Club or Society. They may assist the elected Committee but not act or take on the duties of their roles. Any Sub-Committee role descriptions must be made available to all members upon request. Sub-Committee role descriptions must be agreed with CULSU before the position may be created, changed or offered. A Sub-Committee role description can be changed or removed at any time by CULSU.

6.7. The Committee shall ensure that the Club or Society is run in accordance with its constitution and abides by these and all relevant regulations of CULSU or City.

6.8. The term of office for all Committee members (including Sub-Committee positions) shall be from 1st September until the subsequent 1st July. Expect where the Committee member has been elected via a By-Election. For By-elections the term of office shall start from the date of the election results announcement until the subsequent 1st July.

7 **RESIGNATIONS AND REMOVAL OF COMMITTEE AND NON-COMMITTEE MEMBERS**

7.1. A Committee member may be removed by a motion of no confidence passed by a 2/3rd majority at a quorate formal meeting. The motion shall normally be submitted to the President. If the motion concerns the President then it shall be submitted to the Finance Officer. If the motion involves two or more elected Committee members or a conflict of interest is identified the motion must be submitted to CULSU.

7.2. A Committee member may be removed from office as a result of Union disciplinary sanctions.
7.3. A Committee member may be removed from office if they no longer fit the eligibility criteria to be an Ordinary Member of the Club or Society.

7.4. If a Committee member chooses to resign before the end of their term in office they must submit their resignation in writing to CULSU and the remaining Committee members.

7.5. If a Committee member chooses to resign before the start date of their term of office after an election has taken place (after the election result date and before 1st September). CULSU will hold a By-Election as soon as practicably possible or as soon as the Club or Society has reached the minimum membership level requirements.

7.6. Following a submission of resignation or a decision to remove an elected Committee member, CULSU will inform the Club or Society members within 10 working days of the submission or decision date. CULSU may then choose to:

7.6.1. Call an EGM on behalf of the Club or Society.
7.6.2. Give notice of a By-Election.
7.6.3. Suspend the Club or Society.
7.6.4. Deactivate the Club or Society.
7.6.5. Appoint the Vice-President Activities and Development to act in the vacated position until the position is filled or the Club or Society is deactivated.

8 ELECTIONS & BY-ELECTIONS

8.1. Elections shall only be held for the Committee members positions of President, Finance Officer and Communications Officer. These shall normally take place during the second term of the academic year.

8.2. Elections may only be held if the club or society has the minimum required number of Ordinary members.

8.3. A list of members eligible to participate in the elections, to be constituted of all Ordinary Members of the Club or Society at a predetermined cut-off date, shall be generated using the information gathered from the subscription process and systems. Confirmation of eligible members may be given by CULSU to the President for reference.

8.4. Notice of the elections shall be directly communicated to all eligible members by CULSU. It shall be given no less than 5 working days before voting opens.

8.5. The elections shall be conducted by secret ballot using STV via systems and processes provided by CULSU only. Committee members are not permitted to organise or hold their own elections.

8.6. The Returning Officer (RO) for all elections shall be a nominated member of CULSU staff.

8.7. Election results shall be given to all members no longer than 5 working days after the close of poll.

8.8. A quota of 25% of all eligible members must vote in the election in order for CULSU to validate the result of the election.

8.9.8.8. Nominations shall only be received during the stated relevant “nominations open period”. They must be completed in full before any submission. Partially completed nominations will not be accepted. Any nominations received after the closing date will not be considered.
8.10.8.9.  Formalised collective campaigning by candidates or their supporters is not allowed. Campaign materials must be individual and not promote other candidates.

8.11.8.10. Use of CULSU or City University logos on campaign materials is not permitted.

8.12.8.11. Use of Club or Society or CULSU funds or resources, including membership lists, for campaigning is prohibited.

8.13.8.12. Complaints about the elections may be made on the following grounds:

8.13.1.8.12.1. The behaviour or activities of a candidate during the election process.

8.13.2.8.12.2. The behaviour or activities of a candidate’s supporters during the election process.

8.13.3.8.12.3. The administration of the elections.

8.13.4.8.12.4. Breaches of these regulations.

8.14.8.13. Complaints on the above mentioned grounds must be received no later than 1 working day after the publication of results. Complaints received after this deadline will not be considered.

8.15.8.14. The RO shall investigate the complaint and shall have the power to:

8.15.1.8.14.1. Reject the complaint and take no further action.

8.15.2.8.14.2. Suspend the election pending further investigation.

8.15.3.8.14.3. Remove a candidate from the election at any point before or after the count.

8.15.4.8.14.4. Re-Run the election.

8.16.8.15. Appeals against the RO’s decision may be made no later than one working day after the announcement of the decision on the following grounds:

8.16.1.8.15.1. The complaint process was not duly followed.

8.16.2.8.15.2. The penalty applied is disproportionate to the offence.

8.17.8.16. By-Elections may be held when an elected Committee position becomes vacant following the removal or resignation of a Committee member.

8.18.8.17. By-Elections shall follow the same processes and regulations as a normal election.

9  Formal Meetings

9.1.  Only the following shall be considered a formal meeting: Annual General Meeting (AGM), General Meeting (GM) and an Extraordinary General Meeting (EGM). At these meetings all eligible members shall have the right to attend but only Ordinary Members have the right to vote.

9.2.  They should normally be chaired by the President or by a Club or Society member who has been nominated by a collective decision by the members or CULSU.

9.3.  At least one formal meeting must be held once per academic year. This shall normally be the AGM.

9.4.  They may only be held during the period of membership and if the Club or Society has reached the required minimum membership threshold.

9.5.  Notification of a formal meeting must be published and circulated to all members and CULSU by the Communications Officer no later than 7 term days before the date of the meeting.

9.6.  Finalised agendas must be openly published at least 3 term days before the date of the meeting.
9.7. Only items on the published agenda may be discussed.
9.8. Decisions at these meetings must be recorded and the minutes circulated to all members and CULSU no later than 7 working days after the date of the meeting by the Communications Officer.
9.9. Quoracy for a formal meeting shall be 25% of the Club or Society’s members, not including the Committee.
9.10. Decisions voted upon shall not be acted upon, unless they have been ratified by the Vice President Activities and Development, the Trustee Board or their delegate.
9.11. The Vice-President Activities and Development, the Trustee Board or their delegate have the right to refuse to ratify or overturn a decision taken if it is deemed to:
9.11.1. Be in breach of these and any other CULSU or City regulations, policies and procedures and the law.
9.11.2. Be outside the scope of the Committee members’ or Ordinary Members’ powers.
9.11.3. Contravene the aims and objects of the Club or Society’s constitution.
9.11.4. Contravene CULSU’s charitable status.
9.12. EGMs may be called by members securing a written petition of 25% of all members of the Club or Society. A request to send out a petition to all eligible members shall be made directly to CULSU only.
9.13. CULSU will contact all eligible members and calculate whether 25% of the membership agrees to an EGM. The 25% shall be calculated from the number of positive responses given from the contact list used for the petition.
9.14. Following a qualifying request for an EGM the meeting must be called with 14 term days from the date of the submission.

10 FINANCE

10.1. Only approved and active Clubs and Societies shall have access to any funding from CULSU to pursue the aims and objectives as listed in the Club or Society’s constitution and as long as the funding is spent on approved categories.
10.2. Unauthorised activities which may lead to financial liabilities for CULSU shall be deemed to be an act of financial mismanagement. CULSU may initiate disciplinary actions against the individual member(s) or the Club or Society as a whole as per these regulations.
10.3. All financial transactions authorised by the President and/or Finance Officer of the Club or Society must not contravene CULSU’s charitable status.
10.4. CULSU reserves the right to act on behalf of the Club or Society on all financial matters. To re-authorise or de-authorise payment or reimbursement claims authorised by the President or Finance Officer.
10.5. The financial year end for all CULSU Clubs and Societies shall be the 31st May. All reimbursement or payment claims must be submitted before this date. Any attempts to submit payment or claims after this date will not be accepted.

11 ACCOUNTS & STATEMENTS

11.1. Each approved Club or Society will be provided with an allotted account by CULSU. All funds collected by or on behalf of the Club or Society must be paid into this account throughout the period of membership. This includes all subscription fees, tickets sales,
sponsorships and donations and any other income received by the Club or Society. Failure to pay these funds into the allotted account will be considered as an unauthorised activity as per these regulations. CULSU will not be held responsible for nor reimburse any losses incurred as a result.

11.2. Any balances in these accounts at the end of the financial year shall be retained by CULSU within the allotted account for the use by the Club or Society during the following academic year.

11.3. There is no overdraft facility available for these accounts. They must remain in credit at all times, unless an agreement has been made with CULSU.

11.4. Should the Club or Society incur a deficit balance the account shall be frozen and the Club or Society may be placed in suspension. By freezing the account no member of the Club or Society may make any financial requests to either claim for reimbursement or payment.

11.5. The Club or Society shall be required to restore the account to a credit balance in a timely manner using an agreed re-payment plan.

11.6. The Trustee Board shall be notified of all Clubs and Societies whose accounts have been frozen or if acts of financial mismanagement have been committed. It has the right to impose further sanctions on an individual member(s), the elected Committee and/or the Club or Society as a whole.

11.7. CULSU and the Trustee Board retain the right to take legal action to recover monies from individual member(s) of a Club or Society where a repayment plan has not been agreed or acted upon.

11.8. No private or external bank or building society accounts shall be opened or operated by the Club or Society. This includes the use of PayPal or pre-payment credit or debit cards, as well as the use of Bitcoins or similar.

11.9. It remains the responsibility of the Finance Officer to act as the authorised signatory for the Club or Society financial expenditure. They must keep up to date records of all income and expenditure and manage the account in accordance with CULSU procedures and all relevant regulations and policies.

11.10. The accounts of a Club or Society which has been deactivated shall be closed and monies transferred in accordance with these regulations. The Trustee Board shall be informed of any Club or Society that has been deactivated and any assets held.

12 INTERNAL FUNDING

12.1. Any eligible Club or Society may apply to the Union for funds of up to £1500 towards the cost of core activities, services, or equipment that is intrinsic to the running of the Club or Society.

12.2. The funding must be spent within 6 weeks of the application being approved and communicated to the Finance Officer. If there is an outstanding balance at the end of the 6 weeks this money will be re-appropriated back by CULSU for possible reallocation.

12.3. No reimbursement or payment requests may be made against the funding allocated after the 6 week deadline has passed.

12.4. CULSU reserves the right to deny payment or reimbursement if found that the monies spent were not on goods or services that were applied for or if the amount of payment or reimbursement exceeds the allocated amount.
13 **EXTERNAL FUNDING**

13.1. Any monies collected by or on behalf of the Club or Society by member(s) must be deposited into their respective accounts no later than 4pm on the next working day after collection.

13.2. No BACS payments may be made directly into Club or Society accounts. The money must be deposited using City’s bank account, using details and reference numbers provided by CULSU.

13.3. Any fundraising activity must have prior approval from CULSU in writing before it commences.

13.4. No Club or Society may approach any third party for sponsorship or revenue, nor enter into any contractual relations with them without the express written consent of CULSU. CULSU reserves the right to reject any sponsors or donators that may contravene CULSU regulations, policies etc or which may affect CULSU’s charitable status.

14 **CONTRACTS & AGREEMENTS**

14.1. All contracts and agreements (including sponsorship contracts, venue hire agreements, etc.) must be signed and approved by CULSU. It is not permitted for a Club or Society to enter into or sign a contract.

14.2. Contracts and agreements will be signed by the appropriate member of CULSU staff.

14.3. If a contract or agreement is not signed by authorised members of CULSU then CULSU will not, under any circumstances, be liable for any expenses or losses incurred under that contract. All liabilities will revert to the signatory or signatories of that contract. CULSU reserves the right to take legal action to recover any losses it incurs from the signatory or signatories of that contract. Breach of this clause may be considered a disciplinary matter and may be dealt with under relevant discipline regulations.

15 **EXPENDITURE & REIMBURSEMENT**

15.1. The Club or Society must follow the appropriate procedures when requesting payment or reimbursement from their allotted account.

15.2. CULSU may make payments or raise invoices on behalf of the Club or Society providing that the Club or Society has complied with the relevant procedures and regulations.

15.3. Club or Society members who have spent their own money on Club or Society activities may seek reimbursement through the appropriate procedures.

15.4. All reimbursement claims should be submitted within one calendar month of the expenditure.

15.5. All reimbursement claims must be submitted in the academic year in which they were incurred. Any claims made after this the financial year end deadline will not under any circumstances be accepted.

15.6. CULSU reserves the right to reject payment or reimbursement requests if they contravene these or other CULSU regulations or policies.

16 **AFFILIATIONS**
16.1. No agreement to enter into an affiliation or partnership with an external organisation may be made without prior expressed written consent of CULSU.

17 Ownership of Club or Society Property

17.1. CULSU retains ownership of any items or services purchased by or on behalf of the Club or Society.
17.2. The Club or Society may not sell, loan or otherwise dispose of any such items without the express written consent of CULSU. Even where consent is granted, CULSU shall not be liable for any losses incurred by or following the disposal of such items.
17.3. CULSU retains the right to update or replace any items in the possession of a Club or Society and reserves the right to substitute an item for one of lesser value.
17.4. CULSU retains the right to sell or otherwise dispose of any items in the possession of a Club or Society where that Club or Society account is in deficit. Proceeds will be used to reduce the debit balance.

18 Charitable Collections

18.1. Where a Club or Society wishes to collect money on behalf of a charity they must seek prior approval from CULSU before any activity is planned or monies collected, using the appropriate procedure.
18.2. All collections and payments must not contravene CULSU’s charitable status, or lead CULSU to act Ultra Vires.
18.3. Where a Club or Society collects money on behalf of a third party organization, that money must be deposited with CULSU by 4pm on the next working day following collection. CULSU shall be responsible for making any disbursements to that third party.

19 Joint Ventures

19.1. All joint ventures such as events, trips and campaigning activity with external Student Union Clubs or Societies or organisations shall require the advance approval of the Union. In accordance with the relevant processes and procedures.

20 Media

20.1. All publications, websites, articles and comments to the press shall be managed in accordance with the Union regulations, policies and procedures.
20.2. The Communications Officer shall oversee all communications sent out to members and ensure that all policies, regulations and relevant legislation are adhered to.

21 Email Accounts & Mailing Lists

21.1. All Clubs and Societies will be provided with a City University email address. This shall be the primary email address for the Club or Society and shall be the account used by CULSU to send information to.
21.2. The Communications Officer is expected to check this email account at least once a week, and respond to all enquiries made by members and the Union in a timely manner.
21.3. Clubs and Societies are permitted to set up mailing lists using the appropriate processes and procedures.
21.4. An option for members to remove their details from these lists at any time must be provided by the Club or Society and actioned with 5 working days of receiving such a request.

21.5. Committee member(s) are only permitted to use membership data for the purposes for which it was collected, and only for the duration of the membership.

21.6. Membership data must not be given or shared with any organisation external to CULSU and City University or any third parties. Requests for this data from external organisations or third parties must be referred to CULSU.

21.7. All communications sent must comply with these regulations and any pertinent legislation such as the Data Protection Act.

22 **EXTERNAL SPEAKERS OR GUESTS**

22.1. All Club or Society external speaker or guests requests shall follow CULSU regulations, policies and procedures and be submitted no later than 4 weeks before the date of the event.

22.2. All submissions of requests to invite an external speaker or guest must be fully completed and the data supplied truthful and accurate to the best of the President’s knowledge on the appropriate form. Any form received that does not comply with these regulations shall be automatically rejected.

22.3. A request to invite an external speaker or guest may be rejected on the following grounds:

22.3.1. The event will contravene the External Guest or Speaker Policy and Procedures.

22.3.2. The correct procedure has not been followed.

22.3.3. The individual(s) invited are deemed to be too high risk or the risk cannot be satisfactorily mitigated.

22.3.4. The period between the submission date of the form and the event is shorter than 4 weeks.

22.3.5. The Club or Society has not satisfactory provided justification for reasons as to why the external speaker or guest is appropriate for the event.

22.4. The President of the Club or Society shall be held solely responsible for the conduct and behaviour of the external speaker or guest during the event.

22.5. The external speaker or guest shall abide by and adhere to the code of conduct for external speakers and other pertinent City regulations, policies and procedures as well as any relevant legislation.

23 **ROOM BOOKINGS**

23.1. All room and venue bookings shall be made in accordance with Union regulations, policies and procedures.

23.2. The President of the Club or Society is responsible for all room and venue bookings.

23.3. The Union regulations, policies and procedures shall apply to the management of any event regardless of whether the event is conducted on the University campus or in an external venue off the University campus.

23.4. External venues may not be reserved or booked without the express agreement of CULSU. For the sake of clarity no contract may be made between Committee members and any supplier for venues or facilities without advance written permission of the Union.

24 **COMPLAINTS**

24.1. Complaints associated with the Committee or any member(s) shall be made in accordance with the Union’s complaints procedure.
25 **BREACHES OF REGULATIONS**

25.1. Should any Club or Society not adhere to the regulations as set out in this document, this may result in CULSU taking disciplinary action against the individual member(s) and/or the Club or Society as a whole.

25.2. Disciplinary sanctions may result in but not be limited to the individual, the Committee or the Club or Society as a whole receiving verbal or written warnings, and/or financial or activity limiting penalties.

26 **AMENDMENTS TO THE CONSTITUTION**

26.1. Clubs’ and Societies’ constitutions shall be reviewed annually by CULSU.

26.2. The constitution may be amended by CULSU should it be required to do so at any time.

26.3. Any amendments made shall supersede the last recorded version of the constitution.

27 **AMENDMENTS TO THE REGULATIONS**

27.1. These regulations shall be reviewed annually by CULSU.

27.2. These regulations may be amended by CULSU should it be required to do so at any time.

27.3. Any amendments made shall supersede the last recorded version of these regulations.