

Hallam Students' Union Society Regulations

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Introduction

These regulations are designed to support the effective operation, management, and development of student-led societies within Hallam Students' Union – providing essential information on governance, activity planning, budgeting, inclusivity, and more. Our goal is to help societies thrive, grow and expand whilst ensuring that all activities align with the Union's values and policies.

Society Committees and Members should read these regulations and utilise other guidance outlined on the Committee Portal when participating in societies. Any queries should be directed directly to the Societies Staff Team on activitiesadmin@shu.ac.uk

1. Membership

- 1.1 The membership period runs from 1st August to 31st July of the following calendar year, covering one academic year. A membership purchased within this period will only be valid for that academic year and will need to be repurchased the following academic year to keep membership.
- 1.2 All individuals attending regular society activity or trips must hold a membership to the society.
- 1.3 There are only two membership categories available to join societies:
 - Student members: All current students at Sheffield Hallam University.
 - Associate members: individuals who fall into other categories of Union membership as defined in HSU Bye-Law 1 (Staff and Alumni), as well as non-members of HSU (Students at other universities, etc.).
- 1.4 All Societies are eligible to request an associate membership option for their society; this is not compulsory and is the societies choice.
These are only created after a meeting with and approval from the Societies Staff team.
 - 1.4.1 Associate members are not permitted to be a majority of members.
- 1.5 Memberships are only available to purchase via the Hallam Students' Union website on society pages.

- 1.6 Memberships may be temporarily unavailable for purchase during specific times of the year, such as the Society Elections period or other administrative reviews
- 1.7 Memberships are non-refundable unless an exception is granted by the society committee. If approved, the committee must notify Hallam Students' Union by email to process the refund. The Societies Staff Team may also authorise membership refunds on occasions where committees no longer exist or other outstanding circumstances.

2. Committees, their duties, removals and resignations

- 2.1 All societies are democratically run by a committee of elected members.
 - 2.1.1 All societies shall have a committee consisting of 3 core members:
 - a) President
 - b) Secretary
 - c) Treasurer
 - 2.1.2 High-Risk Societies are also required to have:
 - d) Health & Safety Officer
- 2.2 All society committee members are responsible for the following:
 - 2.2.2 To sign, update and follow the Society Constitution.
 - 2.2.3 Collaboratively complete and update all paperwork.
 - 2.2.4 Attending and completing Society Committee Training.
 - 2.2.5 Keeping regular contact with the Societies Staff Team regarding their activities to ensure best practice.
 - 2.2.6 Creating an inclusive environment that respects the backgrounds of all committee and members and addressing barriers of engagement to ensure all have a fair experience.
 - 2.2.7 Ensuring all activities are risk assessed and safe for members and the public.
 - 2.2.8 Listening to all members opinions and incorporating them into decisions, placing members' views above committee preferences where appropriate.
 - 2.2.9 Where appropriate incorporate members' views into consultations run by the Students' Union, particularly within Academic and Liberation societies.
 - 2.2.10 Ensuring society activity adheres to these society regulations, processes laid out on the Committee Portal, Hallam Students'

Union Articles of Association, By-Laws, Code of Conduct and other relevant policies.

2.2.11 Ensuring the financial sustainability of the society.

2.2.12 Making all members aware of society elections and how to get involved.

2.2.13 Following Handover procedures to pass on key information to the following years committee.

2.3 The duties of the President are as follows:

2.3.2 To chair society meetings where necessary, ensuring they are inclusive and open to all committee members views and opinions.

2.3.3 To ensure the aims and objectives of the society are adhered to.

2.3.4 To represent the society where needed to Hallam Students' Union (including meetings and events).

2.3.5 To ensure the society conducts its affairs in line with the financial regulations and processes of Hallam Students' Union.

2.3.6 Where necessary, approve spending from society accounts (via society approval on claim forms and requesting purchase orders).

2.3.7 To ensure correct paperwork is completed for society activity.

2.3.8 To support all other committee members to be successful within their roles and communicate with Hallam Students' Union where additional support is required.

2.3.9 Where required, attend High Risk Society Training with Health & Safety Officer.

2.3.10 To ensure the society champions equality and diversity within its activities utilising guidance from the Societies Staff team.

2.3.11 Other duties as agreed within the Society Committee.

2.4 The duties of the Treasurer shall be as follows:

2.4.2 To be aware of the society financial position, including account balance and any outgoing or incoming payments.

2.4.3 To approve spending from society accounts (via society approval on claim forms and request purchase orders).

2.4.4 To submit funding requests to the students' union via the funding process.

2.4.5 To ensure that any fundraised money is handled correctly following Hallam Students' Union guidelines and charity law.

2.4.6 To liaise with the Societies Staff Team and Finance team regarding the society finances.

2.4.7 To manage monetary sponsorships with externals and getting approval from the Societies Staff Team.

- 2.4.8 Other duties as agreed within the Society Committee.
- 2.5 The duties of the Secretary shall be as follows:
 - 2.5.2 To communicate with all members regarding all society updates (via the HSU Society Website Admin tools and any other email or social media).
 - 2.5.3 To document meeting notes and plans of the society for future reference.
 - 2.5.4 To ensure all correct processes are followed through the Students' Union, including paperwork for Events & Trips.
 - 2.5.5 To share committee meeting notes and decisions with society membership and the Students' Union where necessary.
 - 2.5.6 To ensure correct booking and monitoring of rooms on campus via Resource Booker or Societies Staff Team.
 - 2.5.7 To monitor and respond to emails on the Society Email account.
 - 2.5.8 Where necessary, approve spending from society accounts (via society approval on claim forms and requesting purchase orders).
 - 2.5.9 To ensure affiliation to the relevant governing body if appropriate.
 - 2.5.10 Other duties as agreed with the Society Committee
- 2.6 The duties of the Health and Safety Officer shall be as follows:
 - 2.6.2 To attend specialist High-Risk training with the Students' Union.
 - 2.6.3 To ensure all society activity is risk assessed, and mitigations are put in place and communicated to the rest of the committee and members.
 - 2.6.4 To monitor society activity and ensure they are adhering to the health and safety guidance for societies and the society's risk assessments.
 - 2.6.5 To report any incidents or near misses to the societies staff team as soon as possible via the form on the committee portal.
 - 2.6.6 Ensure emergency procedures are shared and followed by all committee members and society members.
 - 2.6.7 Check that all society equipment is fit for purpose and documented on an up-to-date inventory.
 - 2.6.8 Ensure first aid provisions are adequate for society activity, including checking the first aid kit regularly.
 - 2.6.9 To communicate any specialist training requirements for your activity with the Societies Staff team.
 - 2.6.10 Other duties as agreed with the Society Committee.

- 2.7 Society committee members must be Student Members of Hallam Students' Union (i.e. current students).
- 2.8 All committee members must be officially elected through the Hallam Students' Union process (see Section 3 Elections & By-Elections for guidance).
- 2.9 Any members not officially elected (or elected but not in post yet) should not be given any committee responsibilities and will not have access to committee permissions through Hallam Students' Union.
- 2.10 Should committee members no longer be current students they are not eligible to hold their committee position and should contact the Societies Staff Team to resign. Hallam Students' Union will automatically resign a committee member if evidenced they are no longer a current student.
- 2.11 Students are unable to hold two core positions within the same society. Holding a core and non-core role is permitted, as is holding core roles in multiple societies.
- 2.12 Additional roles can be added to a societies committee following a request to the Societies Staff Team. This role would then be filled with an election hosted by the Students' Union according to guidance in Section 3 (Elections & By-Elections)
- 2.13 Committee members are not permitted to hold their position for longer than 12 months. Most committee positions end July 31st, committee would need to be re-elected to continue in role.
 - 2.13.2 Where a society is created or adopted later in the year (Semester 2), committee may hold their positions until the bulk by-election in Semester 1, permitted they will still be current students, and they wouldn't have had the role for 12 months.
- 2.14 Committee members have a collective responsibility for supporting each other and the needs their members. Where a committee member is unable to fulfil any part of their role, the wider committee may temporarily take on reasonable responsibilities between them. If this becomes a challenge, you should speak to the Societies Staff Team.

- 2.15 As volunteers, committee members are free to resign from their position at any time without any reason. Committee resignations must be sent in email directly to the Students' Union. Remaining committees can request a by-election which will be handled in accordance with the guidance in Section 3 (Elections & By-Elections)
- 2.16 Committees or Individuals must not pressurise individuals to resign from roles.
- 2.17 Students' Union Staff and Elected Officers reserve the right to remove individuals from committee positions on grounds of disciplinary action, expiry of full Student Union Membership or any other violation of policies, procedures or Articles of Association.
- 2.18 If there are concerns around a committee member(s), this should first be raised to the Societies Staff Team to address informally where appropriate (this can also follow the complaints procedure detailed in Section 11). If the issue has not been resolved following resolution attempts with our support, you may wish to carry out a No Confidence Motion (although HSU strongly advise using more informal methods to resolve any issues).
- 2.18.2 A No Confidence Motion can only be carried out following a petition signed by 25% of the membership of the society or 10 members – whichever is higher.
- 2.18.3 If a No Confidence Motion is successfully called against an individual(s) you must contact the Societies Staff Team immediately who will organise an online referendum vote to be sent to all members of the society.
- 2.18.4 The subject of the No Confidence Motion must be given the opportunity to represent themselves and their point of view in the case of any vote taking place.
- 2.19 If the No Confidence Motion is successful, the individual(s) will be removed from their position and a by-election organised by the Societies Staff Team where necessary or by request of the committee.

3. Elections & By-Elections

- 3.1 To be democratically run, all societies must hold fair and open elections and by-elections, giving members the opportunity to stand and vote for their committee.
- 3.2 Only Student Members are eligible to participate in society democratic processes, including standing as candidates and voting in elections. Associate members are not permitted to participate.
- 3.3 All society elections must be run through Hallam Students' Union. Societies are not permitted to conduct their own elections independently.
- 3.4 Hallam Students' Union hosts two main society election periods each year: one in Semester 2 (April-May) to elect the committee for the following academic year, and another in Semester 1 to fill any remaining or newly vacant roles.
- 3.5 Societies established in Semester 2 (from 1 January onwards) are not required to participate in the Semester 2 bulk election. Instead, they may elect a new committee in the October by-election of the following academic year.
- 3.6 Each society may request **one** by-election per semester (via the [Committee Portal](#)) to fill vacant or newly created roles.
- 3.7 All society elections **must** be clearly communicated to members, including information on how to stand as a candidate and get involved.
- 3.8 Society elections must adhere to our Society Elections Rules (which will be published on the Hallam Students' Union website.) including not showing favouritism or endorsements of candidates.
- 3.9 Election candidates are subject to all Union and University regulations, as well as the law. Breaches of these may be treated as rule violations, even if a specific election rule was not broken.

4. Society Inactivity

- 4.1 Hallam Students' Union may deem a society inactive. This will result in the closure of its webpage, removal of memberships, and freezing of the society's financial accounts. The same process may also apply to individual committee members who are inactive.

- 4.1.1 Society or committee inactivity will be assessed by Hallam Students' Union based on the following indicators:
 - a. Submission of core paperwork (Constitution and Risk Assessment)
 - b. Attendance at mandatory Committee Training
 - c. Fewer than 10 society members
 - d. Lack of contact or engagement with Hallam Students' Union staff (staff will notify societies when inactivity is being reviewed)
- 4.2 If a society chooses to close voluntarily (with a unanimous decision), the committee must notify the Societies Staff Team by email.
- 4.3 Hallam Students' Union reserves the right to dissolve any society whose activities or conduct are found to be in violation of the Union's Aims and Objectives, or contrary to the provisions of these regulations or its supporting documents.

5. New Societies & Adopt a Society

- 5.1 To register a new society with Hallam Students' Union, you must complete the application form available on [the Students' Union website](#). A panel of Students' Union staff and Elected Officers will review your application. You will receive a provisional decision—either approved or rejected with reasons—within three weeks of submission. This may also be a request for additional information.
 - 5.1.1 Applications are only open during specific periods throughout the year. These timeframes will be clearly displayed on the Students' Union website and are designed to ensure societies launch at viable times.
- 5.2 Applications may be rejected for the following reasons:
 - a. A similar society already exists.
 - b. The proposed society's aims or objectives do not align with Hallam Students' Union values.
 - c. The activity is classified as a competitive sport and should instead go through the Sport Hallam process.
 - d. The society would require an unsustainable level of staff support (e.g. extremely high-risk activities).
- 5.3 If your society is provisionally approved, you must:
 - o Elect a full **core committee** (President, Secretary, Treasurer, and if applicable, Health & Safety Officer).

- Send the committee details to the Societies Staff Team.
- 5.4 At least 3 of the elected committee must attend a **Society Induction** with the Societies Staff Team to complete full ratification.
- 5.5 The entire process (from application to induction) must be completed within three months of submission. If not, a new application will be required.
- 5.6 Societies that close, are closed or fail to elect a committee are moved into our 'Adopt-a-Society' programme.
 - 5.6.1 Societies can be adopted with a full core committee and attendance at a Society Induction.
 - 5.6.2 Individual society funds are held for 2 years and will be given back to the society if adopted during this period. Following that timeframe the funds will be transferred to a central funding pot to support all society activities.

6. Health & Safety

- 6.1 Hallam Students' Union is committed to ensuring that societies are covered by appropriate insurance for their activities. Insurance coverage is reviewed annually.
 - 6.1.1 Societies are only insured **if activities are organised in line with the correct procedures**. If procedures are not followed, societies will **not be covered** by insurance, and Hallam Students' Union will not be held liable.
 - 6.1.2 Individuals are only insured if the correct membership is held to the society and annually renewed.
- 6.2 All societies undergo a Risk Rating. Societies rated as High Risk must meet additional requirements, including:
 - Attending High Risk training,
 - Extra paperwork or approvals, and
 - Specific committee roles or procedures.These steps ensure the safety of society members and the wider public. Further information can be found in the [Health & Safety Guidance](#).
- 6.3 Should anything change that may affect a society's overall risk rating or insurance, the committee should contact the Societies Staff Team as soon as possible for support.

- 6.4 Any activity HSU deems as High Risk (even if one-off in a usually Low Risk society) will be subject to additional processes and approvals from the Societies Staff Team. Hallam Students' Union reserves the right to reject event proposals if deemed too High Risk.

7. Equality & Diversity

- 7.1. All societies should champion equality and diversity within their activities. Societies are required to agree to the following statement: *"Everyone is welcome to join this society, and no one will be refused membership on the grounds of their race, gender, sexual orientation or any other defining characteristic. Wherever possible, our activities will be accessible to all members".*
- 7.2. Hallam Students' Union will offer Equality, Diversity and Inclusion training to societies, where key considerations are covered. In addition, some HSU policies encourage societies to:
- 7.2.1. Host at least one free event per semester to support students facing current cost-of-living challenges.
- 7.2.2. Offer sober socials to include students who do not drink alcohol.
- 7.3. *Liberation Societies* are student groups representing individuals who are typically disadvantaged in society. While Hallam Students' Union aims to support thriving, student-led societies, it recognises that some students may face additional barriers to participation. Therefore, Liberation Societies may receive extra support based on their differing size and member needs. (As defined in the HSU Bye-Laws, Liberation Societies include: BAME, LGBTQ+, Disabled Students, and Women's Societies.)
- 7.3.1. Liberation societies currently only cover the four main categories and not sub-sections of these categories (i.e. Women in...)
- 7.4. If a Liberation Society does not elect a full committee, it will remain in "Adopt-a-Society" status until it is restarted. Interested students do not need to follow the new society application process to re-establish the group.
- 7.5. All members of Hallam Students' Union and its societies are expected to behave in a way that upholds the reputation of the Students' Union and ensures a safe and respectful environment for

others. Hallam Students' Union does **not tolerate bullying, harassment**, or any behaviours that breach the HSU Code of Conduct during society activities—whether by committee members or other members. Any breaches of Code of Conduct should be addressed as outlined in Section 11 (Complaints) of this document.

8. Finance

- 8.1 Society spending is controlled and authorised by the core committee roles: President, Treasurer, and Secretary. However, all committee members share responsibility for ensuring the society's financial sustainability. All spending must follow the processes outlined on [the Committee Portal](#).
 - 8.1.1 Hallam Students' Union holds final authority when approving society expenditure. Requests may be rejected if the spending is contrary to the Aims and Objectives of either the Union or the society, or if it is deemed exclusive or not to benefit all society members
- 8.2 All society income must be paid into the Hallam Students' Union Finance Office. Please note that the Finance Office operates on a cashless basis.
 - 8.2.1 Societies are strictly prohibited from holding any funds outside of their official HSU society account. This includes creating separate bank accounts or platforms (e.g., PayPal), keeping money in personal accounts, or holding cash.
- 8.3 Society members do not have the authority to sign contracts or enter into agreements on behalf of Hallam Students' Union, nor can they commit HSU to any financial expenditure.
- 8.4 Societies wishing to fundraise must contact HSU and follow the official fundraising guidelines. If money is raised for an external charity, it must **not** be deposited into the society's HSU account.
- 8.5 Hallam Students' Union offers funding to societies – clear guidance of how this is allocated will be published on [the Committee Portal](#).

9. Sponsorship & Affiliations

- 9.1 Societies are permitted to seek sponsorship from external organisations, provided that the sponsor does not conflict with Hallam Students' Union's policies or Articles of Governance.

- 9.2 A copy of the sponsorship contract must be submitted to the Societies Staff team —as outlined in the Sponsorship Guidance on [the Committee Portal](#)—for approval before it is signed.
- 9.3 Sponsorship agreements are not valid until they have been signed by a designated member of Students' Union staff. If issues arise with a sponsorship, SU staff can only provide support if they have first reviewed and approved the agreement.
- 9.4 Society committees are responsible for managing their sponsorships, including communication with sponsors and [requesting that HSU issue sales invoices for](#) any outstanding payments.
- 9.5 Any affiliations with external organisations—including political or faith-based groups—must be documented in the society's constitution and clearly communicated to HSU.
 - 9.5.1 Societies **cannot** be constituted or governed by external organisations in any way that contradicts or overrides Students' Union guidance.
 - 9.5.2 Representatives from affiliated organisations are subject to the external speaker process and must receive approval before attending and speaking at any society activity.

10. On campus activities

- 10.1 Hallam Students' Union does not have authority to approve all events taking place on university campus and must seek approval from the university for room and space bookings.
 - 10.1.1 All society activities must comply with the university's regulations. If activities do not comply, the university may revoke a society's permission to book space on campus.
- 10.2 Society **Presidents** and **Secretaries** have access to the [Resource Booker system](#) and must follow the correct procedures when booking activities. If a booking is made incorrectly, the university has the right to cancel the booking and remove the society's access to campus spaces.

11. Complaints

- 11.1. Hallam Students' Union strives to ensure that societies are safe, inclusive, and positive communities. However, we understand that issues or disagreements may occasionally occur between committee

members or society members. When they do, they should be handled respectfully, with consideration for each other's views and opinions.

- 11.2. When minor conflicts arise within societies, the Societies Staff Team can support in managing the situation appropriately through informal means, with the aim of resolving the issue quickly and constructively.
- 11.3. As outlined in Section 7 (Equality & Diversity), Hallam Students' Union does not tolerate any form of bullying, harassment, or behaviour that breaches the HSU Code of Conduct. Any perceived breaches should be reported directly to the Societies Staff Team at activitiesadmin@shu.ac.uk after which a formal complaints procedure will begin.

12. Equipment & Inventories

- 12.1 All equipment and kit of the society shall always be the property of Hallam Students' Union (not individuals) and should be stored on Students' Union property.
- 12.2 Hallam Students' Union will support the society in either offering appropriate storage on campus or supporting the society to source appropriate storage where this isn't possible on campus.
- 12.3 It is the responsibility of the committee to ensure an inventory list is kept and maintained, and that equipment is safe to use. Guidance should be requested from the Societies Staff Team on the process for this.
- 12.4 It is the responsibility of the committee to ensure that equipment is properly and safely stored in the Students' Union building or an alternative facility approved by the Students' Union.

13. Code of Conduct

All members of Hallam Students' Union societies must agree to abide by the following code of conduct. Transgressions against this code may be referred to HSU staff for the purposes of conflict resolution, disciplinary action, or termination of membership.

- 13.1. Members will conduct themselves in a manner of mutual respect and understanding for all members of the University community
- 13.2. Members will conduct themselves in a manner that shall not offend others and shall not use foul and abusive language, either orally, in writing, or by expression
- 13.3. Members will be a positive ambassador for the society and the

Students' Union by acting professionally when representing the Society or Students' Union

- 13.4. Members will be committed to equal opportunities. No member of the Society shall be excluded from activity or democratic process based on their gender, age, sexual orientation, race, nationality, or any other protected characteristics as defined by the Equality Act 2010.
- 13.5. Members will, within reasonable expectations, look out for the health and safety of each other when undertaking society activity. Committee members are responsible for risk assessing activities and submitting health and safety documentation to the Students' Union within the designated time frame.

All members of the Society are held accountable to the University code of conduct and the rules detailed within this supersede any additional regulations attributed to the Society.