

Clubs and Societies Procedures

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1. Introduction

These procedures are designed to act as an extension of the Students' Union's (SU's) existing governing documents, the SU constitution and SU schedules, to provide more detail on how clubs and societies (C&S) should be run. These procedures should provide guidance for both C&S committees, as well as SU staff and officers, on the processes of running a club or society (C/S), and how decisions should be made. Whilst each C&S committee role has its own remit, it is the responsibility of all committee members to ensure these procedures are followed. In addition, individuals should also refer to the SU volunteer agreement, SU C&S committee member role description, SU code of conduct, and C&S committee member training for further direction and guidance.

2. Starting a Club or Society

2.1. The Process of Setting up a New Club or Society

Any full member of the SU (in which every Hartpury student is automatically a member) can apply to set up a new C/S through the SU. There are a series of steps involved in the creation of a new C/S:

Pre-approval:

- a. A full committee must be established (chair, treasurer and secretary)
- b. Additional interest of at least 5 other students must be found
- c. It must be determined whether this is to be a club or a society:

Club: Activity-focussed, often involving physical recreation or competitive events

Society: Discussion or interest-based community group

- d. An application must be filled out and submitted to the current SU C&S officer
- e. The SU will review the application and either progress the application for approval at Student Council, suggest amendments, or decline

Post-approval:

- a. All C&S committee members must complete the C&S training and sign the SU volunteer agreement
- b. The committee will attend an introductory meeting with the SU
- c. The SU will open a financial account for the C/S
- d. The SU will open a C/S mailbox and grant all committee members access
- e. The committee will design a C/S logo
- f. The committee will apply for relevant affiliations or sponsorships
- g. The committee will submit a product request form for an annual membership fee for the Hartpury e-store

- h. The committee will create C/S social media accounts
- i. The committee will provide a short text description and photo for their C/S section for the SU website
- j. If applicable, the SU will draft a Code of Practise for the C/S, which will then be approved by the committee and any relevant affiliations
- k. The SU will deposit a starting grant of £200 into the C/S account following the completion of **all** of the above tasks

More details, resources and guidance for setting up a new C/S can be found on the SU website here: [Starting a Club / Society | Hartpury Students Union](#)

2.2 Selection Process for Approving New Clubs and Societies

The SU has limited budget, time and resources to allocate to our C&S, so we must prioritise where resources are allocated. The SU C&S Officer and SU staff will review new C&S applications and select which ones are progressed for final approval at Student Council based on the following criteria:

- The C/S should align with Hartpury values and abide by Hartpury policies and procedures
- The C/S activities should be achievable and realistic
- The C/S does not conflict or overlap with an existing C/S
- The C/S is relevant to Hartpury student interests
- The C/S should be inclusive and accessible to all students
- The C/S committee should appear passionate, responsive and serious (based on the application and prior communications)
- Consider staff timing and input required from staff

If these criteria are not met, the SU may suggest amendments to the application or decline the application. If the criteria are met and the C/S is selected, the SU will forward the application to the next Student Council meeting (December, February or May) for formal approval.

The SU must consider the total number of C&S the SU can support at any one time due to staff and officer time constraints, alongside annual budget allocated to C&S, which is currently £600 per academic year, which equates to 3 new C/S. Therefore, the SU should not exceed a total of **8 clubs and 8 societies** at any one time under the current budget and staffing support structure. Whether the SU is at capacity may affect whether new C/S are selected for approval or not.

If a C/S's remit, projected growth, or goals outgrow what the SU is able to support, then the decision may be made to transfer the C/S to a more suitable department within

Hartpury, upon agreement of the C/S and the respective department. For example, if a competitive club was growing in success and needed specialist training, funding or support, the SU may look at shaping the club into an academy, which would ultimately fall under the Sports Academy and not the SU.

2.3 Election of Committee Members

All C&S committees are required to have at minimum:

- Chair
- Secretary
- Treasurer

New C&S must not have more than two additional committee members outside of the chair, secretary and treasurer. These could include (but are not restricted to):

- Events Organiser
- Wellbeing Officer
- Social Media Officer
- Merchandise Officer

If a group of students are setting up a new C/S, then a democratic election of committee members is not expected as there is no membership base to hold the election with. The election of C/S committee members is expected during an AGM, where a new committee is formed to carry on the work of an active C/S. Similarly, if a new C/S committee member needs to be recruited outside of an AGM (for example, following the resignation of a previous committee member), they are expected to be elected in.

Election of committee members should take place via an in-person event, online voting form or via email. The chair of the C/S should organise the election unless they are alleged to be in conflict (e.g, they are running themselves, in which case, it should be organised by another committee member). The vote should be taken across all members and committee members of the C/S, and the voters should remain anonymous during and after the vote. All candidates in the election should be awarded equal and fair treatment, with members given appropriate time to vote. A record of the results of the election should be taken if candidates wish to see evidence of the outcome. The results of the election should be taken on a simple majority vote.

Whilst in post, the current SU Clubs and Societies Officer is not permitted to permanently or temporarily sit on any Club or Society committee or sub-committee.

2.4 Creation of Sub-Committees

Typically, a C/S will have one core committee who oversee all activities. However, in some circumstances, a C/S may decide to create a permanent or temporary sub-committee. A sub-committee is a formal structure that allows for a specific activity (whether regular or temporary) to be undertaken that aligns with the C/S, that the core committee do not actively organise but still oversee and are ultimately responsible for that activity. At-least one member of the core committee should sit on the sub-committee to ensure cohesion and maintain communication. Similarly to core committee members, sub-committee members should be elected into their position and complete the training and sign the SU volunteer agreement form. An example of a sub-committee may be a permanent hacking branch of an Equestrian club, or a temporary trip-planning committee for a ski trip within a Snowsports society.

Sub-committees do not receive separate or additional funding or support through the SU, as they will be supported by the core committee. The SU will support conversations around the set-up of a sub-committee to ensure all members of the existing core committee are happy with the arrangement and expectations.

2.5 Replacing a Committee Member

If a chair, treasurer or secretary resigns, their position will need filled within 6 weeks, following the election process outlined in section 2.3. Resignation is not always voluntary, and sometimes committee members may receive a sanction where they have to be removed from their role, or have been democratically voted out by other C/S members, which should always be address sensitively.

A C/S may wish to remove a C/S committee member for reasons that are not a direct breach of the SU Code of Conduct, such as lack of responsiveness or an inability to work as a team. This can be raised by a C/S committee member or general member. The concern must be submitted in writing to the SU C&S officer with valid reasons for removal and evidence. The SU will then undertake an internal investigation considering all parties. This may result in providing support for the committee member, applying a warning or sanction, or agreeing to the replacement of the committee member.

2.6 Taking on an Active or Dormant Club or Society

When a new committee joins a C/S, it is usually under 1 of these 3 circumstances:

- a. It's a new C/S
- b. It's an active C/S
- c. It's a dormant C/S

The process of taking on an active or dormant C/S is similar to that of a new C/S. The main difference is that an active/dormant C/S will not receive the £200 start-up grant, this is only awarded to new C/S.

Active: As outlined in our SU constitution and schedules, each active C&S must undergo an annual general meeting (AGM) every year. Typically, this happens around March/April, where the C/S reflects on the year's activities and elects a new committee to run the C/S over the summer and for next academic year. This new committee can be made up of completely new committee members, returning committee members, or both, depending on who the members elect in.

Committees taking on an active C/S are not expected to go through the pre-approval process outlined in section 2.1. New and returning committee members taking on an active C/S are expected to complete the post-approval processes listed A and B in section 2.1. The committee is expected to *review* most of the post-approval processes, listed D-J in section 2.1. This review may result in changes, such as a new logo, membership fee or sponsor, but they may also wish to keep everything the same.

Dormant: A dormant C/S is one that is not currently active but has been within the past 3 academic years. Once a C/S is made dormant, their financial account is kept open and can be taken over by a new committee, up until 3 full academic years have passed since the point of dormancy, where the funds will be reabsorbed by the SU.

Committees taking on a dormant C/S are expected to go through the pre-approval process outlined in section 2.1. New committee members are expected to complete the post-approval processes listed A and B in section 2.1. The committee is expected to *review* most of the post-approval processes, listed D-J in section 2.1. This review is likely to result in changes, such as a new logo, membership fee or sponsor, but they may also wish to keep everything the same.

3. Procedures

This section aims to outline the procedures for core aspects of the C&S committee role. Procedures and their resources are listed on the SU website.

3.1. Expectations of Clubs and Societies as a Whole

- All members of the C/S should adhere to the SU Code of Conduct
- Should be open and inclusive to all students (College and University students)
- C&S should be actively advertising themselves to all students, not a limited exclusive small group
- Expected to have a social media account and strong presence throughout the year

3.2. Communication Expectations of Club and Society Committee Members

Behavioural expectations of all SU members are outlined within the SU Code of Conduct, which encompasses C&S committee members and general members. Role specific expectations of C&S committee members are outlined in the SU volunteer agreement and C&S role description, which the student agrees to abide by upon the signing of the SU volunteer agreement at the start of their role. This section aims to provide further detail regarding communication expectations for C&S committee members, who must:

- Meet with the SU semesterly
- Respond to emails from the SU within 2 working weeks
 - The SU will follow up after 2 working weeks if we have not received an adequate response
 - A warning will be issued to the C/S committee if they continue to be unresponsive after a follow up is issued
- Respond to their fellow committee members
 - Committee members are expected to respond to fellow committee members within 2 working weeks
 - Committee members should report to the SU if they are concerned about a committee members' level of responsiveness and its impact on the running of the club
 - A warning will be issued to the C/S committee member if they continue to be unresponsive after a follow up from the SU is issued
- The chair of each committee is automatically a member of Student Council and are expected to attend each Student Council meeting. If the chair is unable to attend a meeting, they must nominate another committee member in advance.

The SU will support all committees with any issues they face regarding communication, and they will undertake frequent wellbeing check-ins.

3.3. Procedure for Memberships

When recruiting new members, C&S must:

- Submit a product request form to the SU for the Hartpury e-store to list their membership.
- Ensure that the details of the membership listing are clear and true to the offering of the C/S.

- Proactively promote themselves to all eligible Hartpury students through all channels available to them (on-site, online etc.)
- Ensure that all members sign-up through the Hartpury e-store, regardless of whether membership is free or paid, where receipts will be received via the C/S mailbox.
- Ensure that no student is denied membership for reasons other than entry requirements, if applicable.
- Ensure that C&S committee members sign-up and pay the C/S membership fee (if applicable) in line with all other members.
- Reach out to new members in a timely manner, with an automated reply scheduled to the mailbox to provide new members with immediate information in case the committee can't respond quickly.
- Follow the U18s membership procedure (detailed in section 3.6) if a student under the age of 18 signs up.
- Keep track of all memberships received and must be ready to produce a report of memberships to the SU if requested. The committee should keep membership information secure and confidential.

A C/S can hold taster sessions for students who are not yet members, but they should not allow a student to attend multiple sessions without signing up and paying the membership fee (if applicable).

Memberships renew every year for all C&S. Memberships will finish at the end of the academic year, and members must sign up at the start of the new academic year, regardless of whether they are a new or returning member. Activities can continue but no new members can join over the summer period, where membership listings will be taken off the Hartpury e-store.

3.4. Procedure for Events, Competitions and Other Activities

Any event or activity organised and by a C/S must follow the events procedure outlined below:

1. Decide what type of activity you are organising:

Social: Usually, a low-key activity that doesn't require seeking permission for funding or hiring spaces. For example: a meal at a restaurant, a picnic in the park, or night out. This does not require SU approval, but it would be good to keep the SU updated with what you're doing.

Regular activity: An activity that the C/S does on a regular basis, which may require seeking permission for funding or hiring out spaces, but not always. For example: weekly

training sessions or fortnightly room bookings on campus for a gaming night. The SU will deem the activity as regular if the C/S is doing it on a monthly basis or more regularly. **This does require SU approval** when first set up, but after that, does not require approval for each session.

Event: Usually a one-off 'official' activity, that will often require the C/S to seek permission for funding or hiring out of spaces. For example: a movie night, party, trip, or competition. **This does require SU approval.**

2. Plan the activity

Using the SU events form, the C/S committee should detail all plans for the activity and submit the form to the SU C&S officer 4 weeks before the activity is due to take place. All C/S committee members should agree with and engage with the plan. The C/S committee should consider all aspects of the activity to ensure it runs smoothly, this could include requesting finances, transport, or booking a space on campus.

3. Fundraising (Optional)

There is a section on the SU events form to detail any fundraising relating to the activity that is being planned. Fundraising is a great way to enhance the longevity of the C/S, support charities and engage with members, but it is not a requirement for activities to undertake fundraising.

4. External speakers (Optional)

An external speaker is anyone that is not a member of staff or student at Hartpury who interacts with C/S members in any way, this could include demonstrations, practicals, guest talks or similar. It is important that approval is gained before a guest speaker is formally invited. C/S committees can reach out to a potential guest speaker to gauge interest before submitting a full SU events form, but formalities cannot be agreed until the form has been approved.

5. Health and Safety

The C/S committee must ensure that all activities are run safely. The general SU Risk Assessment encompasses most activities, and the C/S committee must check whether this version comprehensively covers their planned activity. If their activity involves unusual, high-risk or offsite activity, a separate risk assessment will need to be created.

6. Promotion of the Activity

Once the activity is approved, the C/S committee is encouraged to promote it, depending on who the activity is for. If the activity is only open to members, then they may wish to promote internally, but if the activity is open to all student, the SU can help by:

- Promoting via social media - tag us or request to collaborate
- Promoting via the SU website events page - send us the title, date, time, location, photo (or your logo) and short description
- Promoting via the monthly newsletters – requests must be submitted by the 20th of the month (for the newsletter to go out just before the start of the next month)

Outside of their own activities, all C&S are expected to engage with the following events throughout the year:

- Freshers Fair
- RAG week
- ReFreshers Fair (if running)

It is expected that each C&S has 2 committee members attend each event. If committees are not able to engage in these activities, they must inform the SU in advance with a valid reason for non-attendance.

Any C/S participating in off-site activities, particularly competitions, must ensure they follow reputational guidelines outlined by Hartpury and the SU, adhering to the SU Code of Conduct at all times. If a C/S is in the position to be competing, this should be outlined in their own Code of Practice.

More details, resources and guidance for organising events and activities can be found on the SU website here: [Committees Hub | Hartpury Students' Union](#)

3.5. Procedure for Affiliations and Sponsorships

Sponsorships and affiliations are a good option to broaden the remit of a C/S, provide more opportunities and potentially generate income. When setting up a relationship with an organisation or company, first, the C/S must decide what type of relationship they are entering:

Sponsorship: A strategic partnership where a company or individual provides **financial or in-kind support (goods/services)** to a club or society in exchange for marketing benefits like brand visibility, reputation building, and access to new audiences. For example, money in exchange for advertisement on club merchandise, or prizes for a raffle.

Affiliation: A partnership between an organisation or individual and a club or society who both work towards a common goal, but **not for financial gain**. For example, the use of a sporting ground or links to a charity.

All sponsorships and affiliations must be pre-approved by the SU before any agreements are made. To do this, C&S committees must:

1. Make initial contact with the potential sponsor or affiliate to gauge interest, but formal arrangements must NOT be made at this stage.
2. Complete an SU Sponsorship and Affiliation Application form for each new sponsorship/affiliation.
3. Await approval from the SU. If successful, the SU will draft up a formal agreement, and send it off to the other party for approval.
4. Await approval from the other party. If successful, this agreement will then be written into the C/S Code of Practice (if applicable).

Sponsorships and affiliations will wipe at the end of each academic year and must be re-approved if the C/S committee wish to remain with them.

If sponsorship or affiliation agreements are broken by either party, the SU will launch an investigation, and the agreement may be terminated. If the agreement is broken by the C/S committee, they may be subject to disciplinary procedures.

If a C/S becomes dormant whilst a sponsorship is still active, the SU will meet with the committee and sponsor to come to a preferred agreement, which may see the SU taking on any promotional requirements.

More details, resources and guidance for sponsorships and affiliations can be found on the SU website here: [Committees Hub | Hartpury Students' Union](#)

3.6. Procedure for Under 18s

The SU and its volunteers have a duty of care and responsibility for under 18 students (U18) who partake in their activities. This extends to C&S committee members, who may have U18 members attend their activities. They must:

Membership

- Inform the SU if an U18 student has joined their club or society and keep a record of their membership.
- Inform the U18 member as to who will receive their details.
- Ensure a U18 membership consent form is sent to the new U18 member and is signed by their parent/carers before they are allowed to participate.
- Ensure the C/S Code of Practice (if they have one) and the SU Code of Conduct is sent to parents/carers along with all consent forms.
- Ensure that if the C/S participates in regular activity, this will be outlined in their Code of Practice, and the U18 member's regular attendance will be

agreed by the parent/carer at the point of signing the U18 membership consent form.

- Ensure a copy of the signed U18 membership consent form is received by the SU.

Activities and Trips

- Ensure an U18 activity consent form is signed by the parent/carer for all offsite or high-risk activities that an U18 member wishes to attend.
- Ensure a copy of the signed U18 activity consent form is received by the SU.
- Ensure that an U18 committee member is never solely responsible for running any C/S activities – if a committee is made up of only U18 committee members, then they must request SU staff support in organising events, which will be limited to onsite activities only
- Ensure that risk assessments for trips and activities have been completed.
- Ensure that U18 members are never attend overnight trips.
- Ensure that where offsite activity takes place, U18 members must be accompanied by a responsible adult with a DBS certificate. This can be an 18+ committee member.
- Ensure that all Hartpury SU, Hartpury University and College, and national governing body policies and procedures are followed.

Any C/S found to have U18s participating in activities without the relevant forms will be subject to disciplinary procedures.

More details, resources and guidance for U18, including the full policy, can be found on the SU website here: [Committees Hub | Hartpury Students' Union](#)

3.7. Procedure for Finance

C&S must follow strict financial regulations, as outlined in the full finance policy. All C/S funds will be held in an account under the SU, and should never be held in personal accounts.

If a C/S wishes to access their funds, they must:

- Request an account statement by contacting the SU manager to see how much money is in the account.
- Request an expense by contacting the SU manager, including a breakdown on how much money is needed, what it will be used for, and that the whole committee consent to this expense. **Expenses must be approved in advance.**
- When paying off an expense (which must have been approved), there are various options. These include:

- a. **Invoice:** Where possible, C&S should arrange for the supplier/venue to invoice the SU. The C/S must forward the invoice to the SU Manager, and once received the SU will make the payment, bearing in mind that invoices are paid on the 22nd of the month following the invoice date (e.g. if an invoice is forwarded on 2nd Feb, they won't be paid until 22nd March). It is the responsibility of the C/S to inform the supplier/venue as to when they are likely to be paid. Some suppliers won't supply the item until they have been paid, and so the timeline must be considered by the C/S.
- b. **Expenses claim** (reimbursement): A C/S may need to pay for items personally and claim the money back. Any individual who makes a purchase must keep any receipts, as without these you may not be eligible for a refund. When claiming funds back, an expenses claim form must be submitted to the SU manager, inclusive of any receipts.
When you are ready to make a claim, use the expenses claim form on the
- c. **Cash advance:** If an expense needs to be purchased in cash, this can be done up to a limit of £50. The C/S will be advised when the cash is ready for collection. C&S will need to take the receipt book to get it signed by the supplier/venue, which must then be returned to the SU office.
- d. **Amazon orders:** the SU can purchase items for a C/S directly through Amazon. When requesting an expense that can be purchased via Amazon, C&S should send across links to specific items.

If a C/S wishes to have money paid into their account, they must ensure:

- All membership fees are gathered through the Hartpury e-store, other means of collecting membership fees are prohibited.
- All event/activity fees are gathered through the Hartpury e-store, other means of collecting event/activity fees are prohibited.
- All cash that has been collected through fundraising is brought to the SU office as soon as possible, where the SU will then deposit the money into the C/S account via the finance office.
- If they wish to use a card reader, it must be requested through the SU in advance and collected and returned to the sport academy reception. The committee is responsible for the card reader and receipts whilst it is in their possession. The committee must then inform the SU of how much they raised through the card reader.

3.8. Procedure for Merchandise and Clothing

If a C/S wishes to purchase branded merchandise or clothing, they must:

- Submit their ideas/vision to the SU at the earliest convenience, even if these are basic initial plans. This could be written details or a drawn mock up. Anticipate that production times may be lengthy, and to enquire with as much time as possible.
- The SU will then converse with Hartpury's contracted suppliers to investigate whether they can fulfil the idea/vision.
- If achievable, the SU will request a quote and formal mock-up to be approved by the C/S and SU manager.
- If approved, the merch or clothing can either be listed online for students to purchase individually, or owned by the C/S to lend out or give away.

It is firmly against Hartpury policies to:

- Use the Hartpury Crest on anything
- Order or sell merch or clothing without prior SU approval
- Order or sell merch or clothing through a 3rd party
- Order or sell merch or clothing through a student's private bank account, unless previous approval has been granted under exceptional circumstances.
- Sell on approved merch or clothing for personal profit.

3.9. Procedure for Annual General Meetings (AGMs)

It is recommended that all AGMs are completed in **March or during the Easter holidays**, as the deadline for completed forms will be before students come back after Easter. This allows time for the new committee to be trained and set up before taking over the C/S in early May.

AGM: All C&S must hold an AGM in order to reflect on the past year and plan for the following year. This should include conversations where the existing committee reports to their members on what they have done that year and give the members a chance to hold the committee accountable for their actions over the year. It should also act as an initial consultation for changes members would like to see in the following year, and a place to vote in the next years' committee. There is a C&S AGM agenda and minuting template for further information and guidance.

When preparing for an AGM, C&S committees should:

- Consult with members to find a date where the majority of members have availability to attend an AGM
- Set an agenda, following the SU AGM agenda template and adding on any other relevant agenda points

- Decide on a date, time and location
- Notify the SU of when they are holding their AGM, and they can help you book a room if needed
- Publicise all details of the meeting to members at least five working days in advance. Agendas should be available two days in advance.
- Publicise the details and responsibilities of all committee roles that are recruiting (which should be all committee roles, even if the existing committee member is looking to re-run)
- Prepare a short report detailing their activity over the past year
- Ask the SU for their C/S's budget report

When running an AGM, C&S committees should:

- Ensure that the meeting is ran by the Chair of the committee, who must be in attendance
- Ensure that only registered members attend and have everyone register their attendance
- Take the minutes (notes) of the meeting, following the SU AGM minuting template
- Ensure at least 51% of all registered members are in attendance, known as quoracy (eg. if a C/S has 20 members, 11 must be present). If a meeting is not quorate, it must be rescheduled to be completed before the AGM deadline.

When voting at an AGM, C&S committees should:

- Ensure that only current members are standing for committee positions (Existing committee members can re-run if eligible, but should not automatically roll over)
- Ensure that only current members take part in the vote
- Give each candidate a couple of minutes to explain why they should be elected. If they can't make it to the meeting, they can record a video or send a short report for someone to read on their behalf
- Ensure there is always a RON (reopen nominations) option so members can select this if they don't feel as if any of the candidates are suitable for the role
- Ensure that candidates leave the room during voting
- Facilitate a democratic vote. This can be done by raising hands, or by anonymous ballot paper
- Ensure that each member has one vote, including the existing committee members, but excluding the candidates
- Ensure that committee members are not biased towards a particular candidate and/or influence the vote of other members
- Ensure that outcomes are determined by a majority outcome, so 51% or more of the voter turnout

- Ensure that if the vote results in a tie, the chair will have the deciding vote.
- Keep a secure record of the outcome of the vote, in case it is requested by the SU, candidates or C/S members

If the vote is to happen online, then the above procedure should be followed with reasonable adjustments.

Once completed, ensure you send the AGM minutes and attendance record to the SU before the deadline.

Handover: Following an AGM and the election of the next years' committee, a handover is where the existing committee 'hands over' everything to do with the running of the C/S to the new committee. This should happen separately to the AGM, but **before the beginning of May** when the new committee take over. There is an SU Handover Guide for further information.

When conducting a handover, C&S committees should:

- Organise a meeting(s), which may include:
 - All existing and all new committee membersor
 - Separate meetings for each existing committee member with the new committee member taking on their role (eg, chair with chair).
- Write a handover document for each role and for the committee as a whole
- Facilitate shadowing for new committee members at meetings or events, if applicable
- Encourage any other way that you think will help the new committee get to know their new responsibilities

More details, resources and guidance for AGMs can be found on the SU website here:

[Committees Hub | Hartpury Students' Union](#)

4. Consequences of Not Following Procedures

The SU has procedures in place to aid C&S committees in fulfilling their role to the best of their potential, but they also exist to ensure that activities are conducted in a safe, inclusive and responsible way. Therefore, if a C/S committee or committee member are found to be in breach of any of the procedures, warnings and sanctions should be applied following what is laid out in the SU Code of Conduct. All incidences will be assessed by

the SU on a case-by case basis, but the below provides an example of what might constitute a minor or major breach:

- **Minor breach:** 1 minor breach = warning and support, 2 minor breaches = warning and meeting with the SU with support in place, 3 minor breaches = a major breach.

Examples:

- Not submitting a form for an event
 - Breach in social media rules
 - Repeated lack of response to the committee / SU
 - Not attending an SU event without a valid reason
- **Major breach:** 1 major breach could result in = suspension from committee whilst investigation is ongoing, dismissal from role, or dismissal of whole committee.

Examples:

- Discrimination
- Bullying
- Severe reputational damage
- Severe breach of financial regulations

Please see SU Code of Conduct for more detail and potential sanctions.

5. Closing a Club or Society

When a C/S is closed, it will enter a state of dormancy. This dormancy will last for 3 years from the date of closure, where the C/S's account will be frozen, their membership listing will be hidden on the Hartpury e-store, and all promotional material will be removed from the SU website and other relevant channels. The C/S must cease all communication to members and all activity and must not recruit any new members. A new committee can take on a dormant C/S at any point within the 3 years, where they will inherit the existing account, social media channels, logo etc.

A C/S might become dormant for the following reasons:

1. Unable to fill core committee role(s)
2. Major breach of the SU Code of Conduct
3. Inactivity (they have held little/no activities, spent little/no money or have not fulfilled the promises of the membership)
4. Mutual agreement between SU staff and Officers due to other factors not listed above



If a C/S is at risk of dormancy due to inactivity, the committee will be notified ahead of time to investigate whether any support can be put in place in the first instance. If inactivity continues, student council will be notified, and the SU Clubs and Societies Officer may present a motion to discuss the closure of the C/S at the next student council meeting.

If the SU reaches the maximum number of C&S permitted but receives an application for a new C/S, the SU Clubs and Societies Officer may choose to call a review of all C&S at the next student council meeting, to decide whether it would be appropriate for the prospective C/S to replace another C/S.

If a C/S enters dormancy, membership fee refunds will be determined on a case-by-case basis. If a C/S is closed during the academic year due to inactivity, members will be entitled to a full refund of their membership for that academic year.

If 3 years pass and the C/S is not taken on by a new committee, it will be officially closed. Any money in their account will be absorbed by the SU budget and reinvested in the student experience. Similarly, any goods owned by the C/S will become property of the SU.