

Student Opportunities New Group Ratification Procedure

1. Purpose

The purpose of the Student Opportunities Ratification Procedure is to outline how proposed new student led opportunities, such as clubs, societies and volunteering projects are ratified as official affiliated Undeb Bangor opportunities or groups.

2. Scope

The procedure applies to:

- Students who want to set up a new club.
- Students who want to set up a new Society.
- Students who want to set up a new Volunteering Project.

3. Minimum requirements for consideration of new clubs and societies

- Groups must normally have a minimum of 10 student members to be considered to be registered as a new affiliated Club or Society.
- Groups must have a committee of at least 4 student members - Club Captain/Chairperson, Secretary, Treasurer and Inclusivity and Wellbeing Officer. Groups may require additional positions. The Student Opportunities Team will advise students further on this.
- Groups may select committee members at start up. After start up committees must be democratically elected each academic year by the group membership in line with Undeb Bangor procedures.
- If a committee is unable to be selected at start up or if those proposing the start up can not reach a consensus on who should hold positions, the Student Opportunities team may require for committees to be elected.
- In the view of the Student Opportunities Team, if new committees cannot demonstrate they can work together in a positive and cohesive fashion, the request may be declined.

4. The Process

- The new Society/Club/Volunteering project request form should be submitted by the those proposing the new opportunity. As much information as possible should be provided.
- All proposals are reviewed by the Student Opportunities Team on a monthly basis. During busy periods this may increase to a termly basis.
- Proposers will be advised of the approximate timeline shortly after submitting the proposal.
- Proposals are measured against key factors, including sustainability, individuality, level of support required, and funding needs. In certain circumstances, additional advice and information is required which can increase the decision making time.
- Other stakeholders may need to be consulted.

- Decisions on whether to approve the proposal will be made by the New Opportunities Review Group. This group is made up of members of the Student Opportunities Team and at least one Elected Officer.
- Feedback on decisions, and an opportunity to discuss further if required will be offered to proposers.
- Not all proposals will be able to be approved. Feedback on decisions will be provided.
- Proposers have the right to appeal the decision. Appeals should be made to the Membership Development Manager. If it remains unresolved, it will be referred to the Undeb Bangor President and Director.

5. Paperwork

- New start ups will be required to provide the same paperwork as for any other student group. The Student Opportunities Team will support with this.
- Relevant risk Assessments and Health and Safety related paperwork, policies and procedures will be required before any new group activity can take place.

6. Health and Safety

- New starts up will be held to the same standards of health and safety as for any other student group.
- Activity will not be permitted to take place until relevant paperwork, induction and training has taken place.

7. Membership

- Membership of the group must be kept using the Undeb Bangor online membership system.

8. Training

- The Student Opportunities Team will provide training and induction for new committee members. This will ensure that committee members are aware of Undeb Bangor processes and procedures.
- Activity will not be permitted to take place until the Student Opportunities Team has assurances that necessary induction and training has taken place.

9. Suspension or closure of student opportunities groups

- There are many reasons that a Club, Society or Volunteering project may be suspended or closed. Any potential suspension or closure will be reviewed on a case by case basis, taking into account relevant factors.
- Any immediate health and safety risks will likely lead to the temporary suspension of group activity pending investigation and resolution of concerns.
- Any suspension or closure will be authorised by the Student Opportunities Team in collaboration with the relevant Elected Officer.
- Suspension or closure by request from the Club, Society or Volunteering project or after a period of dormancy will be affected without further consultation.
- Upon closure of a Club, Society or Volunteering project, any remaining grant account balance will be transferred into the central grant account for that area.
- Any remaining fundraising balance will be held for a minimum period of 24 months to allow the group a fair opportunity to re-start. After this period, any unspent funds will be

transferred to a central account and made available for other student opportunities. After this time, there will be no entitlement to these funds.