# TERMS OF REFERENCE

# SOCIETIES COMMITTEE

> **Document owner: Societies Development Coordinator**
>
> **Documents governing this procedure: Committees Bye-law**

**The purpose of the Societies Committee will be to:**

*1. Discuss society-related matters, issues and concerns and ensure the smooth running of all societies 2. Increase collaboration, communication and understanding between the societies*

*The Societies Committee:*

3. *Societies Committee will be open to all elected society committee members. It will usually consist of the President from each Society who may be represented by an executive member at any one time.*

4. *The meeting will take place a minimum of three, and a maximum of four times per term. The dates of each meeting will be published on an annual basis at the start of the academic year and any changes will be communicated no less than 42 hours before a meeting*

5. *They will meet once a month, at least 48 hours before the Student Council Paper Submission Deadline*

6. *The Societies Committee will be chaired by the Society Chair who will have a casting vote only should it be required at the meeting.*

7. *The chair will be an elected executive member from a society, and in his/her absence by an elected executive member from a society who shall be Vice-Chair.*

*Voting*

8. *This will be done via voting pads. The usual voting options are: Yes, No and Abstain.*

9. *At any meeting each society eligible to participate in the Societies Committee will have a maximum of one voting/ratification card should they be required at the meeting.*

10. *No voting shall take place unless fifty per cent plus one of the ratified societies eligible to vote at the Societies Committee are represented. This is also known as quoracy.*

11. *Any vote taken will pass with a simple majority unless the vote is to make changes to this document, when a two-thirds majority will be required.*

*Agenda:*

12. *The Societies Committee will follow the following standard agenda format:*
    a. *Apologies*
        i. *If none of the committee can attend from a group, then apologies must be sent to the Chair in writing by 10am on the day of the meeting. This can be done by emailing* *uonsocs.chair@northampton.ac.uk*

    b. *Accepting the agenda/declaring conflicts of interest*

    c. *Previous minutes/matters arising*

    d. *Vice President Union Development report and questions*

    e. *Societies officer report and questions*

    f. *Society Councillors report and questions*

    g. *Ratification of society proposals*

    h. *Any other business*

    i. *Date of next meeting*

13. *In addition to the standard agenda items the following agenda items may also arise:*

    a. *General information related to societies*

    b. *Discuss, approve or disapprove budget and plans for Society Awards*

    c. *Discuss, approve or disapprove relevant proposals for amendments of relevant bye-laws, policies, procedures and the society funding structure*

    d. *Deratification of societies*

***Notes***

1. *The agenda for each Societies Committee will be sent to the Societies Committee no less than 72 hours (3 days) before a meeting.*

2. *Minutes will be distributed no later than 7 days following the meeting.*

3. *Attendance:*

    a. *Societies that do not send an apology and miss one meeting get sent a written warning to attend the next meeting*

    b. *If they miss the second Committee without valid reason, they will get their activities suspended for a month*

    c. *If they miss the third meeting without valid reason, their members will be contacted to notify them that the committee has missed three meetings in a row. They will be recommended to start the 'Vote of No Confidence' procedure or make their committee come to the next Societies Committee. If we do not hear from them at all by the next Societies Committee, then the Society will be put up for Deratification.*

### REVIEW

1. This policy will be reviewed annually by the Societies Development Coordinator.

**Date of this revision**:

**Date of next revision**:

| Revision date | Previous revision date | Summary of Changes | Changes marked |
|---|---|---|---|
| | | | |

**Owner**

| Name | Email Address | Title | Date of Issue | Version |
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**Approvals**

Approval will be made via email from a valid email address as shown below.

| Name | Email Address | Title | Date of Issue | Version |
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