

Societies Committee – Terms of Reference

1. General

- 1.1. These terms of reference are with regards to LUSU Societies Committee as per the Student Groups Bye Law (5.3)

2. Aims

- 2.1. To provide operational oversight for student society activity supported by LUSU.
- 2.2. To act as:
 - 2.2.1. The panel for Societies Funding
 - 2.2.2. Decision making body for new societies or changes to existing society terms of reference
 - 2.2.3. Project group to design and support the delivery of society platform events
 - 2.2.4. A consultation forum for feedback on issues surrounding student sport
- 2.3. To schedule two Societies Forums a year for all student societies

3. Powers

- 3.1. Approving societies funding applications
- 3.2. Approving new society applications
- 3.3. Approving the next committee members

4. Membership

- 4.1. Ex Officio:
 - 4.1.1. LUSU VP Activities (Chair)
- 4.2. Appointed:
 - 4.2.1. Eight appointed members from student societies
- 4.3. In attendance:
 - 4.3.1. LUSU Societies and Community Manager
 - 4.3.2. LUSU Societies Coordinator (Secretary)
 - 4.3.3. Other LUSU staff where appropriate

5. Procedures

- 5.1. The Societies Committee shall meet regularly throughout the academic year at a rate set by the chair – but that is able to efficiently deal with business in a timely manner
- 5.2. Quoracy for the Committee is five members of the Committee.
- 5.3. Committee can make decisions remotely if it is unfeasible to meet to discuss a matter that requires prompt attention.
- 5.4. Items seeking the Committee's approval shall require a simple majority to pass.
- 5.5. Committee Meetings shall be minuted, copies of which shall be published for members to access
- 5.6. The Committee will make a report to each Societies Forum

- 5.7. Appointment of members will be approved by the outgoing membership. Recruitment decisions will be made based upon applicant's experience and motivations. The diversity of the committee will also be considered to ensure it is a balanced representation of the diversity within LUSU's societies and wider membership
- 5.8. New societies will be approved based upon the following criteria:
 - 5.8.1. Activity is in line with and supportive of the Students' Union's charitable objectives and strategic vision of "inspiring and supporting students to love Lancaster"
 - 5.8.2. Society must not duplicate an existing opportunity and there must be a proven interest from the student community in the activity the society intends to provide: there must be a minimum of 20 expressions of interest in membership
 - 5.8.3. The first year of the society must be budgeted and demonstrate that activity is financially sustainable
 - 5.8.4. The executive must have researched and evidenced that the Union and University has the facilities to accommodate the activity this society intends to provide; or have identified an alternative solution
 - 5.8.5. The proposed executive must demonstrate a competency and understanding with regards to fulfilling the executive roles of president, treasurer and secretary
- 5.9. Funding decisions will be made based upon the following principles:
 - 5.9.1. Activity is in line with and supportive of the Students' Union's charitable objectives and strategic vision of "inspiring and supporting students to love Lancaster"
 - 5.9.2. There is good financial management in place in the society and evidence of research regarding costs and the expenditure itself.
 - 5.9.3. The funding panel will often prioritise activity that reaches the widest number of students and that benefits Lancaster University community as a whole
 - 5.9.4. Development should be sustainable and not need financial support again in the future.
 - 5.9.5. LUSU funded activity must, as much as possible, have a positive impact on the environment and the local community.

Decisions will be shared with LUSU executive to ensure complete transparency.