



UNIVERSITY OF ESSEX STUDENTS\* UNION

# SOCIETIES

# TERMS OF REFERENCE

**Version:** SU Societies Terms of Reference 2025

**Approved by:** VP Student Experience

**Date:** January 2025

**Review date (by):** January 2026

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# SOCIETIES TERMS OF REFERENCE

## CONTENTS

1. INTRODUCTION →
2. THE PURPOSE OF AN SU SOCIETY →
3. RECOGNISED SU SOCIETIES →
4. GOVERNING DOCUMENTS →
5. CONSTITUTION →
6. EXECUTIVE COMMITTEE →
7. ELECTION OF SOCIETIES COMMITTEE MEMBERS →
8. MEMBERSHIP OF SU SOCIETIES →
9. COMPLAINTS →
  - A) THE RUNNING OF THE SOCIETY AND ITS EVENTS/ACTIVITIES →
  - B) CONFLICTS AND DISPUTES WITHIN THE SOCIETY →
10. INVESTIGATIONS →
11. REPRESENTATION →
12. GENERAL MEETINGS →
13. FINANCES →
14. CLOSURE OF SOCIETIES →
15. INTERPRETATION →
16. REVOCATION →



## **1. INTRODUCTION**

The Societies Terms of Reference is a document that sets out how all Recognised SU Societies, hereafter referred to as 'societies' shall be governed and outlines the expectations of the Students' Union as to how societies should be run in a fair, inclusive and transparent manner for the benefit of all Members.

The Terms of Reference shall apply to all Recognised University of Essex Students' Union Societies, and all such societies shall be subject to its provisions. In the event of conflict, these terms of reference shall supersede any individual society arrangements, constitutions, society documents or house rules.

Future revisions to these terms of reference can be proposed by any Member of a recognised SU society or any SU Student Leader and following the presentation of the changes at a societies general meeting, would be agreed by a simple majority vote of those present.

## **2. THE PURPOSE OF AN SU SOCIETY**

A recognised SU society exists to build community, belonging and inclusivity around a common belief, interest or activity. Societies should be student led and will be run by an elected Executive Committee of current students, as set out within this document. Societies shall be open to all current students and must promote inclusivity, diversity and equality in all that they do. Societies may also choose whether they are open to Alumni/Public Membership or not, this shall be stated in their constitution.

The Students' Union will facilitate the smooth running, governance and collaboration of societies and will support in the resolution of disputes and disciplinary matters.

## **3. RECOGNISED SU SOCIETIES**

A recognised SU society is defined as a society that facilitates student-led activities for groups of like-minded individuals, with a defined purpose.

Any new society seeking to be recognised by the SU will be considered, except in circumstances when:

its purpose is similar to the aims or purpose of any existing society or club, or any other area of the University of Essex Students' Union, that it would result in duplication; or

any purpose which is contrary to the Societies Governing documents ([see Section 4](#)), University of Essex Students' Union's Articles of Governance, its Byelaws or any of its policies.

Recognition of a Society by the Students' Union shall be achieved upon completion of the following:

An SU Society Start-Up Form

A Society Constitution (Signed by the Exec)

A completed copy of all Governing Documents as listed in [Section 4](#) (signed by the Exec).

The SU Societies Team in conjunction with VP Student Experience will review the start-up form and accept or reject the application.

The Students' Union will support SU Recognised Societies through:

- a. the promotion of Societies
- b. the organisation of similar aims and objectives as follows:
  - Activities
  - Arts
  - Cultural
  - Departmental
  - Musical
  - Political and Representation
  - Religious

- c. representation of the interests of Members at all appropriate bodies.
- d. provision of appropriate support and training for Members of SU Societies, including but not limited to the Executive Committee.
- e. establishment of appropriate links with relevant external bodies at local, national and international level.
- f. involvement and participation in social and charitable events.

These aims and objectives shall be pursued without regard to age, colour, disability, race, ethnic origin, gender, sex, sexual orientation or identity, marital status, nationality, parental status, family commitments, religious or political beliefs or affiliation, HIV/AIDS status and trade union activity, except where it is a requirement for eligibility.

Should a new society be rejected for recognition, then the proposers may appeal the decision by emailing SU Socs within 20 working days. The appeal will be forwarded to Student Leaders (excluding VP Student Experience) to make the final decision.

Recognition of a Society by the Students' Union may be suspended or withdrawn if the Students' Union is satisfied that:

the Society has acted outside its Constitution or Code of Conduct, or the SU Societies Terms of Reference or the Societies Code of Conduct, or the University of Essex Students' Union's Articles of Governance, its Byelaws, or any of its Policies; or

the Society is no longer active; or

mismanagement of the Society has taken place, including but not limited to financial mismanagement.

Any society in which recognition has been withdrawn, may not be re-recognised until the following academic year. Societies wishing to be re-recognised should email [susocs@essex.ac.uk](mailto:susocs@essex.ac.uk) in term 3 to express their interest, at which point they will be guided through the process.

#### **4. GOVERNING DOCUMENTS**

The following documents are considered Societies Governing Documents:

- a. SU Societies Terms of Reference (This Document)
- b. Societies Individual Constitutions (Requires Completion and Signature)
- c. Society House Rules (Optional)
- d. Societies Code of Conduct (Requires Signature)
- e. Policies and Procedures for Club and Society Treasurers (Signed by President and Treasurer)

In addition, it is expected that ALL Members of SU recognised societies follow the University of Essex Students' Union Governing documents and Policies, which can be found here: [SU Policies \(essexstudent.com\)](https://essexstudent.com/su-policies)

#### **5. CONSTITUTION**

The Constitution of an SU Recognised Society shall include:

The stated Aims of the Recognised Society, which must not be contrary the SU Societies Term of Reference; the SU Societies Code of Conduct or the Articles of Governance or Byelaws of the University of Essex Students' Union.

The Society Membership fee, which shall be decided by the Executive of the Society on an annual basis. There is no minimum or maximum amount that a Society may charge for Membership; however, a society must generate sufficient income for the society to meet its stated Aims.

A list of the approved Executive Committee roles and responsibilities.

A commitment to run specific events and meetings.

A copy of the Constitution shall be uploaded to the society's web pages at [www.essexstudent.com](http://www.essexstudent.com) and shall be available for viewing by all Members of the society at all times.

Amendments to the Constitution shall be made annually through a meeting of the new Exec and the SU Societies Team and retained by the SU Societies Team.

Further amendments to the constitution may be made by:

Obtaining approval of the SU Societies Team for the proposed amendment, and if relevant, securing a 2/3 majority vote (subject to a quoracy of 50% of the total Members eligible to vote). Voting shall be conducted online, set up by the SU Societies Team.

Where the only amendment is the creation of an additional society Exec role(s), no vote will be required, and the constitution will be automatically amended.

In the event quoracy is not met, or a 2/3 majority is not secured, no amendment to the Constitution shall be valid and the retained version shall remain.

A copy of any and all approved amendments, shall be retained by the SU Societies Team and in the event of any dispute, the copy of the Constitution so retained, shall be deemed to be the approved version.

The Constitution, however it may be amended, shall at all times comply with the Societies Terms of Reference and Societies Code of Conduct and with the University of Essex Students' Union's Articles of Governance, together with its Byelaws and Policies. Any section of the Constitution which does not comply shall become invalid.



## 6. EXECUTIVE COMMITTEE

The Executive Committee (commonly known as "the Exec") is responsible for the day to day running of a society and efficient communication with the SU Societies Team.

It is the responsibility of the Executive Committee to ensure all society activities adhere to all relevant University and SU Policies and Procedures.

The Executive Committee are responsible to the Membership of their society for the delivery of the aims as laid out in the society's constitution.

The Executive Committee shall be responsible for ensuring at least 1 Member of the Committee attends all society meetings called by the SU Societies Team. If no Member of the Executive Committee is available to attend the meeting, written apologies shall be provided via [susocs@essex.ac.uk](mailto:susocs@essex.ac.uk) at least 48 hours in advance.

If the Executive Committee is absent from any meeting of the SU Societies Team without apologies being provided, the society will be subject to the following disciplinary actions:

After a first occurrence, a formal notification shall be issued to the Executive Committee of the society by the SU Societies Team staff; and

Failure to attend an equivalent meeting for which you have already received a formal notification, will result in the society being given a formal written warning.

Failure to attend an equivalent meeting for which you have received a formal written warning, shall result in a fine of £50 or 10% of your total society fund (whichever is the smaller value, as at the date of the applied fine).

The SU Societies Team will notify the society faced with any one of the above sanctions via email within 5 working days of relevant non-attendance.

An Executive Committee should consist of Required Roles but may also include Additional Roles.

The Required Roles are the four mandatory roles of President, Vice President, Treasurer and Welfare Officer whose minimum responsibilities are laid out below. Additional responsibilities for the Required Roles may be outlined in [Section 4](#) of the Society's Constitution.

If any Executive Committee Member is not deemed to be fulfilling their responsibilities as outlined below (or [Section 4](#) of the society's constitution), please refer to Complaints ([Section 9](#)).

## **PRESIDENT**

The President leads their society and oversees all society activity. They provide guidance and support to the rest of the Executive Committee and ensure that the society has a clear direction and sticks to its objectives.

Responsibilities include, but are not limited to:

- Scheduling regular Executive Committee meetings, for which the President would act as Chair unless otherwise delegated to another Exec Member.
- Ensuring that the rest of your Executive Committee are supported and are fulfilling their roles.
- Ensuring that the society is following the Student Union's Terms of Reference and Society Constitution.
- Being primarily responsible for representing the society at all meetings of the SU Societies Team.
- Representing the society in all matters affecting its interests, including but not limited to communicating with the Students' Union, University or relevant external organisations
- Being responsible, alongside the society's Treasurer, for the finances of the society and being accountable in respect of those finances to all Members of the society and to the SU Societies Team.

## **TREASURER**

The Treasurer manages the society's finances. This includes overall financial planning, being transparent and accountable with the society finances, and ensuring that the society generates enough income throughout the year to cover its costs.

Responsibilities include, but are not limited to:

- Ensuring that Members have paid their Membership fees.

- Attending mandatory training provided by the SU throughout the year.
- Reviewing the society's finance reports to keep track of all income and expenditure and providing regular updates to the Committee.
- Working closely with other Members of the Committee when planning events to create budgets and keep track of spending.
- Reviewing and signing off society expense claims that are under £50 in a timely manner.
- Working with the Student's Union with regard to any potential sponsorship agreements for your society.
- Ensuring that the society adheres to the financial policies and procedures

## **VICE-PRESIDENT**

The Vice-President primarily supports the President and ensures that everything within the society is running smoothly, especially when it comes to communication with Members and administrative processes.

Responsibilities include, but are not limited to:

- Attending additional training provided by the Students' Union.
- Creating clear agendas for Committee meetings.
- Minuting all Committee meetings and circulating these to Members of the Committee.
- Coordinating the administration of the society and raising any questions or concerns with the Students' Union.
- Communicating on behalf of the society and with society Members.
- Informing the SU Societies Team staff of any proposed amendments to the society constitution.
- Taking on the responsibilities of the President when necessary.

## **WELFARE OFFICER**

The Welfare Officer is responsible for the safety and welfare of the society. They provide guidance, support and signposting to their society Members, responding to welfare queries and conflicts, within agreed boundaries.

Responsibilities include, but are not limited to:

- Attending or familiarising themselves with the relevant SU Societies Team welfare training, in order to know how to best support Members of the society who are in need
- Signposting Members of the society to the correct services (across campus/online etc) in respect of their needs

- Ensuring that the society's activities are welcoming, accessible and inclusive for Members
- Acting as the point of contact for any conflicts within the society and dealing with issues of support for the Executive Committee or escalating the matter(s) to the SU Societies Team if a resolution cannot be agreed upon internally within the society.

Each of the Required Roles must be held by four separate elected individuals. Election processes are outlined in [Section 7](#).

In the event of a vacancy in any of the Required Roles the society will be placed in "Emergency Measures" and a meeting with the SU Societies Team and the remaining Exec will be called.

If the remaining required Exec roles fail to attend the Emergency Measures meeting without apologies, the SU Societies Team will contact the Membership to outline the situation and options going forward as outlined in [Section 6](#).

In the event that any of the four Required Roles are not filled through the annual Society General Elections, a By-Election will occur.

In the event that any of the Required Roles are not filled following a By-Election the following could occur:

A final By-Election

The society will become dormant, with all Memberships rescinded, and all Members will be informed.

In the event of the resignation of any individual in a Required Role (as outlined in [Section 6](#)) the following could occur in order to fill the role:

The position can be filled by an incoming Exec Member

A By-Election could be held

Individuals holding an Optional Role are allowed to run for the vacant position and if elected must resign from their Optional Role.

In each case outlined above, options will be discussed with the remaining Exec, the SU Societies Team and/or VP Student Experience.

Additional Roles and associated responsibilities may be amended by the Executive Committee, as outlined in Appendix 1 of the Society's Constitution.

Additional Roles will be elected in the annual Society General Elections, alongside the Required Roles

In the event that any Additional Roles are not filled through the annual Society General Elections, a By-Election will occur.

In the event that any of the Additional Roles are not filled or become vacant, the following could occur:

A By-Election

The Elected Exec Committee can remove or redistribute the responsibilities of Additional Roles amongst themselves.

Any Member of the Executive Committee may resign at any time by writing to either the President or Vice President of the society and notifying the SU Societies Team via [susocs@essex.ac.uk](mailto:susocs@essex.ac.uk) of the date by which the resignation should come into effect.

## **7. ELECTION OF SOCIETIES COMMITTEE MEMBERS**

A society election is a formal and organised vote to choose a Member of a society to sit on that society's Executive Committee. There are two types of election that societies will encounter:

General Elections are compulsory for every society and will be held each academic year in term two. General Elections will determine who will be elected to run the society for the following academic year. In a General Election, all Committee roles will be up for election.

By-Elections may be held throughout the academic year by request of the society. These may be held in order to elect an additional Exec role, or to replace an Exec who has stepped down from their role.



Elections must be set up by the SU Societies Team as an online election. Societies may not run their own internal elections to choose Executive Committee Members.

Every election will consist of the following:

A nomination period which will be a minimum of 48hrs. This is where Members of a society can nominate themselves for an Exec role online. They may choose to include a photo and manifesto of no more than 250 words. We will not accept nominations outside of this nomination period.

A voting period which will be a minimum of 48hrs. This is where Members of a society can vote for who they wish to be on the Executive Committee. Members may vote using the preferential voting method.

Members who have nominated themselves are still eligible to vote in the election, this includes eligibility to vote for themselves. We will not accept votes outside of the voting period.

Every election will give Members the option to vote for Re-Open Nominations (RON).

Only Members of the society and current students at the University of Essex will be able to participate in an election, including both nominations and voting.

Memberships for a society will be frozen and unavailable for purchase during the voting period. Memberships will go back on sale once the voting period has ended.

When it comes to gender, race, sexuality, and disability we operate a self-definition system. In order to stand or vote, some roles will require self-definition. For example, only Members of the relevant society, who define as a woman would be eligible to vote for a Women's Officer role.

Election results will be run by two Members of SU staff. Results will be communicated to all candidates and all Members of the relevant society within 72 hours.

In order for an election to be valid, a minimum of 2 votes per candidate must be cast.

In the event of a tie or an invalid result, the vote will be reopened for a minimum of 48hrs to allow those who haven't voted the opportunity to do so. In the event that the result is still tied, the position will be elected through a coin toss.

## 8. MEMBERSHIP OF SU SOCIETIES

Membership of recognised SU Societies is open to any individual wishing to join upon payment of any relevant Societies Membership Fees. Any SU recognised society must be comprised of at least eighty percent of University of Essex Students' Union Members (Hereafter referred to as: Student Members) at any given time.

In the event that Student Members make up less than 80% of the total population, the society shall be given 10 working days in writing to increase their student Membership accordingly.

In the event that the student Membership is still less than 80%, non-student Members shall be refunded any paid fees and have their Membership cancelled in the order of most recent first until 80% student Membership is achieved.

Any Member of an SU Society shall be subject to disciplinary action, including but not limited to suspension or withdrawal of their society Membership in the event that they have breached any of the Students' Union or Society's Governing Documents.

Any Member of societies who is the subject of disciplinary action under [Section 9B](#) of this Terms of Reference shall have a right of appeal to the VP Student Experience, whose decision shall be final.

Any disciplinary action taken with regard to any Member of an SU Society will be in line with the University of Essex Students' Union General Membership Policy, Articles of Governance, and the appeal procedure shall follow the University of Essex Students' Union Articles of Governance.

Membership of any recognised SU Society shall entitle **all** Members to full participation in the services as set out in this Terms of Reference, including the ability to:

- a. vote in any meeting of SU Societies
- b. submit items for the agenda of any meeting of SU Societies

In addition, **alumni** Members of societies shall be able to:

- a. stand as a candidate in an election for a specific Alumni Role
- b. vote in any election for an Alumni related Role

In addition, **Student** Members of societies shall be able to:

- c. vote in **any** societies election or stand as a candidate in such an election
- d. submit any amendments to the societies policy or procedures including but not limited these terms of reference.

A list of current Members of each society shall be retained by the SU Societies Team of the University of Essex Students' Union.

The Executive Committee Members of Recognised Societies shall have access to the Membership of their own society through the use of the University of Essex Students' Union registered website.

## 9. COMPLAINTS

### A) THE RUNNING OF THE SOCIETY AND ITS EVENTS/ACTIVITIES

If a Member is dissatisfied with running of a society, or the performance of an individual Executive Committee Member, or the events or activities that are being offered, they should report this to the SU Societies Team via email at [susocs@essex.ac.uk](mailto:susocs@essex.ac.uk) In this email, please outline which parts of the Constitution or Terms of Reference the individual or society is not meeting.

The SU Societies Team will then investigate the concern and compare the allegations raised against the society's Constitution and these Terms of Reference.

If the society has not been adhering to their constitution, responsibilities or societies terms of reference, then the following process will be followed:

1. The SU Societies Team will conduct a meeting with the Member who raised concern to ask further questions, if required.
2. The SU Societies Team will conduct a meeting with the relevant people to raise the concerns and offer a chance to explain.
3. SU Societies Team would agree an improvement plan and set appropriate actions.
4. Relevant people are given an appropriate timeline in which the situation can be rectified, or behaviour can be changed.
5. SU Societies Team will conduct a follow up meeting to ensure the situation remains resolved.

## VOTES OF NO CONFIDENCE

Following the actions listed above, should it still be felt that an Exec Member is not fulfilling the role for which they were elected, any Member of a society can request a vote of no-confidence against any Executive Member by outlining how the Exec Member is not meeting the requirements of their role and providing any relevant evidence by email to [susocs@essex.ac.uk](mailto:susocs@essex.ac.uk).

Requests will be reviewed by VP Student Experience or the SU President in their absence and a decision will be made whether or not a vote of no confidence is appropriate.

Should a vote of no confidence be granted, the Member who the vote is against is informed by email by the SU Societies Team and given notice of at least 5 working days ahead of the meeting where the vote will be held. They will be presented with evidence as to why the vote has been brought against them.

At the meeting at least 50% of the Membership or 60 people (whichever is smaller) must be present, along with a nominated Student Leader, the meeting will be chaired by a Member of SU staff who will ensure that:

- a. the party bringing forward the vote of no-confidence has only one speaking representative
- b. the Member who the vote is against will be given time to speak
- c. a confidential paper ballot will be held to establish whether or not the individual should be allowed to continue in their role.
- d. the results will be announced by email to all Members within 24 hours of the vote closing
- e. Only Members at the meeting shall be able to vote

If the meeting attendance does not meet the requirements stated, then the vote will not take place.

In the event of a tie the nominated Student Leader will have the casting vote and will make this decision based on the evidence provided in the meeting.

If the concern involves an individual's behavior rather than their ability to fulfil their role, then refer to Section B (conflicts and disputes).

## B) CONFLICTS AND DISPUTES WITHIN THE SOCIETY

From time to time there will be disagreement between Society Members. This could be within the Society Executive Committee, between the Executive Committee and the Membership or within the Membership.

In the first instance the Members of the society should raise the issue to the Executive Committee, who in turn, should attempt to mediate a conversation to find a resolution.

Where this is unsuccessful the Member or Executive Committee should contact the SU Societies Team who will either assist in the mediation or launch an investigation into the matter.

The SU Societies Team will support the Society to resolve the issue providing that the following is true:

- In the first instance the issue has been raised to the Exec and mediation has been attempted.
- The events surrounding the issue are not in contravention of the Student Code of Conduct or UK law.
- The issue(s) experienced are solely in relation to society activity or Membership.

Please note, in instances where the above conditions are not met or the outcome of removing someone from the society or issuing a written warning will not prevent a reoccurrence of the issue, the SU Societies Team may refer the issue to the SU Disciplinary Policy, The University or Essex Police as appropriate to ensure proportionate action can be taken.

## **10. INVESTIGATIONS**

In a situation where an investigation is required, a Member of SU staff will investigate the incident and interview relevant people and create a summary report which will be considered by a panel.

The panel shall consist of a Student Leader and a Member of SU permanent staff as a minimum. Where relevant a Member of the Executive of any other, unrelated, recognised SU society may also be present.

The Member(s) of the society who are under investigation could be invited to a meeting, if required, where the panel will consider the report and ask further questions based upon it.



The panel will then decide behind closed doors and agree an outcome.

The Member(s) involved in the panel discussion will be notified of the outcome and given information on how to appeal any decisions.

Members involved in raising the concern will be notified only that the situation has been dealt with.

All discussions within the panel meeting will remain confidential and panel Members will face disciplinary action should they not adhere to the confidentiality of the meeting.

## **11. REPRESENTATION**

Societies will be represented within the Students' Union through the following:

- The Students' Union Student Leaders (principally the Students' Union Vice President of Student Experience)
- Two elected representatives for societies at Student Council (where roles are filled). These representatives must be a Member of a society and will be elected in accordance with the Byelaws.
- Through feedback gained through Surveys, GM's and Member engagement events.

The VP Student Experience role responsibilities include the representation of society Members. They can be held accountable at SU Council by the Membership if it is felt they are not representing the Members of societies properly as detailed in the Articles of Governance.

The elected SU Societies Representatives for Student Council will be required to ensure that the concerns of society Members are appropriately represented to the Students' Union via Student Council. They will be required to actively reach out to Members of societies to ensure that their views are appropriately represented. In addition, they will regularly meet with the VP Student Experience and the SU Societies Team to ensure any concerns from the Membership are raised appropriately.

## **12. GENERAL MEETINGS**

General Meetings of societies shall be called by the SU Societies Team. They serve to provide important updates and reminders to society Exec.

There will be at least one General Meeting per term. Additional General Meetings may be called if necessary.

At least two Members from each society must attend each General Meeting. If this requirement cannot be met, the society Exec must notify the SU Societies Team before the scheduled start of the meeting.

All those present at a General Meeting shall show respect towards all others present and allow them to be heard in silence so as to not distract them or dissuade them from raising points.

Every General meeting will provide Exec with the opportunity to ask questions at the end of the meeting.

## **13. FINANCES**

The financial year of the society shall start on 1st August each year and end on 31st July the following year. Any society funds from the previous financial year will roll over into the subsequent academic year.

Societies accounts will be managed by the University of Essex Students' Union. Societies may not use a bank account that they themselves have created in order to process society income or expenditure.

Societies may choose to charge an annual Membership fee for their society. Any expenses that are claimed from the income generated by the Membership fee must relate to the aims and objectives of the society and must benefit the whole society.

The Treasurer and President will have primary responsibility for the finances of the society and will be required to adhere to any policy or regulations set out by the University of Essex Students' Union.

Any Member of a society has the right to view the weekly finance report by putting a request in writing to [susocs@essex.ac.uk](mailto:susocs@essex.ac.uk).

The society finance accounts will be available for inspection at all times by the SU Societies Team or any persons appointed by them for this purpose.

Any Member reserves the right to question society expenditure by putting their concerns in writing to [susocs@essex.ac.uk](mailto:susocs@essex.ac.uk).

The Treasurer and President are responsible for ensuring that the society is financially responsible and does not go into negative income. No society will have a payment approved if sufficient funds are not available in their accounts.

If a society requires additional funding to what is available in their accounts, they should:

- Fundraise - either via fundraising activities or through the University of Essex Click Funding.
- Seek donations – this must be given freely without any expectations in return including but not limited to publicising the organisation/company making the donation.
- Seek sponsorship – this must be approved by the SU Societies Team before any sponsorship can be confirmed. The SU Societies Team must sign any sponsorship agreement. Sponsorship can be goods or monies with expectations for something in return.
- Societies may volunteer to have a society stall at a University Offer Holder Day or Open day. In return, they will receive a donation from the University. Stalls are not guaranteed.

When a society goes dormant its funds are held in a suspense account for two years. If the society is restarted within two academic years from the date of dormancy, all society funds in the suspense account will be made available to the newly restarted society. If after two years the society is not restarted, any society funds will be transferred to the Societies Development fund which will be used to further the development of all societies.

## **14. CLOSURE OF SOCIETIES**

Societies could be closed for one of the following reasons:

### **14.1 Dormancy**

SU recognised societies will be made dormant:

- in the event that they are unsuccessful in filing the 4 Required Roles after both the General Election and By-Elections have taken place.
- Could also be in the event of less than 10 Members for two complete academic terms

If a society is made dormant, they will need to re-start the society at a later point, once they have generated sufficient interest.

Usually a society, once dormant, cannot apply to re-start until the next academic year.

In order to re-start a society, an Exec must form and gather 20 signatures and complete a Society Start Up Form. This should be emailed along with the signatures to [susocs@essex.ac.uk](mailto:susocs@essex.ac.uk) and will follow the process outlined in [Section 3](#). Any funds remaining in the society account, from within the last two academic years, will be made available to the restarted society.

### **14.2 Super Dormancy**

If a society remains dormant for more than two full academic years, any remaining balance in the society account will be transferred to the Societies Development Fund, which shall be used to benefit all current societies.

### **14.3 Breach of code of conduct**

Where the actions of a society or its Exec are deemed to have breached the University of Essex code of conduct, or any other Students' Union Policy and/or brought the Students' Union into disrepute, an investigation will take place as outlined in [Section 10](#). The ultimate sanction available to the panel would be to close the society.

## **15. INTERPRETATION**

Reference to any bodies and persons in these Terms of Reference includes any duly appointed or elected successors.

Any matters not specifically covered by this Terms of Reference shall be referred to the VP Student Experience who shall decide.

## **16. REVOCATION**

All previous Societies Terms of Reference are hereby expressly revoked.