

## **Clubs and Societies Allocation Procedure**

### **Cardiff Met Students' Union**

#### **1. Introduction**

1.1 Under section 2.1.3 of its Constitution an objective of the Students' Union is to facilitate the social, recreational and educational interests of its members.

1.2 In Accordance with Section 22 of the Education Act 1994 the Students' Union is required to ensure that the procedure for allocating resources to Clubs and Societies is fair and available to all students in writing.

#### **2. Approval**

2.1 The Finance and Services Committee of the Students' Union will be required to establish a funding policy that applies equally to all SU Sports Clubs and Societies.

2.2 At present, the funding distribution system in place is for the Students' Union to provide up to 30% of the approved budgets for Clubs and Societies. This funding level will be reviewed in regard to the overall funding position of the Students' Union.

#### **3. Budgeting**

3.1 All Clubs and Societies must submit an annual budget if funding is required.

3.2 This should include details of their committee members, activities and funding requirements for approval of the Finance and Services Committee.

3.3 No Club or Society will be allowed to open a bank account of their own, all financial transactions must be undertaken through the finance section of the Students' Union. Any Club or Society found to be wilfully breaching this regulation will be suspended from membership of the Students' Union with immediate effect.

#### **4. Review**

4.1 The Board of Trustees will undertake an annual review of Clubs and Societies Procedures.