

Student Union and Societies Policy

This policy is approved by Université Paris Dauphine – PSL, London campus in accordance with the requirements of clause 22(3) of the UK Education Act 1994 which requires that the corporation shall take such steps as are reasonably practicable **to secure that the student societies operate in a fair and democratic manner and are accountable for their own finances.**

This policy extends and replaces the previous Student Societies Code of practice, issued in 2016.

1. DAUPHINE LONDON STUDENT UNION (DLSU) AND SOCIETIES

Dauphine London Student Union (DLSU) is the Student Union of Université Paris Dauphine – PSL, London, UK Higher Education Provider.

A number of Societies and Clubs are affiliated with the DLSU. Societies and Clubs affiliated to the DLSU may benefit from part of the funding allocated annually by the Université Paris Dauphine – PSL, London Board of Directors to the DLSU.

2. CONSTITUTIONS

The **Dauphine London Student Union Constitution** sets out the rules and regulation and the Université Paris Dauphine – PSL, London campus Student Union. Any amendments to the DLSU Constitution must be approved by the majority of the Student Union members, the Student Life team and finally the Université Paris Dauphine – PSL, London campus Board of Directors.

Each Student Society shall have a **written Constitution**, approved by the Student Union's **Entertainment, Societies and Clubs Committee** and reviewed by the Student Life Committee on an annual basis. Guidelines for writing a Society constitution are available to all students interested in forming a Society. The Society Constitution must reflect the mission of the Society and it must be compatible with the Université Paris Dauphine – PSL, London campus' core values.

3. MEMBERSHIP

3.1 Student Union membership

As per the DLSU Constitution, all students who are registered at the London campus shall be members of the DLSU upon enrolment, unless they have chosen to opt – out of membership. This is to encourage inclusivity and democratic functioning within the Student Union.

3.2 Student Societies membership

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All the members of the DLSU may sign up to become a member of an affiliated Society. All societies must have a minimum of 10 members including the Society officers. Should it not reach this minimum number, they are encouraged to merge with another Club or Society. Each Society can charge a membership fee of £1 minimum as per the Society Constitution.

The Society must have an acceptable reason why its membership must be capped. The Society can select its members and the number of members, as set down in their Constitution. The Society should be as accessible to all students. There may be occasions when some extracurricular activities organized by societies may require permission by parent(s) or guardian(s) to be given for the student to participate.

4. OFFICERS ELECTIONS

The elections regulations of the DLSU Officers are set out in the DLSU Constitution, which shall count **nine active officers, two officers will be part of the Prevent working group :**

- **One DLSU President**
- **One DLSU Vice-President**
- **One DLSU Higher Education Officer**
- **One DLSU International Students Officer**
- **One DLSU Communications Officer**
- **Two DLSU Welfare and Wellbeing Officers**
- **Two DLSU Entertainment, Societies and Clubs Officers**

Each Student Society **shall have a minimum of three officers:** President, Secretary and Treasurer.

All DLSU and Society Officers shall be elected by all members secret ballot, on-campus or online.

A student cannot hold both Treasurer and President positions either in the same or in two different Societies / Student Union. No student can engage in more than two leadership positions. Before engaging in a leadership position, students need to carefully consider the time required to hold such position.

5. FINANCES

- The financial affairs of the Union and the Societies must be properly conducted in accordance with the guidelines set by the Student Life Committee, as well as the Student Union and Societies Constitutions.
- The DLSU will draft its budget every year with the assistance of the Student Life and Support Services Department
- The President and the Vice President of the DLSU are responsible for monitoring the expenditure in conjunction with the Student Life and Support Services Department and ensure that all financial transactions are legitimate and financial procedures are followed.
- The DLSU will receive an annual allocation from the Université Paris Dauphine – PSL, London campus, which will include allocations for its activities and affiliated Societies and Clubs.

- The first Student Life Committee of the academic year, to be held by the end of the second week of the year, will decide on the amount of the allocations to:
 - the Entertainment, Societies and Clubs sub-committee
 - the Welfare and Wellbeing sub-committee
- Each Student Society must establish its own budget and monitoring system for expenditures.
- Societies and Clubs may request fund allocations from the Entertainment, Clubs and Societies sub-committee.
- The Treasurer of each Society is responsible for maintaining the societies accounts and funds.
- Each Society must provide regular reports of its activities and complete the Expense Forms for any funds spent.
- The signatories on the DLSU bank account are its President, Vice-President, the Dean of Student Life. The President or Vice-President can authorise expenses up to and including £250. Beyond this amount, the signatory of the Dean of Student Life is necessary.
- There is usually one bank account per Student Society:
 - The student Society's Treasurer can authorise expenses up to and including £250 and send these directly to the Student Life Officer for payment/reimbursement with relevant supporting documentation.
 - Student Union and Societies expenses must support the purpose of the Union / Society and the Student Life Department may query any expense that does not seem legitimate.
 - The student Society's Treasurer is responsible for managing and recording all expenses under this amount and should copy the President and the General Secretary of the Society in all communications with the Student Life Officer.
 - There must be two authorised signatures for any expenditures over £250.
 - Signatories are the student Society Treasurer, and the Dean of Student Life.
 - There will be **no access to overdrafts, loans or credit of any kind.**
 - No contracts can be signed on behalf of Université Paris Dauphine – PSL, London campus (Paris Dauphine International).
 - The Support Services Manager and Dean of Student Life may make online expenditures on behalf of the Society.
- The DLSU and Societies annual accounts may be made available to all students.

6. AFFILIATION TO EXTERNAL ORGANISATIONS

- Any decision to be affiliated with an external organisation must be approved by both the General Manager and Dean of Student Life after consideration of any requirements for fees etc.
- The list of external affiliations with external societies will be recorded and retained by the Student Life Committee and Dean of Student Life.

7. FREEDOM OF SPEECH

- The Student Union, Clubs and Societies and their members are bound to observe Université Paris Dauphine – PSL, London campus [Freedom of speech and Academic Freedom Policy](#).

- The Student Union, Clubs and Societies, and their members should be careful not to promote or present views which can be interpreted to be discriminatory in terms of gender, race, sexual orientation, age, belief or any other personal characteristics. Whilst in debate, the ethics of mutual respect must not be lost.
- The Student Union, Clubs and Societies, and their members must act within Université Paris Dauphine – PSL, London campus' [Prevent Policy](#) guidance and ensure they do not provide a platform for the encouragement of terrorism or invite support for a proscribed terrorist organization.
- The Student Union, Clubs and Societies, and their members to safeguard the safety, health and welfare of its registered students, employees and visitors, including giving effect to the safeguards set out in the Equalities Act 2010.

Where external speakers are invited to attend any event organised by the Student Union, Clubs and Societies, they and their members should follow Université Paris Dauphine – PSL, London campus' guidelines as set out in our External Speakers Process.

8. COMPLAINTS

- Any complaint about a Society shall be addressed to the DLSU President. The DLSU President shall make a written reply within **7 college days**.
- If the complainant is not satisfied with the response, they may appeal to the Entertainment, Club and Societies Officers, who shall make a written reply within 7 college days and report the complaint at the next Entertainment, Club and Societies sub-Committee.
- If the complainant is not satisfied with the response, they may appeal to the Dean of Student Life, who will include the complaint at the agenda of the next Student Life Committee.
- If the complainant remains unsatisfied with the response from the Dean of Student Life, they may appeal to the General Manager as per London campus Appeals and Complaints policy.

9. COMMUNICATION, IMAGE AND SOCIAL MEDIA

- The Union and all clubs and societies must abide by the use of guidelines set by the Université Paris Dauphine - PSL, London campus and the guide on the use of social media circulated to all enrolled students.
- The image of Université Paris Dauphine – PSL, London campus must be used for good purpose.
- Misuse of Social Networks and other forms of Information Technology will be subject to Disciplinary action.

10. USE OF LOGO AND OTHER PROPRIETARY MATERIAL

- Any use by a Student Society of the London campus or the Université Paris Dauphine – PSL **logo** or other proprietary material owned by the Université, for instance (but without limitation) to print on T-shirts or hoodies for a social event, is subject to the prior approval of the Dean of Student Life.

11. DISCIPLINARY PROCEDURES

- The DLSU and all societies are expected to abide by this policy, the DLSU Constitution and their own constitution.
- Any student or Society that is deemed to have breached the rules of this policy, the DLSU Constitution or their own constitution will be subject to disciplinary action.
- A Disciplinary Committee comprised of the Dean of Student Life and at least three other faculty members and the President of the DLSU shall be convened within seven college days of the alleged offence occurring.
- The student or Society shall be given written notification of the time, date and place of the hearing, together with written notification of the alleged breach, at least three days before the hearing.
- The person bringing the charge or his/her representative shall call witnesses to give evidence as appropriate. They shall ask questions of the witnesses.
- The accused or his/her representative may call witnesses and question the person bringing the charge and his/her witnesses.
- The Committee will ask questions of the accused, witnesses and others who may be appropriate in the circumstances.
- The Disciplinary Committee will then deliberate and decide on the appropriate action to be taken.
- Possible sanctions would include the suspension of the accused from campus, suspension of the Society, a written warning, a fine, referral to counselling or review of his/her student status in the most severe situations.

12. POLICY ACCESS AND REVIEW

This policy shall be reviewed regularly and at least once a year.

It is accessible to all staff and students and included in all Welcome and Induction programmes.