



# **LSE Students' Union Student Group Agreement 2025-2026**



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## Introduction

The purpose of this agreement is to state the behaviours and conduct that the London School of Economics Students' Union (LSESU) expects from student groups and what student groups can expect in return from LSESU. By becoming an affiliated student group to LSESU, you agree to these set of regulations.

LSESU must ensure the safety of all student group activity and will take any action necessary to comply with their duty of care and legal responsibilities. These regulations are intended to ensure that student group activity is safe and in keeping with LSESU's charitable objectives. The objectives of student groups are laid out in their individual Constitutions. Student group funding and resources may only be used in pursuing these objectives.

This agreement references the LSESU Student Activities Code of Conduct, the LSESU Byelaws and the LSESU Student Group Constitution.

## Memberships

LSESU student group membership must be open to all eligible LSE students regardless of any characteristics protected by the Equality Act 2010.

### Standard Membership

- Any member of the Union is eligible to be a full member of a student group, subject to the payment of the necessary membership fee.
- All members must agree to the LSESU Student Activities Code of Conduct.
- The President and Treasurer are responsible for checking individuals have purchased the appropriate membership prior to taking part in activity. Membership shall last from the time of its purchase until 31st July unless removed as per these regulations.
- Each student group must gain at least 20 members by the end of week 4 of Autumn Term. Those that have fewer than 20 members at the end of week 4 will be referred to the Activities and Communities Officer and may be considered for disaffiliation.

### Associate Memberships

- Any non-LSE students, LSE staff, or LSE Alumni who wish to take part in student group activity must purchase an associate membership before taking part in any activity.
- Student groups must apply annually to offer associate membership, and this application will be reviewed by the Activities and Communities Officer.
- Only 20% of the group membership can include associate members.
- Associate members may not take part in representative sport if the competition host does not allow them to. Associate members may take part in representative sport if the governing body does allow it, and with approval from the Activities and Communities Officer. They will make this decision based on whether an LSE student would be denied an opportunity if a non-LSE student was to participate, and whether the participation of a non-LSE student would enhance the activity for LSE students.



- Associate members may not vote in Union referendums, at General Meetings of the Union, or in student group elections. Associate members may not nominate themselves for a student group committee position.

### Memberships Fees and Refunds

- Student group memberships are sold annually and valid until 31st July.
- The minimum membership fee for societies is £1 and sports clubs is £10.
- If you cease to be a member of LSESU, membership of student groups also ceases.
- The Union is responsible for the sale of all student group memberships. Committee members are not permitted to collect membership fee payments.
- All membership income will be transferred to the student group account.
- Changes to membership fees must be agreed with LSESU by the deadlines provided. No changes will be accepted after this time.
- Members may request a refund up to 14 days. Refund requests for memberships purchased over 14 days from the date of request will be considered on a case-by-case basis.
- Associate membership must be higher than the standard student membership fee.

### New Groups

- LSESU may approve new student groups at specified times of year. To become registered with LSESU, you must go through the [LSESU New Group Affiliation Process](#).
- The LSESU Communities Team and Activities and Communities Officer decide the outcome of all new group applications.
- There is no appeal process against new group decisions. However, a new application can be submitted for the next new group affiliation period.
- A New Group application may be rejected by LSESU based on the criteria set out in the [LSESU New Group Affiliation Process](#).

### Annual General Meetings (AGM)

- Student groups should have an AGM once a year. AGMs are an opportunity for members to scrutinise the activities of the committee and help set the direction of the group.
- All members must be invited to attend the AGM of their group and will have the right to participate in any discussion and vote if applicable. Associate or visiting members do not have voting rights.
- AGMs must be held in a location which is fully accessible (i.e., has disabled access and does not serve alcohol).
- AGMs must be openly publicised to all members a minimum of 1 week before the meeting and notification must be sent to members by email via the LSESU website.
- Finalised agendas for AGMs must be publicised to all members at least 3 days before the meeting as above.



- Quoracy for the AGM shall be 10% of the student group membership or 10, whichever is greater. If quoracy is not reached, then no decisions taken at the meeting shall be official.
- The minutes, results, and attendance for any AGM must be submitted to LSESU within 5 days after the meeting.
- Any amendments to a student group Constitution will be reviewed and ratified by the Activities and Communities Officer.

## Constitutions

- Student groups will be bound by their Constitution which must be approved at least once a year at the student group's AGM.
- Constitutions must lay out the student group's aims and objects, particularly their core activities and committee roles. Core activities are those which the student group must carry out every year.
- Constitutions may be changed at any point, but all changes must be approved by a simple majority, or by a 2/3<sup>rd</sup> majority vote at an AGM. Any amendments to the Constitutions will be reviewed and ratified by the Activities and Communities Officer.

## Committee Roles and Duties

- Student group committees must be made up of the following three core elected positions: President, Treasurer and Secretary.
- No one person may hold more than one of these positions at the same time per student group.
- The period of office shall be from the 1<sup>st</sup> August until the subsequent 31<sup>st</sup> July. Except where they have been elected in a By-Election. Then it shall be from the date of the By- Election results until the subsequent 31<sup>st</sup> July.
- The Committee shall ensure that the student group is run in accordance with its Constitution and abides by these and all relevant regulations of LSESU.
- Sub-Committee roles may also be included as non-core roles and must have a role description in their student group Constitution. They may assist the elected 3 core roles but not act or take on the duties of their roles.
- Sub-Committee role descriptions must be agreed with LSESU before the position may be created, changed or offered. Sub-committee roles may only be held by standard members of the student group.

## Elections, By-Elections and Endorsements

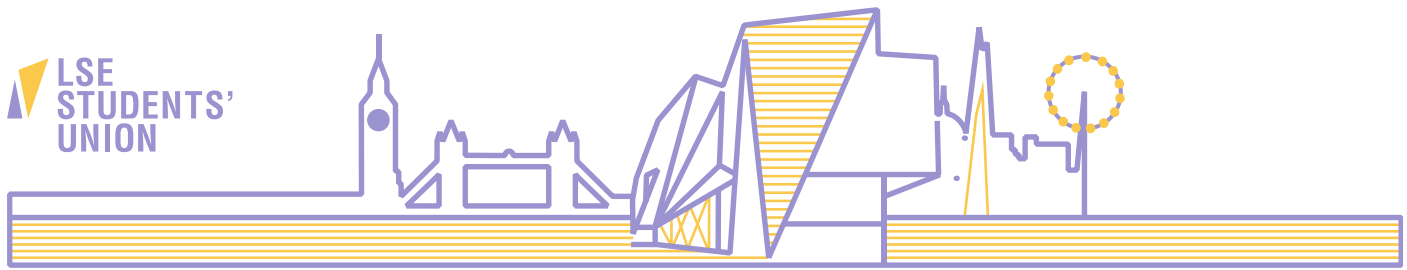
### Elections

- All committee members must be elected via an LSESU facilitated online election process. Committee members are not permitted to organise their own election.
- Elections normally take place during May and October.



- To run for a committee role, you must have purchased standard membership and must be a continuing LSE student the following academic year.
- Any student group member can nominate themselves for a committee role if they have been a full member for at least 28 days at the start of the nomination period (this applies to Winter Term Elections only).
- Nominations received after the closing date will not be considered.
- Prior vetting of candidates (such as through submitted CVs) is strictly prohibited.
- Elections may only be held if the student group has the minimum required 20 standard members.
- Notice of the elections shall be directly communicated to all eligible members by LSESU.
- Use of student groups or LSESU funds or resources, including membership lists, for campaigning is prohibited.
- All candidates running in student group elections must follow the rules as detailed in [LSESU Student Group Election Rules](#).
- The Returning Officer (RO) shall be the Activities and Communities Officer and the Deputy Returning Officer (DRO) will be the Head of Student Communities and Partnerships who will provide a secretariat function.
- Election results shall be given to all members no longer than 10 working days after the close of poll.
- In the event of a tie, a re-count will be held; if the result is still a tie, then the result should be reported to the Activities and Communities Officer who will make a final decision.
- Complaints about the elections may be made on the following grounds and must be sent directly to the RO:
  - The behaviour or activities of a candidate during the election process.
  - The behaviour or activities of a candidate's supporters during the election process.
  - The administration of the elections.
  - Breaches of these regulations.
- Complaints on the above-mentioned grounds must be received no later than 24 hours after the publication of results. Complaints received after this deadline will not be considered.
- The RO shall investigate the complaint and shall have the power to:
  - Reject the complaint and take no further action.
  - Suspend the election pending further investigation.
  - Remove a candidate from the election at any point before or after the count.
  - Re-Run the election.
- Appeals against the RO's decision may be made no later than 24 hours after the announcement of the decision on the following grounds:
  - The complaint process was not duly followed.
  - The penalty applied is disproportionate to the offence.

## By-Elections



- By-Elections may be held when an elected Committee position becomes vacant following the removal or resignation of a committee member.
- By-Elections shall follow the same processes and regulations as a normal election.

#### Endorsements

- Endorsement of candidates in the LSESU Election may only be carried out after a simple majority vote of the committee following a discussion of the candidates' manifestos.
- Individual members may still choose to vote for who they wish.

## Resignations and No Confidence Motions

#### Resignations

- Committee members may resign by submitting a formal resignation in writing to the President of their student group and the Activities and Communities Officer.
- If a committee member chooses to resign, LSESU will hold an online By-Election as soon as practicably possible. Another committee member may act in the role in the interim period.
- A Committee member may be removed from office due to LSESU disciplinary sanctions or if they no longer fit the eligibility criteria to be a standard member.

#### No Confidence Motions

- Motions of no-confidence regarding any member of your committee must be submitted to the President. If the motion regards the President, it should be submitted to the Treasurer.
- The President or Treasurer must pass the details of the motion to the Activities and Communities Officer within 24 hours of receiving this.
- The Activities and Communities Officer must approve the motion of no-confidence to move forward. They may propose several outcomes such as the need for mediation, investigation, the vote to continue or immediate removal.
- The Activities and Communities Officer will advise on whether the voting constituents must be the full standard membership, partial membership or the committee.
- Motions of no-confidence require a clear 2/3 majority of the voting constituents to pass.

## Training and Development

- Student group committee members must attend the annual LSESU Student Leaders Conference and complete any online training relevant to their position to enable them to effectively lead their student group.
- Activities of student groups may be suspended until the relevant committee members have attended the compulsory training sessions.



## Finance Accounts, Debt Management, Expenditure and Reimbursement

### Finance Accounts

- Only affiliated student groups shall have access to any funding from LSESU to pursue the aims and objectives as listed in the student group's Constitution.
- Each approved student group will be provided with an allotted account by LSESU. All funds collected by or on behalf of the student group must be paid into this account. Failure to pay these funds into the allotted account will be considered as an unauthorised activity as per these regulations.
- All financial transactions authorised by the President or Treasurer of the student group must not contravene LSESU's charitable status.
- LSESU reserves the right to act on behalf of the student group on all financial matters. To re-authorise or de-authorise payment or reimbursement claims authorised by the President or Treasurer.
- The financial year end for all LSESU student groups shall be the 31<sup>st</sup> July. All reimbursement or payment claims must be submitted before this date. Any attempts to submit payment or claims after this date will not be accepted.
- Any balances in these accounts at the end of the financial year shall be retained by LSESU within the allotted account for the student group's use during the following academic year.

### Debt Management

- There is no overdraft facility available for these accounts. They must remain in-credit at all times, unless an agreement has been made with LSESU.
- Should the student group incur a deficit balance, the account shall be frozen and placed in special measures. By freezing the account, no student group member may make any financial requests to claim reimbursement or payment.
- The student group must restore the account to a credit balance in a timely manner using an agreed re-payment plan.
- LSESU retain the right to take legal action to recover monies from individual member(s) of a Student Group where a repayment plan has not been agreed or acted upon.
- No private or external bank accounts shall be opened or operated by the student group.
- It remains the responsibility of the Treasurer to act as the authorised signatory for the student group's financial expenditure. They must keep up to date records of all income and expenditure and manage the account.
- The accounts of a student group which has been disaffiliated shall be closed and monies transferred in accordance with these regulations.

### Expenditure and Reimbursement

- The student group must follow the appropriate procedures when requesting payment or reimbursement from their allotted account.





- LSESU may make payments or raise invoices on behalf of the student group providing that the student group has complied with the relevant procedures and regulations.
- Student group members who have spent their own money on student group activities may seek reimbursement through the appropriate procedures.
- All reimbursement claims must be submitted in the academic year in which they were incurred. Any claims made after the financial year end deadline will not be accepted.
- LSESU reserves the right to reject payment or reimbursement requests if they contravene these or other LSESU regulations or policies.

## Student Union Fund (SUF) and Sports Club and Media Grants

### SUF

- Any eligible Student Group may apply for the [Student Union Fund](#) (SUF).
- The SUF panel will respond to applications and allocate funding accordingly based on the outlined SUF criteria.
- The SUF Panel will consist of:
  - Activities and Communities Officer
  - Societies Manager and/or Sport and Recreation Manager
  - Societies Coordinator and/or Sports Coordinator
- Student Groups must ensure grant funding is only used for the items or activities noted in the award confirmation. Grants may not be spent on other items – receipts may be rejected on this basis.
- LSESU reserves the right to deny payment or reimbursement if it is found that the monies spent were not on goods or services that were applied for or if the amount of payment or reimbursement exceeds the allocated amount.

### Sports Club and Media Grants

- A percentage of the SUF will be allocated to Sports Clubs and Media Groups at the start of every academic year, to support their operational costs. Each group will be required to apply. This application will be reviewed by the SUF panel who determine the amount each club/group receives.
- The application and review process will take place over the Summer, between June and August.

## Fundraising

- By law, affiliated student groups cannot fundraise for any other group than themselves.
- Money raised by student groups for other charitable organisations must be paid into the Raising and Giving (RAG) account. This will then be donated to the group's selected charity where indicated.
- Where a student group wishes to collect money on behalf of a charity, they must seek prior approval from LSESU before any activity is planned or monies collected using the appropriate procedure.
- All collections and payments must not contravene LSESU's charitable status.



## External Funding, Affiliations and Sponsorships

- No Student Group may approach any third party for sponsorship, nor enter into any contractual relations without the consent of LSESU.
- LSESU reserves the right to reject any sponsors that contravene LSESU regulations, policies, values or which may affect LSESU's charitable status.
- All contracts and agreements (including sponsorship contracts, venue hire agreements, etc.) must be signed and approved by LSESU. It is not permitted for a student group to enter or sign a contract.
- If a contract or agreement is not signed by authorised members of LSESU then LSESU will not, under any circumstances, be liable for any expenses or losses incurred under that contract. All liabilities will revert to the signatory or signatories of that contract.
- Breach of this clause may be considered a disciplinary matter and may be dealt with under relevant discipline regulations.
- All joint ventures such as events, trips and campaigning activity with external Student Union Student Groups or organisations shall require the advance approval of LSESU.

## Regular, Flagship and External Speaker Events

### Regular Events

- All student groups must submit an [event form](#), complete with a risk assessment and budget (where necessary), for any events they wish to organise.
- Event forms must be submitted at least 10 business days before an event is due to take place and must be approved by a member of SU staff before it goes ahead.

### Flagship Events

- Flagship Events are defined as having a large number of attendees, a larger budget, and those which require a lot more planning than 'regular' events which happen throughout the year. As such, committees will receive a higher amount of direct staff support throughout their organisation, and they also have their own separate deadlines when it comes to the submission of Event Forms.
- Proposals to run a Flagship Event must be submitted by the given deadline to be approved and supported by LSESU.
- All flagship events will be assigned a staff lead from the Student Communities Team, and committees will be expected to liaise with them throughout the event planning process.

### External Speaker Events

- All events involving External Speakers must abide by the LSESU External Speakers Policy, found on our website.



## Trips and Tours

- All student groups planning a Trip or Tour (either UK or abroad) must follow [LSESU Trip and Tour procedure](#).
- A [trip form](#), including a risk assessment and budget, must be completed by the relevant deadlines to be considered.
- Any student attending the trip/tour must fill out the [Travel Information Form](#) at least 14 days before travel. It is the trip/tour student organiser's responsibility to ensure all students attending the trip complete this form.
- Trips are only approved once LSESU has received all the required information. You must not proceed unless you have had written approval from LSESU.
- Student groups are responsible for ensuring all individuals on the trip have filled out a Trips: Student Details Form. Individuals who have not filled this out are not allowed to attend the trip.
- Sports clubs travelling and touring overseas must comply with the tour registration policy of their respective NGB, where applicable.

## Faith Groups

- Faith Groups will receive direct support from the [LSE Faith Centre](#). But, all student group led events and activities must be submitted through the relevant LSESU process.
- All Faith Groups must provide a full list of any external organisations they plan to work with to both LSESU and the LSE Faith Centre ahead of each academic year.
- All activities and events must be organised in line with the LSE Faith Centre [Safeguarding Policy](#)

## Volunteering

- Student groups are encouraged to work with the [LSE Volunteer Centre](#). But, all student group led events and activities must be submitted through the relevant LSESU process.
- Student Groups may signpost their members towards general opportunities for volunteering with the LSE Volunteer Centre, but it should be made clear that students participating in these opportunities would be doing so as individuals, not members of LSESU student groups.

## Marketing and Communications Guidance

### Social Media Guidelines

- All content posted on social media by student groups must align with the values and principles of LSESU. This includes respect for diversity, inclusivity, and integrity.
- Student groups must clearly state that views expressed on official group accounts are those of the group and not necessarily of LSESU or the School. And you must review and monitor posts to ensure they are appropriate, accurate, and in line with the student group objectives outlined in your Constitution.



- Student groups should not share personal information or images of individuals without their explicit consent.
- You should establish a moderation process for handling comments or posts from followers that may be inappropriate or violate group policies.
- You must ensure that any media, including images and videos, used on social media are free from copyright restrictions or used with proper permissions.

#### GDPR Compliance

- Only collect personal data that is necessary for the group's activities. Obtain explicit consent from individuals before collecting their data.
- Store all personal data securely and limit access to authorised group members only.
- Use personal data solely for the purposes for which it was collected and do not share it with third parties without consent.
- Regularly review the data held by the group and dispose of any data that is no longer needed or upon request by the individual.
- Establish a procedure for handling data breaches, including immediate reporting to the Students' Union and notifying affected individuals.
- Inform individuals of their rights under GDPR, including the right to access, rectify, or delete their personal data.

#### Defamation, Libel and Slander

- Ensure all statements made publicly by student groups, whether online or offline, are accurate and can be substantiated.
- Avoid making statements that could harm the reputation of any individual or organisation without verifiable evidence.
- Clearly distinguish between statements of fact and opinion. Opinions should not be presented in a way that could be misinterpreted as factual assertions.
- Refrain from publishing written statements (including on social media) that could unjustly damage someone's reputation.
- Avoid making spoken statements in public forums or meetings that could harm someone's reputation without proper grounds.
- If a defamatory statement is made unintentionally, take immediate steps to correct the information and issue a public apology if necessary.
- Educate all group members on the legal implications of defamation, libel, and slander to prevent potential legal issues.

#### Email and Communications

- All student groups will be provided with a lsesu.com email address. This shall be the primary email address for the student group.
- The relevant committee members are expected to check this email account at least once a week and respond to all enquiries made by members of SU staff.



- All student groups will be provided with a LSESU website page to promote their group and collect membership fees. All student groups will be able to email all members via this page. Committee leaders should not collect any personal data from students.
- Membership data must not be given or shared with any organisation external to LSESU. Requests for this data from external organisations or third parties must be referred to LSESU.
- Clubs and societies must provide an option for members to remove their details from mailing lists at any point.

### LSE Brand Guidelines

- All students must adhere to the guidelines below:
- Using 'LSE' in your student group name
  - ☐ Sports Teams: Yes, you may use LSE in your name, e.g. LSE Boxing, because you represent LSE externally as well as LSESU.
  - ☐ Societies: No, you cannot use LSE and must instead only use LSESU in your name, e.g. LSESU Photography Society.
- Using the LSE Coat of Arms (*Also known as the crest or motto*)
  - ☐ Sports Teams: Yes, you may use the one colour version on sports kits only. Do not use the coat of arms in your logo, or on promotional material or merchandise. Contact [comms.brand@lse.ac.uk](mailto:comms.brand@lse.ac.uk) to request LSE coat of arms files and guidelines.
  - ☐ Societies: No, use of the coat of arms is restricted to items such as degree certificates, ceremonial uses and official sports team apparel.
- Using the LSE logo
  - ☐ Sports Teams and Societies: No, student groups are not permitted to use the LSE logo. Club logos should not include any parts of the LSE logo. You should not reproduce the LSE logo on any promotional materials.
  - ☐ Exceptions: Co-branded LSE events or initiatives. If your group is supporting an event that is hosted by an LSE academic department, division or research centre, they will use the LSE logo on promotional materials as they usually would. They should include your logo or a written line to acknowledge your involvement. If your group is taking the lead, and your event is sponsored by an LSE academic department, division or research centre, you should add a line to your event page and relevant promotional materials to say that this event is supported by them. They will be able to supply the relevant logo.

## Reward and Recognition

- LSESU formally recognises the achievement of student groups through the presentation of a number of individual and collective Society and Sports Awards.
- The available awards, timeline for nominations and criteria are set by LSESU.



- The Society and Sports Awards Panels are responsible for considering and deciding upon the annual allocation of awards based on all nominations submitted before the agreed deadline.
- The Awards Panels, all chaired by the Activities and Communities Officer, are made up of different configurations of officers, elected students and SU staff members as appropriate.
- If the panel considers any member to have a conflict of interest over a particular award, that member will not be able to take part in the vote. If the chair is considered to have a conflict of interest, any full-time officer trustee can be appointed to make the final decision on a specific award allocation.

## Health and Safety

LSESU and its members must adhere strictly to Health and Safety legislation. All Student Group Committees are responsible for ensuring that all members adhere to the requirements.

### Coaching/ Instructors

- Recruitment of coaches and instructors must follow [LSESU's procedure](#).
- All coaches must provide relevant coaching qualifications, a valid DBS, a First Aid qualification, Public Liability Insurance, a signed Service Level Agreement (SLA) and a character reference annually.
- All this information must be submitted via the [Instructor/ Coach Registration Form](#).
- Coaches and Instructors must not lead or attend any sessions until all the required documentation has been seen and approved by the SU.
- Please see the [coach/ instructor SLA](#) for further information.

### First Aid/ Medics

- Requirements for First Aid provision will be made on a case-by-case basis and will be communicated to your student group. This decision will be based on the type and location of your activity and the number of attendees.
- Additional requirements may include having a qualified First Aider, a lead coach or some amendments to the student group risk assessment.
- Qualified medics will be organised by LSESU to cover Berrylands matchdays on Wednesdays and Saturdays.

### Incident Reporting

- Student groups must ensure that all near misses, accidents and incidents are reported to LSESU via the [Incident/ Near Miss Form](#) within 24 hours if possible.

### Under 18s and Safeguarding

- No Under 18s can purchase a student group membership until some additional mitigations are completed.



- Under 18s must contact LSESU if they want to join a student group. LSESU will then liaise with the individual student on next steps.
- Student group responsibility in Safeguarding is outlined on the [LSESU Health and Safety page](#).

### Risk Assessments

- All student groups must submit an up to date [Risk Assessment](#) for all their activities and events.
- For repeat events, such as club training and matches, an [events form](#) must be submitted covering all the dates with a risk assessment specific to the activity.
- Student groups are responsible for updating Risk Assessments when:
  - There is a change to their activity e.g. time, location, number of attendees.
  - An incident occurs.
  - Annually: An annual review must be completed over the summer period, before activity resumes the next academic year.
- Student groups who organise one-off activities that are not listed in their core risk assessment must complete additional risk assessments through the LSESU Events Process.
- All Risk Assessments must be approved by a member of LSESU staff.

### Emergency Procedures

- Details on emergency procedures are on the [Health and Safety page](#).
- Emergency procedure for trips abroad will be sent out via email prior to trips abroad.
- Student groups are required to share emergency procedure information with all members.

## Equipment, Property and Insurance

### Equipment and Property

- LSESU retains ownership of any items or services purchased by or on behalf of the student group.
- The student group may not sell, loan or otherwise dispose of any such items without the express written consent of LSESU, even where consent is granted, LSESU shall not be liable for any losses incurred by or following the disposal of such items.
- LSESU retains the right to update or replace any items in the possession of a student group.
- LSESU retains the right to sell or otherwise dispose of any items in the possession of a student group where that Student Group account is in deficit. Proceeds will be used to reduce the debit balance.
- All items purchased through student group accounts remain the property of LSESU and shall not be sold or hired out without the express permission of the Union.
- Committee members are responsible for maintaining a list of equipment owned by the student group. An up-to-date copy of this list must be submitted to LSESU every year.

### Personal Insurance Cover



- Personal accident insurance cover is provided by LSESU for all full members of sports clubs. Further information on the cover and claiming process is on the [Sports Clubs Documents](#) page.
- LSESU does not provide insurance for any personal belongings.

#### Equipment Insurance

- Safety checks must be carried out before any activity commences.
- Equipment that belongs to LSESU student groups belongs to LSESU and is insured by LSESU for loss or damage.
- Committees must ensure that all their equipment is listed on their inventory for it to be covered by LSESU insurance.
- All insured goods and equipment must be stored in secure and locked premises when not in use.
- LSESU insurance policy does not cover equipment or goods that are hired or borrowed by student groups. Student groups must contact LSESU to request short-term insurance cover for this type of equipment from LSESU.

#### Insurance for Trips Abroad

- Any student group undertaking activity outside the UK mainland is required to arrange additional insurance cover for any LSESU equipment taken on the trip.
- Student groups must follow the Trip procedure outlined above.
- All personal travel insurance (including medical expenses, repatriation, cancellation costs, personal liability and possessions cover) must be arranged by individual members. LSESU does not provide insurance for this purpose.

## Sports Club Specific Regulations

#### Sports Facilities

- Student groups can book time in LSESU-managed sports facilities annually.
- Student groups are expected to treat the facilities and any relevant equipment with respect and report any problems to the relevant LSESU staff members.
- Student groups can use external venues and facilities for their activities and events if arranged in line with student group event processes and guidance.
- Student groups that use external venues must adhere to the terms of the relevant venue use agreement (if applicable).

#### Participation in Competitive Sports

- All student groups representing LSESU in competitive sporting fixtures or events will abide by the relevant regulations provided by BUCS, LUSL, relevant National Governing Bodies (NGBs) and competition organisers.





- Participation in BUCS and LUSL leagues must be requested annually via the processes outlined in student group guidance.

## Breaches of the Regulations

- Should any student group not adhere to the regulations in this document, this may result in LSESU taking disciplinary action against the individual member(s) and/or the Student Group.
- Complaints associated with the Committee, or any member(s) shall be made in accordance with the [LSESU's Complaints procedure](#).
- Disciplinary action may be taken by LSESU against student groups. If a complaint relates to an individual member, this will normally be referred to LSE.

## Deaffiliation and Special Measures

- Any Student Group may be disaffiliated or put in special measures should it fail to:
  - Carry out activities in accordance with its Constitution.
  - Fulfil compulsory objectives such as financial or health and safety requirements.
  - Obtain the minimum 20 standard members before the end of Week 4 in Autumn Term.
  - Attend compulsory meetings or training without prior contact with LSESU.
  - Maintain contact with LSESU upon demand.
  - Elect a full Committee.
  - Fully comply with these or other LSESU regulations, procedures and policies including the LSESU Student Activities Code of Conduct.
- A student group put into special measures may impose the following penalties including, but not limited to:
  - The finance accounts of the student group will be frozen. This means no withdrawals can be made from their account.
  - LSESU provision of support services will be stopped for the student group. This may include processing expenses, room bookings and event processing.
  - Once a student group has been disaffiliated it shall not be open to accept memberships nor shall its members be allowed to perform or carry out any duties or actions on behalf of the deactivated student group.
  - Any assets held by the disaffiliated student group may be stored by LSESU for use by new or active student groups. LSESU may sell these assets without notification and any money raised will be transferred to an LSESU Communities Development Fund.
  - Any monies held in accounts for a disaffiliated student group shall be transferred to an LSESU Communities Development Fund at the end of the same academic year in which the student group was deactivated.