

Associate Membership Policy November 2016

As a charity and a membership organisation, King's College London Students' Union directs funding and resources solely for the benefit of its student members. In some circumstances, Associate Memberships may be granted access to non-KCL students if the non-KCL student qualifies through KCLSU Associate Membership criteria.

Definitions:

KCLSU Ratified group: Sports Club, Activity group, Society group and Student Media group registered and ratified with KCLSU, who have signed a group agreement and has an account with KCLSU.

Associate Membership: Standard, Honorary Lifetime as defined in this document.

Ordinary Membership: Sports Club, Activity group, Society group and Student Media group membership.

1. KCLSU Group Majority

- i. All KCLSU ratified groups must comprise a majority of current KCL students.
- ii. This majority must be no less than two thirds of the group's member base as acknowledged through membership sales via the KCLSU website and Student Centres.
- iii. This majority must apply at all times throughout the year.
- iv. Groups will not be granted associate members unless this majority still applies with the acceptance of a new associate member.

2. Standard Associate Memberships

- i. Standard Associate Memberships as prescribed in KCLSU bye-law 6.1-3 allow those who are not current KCL students to become a member of KCLSU and to obtain the following benefits:
 - Access to KCLSU rooms for group activity in line with the KCLSU Room Booking Policy.
 - Ability to purchase ordinary membership for a KCLSU ratified group in which the Standard Associate Membership application was processed
 - A. Membership to any other ratified group will require an application without further KCLSU fee.
 - To attend Annual and Extraordinary General Meetings of KCLSU and student groups as observers.
 - To make use of any services and facilities of the Union which may from time to time be available to them.

- ii. A standard Associate Membership does not allow the following:
 - The right to vote in any election run by KCLSU or KCLSU group.
 - The right to hold an officer or representative role at KCLSU.
 - Access to KCL spaces unless through a ratified student group activity.
 - The right to hold a KCLSU group committee position.
 - Attendance at committee meetings.
 - Participation in BUCS competitions.
- iii. Standard Associate Memberships are available to:
 - KCL Alumni.
 - KCL Staff.
 - KCLSU Staff.
 - Current students of member University institutions within the United Kingdom.
 - Current students of non UK publicly funded Universities of King's College Partner Institutions as acknowledged by the Study Abroad Office, King's Worldwide Office and the Vice Principal for External Relations.
- iv. Those who fulfil the criteria as set out in points 2.iii must also be over 18 years of age. Associate Membership will not be granted to those who are under 18 under any circumstances.
- v. KCLSU will honour all current Lifetime Associate Memberships.

3. Applying for a Standard Associate Membership

- i. A prospective associate member as described in point 2.iii must apply for an Associate Membership directly through the KCLSU group they wish to purchase ordinary membership for.
- ii. Associate Membership may not be granted without the intent to immediately join a KCLSU ratified group.
- iii. The President of the KCLSU ratified group can submit an Associate Membership form on behalf of the prospective associate member with all required details as noted in the Associate Membership application form.
- iv. Incomplete application forms will not be accepted.
- v. Applications for an Associate Membership will be considered on a case by case basis.
- vi. Approval will be granted subject to the applicant satisfying eligibility with the outcome communicated to the President who submitted the application.
- vii. Approval will only be granted if the KCLSU ratified group current student to Associate Membership ratio is observed.
- viii. On approval of a Standard Associate Membership application, the Standard Associate Membership and KCLSU ratified group fee will be requested by a member of KCLSU staff and payment will be required within a 10 days of approval.
- ix. Honorary lifetime members and current students of non UK publicly funded Universities of King's College Partner Institutions as acknowledged by the Study Abroad Office, King's Worldwide Office and the Vice Principal for External Relations are not required to purchase ordinary memberships of KCLSU ratified groups within 10 days of approval.
- x. Associate Memberships will carry the same fee at all points throughout the year and will be valid 1st September to 31st July, exempt only to Lifetime Associate Members.

4. Evidence that can be provided

- KCL Alumni card.
- Expired KCL student card.
- Written evidence from the KCL Alumni office.
- Valid KCL Staff card.
- Valid KCLSU staff card.
- Valid student card belonging to a member institution of the University of London.
- Confirmation of studentship of a non-UK university as set out in point 2.iii

5. Honorary Life Memberships

- i. Honorary Life Memberships are granted to individuals as nominated by KCLSU.
- ii. An Honorary Life Membership allows the nominated individual to automatically obtain a Standard Associate Membership which will be valid for life.
- iii. An Honorary Life Membership does not automatically grant membership to KCLSU ratified groups.
- iv. Honorary Life Members are able to obtain the benefits as in point 2.i and are bound by the restrictions as in point 2.ii.
- v. Honorary Life Memberships can apply for ordinary membership of KCLSU ratified group directly through the KCLSU group they wish to purchase ordinary membership for.
- vi. The President of the KCLSU ratified group must submit an Associate Membership form on behalf of the prospective Honorary Associate member with all required details as noted in the Associate Membership application form.
- vii. The Honorary Lifetime member will be required to provide proof of a KCLSU Honorary Life Time Award.
- viii. Upon approval the Honorary Lifetime member will not be charged an Associate Membership fee.
- ix. Honorary Lifetime members will be required to pay ordinary membership fees when joining a KCLSU ratified group.
- x. Honorary Lifetime members are inhibited as laid out by point 17 of KCLSU Articles of Association and as prescribed in point 2.ii.

6. Associate Membership Cards

- i. Fees for an Associate Membership of KCLSU are as follows:
£25.00 per academic year (expiring on the 31st July)
- ii. On receipt of payment KCLSU Student Centre will produce an Associate Membership card for the approved member.
- iii. Associate Membership cards can be replaced in the event of misplacement for a standard fee of £10.
- iv. All Associate members must present their Associate membership card to a member of KCLSU staff on entry into any KCLSU space. Failure to do so may result in access being refused.

7. Access to KCLSU spaces

- i. Access to KCLSU spaces will be granted on presentation of an Associate Membership card for the purposes of attending a KCLSU ratified group activity.
- ii. Access will be refused for those who cannot present a valid Associate Membership card on request.
- iii. Access will be refused for those who cannot qualify for an Associate Membership.
- iv. External attendees may not enter KCLSU spaces for observation of an event without the event being ticketed and a list of names supplied to KCLSU in advance.

- v. Spot checks may be carried out by KCLSU staff to ensure the Associate Membership Policy is adhered to at all times.
- vi. Associate Members must adhere to KCLSU policies and regulations at all times.

8. Taster Sessions

- i. KCLSU ratified groups are permitted to run taster sessions throughout the year in KCLSU spaces.
- ii. These sessions must only be open to those who can also apply for an Associate Membership as set out in point 2.iii.
- iii. Individuals partaking in a taster session must report to a KCLSU Student Centre immediately before the session and are required to sign in this will confirm the individual has read and agreed to the insurance waiver before commencing any activity in KCLSU space.
- iv. The KCLSU Student Centre will record the details of individuals attending a taster session and will require proof of identification.
- v. Evidence must be provided of the ability to fulfil points 2.iii in advance of the taster session to a KCLSU Student Centre.
- vi. An individual is permitted to partake in a maximum of three taster sessions in total across the year regardless of the ratified group without purchasing of an Associate Membership.

9. Consequences of breaching the Associate Membership Policy

- i. Any breach of this policy may result in disciplinary action in accordance with the KCLSU Member Disciplinary Procedure.
- ii. Any breach in this policy may result in disciplinary action in accordance with KCLSU
 - A. Student Group Activity Agreement.
 - B. Student Media Group Agreement.
 - C. Sport Agreement.

10. Complaints and Reporting

- i. Group members who initially want to make a complaint should do so through the Student groups President.
- ii. Unsatisfied by the response from the student group president, the complaint should follow KCLSU formal complaints procedure.
- iii. KCLSU will produce a termly and annual report for Associate Memberships.
- iv. KCLSU will monitor student group Associate Membership requests ensuring 2:1 ratio is adhered to.
- v. KCLSU will review Life Time Associate Membership sales ensuring ensuring current student to Associate Membership ratio is observed.