



2002/3

students in their union:
clubs and societies handbook
guide to kick starting clubs and societies in your union



students in their union: **clubs and societies handbook**

guide to kick starting clubs and societies in your union

students in their union:



One of NUS' priority campaigns for 2002/03 is ensuring that students become more actively involved in their students' union and local community. One focus of the Students in their union campaign focuses on student activities and development - recognising the fact that many students have first contact with their students' unions when joining a club or society.

Clubs and societies have always played an important role in the student experience. They enable students to seek out and try unusual activities, make new friends, take on responsibility, fill their CV or continue hobbies or interests that they thought would be left behind when leaving school, college or home.

Student activities are as diverse as the students who organise them, which means some unions have hundreds of opportunities for students to get involved. Clubs and societies cover a collection of interests and hobbies from social, political, medical, international, departmental, religious, performing arts or postgraduate, not forgetting sporting clubs or the infamous appreciation societies.

Being a member of a club or society at college or university is the most recognisable way that students actively play a part in their union or local community. This club and society handbook takes students' unions back to the basics of how to set up, organise and promote clubs and societies to students for students.

I hope that this handbook will help you to fulfil the potential of your clubs and societies and therefore the potential of your students.

Yours,

A handwritten signature in black ink that reads "Penny Hollings". The signature is written in a cursive style with a long, sweeping underline.

Penny Hollings

National Secretary

special thanks

NUS would like to thank all the students' unions and organisations for their assistance and hard work in creating this handbook.

Canterbury College Students' Union

Birmingham University Guild of Students

Health & Safety Commission

King Alfred's College Students' Union

Loughborough Students Rag

NUS Scotland – Generating Involvement Pack

Royal Holloway University of London Students' Union

Southampton University Students' Union

Staffordshire University Students' Union

Student Volunteering UK

The University of Liverpool Guild of Students

University of Bath Students' Union

University of East Anglia Students' Union

University of Nottingham Students' Union

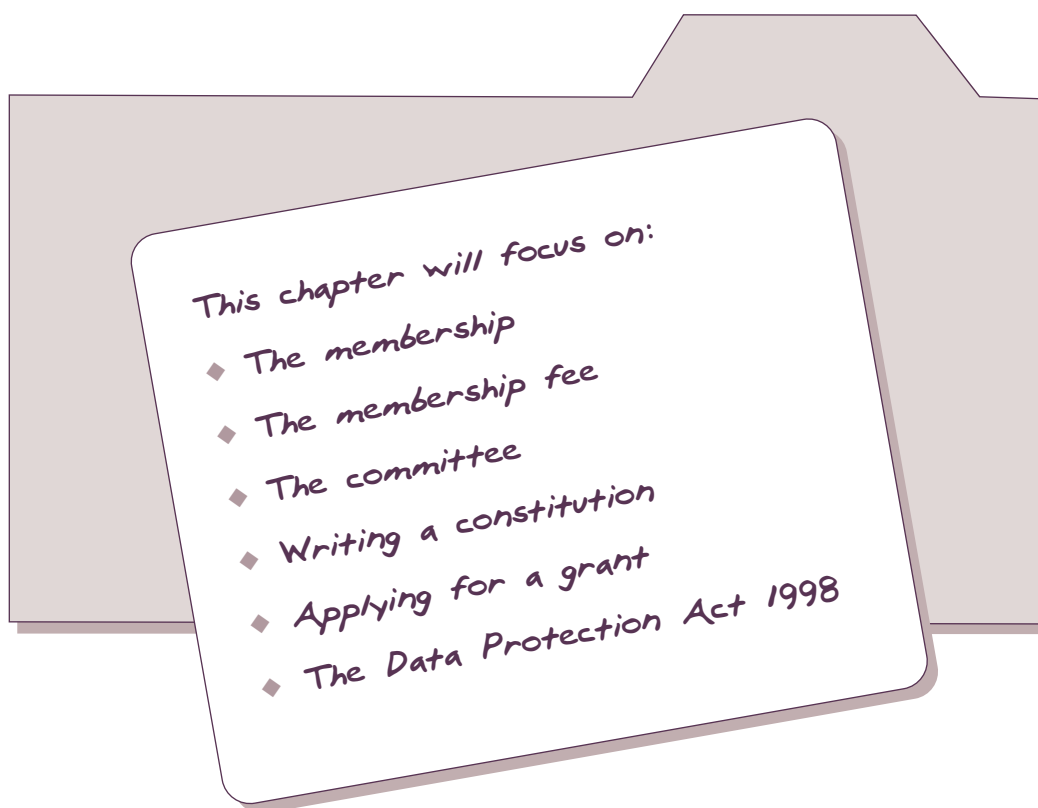
University of Surrey Students' Union

University of Teesside Union

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chapter 1: forming your club or society



before you start...

Before you decide to create a new club or society take a look at what is in existence in your students' union to make sure there isn't any repetition. The union will not be able to fund two clubs or societies that have the same objectives or plan to organise the same activities. If you have spoken to your students' union and are sure you won't be creating a society that already exists, then you need to work on involving students, electing a committee and writing a constitution which is all covered within this chapter.

the membership

As Clubs and Societies are governed by law, the students' union and university guidelines, minimum levels of genuine membership are needed before a students' union can grant any money to fund that club or society. Depending on the population of your university this minimum number could range between 10 – 20 students. This means that if you

wanted to form a Real Ale Appreciation Society you must have at least 10 people who are genuinely interested in that society before it will get past the grant application.

A sample membership form can be found in the appendix

the membership fee

The membership fee is one way of ensuring that genuine levels of membership are made. The membership fee can be fixed by your students' union or they may set minimum and maximum levels of payment for the year. For example the minimum level could be £1.50 up to a maximum of £5 per person. Some students' unions charge a one off payment at the beginning of the year (normally during Freshers' Week) so that students can join as many clubs & societies as they wish. Remember the more you charge for students to join the less likely you are going have hundreds of students desperate to sign up. As the grant you receive from your union will only cover the running costs and basic needs of the club and society, membership fees are one way of gaining extra money.

the committee

Every society committee should elect a President/Chair, Secretary and Treasurer as a minimum. This committee is responsible to and for its club and society members. The committee is also responsible for upholding the students' union procedures, including the Equal Opportunities Policy. These three core roles should be elected at the Inaugural General Meeting (IGM) – the first General Meeting you have as a society. Each year the positions should be open to a re-election at the AGM (see chapter 2).

Below are example job descriptions for each member of the committee. This list is not exhaustive and the responsibilities you design for your club or society's committee must reflect the needs and objectives of your society.

the president/chairperson shall:

- ◆ Oversee all areas of the running and co-ordination of the club or society.
- ◆ Act as chair of all meetings of the club or society.
- ◆ Act as the society's first representative to all external bodies, including the media.
- ◆ Be a signatory for the club or society budget.
- ◆ Arrange for the club or society to be represented at relevant meetings.

- ◆ Help, advise and support all members of the club or society.

the secretary shall:

- ◆ Arrange all meetings of the club or society and keep minutes of these meetings.
- ◆ Be responsible for the general administration of the club or society.
- ◆ Deal with internal communication to club or society members.
- ◆ Ensure that all club or society members are informed of all relevant information.
- ◆ Maintain up to date records of the club or society membership including contact details for all members.

the treasurer shall:

- ◆ Be responsible for all of the club or society's money
- ◆ Be a signatory for the club or society budget
- ◆ Collect all subscriptions and pay all bills
- ◆ Keep a record of all financial transactions of the club or society in such a manner as to enable inspection of the records.
- ◆ Keep the club or society's committee and members informed of the society's financial situation
- ◆ Write the annual financial report

There are other roles that can be fulfilled by members of the club or society if the committee feels they are needed, for example:

- ◆ Vice President
- ◆ Publicity Officer
- ◆ Health & Safety Officer (often a requirement for sporting clubs)
- ◆ Social Secretary

writing your constitution

The constitution is a formal way of setting out the aims and objectives of a club or society and producing a document that formalises how a society will operate. You will have to create a constitution before your society is recognised by the students' union.

Examples of club and society constitutions can found in the appendix.

The constitution should be devised by the society committee, (use the executive or sabbatical responsible for clubs and societies to help you) and then agreed at the IGM. If possible involve the members of the club or society in this process, as they can claim ownership of the constitution. Remember that this year's members may become next year's committee and will ultimately help in the longevity of your club or society if everyone is involved from the beginning.

what are the aims and objectives of the club or society?

The aim of your society should be simple and give others a brief synopsis of why they should join or participate and should set out the purpose of your society.

- ◆ **Fibchester Students' Union Drama Club - producing, writing and developing existing and new performing arts.**
- ◆ **The Spanish society provides members with the opportunity to experience the Spanish language and culture.**

The objectives can also be seen as goals for the coming year and can be reviewed each year.

- ◆ **The Drama Club will organise and produce one Musical Theatre production each year.**
- ◆ **The Spanish Society will ensure all members have the opportunity to develop their Spanish language skills.**

The constitution is a way of focussing your society and not something to stop you successfully completing your aims and objectives.

A constitution for a club or society should include:

- ◆ the name of the club/society;
- ◆ the aims and objects of the club (which shall not be contrary to those of the Union);
- ◆ regulations relating to membership eligibility;
- ◆ provision for the election of a Committee to include as a minimum a Chairperson, a Secretary and a Treasurer;
- ◆ the responsibilities of the Committee.
- ◆ provision for General Meetings for all members of the Club or Society;
- ◆ provision for an Annual General Meeting at which an income and expenditure account shall be presented and approved.
- ◆ provision for Union statement on equal opportunities

applying for a grant

Each year the students' union will provide an opportunity for clubs and societies to apply for money to fund the basic running costs of the society. A new society should approach the union and find out if they are able to apply for a grant at any time during the year. The union may ask you to submit an application when the time comes round again, or may be able to finance you until the next deadline.

To ensure you are eligible to apply for a grant, follow this checklist:

- Have you made sure there isn't a society similar to the one you want to set up in existence?**
- Have you found the minimum number of members needed as stated in the students' union constitution and collected all membership monies**
- Have you elected three committee members (Chair, Treasurer, Secretary) at an IGM?**
- Have you written your aims and objectives and your constitution?**

The students' union will provide you with an application form to assist with your grant application. With this you must include details of your membership numbers (attach your membership list) and your committee details (society registration form). The students' union will look after your account as clubs and societies are NOT permitted to operate private or separate accounts.

As students' unions have charitable status they are only allowed to pursue activities which are within the aims and objectives of the students' union constitution. In the same way societies have constitutions which limit their activities. It is unlawful to do anything beyond the aims and objectives of the constitution or use your grant to fund activities that are not covered in the constitution. These are referred to in law as 'ultra vires' actions. Ultra Vires is covered in more detail in the appendix.

In terms of your grant application, think carefully about what you need the money for and ensure the activities you plan to carry out fulfil your aims.

what you can claim for

- ◆ Affiliation to a related national organisation having the same or similar purposes which will have the effect of

securing information, support and facilities for your club or society

- ◆ Guest Speakers
- ◆ Equipment – which is integral to the running of the club or society
- ◆ Producing publicity materials and printing
- ◆ Referee/coaching fees
- ◆ Pitch/hall hire
- ◆ Conferences
- ◆ Travel costs – for attendance at a relevant conference or convention and the hire of students' union minibuses.

The amount of money you receive will be dependent on:

- ◆ The size of your membership
- ◆ The number of activities planned
- ◆ The type of activities
- ◆ The size of activities

The students' unions' money is not endless so be imaginative and descriptive about what you need your grant to cover.

There will be shortfall and this can be made up with inventive fundraising activities (see chapter 7).

the grant application form

Examples of grant application forms can be found in the appendix but expect to find the following sections when you apply for the pot of cash to fund your activities.

- ◆ Total Membership fees
- ◆ Activity/Event Plan
- ◆ Expected Income (i.e. from sponsorship, ticket sales)
- ◆ Expected Expenditure (i.e. equipment costs, affiliation fees, printing, speakers, conferences etc)

other possible resources available to a club or society

- ◆ The ability to book students' union or university rooms for meetings
- ◆ Administrative support (staff or sabbatical support)
- ◆ Storage
- ◆ Photocopying or print services
- ◆ Computers
- ◆ Telephones

- ◆ Pigeonholes
- ◆ Post

the data protection act 1998

All students' unions have to comply with the *Data Protection Act 1998* and its eight data protection principles, set out below. Data applies to any information that can identify a living individual and consent needs to be given to sort, collect and hold that information electronic or manually.

data protection principles:

Data should be:

- ◆ fairly and lawfully processed
- ◆ processed for limited purposes
- ◆ adequate, relevant and not excessive
- ◆ accurate
- ◆ not kept any longer than necessary
- ◆ processed in accordance with the data subjects' rights
- ◆ secure
- ◆ not transferred to countries outside the EEA without adequate protection.

how will this affect your club or society?

- ◆ You must know what information you have on your members and be aware of the confidentiality of it.
- ◆ Never give out names and addresses or telephone numbers to any one without member's consent unless it is an emergency.
- ◆ Keep all information stored electronically or manually safe and secure, limit the amount of people who have access to it.
- ◆ Limit the amount of information you have on an individual, only ask for what is necessary for administration purposes of the club or society.
- ◆ Your members should be aware that there is a need to keep certain information for emergency and administrative purposes; they should be assured that it is being kept confidential.
- ◆ You must only use the information for the purpose it was collected (i.e. emergency contact) and not for anything else.

To find out more about the Data Protection visit www.dataprotection.gov.uk where you can download a *Data Protection Handbook*.

notes

chapter 2: organising meetings



why organise meetings for your club or society?

- ◆ To pass on information
- ◆ The main society activity
- ◆ To clarify information
- ◆ To communicate with your members and committee
- ◆ To agree decisions/action to take
- ◆ To discuss/generate ideas
- ◆ To check progress of a project/plan
- ◆ To evaluate an event

There are various types of meetings that you will need to organise after your Inaugural General Meeting (IGM). The most common are General Meetings, including the Annual General Meeting (AGM) which involves the elected committee and members of the society. General meetings give the members of the club or society the opportunity to:

- ◆ ask questions about the work of the committee
- ◆ hear reports from the committee and other announcements
- ◆ check on action that was previously agreed upon
- ◆ put forward suggestions, ideas and policy and have them discussed
- ◆ agree the club budget and approve the financial report (AGM mainly)
- ◆ Committee meetings or Closed General meetings are an opportunity for the club and society committee to meet on their own.

For a meeting to be successful, there are things you as a committee will have to do before, during and after the meeting. Agenda items must be submitted and then disseminated at least a week in advance so all members have a chance to do some prior thinking about the issues to be discussed. The committee must set regular deadlines for the agenda and provide background material for agenda items, if necessary.

agendas

An agenda title should give details of:

- The type of meeting
- Location of the meeting
- Date and time of the meeting

1. apologies

- All committee members should send their apologies if they are unable to attend the meeting.

2. minutes of the lastmeeting

- The minutes of the last meeting should be agreed as a true and accurate account of the meeting

3. matters arising

- This is where questions or further information can be raised about items discussed at the last meeting and record-

ed in the minutes, which will not be raised later on in the agenda. Members have the opportunity to question action taken, or development of items discussed at the last meeting.

4. committee updates/reports (if necessary)

- This provides an opportunity for each committee member to give a report on the work they have been involved in since the last meeting.

5. agenda Item 1

- Agenda items submitted by members or the committee fit into the meeting here. All items for discussion should be clearly laid out and detailed. For example if the Secretary wanted the Drama Club to organise a trip for its members to see a play at the local theatre, the agenda item could be set out like this:

Trip - To discuss how the Drama Club can organise a trip to see The Rocky Horror Show at the Theatre Royal on October 21st. Please find a paper attached from the secretary outlining information about the trip, including costs and publicity ideas.

6. any other business (AOB)

- AOB provides the opportunity to discuss items that are urgent but were not submitted to the agenda in time. If a meeting was well prepared, there should be no reason for AOB.

7. date of next meeting

- Always remind people of (or agree) the date and time of the next meeting.

conduct of a meeting

the chair

The person who chairs the meeting has an important role to play. Make sure that the chair is aware of what is to be discussed and is familiar with all the issues set out in the agenda. More often than not the President of the club or society will chair initial meetings until a chair is elected.

The chair of the meeting has to keep order so that everyone feels able to contribute. They also have responsibility to help the meeting make decisions and reach conclusions by suggesting ways of discussing an item or by moving the debate forward.

ground rules

The committee should agree a set of ground rules so meetings can be carried out swiftly and efficiently. These ground rules could include:

- Members should speak through the chair
- Members should listen to each other, not interrupt and respect others opinions.
- Contributions should be no longer than 3 minutes.
- The meeting should not go on longer than 1.5 hours.
- Mobiles/Pagers should be off or on 'silent' during the meeting
- The Chair should prioritise contributions from those who have not spoken in a discussion.

the annual general meeting

The Annual General Meeting (AGM) of a club or society must happen each year, the date or month of which should be included in the club or society's constitution. Many unions stipulate that the AGM should occur in April/May enabling the new elected committee to have a substantial handover from the outgoing one. The agenda of an AGM should look like this:

1. Apologies
2. Minutes of the Last Meeting
3. Matters Arising
4. The Society's Annual Report
5. Approval of Society Financial Report
6. Elections for the Committee
7. Motions to be discussed
8. Any other business

The Annual Report, Financial Report, Nomination forms and proposed motions should be circulated before the AGM with the agenda. This gives all members the chance to read through the documents and think of any questions they would like to ask the committee. Some constitutions say that a certain number of people must be at the AGM before it can start. This is **Quorum**. The figure can be a percentage of your society membership, i.e. 10% of your membership must attend.

the society's annual report

The Annual Report is a written report of the activities and achievements of the club or society over the last year. There should be room within the meeting for members to ask questions about the report and a vote should be taken on whether to accept the report. It is the responsibility of the Secretary to ensure an annual report is written and disseminated on time.

the society's financial report

The Financial Report should be presented by the Treasurer of the society and should include an account of income and expenditure (see Chapter 5). The chair should then take any financial matters or questions from the floor (meeting) and direct them to the Treasurer. Finally the meeting should vote on whether to approve the report.

elections

Nomination forms should be available before the AGM to ensure all club or society members have the opportunity to 'run' for a committee position. Nomination forms should state the nominee's name and reasons for wanting to be elected. The nominee has to be nominated by another member of the club or society. The nominator and nominee must sign the form.

At the start of the AGM nominations are 'open' and nomination forms handed to the chair.

Follow these points for a successful election:

- All members are eligible to stand for election
- The nominees for society positions should have been proposed and seconded by members of the society and handed into the chair before the AGM starts or before the closing date.
- A secret ballot should be used to avoid unnecessary tensions between candidates.
- An impartial party should be present to count votes and oversee the elections.

For a more detailed explanation of running elections please refer to 'Running an election – a guide from NUS' available from your students' union or NUS.

other guidelines and procedures for conducting meetings

motions

Motions and proposals may include constitutional amendments, future activities, policy decisions etc. Major decisions should not be dealt with unless on the agenda as this ensures that all those wishing to participate in the decision have the opportunity to attend.

A motion is discussed by someone moving it (“moving to a motion”) and someone else seconding it. Your constitution may stipulate that only certain people (say full members of the club) can move and second motions. Once a motion is moved and is deemed acceptable by the Chair (i.e. it is unambiguous, legal, constitutional, etc.) it is debated within the meeting. The mover is entitled to speak first on the motion. It is then open for general debate in which all may participate. Once debate has concluded the mover gets the right to summarise and conclude before the motion is voted upon.

amendments

An amendment is an alteration or proposed alteration to a motion, designed to improve or change the motion. An amendment can be moved by anyone at the meeting who is not happy with the motion in its original form.

Amendments should be specific and unambiguous; examples are:

“That the words ‘but only with the club’s permission’ be deleted.” or

“That ‘Tuesday’ be substituted for ‘Thursday’.”

The amendment is debated immediately after the proposer/mover of the motion has introduced the main motion first. The pattern of debate on an amendment should be the same as that of a motion i.e. a speaker for, a speaker against and so on. If the amendment wins then the amendment becomes part of the main motion. The main motion is then debated and voted upon.

procedural motions

A motion on how the meeting proceeds can be proposed by any member of the meeting at any time apart from during a vote. These can cover such issue as:

- having no confidence in the chairperson.
- having another round of speeches,
- moving straight to a vote,
- adjourning the meeting,
- having a secret ballot

- request for a recount on a vote.
- referring the issue under discussion to another body e.g. the union executive.
- to vote on different parts of the issue under discussion.
- to not vote on the issue under discussion.

After the procedural motion has been proposed there will be a speech against. If there are no further speeches for and against there will be a vote. The procedural motion will be passed if it succeeds in getting a simple majority of those voting.

quorum

Meetings usually need a quorum or a minimum number of people before they can start. It is sometimes possible to have 'inquorate' or informal meetings and get the business ratified (agreed) at the next meeting.

minutes

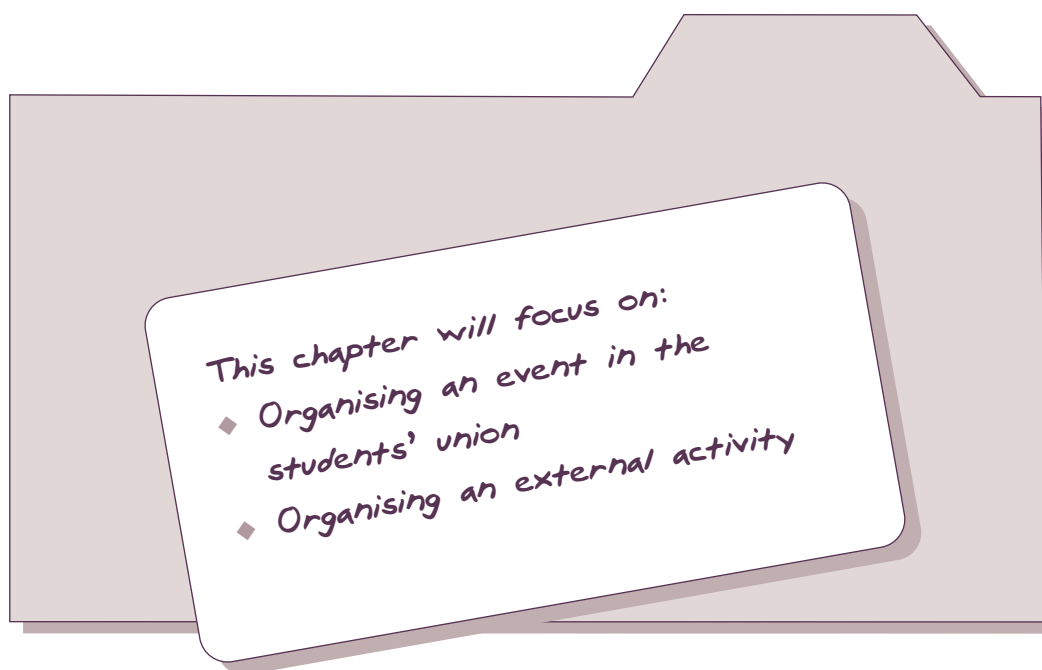
Minutes are the written documentation and proof that a meeting took place. Usually the secretary will record the minutes of a meeting. It is vitally important that you keep minutes of all meetings and that they are safe and readily available. You should send a copy to the member of the executive with responsibility for clubs and societies so that they can be stored in a central file.

Minutes should be written in a consistent style from one meeting to the next, and this is one reason why it is useful to have only one person responsible for this rather than sharing the duty. The minutes of a meeting can be long or brief, but in practice they should at least include:

- **A list of all attending the meeting and any apologies**
- **The exact wording of any resolutions passed**
- **A brief summary of any major debate and the decisions resulting out of the debate**
- **A record of any votes taken and the result of the vote**
- **A list of those who have undertaken to do things, including what they were going to do, when, and the date they would report back to the committee on progress.**
- **The layout of the minutes can be similar to that of the agenda.**
- **Minutes of the last meeting should be given out with the agenda of the next meeting.**

notes

chapter 3: organising activities



Organising activities is what clubs and societies are all about. The activities or events that you organise for your members can be internal (launch party in the students' union) or external (trip to an exhibition). As well as being great fun, activities are a good way of promoting your club or society to other students currently not involved and/or making money to purchase equipment or subsidise other activities. Remember there may be restrictions on the type of activities you want to organise, make sure you refer back to your constitution and discuss any ideas with a Sabbatical Officer before you book anything.

Whatever the activity, careful preparation is the key to a successful event.

organising an event in the union

Your students' union is an ideal venue for daytime or evening activities. It may offer a Club or Society Night to all its student groups to organise, or you may be able to book certain bars or venues for your activities for free. By holding

your event in the students' union, not only will you be promoting the club or society, but the students' union at the same time. Once you have decided as a committee or at a meeting what type of activity or event you want to organise it's time to take action.

1. plan ahead

Think about what you want to do and why you want to do it. What is the main purpose of your activity or event? Do your research – will your activity clash with another club or society? Will it fall within the exam period? Has someone organised an activity similar to yours in the last year? Why not collaborate with another club or society to develop an even bigger event?

Develop an action plan to help you organise the workload, this will include:

- ◆ What has to be done?
- ◆ Who is going to do it?
- ◆ When will it be done by?

Remember, if you are organising an event in the students' union you may need to follow their event procedures.

2. budget for the event

How much is organising the event going to cost the society and how much do you intend to make? The activity should not leave you in debt. When budgeting, work with the minimum amount of money you can expect to make. Think about how you can organise the activity without spending too much. Here are some examples of what you might spend or make money on:

Expenditure	Income
◆ Cost of venue	◆ Ticket sales
◆ Cost of hiring a DJ/entertainment	◆ Cut/Percentage of door entry or bar takings
◆ Cost of publicity/posters/flyers	◆ Sponsorship of the activity
◆ Cost of decorations	

3. delegate tasks

Spread the workload amongst as many people as possible. This will mean that everyone in the club or society will feel involved in the process and will have invested their own time and energy into the activity. It is also a great way of

gaining particular organisation skills.

4. publicity

How you publicise the activity is the secret to the success of the event. Even if you have created the greatest event ever to hit your students' union, it will not work if you don't tell people. Don't assume students know who you are. Publicity is covered in Chapter 7 but here's a quick run-down of some of the ways to ensure students know what you are up to:

- ◆ Use word of mouth
- ◆ Use your students' union newspaper, radio, newsletter or television station
- ◆ Use posters/flyers/banners
- ◆ Use emails

But more importantly ensure that your publicity says:

- ◆ Who you are, what your event is and why you're doing it
- ◆ Where it is – time, date and location

5. health & safety

Regardless of your activity you have a duty of care to ensure the safety of those attending your activity or event. You must carry out a risk assessment for your event and these are covered in more detail in Chapter 4.

An example events booking form can be found in the appendix.

organising an external activity

Organising an external activity or event follows the same thought processes as organising something 'internal'. The main difference that is reflected in students' union activity procedures is the Health & Safety element. If you want to organise a trip or activity 'off-campus' like a trip to a show or an afternoon's paintball activity, you will need to inform a member of the executive committee. Many unions can provide an external activity form to clubs and societies that are planning to take students off campus.

An example external activity form can be found in the appendix

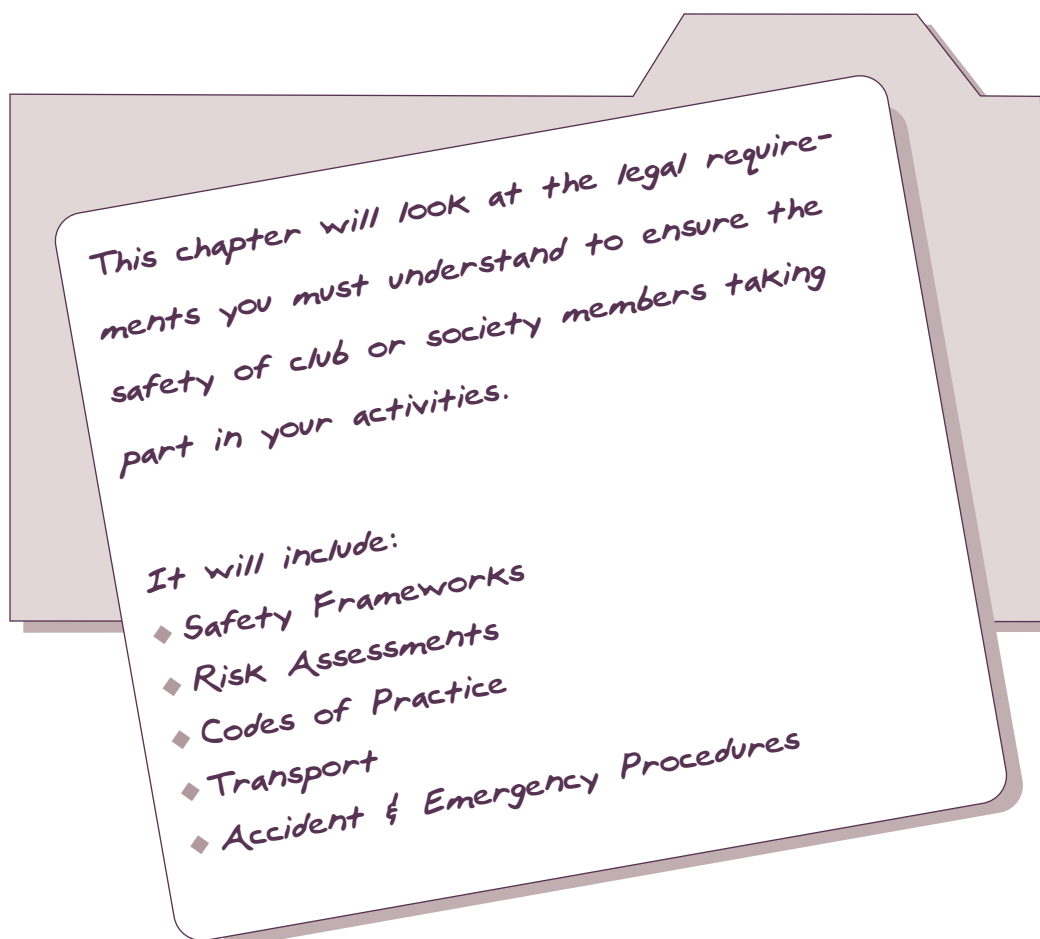
There are cost and safety implications you will need to consider before booking and organising an external activity:

- ◆ Travel/Transport – Will you book an external coach company, use the students' union minibuses or travel by train?
- ◆ If this activity means you need to leave the country, does everyone have a valid 10-year passport? Have you got E111 forms or adequate travel insurance?
- ◆ Will you have an emergency first aider within your company?
- ◆ Do you know what facilities are available at your chosen location? Are they accessible?
- ◆ Have you collected all the necessary details about your party before leaving the students' union and does the union have a copy of the itinerary and members who are going?

Health & Safety is covered in much more detail in Chapter 4.

NUS Ents also provide comprehensive guides to organising activities, including “*Organising a Coach Trip*” and NUS Ents Events Checklist” which are available online at www.nusonline.co.uk/unionresources or from NUS Ents.

chapter 4: health & safety



All students' unions will have insurance for clubs and societies, however don't take this for granted. When you are planning any internal or external activities check with a sabbatical officer or staff member before you go ahead.

Any activity/event you organise is bound by your constitution, the students' unions constitution and by law - the **Health and Safety at Work Act 1974**. Committees have a Duty of Care (The legal obligation to take reasonable care to avoid causing harm.) towards members and everyone who may be affected by their activities and events. Therefore you must take reasonable steps to prevent foreseeable harm. Your students' union should have a health and safety policy that can help you organise your activities from a health & safety perspective.

setting up a safety framework

- All clubs and societies should affiliate to their national governing body. They will provide safety codes, which can be incorporated into your activities.
- At least one member of the club or society committee should receive training on aspects of health and safety.
- All equipment should be logged and recorded, indicating when it was last used and that it has been properly stored, serviced and tested at reasonable intervals. (There is a standard form for this in the appendix)
- The club or society should develop a Code of Practice and each member should have a copy.
- Capability assessments should be made for each member of a club which requires a certain skill to achieve in the activity i.e. climbing/abseiling
- Any club or society using equipment should keep a log of all equipment used, where it is stored, when it was bought and date to be replaced (an example is in the appendix).
- Sports involving water should include an assessment of members swimming and survival capabilities. This could include supervised swimming tests.
- There should be a register in the union of all members out on trips. Details should include a contact number in case of emergencies.
- The union should ensure that there is appropriate insurance cover for all activities.
- Each club and society should have copies of accident report forms.
- At least one member of each club or society should be trained in Emergency First Aid and be the designated First aider for activities, trips or events.
- Everyone has a responsibility for safety,

“Those who create risks are required to identify and eliminate or control them.” The Health & Safety Commission.

risk assessments

Risk assessments are a legal requirement under the *Management of Health and Safety at Work Regulations 1999*.

Risk assessment is the process of recognising hazards and analysing what risks they pose to individuals. As explained by the Health & Safety Executive (HSE),

“a hazard is something with the potential to cause harm (this can include articles, substances, plant or machines, methods of work, the working environment and other aspects of work organisation); a risk is the likelihood of potential harm from that hazard being realised. The extent of the risk will depend on:

- (i) the likelihood of that harm occurring;**
- (ii) the potential severity of that harm, i.e. of any resultant injury or adverse health effect; and**
- (iii) the population which might be affected by the hazard, i.e. the number of people who might be exposed.”**

The University of Nottingham Students’ Union has developed a definitive guide to assessing and analysing risks and hazards in your activities, following the HSE *“Five Steps to Risk Assessment”*.

step	action	hints
Initially	Identify all of your different activities	Training Competitions Maintenance Matches/Games Transport Performances Rehearsals Meetings
1	Identify possible hazards divide them into categories 1. Plant & Equipment 2. Tasks & Procedures 3. Environmental factors 4. Human factors	1. Tools, fuel, weapons 2. Moving heavy equipment 3. Hot, confined,slippery surfaces 4. Inexperience, poor fitness

step	action	hints
2	Who can be harmed by the activities?	You, other participants, the public, audience, contractors, young people, older people, novices, people with medical conditions
3	<p>What precautions & risk control systems do you currently have in place?</p> <p>You are aiming to control the risk via compliance with the law, best practice and your own standards</p> <p>What level of risk do the hazards present with these precautions in place?</p> <p>Is this level of risk acceptable?</p> <p>If not, what else can you do to reduce the risk?</p>	<p>Training, warning signs, safety equipment, kit maintenance</p> <p>High, medium, low or use a numerical system</p> <p>To all who can be affected!</p> <p>Further precautions</p>
4	<p>Record your findings</p> <p>The RA process can be verbal or written in notebooks. However it needs to be formally recorded in an understandable format that includes:</p>	<p>Who did the assessment?</p> <p>When and where?</p> <p>What activity was assessed</p> <p>Steps 1-5</p> <p>If more precautions are needed who will do them and by when?</p>
5	<p>Review your assessment when:</p> <p>There is a significant change or</p> <p>You have reason to suspect the assessment is no longer valid</p>	<p>Your committee changes</p> <p>You move to a new location</p>

A blank Risk Assessment form can be found in the appendix.

codes of practice

Codes of Practice (CoP) are a statement of the safety standards, precautions and systems that you have chosen and developed for your club or society. Like a Risk Assessment these will be based on the legal requirements, best practice from national governing bodies and union standards for the activities you have chosen to organise.

A typical CoP will include the following sections:

- ◆ Dissemination of basic safety information
- ◆ Induction of novices
- ◆ Provision of suitable training and coaching/ leadership
- ◆ Pre-activity checks, safety briefings and setting up
- ◆ Activity rules and guidance
- ◆ Equipment provided by the society
- ◆ First Aid Provision & accident reporting
- ◆ Emergency procedures

CoP are important because they:

- ◆ Provide continuity between committees
- ◆ State the legal requirements for a particular activity
- ◆ Provide information for new committees
- ◆ Can be given to new members as part of the induction process or as a refresher
- ◆ Set acceptable standards for the whole club to follow
- ◆ Make activities safer if followed
- ◆ Demonstrate that acceptable precautions were taken and provide a defence against claims of negligence.

transport

Your club or society may have access to the students' union or college minibuses, all unions have different regulations around the hiring and driving of minibuses so check with your union well in advance if you want to use the minibus for an activity or trip.

The basic regulations of most insurance policies are:

- ◆ You must be over 21
- ◆ You must have held a clean driving licence for 3 years
- ◆ You must take a students' union endorsed test or course before driving
- ◆ All drivers must be 'named' by the union and/or on the insurance policy

*NUS North East have produced a document entitled **Minibuses – The Legal Essentials**, which can be found in the appendix and Canterbury College have designed a minibus checklist which can also be found in the appendix.*

Your union may also operate a priority booking procedure, for example as Southampton Students' Union does:

Priority of application is made on the following basis:

1. Hires for Union business (e.g. NUS Conference)
2. Hires to AU or Union Clubs where trip gets 100% subsidy
3. Hires to Union Departments - e.g. Union Films, Ents, SAIC etc.
4. Hires to all other AU and Union Clubs and Societies

Union vehicles may not be privately hired.

If you are granted the use of a minibus, ensure you supply the students' union with a list of all passengers and contact numbers in case of emergency. It is important to remember that union minibuses must not be privately hired as this wouldn't be classed 'union business' and therefore not covered by the insurance.

An example minibus booking form is included in the appendix.

For more information on Minibus Driver tests contact:

MiDAS

Community Transport Association UK, Highbank, Halton Street, Hyde, Cheshire, SK14 2NY

t: 0161 351 1475, **f:** 0161 351 7221 **e:** MiDAS@communitytransport.com **w:** www.communitytransport.com

accident & emergency procedures

Even if you do take all the necessary precautions, accidents may still happen. Whether you are organising an activity on or off campus, you should ensure you know what your union's policy is concerning accidents and who the first aiders are. Your students' union may provide your club or society with First Aid training as part of its training programme (see Chapter 8).

If you are involved or witness to an accident then follow these instructions:

1. Ensure the safety of yourself, the group and the casualty if possible. However do not expose yourself to any additional risk, and become an injured party yourself.
2. Treat the casualty (if you are a qualified First aider)
3. Call the Emergency Services, if necessary. They will need to know:
 - ◆ Who you are and where you are calling from
 - ◆ Where the casualty is located
 - ◆ What injuries has the casualty sustained
 - ◆ How these injuries were sustained
 - ◆ Name, age and sex of the casualty
4. Contact the students' union/college and inform them of the incident
5. Fill in an accident report form or an entry in the accident book as soon as possible.

accident/incident reports

An accident report is a record of when, where and what accident / incident occurred at a certain place and time. It is important to report and record all accidents or near misses. Your students' union should have a procedure to help you do this. *There is an example Accident Report form in the appendix.*

If you need any more advice please visit the Health & Safety Executive website which has free leaflets on Health & Safety Law, risk assessment requirements and first aid: www.hse.gov.uk. Or contact **HSE Books, PO Box 1999, Sudbury, Suffolk, CO10 2WA.**

notes

chapter 5: finances



Once you have registered your club or society and your grant application has been accepted, the students' union will provide you with an account for your grant and any other money you make. It is important to remember that the 'account' is merely a record of your monies held by the students' union. The only 'Bank Account' money gets paid into will be the students' unions.

You must not open a bank account for your society – all finances must go through the students' union.

The responsibility for administration of clubs and societies finances varies from union to union. However, the role of the Treasurer will be fairly similar across the board. The Treasurer can be seen as the most important member of a committee as they are responsible for the group's money and financial situation.

tips for treasurers

- ◆ Always make sure the rest of the committee knows that you must be asked before they organise activities. You are the one in charge of the money and they can't buy anything without your signature.
- ◆ Planning the year ahead is essential. Budgeting will prevent you running into problems later on. Prepare an annual budget and review every term, making sure you plan for every activity.
- ◆ Keep an eye on your account – make regular visits to the students' union to get regular account statements and check it against your own budget/records.
- ◆ Ensure all monies are paid in – if your club or society is organising a ticketed event then make sure that all ticket monies are paid directly and immediately into your account.
- ◆ When your grant is allocated make sure you claim it all.
- ◆ Encourage the rest of your committee to look into ways of making money such as sponsorship or organising profitable socials.
- ◆ Use social events to earn money for your society or club – they should not cost you money.
- ◆ Don't be scared to say "no".

Your students' union will be able to provide you with a copy of the financial procedures or regulations that the club or society should follow.

The regulations should cover advice on:

- ◆ Your account – paying money in, getting money out.
- ◆ Your account records/statements
- ◆ External accounts
- ◆ Invoices
- ◆ Petty cash
- ◆ Order forms & cheque requests
- ◆ Grant application procedures
- ◆ VAT
- ◆ Finance Office Hours
- ◆ Ultra Vires (please refer to the appendix)

example financial regulations

extract from University of Liverpool Guild of Students Society Handbook

your account

All society money is held in an account in the Finance Office.

Accounts are in society names & you will be given an account number (88****).

The account is divided into 3 sections that contain the different parts of your society funds:

Subs:	Money members paid to join
Grant:	Money the Guild gives to societies, upon receipt of an application (rules governing how this spent is detailed below)
Income:	Money generated by the society through its activities (e.g. events, fundraising, sponsorship, donations).

Only society officers (or a smaller group thereof) may access society funds.

external accounts

We require that all society funds be paid into the Finance office.

Any society found to have an outside bank account (unless previously authorised) will have all their activities frozen and, unless a satisfactory conclusion is reached, disciplinary action may be taken against the officers.

cheques

It is important to remember that 'accounts' are merely records of your monies held by the Guild. The only Bank Account the money gets paid into is the Guild's.

Therefore, when receiving cheques it is vital that they are made payable to 'Guild of Students' not to your society.

Also remember to write the number of a cheque guarantee card on the back of the cheque yourself. This ensures that the cheque will not bounce and that you will get the money. Fines incurred by bounced cheques will be passed on to the society.

transactions

We expect all purchases and payments by the society to be processed through the Finance Office.

There are two main ways of doing this:

1. An officer (or member) pays for goods out of their own pocket and then presents a receipt, for reimbursement from the society account.

More convenient for low cost items from shops where payment is expected on the spot.

However, it is important to be aware of how much money is in the society account, as we cannot reimburse money that the society does not have.

Also if the receipt is being presented by an ordinary member of the society it must be done via an officer of the society.

2. Presenting an invoice to the Finance Office so that a cheque can be made out to the company requiring payment.

Especially useful for larger payments and booking fees.

If a company requires paying in advance, ask them to produce a proforma invoice, or sort out an order form with the Finance Office and we will draw up a post-dated cheque to the company.

account statements

Society members may get a print out of their account from the Finance Office during opening hours.

This details all transaction into and out of the account during the year. Further explanation of these statements can be given by the Finance Manager office or by Guild Treasurer. Both also have society finance details on computer if the Finance Office is closed.

Societies should regularly check their account status in order to avoid over spending.

order forms

Some companies require an official order form before letting you purchase goods or services.

In this case, the Guild can give you an official order form. These can be obtained from the Finance Office or the Finance Manager and details will be given then.

grants

Societies may apply for a Grant from the Guild to assist them in the running of their activities. This Grant may only be spent on certain things, which are governed by Charity Law and Guild Policy.

The Law requires that the Guild may only spend money on 'Students as Students.' For societies, this means that Grant money can only be spent on Administration, Education and shared Equipment.

Further details are included on the Grant form and can also be explained by the Treasurer.

To obtain the Grant Form, an officer from the society (preferably the Treasurer or equivalent) **must** attend a Society Finance Training session. Dates for these are posted in society mail trays and advertised on posters on Society notice boards.

Any grant money unspent at the end of each academic year is recovered by the Guild. There are a lot of societies and only limited funds available so don't expect to get everything you applied for.

notes

Chapter 6: Equal Opportunities



The ethos of equal opportunities is not to treat everybody the same, as this will produce its own inequalities. Equal opportunities is about ensuring that any individual is not treated less favourably than any other individual.

Students' unions are under a legal duty to ensure that they practice equality of opportunity when providing a service for their members. Clubs and societies are included in this and when organising activities or events it is important that think about how to be more accessible and involve a diverse population of students. There will however be some good equal opportunity reasons why this should be restricted, i.e. women's groups and Lesbian, Gay & Bisexual groups.

the law

There are three key pieces of UK legislation that you should be aware of:

- *Sex Discrimination Act 1975*
- *Race Relations Act 1976* and *Race Relations (Amendment) Act 2000*
- *The Disability Discrimination Act 1995*

The Equal Opportunities Commission, the *Commission for Racial Equality* and the *Disability Rights Commission* all recommend in their codes of practice that any organisation that employs staff should have an equal opportunities policy. Your students' union will have an equal opportunities statement or policy that will help you in running your club or society.

example

Below is a copy of the Liverpool Guild's Equal Opportunity Policy, as passed at Guild Council in March 2001.

As with all Guild policies, societies should ensure all of their activities comply with the points below.

policy

1. There shall be no act of discrimination or activities of the Guild of Students on the grounds of creed, colour, ethnic or national origins, sex, sexual orientation, politics, marital status, family responsibility, HIV status, or against any individual or group of people.
2. In support of the aim of (1) above the Guild shall assist and give full support to groups or individuals, which suffer discrimination on any grounds.
3. Any individual or group which is found to have discriminated, harassed or abused another, shall be brought before the Discipline Committee of the Guild which shall determine what action should be taken.
4. The Guild shall promote equal opportunities in its employment policy and amongst its members and staff.
5. It is the responsibility of all members of the Executive and Council of the Guild to see that this policy is implemented.

barriers to involvement

University is a great opportunity to participate in a diverse community and take part in various student activities.

However if you want to increase your membership you may want to consider why some groups of students are discouraged from joining your club or society. It may mean you need to communicate to students slightly differently or think about how your activities could be made more accessible.

Barriers to your society could exist in the following ways:

- ◆ communication
- ◆ meetings
- ◆ recruitment
- ◆ social events
- ◆ publicity
- ◆ culture of the society

Are there any ways in which you can help to remove these barriers?

- ◆ have meetings at different times of the day
- ◆ don't always have events or meetings in a bar
- ◆ use a range of methods to communicate with members
- ◆ publicise events & meetings in all areas of campus including halls/library/canteen
- ◆ ensure all your activities are accessible
- ◆ provide your publicity materials or club and society information in large fonts

complaints and disciplinary procedures

Occasionally a club or society could find itself being investigated by either the students' union or the university. It is the students' union responsibility to ensure that clubs and societies do not contravene any of the union's policies or constitution.

The circumstances as to why the union would have to do this may include the following:

- ◆ The club or society has breached its constitution, i.e. by failing to hold meetings or acting outside the aims and objectives.
- ◆ Members of the club or society have failed to conduct themselves in an appropriate manner.
- ◆ There has been financial misappropriation.
- ◆ Equipment has been stolen.
- ◆ Members of the club or society have made allegations against other members.
- ◆ The club or society has been involved in an illegal activity.

The important point to remember is that the operation and conduct of the club or society immediately rests with the key officers. If evidence or allegations arise of misdemeanours, then it is important that the union acts quickly and efficiently.

The following disciplinary procedure can be adopted by the students' union or club and society to assist if a complaint or misdemeanour ever arose.

- ◆ Assess evidence. If an individual is making the allegation, make sure that you get clear evidence from them.
- ◆ Make sure that you have dates of the incident. If you have made a requirement for clubs and society committees/officers to keep logs, these should be verified.
- ◆ If there is evidence of financial misdemeanours, the club or society account should be immediately suspended.
- ◆ Notice in writing should be given to the Chair or President of the club or society informing them of details of the issue being investigated.
- ◆ Write to the Chair and Secretary of the Club or Society with details of the issue you are investigating.
- ◆ Arrange a meeting.

- ◆ Interview and take statements from any witnesses. They can give information anonymously.
- ◆ At the meeting with the committee/officers of the club or society, put to them the allegations or evidence that you have. Record their responses.
- ◆ Write a report to the Executive Committee, giving details of the investigation and a recommendation for action.

Recommendations could include:

- ◆ Closure of the club or society. This should only be used if the club or society has been acting in breach of it's and the union's constitution.
- ◆ Suspension of the club or society for a period of time.
- ◆ Removal of club and society officers.
- ◆ The club or society receives a fine.
- ◆ The issue is a potentially serious criminal offence and the university is notified.

The club or society or individuals in the club or society should have the right to appeal. This may be to the Societies Council, Athletic Union or the Students' Union Council.

The investigating officer should assume nothing and make sure that they make no statements or comments which could lead to accusations that they are biased against a particular club or society. They should also take no part in the decision to be made by the Executive.

If a club or society has been involved in any activities that break your equal opportunity policy then you will have to follow the disciplinary procedure according to your constitution or equal opportunities policy.

useful contacts

Commission for Racial Equality (head office)

t: 020 7828 7022

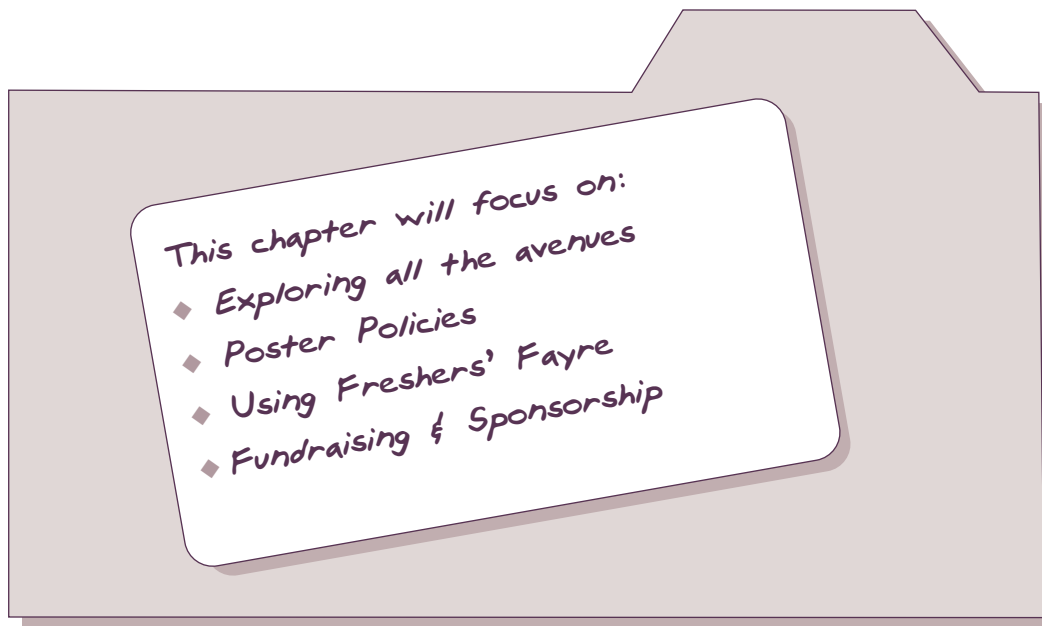
w: www.cre.gov.uk

Equal Opportunities Commission (head office)

t: 0161 833 9244

w: www.eoc.org.uk

Chapter 7: Publicity



Effective marketing of your club or society can gain you new members, secure you a bigger grant from the students' union or even make you money to subsidise your activities. However, remember to budget for any publicity in your grant application at the beginning of the year.

exploring all the avenues

There are numerous ways in which to publicise your activities or your society and by applying careful planning and using all your members in the process you will be able to come up with some creative ideas.

Here's just a few to get you started:

- ◆ Leaflets
- ◆ Use the Freshers Handbook
- ◆ Website
- ◆ Using course reps/department reps
- ◆ Union newsletter
- ◆ Union Television station
- ◆ Talking to students (never underestimate the power of word of mouth)
- ◆ Posters
- ◆ Emails
- ◆ Banners
- ◆ Student newspaper/magazine
- ◆ Union Radio (or local radio)
- ◆ Notice boards

designing any type of publicity - top tips

- ◆ Always use a legible font and size
- ◆ Use a computer or design package (if available)
- ◆ Use graphics/images/photographs
- ◆ However, don't overload with too much text or too many images (unless that is the point!)
- ◆ Use bold statements to attract attention
- ◆ Adhere to your union poster policy (example below) or equal opportunities policy
- ◆ Shop around for a printers – photocopiers/in house reprographics/local printing firms
- ◆ Can your club or society team up with another to reduce printing costs?

poster policies

example

University of Surrey Students' Union Poster Policy

The following information is intended to help you display your club/society posters in such a way to reduce the chances of them being removed unnecessarily. If you have any questions regarding this or any other matter please ask a Union Official.

All posters must:

- ◆ Display the USSU logo
- ◆ Show the date(s) of the event(s) being advertised

- ◆ Be removed within 48 hours following the event
- ◆ Include an English translation of any other languages used

Displaying posters in Union House

- ◆ Each club/society has their own notice board space on the balcony of the Union house – USE IT!
(Contact the relevant Union Officer if you do not have a notice board.)
- ◆ Posters should be attached to notice boards using drawing pins.
- ◆ Please close the Perspex screens on the notice boards when you have put up your poster (fire regulations)
- ◆ **Do not** display posters in Union House anywhere other than on your notice board as it may be a breach of fire regulations or damage paintwork.

Displaying posters around campus

- ◆ **Do Not** place posters in, or in the immediate area of The Quiet Centre.
- ◆ **Do Not** place posters on the general notice boards or interior walls of Senate House.
- ◆ **Do Not** place posters on glass doors (for safety reasons)
- ◆ **Do Not** place posters in the high windows of The Hall and Austin Pearce Building
- ◆ **Do Not** attach posters to the floor
- ◆ Some staff dislike posters in certain other locations, please respect their views as everyday users of the buildings etc.
- ◆ Obey local (e.g. departmental) poster policies
- ◆ **Only** attach posters to surfaces using Blu-Tac, i.e. no cello/gaffer tape (includes poster being displayed outside).

Posters which do not comply with the above conditions or which are attached in such a way that the surface could be damaged are liable to be removed.

Please note that sadly due to weather and sometimes over zealous university cleaners, obeying this policy does not guarantee the survival of your posters.

using freshers' fayre

Freshers' Fayre is the biggest day of the year for club or societies. It is so big in fact some unions have a refreshers fayre after the winter break!

Here are some ideas from Surrey Students' Union to help you get the most out of the day...

prior to the fayre:

- ◆ Book a stall
- ◆ Plan your first 'introduction' meeting for after the fayre.
- ◆ Plan a list of activities for the term to tout at the fayre and intro meeting.
- ◆ Think how the stall will look and what you can do to make it as visible as possible:
 - Tin foil on table to glisten
 - Use decorations (balloons/streamers)
- ◆ An easy way to make a banner is to photocopy the design/logo you want onto a transparency. Put this onto an overhead projector and project it onto a banner. Draw round the outline and fill with colour.
- ◆ Wear matching T-shirts
- ◆ Prepare materials for the stall:
 - ◆ Leaflets/newsletters
 - ◆ Posters/photos of previous events
 - ◆ Give away goodies – stickers, sweets, badges
 - ◆ Any useful materials from relevant national organisations
- ◆ Organise a rota for staffing of the stall, 2/3 people on duty at a time is preferable
- ◆ Work out how you will sell your society when speaking to students. Ensure everyone who will staff the stall is prepared.
- ◆ Plaster posters around campus so people know where to look for you.
- ◆ Hold an event in Freshers' Week

at the fayre:

- ◆ Get in early to set up the stall. Be ready for the first visitors.
- ◆ Make sure the stall looks the best there.
- ◆ Hand out fliers around the fayre itself - include your contact details.
- ◆ Have some members stand in front of the stall to stop and talk to passers by and point out interesting things on the stall.
- ◆ Staff the stall with people who can answer questions about the society's objectives and plans for the year.
- ◆ You will need to appear professional & fun, competent & friendly. Remember what got you to be and stay a mem-

ber of your society.

- ◆ Get each person on the stall to remember the names, faces and facts of around 5 interested people - look out for them at the first meeting.
- ◆ Make sure you take down as many contact details as possible of anyone who expresses an interest.
- ◆ Try to attract some people to the stall – a crowd attracts more people.
- ◆ If your society has a website suggest potential members visit it later, or have an online connection available.
- ◆ Clear up properly!

after the fayre:

- ◆ The night before your first meeting, contact everyone on your list to remind them about it, where it is and what time it is.
- ◆ Hold an introduction event soon after the Fayre to keep the momentum and let new members feel involved.
- ◆ Keep committee business separate from meetings involving Freshers initially.
- ◆ Keep your notice board and website up to date and email members to keep them informed.
- ◆ Contact everyone on the list who didn't attend the introduction to see if they are still interested in joining. Many may have forgotten to come or had to another meeting to go to instead.

There is a Freshers Fayre checklist available in the appendix.

fundraising and sponsorship

Sponsorship is an ideal way to fund expensive activities or buy equipment/clothing for your club or society. Before embarking on finding sponsorship, check with your students' union to ensure you will not contravene either their ethical and environmental policies or their contracts with existing sponsors/benefactors when contacting sponsors.

Sponsorship must benefit both parties.

You know you need money to buy a new computer for the magazine society but it is just as important to be able to identify what the club or society can offer to the sponsor.

Like organising activities, events and publicity, finding sponsorship should be approached in a careful and organised way. Follow this four-step plan to ensure your sponsorship is successful.

step 1 - your proposal

This needs to be:

- ◆ Presented in a professional manner in order to show that your club or society is credible and professional.
- ◆ The proposal needs to demonstrate that you are capable of carrying out the work you are trying to raise cash for to a good standard.

Initially when you are drawing up the written proposal, you need to ask yourself the following questions:

- ◆ What do you want to achieve through this activity, project or event?
- ◆ How are you going to meet these objectives?
- ◆ What evidence do you have to support the need for this activity?
- ◆ What facts and figures can you use to support your case?
- ◆ Has the idea been tried before? With what results?
- ◆ Can you state your case clearly and with conviction?
- ◆ How will you measure the success?

step 2 - your funding needs

Once you are clear about what you want to do, the next step is to work out precisely how much it will cost. This cost is the amount for which you need to fundraise. Again, you need to spend some time on this to make sure that your figures are as accurate as possible.

Be aware of underestimating your costs (leaving your club or society out of pocket) or in overstating your costs, which may lead funders to reject your application. In order to give a correct cost get estimates and include all possible costs you can think of, such as inflation, equipment replacement costs etc.

step 3 - your fundraising strategy

Once you have a written proposal and costings, you are ready to look for sources of funding. The main sources of funding you will have the option of approaching are:

- ◆ Charitable or Statutory funders
- ◆ Companies/organisations providing sponsorship

There are many ways of raising money and you need to limit your approaches to a few that you can do well, rather than spreading your efforts too widely. You need to work out a fund-raising plan that takes account of your:

- ◆ Abilities (do you have experience in this area? Are you a good communicator?)

- ◆ Resources (is it just you working on the project or more?)
- ◆ Time Scale (when do you need the money for?)
- ◆ Scale of the financial need (how much money do you need, the max. and min. amounts required?)

step 4 – evaluate and review

Remember to thank and/or acknowledge your sponsor in a way that is appropriate to them. By keeping in contact with them after winning sponsorship you may be able to strengthen the relationship and they may be interested in other opportunities.

- ◆ How successful were your proposals?
- ◆ Did you get what you wanted? Or did you get something else that wasn't expected?
- ◆ How can you use your experience to help in future proposals?
- ◆ How well did you manage the close of the relationship – will you be able to work with them again?

tips for an successful proposal

- ◆ Never address a letter "Dear Sir/Madam". Ring the respective company and find out who is responsible for marketing or sponsorship. Always put their name and address at the top of the letter along with your name and date.
- ◆ Make important aspects of the proposal stand out – use bullet points and keep paragraphs short and to the point.
- ◆ Stress your past achievements – know your society.
- ◆ Stress the benefits for the sponsor.
- ◆ Don't limit your proposal - include information about past and future activities. If they don't want to sponsor this particular event, they may be interested in one at a later date.
- ◆ Always follow up your proposal with a phone call to the prospective sponsor.

other potential fundraising activities

gifts in kind

A business may not be able to give you any 'cash' but they might furnish your new magazine office with their second hand computers or give you display furniture for a play you are producing.

prizes/auction

Remember your local businesses will be just as willing to secure new business in the local area. You could organise an auction with a product from every business in town, giving free publicity to that business every time their product is up for auction. Or you may be running a quiz that needs a few prizes - can you get a free meal for two at a local restaurant or free haircut at the local salon? This will promote return visits for the business involved and give them free publicity. Think creatively and you could be able to gain some very unusual prizes for any event you are organising.

notes

chapter 8: support & development



clubs & societies officers and committees

Every students' union club and society should have the opportunity to develop and many students' unions have either full time or most often part time executive officers who enable clubs and societies to do just this. Clubs and Societies Officers (aka Student Activities Officers, Athletic Union Officers, Student Development Officers etc) have responsibility for ensuring clubs and societies are represented and have all the necessary information and support so they can run smoothly and efficiently throughout the year. They may also set up a Societies Committee or Athletic Union so all club and society committee members can communicate with each other on a more formal basis.

Here are three examples of how executive officers support their clubs and societies:

Surrey Students' Union has a Societies Standing Committee and a Sports Standing Committee. It is a monthly forum for all societies to discuss common/specific questions, problems, successes, budgets etc. The Societies Chairperson, in conjunction with the VP Societies & Culture, chairs the meeting. The main issues at each meeting are ratification of new societies and voting on budget requests.

Staffordshire Students' Union has a Student Activities forum, which is chaired by the Vice President. This has come from a recent merger between the Athletic Union and Societies Review committees. The merger was created to help develop more ideas and encourage interaction between clubs and societies.

The Vice President Student Activities at Birmingham University Guild of Students (BUGS) organises a Freshers' Societies Fair, a Refreshers' fair, and a Societies Awards Ceremony for all clubs and societies. Instead of a committee, they liaise with club and society chairs on an ad hoc basis.

the benefits of involvement

Involvement in student activities not only benefits the student but is important to the students' union, the college or university, and, frequently, the wider community.

for students

- ◆ opportunity to try new things they are interested in
- ◆ opportunity to acquire key skills that can be used when applying for jobs
- ◆ opportunities to meet new people and make friends
- ◆ they will develop transferable skills which will enhance their employability
- ◆ they are more likely to understand the union

for the students' union

- ◆ vibrant student activities should be a key part of any union
- ◆ involvement of large amounts of students can be used to bargain for a larger block grant
- ◆ increased involvement in activities is likely to lead to increased involvement in other areas of the union (for example elections)
- ◆ more people means more skills, more ideas and more enthusiasm
- ◆ you will be able to provide a more student centred service

for the college / university

- ◆ vibrant opportunities are a key tool for institutions to recruit new students
- ◆ having taken part in student activities graduates will be more employable
- ◆ improves the image of the institution in the local community

the importance of key skills

Participating in a society, whether you are an ordinary member or part of the committee can help develop your key skills. Employers are looking for more than 'just a degree'; they want to know that you have developed skills that can be easily transferred into the workplace. Skills development can also help your members to stay motivated as it provides them with opportunities to learn more about running a club or society or develop their existing skills in areas they may not have thought of before. Club and society officers/members will often be working in environments very similar to the ones that are encountered in the workplace. For example, you have to participate effectively in committees, negotiate budgets and work with other team members within a club or society, so why not transfer these experiences to a CV?

By getting involved in a society you can expect to gain a number of skills. The following skills can be used in your publicity materials to highlight the benefits to students of joining or may help you to write an opportunity profile (more on this later in the chapter).

- Leadership
- Communication both verbal and written
- Speaking and presenting in public
- Time management
- Lobbying
- Book keeping or handling budgets
- Dealing with difficult people.
- Event Management
- Being assertive
- Listening
- Problem solving
- Stress management
- Negotiation
- Committee skills
- Decision making

NUS has developed an online tool which can help students to record, reflect and plan their experiences relating to extra-curricular activities. It is an online personal development planner specifically designed to aid the skill development and the employability of students. The tool is called *Skills Manager* and can be found via www.nusonline.co.uk/nslp.

training

Offering specific training to your society members or committees will enable them to do their jobs more effectively and will help you to retain more of your volunteers throughout the year. You could develop training in any of the areas covered in this handbook as well as union specific responsibilities. For example:

- ◆ First aid
- ◆ Health & safety procedures
- ◆ The role of clubs and societies.
- ◆ The role and structure of the Students' Union.
- ◆ Responsibilities of Committee Officers.
- ◆ Promoting the club and society.
- ◆ Financial regulations or procedures
- ◆ Running an event

how can NSLP help?

The National Student Learning Programme is a peer-based training programme that can help develop your students' key skills and the development of your students' union. NSLP organises a minimum of 4 **Training the Trainer** residentials twice a year across the country. These are intensive 3-day events where students, selected by their unions to attend, are equipped with the knowledge and skills needed to deliver basic training.

Newly qualified trainers return to their union with the skills and materials to train fellow students in:

- ◆ Being an effective council representative
- ◆ Being an effective course representative
- ◆ Being an effective welfare volunteer
- ◆ Being an effective officer in a club or society
- ◆ Developing effective key skills

For more information visit the NSLP website www.nusonline.co.uk/nslp

accreditation

Accreditation is an 'officially authorised' form of recognition. When we use 'accreditation' we normally mean 'recognition' or 'reward'. To enable your clubs and societies to gain accreditation you need to talk to your university to see if any of your activities can be officially accredited either by module credits, a university endorsed certificate or programme or can be used as part of a module or course. You may also be able to use extra-curricular activities as part of a NVQ or NEBS Management programme. Some examples of ways in which to reward or recognise the work and development of your clubs and societies are below, but remember that the best form of accreditation is the one where it means something to the student, the club/society, the students' union and possibly the university. Always consult your members in order to develop an appropriate form of accreditation.

accreditation, reward & recognition examples:

- ◆ Certificates (attendance or achievement) – endorsed by students' union, university or business
- ◆ Skills awards programmes - evidence of gaining particular key skills within an extra-curricular activity
- ◆ National Schemes (i.e. Insight Plus www.insightplus.co.uk)
- ◆ Awards ceremonies (i.e. Colours)
- ◆ Module credits
- ◆ Free events for society members (i.e. free tickets to balls for volunteering over freshers' week)
- ◆ Training

top tips for designing accreditation

- ◆ Talk to your volunteers – find out what they want
- ◆ Talk to your careers service/university – is there something you can collaborate on
- ◆ Brainstorm the possibilities with your volunteers
- ◆ Steal ideas – don't reinvent the wheel
- ◆ Don't just create a certificate for the sake of it – make sure it means something

opportunity profiles

If your club or society is growing and you would like to get more students involved then an opportunity profile can help promote your activities.

First pioneered by Loughborough Students' Union they are very much like a short job description. Instead of simply saying 'come on and get involved' they explain exactly what is involved. When constructing an opportunity profile, bear in mind the following questions for a prospective club or society member:

what is the opportunity?

What is the main purpose of the society with which the activity is involved? What will the society be doing over the coming years? How big is the activity? How many people are involved?

who can get involved?

Can anybody do this or do participants need particular skills or knowledge? Do they have to be a certain type of student? Do they have to be elected? Do they have to pay to become involved?

what commitments will I have to make?

How much time do volunteers need to put in? Does it involve unsociable hours? Do they have to attend meetings or write reports? Can they choose how much time to commit? What sorts of tasks are involved?

what will I get out of it?

Why should they want to do it? List the knowledge and skills that people will develop. What is their reward for taking part? Don't forget to tell people that it will be fun and that they will meet new people!

what support will be available?

Will the students' union, the college, or NUS be able to provide support? Is there any training in place?

who should I contact?

How can students find out more about this activity? Who should they contact? Can they go and talk to someone? What is their email address or telephone number?

The key thing to remember is to keep it short and simple. There is no point producing a five-page opportunity profile discussing every detail – it needs to be sharp and to the point. After reading a short profile, a potential volunteer should be interested enough to find out more information – or else the activity is not for them.

Here is an example: Opportunity Profile: Theatre Club

◆ What is Showstoppers?

Showstoppers is Fibchesters theatre club at Fibchester University. All plays and shows are produced and performed by students. The society meets once a month to plan for the coming production and puts on at least six shows a year. At present there are five people on the committee. Depending on the size of the show we can have from 20 – 200 members at any one time.

◆ Who can join Showstoppers?

Any student with an interest in performing or producing theatre at Fibchester University can join and get involved.

◆ What time commitment will I have to make?

This depends on how many productions you audition for and what role you play. Normally a show will rehearse for two months, twice a week and you may have to give up a weekend before the performance for dress rehearsals. Productions can run from 1 night to 4 nights.

◆ What will I get out of it?

Absolutely loads! Confidence, the chance to meet tons of different people. Whatever your skills – dancing, acting, singing – there will be a production for you. We also offer opportunities for those who want to stay behind the scenes in the form of directing, producing, stage management, writing, front of house and publicity.

◆ What support is available?

The committee runs performing arts workshops throughout the year to improve acting, singing or dancing skills. We also train all our members in theatre health and safety procedures. We are also part of the Midlands Drama Network.

◆ Further opportunities...

Whatever role you play at Showstoppers, each year we enter into the regional drama festival, which involves everyone in the society.

◆ Who should I contact?

Visit our website www.showstopper.fib.ac.uk or email us at showstoppers@fib.ac.uk. Or leave a message in our pigeonholes in the students' union office and we will get back to you.

alternative ways to support your clubs and societies

As well what is contained within this handbook you may want to provide your clubs and societies with union specific information. This could be disseminated to clubs and societies in the form of a folder, computer database, handbook, training days or general meetings. Information could include:

- Information on health and safety.
- Copies of the students' union constitution
- Copies of students' union policy.
- The constitutions of all your clubs and societies.
- Information from BUSA and NUS.
- Club and society annual reports.
- Sabbatical officer contacts
- Handover information
- First aider contacts
- Example forms (similar to the ones enclosed in the appendix of this handbook)

useful contacts

The following organisations will be able to help you with any queries you have about student activities, including clubs & societies, training, volunteering and sport.

Stadia

The leading, innovative and diverse network supporting quality student development opportunities

t: 020 7561 6529

e: stadia@nus.org.uk

email discussion list: stadia@jiscmail.ac.uk

w: www.nusonline.co.uk/stadia

a: Stadia, NUS, 461 Holloway Road, London, N7 6LJ

Student Volunteering UK

Student Volunteering UK works to support, promote and develop student-led community based volunteering in universities and colleges.

t: 0800 0182 146

e: info@studentvol.org.uk

w: www.studentvol.org.uk

a: Student Volunteering UK, Oxford House, Derbyshire Street, London E2 6HG

British Universities Sports Association (BUSA)

BUSA is the national governing body for university sport in the UK.

t: 0207 357 8555

a: British Universities Sports Association (BUSA), 8 Union Street, London, SE1 1SZ

NUS Ents

45 Underwood Street

London

N1 7LG

t: 020 7490 0946

notes

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2a. model society constitution

The University of Liverpool Guild of Students

- This document is a guide to societies writing their constitution. Societies may fill in the required sections below, and sign the declaration at the bottom.
- If a society chooses to compose a separate document to form their constitution, they should include the information requested below as standard.
- This constitution may support Societies in relation to requests for support and funding from the Guild of Students.

The full title of the Club/Society will be The University of Liverpool Guild of Students

_____ Club/Society.

aims & objectives

The Club/Society aims to:

committee

Please list the elected position on your Committee. Your committee must consist of a minimum of 3 elected officers, to include President, Secretary and Treasurer (or equivalent)

- a)
- b)
- c)
- d)
- e)
- f)

To make decisions on behalf of or relating to the society, a committee meeting must be quorate. **A quorum shall consist of 50% + 1**

The decision of the committee shall be subject to question by a quorum of 75% of the membership. It may also be subject to an external ruling via the Guild's complaints procedure, details of which can be obtained from the Guild.

The officers will seek to ensure that the society is conducted in accordance with the Guild's Constitution and Policy, as well as the aims & objectives noted above.

All committee members shall be current students at The University of Liverpool.

elections

Elections will be held during the Societies AGM, for positions beginning on May 1st of that year. All members are eligible to stand for election. All candidates will complete nomination forms, which must be made available to all members prior to the AGM.

Elections will be decided by: Open vote Secret ballot*

*In the case of a secret ballot an impartial party must count the votes. Please name the person here:

- Only ordinary members of the Society are eligible to vote in elections.
- At any time a member of the Society may call for vote by secret ballot if this is not the chosen method of election
- Officers will serve for a period of 12 months

AGM

- The AGM is the sovereign body of the Society, subject to the Guild constitution
- An Annual General Meeting (AGM) will be held before April, and 7 days notice will be given for the meeting. We will endeavour to contact all members to inform them of the meeting.

Emergency General Meetings (EGM) can be called by:

giving a minimum of _____ days notice.

Quorum at AGM's & EGM's is 5 people or 10% of the membership, whichever is greater. This is the minimum number of voting members who must be present in order for a motion to be passed.

The Chair will oversee and lead the meeting and the Secretary will take minutes. The Chair is unable to vote, but has the casting votes in the event of a tied decision.

grant application

Application for funding for the Society shall be made to the Finance Committee through the Student Activities Officer. No grant application shall be considered without the submission of:

- A completed and approved registration form
- A full membership list
- An approved constitution

society membership

- Membership of the society shall run from October to September each year. Provision may be made for longer term membership
- Membership shall be open to all members of the Guild in accordance with the Guild Constitution.
- At least 50% of members shall be current students of The University of Liverpool

activity specific rules

Please detail any rules that are specific to your activity

declaration

The _____ Club/Society, its
Officers and activities shall be run in accordance with this Constitution and the Constitution of the Guild of Students.

Our Club/Society will operate within an Equal Opportunities framework and we agree that negative discrimination of
any will not be tolerated

Name of Officer: _____

Committee Position: _____

Signed: _____

For office use only

Date submitted: _____

Approved: _____

Treasurer: _____ **Date:** _____

Student activities officer: _____ **Date:** _____

2b. model society constitution

university of surrey students' union

section 1 –introduction

- a) To interpret this constitution it must be considered in total and in relation to the constitution of the University of Surrey Students' Union, and constitutions of individual societies.
- b) In this constitution, except where the text forbids, all words implying males shall include females, all words implying the singular form shall include the plural, and vice versa.
- c) In this constitution the following words shall have the meanings hereby assigned to them.
- a) "A society" means a properly constituted and ratified society of the University of Surrey Students' Union.
 - b) "The University" means the University of Surrey.
 - c) "The Union" means the University of Surrey Students' Union.
 - d) The abbreviation of "GM" will stand for the General Meeting of a society.
 - e) The abbreviation of "AGM" will stand for the Annual General Meeting of a society.
 - f) The abbreviation of "EGM" will stand for the Extraordinary General Meeting of a society.

section 2 – the union

- a) A society and all members of a society are subject to the rules of the University, the Union constitution, the policy, and the rules laid down herein.
- b) Changes to these rules must be made in accordance with the Union constitutions procedures for amending the Union constitution.
- c) A society representative must also attend all relevant meetings as shown below:

Culture & Events Societies	Culture & Events Committee
International Societies	International Societies Standing
Departmental & Welfare & Representation Societies	Welfare & Support Committee
All Societies	Societies Standing Student Council

A member cannot represent more than one society.

d) A society's finances shall be administered in accordance with the guidelines set out in the Students' Union Committee Handbook (SUCH).

section 3 – membership

a) Full membership of a society may be granted to any full member of the Union wishing to further the aims of a society, without regard to race, sex, gender, sexual orientation, disability, ethnic origin, religion, HIV status or creed.

b) Full members shall normally be entitled to:

- a) Join and participate in any activities organised by a society.
- b) Attend and address any meeting of a society.

c) If an Official fails to attend two consecutive society meetings within their term of office without giving apologies for absence, that Official will be deemed to have resigned and shall have no further voting rights on the committee. The remaining senior Official of a society must make all reasonable efforts possible to contact the absent Official to obtain their resignation verbally or in writing.

d) Should a committee post become vacant, the remaining senior Official shall immediately arrange an AGM/EGM of the society, to elect another Official. As an interim measure, the committee may appoint a member of the society to fill the post until the election can be held, such an appointment will carry no voting power.

e) For, and only for the purposes of determining responsibility in the case of an absent Official, the seniority of Officials shall be in the following order:

- a) President/Chairperson/Coordinator
- b) Vice President (if the committee post exists)
- c) Treasurer
- e) Secretary

f) A society Official may be removed from office by:

- a) A two-thirds majority vote at an EGM of a society.

- b) Following a breach of the student disciplinary regulations on the grounds of gross misconduct resulting in suspension of Union membership.
- c) Failure to attend two consecutive society meetings without sending verbal, written, faxed or emailed apologies to Officials that did attend meetings.

section 4 – committee posts

a) Chairperson

A Chairperson shall:

- a) Take the chair at all meetings of a society. In their absence the members present will elect one of those present to chair the meeting.
- b) Only have a casting vote.
- c) Convene all meetings of a society or its committee.
- d) Rule on points of precedence and policy where no clear directions have previously been given by a society.
- e) Keep up to date on all aspects of the society, coordinating all these aspects and activities so as to achieve maximum efficiency and maintain the direction of the entire society so as to achieve the overall purpose and goals of the society.
- f) Be a signatory for the society budget.

b) Treasurer

A Treasurer shall:

- a) Understand and abide by the Union rules about society funding.
- b) Keep a society's committee informed of a society's financial situation.
- c) Maintain a record of all receipts and payments, giving details of the transactions and confirm the accuracy of all entries made in a society's accounts.
- d) Be responsible for all a society's fundraising activities.
- e) Present a statement of a society's accounts at a society's AGM.
- f) Stand for election to any post on a society committee.

- c) **Associate membership** of a society may be granted to any non-member of the Union with the approval of the Union Executive Committee.

section 5 – a society committee

- a) A society shall be governed -by the decisions of its members, taken at any society meeting with the required quorum present, convened after the statutory period of notice as per Section 7.
- b) A society must have a committee consisting of between three and six 'Officials' who must adhere to the rules laid down herein, and to policy decisions made at a society meeting at which the required quorum was present.
- c) There shall be the following committee posts for 'Officials':
 - a) A Chairperson/President, or Coordinator
 - b) A Treasurer
 - c) A Secretary.
- d) An AGM/EGM of a society may elect additional Officials to up to three other committee posts. There must be job descriptions made available for all committee posts.
- e) All Officials must be full members of the Union.
- f) The Chairperson/President, Treasurer and one other Official of a society must be signatories to the society's budget and accept the conditions this entails.
- g) All posts are held for two semesters only and any official can stand for re-election to the same post, or stand for a different post. An Official may not hold more than one post at the same time.
- h) The Officials shall:
 - a) Be elected at the AGM/EGM of a society.
 - b) Be responsible to the Union Student Council, through the Societies Standing committee for the actions of the members of a society.
 - c) Have the authority to act for a society, provided that such actions do not contravene the rules laid down in this constitution, the Union constitution or policy, or with any decision taken at a society meeting at which the required quorum was present.
 - d) Be responsible for promoting the aims of a society by organising activities consistent with the Union and society constitutions and policies.
- i) The committee of the society shall be responsible for the safe keeping of society's property and shall ensure that the listed property is handed over to any new committee.

- j) Any Official wishing to resign must give notice to the senior remaining Official of a society.
- k) If any Official of a society should resign, the remaining senior Official shall immediately arrange an AGM/EGM of a society, to elect another Official.
- l) Be responsible for management of any property of a society.
- m) Be a signatory for a society's budget.

c) Secretary

A Secretary shall:

- a) Record decisions made by all meetings of a society.
- b) Inform all members of a society, within the minimum period of notice, of all the meetings of a society, as per section 7.
- c) See that all members of a society are kept fully informed of any developments that affect them.
- d) Be responsible for all communication between a society and other bodies.
- e) Be responsible for receiving and returning official Union documentation and, for this purpose, the secretary shall leave an address at which the chairperson of the appropriate committee can contact them.
- f) Be responsible for taking minutes of the General Meetings of a society and of its committee.
- g) Maintain a file of all correspondence for the current and preceding year.
- h) Maintain a minute book containing the constitution of a society, minutes of all meetings and, where applicable, results of elections.
- k) Maintain an inventory of all items of equipment, which have an individual value exceeding ten pounds, and a useful life exceeding two years.
- l) Maintain a copy of the report of a society's activities, which has been submitted to the relevant standing committee.

section 6 –meetings

- a) Only full members of the Union are allowed to vote at meetings of a society.
- b) Any decision to be made at any meeting shall be determined by simple majority (unless stated otherwise) and by one-person/one-vote.
- c) Meetings shall be called by the Chairperson, or in their absence by the remaining senior Official.

d) Unless stated otherwise all meetings shall follow the regulations for Student Council as defined in the Union constitution.

e) The types of meeting that may be called are as follows:

a) General Meeting

- i. A society shall hold a General Meeting at least once a semester.
- ii. The society committee must give at least two days notice of the GM to all the society's members.
- iii. At the GM, the Officials of the society shall make reports to the society members.
- iv. The quorum for the GM shall be at least eight full society members.

b) Annual General Meeting

- i. A society shall hold an Annual General Meeting once a year.
- ii. The date of the AGM must be agreed with the Union Vice President responsible for societies.
- iii. The society's committee must give at least fourteen days notice of the AGM to all the society's members.
- iv. Notice of an AGM must be available for at least fourteen days before the event:
 - i. In all available issues of the Union newspaper 'Barefacts'
 - ii. On the society's noticeboards
 - iii. On the Union radio station 'GU2'
- v.) A Union Officer must chair the AGM otherwise any voting is invalid.
- vi. At the AGM, the Officials of the society shall make their annual report to members of the society.
- vii. An AGM must be called if more than three committee posts are up for election.
- viii. At an AGM all the society's committee posts are automatically up for election.
- ix. Nominations may be submitted in writing, in advance of the meeting or from the floor during the AGM.
- x. Nominees must be present at the meeting.
- xi. Nominees should leave the room while voting takes place on any post they are standing for.
- xii. The quorum for an AGM shall be at least ten full members of the society.

c) Extraordinary General Meeting

- i. An Extraordinary General Meeting of the society must be called if
 - 1. A petition form stating the reason for calling the meeting and signed by at least three members of the society is presented to a senior society Official and the Union Vice President responsible for societies.
 - 2. Committee post(s) become vacant and a by-election is required.
- ii. The date of the EGM must be agreed with the Union Vice President responsible for societies.
- iii. The EGM shall only discuss that business for which it was called.

- vi. The society's committee must give fourteen days notice of the EGM to all the society's members, together with details of what is to be discussed.
- v. Notice of an EGM and details of what is to be discussed must be available for at least fourteen days before the event:
 - 1. In all available issues of the Union newspaper 'Barefacts'
 - 2. On the society's notice boards
 - 3. On the Union radio station 'GU2'
- vi. If an EGM is called to elect Official(s)
 - 1. A maximum of 3 Officials may be elected.
 - 2. A Union Officer must chair the EGM otherwise any voting is invalid.
 - 3. Nominations may be submitted in writing, in advance of the meeting or from the floor during the EGM.
 - 4. Nominees must be present at the meeting.
 - 5. Nominees should leave the room while voting takes place on any post they are standing for.
- vii. If an EGM is called to un-elect (impeach) Official(s)
 - 1. The Official(s) shall continue to hold their posts until the vote.
 - 2. A Union Officer must chair the EGM otherwise any voting is invalid.
 - 3. The Official being impeached should leave the room while voting takes place on their position.
- viii. The quorum for the EGM shall be at least ten full members.

section 7 – finance

By the end of the spring semester, the Union Vice President responsible for societies shall require the following:

- a) An inventory of all equipment owned by a society.
- b) A provisional estimate of a society's anticipated income and expenditure for the coming academic year. This shall include provision for all income and expenditure after the 30th June immediately preceding the forthcoming academic year.
- c) A provisional statement of a society's fund-raising activities for the forthcoming academic year.
- d) A report of a society's activities for the current academic year, to date.
- e) Failure to provide any of the above will result in freezing of a society's accounts.

section 8 – complaints procedure

- a) Complaints about a society Official shall be dealt with via the complaints procedure as laid out in the Union Constitution. Members who complain will also be referred to the mechanisms in this constitution to remove Officials, change the constitution of a society and this constitution.

Section 9 – Interpretation

- a) On the event of a dispute as to the interpretation of any part of this Constitution, the ruling of the Chairperson shall be sought.
- b) In the event of a challenge to the Chairperson’s ruling, the decision of the Societies standing Committee shall be sought.
- c) In the event of a challenge to the Societies Standing Committee’s ruling, the decision of Union Student Council shall be final.

4. guild grant application form

The University of Liverpool Guild of Students

Name of society

Number of members:

Membership fee (per member):

Category (what is the main function of your society):

- Activity/performance
- Course based
- Religious/cultural
- Political/campaign

1. administration costs

Please give a detailed breakdown of your estimated administrative costs for the year – include things like phone calls, postage, photocopying & stationary.

Total: £

2. education costs

Please give information about Affiliation fees to organisations, costs of education materials and any visiting speaker costs. If you are a campaign group please include campaign costs (e.g. letter writing, leaflets etc).

	Total: £
--	----------

3. events & activities

Please give details of income / expenditure for events and activities on a term by term basis including an indication of costs involved. We would expect these to break even.

Autumn Income (e.g ticket sales sponsorship)

expenditure (e.g. room hire, publicity)

Lent

Income

expenditure

Summer

Income

expenditure

4. equipment

Must be shared / group equipment to be eligible for a grant.

	Total: £
--	----------

Name of Officer Submitting Application: _____

Date: __/__/__ Signed: _____

for office use only

Date submitted: _____ amount spent £ _____

2000/1: amount allocated £ _____ amount allocated £ _____

2001/2 total request £ _____

Approved by treasurer for submission to Finance Committee: _____

5. events booking form

University of Liverpool Guild of Students

room booking form: events (All bookings are subject to the Guild's room booking conditions)

Society name: _____ Function: _____
 Venue requested: _____
 Date (s) required: _____
 Time room required: from _____ To: _____
 Number anticipated _____

ents/technical requirements

Please tick which option you wish to choose:

- | | | |
|--------------------------------------|-----------|--------------------------|
| 1: disco only (own dj): | cost £160 | <input type="checkbox"/> |
| 2: disco with light (own dj) | cost £200 | <input type="checkbox"/> |
| 3: disco with lights and dj provided | cost £225 | <input type="checkbox"/> |

I have read the Guild's booking conditions and agree to them:

Name in full: _____ Position: _____
 Signature: _____ Date: _____
 Student No: _____ Contact phone no: _____

Ents manager

approved: yes / no _____ Signed: _____(ents. manager)
 If no/reason/alternative: _____

Bars manager

approved: yes / no _____ signed: _____(bars Manager)
 If no, reason/alternative _____

6. external activities form

royal holloway students' union

Club / society: _____

Society contact		Home contact	
Name		Name	
Address		Address	
Tel No.		Tel No	

Trip details			
Departure date & Time		Destination/ Where are you staying	
Return date Time			
Union mobile number		Contact Name	
Other contact numbers		Contact No.	

The activity			
What activities are you doing Where? When?		Distance from base location	
		Nearest telephone No.	

Transport	
How are you getting there? Union minibus / Private cars?	
Who is driving?	

Checklist			
External Activities register attached?		No. of students on trip?	
Participants informed of trip requirements?		Route card attached	
Number of novices / beginners		No. of First Aiders	
Do you have a contingency plan if your planned activity is not possible?		Have you attached your contingency plan?	

DECLARATION I certify that all participants on the trip have read and understood the Club's Code of Practice, and that the information contained in this form is accurate to the best of my knowledge.

7. equipment log

Club / Society: _____ Date: / /

No	Accurate description of property (inc. all accessories) & where it was purchased	Serial no	Date bought	Original cost	Date to be replaced	Cost of replacement	Where is it stored	other

8. club and society risk assessment form

Hazards	Who might be harmed?	Is the risk adequately controlled?	What further action is necessary to control the risk?
<p>List all the hazards which you could reasonably expect to result in significant harm as a result of your activity, e.g.</p> <ul style="list-style-type: none"> • Slipping / tripping hazards • Work at height • Vehicles • Electricity / Dust / Fumes • Manual Handling • Noise • Poor lighting • Low temperature • Poor weather conditions 	<p>There is no need to list individuals by name – just think about groups of people who may be affected, e.g.:</p> <ul style="list-style-type: none"> • Staff • Students in your club/society • Students on/off campus • Members of the public <p>Pay particular attention to:</p> <ul style="list-style-type: none"> • People with disabilities • Visitors • Inexperienced people/novices 	<p>Have you already taken precautions against the risks from the hazards you listed? For example have you provided: Adequate information, instruction or training? Adequate systems or procedures</p> <p>Do the precautions:</p> <ul style="list-style-type: none"> • Meet the standards set by a legal requirement? • Comply with a recognised industry standard? • Represent good practice • Reduce the risk as far as reasonably possible? 	<p>Reduce the risk as far as reasonably possible? What more could you reasonably do for those risks which you found were not adequately controlled? Apply the principles below when taking further action.:</p> <ul style="list-style-type: none"> • Remove the risk completely • Try a less risky option • Prevent access to the hazard • Organise activity to reduce exposure to the hazard • Provide welfare service (e.g. first aid)

Title of activity/event:	Location of activity/event:
Name of club/society	Assessment undertaken (date):
Contact name:	Assessment review date:

9. minibuses – the legal requirements

If your students' union operates minibuses at any time you should and no doubt do know that there are some important legal requirements regarding licensing that you need to be aware of and may need to act upon.

Operating a minibus which has between 9 and 16 passenger seats has two special licensing implications apart from the standard requirement imposed upon "the person keeping the vehicle" to obtain and display in the windscreen of the minibus a "vehicle licence", or "tax disc" upon which "vehicle excise duty" or "road (fund) tax" has been paid.

One of these additional licensing implications, like the "vehicle licence" or "tax disc" relates to the vehicle and the basis on which it is operated, as such, and the other to the driver of the vehicle.

the vehicle

the PSV operator's licence and the section 19 small bus permit.

An operator of a vehicle providing passenger transport "for hire and reward" will normally be regarded as a Public Service Vehicle (PSV) Operator, and require a PSV operators licence, which as might be expected, has very heavy cost and regulatory implications. Non-profit organisations which satisfy certain conditions can avoid those implications by holding a Small Bus Permit issued under Section 19 of the Transport Act 1985, which in effect exempts the holder from holding a PSV operators licence.

So, if your union operates a minibus with 9 to 16 passenger seats, you should make sure that it holds a Section 19 Small Bus Permit in respect of such operation.

Permits can be obtained for a very reasonable fee on making a formal application to NUS or the Community Transport Association, which are both designated bodies for such purpose under the relevant legislation, or to the Traffic Commissioner for the area in which your students' union is situated.

the driver

The PSV and PCV driver's licence

To drive a public service vehicle with 9 or more passenger seats "for hire or reward", or commercially or professionally before 1 April 1991 the driver had to have a Public Service (PSV) Licence. Since that date the driver has had to have a Passenger Carrying Vehicle (PCV) Licence which is essentially the D Category under the current category sys-

tem of driving licences. To drive a minibus, which has 9 to 16 passenger seats for hire or reward, the driver would normally have to hold a PCV (Category D1) licence, which would entail taking a special test, and meeting specified medical standards.

holders of ordinary car driving licences held before 1 January 1997

Drivers who hold a green or pink Group A (Group B for vehicles with automatic transmission) driving licence or a later style pink and green Category B and Category D1 (whether containing automatic transmission or not) driving licence are entitled to drive minibuses with up to 17 seats, including the driver's, not for hire or reward provided they are aged 21 or over.

If the minibus which is being driven is being operated under a Small Bus Permit and the driver falls into either of the two situations mentioned in the preceding paragraph the driver is exempt from having to hold a PCV (Category D or even D1) licence in the same way as the operator is exempt from holding a PSV operator's licence.

holders of ordinary car driving licences who passed their test after 1 January 1997

If a special PCV (Category D1) test has not been passed the driving licence will not on the face of it allow the driving of minibuses. However, a driver who has passed his/her test since 1 January 1997 and holds only a car (Category B) driving licence will still be entitled to drive minibuses with up to 16 passenger seats "on behalf of a non-commercial body for social purposes but not for hire or reward" (unless the vehicle is being operated under a Small Bus Permit). Provided s/he has held a full car (Category B) licence for not less than two years, is aged 21 or over and receives no payment, or consideration for the driving, other than out-of-pocket expenses, and the maximum authorised mass of the minibus does not exceed specified limits and no trailer is attached to it.

driving abroad

All entitlements on British licences will continue to be accepted at face value during temporary visits to other EU/EAA countries. That means that drivers who passed their tests before 1 January 1997 and hold licences showing either Groups A or B, or Category B + D1 not for hire or reward are entitled to drive minibuses of up to 16 passenger seats in Great Britain and EU/EAA countries. Providing that the travel does not involve hire or reward; in other words can be specifically shown to be a non-commercial activity.

However, minibuses operated under the Section 19 Small Bus Permit scheme have to be regarded as being operated for hire and reward and so as public service vehicles in this connection. It will not, therefore, be possible to drive such a minibus in another EU/EAA country unless the driver holds a PCV (Category D1 or D) licence.

Drivers who passed their test after 1 January 1997 will not be able to drive minibuses with 9 or more passenger seats in another EU/EAA country because on the face of their licences they have no Category D1 entitlement.

night service driving

Drivers who have held their licences since before 1 January 1997 have never been subject to statutory restrictions on receiving payment for their driving services under the operation of a Section 19 Permit and no such restrictions have been introduced for them. There is however a very clear restriction in this connection imposed on drivers who passed their tests after 1 January 1997.

They can only receive out of pocket expenses for their driving, and so any indication of a contract for their driving under which they are entitled to receive payment for it, either by way of written agreement or formal arrangement, such as being included on the union pay-roll etc would be likely to vitiate their entitlement to drive vehicles operated under Section 19 Permit scheme and cause both themselves and the union to commit offences in relation to the activity. Such practices in dealing with drivers should cease, therefore, and alternative practices should be put into place, such as putting people who qualify onto a "Voluntary Driver Rosta" under the terms of which they will be entitled to receive only "out of pocket expenses", which may nevertheless be fixed at an averaged flat rate.

NUS North East

10. minibus checklist

Canterbury College Students' Union

WIPERS		LIGHTS OPERATIONAL	
TYRES		DOORS INC. EMERGENCY UNLOCKED	
FIRST AID KIT		FIRE EXTINGUISHER	
INDICATORS		OIL LEVEL	
FUEL LEVEL		INTERIOR LIGHTS	
MIRRORS INTACT		TACHO OPERATIONAL	
REVERSING ALARM		BODY DAMAGE	

MINIBUS REG _____ DRIVER _____

DATE _____ TIME OF CHECK _____

THE MINIBUS MUST BE CHECKED FOR DEFECTS PRIOR TO ANY JOURNEY - **THIS IS A LEGAL REQUIREMENT.**

This form must be retained during the journey and submitted to the Students' Union office with the used Tachograph upon your return.

11. minibus booking request form

King Alfred's Students' Union

travel details

Date required:		Time required (pick up & return):	
Club/society name:		Destination/purpose of use:	
Drivers name:		Midas trained? Yes / No (delete as appropriate)	
Contact name:	Position in club/society	Contact number:	

NB: All bookings require a minimum of 48 hours notice

Ref:	Approved YES/NO
------	-----------------

Booking Reference Number:



Driver Name: _____ **Club/Society:** _____

Passenger Name (PLEASE PRINT)	College ID Number
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	

12. accident report form

Name:			
Student ID/NUS number:			
Date of accident:		Time of accident:	
Exact location of accident:			
Details of injury:			
First aid administered:			
Further action required:	Ambulance called	Referred to casualty	Referred to doctor
Emergency contact called? YES / NO			
Signed (casualty)		Print:	
Signed (first aider)		Print:	

13. freshers fayre checklist

University of Surrey Students' Union

Timescale	Task	Members	Done
Before	Find out dates of fair		
	Book a stall (make sure you know what you are booking. Is it just a table or do you get display stands? Will you need anything else?)		
	Design publicity		
	Renew sponsorship or find sponsorship		
	Try to find some "gifts in kind"		
	Design and produce banner		
	Decide on early activities		
	Agree on membership fee		
	Decide on team to run the stall		
	Produce all publicity		
During	Arrive early		
	Set up		
	Check you have: pens, paper, publicity,		
After	Clear up		
	Follow up anyone who expressed an interest		
	Carry out planned activities		

14. ultra vires

Ultra vires is Latin for “beyond the powers”. It can apply to any body which has rules, such as:

- companies
- local authorities
- trade unions
- students’ unions

An ultra vires act is one that is outside the specified and/or implied constitutional objects and powers of the body in question. It is “beyond the powers” and therefore illegal.

how does ultra vires affect clubs and societies?

The Attorney General has published guidance confirming that students’ union can fund clubs and societies as part of the fulfilment of their charitable objects:

“It is clear, for example, that if a college is to function properly, there is the need for the normal range of clubs and societies so as to enable each student to further the development of his (sic) abilities, mental and physical. Equally it is likely that the college will gain from the fact that the students hold meetings to debate matters of common concern, and publish some form of campus newspaper. Reasonable expenditure on such purposes is, in the view of the Attorney General, plainly permissible for a students’ union.”

Clubs and societies in receipt of students’ union funds must have a genuine membership. The union should fix minimum levels of membership and may lay down provisions relating to the club or society’s constitution and officers. Nothing the club does should be unlawful or unacceptable to the union, college or society at large. There should be a standard procedure for setting up clubs and the funds allocated to each should be reasonable having regard to the size of its membership and programme of activities.

clubs and societies

A club or society may affiliate to a related larger organisation having the same or similar purpose – to get information, support, facilities etc. For example, a Conservative Club could affiliate to the Conservative Party, or an Amnesty International Society could affiliate to Amnesty International (British Section).

- a club or society may hold meetings and invite speakers on relevant topics
- a club or society may produce pamphlets and other campaigning material, provided they are accurate and well rea-

soned, rather than merely sloganising and propagandising

- a club or society may cover travel costs to attend a relevant conference
- a club or society may not donate money to an external organisation if it receives nothing in return
- a club or society may not attend demonstrations to raise public awareness of issues (for example the environmental society may not use union funds to attend a protest against a local by-pass initiative)

There can be problems over how you publicise events or ideas. Publicising issues of interest to fellow students on campus is permissible; exporting ideas off campus less so. It's not generally allowed to use club money to cover costs of attending demos to raise public awareness of issues.

The Attorney General has also recognised that it is desirable to hold meetings, debates and publish information on issues relevant to the club or society. Obtaining information for this purpose is not ultra vires – although once again it all depends on what is considered reasonable. “Reasonableness” also applies to the amounts of money paid to speakers.

15. glossary

AGM	Annual General Meeting
Amendment	A change to a motion or constitution
BUSA	British Universities Sports Association
Chairperson	The impartial convenor and leader of a meeting
Codes of Practice	A statement of safety standards, precautions and systems
Constitution	A formal document that sets out the aims/objectives and working practices of a union or organisation.
EGM	Extraordinary/Emergency General Meeting
GM	General Meeting
IGM	Inaugural General Meeting
MiDAS	Minibus Driver Awareness Scheme, organised by the Community Transport Association U.K.
Minutes	The written records of a meeting
Motion	An issue debated at a meeting
NSLP	National Student Learning Programme
President	The elected leader of a club or a society
Quoracy/Quorum	The minimum number of people needed to make a vote valid
Risk Assessment	A legal requirement that is the process of recognising hazards and analysing what risks they pose to individuals.
Sabbatical Officer	A one time student that has been elected by the student body to represent them through the students' union.
Stadia	The leading, innovative and diverse network supporting quality student development opportunities.
Ultra Vires	Is Latin for "beyond the powers" (please refer to the Ultra Vires factsheet)

Laws to be aware of:

The Data Protection Act 1998

Race Relations Act 1976

The Disability Discrimination Act 1995

Sex Discrimination Act 1975

Health & Safety at Work Act 1974

Management of Health & Safety at Work Regulations 1999

notes

notes

notes

Produced in the Development Projects Department at NUS, this handbook strips clubs and societies down to the bare basics. The handbook is a best practice guide packed with examples aimed at student officers involved or responsible for student activities and for students who want to kick start their own club or society in their students' union.

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