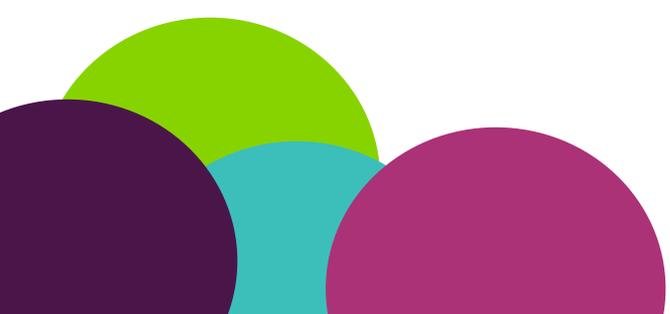




Clubs & Societies

'How to' Guide



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The Basics!

So, what is everyone talking about?

- **Affiliation** – Submit your club's constitution, elect a committee, have 10 paid members and you are officially affiliated to the Students Union! There are lots of benefits including funding grants, discounts on design and printing, free room bookings and the expertise of Union staff in planning events and managing your club
- **Committee** – Every club is led by an elected student committee. All committees are required to have a *president*, *secretary* and *treasurer* as well as any other positions as included in the constitution.
- **Constitution** – A document which outlines the aims of your club. This needs to be approved by your club, before being passed over to an elected committee of the Students Union who confirm that it is accepted.
- **Election** – An election is required to fill all positions on the committee. Elections can be supported and overseen by an officer of the Students Union, which can be helpful if you aren't sure how it should be run.
- **AGM/EGM** – *Annual* or *Emergency* General Meetings are committee meetings which discuss important changes such as updates to the constitution and electing vacancies on the committee. A notice period (usually a week) is required to allow people to consider standing.

Club Annual
General
Meeting

1/year

Communities
Zone
Executive

1-2/month

Committee
Meetings

2-4/month

Communities
Zone

1/month

The Basics!

Who is everyone?

As an affiliated society you have access to a team of staff members to help you run your society.

- **Alban (Activities & Volunteer Coordinator)** – On hand for all club enquiries. Also happy to provide training for committees, help resolve issues, look into external funding and be of assistance in any other ways necessary!
- **Wendy (Union Secretary)** – Usually the first person you will see in the Students Union office. Can help with quick questions, especially those about invoices and expenses. Can also print out a copy of your club's finance account.
- **Jill (Sports Union Administrator)** – Also based at the front desk. Able to help with quick questions about booking transport and requests for club balances.
- **Nick & Lauren (Marketing & Events Team)** – On hand to discuss ideas for events, and help book out Venue or other Students Union spaces you wish to use.
- **Sasha, Jane and Ann (Finance Team)** – Able to help with any discrepancies with your club account, and offer guidance on payments and expenses

Booking a Room

Affiliated clubs and societies can access free room bookings for using University spaces including Atrium stalls.

All room bookings must be submitted **3 working days** in advance of when the booking is for, excluding weekends and holidays.

You can find the Room Booking form from the [Forms & Resources](#) page on the Students Union. Completed forms should be submitted to bookings.union@stir.ac.uk

Examples of room bookings:

- Atrium stall to sell tickets to an event
- Lecture theatres for talks and discussions
- Workshop spaces for activities

However, there are some things you aren't allowed to do in University spaces:

- Sell food, which hasn't been prepared in certificated kitchens.
- Gamble
- Drink alcohol

Accessing Club Funds

When buying things for your club (equipment, materials, tickets) the process depends on the value of what is being bought:

- Up to £50 – any member can buy something with permission of the Treasurer/President and claim the money back from the club account. To claim your money back you need to fill in a pink claim form (available from the Union office), get it signed by your President or Treasurer and attach an itemised receipt.

The Union office can reimburse claims of up to £50 in cash, Mon-Fri between 9am - 4pm.

Please do not order or pay upfront for anything over £50, as this can cause problems with cash flow in the club account and can leave members unable to claim hundreds of pounds, leaving them out of pocket.

- Over £50 – Any orders over £50 must be processed by the Union on behalf of clubs. To do this, the Treasurer or President should fill in a Purchase Order Request (available at the [Forms & Resources](#) page) and email it to us. The order request will be processed as soon as possible by our staff.

To avoid delays please make sure the club account contains enough funds to pay for the order and specify clearly if the money is from the club's account or a grant received by the Union, university or external body.

Creating Publicity

The Students Union has a computer available to all clubs, societies and sport clubs to design and print publicity. This is located just down the corridor from the Media Office and Ian King Meeting Room in the Union. If you need a hand with designing please contact Lauren Kirk at lauren.kirk@stir.ac.uk. To ensure time is available to help, please contact with plenty of notice.

The Union can facilitate printing up to size A3 in either colour or black and white.

For larger orders of 50 sheets of paper or more, please use Mail Boxes Etc. in Stirling city centre, located on Baker Street, at the top of Friar Street

Mail Boxes offer a wide range of designing and printing services and are equipped to deal with large printing orders. You simply need to contact them, state which society you are representing. Your club will be invoiced at the end of the month and we will automatically charge your club account.

Mail Boxes can be contacted at:

info@mbestirling.co.uk

01786 449543

Memberships

Membership to any club or society is open to all, in line with the Students Union's Equal Opportunities Policy. However, only current students can stand for committee positions and vote on the society, ensuring that each and every club is entirely student led.

Non-Student Members may join the clubs and societies, however will have non-voting status and will not be eligible to be elected as officers of the society.

To join a club or society, every member needs to buy a Clubs & Societies Membership before they can purchase that individual society's membership. This is set to £5 for 2017/18, and contributes towards to the Club Grant fund, which you can apply to!

Planning an Event

Part of your affiliation with the Students Union allows you to utilise Venue as a space to host your events. From awards nights to ceilidhs the space is versatile to meet your needs. To enquire about hosting an event in the Students Union please [submit](#) the “In The Union Booking Form” available on the website (the [Forms & Resources](#) page), or contact alban.dickson@stir.ac.uk.

There is no hire fee for Venue, although should you wish for the bar to be open we expect at least £150 will be spent, so to justify the staffing costs.

We offer plenty of support along the way of planning an event. You can access presentations on this subject on the [Clubs Academy](#) page on the Students Union website.

Film Screenings

Please let us know if you intend to show any film which is covered by copyright. Generally films shown to an audience (not privately) require the purchase of a license, which can cost between £80 and £100 per film, per showing.

If the film you intend to show has an educational purpose which is clearly linked to the aims of your club, the license requirement can be waived. For example, if the Amnesty International society wanted to show Hotel Rwanda, this would be considered of educational value.

Once you have notified us we will seek approval from University authorities and then get back to you with their decision. Please refrain from advertising your event until such an approval is granted.

We also encourage societies to work with [Macrobert](#), the on-campus arts centre and cinema. With incentives available for affiliated clubs and societies you can enquire to Robin Holden at robin.holden@macrobertartscentre.org to arrange a screening which could serve as a fundraiser.

Organising Fundraisers

Bake sales – Clubs can hold bake sales using a stall outside the University Chaplaincy. This is the only place on-campus where bake sales can be held. To book a slot you can contact visit the Chaplaincy by e-mailing Joan Montgomery at j.s.montgomery@stir.ac.uk. We recommending booking well in advance to avoid disappointment.

On the day we advise you to ensure you have some change as float, that you observe good hygienic practice by using plastic gloves/bags when handling the baked goods,

or for instance that money and baked goods are not handled by the same person. Finally, it is good practice to list all ingredients and prices.

Atrium Activity – Another popular way of generating funds is by holding an event in the Atrium. This could range from a sponsored cycle, to a marathon dance or tennis session. It pays to be creative, as this usually captures the attention of passers-by.

Quizzes – Another staple for many clubs is arranging a quiz in the Students Union. Whether part of Society Spotlight, or on a day of the week of your choice, there are plenty of opportunities to do so. Make sure you contact communities.union@stir.ac.uk to find out more and check availability.

- Bake Sales and Quizzes can often bring in between £60-100, depending on how much promotion is invested into it. Again, be creative and explore strong themes which will be eye catching! Atrium activities can generate four-figure funds, if concepts are new and well planned.
- The other way to generate income is by creating vibrant events, using Venue, and taking profit from ticket sales. However, as with all other events, don't expect tickets to sell themselves! Even the best ideas need a good investment in planning and promotion.

Sponsorship

Approaching companies for sponsorship is not limited to one type of club. Summer can be a valuable time to approach local, or national, businesses and propose working together over the next academic year. Here are a few things to keep in mind.

Decide what **type of sponsorship** you want/need. This could be cash, discounts, services provision, etc.

Consider what you can offer. You have a captive audience for a start, which can help raise the businesses profile. You will also be able to bring people in to their premises, if they are a club or a pub. Perhaps you are planning on buying kit that you can print your sponsor's logo on. Don't underestimate what you can bring to the table.

Considering the above, **identify potential sponsors** and approach them. As you are affiliated to the Union you can ask us for headed paper and you can use our charity number SC023788.

Draw up a sponsorship **contract or agreement**, we recommend using our sample sponsorship agreement document available on our website (the [Forms & Resources](#) page). Ensure you let us review all contracts before these are signed. Also please leave us a copy once they are signed by both parties.

Elect a Committee

This needs to be done by an election, at a society Annual General Meeting or Emergency General Meeting. The processes are essentially the same. You can find out how to hold an election by checking the presentation given at [Clubs Academy](#).

Club committee positions must be current students who are elected and may not be appointed.

All AGM elections must take place before 1st April, in line with Constitution Schedule 8, section 9.1, so that the new committee can attend training which normally takes place before May. The existing committee has the responsibility to submit a new committee list to the Union with contact details of Committee members for the next academic year.

Clubs & Societies are required to provide the Students' Union office with a list in electronic format (inclusive of full contact details – i.e. email, student registration number and phone number) of the officers of the society within 5 working days of their election. Positions that fail to be elected may remain vacant with the exception of president, treasurer and secretary.

Committee Roles & Responsibility

Committees take all different shapes and sizes, ranging from 3 members to nearly 30! A committee are elected with a set of shared responsibility including:

- Ensuring that the activities and finances of the society are run in accordance with the Union's Constitution and policies;
- The society's attendance at meetings

Other roles have particular responsibilities too:

- Club/Society Finances (President and Treasurer)
- Submitting Paperwork (Secretaries)

Here is an example of how certain tasks may be distributed amongst a three-person committee.

	President	Secretary	Treasurer	Social Secretary	Publicity Officer
Organising Meetings	X	X			
Fundraising			X		
E-mailing Members		X			
Promoting Events	X	X	X	X	X
Attending Events	X	X	X	X	X
Booking Rooms		X			
Updating Website	X	X		X	X
Clubs Academy	X	X	X	X	X
Chairing AGM	X				

If you are uncertain on how your committee should share their duties, just come in to the Union offices to discuss your specific case.

Changing Committee Positions

Despite best intentions, committees often change over the course of the year. Any committee position can resign by submitting an official resignation to the club secretary (or the President in the secretary's absence). An election may be called to elect the vacant post at an Emergency General Meeting. Any changes of officers must be notified to the Students' Union office at the earliest convenience.

For any changes, please update and re-send your Club Committee List, in Excel spreadsheet format, to alban.dickson@stir.ac.uk. This ensures that the correct recognition is made on the committee's graduation transcripts.

If your club wants to change the committee positions available it can do so by amending the constitution. The constitution will then need to be approved by the entire club, before being passed over to be confirmed by the Communities Zone Executive.

Change the Constitution

To ensure this is done democratically whilst maintaining a pragmatic approach you may want to start off agreeing the changes within the club committee. Once the committee has reached a final draft of proposed changes, these must be approved by

a majority at a club General Meeting or AGM (your club constitution itself might provide further instructions or requirements).

Once the club as a whole has voted and if necessary reviewed those changes please email alban.dickson@stir.ac.uk the new version, ensuring changes are highlighted. All club constitutions must be approved at a Communities Zone Executive meeting; which take place at least monthly during semester time.

Influencing Students Union Policy

Clubs & Societies have a powerful voice within the Students Union, and it's important to know how you can influence your student community. If you have identified an issue which needs addressed your first place to go is either your elected Vice President Communities (communities.union@stir.ac.uk) or at a Communities Zone.

If you think something has to change, you can draft a policy with the help of the VP Communities. Every policy requires three headings; *Communities Zone Notes*, *Communities Zone Believes*, *Communities Zone Resolves*. If the issue directly affects clubs and societies then, just like the Charitable Societies Policy in 2015, it can be passed at a quorate Communities Zone meeting for immediate effect.