Society Committee Handbook

University of Stirling Students’ Union

# Table of Contents

## Page 2 Welcome Message

## Page 3 Key Contacts

## Page 4 Committee Roles

## Page 6 Society Administration

## Page 8 Committee Elections

## Page 10 Accessibility and Inclusion

## Page 12 Where to Get Support

## Page 14 Social Media

## Page 15 Printed Publicity

## Page 16 Dealing with Complaints from Members

## Page 17 Finances and Grants

## Page 19 Further Opportunities in the Union

## Page21 Society Awards

## Page 22 Committee Handovers

## Page 23 Communities Zone Responsibilities

# Welcome Message from your 23/24 VP Communities, Zoe Crosher

Hello! Welcome to the Societies Handbook. This is the central hub for all the information you could possibly need to run a society. Here, you can find answers to common questions to give you an idea of what it’s like to run a society and all of the amazing things you can get involved in.

We are thrilled to have you here! Our goal is to help you make the most out of your society and create a thriving community.

Whether you're a seasoned pro or just starting out, we've got you covered with resources and support to help you succeed. From event planning tips to fundraising ideas, we're here to help you every step of the way.

Running a society can be challenging, but it's also incredibly rewarding. You'll have the opportunity to meet new people, develop skills, and make a positive impact in your community.

So, let's get started! Explore our handbook and discover all the amazing things you can do as part of a society. If you have any questions or need assistance, don't hesitate to reach out to our team. We're here to help you succeed!

# Key Contacts

## General Support

* Your main point of contact: societies.union@stir.ac.uk
* Vice President Communities: communities.union@stir.ac.uk
* Activities & Volunteer Co-Ordinator: jordyn.austin@stir.ac.uk
* General SU Inbox: theunion@stir.ac.uk

## Social Media & Events

* Communications & Activities Manager: n.d.manton@stir.ac.uk
* Marketing & Events Co-Ordinator: TBC
* Booking university-owned spaces on campus: stirlingvenues@stir.ac.uk

## Advice & Support

advice.union@stir.ac.uk

## Other Sabbatical Officers

* Sports President: sports.union@stir.ac.uk
* Union President: president.union@stir.ac.uk
* VP Education: education.union@stir.ac.uk

# Committee Roles

An overview of what each committee role entails.

## President

* Oversees society, provides strategic direction
* Chairs meetings
* Manages accessibility and inclusion within the society
* Delegates tasks to relevant committee members

## Secretary

* Prepares agendas and takes minutes at meetings
* Books rooms for meeting
* Manages society emails
* Assists with organising events and activities

## Treasurer

* Manages all financial transactions and signs off any expense claims
* Oversees the payment of society memberships
* Monitors the society’s budget
* Supports on grant applications

These positions are mandatory and must be filled for your society to be affiliated with the Union and access finances.

## Additional Roles

### Welfare/Wellbeing Officer

* Assists the president in accessibility and inclusion
* Ensures the comfort and safety of members and encourages members to be active bystanders
* Signposts to relevant support on/off campus
* Contacts the Union about member complaints if necessary

### Social Secretary

* Leads on the organisation of events
* Collaborates and liaises with external organisations, companies, and/or partners
* Maintains communication channels
* Promotes team building

### Publicity Officer

* Creates all graphics and promotional materials for society
* Works to maximise engagement and participation
* Manages society social media

# Society Administration

All of the forms you will need throughout the year can be found on the [Forms and Resources page](https://www.stirlingstudentsunion.com/sports-and-societies/societies/society-resources/form-and-resources/) of your [Committee Resources](https://www.stirlingstudentsunion.com/sports-and-societies/societies/society-resources/).

## Trips & Travel

* You’ll need to complete a trip planner form and a trip risk assessment form
* If you are planning a domestic trip, these must be submitted at least 2 weeks prior to booking and international trips at least 4 weeks prior.

## Off-Campus Travel with Your Own Vehicle

If you plan to claim back petrol money, you must follow the below steps:

* All drivers must fill out the [Driver Registration form](https://docs.google.com/forms/d/e/1FAIpQLScITZY_gpqine6yTN0VrUaLSe_jLVNFOQiwf7rWKbMyPGr8XA/viewform)
* Once your trip is confirmed, submit an [‘Own Vehicle Trip Declaration’ form](https://docs.google.com/forms/d/e/1FAIpQLScbCcfZqSM3yRjSntMONeOZcWslcnDrx2kQTmw8k_S3y7GnFw/viewform)
* Submit an expense claim form after your trip and provide the purpose of the trip, the date of the trip, and number of miles travelled. You will be reimbursed £0.25 per mile.

## Insurance, Inventory, and Instructor Contracts

* Socs with equipment must fill out an inventory form and send to societies.union@stir.ac.uk by 31 May before committees change over.
* If you need to hire an instructor for your society activities, there must be a contract between them and your society/the Union. You can download a template contract from the Forms & Resources page.
* If your instructor is teaching physical activity, they must provide you with a copy of their liability insurance, which you will send to societies.union@stir.ac.uk.

## Website

* You can find the website guide here: [Website Guide for Clubs, Societies and Sports Clubs Updated May 2022.pdf](https://stir-my.sharepoint.com/%3Ab%3A/g/personal/union4_stir_ac_uk/ERUuWqd0KJdLqhCT22tBveEBgJ8E6-xNbFI9X5InurD-jQ?e=yZVDDD)
* Note that this is for the old website. However, most of the details are the same or similar.
* To use our new events platform Native to, you can follow this guide: <https://www.loom.com/share/92f63b3e41b34db697f72ec380797ef3>
* If you have any questions, email theunion@stir.ac.uk

## Risk Assessments

* [Atrium stalls](https://stir.sharepoint.com/sites/Students%27Unionsharedcontent/Shared%20Documents/From%20dochart/rsusa/Communities%20Zone/Activities%20%26%20Volunteer%20Coordinator/Atrium%20Stall%20Request%20and%20Risk%20Assessment%20Form.doc) - the University approve these, so please follow the below steps to reserve one:
	+ Refer to the [layout plan](https://www.stirlingstudentsunion.com/pageassets/clubssocieties/forms/Atrium-Campus-Central-Plan.pdf) of Campus Central to decide where to have your stall.
	+ Send the risk assessment form to societies.union@stir.ac.uk at least 4 days prior to proposed date. We will sign off on the form and send back to you.
	+ You will then send the form to stirlingvenues@stir.ac.uk.
* [Unusual events/activities/trips](https://stir.sharepoint.com/sites/Students%27Unionsharedcontent/Shared%20Documents/From%20dochart/rsusa/Communities%20Zone/Clubs%20%26%20Societies/Risk%20Assessments/Clubs-Socs-Event-Trip-RA%20%282%29.docx)
	+ Not to be used for regular meetings
	+ For events, activities, and trips that have more risk involved (such as a trip involved, an external event in the city centre, a physical activity, etc.)

## Facilities & Events

* As the University will operate Venue for the foreseeable future, a new booking system will be put in place for this. Details TBC.
* Some spaces on campus must be booked in the following ways:
	+ Rooms not on the resource booker (e.g., Campus Central): teg@stir.ac.uk
	+ Other spaces: stirlingvenues@stir.ac.uk
	+ [Grounds requests](https://www.stir.ac.uk/about/business/business-services/conference-events-accommodation/grounds-booking-request/#:~:text=Bookings%20can%20only%20be%20made,within%20the%20University%20of%20Stirling.)

## Room Bookings & Resource Booker

You're able to book various rooms and spaces to accommodate your society events, activities, and meetings. Further guidance is available here: [Student room booking guidance | About | University of Stirling](https://stir.sharepoint.com/sites/Students%27Unionsharedcontent/Shared%20Documents/From%20dochart/rsusa/Communities%20Zone/Activities%20%26%20Volunteer%20Coordinator/Atrium%20Stall%20Request%20and%20Risk%20Assessment%20Form.doc)

* Your President and Secretary have access to the Clubs & Societies option on the [Resource Booker](https://resourcebooker.stir.ac.uk/) (through your Canvas page).
* There is an option to do recurring booking for meetings throughout the semester (these reset after first semester, so you will need to re-book your room for semester 2)
* You must book 7 days in advance.
* Rooms can be booked for the following times:
* Mon, Tues, Thurs, Fri from 6pm
* Wednesday from 1pm
* Sat-Sun 9am - 5pm
* For bookings outside these times, please email societies.union@stir.ac.uk with the following details: your society, meeting/event date, start & end time, estimated number of attendees, preferred room (and an alternative if first choice is taken)
* If you are inviting a guest speaker, they must be approved by the university:
* Submit this request at least 21 days in advance
* There will be an option to download the external speaker form when making the booking - please do so, fill it out, and upload to your booking request

# Committee Elections and Constitutions

## Elections

After your elections, you must submit a committee list form via the MS Forms link on the Forms & Resources page.

It’s recommended to read the whole of the Societies Schedule 8, but here are the key points to note:

9.1 AGM and EGM - All societies shall be required to hold an AGM (Annual General Meeting) before 1st April each academic year at which the committee of the society shall be elected and annual accounts presented. If committee elections are required at any other time throughout the year the current committee may call an EGM (Emergency General Meeting) to elect the required post(s).

9.2 Committee Elections – Club Committee posts must be elected by the club membership and or appointed with opportunity for all members to contest an appointment. All elections must be made at a meeting attended by a quorum of 50% +1 of the society’s membership. A proposed committee may also be sent to members giving adequate notice for members to contest, for which the Union recommends 5 working days, after which should no member contest, this committee can be accepted and sent to the Union. Societies are required to provide the Students’ Union office with a list in electronic format of the committee within 5 working days of their election. Positions that fail to be elected may remain vacant with the exception of President, Treasurer and Secretary.

9.3 Committee Resignation – Any club committee member who wishes to resign must submit an official letter of resignation to the club secretary (or in the secretary’s absence to the president). An EGM may be called to elect the vacant post. An updated Committee list should be submitted to the Union as soon as practical.

## Constitutions

Society constitutions shall be proposed to the Communities Zone Executive Committee (CZEC) for approval.

Society constitutions can be amended after being passed at a society General Meeting with a majority of votes of those present.

The amended version of the constitution must subsequently be approved by the Communities Zone Executive committee or the Sabbatical team in the event CZEC is unavailable.

If you are only adding new committee positions to your constitution, this does not need to be approved by the CZEC.

# Accessibility and Inclusion

## Definitions

* Accessible: something can be easily used, or accessed by people with disabilities or additional needs. To make something accessible means to adapt meetings, events, and any other activities for people with disabilities or additional needs to be involved.
* Inclusive: including everyone, especially allowing and accommodating people who have historically been excluded (because of their race, gender, sexuality, or ability).
* Equality: the right of different groups of people to have a similar social position and receive the same treatment. (Remember: at times, equality and treating everyone ‘the same’ does not address inherent barriers to members' involvement, therefore it is important to remember equity.)
* Equity: the state or quality of being just and fair, in the context of societies where equality does not go far enough to ensure equity allows for everyone’s needs to be met.
* Trigger/Content Warnings: a statement at the start of a piece of writing, video, etc. alerting the reader or viewer to the fact that it contains potentially distressing material (often used to introduce a description of such content).
* GIAG (Give It A Go): the first society meeting of a year or semester is called a Give It A Go and quite literally this is a meeting where potential members can come and give the society 'a go' or a try.

## Accessibility Checklist for Meeting Rooms

Before booking a room, it is recommended to check the room meets your accessibility requirements by visiting it in person where possible. Below are some things to look out for:

### Clear signage to rooms

Ensuring that the room you pick is as easy to find as possible is an important part of allowing your members to feel comfortable.

### Sensory issues

It’s important to consider the overall atmosphere of a room, harsh lighting or a noisy space can impede the quality of any event or meeting significantly.

### Accessibility issues

Are there any accessibility issues with getting to the room i.e. is it accessible for wheelchair users? Is there an elevator nearby for wheelchair users or people with mobility issues? Is the room layout accessible? Can everyone access the space in a comfortable and easy manner? Similarly, depending on the layout of other lecture theatres, it could be a difficult layout for people with hearing aids or any kind of hearing impairment.

### Seating for lipreading

It’s important to think about whether some members could be lipreading during meetings, therefore, booking a room where the speaker is easily visible from the front of the room is important.

### Providing a Quiet Space

Depending on the content or delivery of the meeting (i.e. is it likely to be a loud or busy environment) it’s important to consider whether a separate quiet room is booked close by or attached to the main meeting room could be useful for your members.

# Where to Get Support

The below support resources should be shared widely with all society members.

## Union Advice

If you are unhappy with any aspect of university life or feel that your studies are being impacted by personal circumstances, please get in touch with our advice team. You can reach them at advice.union@stir.ac.uk

## [Student Support Services (SSS)](https://www.stir.ac.uk/student-life/support-wellbeing/student-support-services/your-mental-health-and-wellbeing/)

The Mental Health Advisers at SSS offer a range of support. Students are able to meet with them whether or not they have a diagnosed mental health condition. If you would like to connect with them or set up an appointment for One at a Time therapy, please visit the link provided. You can find SSS in the [Student Services Hub](https://www.stir.ac.uk/student-life/support-wellbeing/).

## [Report + Support](https://reportandsupport.stir.ac.uk/)

This is the university’s service for reporting incidents of gender-based/sexual violence, bullying, harassment, etc. You can report anonymously or not.

## [SVMLOs](https://www.stir.ac.uk/student-life/support-wellbeing/student-support-services/sexual-violence/i-have-been-affected-by-sexual-or-gender-based-violence/talk-to-someone/university-sexual-violence-and-misconduct-liaison-officers/)

The University and Students' Union have trained a group of staff as SVMLOs. This means that they are trained in taking disclosures and supporting people who have been affected by sexual violence. They will listen empathically to you without judgement. The SVMLO will provide you with information on your options if you have been affected by sexual violence in any way, even if it wasn't you that was directly affected.

## [LGBTQ+ Student Support Contacts](https://www.stir.ac.uk/student-life/support-wellbeing/student-support-services/lgbt-student-support-contacts/)

The LGBT+ student support contacts service has been created to provide tailored support for students who identify as lesbian, gay, bisexual or trans. It recognises that some students may have issues relating to their sexual and/or gender identity at University and may wish to speak to someone who may understand these issues better from their own experiences.

## [Accessibility and Inclusion](https://www.stir.ac.uk/student-life/support-wellbeing/student-support-services/accessibility-and-inclusion/what-support-can-i-get/)

If you feel an appointment with an [Accessibility and Inclusion Adviser](https://www.stir.ac.uk/student-life/support-wellbeing/student-support-services/accessibility-and-inclusion/) would be beneficial to you, please contact the Student Services Hub.

## [Campus security](https://www.stir.ac.uk/about/professional-services/estates-and-campus-services/safety-environment-security-and-continuity/university-security-team/)

If an emergency arises and you need immediate attention, please contact the university’s security team. You may also wish to download the [SafeZone app](https://www.stir.ac.uk/about/professional-services/estates-and-campus-services/safety-environment-security-and-continuity/safezone/), which is a fantastic resource in terms of getting a hold of campus security quickly and easily.

## [Out of hours support](https://www.stir.ac.uk/student-life/support-wellbeing/student-support-services/out-of-hours-support/)

The university’s student support helpline, [Spectrum.Life](https://www.stir.ac.uk/student-life/support-wellbeing/student-support-services/your-mental-health-and-wellbeing/wellbeing-support/247-student-support/#:~:text=How%20to%20access%20the%2024,Hi'%20to%2007418%20360%20780.), is accessible 24/7.

# Social Media

Use the tags @stir\_communities and @stirlingunion on Instagram. Note that the main SU Instagram gets lots of notifications, so they will only share stories you tag them in, not posts!

Below is a checklist of considerations for sharing your event on social media:

* Accessible font and colour schemes
* Image descriptions
* Closed captions for videos
* Using a multitude of formats (i.e. posts, videos, etc) adds to how accessible information on your event is.

## Editing Apps/Software

### Canva

A great site to use for making social media posts, there are a lot of templates, many of which you can use with a free account.

### Filmora.wondershare.com

Easy to use video editing software, especially helpful for Instagram reels!

### Happyscribe.com

Use this to subtitle any and all videos you share on your society’s socials

### Photopea.com

A free photoshop style website to edit your photos

### InShot

A video editing app

## Logos and Marketing

* Logo PDFS are available here: <https://www.stirlingstudentsunion.com/sports-and-societies/societies/society-resources/logos-and-marketing/>
* If you require prints of a large banner or poster, contact Graphics & Print Services at printroom@stir.ac.uk. They can bill your society through the Union.

# Printed Publicity

## Where can I put up posters?

Printed publicity cannot be put up within the Library, next to PCs or computer workstations, on glass doors or windows, over signs or other posters, in a way to obscure security camera, or anywhere that breaches Health and Safety Guidance. It also can’t be placed on any walls in the Atrium, including the wooden panelling.

Any publicity infringing upon this may have their materials removed. Societies are responsible for their own publicity material which must not deface the University.

There are designated spaces for posters throughout Cottrell and Pathfoot, as well as a large felt board outside of the Green & Blue Space.

## Where can I print?

You can print from your student account to all University printers.

If you would like the printing credit to be reimbursed from your society account, ask at the Library IT desk for a printing receipt, and then fill out an expense claim. You can also email the Information Centre at information.centre@stir.ac.uk for a full history of your printing transactions.

# Dealing with Complaints from Members

## First:

* Ensure all members have access to the list of resources provided on Page 12: Where to Get Support of this Committee Handbook
* Require members to participate in the [university's training module](https://rise.articulate.com/share/Qm9sN72WwJqOccH8xGspngaa49l-DyKG#/)
* Encourage committee to be active bystanders and respectfully intervene if a member is clearly making someone uncomfortable
* Give the member a warning that you will report to the Union if behaviour doesn’t change
* Advise members to utilise the university's [Student Support Services](https://www.stir.ac.uk/student-life/support-wellbeing/student-support-services/): Mental Health Student Advisers, One at a Time Therapy

## Then:

* Contact the Union about the issue and/or refer reporting student(s) to Jordyn or our advice team
* Members may submit a formal complaint to the Union/University if they have a serious accusation against another member or the society as a whole
* Refer reporting student to the [Report + Support](https://reportandsupport.stir.ac.uk/) service (also offers option to report anonymously) if complaint is to do with harassment, bullying, and/or violence

(A more comprehensive list of support resources can be found in Section 8: Where to Get Support.)

# Finances and Grant Opportunities

Expense claim and purchase order forms can be found on the forms and resources page of the website.

You can’t access society finances until all 3 core committee members have bought memberships.

## Expense Claims

Money to be reimbursed to paid society member.

* For expenses under £50
* Provide 16-digit card no. and expiry date rather than account details
* Claimant can’t be the one to sign off on the claim!
* Must have itemised receipts (alcohol cannot be reimbursed)
* Align each amount properly with the receipt! (Numbering the receipt file names will help with this)

## Purchase Orders

Money comes directly out of your society account.

* For expenses over £50
* Orders will be delivered to the Union office for you to pick up Give sufficient notice (at least 10 working days before you need the order)

## Invoices

* Companies, instructors, etc. can bill their invoices to your society using our address
* Send the invoice to societies.union@stir.ac.uk along with a corresponding purchase order form 2 weeks before payment is due
* If you need to bill anyone for a sponsorship fee or service you provided, you may email Jordyn for a template invoice.

## Account Statements & Budget

You can request a society account statement by emailing societies.union@stir.ac.uk. You should do this regularly throughout the year.

Download the Annual Budget Template from the Forms & Resources page to plan for the year ahead and update as you go.

## Depositing Funds into your Account

Deposit any cash into the President’s or Treasurer’s personal bank account. Email societies@stir.ac.uk to schedule a time to pay the money from your personal account into your society account.

## Grant Opportunities

We are happy to provide feedback on your grant applications - please send either your VP Communities or Jordyn an email.

### Societies Grant

* Voted on by the Communities Zone Executive Committee (CZEC)
* Society committees are able to attend part of the meeting to make their case for why they should receive the grant
* Final deadline is March 31st, and all awarded funds must be spent by 31st May
* Throughout the semester, you will have several opportunities to apply for the society grant, submit new society starter packs, and propose amendments to your society constitution. You will submit these requests to the CZEC through the MS Form on [this page](https://www.stirlingstudentsunion.com/sports-and-societies/societies/society-resources/czecsubmissions/).

### Stirling Fund

* Available in the Autumn Semester
* Read more here: <https://www.stir.ac.uk/about/our-people/alumni/support-stirling/the-stirling-fund/>

### Vice Chancellor’s Fund

* Available in the Spring semester
* Read more here: <https://www.stir.ac.uk/about/our-people/alumni/support-stirling/thank-you/vice-chancellors-fund/>

### External Funding

This is a funding database, which shows all available funding opportunities in Scotland: <https://funding.scot/>

# Further Opportunities in the Union

## Communities Zone Executive Committee (CZEC)

The committee consists of 12 elected students, including the VP Communities and our 6 Communities Zone Volunteer Officers.

There are 5 voluntary positions available on the CZEC each year:

* 2 society presidents
* 3 lay (ordinary) members

The committee oversees all activity within the Communities Zone. This involves making decisions on issues such as constitution amendments, society grant applications, new societies, etc. They meet 5x throughout the academic year.

If you have any questions about CZEC, email your VP Communities.

## Volunteer Officer

Volunteer Officers are elected part-time student volunteers who have specific remits and areas of work. Collectively, they sit on the Union’s Executive Council alongside the Sabbatical Officers, representing and championing the rights and views of all students at the University of Stirling.

These positions are elected in the Spring for the following academic year.

The Communities Zone volunteer roles are:

* Housing Officer
* Co-Curricular Officer
* Sustainability Officer
* International Officer
* Arts Officer
* Media Officer

You can find out more about these roles [here](https://www.stirlingstudentsunion.com/your-voice/student-reps/volunteer-officers/).

## Academic Reps

Academic representatives volunteer their time to represent their classmates on a module or programme, and relay any feedback to academic staff

You can volunteer to be an academic rep for your module or programme through the academic rep sign up form, via the academic rep tab on Canvas.

## Faculty Officers

The role of Faculty Officer is paid and requires 90 hours of work in a year.

Faculty Officers provide student representation at a Faculty and University level, offer strategic input within academic faculties and to the University, and play a key co-ordinating and support role within the academic representative network.

You can find out about Faculty Officer vacancies here: <https://www.stirlingstudentsunion.com/in-the-union/work-at-the-union/>

## Steer Peer Mentoring

Steer Peer Mentoring is a programme which assigns peer mentors within the same course subject area (where possible) to students who are seeking guidance. It’s an opportunity for students to learn more about their course and find out about the academic and social opportunities available to them.

# Society Awards

## Society Awards Ball

Every year, we host our Society Awards Ball. This is usually held at the end of March, with tickets going on sale in February.

There are several awards that you can nominate yourself and/or your society for! You can view the previous winners here: <https://www.stirlingstudentsunion.com/sports-and-societies/societies/societiesawards/>

Make sure to keep up to date on emails and social media for information about the next Society Awards Ball!

## SV & GBV Awareness Award

We also have our SV (Sexual Violence) & GBV (Gender Based Violence) Awareness Award. This award was created to ensure that every society has the resources needed to look after their members.

There are three tiers of the award, each with different eligibility requirements. The award asks committee members to complete GBV First Responder Training, and 'Don't be a Bystander' training. Every committee member that completes the training will be accredited for it, and each society shall receive a corresponding ribbon as they complete each tier of the award.

You must email your VP Communities to notify the Union that your society has completed the training.

### Bronze Award

At least one committee member has undergone GBV First Responder Training.

### Silver Award

At least half the committee have attended GBV First Responder Training and Bystander Intervention Training.

### Gold Award

All committee members have attended both GBV First Responder Training and Bystander Intervention Training.

# Committee Handovers

It can be difficult to take over a committee position and not be certain of what has gone on previously in the society, and what is expected of you. Which is why we’ve created a handover document!

This document can be filled out by the previous President of the society and handed over to the new President. This is completely optional but could be super helpful in ensuring the society is left in good hands! Access the document on the Forms & Resources page.

# Communities Zone Responsibilities

At least one committee member is expected to attend our regular Communities Zone meetings (typically 2 per semester).

It is imperative for committees to also attend the Union’s General Meetings, as the motions often will have a direct impact on societies.

You may also wish to join the CZEC to approve new societies, grant societies funding from the Societies Grant, review societies’ constitution amendments, and more!

**Good luck!**