

# SOCIETIES HANDBOOK 2014-15



Hello and welcome to the Societies Handbook! We hope you find this to be a helpful, concise guide on how to run your society throughout the year.

Please check out our website at:

<http://yourunion.net/activities/societies/>

## **Contact Us!**

The Societies Committee exists to assist you with the administration of your society, provide training, and are elected to vote on issues like affiliation and grants.

The best way to get information from the committee is to come to our Societies Clinic, held every Thursday from 4-6pm in the Main Bar. At the clinic, you can ask or discuss any issue regarding affiliation, grants, constitutions, or anything else.

### **Societies Officer – Courtney Lewis**

[socs@st-andrews.ac.uk](mailto:socs@st-andrews.ac.uk)

Courtney heads the Societies Committee and is the first point of call for any problems. She is also available to answer any general questions about Societies.

### **Director of Student Development and Activities (DoSDA) – Fay Morrice**

[dosda@st-andrews.ac.uk](mailto:dosda@st-andrews.ac.uk)

Fay is the Sabbatical officer responsible for societies and acts as a line manager to the Societies Committee and SSC.

### **Grants Officer – Emily Dick**

[socgrant@st-andrews.ac.uk](mailto:socgrant@st-andrews.ac.uk)

Emily oversees the financial aspects of the Committee's work and organises treasurer's training. She is the first point of call for any questions about grants and can offer advice on how to improve your grant request.

### **Elections Officer – Michael Thadani**

[soselect@st-andrews.ac.uk](mailto:soselect@st-andrews.ac.uk)

Michael is responsible for all matters constitutional and also arranges Elections Advisors for AGMs and EGMs. If you are planning an AGM or EGM, please contact him at least 2 weeks in advance.

### **Events Officer – Chase Hopkins**

[socevents@st-andrews.ac.uk](mailto:socevents@st-andrews.ac.uk)

Chase is responsible for arranging Health and Safety training and screens Risk Assessment forms. He may also offer advice about any upcoming events you may have.

### **Charitable Societies Coordinator – Marian Shivji**

[charitysocs@st-andrews.ac.uk](mailto:charitysocs@st-andrews.ac.uk)

Marian coordinates between the Societies Committee and the Charities Campaign to make sure that we are up to date on our grant-making abilities. If you are fundraising for an event and need to submit a grant request, please get in touch with her.

### **Affiliations Officer – Tom Boynton**

[newsocs@st-andrews.ac.uk](mailto:newsocs@st-andrews.ac.uk)

Tom is responsible for all new societies – if you're affiliating and have questions, Tom is your first point of contact.

### **Webmaster – Robert Dixon**

[socweb@st-andrews.ac.uk](mailto:socweb@st-andrews.ac.uk)

Robert is responsible for the portal and web-type activities – if you're having trouble with any of that, get in touch with Robert.

### **Union Management Accountant – Jillian Cowan**

[Jc82@st-andrews.ac.uk](mailto:Jc82@st-andrews.ac.uk)

Jillian is our resident financial advisor. If you have any questions regarding financial matters, please contact her or find her in the Cash Office, located in the Union.

### **Other Members**

Secretary – Daniel Mayoh

SRC Carveup – Jo Boon

SSC Carveup – Kyle Blain

## **Re-Affiliation**

To re-affiliate as a society, you must do four things:

1. Sign the Affiliation Agreement
2. Fill out an Aims & Activities/General Risk Assessment Form
3. Attend training
4. Register on the portal

*\*\*\*Note: Both your Affiliation Agreement and Aims & Activities/General Risk Assessment must be turned in to the Genera Office by 10 October 2014!*

### **Affiliation Agreement**

The Affiliation Agreement is essential to your society's affiliation to the Union. This form lets you know exactly what you can get from the Union, and what you need to do in return.

### **Aims & Activities/General Risk Assessment Form**

The Aims & Activities and General Risk Assessment form should both be filled out as part of re-affiliation. When completing the General Risk Assessment form, please make sure that you are addressing all possible hazards and ways to properly address each issue. The General Risk Assessment is essentially an assessment of the day to day activities of your society and the frequent/re-occurring events you may hold. For an overview of general health and safety guidelines used by the Union, please see the Health and Safety Overview on the Resources page of the portal.

*\*\*\*Note: If you are putting on an event that is outwith your normal society's activities, you must submit a Supplemental Risk Assessment form, which can be found on the Societies Portal. If you have any questions, please email Chase Hopkins at [socevents@st-andrews.ac.uk](mailto:socevents@st-andrews.ac.uk).*

### **Training**

In order to complete the re-affiliation process, you must have a representative of your society attend President's training, Treasurer's training, and a health and safety awareness session. If you are unable to make it to any of the training times, supplemental training times may be arranged by emailing [socs@st-andrews.ac.uk](mailto:socs@st-andrews.ac.uk).

### **Registering on the Portal**

You'll be able to register on [societies.yourunion.net](http://societies.yourunion.net) – this will give you the opportunity to update any information about your society, as well as give you access to electronic versions of any required forms. If you are not listed as the President of your society, please contact [socweb@st-andrews.ac.uk](mailto:socweb@st-andrews.ac.uk). A portal guide may be found on the resources page on the portal.

## **Dates for the Year**

10 October – Re-Affiliation Paperwork Due  
12 December – Audit Deadline (Semester 1)  
12 April – AGM Deadline  
22/24 April – Spring Training  
18 May – Audit Deadline (Semester 2)

## **Societies Clinic**

The Societies Committee will be holding weekly drop-in sessions during the Societies Clinic. Representatives from the committee will be more than happy to answer any questions regarding grants, constitutions, AGM/EGMs, charities, concerns and complaints, advice, or questions – anything that you have questions about, we are more than happy to answer! Please drop by any time between 4-6 on Mondays in the Main Bar (Semester 1).

## **Finance and Grants**

There will be times when your society may want to put on events but don't have the money for it. In such cases, you may submit a grant request from the Societies Committee along with a budget proposal. For more information about grants, please email [socgrants@st-andrews.ac.uk](mailto:socgrants@st-andrews.ac.uk).

*\*\*\*Note: if you are submitting a grant request, you must first attend a Societies Clinic to discuss your grant request with Emily, our Grants Officer.*

## **Audits**

To remain an affiliated society, you must submit your financial records for a financial audit twice a year.

When submitting an audit, you must include the following to the Cash Office:

1. All bank statements issued since the previous audit
2. Catalogued receipts for society expenditure since the previous audit
3. Complete record of income and expenditure (cash book)
4. Chequebook and paying-in book
5. (An Association Grants Report)

## **Association Grants Report**

Along with your audit, your society must submit an Association Grants Report detailing (at minimum) all income received from grants from the Societies Committee. Association Grants Reports only need to be submitted during the May audit.

## **Financial Reports at AGMs**

When giving a financial report at an AGM, your society's treasurer (or nominee) must present a report including:

1. The society's total assets since the last AGM
2. The society's total income since the last AGM
3. The society's total income from Association Grants since the last AGM
4. The society's total expenditure since the last AGM
5. The society's current total assets
6. Any liabilities of the society (including loans from the Societies Committee)

If you don't present this information, the Member for elections or his nominee is not able to ratify the results of your election.

### Cash Office

The Cash Office is your go-to stop for anything finance related, whether it be questions about how to fill in your cash book or questions about audits. The Cash Office is located on the middle floor of the Union.

### Other Funding Opportunities

You are free to seek outside sponsorship for your society. Academic societies should get in touch with their respective schools, and the University also hosts an annual Development Fund in Semester 1. If you are part of a subcommittee (Mermaids, Music is Love, Charities, etc.) you may also contact the respective subcommittee for possible funding. Additionally, the Societies Committee hosts the Societies Awards which grant money based on merit, not need. Keep an eye out for the full application from early in Semester 2!

### AGMs and EGMs

Annual General Meetings (AGMs) and Extraordinary General Meetings (EGMs) are used to both elect members to the committee and make changes to your constitution. Requests for an AGM/EGM must be made 2 weeks prior to the AGM/EGM date; any questions may be sent to [soselect@st-andrews.ac.uk](mailto:soselect@st-andrews.ac.uk). A General Elections Guide may be found on the resources page on the portal.

#### To call an AGM or EGM, you must:

1. Notify all members no less than 10 days before the meeting is to take place
2. Notify all members of the time, date, and location of the meeting
3. A list of all available positions
4. Notice of any constitutional amendments

#### At the AGM, you must:

1. Give a report by the President regarding the society's activities since the last AGM
2. A financial report (see above: Financial Reports at AGMs)
3. Re-approve the society's constitution (including membership fees)
4. Elect people to specific positions

### Other Important Notes

1. AGMs and EGMs may not have an admission charge
2. Only paid members of your society may vote in elections
3. The Societies Committee's Elections Officer (or Elections Advisor) does **not** need to attend your AGM/EGM
4. The Elections Officer (or Elections Advisor) is there to ensure smooth running of your elections and offer any advice should you need it. They may also be the deciding vote should the society require it
5. Any paid ordinary member may run for any position
6. If an Elections Advisor is unable to attend your AGM, you **must** fill out the **AGM checklist** during the AGM and return it to the Union's Reception desk.

### Constitutions

Your society's constitution is the document that gives authority to your society. While there are some things that must be in your constitution, there are many provisions that you may change if you want to. If you are making a change at a General Meeting, please submit a Constitutional Amendment form via the portal.

## **Portal, Resources, and Expired Emails**

The portal ([societies.yourunion.net](http://societies.yourunion.net)) is your first stop for any resources or forms to submit. All societies should update the portal by following the Portal Guide found on the Resources page of the portal (<http://societies.yourunion.net/res.php>).

If your email has expired, please email IT Services with the society email and your desired sponsor for the account. Please make sure you stay on top of this, as we often have society emails that expire and thus you miss out on vital updates!

## **Charitable Events & Societies**

If you are putting on an event for charity and would like funding or have any questions about charitable societies in general, please contact Marian Shivji, the Charitable Societies Coordinator at [charitysocs@st-andrews.ac.uk](mailto:charitysocs@st-andrews.ac.uk). Please note that money donated through the Charities Campaign may only be donated to UK registered charities.

## **Minutes**

Minutes exist to provide an official record of all decisions taken by a committee and important items discussed at meetings. They don't need to be hugely detailed but clear, concise, and impartial. Some tips include:

1. At the top of the page, write the date, time, location, and type of meeting (i.e. Committee Meeting or AGM)
2. List all attending members: who is there, who is chairing the meeting, and who is taking minutes
3. Be concise and summarise
4. When voting on motions, record the exact wording of the motion, who proposed it, and the result of any vote

## **Other Services in the Union**

### Publicity

We would love to publicise your events via our Facebook page and Twitter! If you have an event you would like to publicize, please email [socsmarketing@st-andrews.ac.uk](mailto:socsmarketing@st-andrews.ac.uk) with the following:

1. Society name and link to your society Facebook page, website, etc. (so we can tag your society on Facebook)
2. A 40-60 word description of the event (include time, venue, location, ticket sale information)
3. Link to event page (i.e. Facebook event, place to buy tickets, etc.)
4. Where you would like the event to be publicized (Facebook, Twitter, and/or Union website)

If you would like tickets to be sold via the Union website, just email Rachel at [sadesign@st-andrews.ac.uk](mailto:sadesign@st-andrews.ac.uk) and she should sort that out for you.

The Design Team is a team of students who are able to assist you with designing any publicity you want to produce. For enquiries, please email [sadt@st-andrews.ac.uk](mailto:sadt@st-andrews.ac.uk).

### Catering, Alcohol, and Printing

- The Union has a catering department and bar staff – if you're interested in food and drink at your events, pop by the Reception Desk and they'll direct you where to go
- If you are planning on hosting an event outside the Union, the Union may provide a licensed bar for the event. Please contact the Bar Manager at least 6 weeks in advance.
- Printing can be done from the Reception Desk of the Union from Semester 2. Due to redevelopment there are no printers in the Union for Semester 1.

## **Redevelopment + Room Bookings**

You know about the nightmare that is redevelopment. Below is the phasing of work:

<b>Phase 1</b>	Front of the building: Retail shop and Coffee shop	Closed during Semester One. Re-open Spring 2014
<b>Phase 2</b>	Main Bar	Closed from 21st December, throughout the first semester. Reopens August 2014
<b>Phase 3a</b>	Top Floor Society space	Closed Semester One 2014
<b>Phase 3b</b>	Middle Corridor Office space	Closed Semester One 2014
<b>Phase 4</b>	Venue 1 being turned into performance space and nightclub	Closed Semester Two 2015
<b>Phase 5</b>	Landscaping - concluding outside work	Ends August 2015

As you can see, there isn't any society space in the Union for Semester 1. However, from Semester 2 all affiliated societies should have access to the use of the Union's venues and meeting room and the top floor should be bookable from the Reception desk in the Union (keep your fingers crossed!).

In the meantime, please see the Room Availability Booklet on the Resources page of the portal for a full list of spaces available to societies including venues from around town, the University, and Halls of Residence.

## **Random but Essential**

- The Union can't fund competitors. If the Union offers a service (i.e. printing), we can't grant money for a society to pay for that same service from a different company or organisation
- Membership must be open to all matriculated students
- All committee meetings should be minuted (particularly AGMs)
- Society money must be spent for all members of the society, not just the committee
- If you would like assets insured, you must inform the Cash Office. A decision will be made at the discretion of the Management Accountant based on capital assets at purchase price at or over £20
- The contact address of your society is the Students' Association. Society pigeon holes have been moved across from the Reception desk and all society mail may be picked up there.

## **Useful Contacts**

### Bar Manager – Sandy Mackenzie

Speak to Sandy if you wish to purchase alcohol, arrange for a bar for a venue, or for any other alcohol-related queries. He can be found on the middle floor of the Union, or at [ahm6@st-andrews.ac.uk](mailto:ahm6@st-andrews.ac.uk).

### Catering Team

If you would like food or catering at your event, please contact the catering team through the Reception Desk or at [union@st-andrews.ac.uk](mailto:union@st-andrews.ac.uk).

### Director of Events and Services – Leon O'Rourke

Leon is the Sabbatical Officer responsible for events. Contact Leon for Venue 1 enquires at [doserv@st-andrews.ac.uk](mailto:doserv@st-andrews.ac.uk).