

UMSU Societies Guide 2010-11

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WELCOME TO YOUR SOCIETIES GUIDE!

Whether this is your first time or if you have done it before, this guide has been written to make registration and the accessing of resources easier.

Running a society can be exhausting, but it's also a rewarding experience and a great opportunity to meet people.

If you have any doubts or questions about setting up or running a society, The Student Activities Officer and the staff in the Student Activities Centre are around to help. We're very friendly and want to make sure you get as much out of your society as you can!

How to set up a new society....

1. Round up a motley crew of like minded fellows and lasses and come up with an idea for a new society
2. Check a similar Society does not already exist by looking at the online list or asking the Activities Officer
3. Fill out the societies registration forms available online through the societies section of www.umsu.manchester.ac.uk or visit the Activities Officer.
4. Hand the forms in to the Activities Officer and soon you'll hear back with (hopefully) good news!

Who is the Societies Committee and What do they do?

The Societies Committee is made up of the Student Activities Officer, General Secretary, the Societies Secretary, along with two elected members from the Union Council and one member who is elected from among the societies' members.

The Societies Committee:

- Oversees and supports societies.
- Considers claims made by societies
- Recognises new societies

If you have any suggestions for the Committee you can email them at SocCommittee@umsu.manchester.ac.uk or ask the student activities officer when the next meeting is and come along.

***** New for 2010-11 ! *****

SOCIETIES TRAINING AND REWARDS SCHEME (S.T.A.R.S)

UMSU have developed a new system for recognising & rewarding societies. The new system links society activities and plans for development with their ability to get funding, as well as other privileges, including better access to resources or better Union promotion.

For 2010/11 UMSU will retain the 'pay-per-member' system but also combine it with a merit scheme for additional funding and other privileges. As well as collecting sign-ups from members, societies will be able to work towards *Silver* and *Gold* awards, which will advance their status and give them better access to Union funding and resources.

There will be 3 levels of merit: *Bronze*, *Silver* and *Gold*. To be an officially recognised society, (to receive union funds, book rooms, etc.) each society must achieve at least Bronze status.

n.b. All registered societies will automatically have (at least) Bronze status

*** UMSU BRONZE SOCIETY AWARD ***

Bronze Requirements:

- Completed Registration Forms
- Attendance at a Treasurer Training session (usually Society Treasurer)

Bronze Rewards:

- £2 per member (up to a maximum of 250 members)
- Booking: Up to 1 room in Biko Building (Main Campus) and 1 room in Barnes Wallis (North Campus) per week
- Free access to basic union equipment (e.g. projectors, craft materials etc.)
- Society pigeonhole (in the Student Activities Centre)
- Union web resources (e.g. email listserve)
- Use of Union publicity in general (noticeboards, poster-run, UMSU website, etc.)

**** UMSU SILVER SOCIETY AWARD ****

Silver Requirements:

- Attendance at at least 3 UMSU societies training sessions (by at least 1 committee member), which must include either the 'Society Development' session or the 'Running a Campaign' session.
(n.b. A committee member may not register as representing more than one society at any training session, with the exception of Treasurer Training.)
- At least one committee member to attend at least one UMSU General Meeting.

- A 300-500 word report to be submitted after having attended either the 'Society Development' session or the 'Running a Campaign' session.

Silver Rewards:

- An additional £1 per member (up to a maximum of 250 members)
- Limited access to special funding (further details from Societies Committee)
- Silver Society status marked on website and other union publications
- A certificate of UMSU Silver Society award for your society (on request)

***** UMSU GOLD SOCIETY AWARD *****

Gold Requirements:

On attaining their Silver Award, societies will receive a Gold Award Nomination Form. After submitting the form, societies will attend a Societies Committee meeting, at which they will present evidence that their activities merit a Gold Award. There are no set criteria as we recognise that all societies are different. However, suggestions include:

- A sound society development plan
- Evidence of involving lots of people and/or collaborating with other societies
- Representation at several UMSU General Meetings
- Attendance at lots of societies training sessions
- A good Web presence and other effective Communication/Publicity.
-

Gold Rewards:

- 1 extra room p/week in Biko Building (Main Campus) **and** Barnes Wallis (North Campus)
- Enhanced access to special funding.
- Gold Society status marked on website and other union publications
- A certificate of UMSU Gold Society award for each of your regular committee members (on request).
- A prominent position in the Welcome Week Student Fair at the start of the next academic year
- Use of Union to order subsidised society hoodies
- Society Chair can be on recorded keylist for societies storage room.

This is a new scheme and still in a test phase, so please remember to give us your feedback and suggest other trainings, rewards, etc. that you think the union can offer for societies.

Contact Miles at activities@umsu.manchester.ac.uk

FUNDING FROM THE UNION

Once your Society has been fully recognised by the Societies Committee you will be allocated a budget. This is based on the number of UMSU student members in your society, taken from the form (J5) you filled in when you registered.

[We recommend that you photocopy all of your membership signup forms and keep a copy for your society before handing them in to us]

HOW MUCH DO WE GET?

You receive £2 per student member.

You can submit extra members throughout the year and your budget will be increased accordingly, **up to a maximum of 250 members.**

If your society achieves Silver status (including Gold societies), your budget is automatically increased to £3 per student member, (up to a maximum of 250 members).

HOW DOES IT WORK?

Your budget allocation is not a lump sum paid into your bank account!

It is a maximum amount that you can claim against. The money is only put in your account after the Societies Committee agrees your claim.

i.e. you must spend the money first and then claim it back.

BANK ACCOUNTS:

All societies must hold a bank account with the Union's bankers – the Cooperative Bank. No other bank accounts may be held.

New Societies:

If you are setting up a new society, you must complete a Business Account Application to set up your bank account.

- Forms are available from the Student Activities Centre.
- Return completed forms to the Student Activities Centre.
- Applications take about 2 weeks to process, then a chequebook & paying in book will be sent to the Student Activities Centre for you to collect.

Previously registered Societies:

If you have previously had a Society Bank Account, you must complete a Change of Business Account Signatories Mandate when you elect a new Chair and Treasurer.

- Forms are available from the Student Activities Centre.
 - Return completed forms to the Student Activities Centre.
 - Changes take approximately 2 weeks to take effect.
 -
- Please see separate 'How to fill out your bank forms' notes about which sections on the forms to complete -**

DEPOSITING CASH/CHEQUES:

THERE IS NO NEED TO VISIT THE CO-OPERATIVE BANK IN PERSON!

Cash & cheques can be deposited at the Finance Office (Ground Floor, Steve Biko Building) between 10am-4pm, Monday-Friday.

- Collect banking envelope(s) from the Student Activities Centre.
- Fill out your paying-in slip and place it in the clear window on the envelope. (if not sure how to fill out slip please ask in Student Activities or Finance).
- Cash and cheques should be deposited in separate envelopes. (make sure each envelope has a paying in slip).
- If you have lots of change, please ask Finance for cash bags and sort it (they can also change coins for notes).

Deposited cheques can take up to 10 working days to clear - make sure sufficient funds are available to cover any outgoings.

MAKING A CLAIM:

*To claim against your Society budget, you must spend the money first. **Always get a receipt!!!***

IMPORTANT: KEEP ALL RECEIPTS OR YOU CAN'T CLAIM YOUR MONEY BACK!

1. Complete a Claims Form (C1) – remember to attach receipts and provide a brief description of purchase(s) – eg paint for banner making.
2. If claiming for publicity please submit a copy of the publicity material.
3. Return the form (with receipts attached) to the Student Activities Centre for discussion at the next Societies Committee meeting.
4. If approved, money will be transferred from your budget into your Society bank account. You will be informed of this via email / a memo in your pigeonhole.
5. Write yourself a cheque (using the Society Cheque Book) to pay yourself back.

Please note :

- You cannot claim any money from the previous year's budget allocation.
- You may not claim for food & drink.
- You may not claim for any photocopying/printing done outside the Union/U-Print.
- Societies must investigate appropriate UMSU venues for events. Funding will only be approved for external venue hire as a last resort.
- Your budget should be used to '**subsidise**' Society activities – e.g. a proportion of the entrance fees/travel costs for a day trip.
- If you have bought equipment please update your Inventory.
- If you are spending over £100 on one item please contact the Activities Officer for further advice (activities@umsu.manchester.ac.uk)

SPECIAL FUNDING:

Additional money is available from the Union for specific society activities/projects throughout the year. These projects should aim to benefit as many society members as possible.

Special Funding requests can be submitted at any time, and there is no limit to the amount you can request (£250 is a realistic guideline). **Only Societies that have gained Silver or Gold Awards may apply for Special Funding.**

Special Funding is claimed in the same way as normal society funds, but **you must first submit an application for Special Funding and gain approval from the Societies Committee.**

Making a Special Funding Request:

1. Complete a Special Funding Application Form (C2).
2. Attach as much supporting information as you think necessary – e.g. details of the event, quotes you may have received for goods/services etc.
3. Return the form to the Student Activities Centre for discussion at the next Societies Committee Meeting.
4. You will be informed of the committee's decision via email/ a memo in your pigeonhole.
5. If approved, the funds will be allocated to your budget – but the money is not automatically deposited in your Society Bank Account. You must spend your own money first and then claim the funding.
6. Complete a Special Funding Claims Form (C3) to claim your money.
7. Write yourself a cheque (using Society Cheque Book) to pay yourself back.

Please note :

- **Make sure Special Funding is approved before spending any money.**
- Apply for Special Funding well in advance of your event.
- Do not assume that if you received Special Funding for an event last year you will receive it again this year.



There is a **deadline** for all Society Claims (usually mid May). You will be informed of this via memo/email. Please make sure you submit all claims well in advance of this deadline to avoid missing out.

Important: If your society is planning to do any charitable fundraising, it is important for legal reasons that you first contact Manchester RAG (info@manchesterrag.com).

END-OF-YEAR FINANCE:

At the end of the year :

1. If you are not returning or continuing as Chair/Treasurer, you will need to complete a Change of Signatories form. Both outgoing and incoming Chair and Treasurer need to complete this.

2. The Income and Expenditure Form (A2) must be completed by the Treasurer, countersigned by the Chair, and submitted to the Activities Centre

Forms are available from the Student Activities Centre. Societies that fail to submit accounts will not be recognised next year.

Essential Budgeting Tips:

- Keep a record of all income and expenditure (sample sheet supplied).
- You must declare to the union any external funding you receive, or membership fees you are charging. (This will not affect your union budget.)
- Keep copies of all claims forms and receipts.
- Keep all bank statements together in a file – remember to hand over all records to the new Treasurer after AGM/elections.
- Be organised! Keep all your receipts in one place, and make claims as soon as possible.
- Make sure outgoing Chair and Treasurer sign Change of Signatories form before they disappear (particularly important for final year students)
- If you do get into difficulties, contact the Student Activities Officer as soon as possible (activities@umsu.manchester.ac.uk)

For further information and support, please speak to the staff in the Student Activities Centre!

SERVICES AND SUPPORT

i.e. Stuff you can use!!!

The union has loads of resources and services available to help your activities and events run smoothly. The majority of these are free and can be booked at General Office weekdays 10am-3pm.

Equipment and Room Bookings can only be made by Society Cardholders (usually society chairs and treasurers)

Room booking

Rooms are available in both Union Buildings, the Burlington Rooms, the Chaplaincy and the University. You can book one room per week. They need to be booked at General Office weekdays 10am-3pm.

Full details are listed at the back of this guide.

Equipment

The equipment below is available for your use. Again everything needs to be booked out at General Office.

Presentations	Campaigns	Events
Flipcharts	Megaphones	Projectors/sound/DVD players
Whiteboards		Microphones
Overhead Projectors		Tea & Coffee trolley

Equipment is collected from Reception in exchange for your Swipecard.

Minibus

At just £25 per 24hrs including the cost of petrol the union minibus is the perfect way to get to your societies event. The minibus needs to be booked at General Office and paid for up front.

Your driver will need: Counterpart to their licence (the paper bit), to be over 21, have a full drivers licence, with 2 years experience and finally to take a brief assessment with Union staff. Ask about this at the General Office

Faxes

Can be sent from General Office. Prices start from 90p per A4 sheet.

'Snail' mail

All incoming society mail is sorted daily and placed in societies' pigeonholes in the Activities Centre. **Please check your pigeonhole regularly!**

Email and Web-space

To get your Society pages hosted on the union server, Cardholders must complete a request form in the Student Activities Centre.

We also recommend www.groupspaces.com as a handy online tool for your society's internet communications. It integrates society email lists, web-space, surveys, files access, and event management through facebook etc. all into one easy-to-use online place. Groupspaces was designed by student societies for student societies, and it will save you lots of administration time whilst allowing you to spice up your emails and web presence, even if you're not great with computers.

Photocopying

Copying services are provided by General Office. Costs start from 3p per sheet.

Lockers

The union has some lockers for you to store your stuff in. ask about them at General Office.

Lockers are issued for 4-weeks, but bookings may be extended depending on availability. Please check with General Office towards the end of your 4-weeks.

At the end of term, please empty your locker and return the key to General Office. Failure to return the key by the stated date will result in a charge of £5.00 to the society and the locker being emptied for any waiting society. The lockers remain the property of the Union at all times.

Societies Store

There's a Society Store cupboard in the basement of the students union, which has a lot of random items societies are welcome to make use of. Copies of the inventory are available from the Student Activities Centre.

The Societies Store holds resources such as banners, paints, craft-materials, overhead projectors, decorations, pillows, bedsheets, fancy dress, and much much more.

For access to the societies store please ask the Student Activities Officer

PUTTING ON EVENTS & PUBLICITY

Putting on events is the most exciting part of being involved in a society. The rewards are great but they're also a lot of work if you want them to come off. Below we've put together a bit of advice that will hopefully see you through!

If people are going to turn up to your events, whether it's a club night, fashion show or play, you need to make sure they know about it! The earlier you start organising and promoting the better! Make sure your publicity is targeted at the right audience.

Posters

Make sure your posters are eye catching and are put up in places your target audience is likely to see them. Where to put them:

...In the Union

Societies can put up a maximum of 8 A4 or 4 A3 posters in the Steve Biko and Barnes Wallis Buildings. Posters must be submitted at General Office where they will be approved, signed by the Student Activities Officer and stamped. You may then return to pick up your posters.

...Societies Notice Boards

There are societies notice boards at the top of the union. Posters here do not require a stamp!

...In the University

There are student notice boards in the majority of the university buildings. Don't forget to take some pins and blue tac when on a poster run.

...Where else?

Try local takeaways, shops or friends windows (halls are good for this). Always ask permission!

General rules on posters :

1. All notices in foreign languages must be accompanied by a translation.
2. Any discriminatory, racist or offensive posters will result in a society facing the Societies Committee and in extreme cases the Disciplinary Committee.
3. The union has an Environmental Policy, so try to use recycled paper.

Union communications

Our student paper, Student Direct, is produced weekly, and on the union page there is a column to promote societies activities. The union also sends out a weekly email that can include promotion of your event.

Simply email the Communications Officer (communications@umsu.manchester.ac.uk) with the details of your event at least two weeks in advance to be included.

Union Poster Run: The Union runs a poster-run service, often weekly during term time, where we will put up your posters all around the university for you... Magic! (*Email the Communications officer to find out when, and have your posters ready!*)

Foyer Publicity

The screens in the Union foyer and the bar are useful for grabbing the attention of students coming into the building. Your publicity can be processed in word documents and posters/graphics in either JPEG or BITMAP.

The stall in the Union Foyer is great for catching students coming into the building. Use the glass wall for posters, the stall as an information point and the remaining space for flyering. To book the Foyer stall, complete a form at General Office.

UMSU Website

On the front page of the Students Union website (www.umsu.manchester.ac.uk) there is an online events calendar. Check underneath the 'upcoming events' section to add your own society's event to it. Don't forget to email your society members too!

Student direct

Student Direct is really keen this year to support student-led events and activities. So if you're doing anything exciting- whether it's a play, a debate, a concert, a fundraiser or a demo- please let us know.

If you want a preview you need to start thinking two weeks ahead of time. The newspaper comes out every Monday during term time. For news coverage and reviews, as long as you let us know in reasonable time (allow a week if possible) Top tips for getting good coverage (i.e. things that make our life easier!) include sending us a concise press release (sounds scary but it's basically the dates, times, people involved, reasoning behind the event where relevant and the key points of interest)

Flyering...

If you wish to flyer for your event on council property ie. off campus you must first obtain a flyering permit from general off. To receive this you will need to provide an example of the flyer.

FLYERING WARNING

Manchester City Council is rigidly enforcing its stance on illegal flyposting and leaflet flyering. The Union has agreed to sign and abide by the Council's '*Flyers - Code of Conduct*'.

To assist in our adherence to this Code, societies are requested that they do not 'flypost' to advertise any of their activities or events.

The Union will not take responsibility for any non-compliance with respect to the above and will provide details of the Society Chair to Manchester City Council if they request it for purposes of investigation or prosecution. The current fine for each offence is £2500. Any society found fly-postering will face disciplinary action from the Societies Committee, and the Society will be held financially responsible for any fines incurred.

VISITING SPEAKERS

Inviting a guest speaker to talk about a campaign or run a debate on issues relevant to your society can make great events.

All Societies must complete a Visiting Speakers form (available from General office) **2 WEEKS IN ADVANCE OF THE EVENT!**

- Failure to submit this form will result in any speakers not being allowed to speak and disciplinary action could be taken.

The University has a Code of Practice on Freedom of Speech that applies to society meetings. Societies are asked to bear in mind the conditions in the Code of Practice and Union policy - further details of which are available in the Visiting Speakers leaflet available from The Student Activities Centre. Need to check this ?

DUTY OF CARE

Your society is responsible for the welfare of everyone attending your events. It is important to be aware of the health and safety implications of your activities. You need to think about any risks associated with your event or activity well in advance.

All societies must complete a Societies Activities Risk Assessment Form as part of registering, and additional Risk Assessments are recommended for large events.

If you are paying for a Qualified Instructor at your event you must ensure they are fully competent and a copies of their qualification and public liability insurance certificate must be submitted to the Student Activities Office.

For more details collect a Duty of Care leaflet from the Student Activities Centre, or speak to staff.

SOCIETY SAFETY, RULES & REGULATIONS

The society committee wants there to be as little bureaucracy and rules as possible, but nonetheless there has to be some to ensure that societies can operate fairly and safely.

- Societies with aims and objectives considered to be similar to existing societies will not be recognised by Societies Committee.
- **The aims and objectives of societies must not conflict with the Union's Constitution (or the laws of the United Kingdom!).**
- Societies that exist primarily for the purpose of generating commercial income will not be recognised by Societies Committee.
- **All societies must bank with the Union's bankers. Societies must not run up an overdraft. Bank mandate signatories are responsible for any debts.**
- Societies must inform the Student Activities Officer of any change in Committee membership. You will also be required to update your society constitution form (A2) in the Activities Centre. All Committee members must be ordinary members of the Union.
- **All property bought by societies remains the property of the Union, and not of individual members of the society. An inventory of societies equipment will be kept in the Student Activities Centre. This allows the opportunity for societies to borrow equipment from other societies.**
- If your society is seeking external funding to supplement your society budget, you **MUST** inform the Student Activities Officer. This is unlikely to affect your budget allocation. The Union may be able to give you support and advice on how to go about it.
- **At no time should societies efforts to generate income compromise or compete with services provided by the Union.**
- Anyone (students or Union staff) dealing with society representatives **MUST NOT** be verbally or physically abused.

Societies Committee may impose any or all of the following penalties if they believe that any of the rules or regulations governing societies have been broken, or that societies' actions have brought the Union into disrepute:-

- current budget allocation may be reduced or removed
- future budget entitlement may be reduced or removed
- official society status may be revoked

In addition, very serious cases may be referred to the Union's Disciplinary Committee.

VENUES GUIDE

Students Union: Biko Building on Oxford Road (Main Campus)

Term-time availability:

- Monday to Saturday 9am – 10.30pm
- Sunday 3pm – 10.30pm

Room	Capacity	Location
Meeting Room 1	75 people	2 nd Floor
Meeting Room 2	20 people	2 nd Floor
Meeting Room 3	20 people	2 nd Floor
Meeting Room 4	75 people	Basement
Council Chamber	200 people	2 nd Floor
Club Academy	450 people	Basement

Other Biko Building venues:

- **Committee meeting?** The Union also offers the Societies Lounge during the daytime, which is the back part of Club Academy in the Biko Building basement. It's free, quiet, and you don't even need to book it! Perfect for your society committee meetings!
- **Big event?** Why not see if you can book Academy 2 or Bikos Café (subject to availability). Ask at General Office to make special room requests.

Students Union: Barnes Wallis Building (North Campus)

Term-time availability :

- Monday to Friday 10am – 10.30pm

Room	Capacity	Location
Council Chamber	30 people	2 nd Floor
Small Meeting Room	10 people	2 nd Floor
Conference Room	30 people	Ground Floor
Club Underground*	250 people (theatre style)	Basement

The Chaplaincy (St. Peter's House)

on Oxford Road near the Precinct Centre.

The Students Union is affiliated to St Peter's Chaplaincy, so that UMSU societies can get cheaper room bookings than the ordinary public:

Room	Capacity	Fee Weekdays	Fee Evenings & Weekends
Church/Auditorium	300 people	£25/hour	£30/hour
Common Room	80 people	£20/hour	£25/hour
Oxford Room	40 people	£15/hour	£20/hour
Sangam Room	30 people	£15/hour	£20/hour
The Walkway Chapel	25 people	£10/hour	£15/hour
The Vestry	12 people	£10/hour	£15/hour

Booking the chaplaincy...

1. First check availability with The Chaplaincy (Tel : 0161 275 2894).
2. Visit *General Office* to collect a form to confirm your Society status.
3. Take this form to The Chaplaincy to complete your booking.

The Burlington Building

Next to the John Rylands University Library

Room	Location
Bar	Ground floor
Meeting room 1	1 st Floor
Meeting room 2	1 st Floor

Booking the Burlington Rooms

1. Check availability at The Burlington Rooms.
2. Complete a booking form at *General Office*.

ESSENTIAL CONTACTS

Activities Officer

E-mail: Activities@umsu.manchester.ac.uk

Tel: 0161 275 2941

Mob: 07787422639

(Or pop up to the Student Activities Centre and have a chat)

General Office

E-mail: srowe@umsu.manchester.ac.uk

Tel: 0161 275 2937

Communications Officer

E-mail: communications@umsu.manchester.ac.uk

Tel: 0161 257 2938

Mob: 07787422429

Student Direct newspaper

E-mail: editor@umsu.manchester.ac.uk

Tel: 0161 257 2943

All the contact details for different section editors can be found online (www.student-direct.co.uk) or in the inside front cover of the newspaper.