

The
**CLUBS &
SOCIETIES
GUIDE**
2018-19

Hey there

Congratulations on being elected as a committee member for your Club/Society!

As a committee member you'll be playing a big part in the organisation of your club/soc. This is an amazing opportunity to make an impact on the lives of your fellow students at AUB! By organising social activities, trips and opportunities, you'll help others to get involved in some great stuff, meet new people and have a great experience at uni.



This handbook is here to guide you through your time as a committee member and should have most of the info you'll need to make the most of your role. For anything else, AUBSU staff are on hand to help! Feel free to get in touch with us by popping into the office or emailing. You'll find our contact details at the end of this guide.

Don't feel like you have to sit down and read this cover to cover (unless you want to - that's cool too). Rather, dip in and out when you need to or use this guide as a reference point.

We hope you find it useful during your time as a committee member!

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So what exactly is a Students' Union?

A Students' Union is a membership organization found in colleges and universities formed of and run by students. Students' Unions are democratic, meaning their leaders are elected by the members. You are automatically a member of your Students' Union once you enrol at university.

Though linked to the University, Students' Unions are run as entirely separate entities, this is to ensure they are unbiased and objective. Students' Unions are often registered charities as they are run as non-profit organisations.

That's all well and good... but what do they actually do?

Good question. Students' Unions:

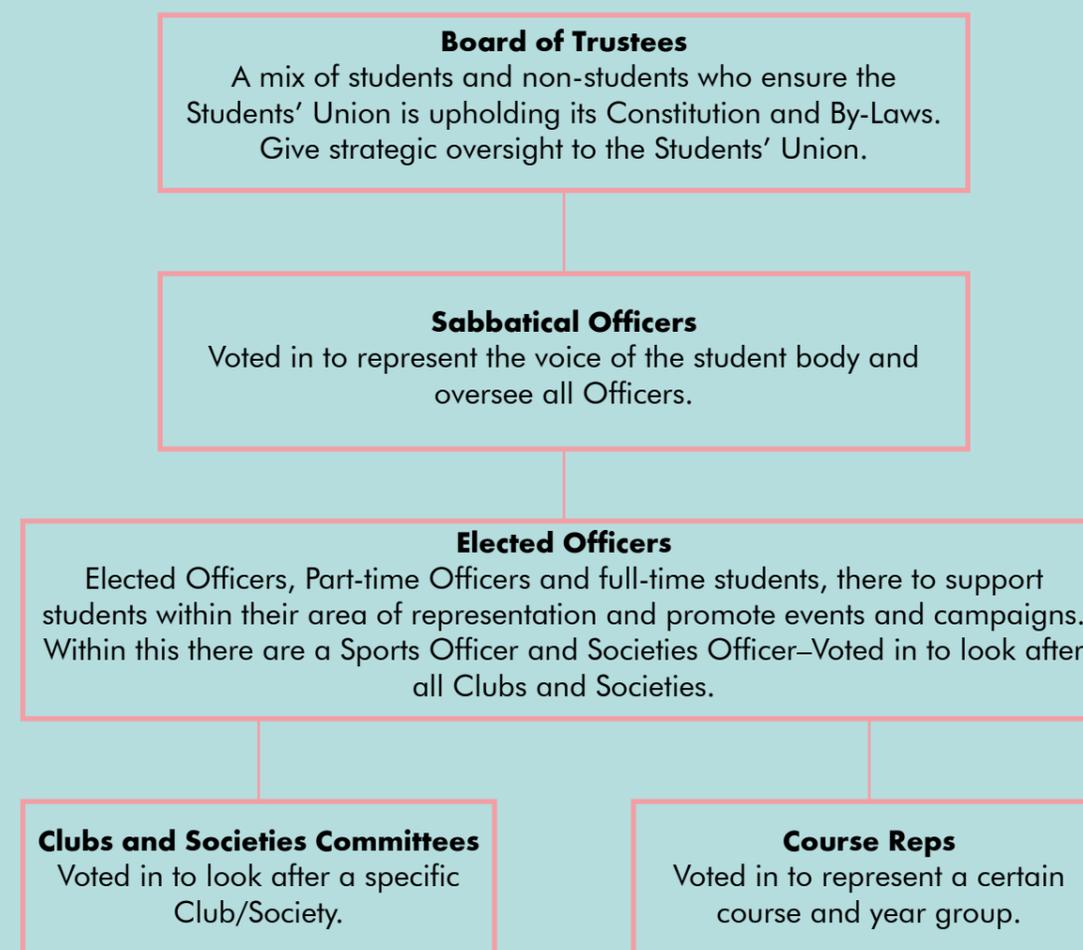
- Represent the interest of students within the institution, locally and nationally
- Ensure that students are aware of their own rights
- Support students in participating in the opportunities offered by the University
- Provide development opportunities for students including: social events, clubs and societies, training and extra-curricular opportunities.
- Ensure that representatives are elected fairly and democratically.



Structure of the Students' Union

The SU has a special structure to ensure everything it does is democratic, legal and in line with its strategic aims. The diagram below shows the structure of AUBSU showing who is responsible for each strategic area. There are also staff members within AUBSU who support the day-to-day running of the SU and help to carry out all the plans that the elected officers want to implement.

You'll probably have the most contact with our Activities and Communities Coordinator, Nuala. (Hey, that's me.)



How do I come into this?

Each Club/Society have an elected committee made up of at least 3 members. If you're reading this, then you're either proof-reading this guide for me or are on a club/society committee.

Unless you formed a new club/society yourself then you would have been elected into post by the members in your club/soc. Congratulations! Hopefully you already have an idea of your role, but here's a short outline of the roles & responsibilities of the committee:

Captain/President:

- Oversee all areas of running and coordinating of the Club/Soc
- Head all meeting of the Club/Soc
- Act as a representative of the Club/Soc to all external bodies
- Be a signatory for the Club/Soc budget
- Attend all SU training
- Help, advise and support all members of the Club Soc

Secretary:

- Arrange all meetings of the Club/Soc and keep minutes of these meetings
- Be responsible for the general administration of the Club/Soc
- Keep Club/Soc social media up to date
- Maintain up-to-date records of the Club/Soc membership including contact details for all members

Treasurer:

- Oversee the Club/Soc budget
- Be a signatory of the Club/Soc budget
- Collect all memberships and deposit to SU
- Oversee Club/Soc expenditure
- Keep Club/Soc committee and members informed of the financial status

Do we have to stick to that then?

Nope, there's a degree of flexibility to roles so don't feel like you can only do the tasks we've suggested. The main thing is that you're pulling your weight and contributing.

And remember, 3 is the minimum number of committee members but lots of clubs and societies work better with additional committee members – the more active committee members you have, the more you can do!

Other committee roles you might want to create:

Equipment Coordinator

Fundraising Officer

Marketing Officer/Hype Officer

Design Officer

Social Secretary

Events Officer

Communications Officer

Club/Soc Specific Officers: Trips Coordinator for Climbing Club, Production Officer for Podcast Society etc.

Hey, you should come to this thing. Sounds like it's going to be pretty chill.

Make sure AUBSU always has an updated list of your committee members and you're all members of our Committee FB group!

LEVEL UP

Level Up

Have you heard everyone saying that there's so much more to uni than your course? Well, they're right. And here at AUBSU, we want you to make the most out of your time at AUB by getting involved in as much as you can while you're here. That's why we've come up with Level Up.

Through the subtle use of gaming metaphors, we'll show you that there's loads of benefits to trying new stuff and getting involved in student-led activities.

Here's just a few of the skills you'll gain in your committee role:



Leadership and management skills



Goal-setting and organisational skills



Overseeing budgets and financial expenditure on behalf of a group



Speaking publically and with confidence, and general communication skills



Learning how to risk assess and about other necessary operations



Working in a team to deliver results

The Level Up Module

Sometimes you might not realise all the amazing skills you're developing when you're simply enjoying whatever you're doing. We want you to sit up and take note of everything you've accomplished and shout about it too.

We've created a Level Up module on our website so that you can keep track of the time you spend on activities and volunteering, make a note of the skills you've picked up and export all this info into your own skills record that you can refer back to when cv-writing or reflecting on your time at uni. Pretty nifty, right?

Get Started: www.aubsu.co.uk/levelup

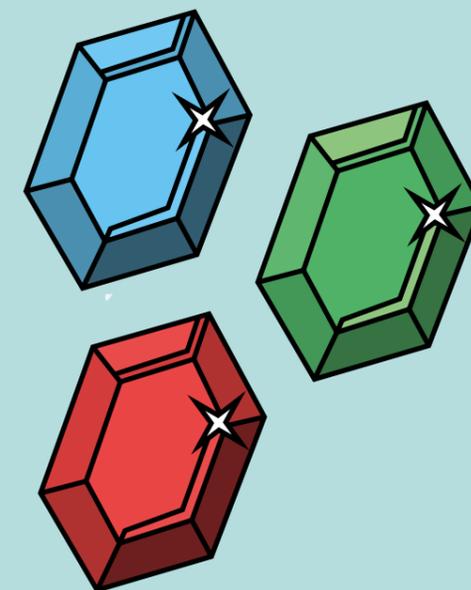
Awards

For all AUBSU related activities, including Club & Society committees roles, we'll recognise all the stuff that you do through our Sapphire, Emerald and Ruby awards.

Sapphire: Just be an active committee member

Emerald: Collaborate with another society
Help to organise at least one successful large event, campaign, competition (or similar)

Ruby: We want to see you going above and beyond in your role!



Just log your hours in the Level Up module throughout the year and keep touching base with AUBSU about what you're up to to make sure you get your award at the end of the year.



AUBSU's End of Year Thank Yous

At the end of the year, we have a jolly old knees-up to celebrate all the amazing student-led stuff you guys have done. We also use this as an excuse to hand out some special awards to recognise Clubs & Soc who have gone above and beyond that we think deserve a shout-out.

Society of the Year | Sports Club of the Year | Most Active Society | Best New Society

AUBSU THANK YOUS

What makes us a legit Club/Society?

Because the SU is a democratic organisation, clubs & societies have to be too. That means that there are a few essential things that you'll have to do to be an official club/soc.

1) Sign your Constitution:

A constitution is a set of fundamental principles that make up what your club/soc is. The constitution covers:

- **Memberships** (who can have one, costs and minimum membership)
- **Committee** (who & what makes up a committee and the responsibilities of the committee)
- **Voting & Elections** (how committee members are elected fairly, the democratic nature of a club/soc and processes for vacant positions)
- **AGMS, EGMS and Meetings** (how to call official club/soc meetings, the purpose of AGMs and EGMs, minimum attendance required from members)
- **Finances & Resources** (how finances are managed, rules and regulations around finances, equipment and resources)

2) Sign your Code of Conduct

The Code of Conduct covers what is expected of you, including: your relationship with AUBSU, your relationship with your members, memberships, activities & events, equipment and unacceptable behaviour.

3) Have a minimum of 5 paid members (even if your club/soc is free to join!)

These 5 members cannot be part of your Club or Soc committee.

4) Be active!



Memberships: Your Club/Soc democratically agree on the price of memberships, usually at your AGM. Price must be reasonable & allow for your predicted expenses.

Memberships can be bought online through your society pages on AUBSU's website. They can also be bought directly from AUBSU at Freshers' Fair. We don't encourage cash purchasing, as members now have to consent to our data privacy policy when buying memberships. Associate members (BU students, staff etc.) can purchase memberships online by creating a guest account.

General Meetings (AGMs & EGMs)

AGM = Annual General Meeting

Clubs & Socs need to hold an AGM before the end of the year to review the past year and elect a new committee. You will get AGM training in March so you're fully clued up but here are a few of the things you'll use your AGM for:



Giving reports



Voting on a new committee



Planning for next year



Reviewing your constitution

EGM = Extraordinary General Meeting

An EGM is a meeting of an organisation's members that occurs at an irregular time. So for you, an EGM will be any official decision-making meeting that isn't your AGM.

You might call an EGM for:

- Electing a new committee member when a position is vacant
- Your members request a meeting as they have an issue they wish to discuss
- You want to make a big decision for the club/soc that requires members of the soc/club to be present or to take part in a vote

If you do have to call an EGM, it would be best to let AUBSU know, as we can help advise you and ensure that everything goes through the correct procedures.

We can also help with mediation so if you are having any issues within your club/soc let us know and we can set up meetings, advise you and work with all your members to ensure the best outcome for your club/soc.

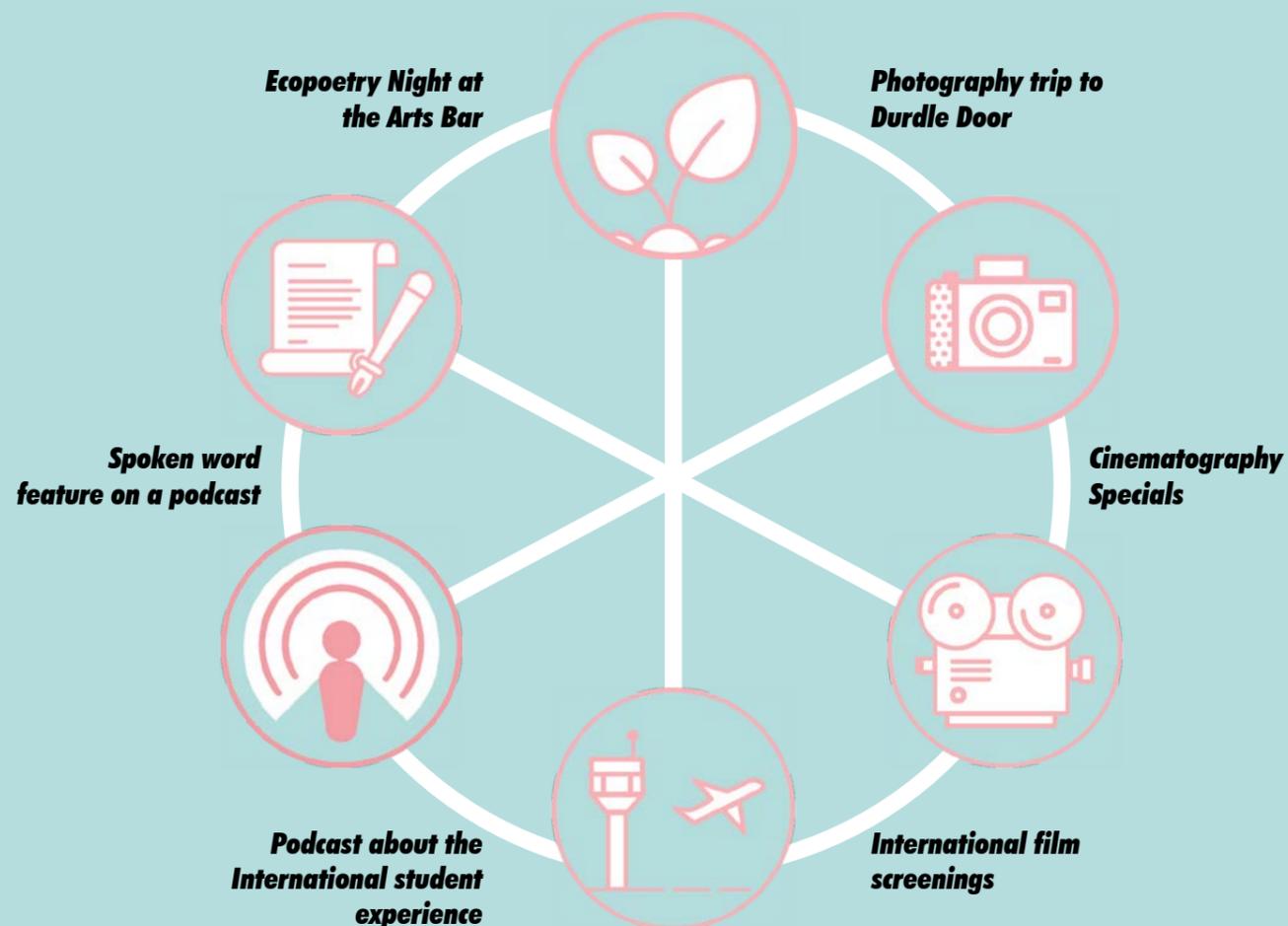
How do we do stuff?

Clubs & Socs do loads of stuff, from weekly meet-ups to film screenings, event nights to trips around the UK. Largely, it's up to you guys to organise what you want to do and to make it happen.

Here's some how-to info for things that you're likely to want to do - for everything else, just pop into AUBSU office and we'll have a chat about your ideas.

Collaborations

AUBSU has loads of clubs & societies so why not work together and hold joint events now and again? An open mic night with Writing Soc and Music Soc for example, or a podcast talking about life as an International student. We've found that our clubs & socs are generally up for new ideas and things to do so approach each other and share ideas.



Room & Venue Bookings

Room Bookings:

All room bookings for Club/Socs must go through the SU. The University Room Booking Department will not accept direct requests from students, even for one-off room bookings. Our Activities and Communities Coordinator will ask you for your room booking requests and pass these onto the University.

Unfortunately, we cannot guarantee your requests, as priority goes to lectures, but we'll do our best to accommodate you or find alternative rooms. This also means that we have to wait a while for all academic room bookings to be confirmed before we are notified of Club/Soc bookings but we will tell you as soon as we know!

If your room booking request is a one-off, please try to give us as much notice as possible - at least a week in advance.

Arts Bar/Canteen:

For some other get-togethers you may find that the Arts Bar or the canteen suits you better. These spaces can also be booked out through the SU. Remember that these areas can't be booked exclusively and will always remain open to other students.

AUB Courtyard:

To book a courtyard slot (12-2pm) just email or pop into AUBSU. Slots do tend to get booked up so the earlier you book the better.

Off Campus Activities

You'll need to give the SU at least 2 weeks' notice so that all paperwork and risk assessments can be sorted (1 months notice for International trips). Please do ensure that you do let AUBSU know about off-campus trips to make sure you're covered by insurance and in case of emergency!

The following [documents](#) must be completed and returned a minimum of 1 week prior to departure of your trip:

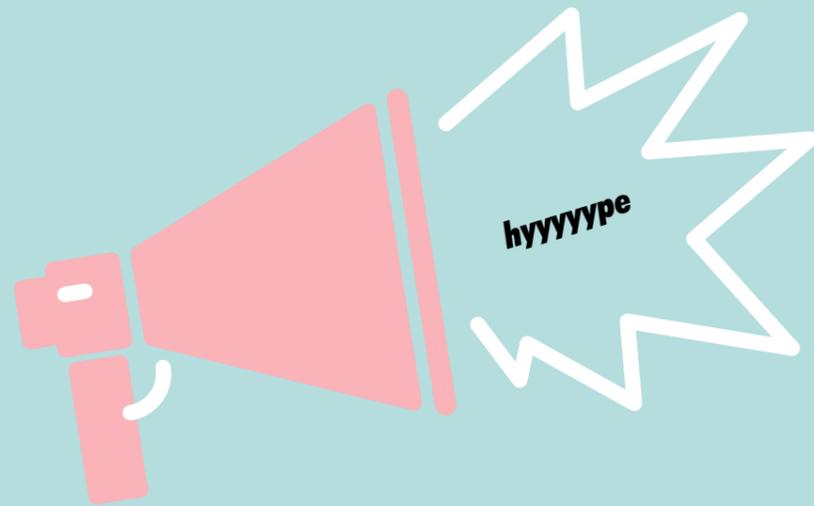
- Risk Assessments
- Contact & Emergency Contact List
- Itinerary

RESERVED

Creating HYPE

We can't stress enough how important promotion is. Too many times a great club/society event has been let down by last-minute promotion. Therefore, when promoting anything, whether you're developing your club/soc in general or planning an event, make sure you are thinking about promotion – lead time, channels, time to create resources etc.

AUBSU will be promoting our Clubs & Socs generally throughout the year but if there is a key event you want promoted then please let us know about it in plenty of time!



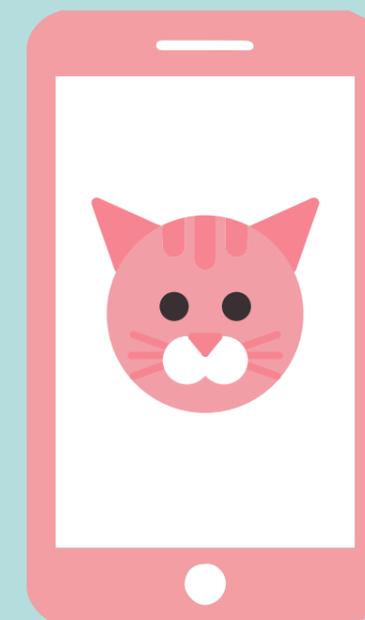
Here's how to promote your Club/Soc:

- Keep your webpage updated on aubsu.co.uk/activities
- Design some posters & flyers that can be used in print and online
- Keep your Facebook group updated with new posts – potential new members will be put off if a society doesn't look active
- If you want portrait A3 posters put up around uni then drop them into AUBSU 2-4 weeks before your event (max 10 posters)
- If you want to book a courtyard slot then let AUBSU know as soon as possible. Slots tend to get booked up fast so get something in our diary!
- When doing promotion on the courtyard, make sure it's interactive! Just handing out flyers won't cut it anymore. Do something to get people engaged.

Top Tips for Promo

Our savvy marketing and event staff have given us some top tips to share with you so you can get the most out of your promotion efforts:

- Posts with photos and gifs perform the best, as do videos
- Facebook and Twitter algorithms are more geared towards landscape oriented photos/images, and they will generally present much nicer in landscape mode than portrait
- Make sure that in each of your posts you include either a call to action, or a link for people to click on to find out more information. E.g "Get your hands on tickets for our film screening here: aubsu.co.uk/filmtickets"
- As a general rule of thumb, we have found that most students are online during the following times: Mon-Fri – 2-8pm, Saturday – 12-6pm, Sunday – 5-11pm
- Try organising a bigger, one-off event to get people hooked – once they come along, they're more likely to come again.
- Meet regularly – people will lose interest if you drop off the grid
- Don't underestimate word of mouth!
- Give interested members roles and responsibilities to keep them invested in your club/soc



***If in doubt, animal GIFs
always go down well.***

The Fun Stuff (...This is actually very important so read this!)

AUBSU has public liability insurance that covers all Clubs & Societies. The insurance is subject to certain requirements and it is necessary for all Clubs & Societies to adhere to them in order to be covered. Any activity/event you organise is bound by your constitution, AUBSU, and, by law, the Health and Safety at Work Act 1974.

Committees have a Duty of Care towards members and everyone who may be affected by their activities and events. You must take reasonable steps to prevent foreseeable harm.

A Safety Framework:

- At least one member of the Club/Society should undertake online training on risk assessments.
- 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 should be a register in AUBSU of all members out on trips. Details should include contact number in case of emergencies.
- Each Club/Society should have access to accident report forms and should know what to do with them.
- Everyone has a responsibility for safety.
- There should always be a first-aider present for activities, trips and events.



Fire = bad.

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 recognizing hazards and analysing what risks they pose to individuals. We offer online risk assessment training. You can get risk assessment forms and further advice on how to complete them from the AUBSU Office.

It is your duty to prevent foreseeable harm.

Data (and this - it's the law!)

All Students' Unions have to comply with the General Data Protection Regulations (GDPR) 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.

The 7 Principles of Data are:

- Lawfulness, fairness and transparency
- Purpose limitation
- Data minimisation
- Accuracy
- Storage limitation
- Integrity and confidentiality
- Accountability principle



How does this affect your Club/Society?

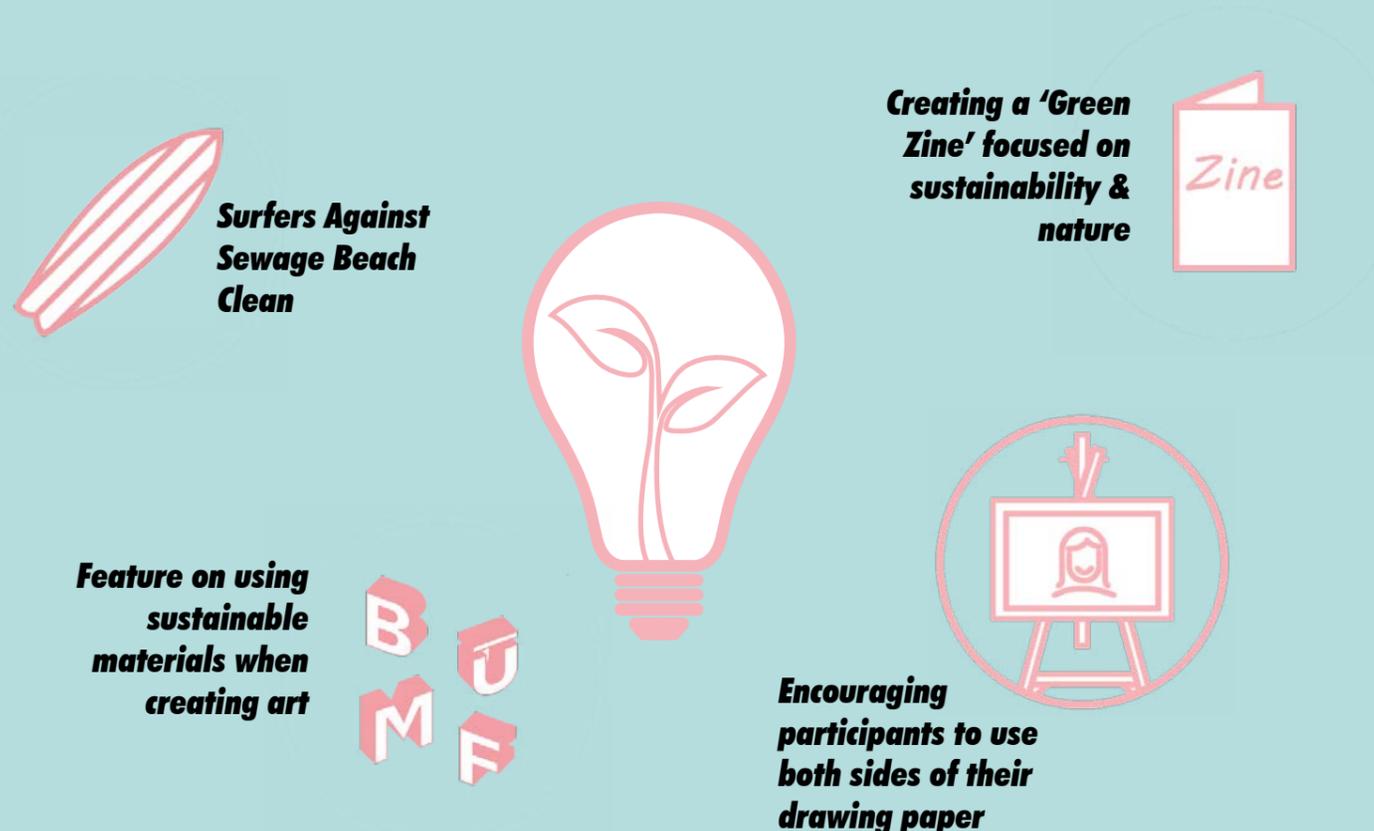
- You must know what information you have on your members and be aware of the confidentiality of it.
- Only committee members should have access to members' data. Never give out names, addresses, telephone or email to anyone without the member's consent (even to other members of your society).
- Keep all information stored safely and securely, limit the amount of people who have access to it.
- Limit the amount of information you have on any member to that necessary for the purposes of the Club/Society.
- You must only use the information for the intended purpose, not for anything else.
- Compliance with GDPR is a legal requirement and there could be penalties for non-compliance (financial and disciplinary) so if you are unsure of anything, it's best to check!

Going Green

Here at AUBSU, we're pretty fond of the planet and do our best to do our bit for environment. As a Club or Society, you have the chance to make a huge impact so we're asking you to think more sustainably about your actions and how to be a little greener.

Here are a couple of suggestions of how your Club/Soc can be more environmentally friendly:

- Actively participate in or collaborate on a Green Team initiative
- Make an effort to track and reduce your Club/Soc's carbon footprint – that could be by printing and using less paper, using public transport for off-campus meets or using local/ethical suppliers
- Create your environmental campaign linked to your Club/Soc! Surfing Club might want to run a beach clean, Zine Soc could create a green zine or Writing Soc could organise an ecopoetry night (that's an actual thing)
- Publicise the sustainability work that you've engaged with and get other students involved



How do we handle our finances?

The Students' Union has a pot of funds reserved for Club and Societies, this is distributed fairly between the current Club and Societies during the summer ready for the new term. A certain amount is held back for the creation of new Clubs/Societies each year. All other funding must come from the Clubs and Societies themselves, usually in the form of membership fees.



- Clubs/Societies need a minimum of 5 paid members to remain affiliated to AUBSU.
- Money received from memberships must come to the SU for banking.
- All money raised from memberships belongs to the Club/Society. If the SU has to use it to off set fees for the Club/Society (e.g.booking fees) then we will let you know. Otherwise the Club/Society can use the money for anything the Club/Society needs/wants.
- Any money granted from AUBSU that is unspent at the end of the Academic year will be reclaimed by AUBSU. Any unspent funds raised by the Club/Society cannot be carried over into the next year - spent it!
- Clubs and Societies may not hold an external bank account or hold cash reserves of Club/Society money, all funding must come to the SU for banking.
- To make a withdrawal or request for expenditure, 2 signatures are required from the Club/Society committee members.
- Money can only be spent on things to further the interests of the Club/Society and must benefit all members.
- If at any point any Club/Society goes overdrawn the committee members will be required to attend a meeting with the SU President where they will outline their plan to reimburse the money.



We want to buy something for our Club/Society...

Will it benefit all members of your Club/Soc?

→ *You bet*

Do you have enough funds in your account?

Probably not...

It's part of SU policy that finances can only go towards the general benefit of students but there's nothing stopping you from paying for things yourself... Like if you want to take your club/soc to dinner then find somewhere affordable and just go!

Er, no

Not sure

Yes!

Check with AUBSU

Er, no

Yes!

Withdrawal Authorisation

Fill out a withdrawal form and get two committee members to sign it. Bring it to AUBSU and they'll sign it off

Have you thought about fundraising or sponsorship?

Fundraise money for your cause - there's loads of ways you can do this from quiz nights to bake sales. Chat with AUBSU if you need ideas or want to book the courtyard

You can reach out to local businesses to see if they'd be willing to sponsor you. AUBSU have a sponsorship agreement for you to use if you find a sponsor

Write a proposal and apply for funding from AUBSU

AUBSU has a small pot of money reserved for funding requests for clubs/socs that need a little help funding equipment, resources and special activities/trips. Collect a proposal form from AUBSU to submit to the exec committee

Then

Order through AUBSU

Pop into the office or email the details to AUBSU and they can order stuff for you online and get it delivered to the office

Get it reimbursed

If you're tight on time or have an on-the-day purchase you can seek permission from AUBSU to buy something and get it reimbursed - just don't forget a receipt!

If you're not sure about how to order something or have any questions, just ask AUBSU

Getting the Knowledge

We appreciate how much work can go into running a Club or Society and we're keen to support our committees in any way that we can. As well as this handbook, we'll arrange training sessions throughout the year on a variety of different things that will benefit you in your committee role and will be great for your personal development too.

- How to run a Club/Society
- Sustainability Training
- Hosting an AGM
- First Aid
- Risk Assessment Training

If there's anything you feel that you need some training in or support with just get in touch with AUBSU and we'll see what we can do. We'll announce training opportunities throughout the year on the committee Facebook page and on our Level Up pages on aubsu.co.uk/levelup

Don't forget that you can make a note of training sessions that you have attended and skills gained on our Level Up module and create a personalised achievement report.

Final Checklist of Important Things You Need To Do This Year

- 1) Meet with AUBSU and sign your Constitution and Code of Conduct
- 2) Attend Freshers' Fair and get new members!
- 3) Do loads of fun stuff
- 4) Attend a bi-annual catch-up with AUBSU
- 5) Attend Refreshers' Fair and get more members!
- 6) Check that all your members have actually bought membership - including yourself
- 7) Hold an AGM in March/April to elect next year's committee & plan 2019/2020
- 8) Make AUBSU a goodbye card to say how awesome they've been



Contacts

If you have any questions, new ideas or issues, you get in touch with the AUBSU team:

AUBSU (Students' Union)

studentunion@aub.ac.uk

SU Activities & Communities Coordinator

Nuala: nclarke@aub.ac.uk

SU Democracy Coordinator

Beth: bdovey@aub.ac.uk

SU Sports Assistant

Joss: jagne@aub.ac.uk

SU Events Assistant

Bert: bburnell@aub.ac.uk

SU Digital Media Assistant

Emma: eswanson@aub.ac.uk

SU President

Gio: ggarancini@aub.ac.uk

SU Vice-President

Chloe: charty@aub.ac.uk

There is also an elected Societies Officer and a Sports Officer, who will be working throughout the year on improving Clubs & Socs at AUBSU. They represent you so make sure you make the most of what they can do for you!

Forms & Templates

All forms and guides mentioned in this guide are stored on our website [here](#).