

THE SOCIETIES HANDBOOK 2013-2014



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

Please check out our website at:
yourunion.net/activities/societies

Contact Us

The Societies Committee exists to promote and support societies. We are here to assist you with the administration of your society, to provide training, and are elected to vote on issues such as affiliation and grants.

The best way to get information from the committee is to come to our **Societies Clinic**, held every Friday from 4-6pm in the Main Bar (Semester 1). At the clinic, you can ask or discuss any issue regarding affiliation, grants, constitutions, or any other questions you may have!

The Societies Committee

Societies Officer – Courtney Lewis

socs@st-andrews.ac.uk

Courtney heads the Societies Committee and is the first point of call if you wish to affiliate a new society. She is also available to answer any general questions about Societies.

Director of Student Development and Activities (DoSDA) – Kelsey Gold

dosda@st-andrews.ac.uk

Kelsey is the full-time Sabbatical Officer responsible for societies and acts as a line manager to the Societies Committee.

Member for Grants – Emily Dick

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.

Member for Elections – Robert Dixon

soselect@st-andrews.ac.uk

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

Risk Assessment Administrator – Michael Thadani

socrisk@st-andrews.ac.uk

Michael is responsible for arranging Health and Safety awareness and reads a lot of Risk Assessment forms.

Charitable Societies Coordinator – Ali Lazda

charitysocs@st-andrews.ac.uk

Ali coordinates between the Societies Committee and the Charities Campaign to offer specific support for our charitable societies. She also manages finances for charitable societies.

Union Management Accountant – Jillian Cowan

unionfinance@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 on the middle floor of the Union.

Other Members

Webmaster – Maxwell Baldi

Returning Officer – Connor Dowd

SRC Carveup – Anna Kennedy-O'Brien

SSC Carveups – Joe Tantillo and Stephanie Ekanayaka

Re-Affiliation

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

1. Sign the Affiliation Agreement ***
2. Fill out the 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 forms must be turned in to the General Office by 11 October 2013!*

1. 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.

2. Aims & Activities/General Risk Assessment Form

The Aims & Activities and General Risk Assessment form must 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.

****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 Michael Thadani at socrisk@st-andrews.ac.uk.*

3. 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.

4. Registering on the Portal

You'll be able to register on 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 or your society is missing, please contact dosda@st-andrews.ac.uk.

Key Dates for the Year

11 October – Re-Affiliation Deadline

16 December – Audit Deadline (Semester 1)

23 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. Please drop by any time between 4-6pm on Fridays 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.

****Note: if you are submitting a grant request, you must attend a Societies Clinic to discuss your grant request with Emily Dick, the Member for Elections, for it to be considered by the Committee.*

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 and how these grants were spent.

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 Students' 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 will not be 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 and is open Monday – Friday, 9-5pm.

AGMs and EGMs

Annual General Meetings (AGMs) and Extraordinary General Meetings (EMGs) are used to both elect members to the committee and make changes to your constitution. Requests for an AGM/EGM must be made 10 days prior to the AGM/EGM date; any questions may be sent to socselect@st-andrews.ac.uk.

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. Circulate a list of all available positions to your members
4. Give notice of any constitutional amendments to your members

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 Member for Elections (or Returning Officer) must attend your AGM/EGM (to notify the Member for Elections, please submit a Notification Form on the Societies Portal).
4. The Member for Elections (or Returning Officer) is there to ensure smooth running of your elections. They may also be the deciding vote should the society require it
5. Any paid ordinary member may run for any position

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 on the Societies Portal prior to your meeting.

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 Ali Lazda, the Charitable Societies Coordinator at charitysocs@st-andrews.ac.uk. Please note that money donated through the Charities Campaign may only be donated to UK registered charities.

Society 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 where possible.
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

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.

University Room Hire

Affiliated societies are able to use rooms in University buildings (subject to availability). Rooms are usually available after 6pm. For booking enquiries, please contact reservations@st-andrews.ac.uk.

Union Room Bookings

Affiliated societies also have access to use the Union's venues and meeting rooms. All Union bookings can be made in the General Office.

Catering, Alcohol, and Printing

- The Union has both a bar and catering department – if you are interested in food and drink at your events, pop in to the General Office and they will direct you where to go.
- If you are planning on hosting an event outside the Union, the Union can provide a licensed bar for the event. Please contact the Bar Manager at least 6 weeks in advance, preferably earlier.
- General and specialised printing can be done through the General Office of the Union.

Random but Essential Information

- 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
- Society membership must be open to all matriculated students
- All committee meetings should be minuted (particularly AGMs)
- Society money must be spent for the benefit of all members of the society, not just the committee
- If you would like to have your high-value society assets insured, you must inform the Cash Office. A decision will be made at the discretion of the Management Accountant.

Other 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. His office can be found on the middle floor of the Union, or you can email him at ahm6@st-andrews.ac.uk.

Catering Team

If you would like food or catering at your event, please contact the catering team through the General Office or by emailing union@st-andrews.ac.uk.

Director of Events and Services – Daniel Palmer

Daniel is the Sabbatical Officer responsible for events. Contact Daniel for advice on putting on events or for event venue enquires at doserv@st-andrews.ac.uk.

Alternative Venues in Town

University Room Bookings: <http://www.st-andrews.ac.uk/administration/conferenceandgroupservices/>

Town Hall (Queen's Gardens): 01334 412660

Victory memorial Hall (St Mary's Place): 01334 412599

Cosmos Centre (Abbey Walk): 01334 474140

Guide Hall (Greenside Place): 01334 476324

Madras College (South Street): 01334 412522

St Andrews Episcopal Church: office.stasstas@gmail.com