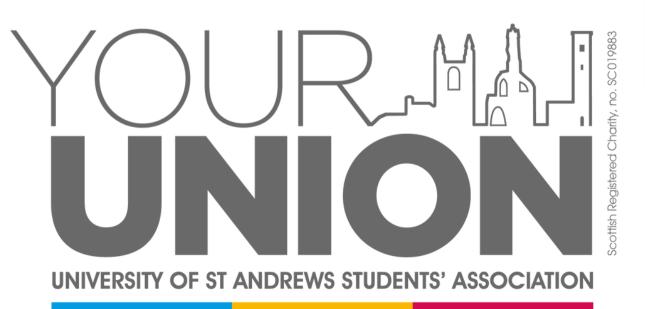
President's Training 2024-25





The Societies Committee

- Societies Officer
- Grants Officer
- Affiliations Officer
- Projects Officer
- Secretary
- Publicity Officer
- General member
- DoSDA

- Student Run Committee
- Societies Officer and DoSDA are elected in the Annual Association Elections
- Grant, Affiliation, Project
 Officers are interviewed by incoming Societies Officer
- Other positions elected at AGM

The Societies Committee

- The Committee meets weekly in person during term time (weeks 1-11)
- Outside of term the Committee meets when needed and will be less responsive to emails
- DoSDA is a paid position and works fulltime including over summer.
- DoSDA office is on the middle floor of the Union

The Societies Committee

The Societies Committee is delegated sole authority to decide:

- Affiliation requests
- Grant requests
- Rules that Societies follow

Societies Committee 2024-25

- Societies Officer: Caitie Steele Socs@
- Grants Officer Jacob Carey socgrant@
- Secretary Ellie Trace socelect@
- Affiliations Officer Armin Lassl newsoc@
- Publicity Officer Scott Sambrook socpublicity@
- DoSDA Cat Martin dosda@
- Projects and Events Officer Zak Gainey
- General Member Rosie Leslie

The Student Representative Council

- DoSDA and Societies Officer report to the SRC
- SRC sets the Policy of the Students Association and oversee Subcommittees (including Societies Committee)
- Any student can attend and ask questions
- Meets at least 5 times per academic year
- Meeting times will be posted next semester: https://www.yourunion.net/representation/councils/

The Student Representative Council

- Petitions signed by 25 students must be considered by SRC
- Petitions to remove SRC officers require 5% of the total first preference votes cast in the Association Elections
- Petitions are submitted to the Association chair via email sachair@

The Student Representative Council

- The SRC is <u>not</u> an appeals body for grants or affiliation requests
- Grant and affiliation appeals will be rejected by the Association Chair

The Students Association

- The Students Association is a registered Charity: SC019883
- Overseen by the Office of the Scottish Charity Regulator https://www.oscr.org.uk/
- Your Society is an Unincorporated Association which exists separately from the Students Association

Unincorporated Association

- 2 or more people who come together for a reason other than making profit
- Not recognised as a legal entity
- All contracts agreed by your Society are signed by individual members of your committee
- Your Society constitution implictly states that it will pay expenses from contracts on your committee member's behalf.

The Affiliation agreement

- The Affiliation agreement defines the relationship between your Society and the Students Association
- Through the affiliation agreement you remain a seperate entity from the Students Association
- YOU CANNOT CLAIM TO BE A CHARITY OR A CONSTITUENT PART OF THE STUDENTS ASSOCIATION

Constitution

Your constitution is the governing document for your society, it should contain:

- Your aims and activities
- A list of all committee positions
- A list of any subcommittees and whether they have independent bank accounts.
- Your constitution can only be changed at a General Meeting

Benefits of affiliation:

Being Affiliated to the Students Association gives you:

- A guaranteed free stall at Freshers Fayre (provided you apply before the deadline)
- 6 hours per week of free bookings in the Union
- Insurance for all events which have followed our risk assessment process
- A free webpage on the Association website
- A University email address
- Ability to apply for grants from the Societies
 Committee

Role of the President

- Primary contact between the Association and your Society
- Overall responsiblity for the running of the Society
- Usually a signatory on Society bank account
- Convene and chair Committee meetings

Your Society Committee

- Outside of a General Meeting, your Society
 Committee has sole decision making authority,
 unless your constitution says otherwise
- The President does not have the final say in decisions!
- Any decision in your Society can be decided by a committee vote.

Your Society Committee

- Financial decisions should be approved by your Society Committee, and recorded in the minutes of the meeting
- Committee minutes should be made available on request from any member of your Society, or officer of the Societies Committee

Membership of your Society

- Membership must be open to all matriculated students in the University
- Memberships can be bought from your webpage on the Association website
- Membership money is transferred to your Society bank account so please let us know if your bank account details change!
- Your committee is responsible for keeping track of membership

Risk assessments

- Up till now, we've required every society event to be risk assessed
- For next year we'll ask you to list your planned events, and get in touch if we believe any need a written assessment.
- If your Society has followed our risk assessment policy your event will be covered by our Public Liability Insurance.
- This is covered in more detail in H+S training

Accident reporting If someone is injured at one of your events:

- Please let us know!
- We're not going to shut you down, we just want make sure everyone's safe at your events.
- https://www.yourunion.net/activities/so cieties/manage/event-safety/incidentreport/
- If you can't find the form, email
 Unionra@

Societies Fund

- Major perk of being affiliated: you can ask us for money
- If your request is more than £500, you will need to speak to the Grants officer socgrant@
- Where relevant your risk assessment must be approved before the Committee can approve a grant.
- The Societies Committee considers grant requests during their weekly meeting during term.
- We don't normally approve grants over summer

Societies Fund

The Societies Fund has around £20k to give out in grants each year and is managed by the Societies Committee.

The Fund exists to support:

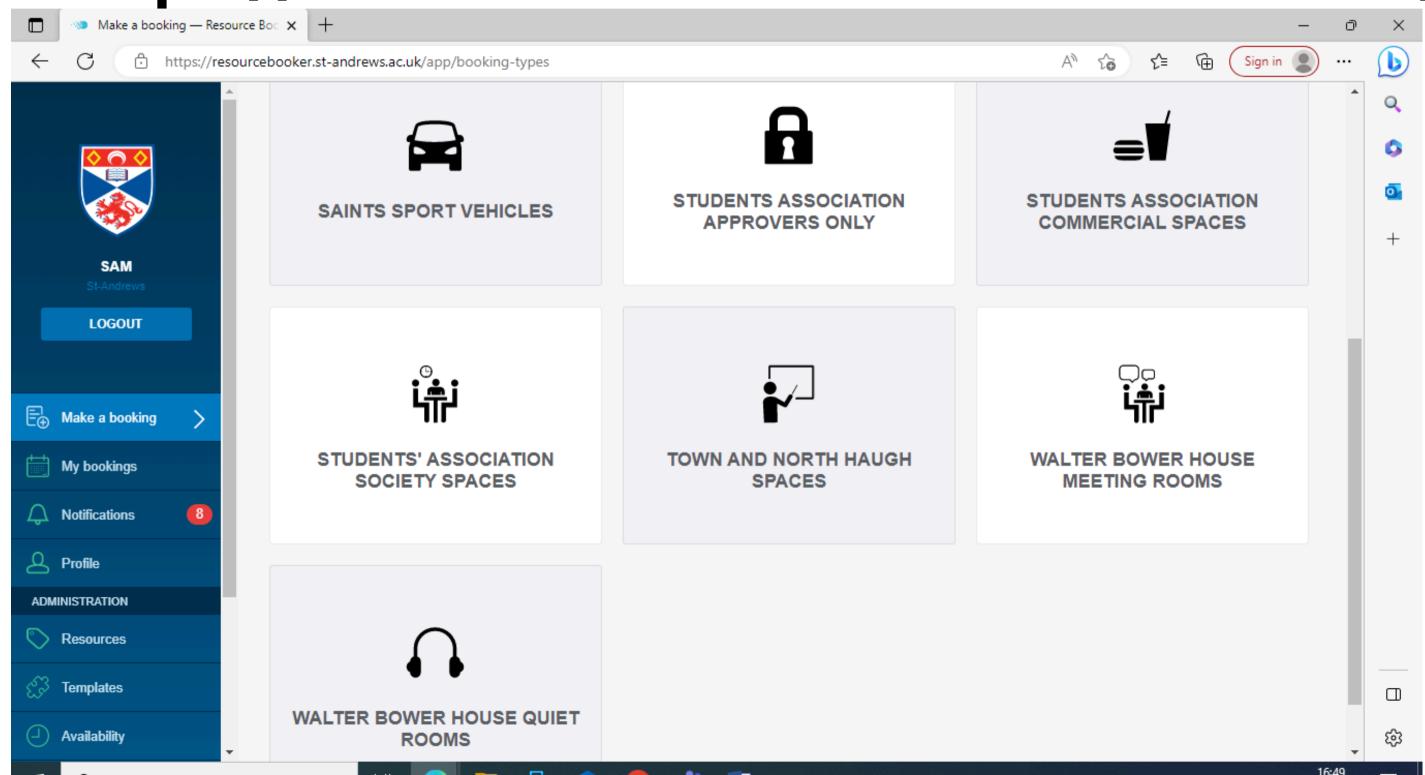
- New projects/events your Society wants to start but doesnt have the funding to.
- The improvement of existing projects/events (better event decoration, more speakers attending)
- Projects/Events which are free and provide benefit to non members
- Collaborative projects/events between affiliated Societies
- Projects/Events which serve or benefit the local non student community

Full criteria of the Societies Fund:

https://www.yourunion.net/activities/societies/manage/money/

Room Booking System

https://resourcebooker.st-andrews.ac.uk/



Room booking system

- At the end of Week 13 all students with access will be deleted, and only your President and Treasurer will be added to the system based on the information provided to the Societies Committee through the reaffiliation form
- If you want to add additional committee members to the system, email dosda@ with their email address and an explanation of why both your President and Treasurer are incapable of making sufficent bookings for your Society

Commercial vs Society spaces

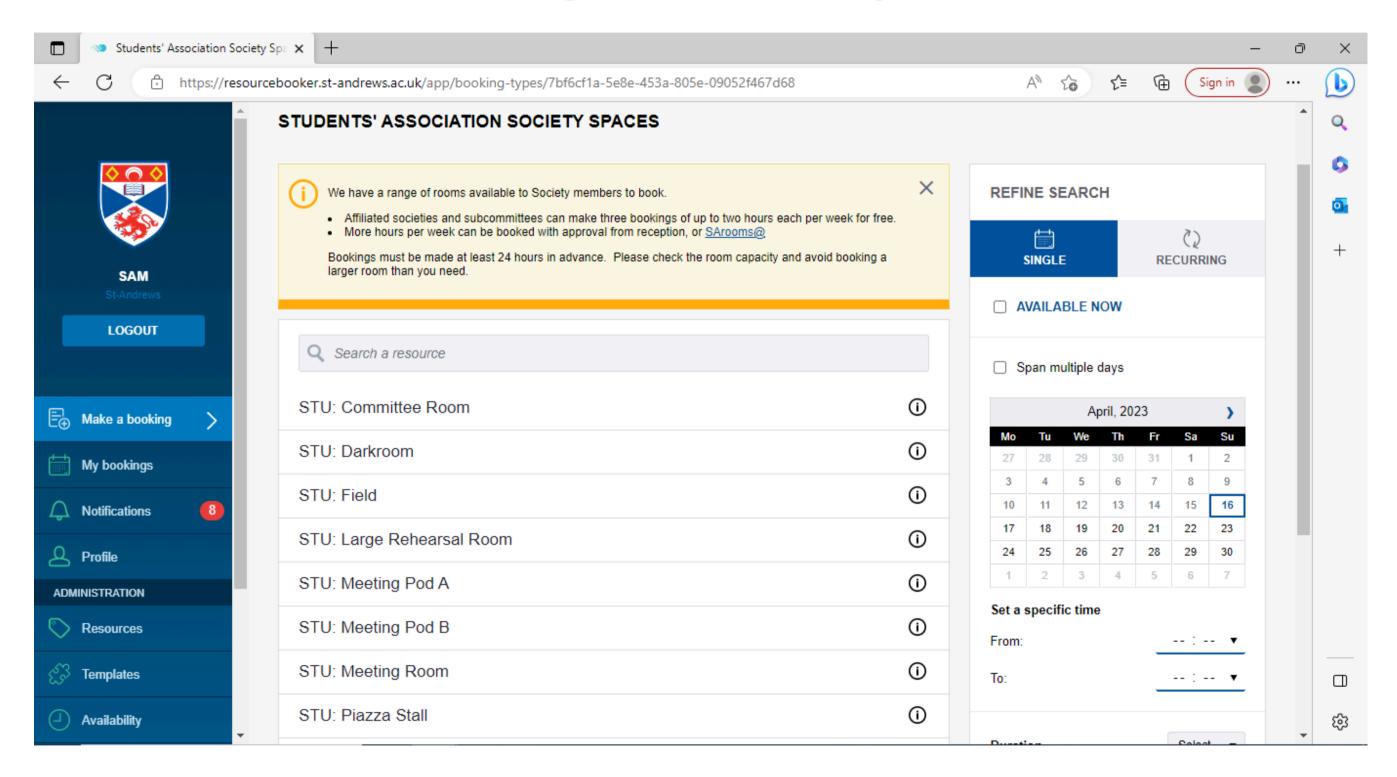
The System and the Union differentiate between "Society Spaces" and "Commercial Spaces"

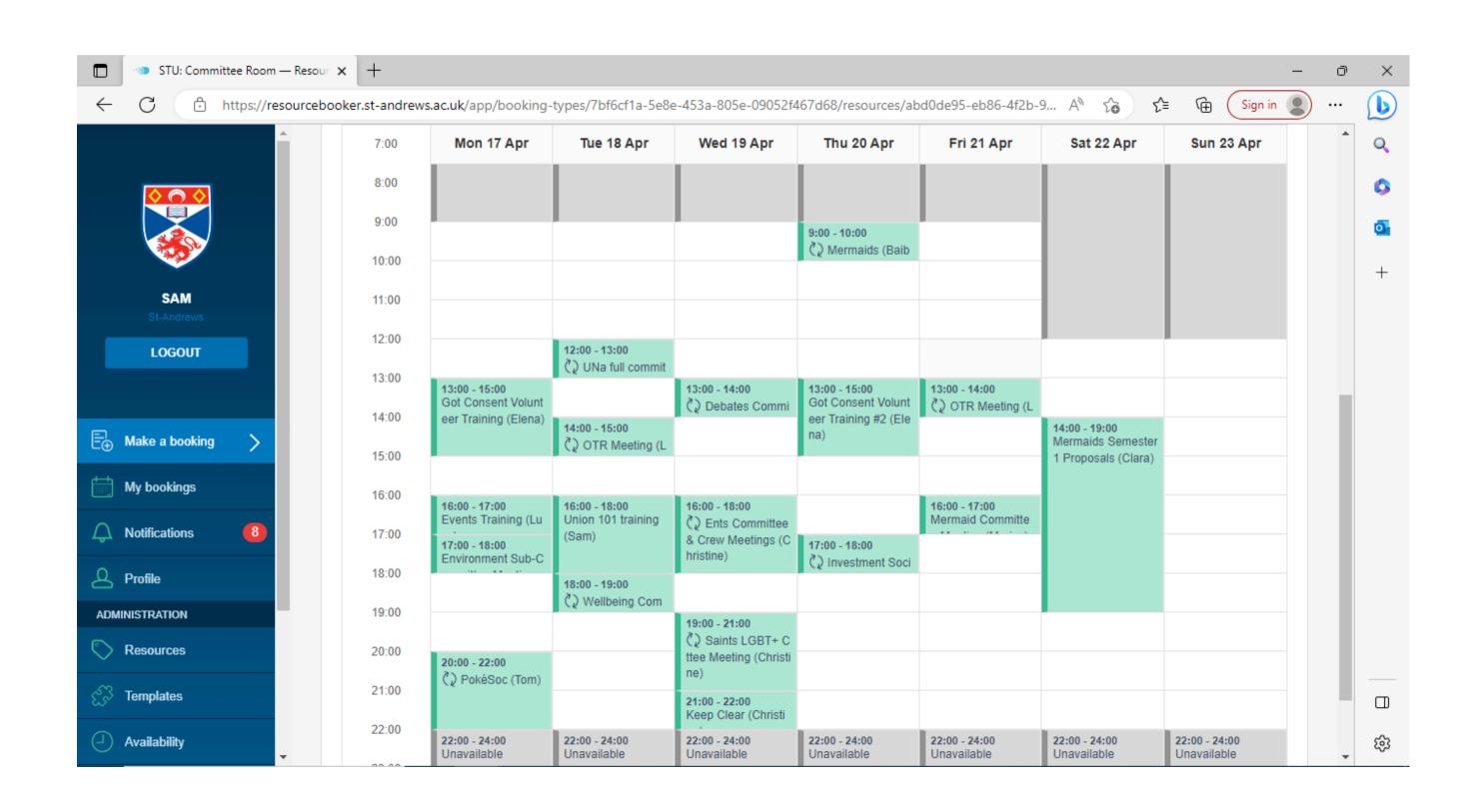
Booking a commercial space is a different process to booking a Society space

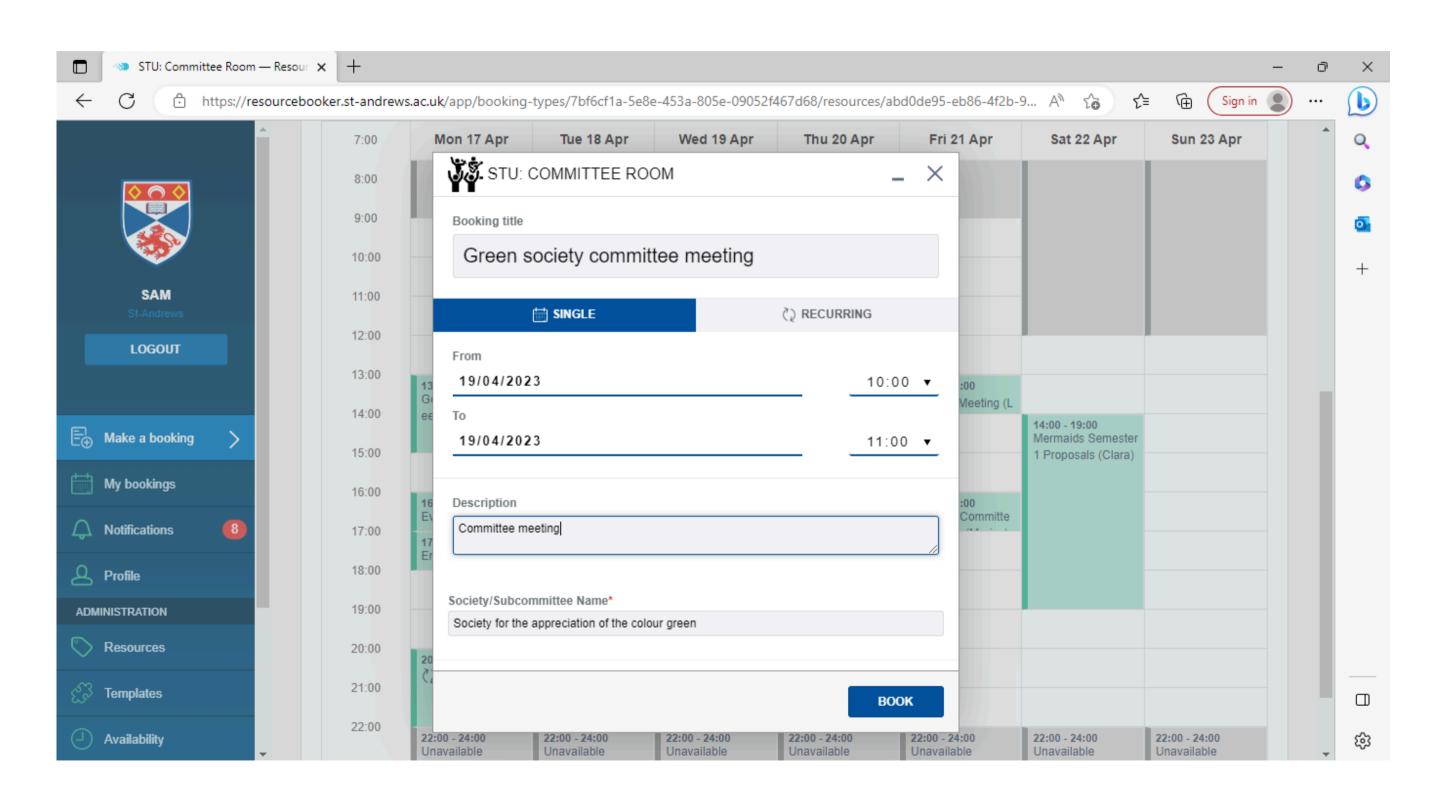
Society Spaces The Large Rehearsal Room The Small Rehearsal Room **The Committee Room** The Meeting Room **Society Room D** Society Rooms A, B, C Meeting Pods A and B The Field The Piazza (for a single stall)

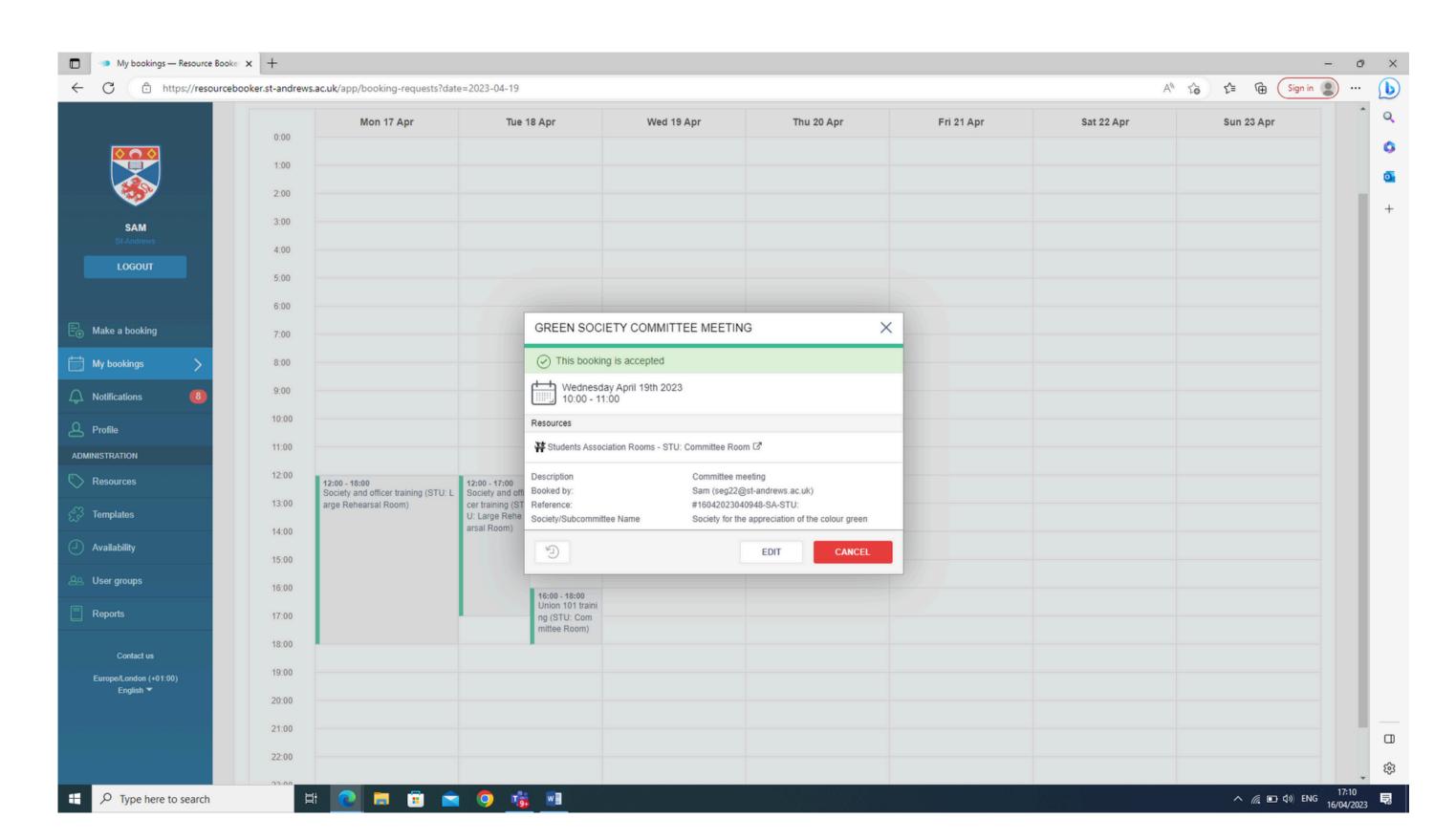
Commercial Spaces

Club 601
The StAge
Main Bar
Beacon Bar
Sandy's Bar
Rector's Cafe*

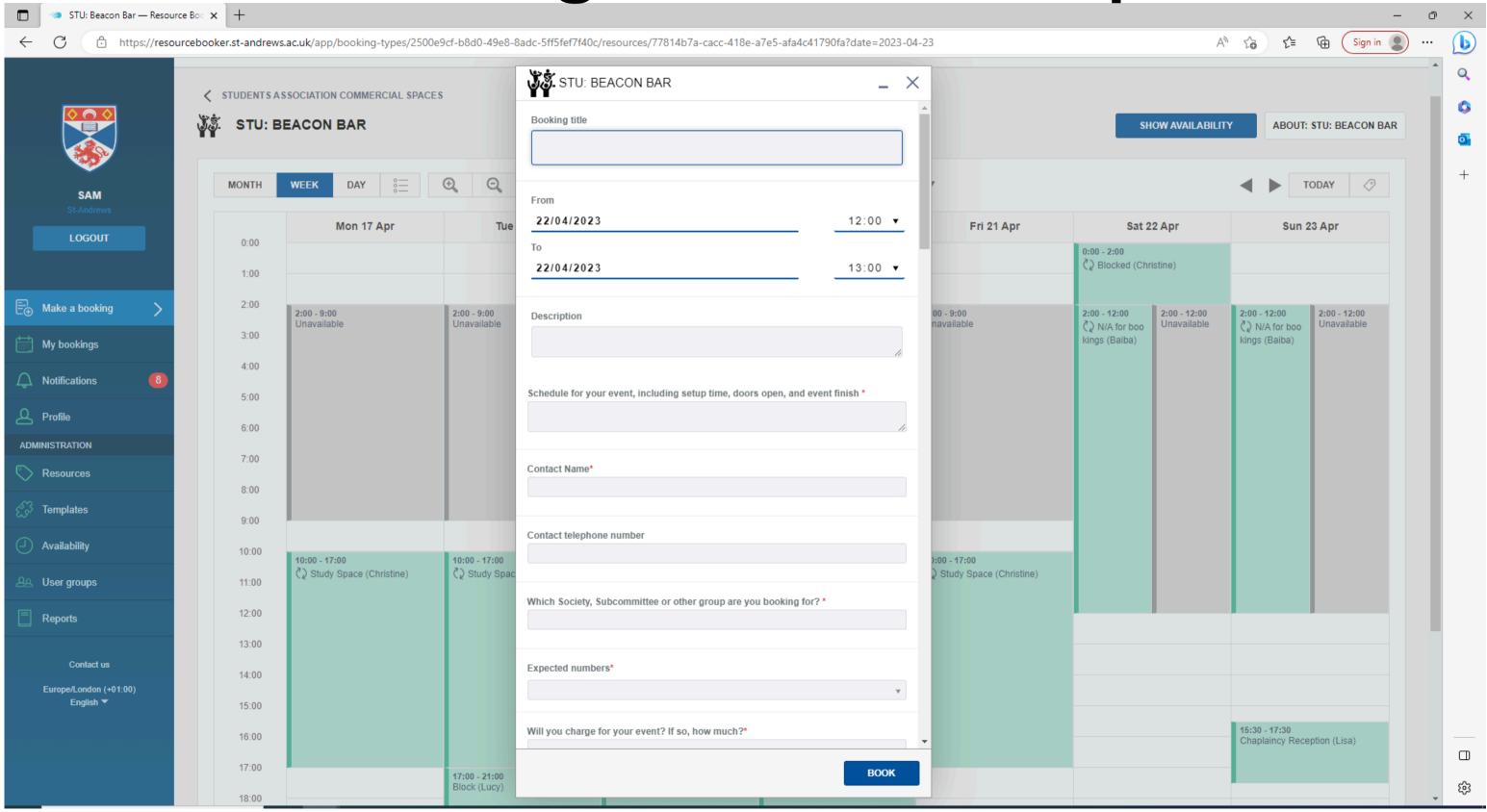








Booking a Commercial Space



Ents Committee

- If you require tech for your event, you <u>must</u> attend an Ents user meeting at least two weeks before your event
- Email ents@ for times and locations

Booking Spaces

- The system will let you book 3 times, in slots of up to 2 hours per week
- If you would like to book more, email sarooms@
- you will be charged for booking more than 6 hours within one week
- Consistent failure to pay will result in disaffiliation

Booking Spaces

- Society space booking requests are approved by Reception Staff
- Commercial space requests are considered by the Union operations planning team, which meets twice per week.
- Commercial spaces must be booked at least 3 weeks in advance

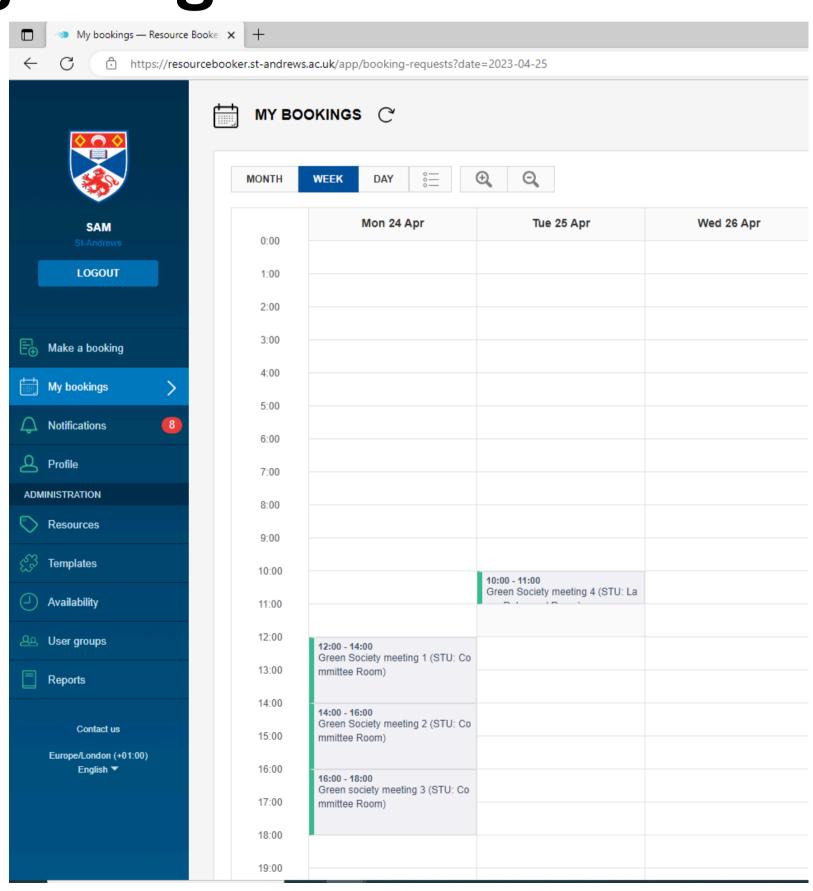
Extra Booking Charges

If your request for more than 6 hours booking is approved, the first 6 chronological hours will be free, then you will be charged **based on the space you are using**

The system considers the week to begin on Monday and end on Sunday

Extra Booking charges

- 3 two hour bookings in the committee room on Monday
- 1 hour booking in Sandys Bar on Tuesday
- I would be charged for the use of Sandys for 1 hour



Extra booking charges

Current prices for this Academic year (affiliated Societies):

- £5.5/hour Society Spaces
- £11 half day / £16.50 full day Piazza stall
- Club 601/the StAge Dry hire: £22/hour
- £25/hour Sandys, Beacon, Main bar Dry hire

Check the website for info on minimum bar spend and tech costs: https://www.yourunion.net/spaces/book/

Freshers Fayre

- The Union hosts a fayre for all Affiliated societies to advertise to students in Freshers week.
- During summer a form will be sent out to all Societies for you to request a table, so please your Society inbox at least once a week over the holidays.

Freshers Fund

- Leftover money from the Societies Committee not awarded during the year is given out via the Freshers Fund, which is there to encourage Societies to put on events during Freshers week.
- Applications for Freshers Fund grant will be opened during summer
- CHECK YOUR EMAIL ONCE A WEEK

Society Webpage

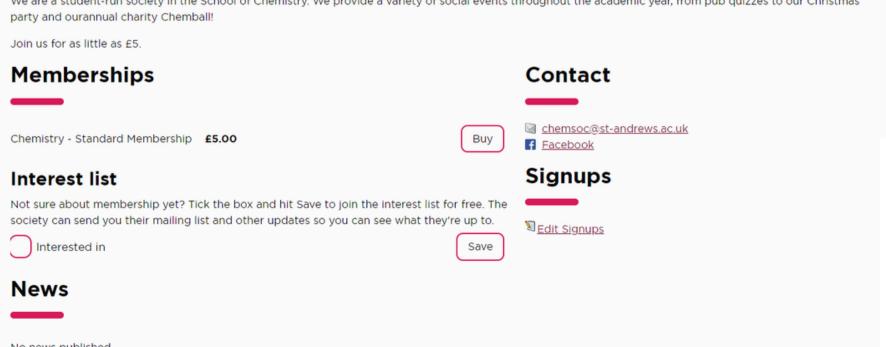


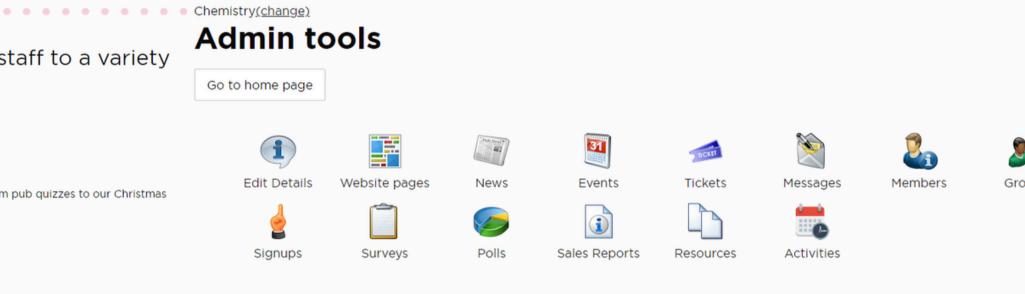
Activities > Societies > Chemistry

ChemSoc

We welcome undergraduates, postgraduates, and staff to a variety of fun and exciting events throughout the year.

We are a student-run society in the School of Chemistry. We provide a variety of social events throughout the academic year, from pub quizzes to our Christmas





Society webpage

You must keep your society webpage up to date with:

- Your current constitution
- A description of your society
- Email addresses and social media links

Email Unionweb@ with any website questions

This year we had 68k views on the Societies a-z page, make sure your page is up to date!

Visit https://www.yourunion.net/activities/societies/manage/website/ for further info

Union Publicity

- You can create ticketed events sold via the Union website from your society page. A booking fee is added onto ticket buyers rather than taking a cut of ticket sales. Events sold this way go on the Union Society events page.
- Unlike Fixr and other platforms which keep event money until after the event, the Union can release the income to you or pay invoices on your behalf before the event if you get in touch with Unionfinance.
- There are a number of resources available to help publicise and plan your events. Like, did you know you can do a Union Instagram takeover with direct access to 10k+ followers!
- Visit https://www.yourunion.net/activities/societies/manage/publicity/ for further information.

Social media Copyright infringment

- You can get into legal trouble for using a copyrighted image.
- Always do a reverse Google image search to find the source.
- If photos are signed, contain the photographer name or have a watermark, ask permission from the owner before you use it.

 Almost every year a society gets fined for incorrectly using an image so please select your images carefully!

Social media Please don't:

- Bring The Students' Association or your society into disrepute. Do not post inappropriate
 content or promote inappropriate services to your members.
- Breach confidentiality. Do not reveal any information that is not publicly known
- **Breach copyright laws**. Such as failing to acknowledge the original source of an image or failing to seek consent for the use of images or written content.
- Breach GDPR laws. This includes the sharing and posting of personal information or data
 without following the appropriate GDPR guidance. This includes information such as; name;
 student number; address; email address; phone numbers etc, but also includes things like
 photos and videos.
- Do anything that will be considered discriminatory, bullying or harassment. This includes making offensive or derogatory comments about an individual, using social media to bully an individual or posting content designed to harass or intimidate an individual or group.

Society Email Account

Greenappreciation@st-andrews.ac.uk

- Setup by University IT department as a shared mailbox
- Every shared mailbox has a sponsor, who can grant or takeaway access to the account from students.
- The sponsor can change who has access by emailing itservicedesk@
- Outgoing committee can email itservicedesk@ from the society mailbox and request changes.

Society Email Account

If you want to change the sponsor of the account, go to: https://st-andrews.unidesk.ac.uk/

From there: login to self service portal->Sponsorship forms- new/renew email accounts->Renew/change group email account, then fill in your personal details.

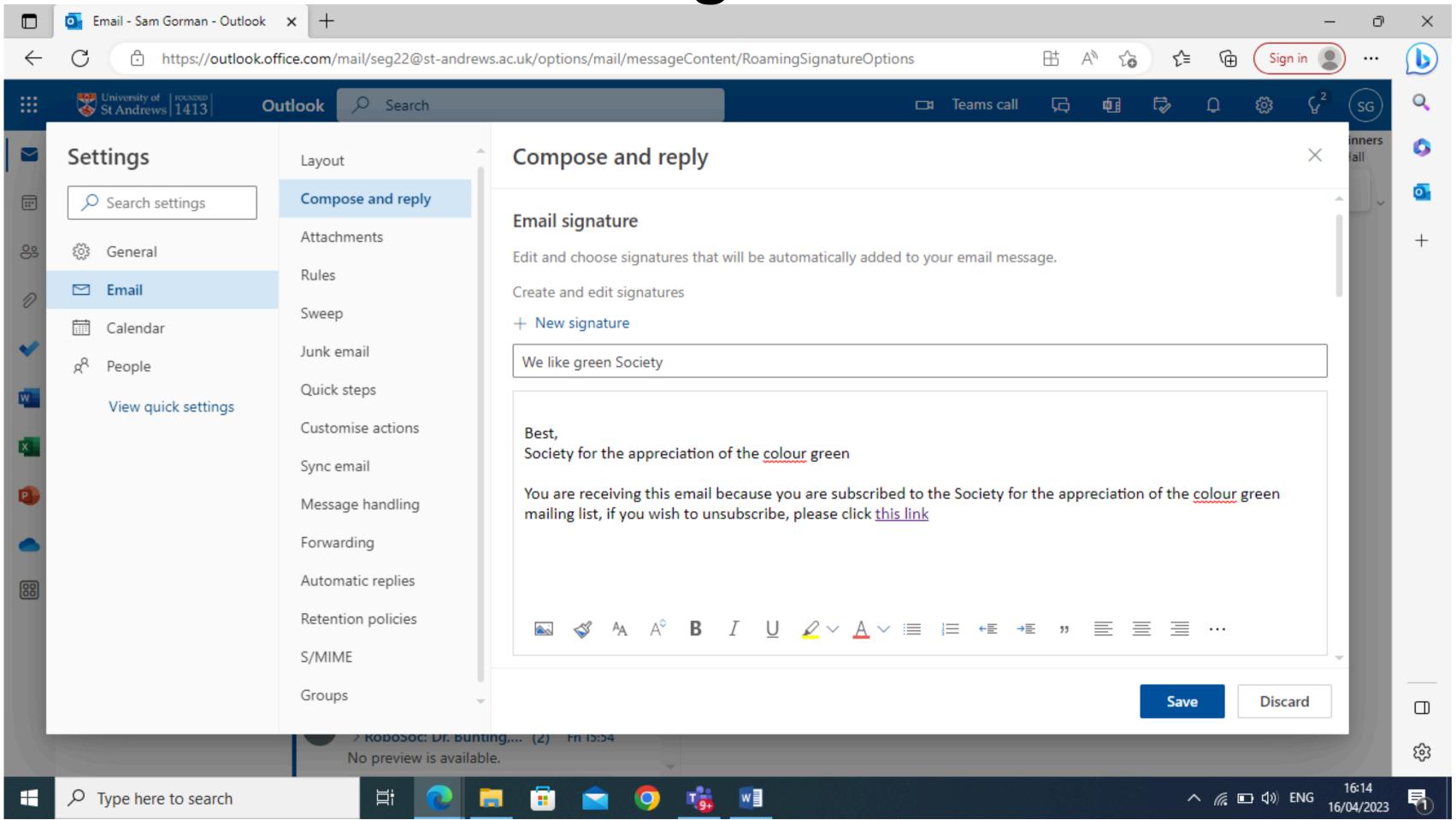
Society Email Account:

- The all society mailing list is the primary way we send announcements, like dates for training sessions.
- If your Society is having trouble accessing their email,
 PLEASE LET US KNOW, so we can add your committee's personal addresses to the mailing list.
 (email dosda@)

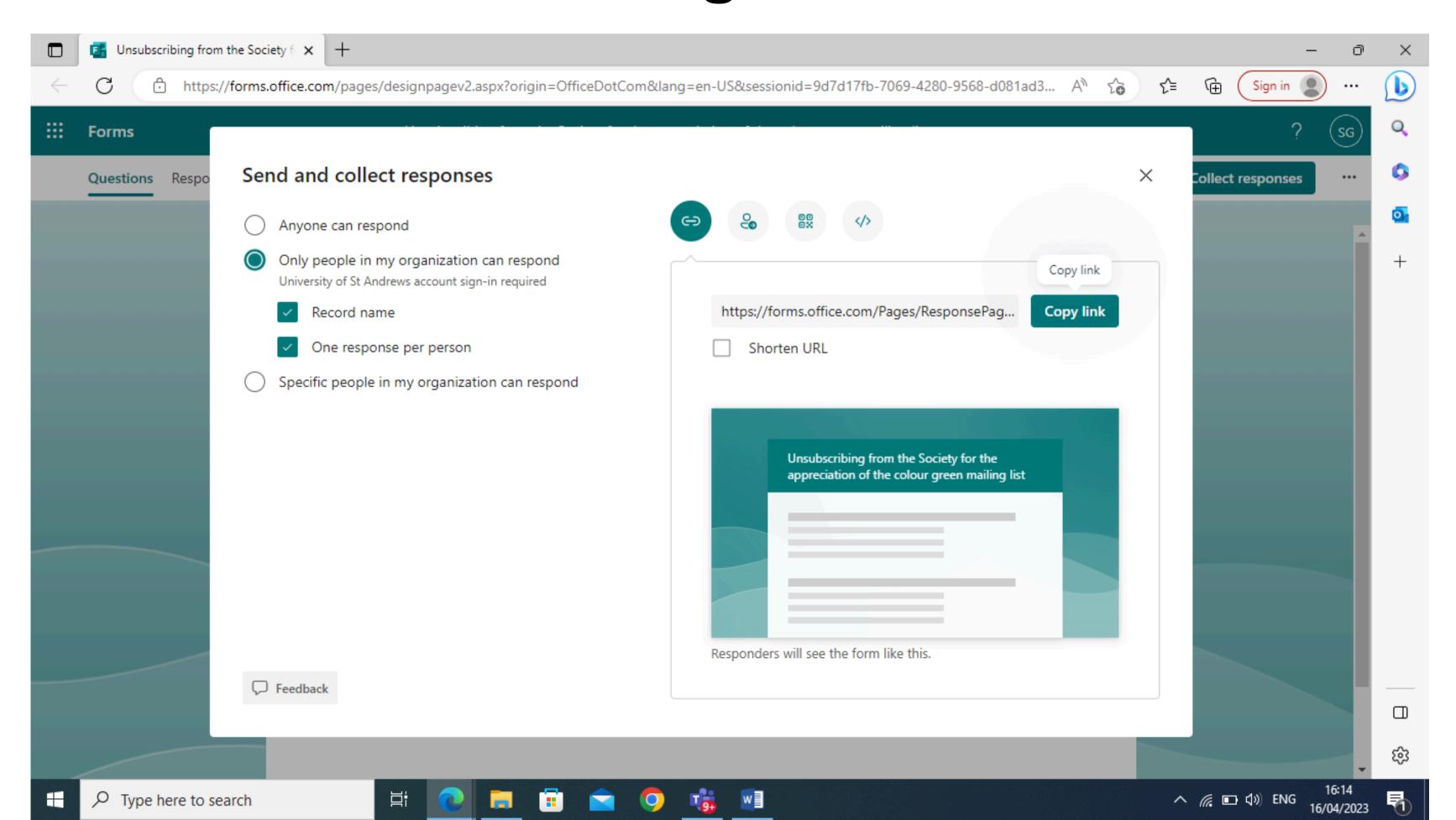
Mailing lists

- Mailing lists should be stored as an excel spreadsheet in a committee member's (or Society University email account) ondrive.
- Emails sent to a mailing list should be addressed to the Society email account, with recipients emailed via Blind Carbon Copy
- You must include a link that allows people to unsubscribe

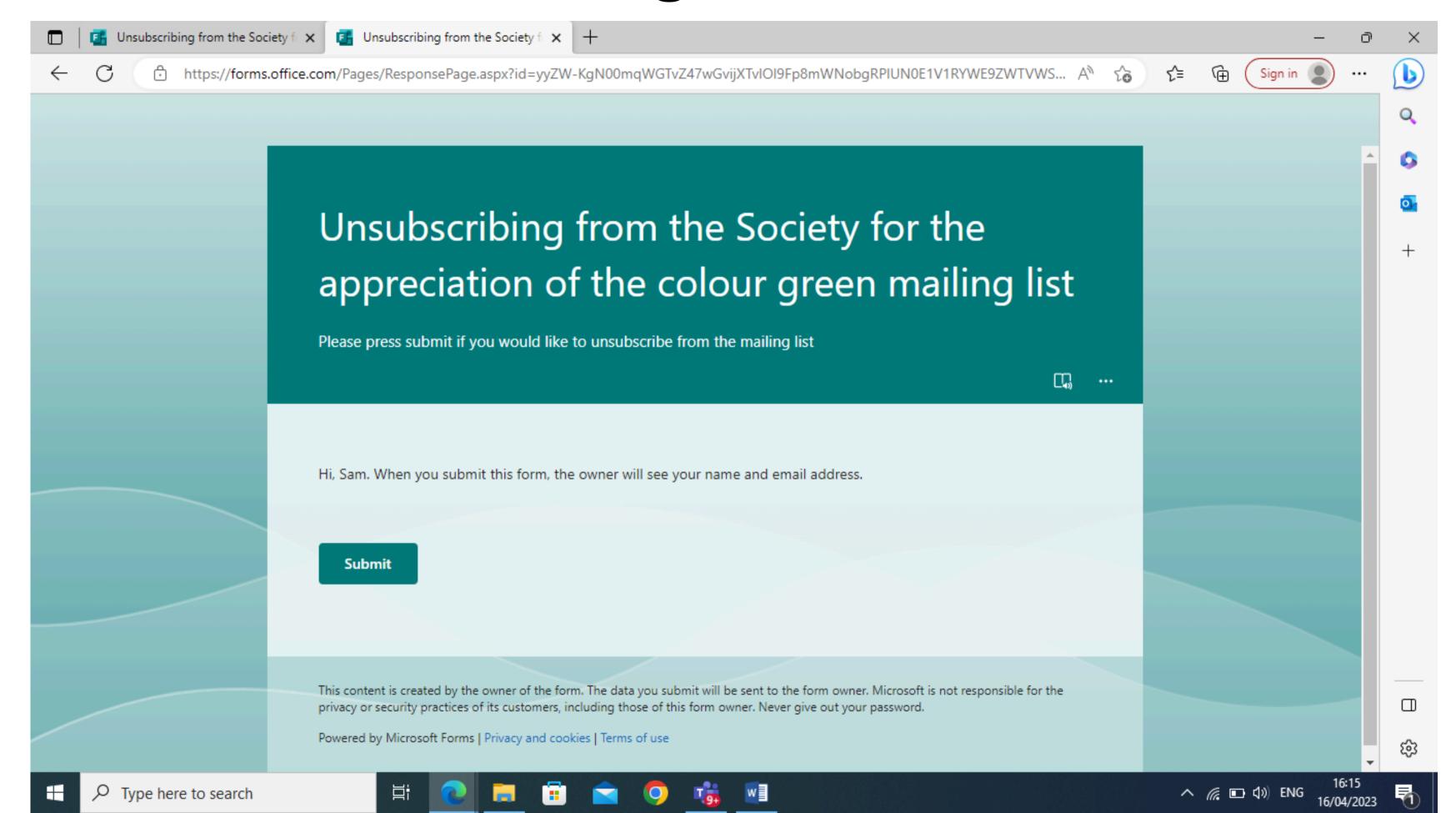
Mailing Lists



Mailing lists



Mailing lists



Society Awards

- Every year, the Societies Committee hosts an awards ceremony recongising Society achievements. The winner and runner up get prize money
- This year we gave out £5300 in Society awards
- Nominations are normally opened in S2

AGM's and elections

Standard running order of AGM's:

- Presidents report (general overview of your Society's acitivites over the year)
- Treasurers report: Your Treasurer can add as much detail as they like but it must include: Total income, expenditure since the last AGM, total assets and any outstanding debts
- Constitutional changes
- Elections for Committee positions
- you must take minutes for all of these and circulate to members afterwards

AGM's and Elections

- You must announce the time and location (you can also hold your AGM entirely online) of your AGM at least 14 days in advance, to all of your paid members, and also inform the Socs Committee secretary socelect@
- Only paid members at the time of the announcement are entitled to vote or run for election
- Unless your Constitution says otherwise, you must use STV voting
- All these points are covered in the AGM checklist

AGM's and elections

- All documents and guides for AGM's are on our website:
 - https://www.yourunion.net/activities/societies/manage/elections/
- Retain proof of AGM notice for the Elections
 Officer
- Completed AGM checklists should be returned by email to the Elections Officer no more than 2 weeks after your AGM

Single Transferable vote is ranked choice voting.

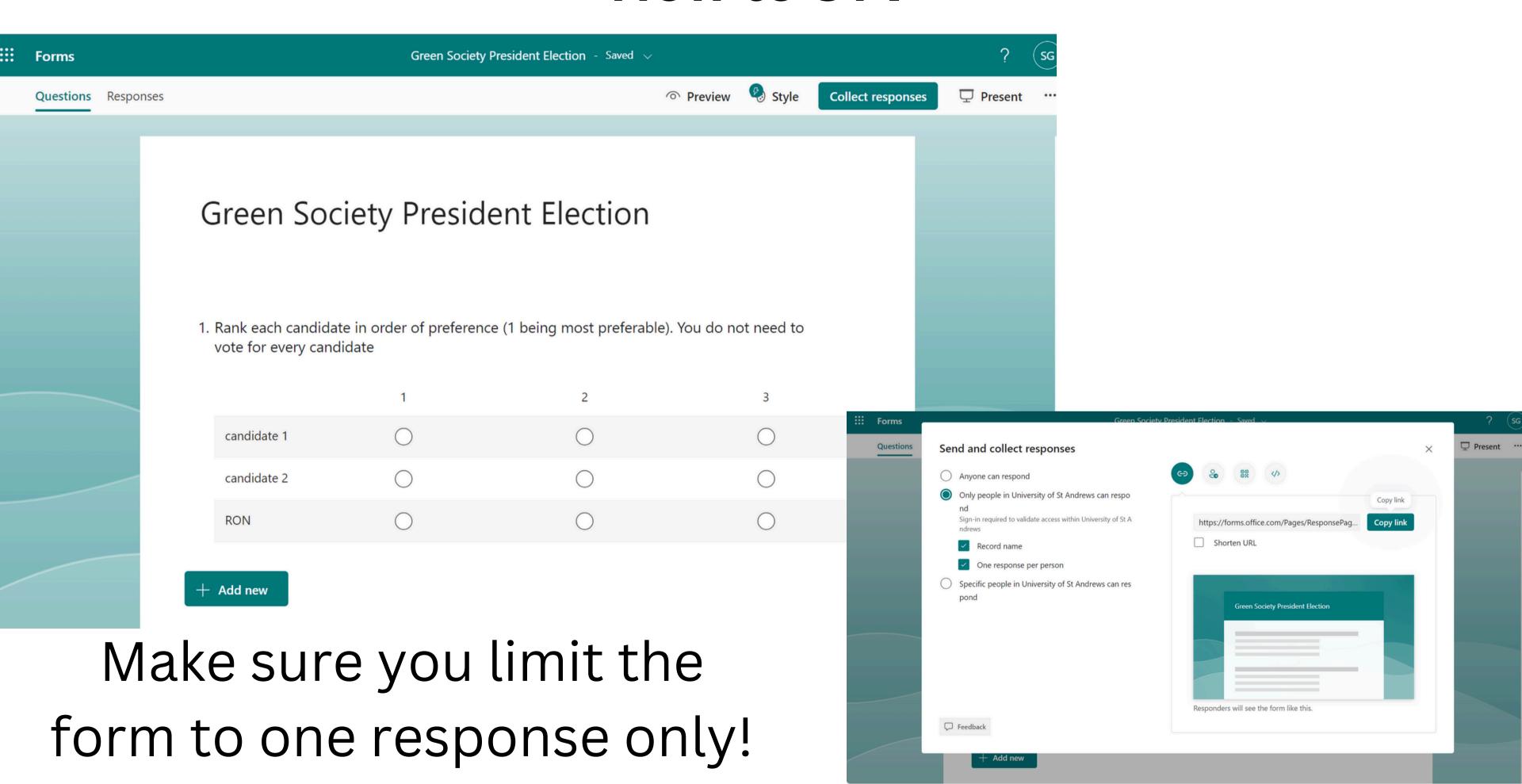
Voters rank candidates in order of preference (1 being most preferable)

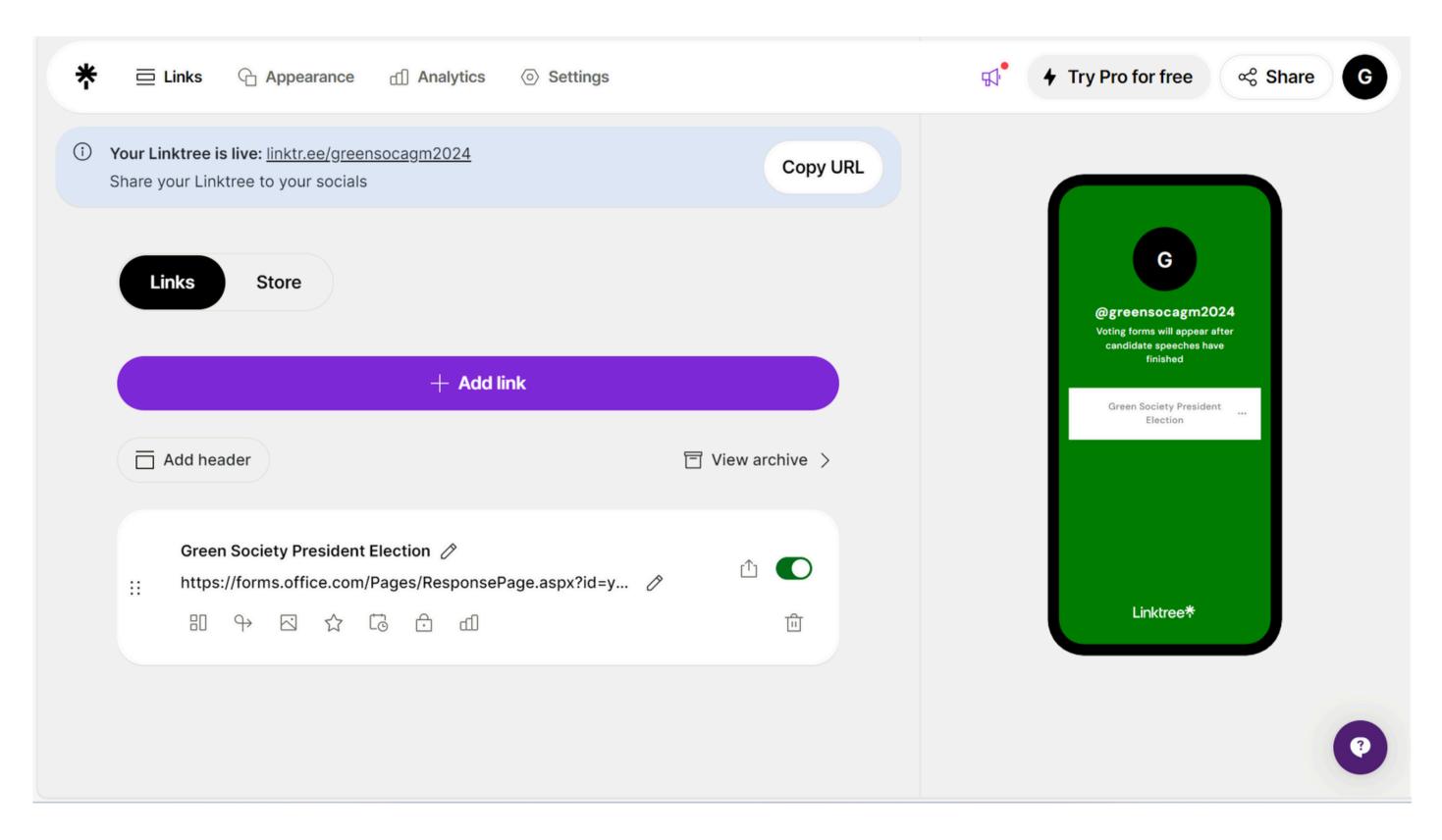
Re-open nominations must be a candidate in all elections.

Candidates with the fewest votes are eliminated, and their second preference votes are transferred to other candidates. This continues until one candidate achieves 50%+1 of the vote

You do not need to use this method, but a suggested method that works quite well:

- Create a linktree for the AGM
- Create microsoft forms in advance of the meeting for all the positions you're electing
- Print a QR code for the linktree, and post the microsoft form with candidate names after speeches have finished.





Interviewed positions

The Societies Committee doesn't currently have any rules against interviewed positions for your committee. If you would like to have some positions interviewed you can add it to your constitution.

Interviewed positions would be considered coopting by your committee therefore they cannot vote in committee decisions.

Removing Committee members

If you would like to remove a committee member for failing to do their role, the following procedure must be used:

- The Societies officer and Secretary must be informed of your decision and the reasoning behind it
- You must show that you have met with or made a reasonable attempt to speak to the committee member one on one about the situation
- A committee meeting must be called with a representative from the Societies Committee, and the committee must vote to remove the member.
- The removed committee member can appeal to the Societies Officer and DoSDA
- Alternatively a vote of no confidence at a general meeting is also acceptable

Harassment, Bullying, and Misconduct

The Student's Association takes a Zero Tolerance approach to discrimination and bullying.

If an incident occurs at a Society event, you can contact the University Security and response team who are accessible 24/7: 01334 468999

Please save the number in your phone if it isnt already

Incidents at Society events are considered grounds to remove members of the Committee

Harassment, Bullying, and Misconduct

- If you become aware of incidents breaching the Association's Zero tolerance policy from members of your society which did not occur at one of your events, they can still be reported to the University.
- You can reach out to the University Student Conduct Officer discipline@ for advice without starting a discipline process.
- Please read through the Association Zero Tolerance Policy and guidence for Societies
- https://www.yourunion.net/pageassets/about/policies/zero-tolerance/Society-Conduct-Guidance.pdf
- https://www.yourunion.net/about/policies/zero-tolerance/

List of contacts

Societies Officer Socs@ DoSDA dosda@ Risk assessment submissions Unionra@ Union Cash Office Unionfinance@ Student Conduct Officer Discipline@ Room bookings SArooms@ University Security and Response 01334 468999

Reaffiliation Deadline

The Reaffiliation form has been sent out by email, you will need to submit:

- Your membership list
- A constitution
- An Aims and Activities List
- Bank Account details
- A financial summary of this year
- Committee info
- A signed affiliation agreement

The deadline for all of these will be **Sunday 19th May**You also need to submit your accounts for audit by
17th May

Feedback form

- We'll be sending a feedback form about the usefulness of these trainings, and any information you would have prefered to be included
- Please fill it out!
- The form will be anonymous