

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 **not** 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 implicitly 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 separate 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 responsibility 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/societies/manage/event-safety/incident-report/>
- 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 doesn't 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/>

The screenshot displays the 'Make a booking' page of the Resource Booker system. The browser's address bar shows the URL <https://resourcebooker.st-andrews.ac.uk/app/booking-types>. The page features a dark blue sidebar on the left with the St. Andrews University crest and the user's name 'SAM St-Andrews'. A 'LOGOUT' button is visible below the name. The sidebar contains several menu items: 'Make a booking', 'My bookings', 'Notifications' (with a red badge showing '8'), 'Profile', and an 'ADMINISTRATION' section with sub-items 'Resources', 'Templates', and 'Availability'. The main content area is a grid of booking options, each with an icon and a title: 'SAINTS SPORT VEHICLES' (car icon), 'STUDENTS ASSOCIATION APPROVERS ONLY' (lock icon), 'STUDENTS ASSOCIATION COMMERCIAL SPACES' (burger and drink icon), 'STUDENTS' ASSOCIATION SOCIETY SPACES' (group of people icon), 'TOWN AND NORTH HAUGH SPACES' (person at whiteboard icon), 'WALTER BOWER HOUSE MEETING ROOMS' (group of people with speech bubbles icon), and 'WALTER BOWER HOUSE QUIET ROOMS' (headphones icon). A 'Sign in' button is located in the top right corner of the browser window.

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 sufficient 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 Society Space

STUDENTS' ASSOCIATION SOCIETY SPACES

REFINE SEARCH

SINGLE **RECURRING**

AVAILABLE NOW

Span multiple days

April, 2023

Mo	Tu	We	Th	Fr	Sa	Su
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

Set a specific time

From: -- : --

To: -- : --

Duration: Select

STU: Committee Room ⓘ

STU: Darkroom ⓘ

STU: Field ⓘ

STU: Large Rehearsal Room ⓘ

STU: Meeting Pod A ⓘ

STU: Meeting Pod B ⓘ

STU: Meeting Room ⓘ

STU: Piazza Stall ⓘ

SAAM
St-Andrews
LOGOUT

Make a booking >

My bookings

Notifications 8

Profile

ADMINISTRATION

Resources

Templates

Availability

Search a resource

Sign in

We have a range of rooms available to Society members to book.

- Affiliated societies and subcommittees can make three bookings of up to two hours each per week for free.
- More hours per week can be booked with approval from reception, or [SArooms@](#)

Bookings must be made at least 24 hours in advance. Please check the room capacity and avoid booking a larger room than you need.

Booking a Society Space

The screenshot displays a web browser window with the URL <https://resourcebooker.st-andrews.ac.uk/app/booking-types/7bf6cf1a-5e8e-453a-805e-09052f467d68/resources/abd0de95-eb86-4f2b-9...>. The page title is "STU: Committee Room — Resource".

The interface features a sidebar on the left with the following navigation options:

- SAM St-Andrews
- LOGOUT
- Make a booking >
- My bookings
- Notifications 8
- Profile
- ADMINISTRATION
- Resources
- Templates
- Availability

The main content area shows a calendar grid for the week of Monday, 17 April to Sunday, 23 April. The time slots range from 7:00 to 22:00. A modal form titled "STU: COMMITTEE ROOM" is overlaid on the calendar, containing the following fields:

- Booking title: Green society committee meeting
- Booking type: SINGLE (selected) / RECURRING
- From: 19/04/2023 10:00
- To: 19/04/2023 11:00
- Description: Committee meeting
- Society/Subcommittee Name*: Society for the appreciation of the colour green
- BOOK button

The calendar shows a conflict on Saturday, 22 April, from 14:00 to 19:00, labeled "Mermaids Semester 1 Proposals (Clara)". The bottom of the calendar indicates that the time slots from 22:00 to 24:00 are unavailable for all days of the week.

Booking a Society Space

The screenshot displays a web-based resource booking system. The browser address bar shows the URL: <https://resourcebooker.st-andrews.ac.uk/app/booking-requests?date=2023-04-19>. The user is logged in as SAM (ST-Andrews). The interface features a sidebar with navigation options: Make a booking, My bookings, Notifications (8), Profile, ADMINISTRATION, Resources, Templates, Availability, User groups, and Reports. The main area is a calendar grid for the week of April 17-23, 2023. A modal window is open, displaying the following details for a booking:

- GREEN SOCIETY COMMITTEE MEETING**
- Status:** This booking is accepted
- Date and Time:** Wednesday April 19th 2023, 10:00 - 11:00
- Resources:** Students Association Rooms - STU: Committee Room
- Description:** Committee meeting
- Booked by:** Sam (seg22@st-andrews.ac.uk)
- Reference:** #16042023040948-SA-STU:
- Society/Subcommittee Name:** Society for the appreciation of the colour green

The modal includes buttons for 'EDIT' and 'CANCEL'. The background calendar shows other bookings, such as 'Society and officer training (STU: Large Rehearsal Room)' on Monday and Tuesday, and 'Union 101 training (STU: Committee Room)' on Wednesday.

Booking a Commercial Space

The screenshot displays a web application interface for booking a commercial space. The main header shows the user's name 'SAM St-Andrews' and a 'LOGOUT' button. The left sidebar contains navigation options: 'Make a booking', 'My bookings', 'Notifications' (with 8 unread), 'Profile', 'ADMINISTRATION', 'Resources', 'Templates', 'Availability', 'User groups', and 'Reports'. The main content area is titled 'STU: BEACON BAR' and shows a calendar view for 'STUDENTS ASSOCIATION COMMERCIAL SPACES'. The calendar is currently set to 'WEEK' view, showing dates from Monday 17th April to Sunday 23rd April. A booking modal is open for the date 22/04/2023, with the following fields:

- Booking title:
- From: 22/04/2023 12:00
- To: 22/04/2023 13:00
- Description:
- Schedule for your event, including setup time, doors open, and event finish*:
- Contact Name*:
- Contact telephone number:
- Which Society, Subcommittee or other group are you booking for?*:
- Expected numbers*:
- Will you charge for your event? If so, how much?*:

The 'BOOK' button is visible at the bottom right of the modal. The background calendar shows various time slots and their availability status:

- Mon 17 Apr: 2:00 - 9:00 Unavailable
- Tue 18 Apr: 2:00 - 9:00 Unavailable
- Fri 21 Apr: 10:00 - 17:00 Study Space (Christine)
- Sat 22 Apr: 0:00 - 2:00 Blocked (Christine), 2:00 - 12:00 N/A for bookings (Baiba), 2:00 - 12:00 Unavailable
- Sun 23 Apr: 2:00 - 12:00 N/A for bookings (Baiba), 2:00 - 12:00 Unavailable, 15:30 - 17:30 Chaplaincy Reception (Lisa)

Ents Committee

- If you require tech for your event, you **must** 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

My bookings — Resource Booker x +
https://resourcebooker.st-andrews.ac.uk/app/booking-requests?date=2023-04-25

MY BOOKINGS

MONTH WEEK DAY

	Mon 24 Apr	Tue 25 Apr	Wed 26 Apr
0:00			
1:00			
2:00			
3:00			
4:00			
5:00			
6:00			
7:00			
8:00			
9:00			
10:00		10:00 - 11:00 Green Society meeting 4 (STU: La	
11:00			
12:00	12:00 - 14:00 Green Society meeting 1 (STU: Co mmittee Room)		
13:00			
14:00	14:00 - 16:00 Green Society meeting 2 (STU: Co mmittee Room)		
15:00			
16:00	16:00 - 18:00 Green society meeting 3 (STU: Co mmittee Room)		
17:00			
18:00			
19:00			

SAM
St-Andrews
LOGOUT

Make a booking

My bookings >

Notifications 8

Profile

ADMINISTRATION

Resources

Templates

Availability

User groups

Reports

Contact us
Europe/London (+01:00)
English

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



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 party and our annual charity Chemball!

Join us for as little as £5.

Memberships

Chemistry - Standard Membership **£5.00**

[Buy](#)

Interest list

Not sure about membership yet? Tick the box and hit Save to join the interest list for free. The society can send you their mailing list and other updates so you can see what they're up to.

Interested in

[Save](#)

News

No news published.

Contact

chemsoc@st-andrews.ac.uk

[Facebook](#)

Signups

[Edit Signups](#)

Chemistry([change](#))

Admin tools

[Go to home page](#)



Edit Details



Website pages



News



Events



Tickets



Messages



Members



Groups



Signups



Surveys



Polls



Sales Reports



Resources



Activities

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 infringement

- 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

The screenshot shows the Outlook web interface. The browser address bar displays the URL: <https://outlook.office.com/mail/seg22@st-andrews.ac.uk/options/mail/messageContent/RoamingSignatureOptions>. The user is logged in as 'Sam Gorman'.

The 'Settings' pane is open, with 'Compose and reply' selected under the 'Email' category. The 'Compose and reply' settings page shows the 'Email signature' section. The signature text is:

We like green Society

Best,
Society for the appreciation of the colour green

You are receiving this email because you are subscribed to the Society for the appreciation of the colour green mailing list, if you wish to unsubscribe, please click [this link](#)

The signature editor includes a rich text toolbar with icons for inserting images, text color, background color, bold, italic, underline, link, unlink, bulleted list, numbered list, indent, outdent, quote, and more options. At the bottom right of the signature editor are 'Save' and 'Discard' buttons.

The Windows taskbar at the bottom shows the search bar with the text 'Type here to search', and several application icons including Edge, File Explorer, Outlook, Chrome, Teams, and Word. The system tray shows the time as 16:14 on 16/04/2023.

Mailing lists

The screenshot shows a Microsoft Forms interface with a dialog box titled "Send and collect responses". The dialog box has a close button (X) in the top right corner. On the left side of the dialog, there are four radio button options for response permissions:

- Anyone can respond
- Only people in my organization can respond
University of St Andrews account sign-in required
- Specific people in my organization can respond

Below these options are two checked checkboxes:

- Record name
- One response per person

At the bottom left of the dialog is a "Feedback" button with a speech bubble icon.

On the right side of the dialog, there are four icons: a link icon, a share icon, a QR code icon, and a code icon. Below these icons is a preview of the response page. The preview shows a URL: `https://forms.office.com/Pages/ResponsePag...` with a "Copy link" button next to it. Below the URL is a checkbox for "Shorten URL" which is unchecked. Below the URL and checkbox is a preview of the form itself, which has a teal header with the text "Unsubscribing from the Society for the appreciation of the colour green mailing list" and several horizontal lines representing form content. Below the form preview is the text "Responders will see the form like this."

The background of the screenshot shows the Microsoft Forms web interface. The browser address bar contains the URL: `https://forms.office.com/pages/designpagev2.aspx?origin=OfficeDotCom&lang=en-US&sessionid=9d7d17fb-7069-4280-9568-d081ad3...`. The page title is "Unsubscribing from the Society for the appreciation of the colour green mailing list". The page has a teal header with "Forms" and "Collect responses" buttons. The Windows taskbar is visible at the bottom, showing the search bar and various application icons.

Mailing lists

The screenshot shows a web browser window with two tabs titled "Unsubscribing from the Society f". The address bar shows the URL: <https://forms.office.com/Pages/ResponsePage.aspx?id=yyZW-KgN00mqWGTvZ47wGvijXTvlOI9Fp8mWNobgRPIUN0E1V1RYWE9ZWTVWS...>. The page content is as follows:

Unsubscribing from the Society for the appreciation of the colour green mailing list

Please press submit if you would like to unsubscribe from the mailing list

Hi, Sam. When you submit this form, the owner will see your name and email address.

Submit

This content is created by the owner of the form. The data you submit will be sent to the form owner. Microsoft is not responsible for the privacy or security practices of its customers, including those of this form owner. Never give out your password.

Powered by Microsoft Forms | [Privacy and cookies](#) | [Terms of use](#)

The browser interface includes a "Sign in" button in the top right corner. The Windows taskbar at the bottom shows the search bar with "Type here to search", several application icons (Edge, File Explorer, Calendar, Mail, Chrome, Teams, Word), and system tray icons for network, volume, and language (ENG), along with the time 16:15 and date 16/04/2023.

Society Awards

- Every year, the Societies Committee hosts an awards ceremony recognising 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 activities 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 socselect@
- 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

How to STV

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

How to STV

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.

How to STV

Forms Green Society President Election - Saved

Questions Responses Preview Style Collect responses Present

Green Society President Election

1. Rank each candidate in order of preference (1 being most preferable). You do not need to vote for every candidate

	1	2	3
candidate 1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
candidate 2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
RON	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

+ Add new

Forms Green Society President Election - Saved

Questions Present

Send and collect responses


- Anyone can respond
- Only people in University of St Andrews can respond
Sign-in required to validate access within University of St Andrews
- Specific people in University of St Andrews can respond

Record name

One response per person

<https://forms.office.com/Pages/ResponsePag...> Copy link

Shorten URL



Responders will see the form like this.

+ Add new

Make sure you limit the form to one response only!

How to STV

The screenshot displays the Linktree dashboard interface. At the top, there is a navigation bar with icons for Links, Appearance, Analytics, and Settings. On the right side of the navigation bar, there are buttons for 'Try Pro for free', 'Share', and a profile icon with the letter 'G'. Below the navigation bar, a light blue notification banner states 'Your Linktree is live: linktr.ee/greensocagm2024' and includes a 'Copy URL' button. The main content area features two tabs: 'Links' (active) and 'Store'. A prominent purple button labeled '+ Add link' is positioned below the tabs. Further down, there are buttons for 'Add header' and 'View archive >'. A link card is visible, titled 'Green Society President Election' with an edit icon. The link text is 'https://forms.office.com/Pages/ResponsePage.aspx?id=y...' and includes a share icon and a green toggle switch. Below the link text are several small icons for social media and utility. To the right of the dashboard is a mobile preview of the Linktree profile. The profile has a green background, a black circular profile picture with the letter 'G', and the handle '@greensocagm2024'. Below the handle, it says 'Voting forms will appear after candidate speeches have finished'. A link card for 'Green Society President Election' is shown in the preview. The Linktree logo is at the bottom of the mobile preview. A purple help icon with a question mark is located in the bottom right corner of the dashboard.

* Links Appearance Analytics Settings

Try Pro for free Share G

ⓘ Your Linktree is live: linktr.ee/greensocagm2024
Share your Linktree to your socials Copy URL

Links Store

+ Add link

Add header View archive >

Green Society President Election

https://forms.office.com/Pages/ResponsePage.aspx?id=y...

@greensocagm2024
Voting forms will appear after candidate speeches have finished

Green Society President Election ...

Linktree*

?

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 co-opting 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 isn't 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 guidance 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 Soccs@

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 preferred to be included**
- **Please fill it out!**
- **The form will be anonymous**