

UWS Students' Union Societies Handbook

EVERYTHING YOU NEED TO KNOW ABOUT RUNNING YOUR SOCIETY



Introduction

What are Societies?

Societies are student-led groups, formed and run by students, which bring together people who have a shared interest or identity.

Being involved in a society is a great way for students to meet new people and make friends. They can also help students gain experience and develop their skills.

Societies Constitution

The Societies Constitution outlines the Student Union's procedures and rules for societies. All affiliated societies must adhere to the policies within it. You can find a copy of this on the [Societies Handbook](#) page on the website.

What's this handbook for?

The aim of this handbook is to provide you with all the information you need to organise and run your society. But we're always here to help! Our main advice for how to run your society is to let us know what your up to. What questions do you have? The more you let us know, the more we can help!

Notice of Updates

We are always looking to gain feedback from you and improve how we support societies. This means that we may update the handbook throughout the year. The version available on the Students' Union website will always be the up to date copy of this handbook.



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Starting a new society

If you've got an idea for a new society, we can help you set this up. Please go to the [Starting a new society page](#) on the Students' Union website and follow these steps.

1. Have an idea

Do you have an interest or hobby you want to enjoy with others? Do you want to help bring together or represent a specific group of students?

2. Find two other students who are interested in your idea

You need a minimum of three students to start a society.

3. Submit a New Society Application Form

This is a simple form where you tell us about the society you want to set up and provide us with the necessary details to enable this:

[New Society Application Form](#)

- Completing this will also help you develop a plan for the society.
- If you need assistance with this then Ovoke Adams Adamatie, your Vice President Student Development will be happy to help! UnionVPSD@uws.ac.uk

4. Attend a Society Training Session

Once we receive your application the Student Opportunities Coordinator will get in touch to invite you to your Society Training Session.

This will be held by video call or in person at a time that suits you. We will explain everything you need to know about promoting and running your society. We will also complete the affiliation process.

5. You're good to go!

Top tips for running a society

- Make sure all your members are able and encouraged to support the running of your society
 - Just because someone isn't on the committee, doesn't mean they won't want to help out with your events and activities
- Regularly update the Students' Union on what you are planning and how you are getting on
 - The more you let us know, the more we can help!
- Don't forget that you are taking on a voluntary role which is improving students' university life and experiences
 - Make the most of the personal benefits you will gain from this. Will it help you with your university work, getting a job, making friends?
 - Have fun!

Affiliation with the Students' Union

What does Affiliation mean?

Being affiliated with the Students' Union means your society will have access to:

- A page on the Students' Union website
- A Students' Union email account
- A bank account with the Students' Union
- Funding
- Promotion through the Students' Union communications, social media and events
- Room and online event bookings
- Committee training and support
- Students' Union and UWS awards

How to affiliate your society with the Students' Union:

1. Have a minimum of three UWS student members
2. Attend a Society Training Session
3. Submit your Society's Annual Action Plan
4. Update your Society Webpage with your aims and contact details
5. Have at least one committee member attend a Societies Council meeting during the current academic year
6. Approval of the Societies Executive Committee. The Societies Executive Committee may reject an affiliation request if a society is considered to infringe the Students' Union Safe Space Policy

Re-affiliation

All societies must re-affiliate with the Students' Union each academic year. This means completing the full affiliation process.

- This is essential for ensuring our list of societies is kept up to date so that you receive ongoing support and updates
- Existing societies must complete the affiliation process by 31st October of the new academic year
- After 31st October, any societies which have not re-affiliated will be removed from the Students' Union website and will be unable to access money remaining in the society account until re-affiliation is complete
- If a society has not re-affiliated by the end of the academic year, it will be removed from our records and any unused money in the society's account will be transferred to the overall Students' Union Societies Budget.

Society Membership

Your Members

Any UWS student is welcome to join any society. UWS Students can join a society through its page on the Union website. To do this they need to:

- Log in to the website using their Student ID and password
- Go onto your society page and click **Add to Basket**
- Click on the **Checkout** symbol
- If you charge a membership fee they will be asked to provide payment details at the checkout
- Click **Confirm**

Associate Members

Societies are allowed members who are not current UWS students. This could include academic staff, graduates, students from other universities, friends with a shared interest.

The differences between them and UWS student members are:

- Members who are not UWS students cannot hold committee positions or vote in any society elections
- Non UWS students cannot make up more than 25% of a society's total membership number

Society Committees

Societies must have a minimum of three named committee members, including a president to act as the main contact for the Students' Union.

Membership fees

Societies are not required to charge a membership fee.

- Each society must decide if they require a fee and how much this will be
- Your membership fee must be between **£0 - £10**
- If you charge a fee, you must explain what this money will be used for. This information should be displayed on your society's webpage

Your Annual Action Plan

Every society submits an Annual Action Plan each year. This is a very simple form which lets us know your society's:

- Purpose and aims for the year
- Committee members
- Membership fee (if it has one)

These details should then be added to your society's webpage.

We will help you complete your Action Plan during your Society Training Session.

STARTING UP AND ORGANISING YOUR SOCIETY

Your Society Email Account

Every society is provided an email account by the Students' Union.

- This is your society's primary method of communication
- It is a Gmail account with an email address which is clearly identifiable as your society
 - Eg: yoursocietyname@uwsunion.org.uk
- You can share log in details between committee members if you like. This will help share the workload between committee members and help make sure someone is always available to respond to emails.
- The Students' Union will use this email to keep you up to date with support and activities available to you. Your committee is responsible for sharing this information with all your society members.

We will set up your email and make sure the necessary people have access to this as part of your Society Training Session.

Your Society Webpage

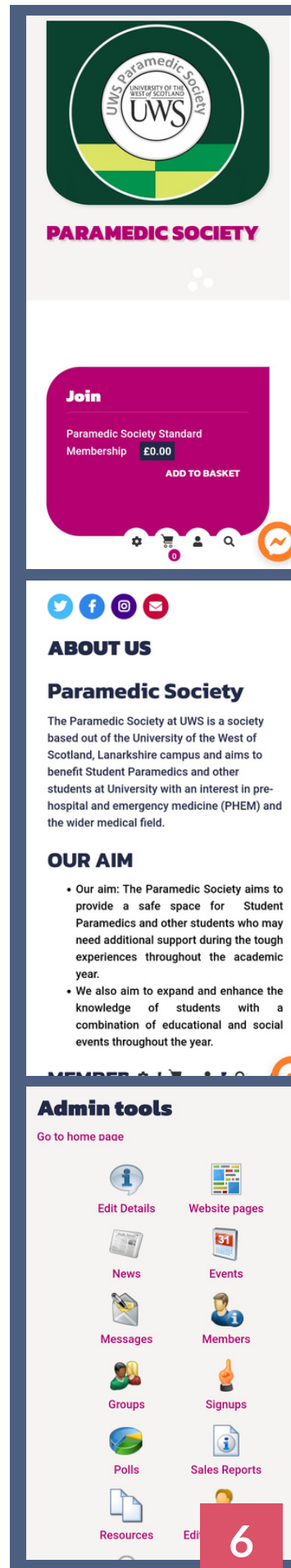
Every society is provided a webpage as part of our [Societies List](#) on the Students' Union website.

- This is the starting point for promoting your society. It's where students find out that you exist, what it is you do and how to contact you.
- It's where students can sign up to join your society.
- It's also where you store and manage your membership list.

Your Society Admin Page

Once you've submitted your Annual Action Plan, we can give the relevant committee members admin rights to your society webpage. This is where you can update your webpage and manage your membership list.

Your admin page is where your membership list is stored. It can also be used to send emails to your members. **You must not store your membership list anywhere else. This would be a breach of GDPR (see GDPR Guide for more details).**



The screenshot shows the Paramedic Society website. At the top is the society logo, a circular emblem with 'UWS Paramedic Society' and 'UNIVERSITY OF THE WEST OF SCOTLAND' text. Below the logo is a 'Join' button with a price tag of '£0.00' and an 'ADD TO BASKET' option. A navigation bar includes social media icons for Twitter, Facebook, Instagram, and Email. The 'ABOUT US' section describes the society as being based at the University of the West of Scotland, Lanarkshire campus, and aims to benefit student paramedics and other students with an interest in pre-hospital and emergency medicine (PHEM) and the wider medical field. The 'OUR AIM' section lists two goals: providing a safe space for student paramedics and other students who may need additional support, and expanding/enhancing student knowledge through educational and social events. At the bottom, the 'Admin tools' menu is visible, listing various functions like Edit Details, Website pages, News, Events, Messages, Members, Groups, Signups, Polls, Sales Reports, Resources, and Edit.

How to get to your admin page:

- Click on the **Log in symbol** and sign in to the website using your Student ID and password
- Click on the **Cog symbol** in the bottom right hand corner of the website page
- Click on your society's name in the drop down menu
- This will take you to your society's admin page

How to update your webpage:

Click the **Edit Details** tab to:

- Add links to any social media pages or groups your society uses
- Add your society's logo (the Students' Union can help you design one)
- Update your page with information you would like people to know about your society. This should include the following information:
 - Purpose
 - Aims
 - Committee members
 - The best way to contact the society
 - Upcoming events and activities

How to see your Membership list:

- Click the **Members** tab to see your list of current society members
- This will show the names and Student IDs of all your members in alphabetical order

How to check for new members:

Students can join your society at any point during the year. It is good practice to regularly check if new students have signed up. Here's how you can check:

- Click the **Sales Reports** tab
- Select the date range you want to check
- Click on **Purchasers Report**
- This will show you when new students have joined your society (within the date range you have chosen)

How to send emails to your members

- Click the **Messages** tab
- Click **Send email**
- Click **To**
- Select which members you would like to send your email
- Click **Add Recipients**
- Compose your email (don't forget to include a subject heading)
- Click **Send**

Your Society Committee

Every society needs to have a committee. Your committee is the group of students who take on the responsibility of leading and organising the society.

What does the committee do?

- Keep in touch and engage with the Students' Union
- Organise events and activities
- Promote the society and its activities
- Establish and maintain two way communication with society members
- Maintain and develop use of your society's webpage, email account and social media
- Organise the society's finances and fundraising
- Attend Students' Union training sessions and Societies Council meetings

A successful committee will...

- Maintain regular communication between committee members, other society members and the Students' Union
 - Identify your agreed forms of communication for this
- Hold regular committee meetings
 - These must work towards achieving the society's aims and identify clear actions to be taken by each committee member
- Agree on each committee member's role for the year and for each individual event
- Encourage other society members to help organise and deliver events and activities
 - Not all society members want to be on the committee but they still might like to be able to help with events, or have particular skills or experiences which could benefit the society
- Use the support available from the Students' Union to promote, fund and organise activities
- Attend Society Council meetings to share ideas and build links with other societies
- Hold an AGM and committee elections at the end of the academic year
 - This will ensure the society is well prepared to continue its development the following year

Committee positions

All committee members must be UWS students. Your committee must have:

- A minimum of 3 committee members
- This must include a President/Convener
- Other committee positions should reflect the needs of your society

The number of committee members and the roles they have will depend on the aims and size of your society. All committee members should attend Students' Union training sessions and Societies Council meetings.

President (required)

The President is the leader of the committee. You need to provide support, advice and guidance to the other committee members throughout the academic year. This is the most challenging role on the committee. You will need to be enthusiastic, motivated and have a strong belief in the aims of the society.

Specific duties include:

- Chairing regular committee meetings
- Ensuring each committee member understands their role and meets their action points and duties
- Ensuring the society functions to the best of its ability and works towards its goals
- Maintaining regular contact with the Students' Union and feeding back information to your committee and society members
- Making sure committee members attend Students' Union training sessions and Societies Council meetings
- Develop connections with other societies
- Safeguarding the sustainability of the society, ensuring the AGM, elections and committee handover take place at the end of the academic year
- Reporting any issues or incidents to the Students' Union

Secretary

This position is the backbone of any society and ensures that things run smoothly. You will be the one who makes sure everything stays well organised and most importantly; you need to communicate what's going on to your members so they stay interested and stay involved.

Specific duties include:

- Maintaining the administration for the society, through management of the society's admin page on the Students' Union website
- Keeping the society up-to-date with all administrative forms and requirements of the Societies Union
- Making sure everyone who takes part in activities joins the society
- Regularly checking the society's membership list for new members
- Ensuring the society e-mail account is regularly checked and sharing all relevant updates with committee and society members
- Ensure committee meeting minutes are recorded and kept for distribution to society members
- Keep society members informed with regular up-to-date communication

Treasurer

Being a treasurer isn't just about handling money, it means knowing how your finances stand at any one time; and planning accordingly. You will work closely with all other committee members to ensure that the society's aims and activities are achieved.

Specific duties include:

- Managing the finances of the society
- Authorising society expenses
- Submitting expenses forms and funding applications to the Students' Union
- Making sure students can and do pay any required membership fees or costs for society activities and merchandise
- Identify relevant sponsorship deals for the society

Equality & Diversity Officer

Every society at UWS is open to all students to join. Society committees have a responsibility to make sure they are welcoming, inclusive and are able to adapt to meet the needs of their members. As Equality & Diversity Officer, you would take the lead on ensuring this is the case. You will be making an important contribution towards helping every UWS student find somewhere they belong.

Specific duties include:

- Ensuring the committee set a positive example by acting in a welcoming and inclusive manner
- Working with other committee members to check that all events, activities and communications are accessible to all society members
- Identifying how these can be adapted to meet peoples' needs and ensure these actions are taken
- Setting members expectations for what behaviour is appropriate within your society
- Ensuring the committee and members understand the Students' Union Safe Space Policy
- Identifying and addressing any issues or conflicts within the society
- Reporting issues or conflicts to the Students' Union

Communications/Social Media Coordinator

Every society is provided with a page on our website and an email account. These are your society's primary methods of promotion and communication. However, it's up to each society to decide what other methods they will use. Effective promotion and communication is essential for gaining members and even more important for keeping them engaged with your activities.

Specific duties include:

- Updating the society webpage with relevant information, events and activities
- Identifying with your members which communication methods will work best
- Setting up and managing society social media pages with regular updates and engaging content
- Creating promotional materials for events and activities
- Working with the Students' Union to promote these
- Gathering images, videos and stories which show off your society's successes
- Sharing these with the Students' Union
- Help students feel part of a community

Events Coordinator

When establishing the society's purpose and aims for the year, the committee will identify the events and activities they need to organise to achieve these. The Event Coordinator will then be responsible for organising the planning and delivery of these. You will identify what actions need to be taken and will work with the President to make sure everyone understands their responsibilities and work together to achieve them. This position can work as a set committee role, or alternatively, a Coordinator can be appointed for each individual event. This could provide an opportunity for non-committee members to get involved in sharing their ideas and supporting the society.

Specific duties include:

- Maintaining a positive, inclusive and proactive approach towards interacting with society members and encouraging them to participate in activities
- Establishing a calendar of events throughout the year which will help the society achieve its aims
- Planning and organising each specific event
- Regular communication with the Students' Union, university departments and sponsors to make sure the society receives all the support available to it
- Work closely with the Communications Coordinator to promote events and gather evidence and feedback to show off the society's successes
- Work with the Treasurer to plan expenses and identify any necessary fundraising activities

Your AGM and Committee Elections

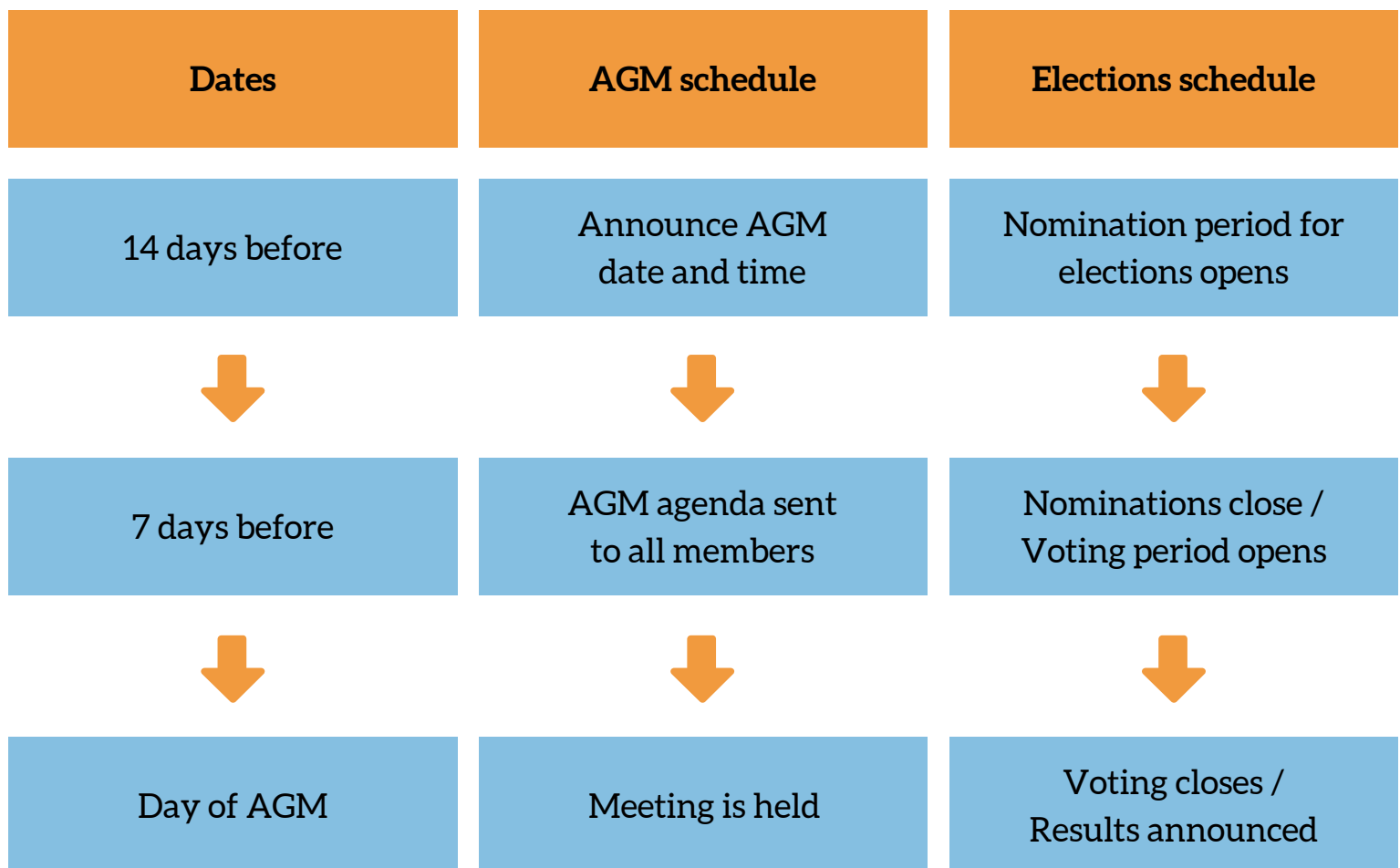
Your society needs to hold an Annual General Meeting and Committee Elections

- This should be held in April
- This will make sure that before the end of this academic year, you will be organised and ready for the next one

You AGM has three main purposes:

- To review the current year
 - (Has your society achieved the aims set out in its Annual Action Plan?)
- To provide an opportunity for all members to give their views on what the society's future aims should be
 - (What will the society do next year?)
- To elect your society's committee for the next academic year
 - (Who will organise the society's activities for the next year?)

AGM and Elections Timeline



Your AGM and Committee Elections

Planning your AGM and Elections

- Decide on a date to hold your AGM (you could use a poll to find a date that suits your members best)
- The date of your AGM must be announced to all society members 14 days in advance of the meeting
 - At the same time, the nomination period will open for your Committee Elections
- The agenda for your AGM must be sent out to all society members 7 days before the meeting
 - At the same time, the nomination period for your Committee Elections will close. The 7 day voting period will then open
- You will then hold your AGM on the agreed date
 - During the meeting, there will be a final opportunity for society members to vote in your Committee Elections
 - The voting will then close
 - The results of your election, and your new Committee will be announced at the end of the AGM
 - The new committee will agree a date for their first meeting, where they will begin planning for the next Academic Year

How to organise your AGM and Elections

The Students' Union will:

- Organise and facilitate the election process
- Prepare your AGM agenda
- Host and facilitate your AGM

To enable the Students' Union to provide this support you need to:

- Make sure your society membership list is fully up to date on your webpage
- Let us know the committee positions you will be voting on
- The date and time you want to hold your AGM

Holding your AGM and Elections will help...

- Make sure you are well organised and prepared for the next academic year (this is why we hold them in April)
- The committee improve communication with members and ensure they all understand how the society works
- Encourage other society members to get involved with running the society
- The society continue to grow and develop after committee members graduate
- Your society be fair, democratic and accessible to all students
- Improve communication with the Students' Union and make sure you receive all the training and support you need

This section provides guidance on how to:

- Communicate with society members, other students, the Students' Union and the university
- Promote your society, your activities and your achievements
- Organise your events and activities

We have put these things together because successfully running your society requires a well-organised combination of all three!

The Students' Union are ready to help you with all of these. You can access this support by using the online forms on our Societies Resources & Bookings page on our website: <https://www.uwsunion.org.uk/societies/joining/>

Keeping in contact with the Students' Union

You can keep in touch with us through:

- Email
- [Society Committee Members Microsoft Teams group](#)
- Social Media
- Website forms

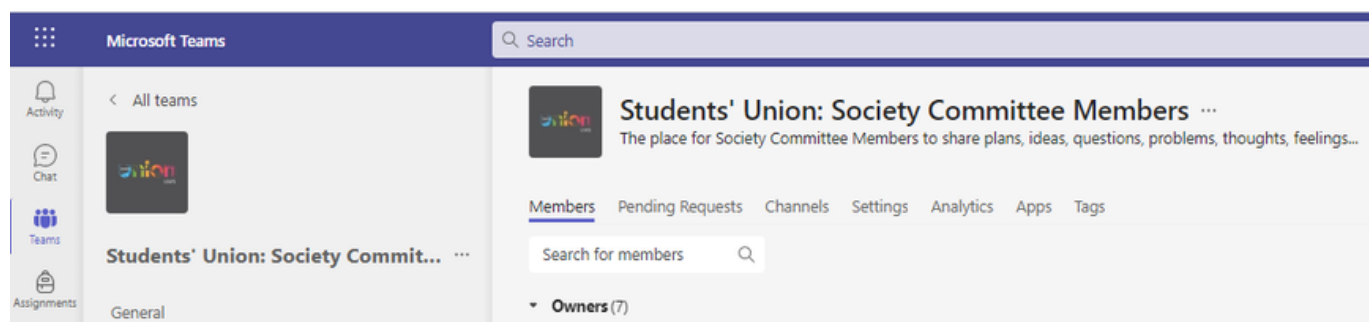
We try to be as flexible as possible to use whatever works best for you!

What you should expect from the Students' Union:

- Will always respond to enquiries as soon possible
- Will reply during normal working hours (but obviously no problem emailing us or messaging us at any time)
- During busy times in year it might take us slightly longer to reply
 - Freshers' period
 - February
 - Big Elections week

What the Students' Union should expect from you:

- Respond to emails, invites to training and Societies Council meetings
- Share all relevant information with your committee and society members



Students' Union website and your society email account

Every society is provided with a page on our website and an email account. These are your primary form of communication. They are the 1st contact members are likely to have with your society, so don't underestimate importance of using these.

Tips for managing your web page and email account:

- Keep your web page up to date. This should include the content of your Annual Action Plan:
 - Purpose
 - Aims
 - Committee members
- Regularly check for new members
- Regularly check your email
 - The Students' Union will use your email to send you important information and updates
 - You may also have questions from potential or existing members
- Reply in good time and share updates with all society members
- More than one committee member can have access to your email account, which will help share the workload and ensure you can always respond quickly

What's On website page

- All of your events can be added to the What's On page on our website
 - This is a quick and easy way to promote your events
 - If you want people to register for your events, we can add tickets to your event here
 - Once students register, we can use this to securely send links for accessing online events
 - If you want to charge a fee for attending an event, we can add a charge for buying tickets here. Payments will then go directly to your society's bank account (see Finance section for more details)
- To add your event to our What's On page, submit the [Promoting your Society Form](#)

Using Social Media

Creating social media accounts to communicate with your members

- You are welcome to set up whatever social media accounts work best for you and your members. With any social media, make sure you make regular posts and reply to comments and messages in good time!
- Regular weekly posts should be interesting, engaging and provide information your members want or need
- Photos and videos of your activities will make these more engaging and personal
- Remember to post 'good news' stories, which will encourage your network to grow and build a strong community
- Facebook pages or groups?
 - Pages are good for promoting your society to new members
 - Groups are good for communication between existing members

How can the Students' Union help you through social media?

- You can ask the Union to promote your society and its activities by submitting the [Promoting your Society Form](#)
- We also encourage you to invite the Student Opportunities Coordinator and VP Student Development to like or join your social media pages
 - This means we will be automatically kept up to date with your events and activities, which is a quick and easy way for us to see what we can do to support you!
- Create instagram and facebook posts and tag the Students' Union
 - This is a quick and easy way to increase the number of students who will see your posts
- Students' Union social media accounts:
 - Facebook: [**@uwsstudents**](#)
 - Instagram: [**@uwsstudent**](#)
 - Twitter: [**@UWSstudents**](#)

Guidance for managing group chats

- Creating group chats for your society and your committee members can be a very effective way to maintain quick, regular communication.
- This can help make sure members feel actively involved in the society.
- You need to decide which platforms will work best for you and your members. Popular platforms for societies this year include:
 - Whatsapp
 - Discord
 - Facebook Messenger
 - Microsoft Teams

To help you understand the purpose of your group chats and how to effectively and safely manage them, our LGBT+ Society created this useful guidance...

Why do we want a chat group?

- Combat loneliness, support wellbeing
- Make friends, get to know each other
- Social interaction
- Share stories, campaigning
- Create a community and get to know people in a casual setting

What do we want to encourage?

- Being welcoming, supportive, respectful, inclusive
- Answer questions
- Sharing events, activities and campaigning ideas
- Getting involved in the chat
- Positive engaging discussion / debate
- News stories
- A space where you can be yourself

What do we want to discourage?

- Sharing unnecessary personal information (e.g address, phone numbers, status), doxing
- Excluding others, negativity towards others, gossiping
- Using inappropriate terms / language
- One person taking over, dominating conversations
- Promoting commercial events not relevant to the society
- In-jokes that others/new members/international students might not understand

Guidance for managing group chats

What are the risks associated with running a chat group?

- Misunderstanding the tone
- Can be too casual, adding content that may offend others unintentionally
- Excluding members unintentionally, feeling ignored
- Expectation that responses must be immediate
- Data protection / confidentiality breaches, sharing personal information
- Complaints, negative reputation of group
- Imposing worries onto others
- People falling out

What won't be tolerated?

- Any form of discriminatory language (e.g. racism, sexism etc.)
- Sharing inappropriate images (e.g. nude, violence etc.)
- Threats of violence / hate speech towards others.

What can we do to make these more or less likely?

- Have a disclaimer to join, note in description of group
- Code of conduct, have a separate 'channel' with the rules to sign up to
- Hold an online safety / etiquette campaign
- Have consequences (e.g. Union / UWS disciplinary procedure)
- Rewards for positive engagement



Communicating with academic staff

One of the most effective ways to promote your society is through word of mouth; speak to the people you know and if they're interested, encourage them to let others know about the society as well!

Academic staff speak to large numbers of students on a regular basis, so they are well placed to help you with this. If you ask nicely, they will probably be happy to help promote your society!

How to ask staff to help promote your society and its activities:

- Send them an email to explain what your society is and ask if they are able to promote it
 - Copy the Student Opportunities Coordinator into the email so they can help with any questions
- If staff are happy to help, the best thing they can do is to provide a few minutes at the start or end of classes for you to:
 - Introduce yourselves to students
 - Introduce your society
 - Explain what you do
 - Let people know how to join
- If you can't join the session, ask if they can tell students about these things
- This information could also be shared by email or other staff/student communications
- If you are an academic society, staff may also be able to help arrange your first meeting of the year. They will know your course timetables, so will be able to advise a potential time where you can bring students from different year groups together.
- The Students' Union welcome staff support for societies. See our Academic Staff Guide to Societies for more information on how we can work together:
<https://www.uwsunion.org.uk/societies/academicstaffguide/>
- **Any support academic staff provide you will be in addition to their own work supporting you, so remember to always be patient and thank them for their help!**



What online events and activities can you do?

This year, all our events and activities are online. Zoom and Microsoft Teams have been popular platforms for societies but there are plenty of other options to choose! You can decide what works best for you and your members.

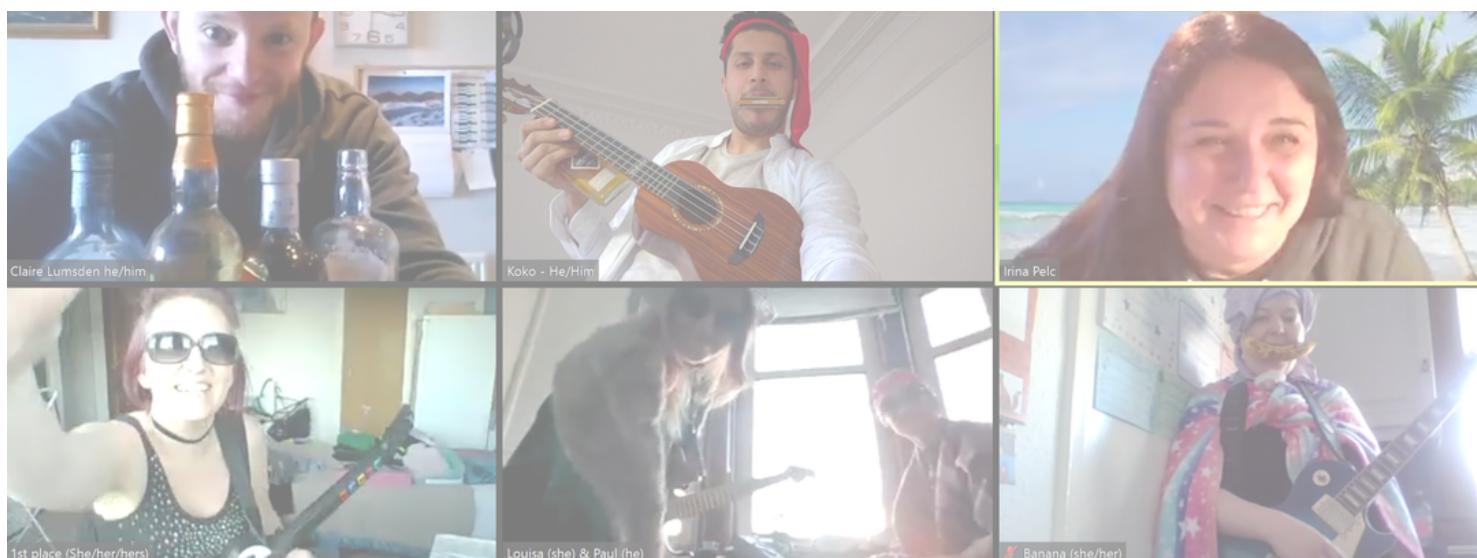
Our societies have successfully managed to transfer most events and activities online. These include:

- Society welcome events and AGMs
- Committee meetings
- Social events
- Campaigning
- Guest speakers
- Online games
- Peer support
- Academic and careers networking

Online events and meetings can be great but are not necessary for running a society. Some of our societies have been happily functioning using their existing online chats and communications!

Tips for running good and engaging online events:

- Set a clear context and purpose for the meeting (eg. quiz, online games, campaign planning)
 - This helps give the event a structure and lets people know what to expect
 - But don't be worry if general conversation starts to take over. That's definitely a good thing!
- Make it easy for members to access details to join your meetings
 - Creating events on the Students' Union website and facebook page can help with this
- Welcome everyone to the meeting and check they know how to use any necessary functions (eg. cameras, microphones, chat, adding their names)
 - Ask people to put in their preferred names and pronouns
- Give people a reason to have their cameras on (if it's possible for them to do this)
 - Ask for physical responses to welcome questions (eg. raising hands, nodding heads, thumb up)
 - This will also help set a relaxed, informal tone for your meeting
 - It will also help people feel part of the meeting, rather than quietly observing
- Give everyone a chance to speak
 - This happens less naturally than it would in face to face conversation
 - If someone hasn't said anything, make a point to give them the opportunity
- Don't automatically insist everyone puts themselves on mute when not speaking!
 - The quality of videos has improved a lot in the last year
 - It's much easier to have a normal flowing conversation if people aren't muted



Managing your finances

Your society bank account

Every society has a bank account with the Students' Union. We do this so that:

- No individual society members need to be responsible for holding your money
- We can easily pass finances over to new committee members
- The Students' Union can collect ticket money or fees on your behalf
- The Students' Union can make payments on your behalf directly from your society's account

What does your account look like?

Your bank account is a very straightforward spreadsheet showing:

- Money that comes in
- Money that goes out

We will provide you with your updated spreadsheet every time you deposit or spend money. You can also ask for an update on this at any time.

Depositing money into your account

Fees, event tickets and merchandise

- If your society has a membership fee, these will automatically be added to your account when students join the society through your webpage
- If you have events where people have to pay for tickets, payments will automatically be added to your account if you set up your event on the Students' Union website
- If you are selling society merchandise (eg. hoodies), this can be set up through your society webpage. Payments will then automatically be added to your account

Deposit any other money

- You can deposit money into your society's account by submitting a **Depositing Money in your Society Account Form**, which is available on the Resources page of the website: <https://www.uwsunion.org.uk/societies/joining/>
 - This lets us know how much money you are depositing and where it has come from
 - If it is from fundraising, we may be able to match the amount you have raised
- The Student Opportunities Coordinator will then provide you with the Union's bank account details
- You then need to transfer this money to the Union's account
- We will email you to confirm this has been received and will send you an update of your account spreadsheet

Spending money in your account

Any money in your society's account is to be used for the benefit of your society and its members.

For payments under £100:

- Committee members can buy what you need and then claim the expenses using the methods explained below

For payments over £100:

- You must inform the Student Opportunities Coordinator before making any payments. The Students' Union will then
 - Check that your intended purchase is appropriate for your society
 - Advise you if there is a better/cheaper alternative
 - You can then make your purchase using the following methods

Submitting an Expenses Form

- You can use money in your society's account by submitting a Society Expenses Form, which is available on the Resources page of the website:
<https://www.uwsunion.org.uk/societies/joining/>
- Only committee members can submit an Expenses Form
- You cannot claim more than the total amount in your society's account
- Complete all sections of the form to give us the information we need
 - What you have bought
 - Where you have bought it from
 - How much you have spent
 - Your bank details
- Email your Expenses Form to the Student Opportunities Coordinator
 - For authentication, this must be sent from either your society email account or a committee member's student email
- **You must attach all receipts. We cannot pay any expenses without receipts!**
 - If you have paper receipts, attach a clear photo of them
- The Union will then pay the expenses directly to the bank details you provided

Requesting the Students' Union to make payments direct from your account

- The Students' Union can make payments on behalf of your society
- This may be more appropriate and convenient, especially for online and larger payments eg.
 - Event bookings
 - Society merchandise payments
- To do this, a committee member needs to submit a **Make a Society Payment Form**, which is available on the Resources page of the website:
<https://www.uwsunion.org.uk/societies/joining/>
 - You must attach specific details of how we can pay for your expense. (eg. an invoice)

Students' Union Funding for Societies

There are two ways your society can receive funding support from the Students' Union:

- Match funding
- Funding Applications

Match Funding

We encourage societies to organise their own fundraising activities

- The Students' Union will then match fund the amount you raise
- We can match up to £200 for each fundraising activity (for as long as our budget lasts)
- We match the profit from your event (Total amount raised minus expenses)

Example of gaining match funding:

Your Fundraising	Amount
Total income from fundraising activity:	£75
Costs of hosting your fundraising activity:	- £25
Amount raised from your fundraising activity:	= £50

Adding Students' Union Match Funding	Amount
Amount raised from your fundraising activity:	£50
The Students' Union match this amount:	+ £50
Total amount of money raised for the society:	= £100

- This system ensures that our funding rewards societies who are proactive and engaged
- Organising fundraising events also helps to create fun, social activities for your society
- It provides an opportunity for your members to be actively involved in supporting and organising the society
- It's also a great way to promote and show off your society to new members!

Tips for organising your fundraising activities

- For all fundraising activities it must be clear what the money is being used for when you ask for donations. To claim match funding you must be able to show that you have made the purpose of the fundraising clear.
- These are some of the things societies have done to raise money:
 - Raffles
 - Competitions with an entry fee (where a percentage of entry fees goes towards fundraising)
 - Fundraising nights and dinners (where a percentage of ticket sales goes towards fundraising)
 - Doughnut sales
- Societies sometimes organise fundraising with a joint purpose where half the money raised is for the society and half is for a charity relevant to the society or its members
 - This enables society members to work together for good causes
 - People may be more willing to donate when some of their money is going to a charity
 - If you do this, the Students' Union is only able to match the amount which is raised for the society
- To claim match funding, follow the process above for how to deposit money into your society account

Funding Applications

You can also receive funding support from the Students' Union by submitting a **Society Funding Application Form**, which you will find on the resources page on our website: <https://www.uwsunion.org.uk/societies/joining/>

- This can be used to help get your society up and running or if it hasn't been possible to organise your own fundraising activities
- If you have been proactive and gained match funding, you are still welcome to apply for additional funding!
- Examples of activities or purposes:
 - Purchasing essential materials or equipment for starting up the society
 - Subsidising costs of an event to ensure all members can afford to attend
- See the Funding Application Form for full guidance on the application process

Sponsorships, Partnerships and Donations

Another great way to generate funding and resources for your society is through sponsorship, partnerships and donations.

- Many of our societies have formed partnerships with relevant organisations or bodies, where they have received:
 - Funding
 - Support with organising and delivering events (including academic, careers and networking events for academic societies)
 - Resources for your society and promotional material
 - Political societies
 - **Any formal agreements must be approved by the Students' Union before being signed. You must send details of this to the Student Opportunities Coordinator**
- You can also ask for donations of prizes for your fundraising activities (eg. raffle prizes)
 - If you do this, you must make it clear how money is being raised and what it will be used for



What is the Societies Council?

- The Societies Council is the opportunity for you to have your say on how the Students' Union supports your societies
- Your opinions are essential for shaping how we work to support each other and enable societies to continue to grow and develop. It also brings different societies together to share ideas and work together
- Every society should be represented by at least one member at each council. All student society members are welcome and encouraged to attend
- Full details on our Societies Council Bye Law and all meeting minutes are available on the Societies Council page on our website:
<https://www.uwsunion.org.uk/societies/policies/>

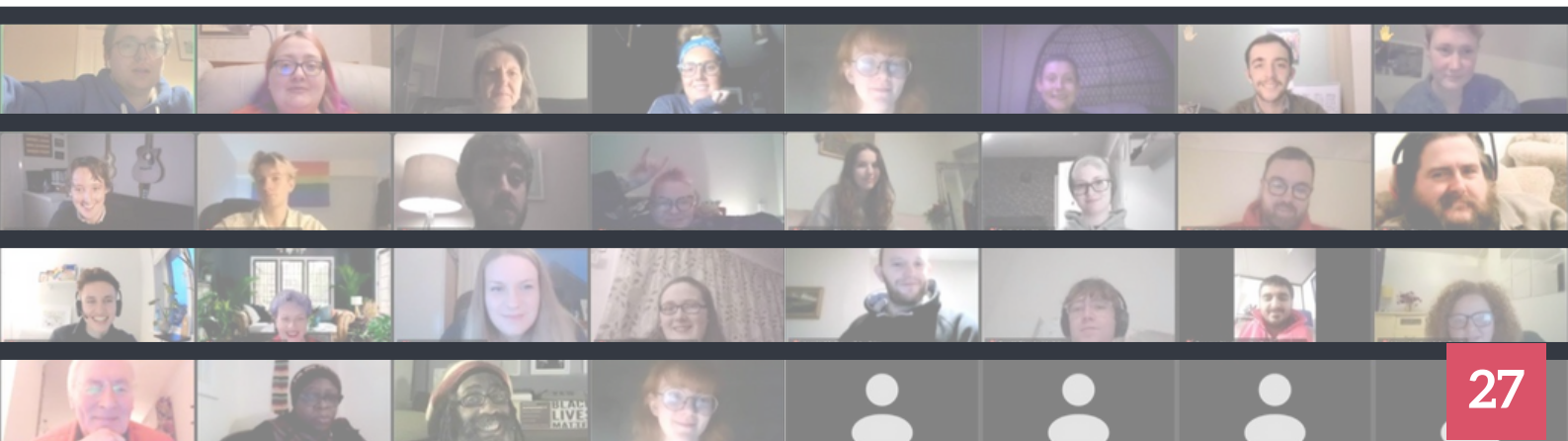
When and where?

- The Societies Council meets a minimum of six times a year. Meetings will be held on afternoons for one hour
- Council meetings will be held online using Zoom
- Invites will be sent to society email accounts. You must then share these details with your committee and society members
- The agenda will be provided in advance of each meeting. We encourage you to suggest what you would like to be included in the agenda

Societies Executive Committee

Each year the Societies Council will elect a Societies Executive Committee. The role of the Societies Committee is to:

- Ensure the Students' Union acts on ideas and issues raised at Council meetings
- Help plan and coordinate society events
- Approve any necessary society affiliation and funding decisions



GDPR (General Data Protection Regulation) and Information Security Guidance

This is your guide for ensuring you manage your society members' information securely and comply with Data Protection Regulations.

Here's the key thing to remember:

Treat other students' data as you would wish your own data to be treated - confidentially and only to be used for the purpose it was given.

What is personal data?

- Any data that can be connected to an individual and used to identify them eg. name and address
- Name does not need to be included for information to be classed as personal
- Banner ID is classed as personal data

What is sensitive data?

- Data consisting of racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, data concerning health or data concerning a person's sex life or sexual orientation

GDPR Aim

- Legislation aims to protect personal data and to prevent misuse, unauthorised or inaccurate use of the information relating to the individual
- It is designed to keep an individual's information safe and ensure they have control over its use

Data sharing

- If data needs to be shared with a 3rd party eg. university, local authority, police you need to ensure everyone protects the information and keeps it up to date
- Should only be shared if necessary
- Data should be fair and relevant

Disclosure of data

- Less is better
- Disclose the minimum amount required
- Always remove irrelevant information before sharing and remove any confidential information
- Sensitive information should be sent by encrypted emails flagged for read receipt

Enforcement

- Any breach of GDPR is an offence

GDPR (General Data Protection Regulation) and Information Security Guidance

Principles of GDPR

1 - Lawfulness, fairness and transparency

We must have a lawful basis for processing individuals' data

We must tell people how we will handle the information we hold about them

2 - Purpose limitation

We must only collect data for a specific purpose and should not use it for any other purposes

3 - Data minimisation

We should only collect the information we actually need

4 - Accuracy

We must put systems in place to make sure that the data we hold is accurate

5 - Storage limitation

We should not hold personal data for any longer than necessary

6 - Integrity and confidentiality

We must have appropriate technical and organisational measures in place to keep data secure

Keeping information secure

- Paper: Should be locked in cabinets and shredded as soon as it's no longer needed
- Electronic: Electronic devices should be password protected with automatic locks in use
- USB storage: Information should be encrypted
- VPN: Shared printers should have a log in option
- Email:
 - You should check recipients carefully when creating or replying to emails
 - Remove information that is not needed or should not be shared
 - Wherever possible, emails should be sent in an encrypted format especially if communicating personal data
- Cloud storage:
 - All the information you need for your society members can be accessed through the admin section of your society (see Setting up and organising your society for guidance on using this)
 - Through your society email account you also have access to Google Drive, which can be used to manage your society members' details

GDPR (General Data Protection Regulation) and Information Security Guidance

Protecting computers and electronic devices

- Phishing
 - Do not click on hyperlinks or attachments unless you trust the person sending it
 - If in doubt, do not ask them about it by replying to the email
- Passwords
 - Should be secure and memorable
 - Advice: use three random words you can easily picture along with a number eg. foxThundercake39
 - Do not use the same password for all accounts
 - UWS Information Services will never ask for your password

Data breaches can include

- Sending personal data to the wrong person
- Personal data being accessed by someone who is not authorised to do so
- Bulk emails being sent to multiple recipients using 'to' or 'cc' when 'bcc' should be used
- Electronic devices being lost or stolen
- Paper records being lost or stolen
- In some cases, personal data being used for purposes other than those it was collected for
- Sharing personal data without having a lawful basis to do so

Reporting breaches

- The university is obligated to report certain types of data breach to the ICO, without delay and within 72 hours
- In some instances, data subjects must also be notified so they can take steps to protect themselves
- If you become aware of a breach involving personal data then you must notify the Legal Services team using the data breach notification form available on the staff intranet

GDPR (General Data Protection Regulation) and Information Security Guidance

Individual's rights

- The right to be informed
- The right of access (eg. ability to verify data and the lawfulness of the processing)
- The right to rectification
- The right to erase (ie. the right to be forgotten and have data deleted)
- The right to restrict processing
- The right to data portability (ie. an individual can obtain and re-use their own data across different services)
- The right to object
- Rights in relation to automated decision making and profiling

Subject access requests

- Individuals are entitled to both confirmation of whether the university processes their personal data and to obtain copies of this data
- They are also entitled to some additional information on how this data is used

Processors obligations

- A data processor is anyone processing data on our behalf (employees are not processors)
- If you wish to appoint a third party to process data then you must involve the university Legal Services team

This has been adapted from the UWS GDPR staff training guidance.



Managing conflict and complaints

All of us face difficult situations or conflict at different times in our lives, with different people and for different reasons. The conflicts may be small or large, but the ability to deal with them effectively – and respond favourably – is a crucial interpersonal skill to have. Being able to manage conflict when it arises helps us not just in our personal lives, but it allows us to deal with problem situations while being part of a Society Committee.

What could cause conflict?

- Committee members with different aims and ideas for the society
- Committee members not fulfilling their roles or agreed actions from meetings
- Inappropriate conduct in meetings or group chats

How can you prevent conflicts and challenging situations?

- Ensure everyone has a say in creating your Annual Action Plan
 - This will help you identify what you all want to achieve
 - You will also establish how you will work together to do this
 - You should refer to this throughout the year to help maintain focus on achieving your society's aims
- You may also want to create a Code of Conduct for your society to establish agreed and expected behaviour
- When conflict or difficult situations arise, it's important that you address them as soon as possible
 - This will stop it from becoming worse and preventing actions from happening
 - It also means you can easily and quickly move forward in a productive and positive way, keeping on track of what you are trying to achieve



Managing conflict and complaints

How should you deal with conflict and challenging situations?

Our first recommendation is always to contact the Students' Union to ask for our guidance and support.

Sometimes it's not possible to prevent issues from escalating. People may become frustrated or angry with an issue. The important thing is the desire to improve the situation, no-one will benefit in the long term if the difficulty continues. There are several things that you might want to think about doing if conflict does arise between society members.

This could apply to a situation involving yourself, or can be your plan to help other members resolve their differences:

- Meet with the other person – even though you might be tempted to moan or talk about the other person, you need to tell them. They can't adapt their behaviour if they don't know how it upsets you. Make time and space for this – somewhere comfortable and neutral
- Clarify the purpose of the meeting – make sure that you both are aware of why you are meeting – i.e. to resolve the difficulties. This may help to initiate the process of thinking about a resolution
- State very specifically what the problem is – be clear about why you are angry / upset
- Don't blame - work at moving on – If the other person finds this difficult, explain that you don't want to dwell on the issue, but you'd like to move forward and encourage them to do the same. Very few people when asked if they want to carry on with the conflict will say “yes”
- Stick to the subject and take one issue at a time – Issues will be missed if they are all stated at the same time. As soon as an issue or situation arises that you are uncomfortable with, speak up about it as soon as you can
- Use feedback – always talk about the other person's behaviour not their character – do not make it personal. For example, say “When you arrive late every day, it means that I cannot do” rather than “you are useless with time”. Also, talk about the way that the behaviour makes you feel
- Reach agreement on future action – what can you and/or the other person do to prevent disagreements in the future, this is an important step to close off the disagreement and move forward in a positive way

The Student's Union Complaints Procedure

If you would like to make an informal or formal complaint about any member of any Society, you can contact the Union who will provide support and assistance in dealing with and resolving complaints. All the details for our Complaints Procedure is available at: <https://www.uwsunion.org.uk/union/constitution/>

AWARDS FOR YOU AND YOUR SOCIETY

Taking part in societies and volunteering can help you make friends, have fun and develop your skills and experiences. They also make you eligible for the Students' Union and UWS' awards!

Students' Union Big Awards

Our Annual Big Awards recognise all the great work that goes on across the UWS from students and staff.

Awards include:

- Student Group Member of the Year
- Student Group of the Year
- Best New Society

Nominations for awards open in April and the results are usually announced in April. Information on how to nominate your society or your members will be sent to your Society Email Account.

UWS Volunteer Recognition Award

As a society committee member, you are eligible to apply for the UWS Volunteer Recognition Award

The UWS Volunteer Recognition Award is an initiative to recognise volunteering activity undertaken by students in addition to their studies

We are happy to help you with award applications. Get in touch with Jamie McDowall, your Student Opportunities Coordinator at jamie.mcdowall@uws.ac.uk

