



ABERTAY SA

Societies

SOCIETY HANDBOOK 2017/2018



INTRODUCTION

The Students' Association believes participation in societies is an important part of student life and involvement will develop skills which will be useful in the future.

The activities that societies engage in vary from year to year. New or existing societies may or may not fully know what support they can receive from Abertay SA. This guide and the training your committee will receive each year will enable you to run a successful society.



HEAR

Being a committee member of a society means you have the potential to be awarded recognition of your role and accredited on your Higher Education Achievement Report (HEAR).

WHO CAN BE AWARDED HEAR?



PRESIDENT



VICE PRESIDENT



SECRETARY



TREASURER

CRITERIA FOR HEAR ACCREDITATION

There are certain criteria you must achieve for the HEAR to be credited:

Society Training

at the start of each academic year

Monthly Committee Meetings

send minutes to the SA for verification purposes - minimum attendance 60%

Attend Annual General Meeting

send minutes to the SA for verification

Attend Society Council

as a society, you must attend at least 4 out of 7 society council meetings

Paperwork up to date and in folder

constitution (signed by current committee)
a full inventory list
all fund request and deposit forms

STARTING UP

STEP 1

Organise a meeting with the vice president. Drop into the office or email: societies@abertay.ac.uk



STEP 2

Fill out a constitution. Templates are available at abertaysa.com (you can email your constitution to the VP ahead of your meeting)

societies@abertay.ac.uk

YOU NEED AT LEAST 8 MEMBERS

AND MUST FILL THREE KEY ROLES:



PRESIDENT



SECRETARY



TREASURER

Remember that committee positions can only be held by current Abertay students. Your members can be a mix of Abertay Students and Non-Abertay individuals



New societies will be awarded £20 for posters and promotion upon approval by society council.

RISK ASSESSMENT



All societies must undertake a Risk Assessment; this is done with the support of the Student Development Coordinator.

No activity can happen until the society has been fully risk assessed!

AFFILIATION

Societies only exist as part of the SA so affiliation and compliance is important. Any activity, equipment or products of the society belong to the Students' Association.

This is to protect students from liability and full accountability.



SOCIETIES MUST ENSURE THE SA IS AWARE OF:

Who the committee for the next academic year are

When and where the society meets

All activity planned (for risk assessments to be made)

Relevant information for those interested in joining

DAILY RUNNING

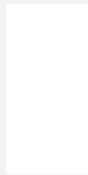
RULES AND REGULATIONS

It is advisable that all society committee members familiarise themselves with the rules and regulations, these are laid out in the Students Association Constitution schedule 11; a copy can be found on the SA website.



ON YOUR PAGE:

- contact info
- photos
- events



WEB PAGE

Each society will have a web page on the Students' Association website.

As a society you are responsible for keeping this information up to date i.e. accepting member requests and removing old members from the list.

AGM

You must also use the web function for elections at your AGM.

Full training will be given on how to work your webpage and full support will be given after training if required.

YOU WILL:

- have access to a full member list
- collect membership monies

COMMITTEE CONTACTS

COMMITTEE MEMBERS MUST SUBMIT



- Their Name
- Student Number
- Student Email
- Society Position

This information is attached to your constitution and should be printed, signed and brought into the SA office for your folder. Sample signatures are essential as only designated signatories can access society funds.



societies@abertay.ac.uk

ROOM BOOKINGS

All societies are allowed use of rooms in the Student's Centre and within the University, subject to availability.

To book rooms email the appropriate contact:

Student Centre

studentcentre@abertay.ac.uk

UniversityRooms

timetables@abertay.ac.uk

LETTERS & CORRESPONDENCE

A postage service is available for Societies, please ask staff for details.

Mail can be delivered to your society using the following address:



c/o Abertay Students' Association
Level 2, Kydd Building,
Abertay University
Bell Street
Dundee
DD1 1HG

PRINTING AND PHOTOCOPYING.

Societies can use any printing provision, however all receipts must be presented to the SA.

All promotional/printed items must have the SA logo (available in different colour on request) along with the following:



This Society
(insert name of society if desired)
is supported by Abertay Students
Association, Scottish registered charity
no. SC036647

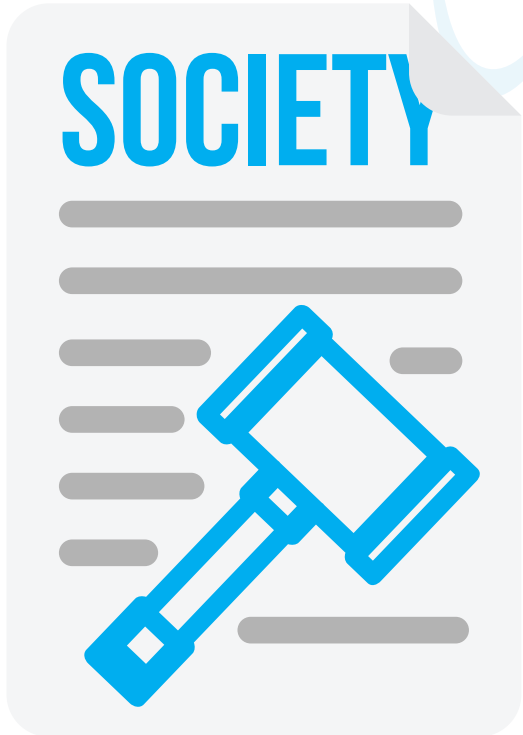
CONSTITUTION

Each society shall have a constitution. This shall be updated each year at the AGM and shall contain the following:

The aims and objectives of the society

Benefit that the society provides to students, abertay community and the wider community

Expectations of all committee roles of the society



Declaration of compliance to the association's constitution, schedules, and financial procedures

A draft constitution is available at:
<http://www.abertaysa.com/activities/societies/important-information>

EQUIPMENT INVENTORY

Any equipment bought by societies affiliated to Abertay SA remains, at all times, the property of the Student's Association, not the society.

Each society has a blue box (labelled) in the society store. If you need additional storage please let the VP or Student Co-ordinator know.



SOCIETY



You are required to prepare and update an inventory of equipment that has been bought for your society to use. All society inventories should be stored in the Society Storeroom.

All society items that are not stored in the society store will not be covered by our insurance.

No food or drink is to be stored in the store room. All refreshments bought for society events must be consumed at your event or taken home with members.



MONTHLY COMMITTEE MEETINGS

Your committee is expected to have monthly meetings.

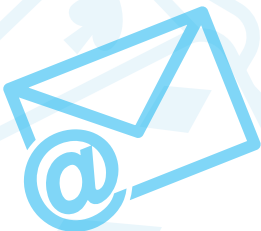


The date and time of the meetings must be published no less than ten days in advance to your members, as well as to the Vice President.

The minutes of these meetings must be given to the association for audit purposes.



Committee meetings can be held during normal society meetings and the Vice President must be informed of the location of the meeting.



societies@abertay.ac.uk

FINANCES

GRANT APPLICATIONS

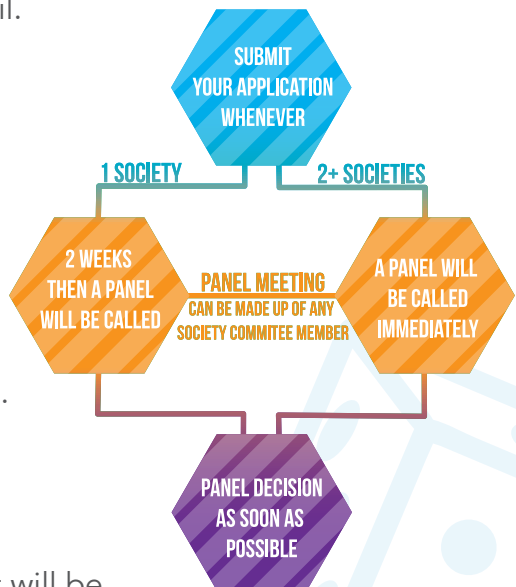
All societies can apply for a grant.

If you have a balance of over £200 you will have to show how the extra funds will be spent alongside the balance before monies will be awarded. Example: A society has £300 in their society balance, but wish to buy something for £400; they may apply for a grant for the extra £100.

Grants will be issued monthly or where applicable.

The grant application panel will be made up of Society Council members, along with the VP and the Student development Co-ordinator. The panel will be responsible for allocating grants of behalf of the Society Council.

Grant application forms must be submitted to the VP prior to the panel. If approved the society will have access to the funds and will work with the finance officer (for access to funds and keeping to the approved budget), the project/event will be delivered. Once the project/event has finished all paperwork will be requested and audited by the SA Student Development Co-ordinator and a final report will be presented by the Society at the earliest planned review session at the Society Council meeting.



WITHDRAWING MONEY



societies@abertay.ac.uk

Drop into the office or send an email and your request will be authorised provided your account has sufficient funds. You will be contacted when the money is ready to collect.

WITHDRAWING UP TO

£50

**SAME
DAY**

WITHDRAWING MORE THAN

£50+

**48
HOURS**

Please make sure you request if the money is to be paid by cheque or BACS. You will be contacted when the cheque or BACS has been issued.

DEPOSITING MONEY



In order to deposit money into the society's account, simply call into the office with it.

If you are depositing change please use money bags correctly (these can be provided from the SA).

BALANCES AT THE END OF THE YEAR

Societies are not able to build up funds without a clear purpose for planned activity.



SOCIETY



The activity must be in the annual development plan used for handover.

EXTERNAL BANK ACCOUNTS

External bank accounts are not permitted as they are a breach of the Students' Association's constitution and a breach of the regulations set down by the Office of the Scottish Charity Regulator (OSCR).

Due to the possible ramifications to our charity status, we have to take a severe approach to this, and we have no option but to immediately suspend any society found to be running its own external bank account.



FUNDRAISING

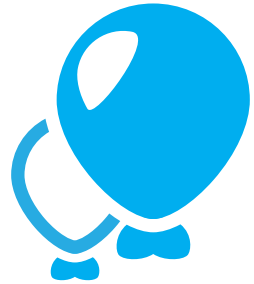
If you are thinking of raising money for a good cause please come and speak to us.



We can help you with your fundraising and make sure you are complying with Charity Regulations.

EVENTS

We need to know by the end of September if your society is planning any social events/ticketed events, ranging from Conferences, Balls, Ceilidhs and Dinner dances etc.



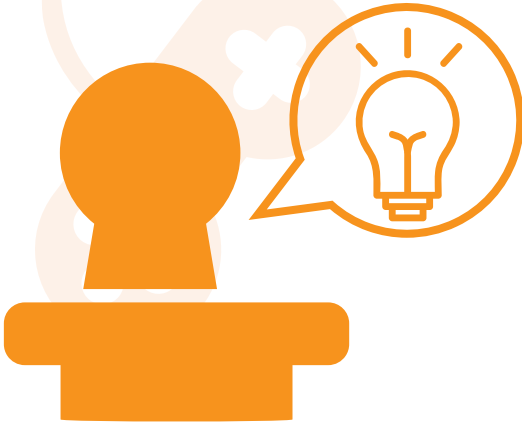
This is to ensure planning and budgeting (it is ok if you change your mind later on). If you do not let us know by the end of September we will not support your event including access to funds for this.



All ticketed events are to be presented at the first society council in September for approval. Ticketed event proposals should include a full project plan, timeline and budget for the event.

Please come in and speak to the VP and Student Development Co-ordinator, if in any doubt, as we can help you to put these documents together.

GUEST SPEAKERS



While we fully encourage you to organise events such as speakers; all external speakers must be approved by University before they can speak at your event. Please see the Universities external speaker policy found on their website.

SOCIETY TRAINING

WHO NEEDS TO ATTEND THE TRAINING?



PRESIDENT



VICE PRESIDENT



SECRETARY



TREASURER



Society training is mandatory and takes place in September.

You will not be a recognised society until this has been undertaken.

SOCIETY COUNCIL

Every society must nominate a delegate to attend the council meetings; this delegate can vary month to month depending on schedules. All the committee however are welcome to attend each month if available.

Please see schedules to familiarise yourself with the process and expectations of the council. Dates below are subject to change.



All meetings will be held in
ROOM 2500, THE BOARDROOM,

times and days will rotate to allow everyone the chance to attend.

Tuesday the 26th September 5-6pm **2017**

Monday the 30th October 5-6pm **2017**

Wednesday the 29th of November 1-2pm **2017**

Monday the 29th January 5-6pm **2018**

Tuesday the 27th February 5-6pm **2018**

Wednesday 21st March 1-2pm **2018**

Wednesday the 25th of April 1-2pm **2018**



ABERTAY SA

Societies

ABERTAY SA SOCIETIES

FOR ANY SOCIETY RELATED MATTERS

SOCIETIES@ABERTAY.AC.UK

ABERTAY SA

Societies

