



START A NEW SOCIETY

APPLICATION PACK

Because we're better when we work together...

UNIVERSITY OF SUFFOLK
STUDENTS' UNION



INTRODUCTION

Hello to you,

If like us, you think that everyone at University should have an awesome experience, this is the booklet for you.

How you should use this pack:

Joining our family has never been simpler. Think up an awesome name, some cracking aims and we can help you create the rest.

Your application:

We think everything should be simple, that's why everything you need is written within this pack. All you need to do is fill it in and send that goodness to our inbox or drop it into your SU.

BEST OF LUCK!

YOUR SU



WHAT'S ON THE MENU

OUR STORY

3 - 4

ABOUT SOCIETIES

5

YOUR PEOPLE

6 - 7

GOVERNANCE

8

EVENTS

9 - 10

REWARDS

11

WEBSITE

12

ANNUAL TRADITIONS

13

5 KEY POINTS

14

FOR MORE INFORMATION:

01473 338155

WWW.UOSUNION.ORG

OUR STORY

Who are we and what do we do?

To put it simply, we believe that every student at the University of Suffolk should have an awesome experience. We're Your SU and we want to give you the knowledge to shape, mould and develop your experience at the University of Suffolk.

We're a charity led by you, you elect students to become Student Officers to campaign and deliver that awesome University experience. We deliver your sports, societies, events and much more whilst you work hard and play harder at University.

We're funded largely by the University however we will always remain independent and on your side. You make your University experience, join us on our journey to build the best SU run by students for students.

THIS IS WHAT WE DO

Your SU membership is free, University is about the journey you make and the people you meet, do not miss out on this incredible student experience.

We offer a platform for student representation and democratic change.

Our Advice Centre is here to offer you free and impartial guidance should anything go awry during your degree.

We offer opportunities to engage in competitive sport (men and women's football, netball, mixed volleyball).

You can volunteer to help organise the many events we put on.

We offer a platform on which you can start a society, or join others with similar interests to yours.



ABOUT SOCIETIES

The Key Points

A society is a student-led group formed on the basis of celebrating, promoting or experiencing an interest which can be either course subject, recreational or interest based.

Here's what it means to run a Society in affiliation with the SU:

1. Starting a society is welcoming you to the family. We all make sure that we uphold that bond at all times, and we hope you understand the importance of this. We cannot function without you so we need you to be as committed as we are. This means we welcome your full support on any initiatives, projects and awards we as an SU set out to achieve. Our quest to obtain the NUS Green Impact Award is a key example of this, but you can learn more about this when you get to page 8.
2. All students involved in your society must follow the SU's Code of Conduct. It's super important that you read this before signing up to your society!
3. Hey, it's hard work, that's why we want the best students starting societies, and that's why we create these booklets to help you along the way. We cannot create awesome societies alone, that's why we need you to keep communicating with us and letting us know what's happening in your society world.

YOUR PEOPLE

Who will run your Society?

You need 3 people to start a society. These 3 people can be your friends, fellow classmates or students you've never met before. Together, you will be called, a committee.

You will play a key role in your committee, which consists of 3 core roles; President, Secretary and Treasurer.

As a committee you will be the first point of contact between your members and the SU.

This means that throughout all your endeavours, you must be comfortable enough to constantly stay in communication with the SU, who will be your first point of call for anything society-related.



COMMITTEE ROLES

Here are the responsibilities of each role and a brief summary of the activities you will be expected to cover as part of the committee.

President:

Acts as Chair during all meetings in a fair and democratic manner.

Oversees all group activities, ensuring all other committee members are fulfilling their duties.

Ensures reasonable conduct of all members, while they represent the SU.

Operates as the main point of contact for the SU to the group, via the relevant officer.

Ultimately responsible for the safe return of all rented equipment belonging to or hired by the SU.

Secretary:

Takes notes at meetings and distributes them where appropriate.

Asks SU staff to book rooms for meetings and events if applicable.

Keeps a members database up to date, to be communicated with the SU.

Plays a key role in administering all society events.

Updates social media accounts regularly.

Keeps a file of group activities and processes throughout the year to enable smooth handover.

Treasurer:

Meets with SU staff to gain updates on society balance.

Presents budget to committee.

Reports on the Society's budget at the annual AGM.

Works with President to make decisions on changes to financial arrangements.

Plays a key part in making bids for additional funding, from both the University and external bodies.

Example of optional position:

Recruitment Officer:

Responsible for organising recruitment activities and increasing membership to ensure longevity of the group.

Responsible for making sure all printed advertisement materials are readily available and distributed, remembering to inform Student Activities Coordinator when printing is needed.

GOVERNANCE

How will you ensure good practice at all times?

As a committee, you will act as a united force, traversing through all aspects of student life here at the University, whilst promoting and celebrating your successes at every opportunity.

The strength of your society will reside in your ability to uphold good community values and act in a fair and democratic manner. It will also rest in your ability to come up with aims and goals for your Society as a team.

As stated previously, we are currently working towards achieving the NUS Green Impact Award. This means we are seeking new ways to make the SU as sustainable and eco-friendly as possible. We would really appreciate your help on this, and encourage all societies to run their activities and events in a sustainable manner, while supporting causes which seek to reduce negative environmental impacts. Ensuring your society is governed with sustainability in mind, will greatly help us in our quest to successfully go **GREEN!**

So where is this all outlined? Well, in your Society's Constitution of course! This is a document which outlines the principles, procedures and aims your society will follow throughout the academic year. It also officiates your society by outlining good practice which is expected from members at all times.

Ask yourself this:

What governing factors constitute your society?

(In other words, what rules and procedures will you follow to make sure everything is as fair and equal as possible?)



EVENTS

The Key Points

One of the key ways to engage with other students and gain lots of members is to make sure that your society is constantly doing things. This means, putting on events which are both relevant, interesting and regular.

Transparency is key:

Ensure you keep constant and transparent liaison with the SU and external organisers: this means completing an event idea form, assessing the level of risk associated with your event and declaring when you will be bringing externals to your events both on and off campus.

Health and Safety:

For every event you put on, you must assess the level of risk associated with the location and the activity, as well as any risks posed to those attending. No event is completely risk free. You must follow health and safety regulations and assess potential issues, before you carry out your event.

Examples of events and potential risk factors:

Bake Sale - consider contents of food and potential allergies of those buying cakes, what will you do if somebody chokes whilst eating?

Bar/Pub/Club Social - do you know if your attendees have medical conditions which are triggered by flashing lights? What if somebody slips on somebody else's spilled drink?

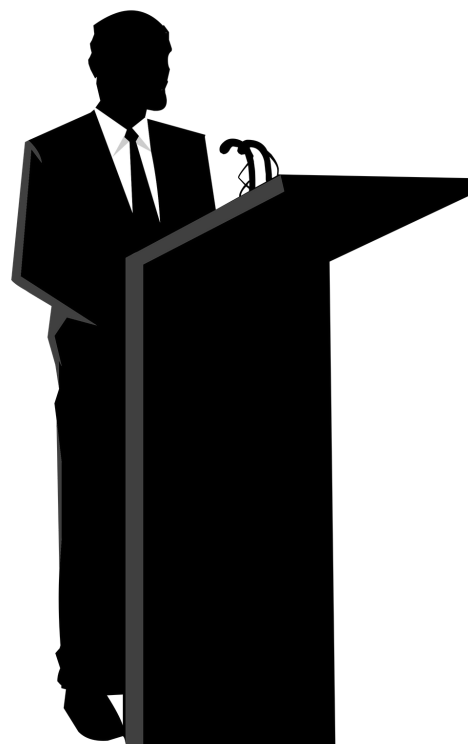
Trip to London/City Break/Weekend Away - how will you ensure the safety of each member in attendance at all times? How will you ensure all members travel to and from the destination in a safe and secure manner? How will you ensure consideration is taken in all your activities for any long term medical conditions your members might have?

VISITORS AND EXTERNAL SPEAKERS

Who will be attending your event? Will you be inviting an external speaker in to give a talk?

Any external public figure, or student of another University, who engages in your events must be vetted and made known to the SU, before your event goes ahead. In some cases, external speakers may need University level clearance, so this is a vital step if you are planning to invite external members of the public and other organisations to your events.

We also encourage you to make full use of the Chaplaincy at the University, who could offer useful guidance and oversight on religious and culturally sensitive activities.



REWARDS SCHEME

**WIN SOCIETY OF THE
YEAR 2019 BY
SCORING THE MOST
POINTS!**

The Key Points

The Society Rewards Scheme was developed to reward all Societies points for their activities, whether you are simply completing a Society Development Plan, putting on a large scale event or volunteering for another charity organisation as a whole. There are 6 main areas of focus for the Scheme, even if you just focus on 3 of them, you will be increasing your chances of winning that shield! Here's a breakdown of some of the main criteria you should definitely try to meet!

Membership:

Build points for every milestone of total members you hit!

Planning and Development:

Earn points when you hold your AGM, fill in development plans and complete risk assessments for your events.

Events & Activities

Every time you put an event on or take part in some kind of fundraising you earn points.

Digital Presence

Earn points every time you update your society page on the SU website!

Funding and Fundraising

Get ahead of the game by applying for funding bids and participating in RAG events.

Advanced

Some societies like to live dangerously... try your hand at competing in competitions and gaining qualifications to improve your chance of winning the Society of the Year Award.

To see a detailed breakdown of the rewards scheme, speak to a member of staff from the SU.



**Winners of 2016/17
Film Society
993 Points**

WEBSITE

When it comes to promotion and advertisement, our website is your empire. Here are some key points to remember:

Each society has a designated space on the SU website. This is where you should send prospective members to sign up.

You should continuously be updating your area of the SU website, this means anyone who comes across your page will see the most relevant and up-to-date content.

You can update by:

Changing your society's description, writing articles explaining your latest ventures, creating and ticketing your events and sharing your page via your additional social media channels.

Once your society is officiated, make sure you sit down with a member of staff from the SU to explore all the features you can use on the website to begin promoting your society.

ANNUAL TRADITIONS

There are 5 major, yearly events which we expect all Societies to be at, and there will be no getting out of them!

Committee Training Sessions (September and February):

All Committees must attend the annual training sessions put on before Freshers' and Re-Freshers' at the beginning of every academic term. This ensures you are kept up-to-date with any changes that have occurred and also means we can refresh your memory after all the frolicking you do over the summer!

Freshers' (September)

This is one of the most exciting periods of the year and is also an amazing time to pick up new members. We always plan a whole host of events and activities for all students to get involved in, so we expect to see all societies present at as many events as possible. Make sure you speak to staff at the SU at the beginning of September every academic year to get an idea of how and where your Society can be involved.

Re-Freshers' (February):

Another amazing time to pick up new members, straight after the Christmas and New Year break, we expect all societies to play a vital role in welcoming students back to a fresh term of hard work, with our awesome Re-Freshers' antics!

Annual General Meeting (AGM, March, April, May or June):

At some point in the months indicated above, Committees should round up their society's activities with an AGM. A deadline will normally be set by SU staff, and it is up to each Committee to organise theirs. This is the time for all societies to reflect on the year and explore ways to improve as a society in the following academic year.

It is also essential that societies elect (fairly and democratically) a new Committee. All Committee Members need to be present at the AGM and societies should aim to have 5 members present too. An AGM is open to everyone, including the public. So invite your members, your neighbours – invite the whole University! Why not?!

5 KEY POINTS

If you remember anything after reading this pack, make sure it's these 5 things:

1. You need 3 people to start a society.
2. It is normally £1 to join a society for the year (July - July)
3. Every event must be risk assessed.
4. Use your page on the SU website to keep your members updated and showcase your achievements.
5. Stay in constant and transparent communication with the SU.

CREATE TRENDS.

MAKE MEMORIES.

FEEL VALUED.

BUILD SKILLS.

AND SHARE YOUR EXPERIENCES.

New Society Application Form

Contact Information

Name	
Student Number	
Email Address	
Telephone Number	
Course	
Year	

Society Name

Give your Society an awesome name!

--

Committee Members

President			
Full Name	Student ID	Phone Number	Preferred email address

Secretary			
Full Name	Student ID	Phone Number	Preferred email address

Treasurer			
Full Name	Student ID	Phone Number	Preferred email address

Optional Extra Position			
Full Name	Student ID	Phone Number	Preferred email address

Optional Extra Position			
Full Name	Student ID	Phone Number	Preferred email address

Society Aims

What will your Society aim to do? What will you try to achieve?

1	
2	
3	
4	
5	

Skills or Qualifications

Summarize your special skills and qualifications which you have acquired from employment, your degree, previous volunteer work, or through other activities, including hobbies or sports. We want to know a bit more about you!

--

Why should other students sign up to your Society?

Why is your Society worth the membership fee? How do you intend to ensure your members' happiness? What skills will your members gain? What benefits and opportunities will your Society offer to other students?

--

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that the existence of my Society is subject to SU ratification, and any false statements, omissions, or other misrepresentations made by me on this application may result in my application being rejected.

Name (printed)	
Signature	
Date	

Our Policy

It is the policy of the SU that all New Society Application Forms are ratified by the SU. Please read the New Society Application Pack before submitting this form, to ensure you fully understand the expectations and policies governing all societies in affiliation with the SU.

If you complete this form online, email your completed version to su.admin@uos.ac.uk. If you complete this form in paper, please drop it off to the SU.

Thank you for completing this form and we will contact you once we have reviewed your application.