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INTRODUCTION

The University of Bolton Students' Union (UBSU) Constitution states that it is the duty of the Union to "promote the academic, recreational, cultural and general interests of its members and foster safe environments for its members. It will provide cultural, recreational, educational and general welfare services".

This it serves to do so by providing the necessary support for the successful running of affiliated societies, to the benefit of the membership. However, this can only be achieved with the full commitment and dedication of the society officials. It is their direct responsibility to ensure that their members get the most out of their chosen society. All societies are run by students for students.

This handbook is about helping you to run and organise your society efficiently. It contains information you need to know and whom it may be necessary to contact. The Committee officials run societies, but the societies themselves and its memberships are an integral part of the service provided by the Students' Union.

STUDENTS' UNION MISSION STATEMENT

"To enhance the student experience at Bolton".

SOCIETY OFFICERS – ROLES & RESPONSIBILITIES

The officers that you decide to elect are important because they have the responsibility for carrying out the day-to-day running of your society. As such, they should be committed to, and be available for doing much of the work involved in organising the society's activities.

The committee will consist of the following officers:

Chair

Secretary

Treasurer

Equipment (if applicable)

Two ordinary members

The Chair - This is often the founder of the group, however, if it is a long-term society then it may be someone who has been voted on as a new leader. They are essentially the 'figure head' or representative of the group

Duties Include:

- Oversee the running of the Society
- To agree the Agenda for each committee meeting with the Secretary and to chair these meetings and to ensure that they are conducted in an orderly and democratic manner.
- Ensure the Aims and Objectives of the society are met, and will act as a spokesperson for the society.
- Completing the Society Officers and Model Constitution form and submitting it to the Student Activities Co-ordinator
- Responsible for dealing with society members complaints.
- To attend Society Officer training session.

The Secretary – A well organised person is best suited for this role

Duties include:

- Responsibility for taking minutes at the society meetings. Minutes from the first and AGM meeting where officers are elected must be lodged with the Student Activities Co-ordinator.
- Arrangement of any events as agreed by the Committee, i.e. room booking facilities, use of equipment (if applicable) or transport. (Forms are available from the Student Activities Co-ordinator).
- Keeping an up to date record of members of the society.
- Be responsible for all communication within the society either via letter, telephone or email.

- To attend Society Officer training session.

The Treasurer – *This person deals with society finances, if there are any! This is a job that requires a very responsible and trustworthy person*

Duties include:

- Completing the “Society Budget” form when requiring money/cheques for speakers’ expenses etc., and ensuring that signatures are obtained from the relevant committee before submitting it to the Student Activities Co-ordinator or the Sabbatical Officer. This is then submitted at the next scheduled Societies Council Meeting. **Receipts must always be provided.**
- Submit budgets with all the necessary details to the Sabbatical Officer or the Student Activities Co-ordinator well in advance of a meeting.

The Equipment Officer (if applicable)

- The equipment officer shall make their home and term-time contact details available to the Students’ Union.

These are intended as a guide only. Ultimately, it is up to the members of any society to decide what the duties of its officers should be. It may be that in addition to the above three officers, your society will want to elect another officer to deal with for example, publicity. Again, it is up to you to assess the needs, and elect officers who will ensure the successful running of your society.

HOW TO ORGANISE AND RUN YOUR SOCIETY COMMITTEE MEETINGS

Why should you have meetings?

Meetings help analyse and solve problems, generate creative ideas, pass on information, make decisions, discuss goals, and evaluate progress. Meetings can be really informal get-togethers, extremely formal structured debates, or anything in between. Whatever sort of meeting you're having, there's a lot you can do to make it go well. With a little planning, meetings can be really effective and even run themselves.

BEFORE THE MEETING

Be clear about your aims:

- Why are you holding the meeting? If it has no clear purpose, the participants will see it as a waste of time and you may lose their interest for good!
- What sort of meeting will it be – an informal discussion or a sit down meeting with an agenda?
- Make sure everyone knows what you want to achieve beforehand, so that people can prepare and participate more fully. If the meeting won't involve your members discussing an issue, consider sending out an email or putting information online instead.

Decide who to invite

- Who needs to be there? Is it an ordinary General Meeting open to all members, just for the Committee, or a relevant sub-group?
- People have different views and opinions – it's a fact! This doesn't mean you should avoid inviting people if you can see they might disagree about an issue- just make sure the meeting is well run and that everyone has their say. Having a variety of opinions is much better than only inviting people who will agree with you!

Choose a location and time:

- Rooms are available for meetings and can be booked in advance through the Student Activities Co-ordinator.
- Consider the needs of the people who will be attending. Does it need to be an unlicensed venue; do you need special access for people with disabilities?
- Timing is important. Set an end time as well as a start time, this will allow people to plan around the meeting.

Set an Agenda – and stick to it!

- If your meeting is very informal, you may not need an agenda. It always helps though to have a plan of what you want to achieve, and it's a good idea to make a note of what has been decided. For a more informal meeting, an

agenda lets people know what will be discussed, and helps the Chair steer the meeting in a logical and structured way.

- Ask people to contribute agenda items well in advance of the meeting, then the secretary should send out the agenda along with details of the meeting purpose, date, start and end time and location, and copies of any reports etc. to be considered.

Suggested Agenda items:

1. Apologies from people who can't attend – so you don't waste time waiting for them.
2. Matters Arising from the minutes of the last meeting. (Usually comments and reports about ongoing projects and checking on what was said at the last meeting).
3. Discussion Topics including anything that needs discussing and agreeing (e.g. Committee Members Reports, Financial Update, etc).
4. Any other Business – speaks for itself!
5. Date, Time place of next meeting

The officers that you decide to elect are important because they have the responsibility for carrying out the day-to-day running of your society. As such, they should be committed to, and be available for doing much of the work involved in organising the society's activities.

AT THE END OF THE MEETING

- Ensure that members understand and are able to carry out their responsibilities.
- Give recognition and appreciation to members for excellent progress.
- Put unfinished business on the agenda for the next meeting,
- Evaluate – discuss with other members any problems that occurred during the meeting, perhaps brainstorm ways that improvements could be made.

NON SPORTING MODEL CONSTITUTION

The purpose of this document is to:

1. Assist recognised societies in the production of a constitution that outlines their duties and responsibilities that all society members must abide by, and be made aware of.
2. Enable Societies Council to approve the Societies constitutions.

The Chair or Secretary should return the Society Constitution to the Sabbatical Officer or the Student Activities Co-ordinator

The "SU" refers to the "Students' Union"

Contents

1. Name
2. Aims and Objectives
3. Membership
4. Membership Fees
5. Voting
6. Amendments to Society Constitution
7. Societies Council

1. Name of the Society

The society name shall be the University of Bolton's Students' Union xxxxxx Society. Referred to as the "Society".

2. Aims and Objectives of the Society

The aims and objectives of the society should be recorded on the Model Constitution Form. This is a clear and concise statement that outlines what your society intends to do.

3. Membership of the Society

3.1 Membership of the Society will be open to all the University of Bolton students in accordance with the SU Constitution.

3.2 Individuals who are not students of the University of Bolton may join a Society as an Associate member, but must fall into the following categories.

- (a) Ex-students of the University of Bolton
- (b) University of Bolton Staff
- (c) University of Bolton Students' Union Staff
- (d) Current NUS members

3.3 Associate members cannot be a committee official of a Society.

4. **Membership Fees**

The Society Committee will ensure that all members complete the necessary Society Personal Membership Details form (available from the Students' Union) and pay the appropriate fee (***refer to the UBSU Student Activities Financial Regulations & Procedures***).

5. **Voting**

5.1 This will take place for the election of Society officials and any issues that the society deems of importance.

5.2 Society members are entitled to vote with the exception of Associate members.

6. **Amendments to the Society Constitution**

A two-thirds majority at a General Meeting of the Society may make amendments to this subject to ratification by the Board of Trustees of the Union.

7. **Societies Council**

7.1 One representative from each society is required to attend the Societies Council meetings.

7.2 Representatives have a vote on any issues.

7.3 **Societies who do not attend two meetings without reasonable apologies may have funding withdrawn.**

SOCIETIES COUNCIL

- (a) There shall be a sub-committee of the Senate known as the Societies Council.
- (b) The Societies Council shall:
 - (i) promote the Union's interests with regard to Societies;
 - (ii) approve the affiliation of Societies upon the recommendation of the Union President where such an affiliation would be intra-vires and further the objects of the Union; and
- (c) The Societies Council shall consist of:
 - (i) The Chair of the Societies Council;
 - (ii) The Union President; and
 - (iii) One member from each affiliated Society
- (d) The Chair of the Societies Council shall be elected by simple majority of members at the first meeting of the Academic Year for a term of one Academic Year. The Chair may not be the Union President.
- (e) The Quorum of the Societies Council shall 50% of the Members from affiliated Societies.
- (f) The Societies Council shall meet on a regular cycle of its own choosing.
- (g) An Extraordinary meeting of the Societies Council may only take place at the agreement of the Chair of Societies Council.
- (h) A Societies Council Meeting shall be called by at least five clear days' notice unless:
 - (i) The Chair agrees to shorter notice; or
 - (ii) Urgent circumstances require shorter notice.
- (i) Every notice calling a Societies Council Meeting shall specify the place, day and time of the meeting and general particulars of all business to be considered.
- (j) Notice of Societies Council meetings shall be sent to each Society Officer by post and electronic communication.
- (k) Minutes of the Societies Council shall be approved for the record at the subsequent meeting. Copies of the minutes shall be sent to Senate.

SOCIETY MEMBERSHIP AND MONEY FOR FUNDING

MEMBERSHIP

It is the responsibility of the Committee of each society, to ensure that all the members have completed the necessary Society Membership Form and paid their fee. A society membership card will be issued to all members who have paid their membership. Please remember, members who haven't paid their membership are not permitted to take part in any society activity, nor are they insured to participate in any event.

Don't forget that you as an Officer must also pay to join your Society.

Membership Fees

Membership Type	September – January	February - June
University Student	£5.00 per Society	£2.50 per Society
*Associate Member	£25.00 per Society	£12.50 per Society

*An Associate member of a Society shall fall into the following categories:

- An ex-student of the University of Bolton (proof must be provided)
- A member of the University of Bolton staff
- A member of UBSU staff
- A current NUS card holder from any other University

Group Insurance

In addition, all members of Students' Union Societies pay a premium which is included in their membership fee. The Endsleigh Group policy will cover societies when undertaking their activities.

MONEY

How do we get funding for the Society?

The Students' Union has a small amount of funding for societies which comes from its annual budget. This is not a large amount, so money must be spent wisely. All requests for money must follow the budget procedure below.

Funding

Applications for funding must be submitted on the official application (budget form); these are available on request from the Students' Union. All details must be given of requested items. You will be required to obtain **three** separate competitive quotes. After completion, please submit to the Student Activities Co-ordinator so that it can be added to the Agenda at the next Societies Council meeting for discussion.

Purchase of Items

If your budget is passed through Societies Council, the Students' Union will purchase these on your Society's behalf.

SOCIETY GUIDELINES

TRANSPORT

Please refer to the 'Students Activities Transport Policy' for information.

ADMINISTRATION

Room Bookings

All Societies are entitled to book a room for a meeting free of charge for Society events, which are only open to UBSU affiliated members. All room bookings can be made through the Student Activities Co-ordinator.

New Societies may make one room booking in order to hold their first meeting, but may not have further rooms until Societies Council has ratified them as a Society.

Stationery

Any forms that are needed to run your Society are available from the Students' Union. This includes Membership Forms and Membership Cards, Constitution Forms, Society Officer Forms, Budget Forms, envelopes, stamps etc.

Photocopying

Photocopying requirements for Societies shall be determined by the Student Activities Co-ordinator, which will be based upon the number of members in your Society.

Please allow adequate time for photocopying to be done as the workload can be very hectic particularly during the first term. You can usually expect to be able to collect your photocopying 24 hours after you have left it.

Post

The secretary of your society will be emailed when any post has arrived, this then can be collected from the Students' Union.

Faxes

These can be sent and received from SU reception without charge.

Advertising

If any society would like to have an article published in the student newspaper 'Student Direct' contact the Newspaper Editor at the SU.

Web Site

All clubs and societies have the opportunity to have their own mini-site on or a link to an already established website from, the Union website. To find out more about it, speak to the Student Activities Co-ordinator

Equipment

All equipment etc. must be ordered through the official Students' Union ordering system by the Student Activities Co-ordinator. This applies to any equipment which has been approved by Societies Council.

Affiliations

Affiliations will only be made to an organisation approved by Societies Council.

A copy of the affiliation form with proof of cost and any other relevant material must be made at the time of the request. This is to ensure requests are legitimate and not intra virus.

Speaker Expenses

The Students' Union will pay fees to a speaker(s) that address societies but receipts must be provided.

All speakers are paid for by cheques only. The payee on the cheque must match the name on the budget form. There must be 48 hours notice given to the Student Activities Co-ordinator before a cheque can be issued.

The following information must appear on the budget form before any money can be passed:

NAME OF SPEAKER, DATE, TIME, TOPIC, VENUE

Social Events

If you are planning to organise a social event there are a number of steps you need to take. Initially, you are advised that you should speak to the Students' Union, who is there to help you through the process of organising an event. You may want to hire a room at the University, or maybe the SU LOFT Bar. It is a good idea to plan well ahead so that the event runs smoothly.

Budgeting for your event

Whatever the scale of the event, you will be required to prepare a budget and you must have this agreed by the Union before permission is granted to run the event. If a budget is not agreed beforehand, the Union may not agree to issue funds for any event.

If you have any queries with what you must include in your budget, contact the Student Activities Co-ordinator

To prepare an accurate budget, you should get written quotes for each part of your expenditure.

When you are preparing the budget for an event always make sure that you do include VAT when calculating your expenditure.

Advertising

Your publicity should contain the name of your club or society, date and time of the event and be in English or have an English interpretation of any information. All publicity must be approved by the Student Activities Co-ordinator.

Please be aware of laws regarding posters and flyers – your society will be responsible for any problems and costs which occur as a result of illegal actions.

Posters and flyers can be copied in the Union. We can also put events on www.ubsu.org.uk or on facebook page for you.

Remember that people will not attend an event they do not know about, so you need to make sure that publicity is out in plenty of time.

Here is a simple guide to staging an event from start to finish. Those actions in italics are the actions required by UBSU:

- Decide on event
- Prepare budget and present budget to Sabbatical Officer or Student Activities Co-ordinator (one month before event – no event will be allowed to go ahead with less than 10 working days notice)
Budget and proposal discussed and any relevant staff. (within 3 working days of receiving budgets)
- Meet with Student Activities Co-ordinator to discuss any issues such as the need for risk assessments etc.
- Contracts to be checked by Sabbatical Officer. (at least 10 working days before the event)
- Order publicity material (two to three weeks prior to event)
- Promote event
- Bring in any invoices that will need paying on night (No later than 5 days prior to event)
- Organise ticket selling
- Hold the event

This may seem like a long and laborious approach, but it will allow you to stage better and hopefully more cost effective events that will enable you to generate funds for your club or society, whilst reducing the risk to yourselves and UBSU.

DUTY OF CARE

All of us understand that deliberately causing injury to others is a criminal offence ordinarily resulting in punishment of the perpetrator.

All of us understand that some injuries are accidental i.e. the circumstances giving rise to them are wholly unforeseeable. No one is responsible. No compensation is payable.

In between these are 'negligent acts' i.e. they are not deliberate but the injury was foreseeable. The negligent person will not be punished; however, the injured party may seek financial compensation as a result.

The compensation is paid by the individual who has caused the loss and could amount to millions of pounds!

Responsibility for your health, safety and welfare and that of others lies not only with the organisation i.e. the University, the Students' Union and the activity group but with yourselves both as SU activity officers/volunteers and as SU activity members.

Each of us owes a 'duty of care' to our 'neighbours' not to cause them injury by our negligent acts and omissions.

In order to satisfy or discharge this 'duty of care' you must behave as a 'reasonable person' would, taking into account your specific skills, knowledge and experience.

Your 'neighbours' are those people who, if you thought about it, might be injured by your negligent acts and omissions.

The duty of care requires you to consider the consequences of your acts and omissions and to ensure that they do not give rise to a **foreseeable** risk of injury to any other person.

As officers of a club or society or other activity group you have accepted responsibility and your duty of care may – indeed almost certainly is – greater to your fellow members.

For example, if you agreed to be the equipment officer you must take reasonable inspections of the equipment to see that it is reasonably safe.

The same applies to group or project leaders

Trip and Activity Registration

Established good practice requires you to let people know where you are going, and also to inform them of what you intend doing when you get there. In the event of an accident, the information that the Union requires from the Club/Society will be of benefit to everyone involved.

Any trip or event organised off-campus must be registered with the Student Activities Co-ordinator.

You **MUST** complete forms for any and all trips which take place off-campus whether you are using Union transport, coaches or even no transport at all. **ANY TRIP or ACTIVITY** that takes place outside the UK must be submitted to the Student Activities Co-ordinator at least one month in advance of departure date.

The forms below are available from the Student Activities Co-ordinator and once completed must be returned as soon as possible. Please bear in mind the availability of transport when organising your trip.

- Trip Registration & Transport Booking form.
- List of members participating on that trip.

What is a Student Activity?

Union activities are recognised as being either one or more of the following:

- Publicised at Club/Society meetings.
- Funded by the Union
- Require the use of equipment owned by the Club/Society.
- Requires group transport booked through the Union.

If in any doubt please discuss the matter with the Student Activities Co-ordinator.

Trip Organiser

The Trip Organiser is responsible for the overall planning of a Society activity, and although they delegate tasks, it is up to them to ensure that the activity can run safely, efficiently and successfully.

Any activity that is registered with the Student Activities Co-ordinator will be defined as a 'Trip' and will be required to have a Trip Organiser. This will give members a name to refer to when seeking information concerning an activity. Some Clubs/Societies may place the responsibility of their activity in the hands of a professional, such as an instructor or coach.

The Trip Organiser is responsible for the following:

- The safety of all activity participants.
- Ensuring that participants are aware of the relevant part of the Country Code, local access agreements and wildlife restrictions when in place. It is unacceptable for any of these to be violated.
- Providing the Student Activities Co-ordinator with a written report of any incident or "near miss" that occurs during a Club/Society trip within 24 hours of the completion of their activity.
- Complete the necessary forms above and return to the Student Activities Co-ordinator.
- Ensure that all aspects of the trip's planning have been covered: This includes transport and drivers, first aiders, equipment and accommodation (where necessary), and emergency procedures.

- To inform the Student Activities Co-ordinator of anyone with any relevant medical conditions.

If there is more than one group, additional trip organisers must be appointed. The designated Trip Organiser will retain overall control, and must be completely satisfied that additional organisers are capable of safely fulfilling their responsibilities.

A Trip Organiser must ensure that a qualified first aider is present. The first aiders name and qualification will be required on the Trip and Activity Registration Form. A suitable first aid kit must be available at all times.

Activity Participants

Although Trip Organisers are responsible for informing participants about the exact nature of an activity; participants should be aware that they are responsible for their own actions, especially if they choose to disregard the advice given by the Trip Organiser.

First Aid

It is important that each society has at least the minimum of two first aiders especially if your society is taking trips out.

First aid "is the approved method of treating a casualty until he/she is placed in the care of a doctor or other skilled aid or taken to hospital.

Do not attempt any first aid on another person unless you have been properly trained or instructed to do so by a qualified person. This is especially true in the case of fractures or broken skin, although you must never underestimate damage to a casualty.

First Aid Courses

The Students' Union is keen for all club committee members, activity leaders and trip organisers to have first aid training. The Students' Union will run courses per academic year for Appointed Persons.

First Aid for Appointed Persons 3 year Certificate

This course is designed to train people to take charge of a situation in the absence of a qualified first aider. The training includes resuscitation, cardiac compression, and treatment of wounds, management of the unconscious casualty, recovery position, treatment of burns and treatment of fractures, taking charge and passing accurate information to the ambulance services.

EMERGENCY INCIDENT PROCEDURE

In the event of any incident that requires the attendance of the Emergency Services, please follow the procedures set out below, without fail.

First and foremost treat the casualty. Call the Emergency services if thought necessary, speak clearly, slowly and give them the following information:

- YOUR NAME
- THE TELEPHONE NUMBER FROM WHICH YOU ARE CALLING (SU MOBILE TELEPHONES HAVE THE NUMBER ON THE BACK)
- THE ESSENTIAL NATURE OF THE ACCIDENT
- A BRIEF DESCRIPTION OF THE ACCIDENT
- THE NAME(S) AND NUMBER OF PEOPLE INVOLVED

It is imperative that the incident is reported to the SU as soon as possible to:

The Student Activities Co-ordinator or The Union Manager
University of Bolton Students' Union
Telephone: 01204 900850 between 9.00am – 5.00pm
After 5.00pm until 11.00pm the SU Bar Manager – 01204 900856
Emergency number after these hours 01204 665507 or 01204 695110

The following information must be given:

- A brief description of the accident.
- The names and number of people involved.
- The name of the hospital where the injured person(s) have been taken.
- The name and the number of any police officer involved with the incident.

PLEASE ENSURE YOU TAKE A COPY OF THE TRIP AND PASSENGER FORM WHEN AWAY FROM THE CAMPUS ENVIRONMENT.

FRESHER FAIR

You are representing your society. It is your opportunity to promote what you do and what you stand for in order to recruit new members from the new intake of students. Just remember you want them to join as much as they want to be involved!

- Produce a fact sheet to hand out to the new students telling them about your society, telling them what you do and when you meet. Let them know what your core values are, how much it costs to join the society and the benefits (your University email address is best then they can come back to you at a later date if they don't wish to make a decision straight away).
- Decorate your stall, making it exciting, eye catching and relevant. Some stalls have been known to give sweets out!!!
- Plan your first meeting. It will be good if you can let your potential society members know when this is going to be. (You could include this on your fact sheet)
- Have a membership list at hand so you will be able to sign up new members on the day.

Remember those who joined last year will need to REJOIN in the new academic year, this also includes the Officers

At the start of each academic year, all the necessary society paperwork also needs readdressing.

USEFUL CONTACT INFORMATION

If you need further information or advice do not hesitate to contact us. We are here to help you.

The Students' Union offices are located off the Chancellor's Mall.

Address: The University of Bolton Students' Union
Deane Road
Bolton
BL3 5AB

General Enquiries: 01204 900850

Fax: 01204 900860

Email: info@ubsu.org.uk



Facebook.com/UBSUnion

Sabbatical Officers 2011/12

President: Shana Begum
Vice-President: Seemit Kumar
Vice-President: Nick Uttley

Student Activities Co-ordinator: Sue Delanty
Email: s.delanty@bolton.ac.uk

Clubs & Societies Non-Sabbatical Officer – Adam Johnson – Email:
Aj9hss@bolton.ac.uk

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