

The image features a minimalist design with three overlapping red circles of varying sizes. The largest circle is at the top right, a medium-sized one is in the center, and the largest one is at the bottom right. Two thin black lines intersect at the top left, forming a V-shape that frames the circles. The text 'Societies Handbook' is centered on the left side in a bold, black, sans-serif font.

Societies Handbook

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What is a Society?

A Society is a group of students who have a common interest which is reflected in the society. The students meet, hold activities and events in order to meet aims and objectives outlined in their constitution and who wish to be active within the Newman, local or wider community. A society should provide benefits to its members, whether they are social, academic, religious, supportive or otherwise. Societies provide a great way of meeting people with similar interests and can provide experience, skills and opportunities to help you in later life. The social side is very rewarding as you will meet people with similar interests; societies are based around specific aims and members join to work towards these together. A society should aim to support and further the interests of all its members through a series of specific aims.

What is a constitution?

A constitution is a document that explains what the purpose of your student group/organisation is.

Each society needs a constitution and it will usually be made up of several different sections and contain details of how the group will run. This will include, where appropriate, details of;

- Aims and objectives
- Who has what responsibilities
- How official meetings take place
- Rules and regulations
- Other information as required

The Society Constitution Template is the basis for all society constitutions. The Society Constitution Template is available on request from the Newman Students' Union office.

What is NSU?

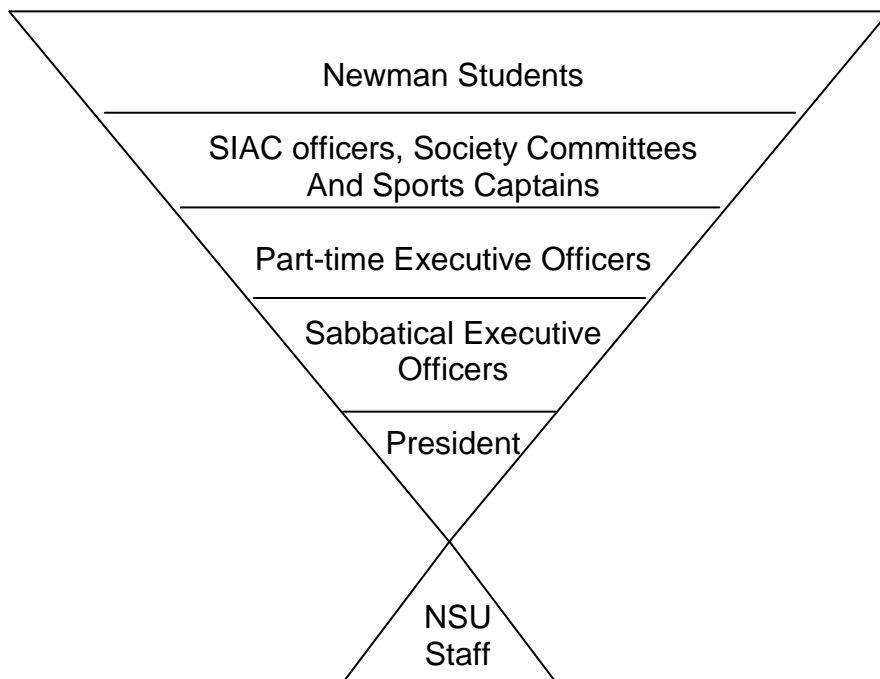
NSU stands for Newman Students' Union.

NSU is a separate organisation located within Newman University College, and affiliates to the National Union of Students (NUS). NUS represents Students' Unions from all over the country in lots of different ways. It is member-led and is to develop Students' Unions.

NSU represents students at Newman University College. It is here specifically for all Newman's Students, no matter what your course, to support, advise and represent you.

There are a range of sports teams, campaigns and activities for students to get involved with, and of course a fantastic range of societies. This handbook will explore societies and how they run.

NSU has a hierarchal structure; shown below is how students fit in.



Each group works for the group above them, enabling the students as a collective to have the overall power to decide what the Union does. This is done through referendums and a number of different meetings throughout the year which are detailed in on page 14.

Starting a New Society

This is a basic guide to the steps you need to take in order to affiliate a new society with NSU.

1. Firstly, you should think about what it is you want to achieve from the society and what your aims are. Discussing these with other students interested in the society will help you establish a more rounded view of what is desired.
2. A constitution needs to be written to clarify, among other things, your aims and objectives. All NSU societies follow the same template for constitutions. You should adapt your constitution to suit your society's individual needs and can have it checked by an appropriate member of the Executive Committee, most likely the Societies Officer, to make sure it contains everything it should. For more information on constitutions, please see page 4. A constitution will also include what committee positions you will have and what each role will entail. These are usually Chairperson, Vice-Chairperson and Secretary/Treasurer, though these roles too can be adapted to be suitable for your society. See page 5 for more information on Committee positions.
3. Before a Society can be affiliated it must be agreed upon by the Executive Committee. This is done by a constitution being submitted and evidence of membership being shown to the Executive.
4. Once a new society has been passed by the Executive Committee it is officially affiliated with NSU. It will then be mandatory for all students wishing to be a member to have a valid societies activity card. Please see the activity card policy for more information on the rules surrounding purchase times and consequences for committees and other members.
5. The following processes will then need to be carried out, all of which further support is available. Please see the relevant sections of the handbook for more information on;
 - By-Elections (page 7)
 - Advertising (page 9)
 - Website (page 9)
 - Meetings (page 14)
 - Risk Assessments (page 23)

Committee Positions

There are a few points that must be included as part of the description for all roles as general duties of any committee members. These are:

- Represent the Society at any University College and external functions necessary
- Attend any training required.
- Maintain open and continuous communication with fellow committee members and Societies Officer.
- Other duties as agreed to

In addition to these, each position will have individual responsibilities relevant to their role. Roles can be adapted to suit each society's needs; responsibilities can be added, re-arranged or shared, and roles can be merged or split up, e.g.

Secretary/Treasurer can be two positions or one, and other names can be given to suit roles, e.g. Producer/Treasurer. Details of positions will be included in each society's constitution. Guidelines as to what responsibilities each committee should cover are detailed below.

- Chairing society meetings
- Call and chair meetings
- Set aims and objectives to be approved by the members
- Organise work and delegate responsibilities
- To ensure that there is good communication between all members of the group
- Maintain accurate accounts of the Society's budget, expenses and receipts plus other relevant documents
- Ensure Activity cards are up to date in their society
- Organise and carry out promotion of their group and events, including at Freshers' Fairs
- Maintain membership information and copies of forms pertaining to the Society
- Minute meetings and distribute to membership
- Represent the Society at relevant University College and external functions (where applicable)
- Responsible for submitting paperwork relevant to obtaining funds from the Student Union
- Maintain open and continuous communication with relevant personnel
- Ensure group complies with health and safety and carry out the necessary regulations
- To work alongside Newman Students' Union to develop and update the Society's 'minisite' on the Newman Students' Union website.

Membership and Activity Cards

Any member of Newman Students' Union can join as many societies as they wish after purchasing the appropriate membership. A member of NSU is defined as each and every student who has not opted out by notifying Newman University College of his or her wish not to be a Member of NSU and any Associate Members of NSU. More information about Associate Members can be given on request. In order to be a member of a society you must buy an Activity Card. You can purchase a new activity card from the NSU office, anytime from September 1st. All activity cards expire on the last day of August and are therefore valid for no more than one year. The Activity Card Policy details the rules surrounding activity cards, such as when they must be bought by and their benefits. This policy is available for any student to read in full on the NSU website or an available hard copy in the office. A few of the key points are summed up below;

- All members of a society must have a valid activity card.
- Cards must be on your person when participating in any activity (including meetings)
- Students new to a society will get one 'trial' session before having to have an activity card
- If a member does not have an activities card, they will not be allowed to attend the session/activity/meeting

When you buy an activity card you will be required to write what societies you are a member of. This enables the Union to have accurate records on student participation and membership. These can be altered throughout the year if you join new societies. An appropriate committee member must keep an up-to-date members list for their society in order to know who is a member.

If a member wishes to leave a society, they should inform the Committee Member responsible for holding records of members who will in turn ensure they are taken off the members list. The information held in the office should also be altered; this can be done through the Activities Administrator.

Elections

Society committee members are elected by a vote. This is usually done towards the end of an academic year. If a position is unfilled, by-elections can take place during the year. The rules for by-elections are the same as the rules for standard elections.

The nominations period is the time when anyone wishing to run for a position must come forward and a manifesto should be submitted. A manifesto is a document any prospective candidate must write and usually includes information such as why they want to run and why they would be good at it. It can take the form of an email, a written speech or a traditional manifesto. Examples of past manifestos are available in the office, as well as a manifesto template. Manifestos are available for members to read, prior to voting.

Question time or hustings is a chance for students to ask candidates questions about the position they're running for. This is a good opportunity to find out about a candidate on a more in-depth level than their manifesto.

NSU uses a voting system where candidates are put in order of preference, 1 being your first choice, 2 being your second and so on. Any candidate needs over fifty percent of the votes to be successfully elected in.

The votes are collected in a secret ballot and counted in private. If no candidate has over fifty percent from first choices, the candidate with the least votes is excluded. Those votes then go to their second choices and are added to the rest for that candidate. This process continues until a candidate has over fifty percent of the votes and has won the election.

RON stands for Re-Open Nominations. RON is automatically a candidate for all elections within the Students' Union. If RON is the successful candidate, nominations will re-open for the position and another election will take place.

You must have a valid activity card in order to stand in a society committee election or to vote in one.

The full process for society elections is available in the Newman Students' Union Constitution, available in the office or online.

Booking Rooms

The Union is able to use the meeting room which is located in the hub; this can seat up to 15 people but does not have interactive white board access. This can be booked through the Students' Union. All bookings should be made in advance to increase the chance of the room's availability.

The Chapel, located in the middle of the University College, along with any adjoining rooms including the sacristy, can be booked through the NUC Chaplain.

The sports hall, gymnasium and all weather pitch should be booked through the Sports Hall.

Senses Bar is part of the Sanctuary Restaurant and is not owned by Newman Students' Union. If you wish to book Senses bar for an event/activity, Bar Booking Forms are available in the NSU office. These must be filled out and the executive will pass them on to the Bar Supervisor. There is no other way to officially book Senses Bar.

All other rooms on campus, including the lecture theatre, drama studio, dance studios, IT rooms and teaching rooms should be booked through the Timetabling Manager.

All appropriate society committee members are required to sign an agreement with the Timetabling Manager at the start of the academic year agreeing to the terms and conditions of room bookings for the year.

It is important that when booking rooms you give as many desired specifications as possible, including but not limited to; capacity, computer requirements, access to interactive whiteboards, times and whether it is a one off or repeat booking.

How to book facilities off campus

All external facility bookings must follow NSU ordering procedures. You should submit details of where you want to go, what for, who will be going and if necessary, how much it will cost, which budget the money is coming from and who is paying for it. You should give as much time as possible for the booking and processing of external facilities as other organisations may require a certain amount of notice, as well as NSU's own staff time and processing times.

Promoting Your Society

Freshers' Fair

Freshers' Fairs are held during fresher's' week. It is a chance for each society to advertise themselves, particularly to new students starting their courses. Tables or stalls are usually used to hold information, and representatives are there to answer questions, speak to students and provide information. Sign-up sheets for students can give you a chance to get details of those who have shown an interest, allowing you to follow up their interest by collecting their email addresses as it is the easiest and safest way for you to contact students you do not know. Freshers' Fairs can be an overwhelming experience for new students so it's important to give vital information about your society, whilst remaining as appealing as possible. Sometimes, freebies are given out to remind students of your society. Freshers' Fair is a great opportunity to promote your society by showing the rest of Newman who you are, what you do and what to expect from the year. It is the best time of the year to attract new members, not just freshers but returning students too.

Website

The NSU website contains information for students on all aspects of student life. Each society has their own area of the website where they can post documents such as minutes, agendas and their constitution, post news, photos, stories, publicise events, meetings and much more. The website is often the first port of call for students who want to look at the union so it can be a great tool for attracting new members.

The NSU website is regularly updated by the Union's Vice-President. If you wish to add, alter or remove anything from your society's mini-site, please pass it on to the Societies Officer or Vice-President, who will make the changes as promptly as possible.

Email

Newman University College has an email system with Webmail or Windows Outlook Express, accessible through the tabs on your MyNewman homepage. All students (and therefore members of NSU) have a unique email address which they can be contacted on. This is one of the best ways to contact your society members, particularly if you do not know them. All NSU staff and the Exec have Newman email addresses as well which can be found on the website or in the office.

All-Student emails can be sent out by the Activities Administrator who will let each society know how the system will work each year or as and when it changes.

A lot of students at Newman do not check their emails, despite the fact that important information is often sent out by the University, as well as the Students' Union. It is not guaranteed that all students will read them, even though they can reach all students. Please ensure you check and read your emails regularly and encourage all society members to do the same.

Posters/screens

Posters are a good way to catch the attention of students, advertise events, meetings and activities and promote your society. On average, people passing a poster will look at it for no more than five seconds so posters need to be appealing and to the point. Posters cannot be put up everywhere on campus; only a small number of notice boards are available for use. Please ask in the NSU Office for more details. Posters can be put up in some places around Halls but you should ask permission from the housekeeping team, who will be able to give you guidelines as to where you can put them.

There are electronic screens around the campus that can also be used for advertising, in place of posters. To put something on a screen, you should send it electronically to NUC's Information Officer.

Funding and Finances

Each society may receive a NSU grant to put towards their budget each year. This will be determined by the Societies Officer annually.

As NSU is a charity, funding can be given to your society from external organisations by way of donations. Payment can also be given to a society in exchange for advertising.

The budget year for societies begins on August 1st and finishes on July 31st.

Any money a society has raised or been given throughout the year can be carried over to the next year however any unspent union grant is not.

At the start of each budget year, any accumulated money should be passed on to the new committee through an up-to-date budget.

The Societies budget is set by the Societies Officer. The money comes from the overall NSU Budget and from this each society may be allotted its own budget.

Each society will have a Treasurer (or other role of this type, e.g. producer) whose responsibility it is to take care of their society's finances and budget.

Accumulated money plus the society's NSU Grant will be the starting point for each society's budget for the year.

Expenditure must always be authorised by someone, but who it can be depends on a couple of things; who is spending the money, how much and what for.

For everyday items such as raffle prizes and basic equipment for activities, the society's treasurer can authorise expenditure. For large amounts of money or very large orders, expenditure may require being signed off by the society's chair or the Societies Officer too to ensure that everything is double checked.

If a treasurer wishes to order, claim or borrow money, another member of the committee must authorise it to ensure that more than one person is aware of the expenditure.

If any expenditure is done without the correct, legal authorisation it is Ultra Vires. This means that it has not been appropriately agreed or is for improper use, such as personal benefits, and is illegal. Ultra Vires can result in Union disciplinarys or legal action. If you are ever in doubt as to whether expenditure may be Ultra Vires, advice is available from the Union staff and Executive team.

The Society Development Fund is an amount of money from the Societies Budget that can be split between all societies.

During a set period of time determined by the Societies Officer, societies can apply for money from the fund.

Decisions will be based on societies' needs and what they plan to do with the money.

Handling Money

Money gets paid to and claimed from the NSU Administrator, who is in charge of financial administration. In the office are forms for everything you will need regarding transferring money.

How to...

...pay in money

To pay money in, you first must count the money. Money should be collected in 'shakies', collecting buckets or through the till.

Money should be counted in a secure environment to ensure none is misplaced; the office is strongly recommended for this.

The money should be put into clear, plastic money bags, available in the office. Each bag has a guide on it as to how much of each coin/note type can be put inside (£1 in 1p or 2p, £5 in 5p or 10p etc.). Only one coin type should be put in a bag up to the limit specified, e.g. only 1p coins or 2p coins, not a mixture of both.

Once the money has been counted an 'Incoming Cash/Cheque' form should be filled out detailing how much money there is, and how it is made up. It will also say who has collected the money, why and at what event, and who/what the money is for.

Once this has been signed by the budget holder (treasurer), the NSU Administrator will count the money out and check it is correct. It will then be paid into your society's account code or to who/whatever it was intended.

Remember to get a receipt for any money you pay in to NSU.

...claim back money

You will need to fill out an Expenses Claim Form. This will include stating who is claiming the money, and what for, details such as how much you spent on individual items, how many individual items and what the items were that you bought. You will also need to state the purpose for the items.

It is very important that you keep receipts for anything you wish to claim back money for as they will need to be presented alongside the Expenses Claim Form. If receipts are not provided and valid, money will not be able to be claimed.

The form must then be approved by the budget holder and signed, before it is given to the NSU Administrator for processing. The money will then be given to you in the form of a cheque or cash.

...place an order/invoices

To place an order for a person or group of people, or an item you wish to pay for at a later time, you must write out an invoice. To place an order for items to be purchased on the internet you must fill out a Credit Card Purchase Requisition Form. These will detail what you want to buy, who/where from, how much of it and at what cost, and what its purpose is. VAT and delivery costs must be included as items.

Riders are add-ons to cost that people may require, such as included travel costs or free drinks. Riders should be noted when an order/invoice is submitted. You should submit a quote along with any invoice or order.

This form must then be signed by the budget holder and be given to the Activities Administrator. The order will then be processed by them within five working days. You must allow adequate time for delivery and external order processing, at least three weeks is very strongly suggested. The Activities Administrator will advise the

person who placed the order, or another person if specified, when the order is ready to collect through email.

Before an order/invoice is placed it is important to consider;

- Where items will be stored
- Whether items are safe to use
- Whether all necessary risk assessments are complete
- Whether items/entertainments are appropriate for the purpose and audience
- Whether the expenditure is financially liable

Counter-Signing – When budget holders need to claim money or place an order, forms should be counter signed by another committee member to ensure legitimacy.

For more information on Orders/Invoices please see the NSU Credit Card Purchase Procedure, Procurement Procedure and Procurement Procedure Guidance notes.

What can a society spend money on?

A society can spend money on anything that is going to benefit the society and its members or the wider Newman community. Anything that is bought with societies' money is the property of the society and NSU, not the individual.

Ultra Vires occurs when purchases have not been appropriately agreed or are for improper use, such as personal benefits, and is illegal. Ultra Vires can result in Union disciplinarys or legal action. If you are ever in doubt as to whether anything you're spending money on may be Ultra Vires, advice is available from the Union staff and Executive team.

Tills

The Union has two tills, one stays in the office and is for staff use only. The other can be used around campus by Union staff, Exec. Officers and society members.

The till is quite simple and can be operated by anyone. To get the till and float you must see the NSU Administrator. The Till Procedure and Cash Handling Procedure are available from the NSU Office or on the NSU website.

Meetings

What are meetings?

Meetings are when two or more people get together to discuss topics or issues or actively do something. For societies there are a number of types of meeting that are relevant for you to know about.

These meeting are especially important for the society's Chair and other committee members to attend.

- Societies Committees' Meeting – This is a meeting of all Society Chairs and the Societies Officer to discuss progress, plans, news and information regarding all societies and is the key link between each individual society and the Executive team.
- AGM – The Annual General Meeting for NSU. This is held once a year and is the key meeting for all students to attend. AGM addresses all sorts of issues surrounding students and the Union including the annual report and budget.
- UGM – The Union General Meeting for NSU. This meeting is held on more than one occasion throughout the year and is where many key decisions are made.
- Student Council – The opportunity for students to bring up issues they wish the Union to address, receive progress and reports from Executive Officers and hold Officers to account for their work; whether it is good or bad.

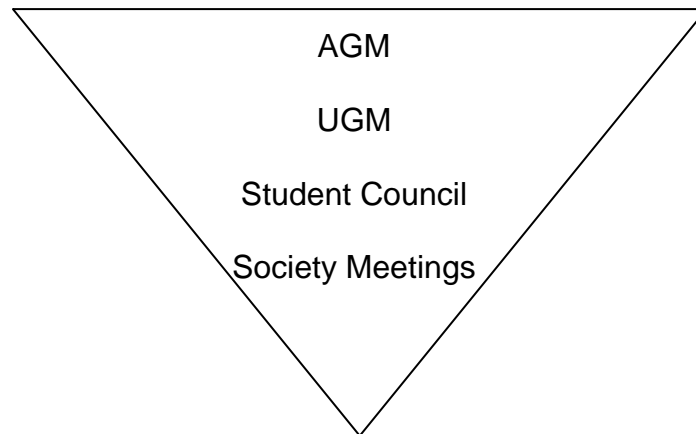
These meetings are particularly important for all committee members and other members of the society.

- Committee Meeting - Meetings of a society's committee members to discuss the society, its aims and plans. This should include planning Society meetings.
- Society AGM – The Annual General Meeting for a society. Taking place once a year, this meeting will provide a chance to review progress, successes and achievements, as well as identify areas for improvement. Society Committee Elections often take place at a Society AGM, although this is not a requirement of the meeting.
- Society Meeting – Meetings for all members of a society. This will be where each member can have their input into the society, events can be organised, jobs delegated and feedback given.

The society's chair must attend all of the above meetings.

The triangle below shows the importance of different meetings within the student body.

The triangle starts at the top with the most important meetings for all members of NSU (all students at Newman University College) and goes down to the more specific meetings. The width of the triangle represents the number of students each meeting is important for.



Agendas

An agenda is a list of what needs to be discussed in a meeting and should be available prior to meetings for all attending to view. This should be followed during the meeting to ensure all items are covered.

If anyone wishes to add an agenda item, they should be able to inform the appropriate person (usually the Chair/Secretary) with adequate time for it to be added. The call for papers (the deadline for adding agenda items) should be before the agenda is made available.

Agendas should include:

- **The date, time and venue of the meeting, what kind of meeting it is and for whom.**
- **Welcome**
- **Apologies or absence**
A list of who is 'present', 'absent', has sent 'apologies' and anyone 'In Attendance'.
'Present' is anyone there who is a part of the meeting.
'Absent' is anyone who should be there who isn't.
'Apologies' is anyone who is absent but has let the meeting know in advance and given adequate reason as to why, as approved by those present.
'In Attendance'; anyone present who is not part of the meeting, e.g. an external person taking minutes.
- **Minutes of the last meeting**
Minutes should be passed here, and a copy signed by those present.
'Passing' minutes means that everyone who was at the meeting is happy with the minutes and agrees they are to be made official.
For more information on minutes, see below.

- **Matters Arising from the last minutes**
Here, issues from the last set of minutes will be addressed, unless they are a separate agenda item.
For more information on minutes, see below.
- **Matters Arising not on the minutes**
This is when issues are addressed that have arisen between meetings, that need to be addressed before the main agenda items are.
For more information on minutes, see below.
- **Agenda Items**
A list of all items to be discussed during the meeting.
- **Any other business**
This is an opportunity for any items that need to be discussed and cannot wait until the next meeting that arose too late to be added to the agenda.
- **Date of next meeting**
The date, time and venue of the next meeting. If this isn't possible at the meeting, try to set a deadline for when people will be informed.

Minutes

Minutes are a written record of a meeting. They are not a word for word account but should include discussions, ideas and decisions made. They can include quotes and direct references to the meeting though should remain largely anonymous. They are a formal, official record for the meeting.

Notes are taken whilst a meeting is taking place, by someone present (or in attendance). This means that minutes are as accurate as possible. Minutes should be written in the third person and use people's titles rather than their names (such as The Chair).

After the meeting closes minutes should be distributed to all those who were there to read and check;

- a) They are an accurate representation of what happened
- b) They include everything necessary, such as discussions and decisions
- c) They are understandable to any person reading them, whether they were present or not

Once changes have been sent back to the appropriate person the minutes will be changed accordingly. If, as is usually the case, there have only been minor changes, they will be ready to pass at the next meeting. This means that all those who were present agree that they are accurate. If major changes have been made they may require being distributed again.

Minutes of the previous meeting should be sent out with the agenda, prior to a meeting.

It is very important that minutes are read by those who were at the meeting and the corrections are made. These minutes will serve as the account for what happened at

the meeting for all those who were and were not present and it is extremely important that they are correct.

The Chair

The Chair of a society should usually also chair society meetings. It is the job of the chair to direct a meeting, ensure the agenda is adhered to and everything that needs to be covered, is, within the allocated time.

It is also the job of the chair to ensure that the meeting does not become diverted from the agenda as meetings that drift away from topic can go on for a lot longer than necessary.

The chair should ensure that everybody gets an equal say during discussions and that no one is spoken over. This can be done by stating who is to speak next, or by keeping track of the order and indicating who is next.

Events

One activity that all societies enjoy doing is putting on events. These will vary greatly depending on what your society is but can include shows, worship, nights in the bar and club nights. All events will vary slightly even if they are very similar but there are things you can do to make planning, organisation and the event itself run as smoothly as possible.

Event Feasibility

It is important to consider the feasibility of an event before preparations get under way. There are many reasons why an event may not be feasible; some of these are:

- Costs – too expensive, insufficient funds, not worth the money you will be spending, set to make an unjustifiable loss
- Space – The event is too big for available facilities, no space is available, space is not appropriate, space is inaccessible
- People – the targeted group are unavailable to attend, it is not an event people will like
- Organisation – There is not enough time to prepare, there is not enough help/volunteers for planning or the event, due to lack of enthusiasm the work will not be done
- Ethics – The event is politically biased, the event could be construed as sexist, homophobic, racist or in any other way discriminatory.

Different types of event

There are many different types of event. A few examples are given below;

- Quizzes
- Fancy Dress
- Themed bar nights
- Club nights out
- Competitions/Contests
- Prayers/Worship
- Cake Sales
- Money Collections
- Shows/Performances
- Open Mic'
- Sports/Games
- Debates
- Fetes/Stalls
- Society Socials
- BBQs

Events can involve any number of people, ranging from one or two society members to the whole campus.

All events should have a clear purpose that fits in with the Society's aims and objectives such as;

- A social event for the society will help the personal and social skills of members, as well as promote good working relationships and improve communication.
- A fancy dress night in the bar will, if advertised correctly, help raise awareness of the society and engage more students with what the society does.

Events should never be done 'just because' and you must always consider the purpose of an event and who it will benefit.

How to organise an event

Organising an event will be done differently depending on what the event is. Speak to an Executive Officer or NSU Staff member for a more detailed explanation of different events.

All events do have some things in common regarding organisation and planning such as;

Who is in charge of the event?

- Who has the lead in planning what needs to be done?
- Who has the lead in delegating jobs?
- Who will take responsibility for overseeing the event?
- Who can help out/volunteer?
- Are there enough people to carry it out?
- Where will the event be held?
 - What kind of space will be needed?
 - Is it on or off campus?
 - Can you get permission to use it?
 - Who will book it?
 - What facilities does it already have?
- When will the event take place?
 - Are students still around?
 - Is it during a very busy time such as exam week?
 - Is the time of year appropriate?
 - Could it be affected by the weather?
 - Is the time of day accessible to those organising it and those attending?
- What will be involved?
 - What will happen during the event?
 - What activities are going on?
 - What equipment/resources will be needed?
 - How many people will need to be there to help run it?
- How will it be advertised?
 - Who will design advertising?
 - Will you speak directly to students?
 - When and where will you advertise?
 - Who will be in charge of it?
 - Who will remove any advertising after the event?
- Why are you doing the event?

- Think about the purpose and benefits.
- Will money be involved?
 - When and where will money be needed?
 - Who will be in charge of arranging for a float?
 - Who will count the money?
 - Who will ensure the money goes where it needs to?
 - How will the money be collected?
 - Can it all be kept securely?
- What else needs to be done?
 - Risk Assessments
 - Specific training for activities
 - Permission for space
 - Copyright permission for any material used
 - Activity Cards
 - Have the appropriate NSU Staff/Executive Officers been notified?

On the day/night

It is important to think about and plan what will happen at the event in order for it to run as smoothly as possible.

This will include who will be where and when, setting up, packing away and overseeing the event as it happens.

It is a good idea for a back-up plan to be in place for most events, in case something drastic changes or an event cannot go ahead as planned.

Ensuring that everyone who is involved is aware of the plans, and back-up plans, will mean the event will be more organised and come across as more professional.

After the Event

After an event, particularly if it has been very hectic, it is easy to forget about it.

However, there are some things that you should do after events to make sure future events are successful, as well as the event you held.

All money must be counted correctly as soon as possible and must be secure. This is done with the NSU Administrator.

If necessary, thank you letters and letters to others involved (such as charities you were raising for, external help etc.) should be sent.

Advertising must be removed so confusion is not caused.

If a competition took place or money was raised, letting those involved and all other students know who won or how much was raised, or even just saying thank you for the support, helps them to feel like they're still involved, that they were appreciated, and informs people of what their efforts helped to do.

Any risk assessments or other documents should be properly filed in the NSU office to allow others to use them in the future. An NSU staff member or Executive officer can help you with this.

Lastly, remember to thank those who helped from within the society or other societies. Being appreciated helps with communication and work relationships, and will make it more likely that you'll receive help again in future.

Charity Collection and Your Responsibilities

If a society wants to raise money for a charity, they should always try to do so through the Raise and Give society (RAG). RAG has experience with collecting money and paying it to charities, as well as equipment to help fundraise such as collecting buckets and 'shakies'. RAG also has connections established with lots of charities already so if you want to help one, you may find RAG already has a good link or know how to find the appropriate contacts within charities.

There are legal issues surrounding fundraising through the Charity Collection Regulations. These are available online in full at www.charity-commission.gov.uk/Charity_requirements_guidance though a brief summary is given below.

- You must display the name of the charity and its registered charity number on any buckets/'shakies' used.
- All money collected must go to the charity/charities specified.
- You must agree with the charity prior to any fundraising that you have permission to collect money in the charity's name.
- You are not allowed to shake any form of money or money collecting container at people or in public.

Following these regulations is a legal requirement and must be adhered to. Whilst the NSU staff, Executive Committee and Society Committees can provide support and advice, it is the responsibility of each individual to ensure they are within the law.

Raffles/Prizes

Raffles are a great way of raising money, whether it is for your society or a charity, and can be great fun to do. To run a raffle you need:

- 1) Something to collect money in such as collecting buckets or 'shakies'
- 2) A raffle ticket book
- 3) Prizes
- 4) Prize sign out sheet
- 5) An activity card

Raffle books can be bought from a range of shops, however if you are collecting money for a charity, RAG may have one you can use; it's always a good idea to check what is available before you buy anything. Prizes can be anything, from a pen, to a free hot air balloon ride, however you must consider how much money you are likely to raise from a raffle before you spend a large sum of money on prizes as raffles are not intended to make a loss.

Prizes for raffles and other competitions or games should be brought into the Students' Union office. As prizes are brought in for an event each one should be put on the 'Prize Assignment and Sign Out Sheet' and assigned to an event or area within an event, and dated eg. Catwalk at Fancy Dress Night - 30/03/12. As the prizes are won the name of the recipient should be entered, they should sign to collect it, and the person giving out the prize should sign the Union Member part.

Transport

Transport can be arranged through the Activities Administrator. You must never use personal cars to transport anyone for union purposes, whether it is for shopping, to events off campus or to the hospital. If you are going shopping for Union purposes, the cost of bus tickets can be claimed back through your budget area.

NSU Logo

The NSU logo is available for societies to use on publicity and documents if they wish to. Societies may have their own logo that can also be used. If a logo for an external organisation is wanted, you must check that you are not breaching copyright laws before use and seek permission from external organisations.

Clothing

Clothing can be purchased with a society's name/logo on, such as hoodies and T-shirts. These should be ordered through the NSU Administrator, the Activities Administrator can help with this to ensure reliability, quality and value for money. In line with the Union's 'eco' objectives, detailed in the strategic plan (available online), we recommend that you purchase Fairtrade clothing.

Health and Safety

Risk Assessments

A risk assessment is a document you must have before doing any activity. This includes, but is not limited to; outings, games, bar events, shows, worship, external activities, rehearsals and fundraising.

A risk assessment should include information on what you are doing, what the potential risks are and what measures you have put in place to prevent accidents or injuries from occurring. An example of a risk assessment is available

You will need a separate risk assessment for each part of an activity; rather than one for 'an event in the bar', there should be one for each part of the evening. For more information on Risk Assessments, please refer to the Risk Assessment Procedure and Guidance Notes. These are available in the NSU office or on the NSU website. All necessary risk assessments must be filled out prior to an event taking place. This will usually be done by the Vice-Chair and it is strongly recommended that they are double checked by another committee member or a member of the Exec.

First aid kits should always be available for use during any activity. These can be signed out/in from the Union.

Health and Safety Policy

NSU has a health and safety policy that covers societies for activities taking place on the premises of Newman University College (NUC); this is available for students to read if they so wish. All society chairs, as well as any other relevant committee/society members, should be familiar with the Health and Safety Policy. All external organisations should have their own health and safety policies and you should clarify this with them before any activity takes place.

Emergency Procedures

The procedures for an emergency will depend on its level of urgency. If a person is in a critical condition or a serious accident has occurred, including breakages, sprains, unconsciousness and head injuries, call the emergency services on 999. ICE contacts are In Case of Emergency contacts and are often looked for by emergency services. It is recommended for all society members to have an ICE contact in their phone if they are likely to have this on/near them whilst taking part in any activity. Activity cards must also be kept with all society members during activities to provide emergency contact details. For more information on activity cards, see page 7.

If the incident is only a minor injury, such as a small cut/graze you should inform a venue's qualified first aider, if not phone for security. No matter how minor you think an injury may be, NSU does not allow its members to perform first aid. Fully qualified first aiders should use their discretion as trained to do so. Under no circumstances should members arrange for their own transport to hospital.

If an emergency is not related to a personal injury but to an item of equipment or facilities belonging to NUC, it must be reported to the NUC security staff who will then contact the necessary persons to deal with the emergency. If the equipment or facilities belong to the Union, they must be reported to a member of the Exec or NSU

staff member as soon as possible. Please see the Health and Safety Policy for more information. This is available in the NSU office or on the NSU website.

Accident Reporting

All accidents and near misses must be reported to NSU using an accident form. If a first aider is called they should do this for you. You may be requested by NUC to report to them directly. In these cases you must ensure that NSU also receives a copy of the form.

The Office

The NSU office is located in the Hub, on the right hand side as you walk through the door. In the office are desks for the NSU staff and Sabbatical Officers. There is one desk that is a 'hotdesk' that can be used by societies and sports teams. Filing is kept in the office for all societies. Each society has their own folder which contains documents such as constitutions and risk assessments. These are available for access when required by students, including committees. Folders can contain any information a society wishes to keep, and are kept up-to-date and organised by the committees or Societies Officer. These folders may not be taken out of the office.

Post

Societies can have post delivered to the union at the following address;

(Your name and Society)
Newman Students' Union
Newman University College
Genners Lane
Bartley Green
Birmingham
B32 3NT

Post will be kept in the office by the Societies Officer. You must check for post regularly as you may have received something you did not necessarily request. Unless you are emailed and informed otherwise, post will be kept in the Societies Officer's pigeon hole or your society folder.

Photocopying/Printing

Societies are allowed to use the Union photocopying/printing facilities for society use. No personal use is permitted. Photocopying/printing is not limited however excessive use will be carefully considered by the Exec as to whether or not it is necessary. In line with the Union's 'green' objectives, detailed in the strategic plan (available online), we recommend careful consideration of whether something needs to be printed/photocopied prior to use.

Storage

The Union has an activities store cupboard, located outside the lecture theatre. This is kept locked at all times when not in use and can be unlocked on request by the Activities Administrator. There is limited space in the cupboard and if societies wish to use this space to store equipment permission must be obtained from the relevant personnel. Details of what is put in or taken out must be given to the Activities Administrator and the cupboard must be kept safe and tidy at all times.

Handovers

Handover packs should be compiled at the end of a committee's time in the position. They should include information that will help the new committee to continue the society as smoothly as possible. Handover packs can include, but are not limited to;

- Important/useful contacts
- Incomplete projects
- Planned events
- Useful tips and ideas
- Key successes of the year
- Guides on how to carry out specific activities
- Budgets
- Financial information and advice

Resignations

If a person wishes to resign from a committee position, it is important to make sure that they really want to.

They should discuss with another committee member and/or the Societies Officer the reasons they want to resign. In most cases, problems can be worked through and resolved meaning they do not have to resign.

If they are certain they want to resign from their position, they must send a signed and dated letter to the society's committee. A copy should also be sent to the Societies Officer to be kept confidentially on file.

If there is no committee for the society they must write to the Executive Committee.

Once the letter has been received the person will no longer be in their position unless stated otherwise in the letter.

By-Elections will be held at the next available opportunity in order to find a replacement committee member.

Glossary of Terms

The Union	In this handbook the Union refers to Newman Students' Union.
NSU	Abbreviation of Newman Students' Union
NUS	Abbreviation of the National Union of Students
Socs	Abbreviation of societies
The office	Newman Students' Union's office, located in the Hub
Exec	The Union's Executive Committee
NUC	Newman University College
RAG	The Raise and Give society
Halls	The Newman University College Halls of Residence
Must	'Must' is used to indicate legal requirements
Should	'Should' is used to indicate best practise and strong recommendations
Academic Year	The Academic Year begins in September and runs to June the following year.
NSU Constitution	The NSU Constitution is a document that explains all the legal requirements of NSU, and includes By-Laws which explain the process for how the rules are put into place.

Words importing the singular shall include the plural and vice versa.