



# STUDENT ACTIVITES



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## SOCIETIES HANDBOOK

202X/202X

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# INTRODUCTION

Welcome to the Societies Handbook. This handbook was created to contain all the relevant and up to date information necessary for Societies at the Union of Brunel Students.

This Handbook is for:

- Committee Members of Societies
- Society Members
- Students looking to start their own Society

This Handbook was started back in September 2016 and is still a "living document" providing information for students from the Student Activities Department at the Union of Brunel Students. This is alongside our commitment to finding ways to improve the Union's resources, processes and procedures to make society members lives easier.

This Handbook is edited by the Societies' Administrator every year on behalf of the Student Activities Department but includes content from other Union Staff, and Departments, at the Union of Brunel Students.

## EDITION AND CHANGES

This is the seventh edition of the Societies Handbook that has been made and is valid from August 202X to July 202X. This handbook is now the new up to date version and information within has been added/updated.

## SUGGESTIONS?

Even though this is the seventh edition of the handbook, we are still open to suggestions in case there is anything you feel it may be lacking - if you do have a suggestion please contact the **Societies Administrator**.

# CONTENTS PAGE

• <b>Introduction</b>	<b>2</b>
- Edition and Changes	
- Suggestions	
• <b>What is a Society?</b>	<b>5</b>
• <b>How to start a Society?</b>	<b>6</b>
- The Process	
- After Approval	
• <b>Keeping in Contact</b>	<b>8</b>
- How We Support You	
- The Student Activities Team	
• <b>The Year's Schedule</b>	<b>9</b>
• <b>Democracy and Good Governance</b>	<b>10</b>
- Committee Positions	
- Societies Guild Committee	
- Elections	
- Democratic Meetings	
- Society Guild Forums	
- Annual General Meetings	
- Vote of No Confidence	
- Constitutions	
• <b>Disagreements</b>	<b>15</b>
• <b>Events and Meetings</b>	<b>16</b>
- Fill in Your Form	
- A Successful Event; Planning, Communication and Execution	
- Trip Form	
• <b>Risk and Risk Assessment</b>	<b>18</b>
- What is a Risk?	
- The Risk Assessment	
- The Accident/ Near Miss Form	
• <b>Publicity and Promotion</b>	<b>19</b>
- Posters	
- Brunel Students Website	
- Social Media	

# CONTENTS PAGE

• <b>Equipment and Facilities</b>	<b>20</b>
- Room Bookings	
- Buildings	
- Storage	
- Audio-Visual Services	
• <b>Minibuses and Transport</b>	<b>22</b>
- Union Minibuses	
- Personal Vehicles	
- Public Transport	
• <b>Finance</b>	<b>23</b>
- Accounts	
- Grant Account	
- Function Account	
- How Can We Pay for Things?	
- Can Members Pay Us?	
- External Bank Account	
- Applying for Funding	
- One Brunel Funding	
- Value Added Tax	
- Invoices	
- Reimbursement Claims	
- RAG Paying in Form	
- Society Paying in Form	
- End of Year	
• <b>Society Website</b>	<b>29</b>
- Step by Step	
- Mandatory Website Content	
- Recommendations	
- Example Society Webpage	
• <b>CASES</b>	<b>32</b>
• <b>Sustainability</b>	<b>33</b>

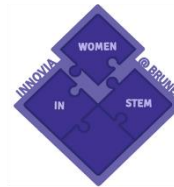
# WHAT IS A SOCIETY?

University, and Student Union, Societies are places where students with similar interests, ideas and backgrounds can meet new people to take part in activities, hold meetings or organise events.

Societies are made up of a compulsory committee of 3 who run the society, with additional roles depending on needs, and it must have a minimum of 15 members in total.

## ACADEMIC

Academic Societies are linked to degrees studied at Brunel university and aim to support student's academic progression whilst providing a social space as well



## CULTURAL

Cultural Societies not only are a space of support for students who come from the same/similar geographical background but also for students who have an interest in these cultures as well



## FAITH, BELIEF & POLITICAL

These Societies are for students who share the same/similar ideas or world view but also for students who are interest in these and want to find out more



## GENERAL INTEREST

These Societies are put together for students with a common interest or hobby as well as for students looking to find something new they might not have done before!





# HOW TO START A SOCIETY?

## THE PROCESS

Once you have completed the new society form, which can be found on the Resources page of the Brunel Students Website, your application will automatically be sent to the Societies' Administrator who will then present it to the Societies Guild for their approval.

Questions within the form:

- What category would you define your Society?
- How many Members do you intend to have?
- Why do you want to form this society? What are your society's Aim & Objectives?
- Describe your Society's Activity? (Meetings, Campaigns, Awareness)
- What funding / equipment do you think you'll require?

## AFTER APPROVAL

You will receive an email from the Societies Administrator confirming the approval, or rejection, of the Society. If approved you will be asked to provide the contact details for the committee, the Membership Fee, if you decide to have one, and submit a constitution to finalise your society in accordance with union by-laws.

Additionally, you will be sent the Societies Handbook and Finance / Committee Training PowerPoints if approved during the academic year after September. The person who submitted the application is expected to share these with the rest of Committee so all are familiar with the rules and processes at the Union. As these documents hold all the important information on how to run your Society and follow the Union guidelines, if not read, then committee runs the risk of not knowing the rules and regulations.

After the information, and constitution, required has been sent over the Societies Administrator will then set up a website so that your members / committee can sign up. Once committee have membership, admin access will be granted by the Societies Administrator and with this they will be able to edit the website using the admin tools.

If you have not completed all of the requirements above, your Society will not be fully registered and therefore will be unable to access support from the Union to do anything under the society name until all of the above have been completed.

# HOW TO START A SOCIETY?

Application is sent to the Societies Guild Committee



Societies Guild review the application.

Please be aware this process can take some time, please speak with the Societies Administrator for updates.

The Society is approved.



The Union will send you an email to complete your application.



The Society is queried.

The Union will request more information about your Society.



The Society is denied.

You will receive an email informing you of the response for denial.



# KEEPING IN CONTACT

## HOW WE SUPPORT YOU

Keeping in regular contact with the Student’s Union, especially the Student Activities Team is essential for the smooth running of your society to be the best that it can be.

Here at the Union of Brunel Students we have a team of thirty-two full time staff members and some of student activities is made up of the below. Student activities as a whole are there to assist Clubs and Societies throughout the academic year offering our time to support you as a Committee by training you to work effectively, providing financial support with funding and ensuring you are making the most of your Society.

## THE STUDENT ACTIVITIES TEAM

You can visit us in the student activities office or email us to ask any questions that you feel aren't covered in the handbook. You can find a list of all the staff members and elected officers [here](#) but please remember, **your first point of contact should always be the Societies Administrator.**

### Student Activities Team 202X/202X for Societies



**Tanya Kular**  
  
Student  
Activities &  
Reception  
Admin

**Jasmine  
Pink**  
  
Societies’  
Administrator

**Christopher  
Hepworth**  
  
Student  
Activities  
Manager

**Francesca  
Stirling**  
  
Head of  
Student  
Engagement  
& Comms



# THE YEAR'S SCHEDULE

So, you've been elected for a year to run your society to the best you can?

It's a rewarding task where you will learn and develop new skills as well as organise what will be some of the best moments of your, and your society members, University experience but it's also a role that requires a lot of hard work, dedication and the perseverance to make sure that your society doesn't just survive but thrives and improves for years to come. Here you can see what a year looks like once being elected on to a Society Committee from Feb/Mar the previous year - this will help keep track of when things need to be done

## TERM 2 + 3 MAR - MAY

- Elections (Through the Union's Website)
- Easter Break
- Hold AGM's (Annual General Meeting)
- Complete CASES (Evaluation Scheme)

## SUMMER JUNE - AUG

- First of all, relax and enjoy summer
- Plan your year
  - Events
  - External Speakers
  - Campaigns
  - Aims of the Society

## TERM 1 SEPT - DEC

- Attend Societies / Finance Training
- Read over the Societies Handbook
- Fresher's Fayre
- Meet and Greet Events
- Start Drafting CASES

## TERM 2 JAN - MAR

- Start planning 'End of Year Events'
- Keep Drafting CASES
- Introduce possible new roles
- Online Elections for new roles
- Hold an Annual general Meeting

## TERM 3 MAR - JUNE

- Complete CASES
- Attend Union Awards Evening
- Annual Review

- Committee Role Handover
- End of Year Event



# DEMOCRACY & GOOD GOVERNANCE

Democracy, which originates from the ancient Greek meaning "Rule of The Commoners" is used within our Societies to ensure that groups stay student led and everyone has the opportunity to elect those on the committee, as well as hold these committees accountable. Here are the main positions your society needs, and optional positions, but your society may have more for your specific needs:

## COMMITTEE POSITIONS

You may be reading this because you are a Committee Member of your Society, or perhaps you might be considering running to be on the Committee. The Committee of a Society is responsible for running and organising the regular society activities and the other events which may be large, or small, in scale.

**Please Remember - If your Society charges a fee, you must pay it even if you're a Committee Member.**

Here are the **compulsory** committee positions that your Society must have, or it cannot exist and some **optional** you can choose to add:

<p><b>CHAIR / PRESIDENT</b></p> <ul style="list-style-type: none"> <li>• Provide society leadership</li> <li>• Ensure effective committee management</li> <li>• Be public face of the society</li> <li>• Be main contact of the union</li> <li>• Ensure all members have society memberships</li> </ul>	<p><b>VICE CHAIR / PRESIDENT</b></p> <ul style="list-style-type: none"> <li>• Support Chair/ President with society</li> <li>• Help Chair/President with effective committee management</li> <li>• Be contact of the union only when chair &amp; secretary is not available</li> </ul>
<p><b>SECRETARY</b></p> <ul style="list-style-type: none"> <li>• Ensure all meetings are effectively organised</li> <li>• Take committee meeting minutes &amp; communicate these to union</li> <li>• Be secondary contact to the union</li> </ul>	<p><b>WEB OFFICER</b></p> <ul style="list-style-type: none"> <li>• Effectively communicate digital promotions with Societies' Administrator</li> <li>• Be in charge of the Social Media account for the society</li> <li>• Display the society in a respectable manner</li> </ul>
<p><b>TREASURER</b></p> <ul style="list-style-type: none"> <li>• Keep track of society funds and spending</li> <li>• Ensuring all funding requests are made in advance with enough time</li> <li>• Hand in petty cash on time to the union</li> <li>• Ensure all money is put into the society account</li> </ul>	<p><b>EVENTS OFFICER</b></p> <ul style="list-style-type: none"> <li>• Effectively plan society activities and events with Societies' Administrator</li> <li>• In charge of making sure the various tasks in the planning of society events are completed on time</li> <li>• Ensure, with the rest of committee, that event information is shared to members</li> </ul>



# DEMOCRACY & GOOD GOVERNANCE

Here are some of the key other groups and areas surrounding Union of Brunel Students democracy that you will need to know.

## SOCIETIES GUILD COMMITTEE

Societies Guild is a committee of eight students who are elected to approve or deny changes to society wide policies, in-year funding and new society requests.

The Guild is also the elected standing committee responsible for all Societies, member discipline, the rules and projects that are in place improve the experience students have here at Brunel. The Societies' Administrator acts as secretary and the Community Living Officer as the chair of the committee

If you are interested in running for a position on the Societies Guild, then this can be done alongside the society committee elections in February

## ELECTIONS

Elections is the process where members of societies are chosen to serve on the committee for one academic year term. All Elections are run by the Students' Union Student Activities department and these elections happen online to remove the risk of improper conduct when elections are run by societies without the support of the Student's Union.

It is Union policy and procedure that Societies cannot run their own elections as this is against the rules and does not follow how the Union conducts elections. Elections held on our website use the Single Transferable Vote system which ensures that the successful candidate of a role has at least half of the votes of members involved - if no candidate has this R.O.N (Re-Open Nominations) will win and the post is uploaded to the next election.

**Societies must have an elected chair, secretary and treasurer to be a functioning, active society and this is in line with Union by-laws** – hence why the roles are compulsory. If these roles are not filled then the society will be questioned by student activities whether it should continue through the academic year

If you have questions about elections you can contact the **Societies Administrator**.



# DEMOCRACY & GOOD GOVERNANCE

## DEMOCRATIC MEETINGS

Democracy is about communicating openly with your members, and so Democratic Meetings are a great way to allow members to get involved in the direction of your society even if they don't sit on the committee.

## SOCIETY GUILD FORUMS

The forums exist for Student Activities to inform committees of any Union updates, e.g. new projects, opportunities, campaigns and so on, in case any society is interested and would like to get involved.

They are equally an opportunity for committees to give feedback to the Student Activities team – without feedback, we can't improve!

There are roughly 2 in an academic year, one in each term. **At least one committee member per society must attend**

Societies' Administrator will email all committee members when the Societies' Guild Forums will take place

## ANNUAL GENERAL MEETINGS

An Annual General Meeting (AGM) is once a year - it should be used for committees to be open and accountable to members. This can be done by the committee reporting back about the year to members and allowing them to ask questions. You should aim to have your AGM during January or February before the Spring society committee elections happen.

You can also make Constitutional Amendments at this meeting – This might be to change the aims and objectives of the Society or to add a committee member role for the future.

If you need any help with running Annual General Meetings, then get in touch with the **Societies Administrator**

# DEMOCRACY & GOOD GOVERNANCE

## VOTE OF NO CONFIDENCE

Any committee member or officer who is elected can be removed from their position. This may be because the committee member is absent, or is not fulfilling their role effectively. This is called a "Vote of No Confidence"

This could be for a number of reasons such as:

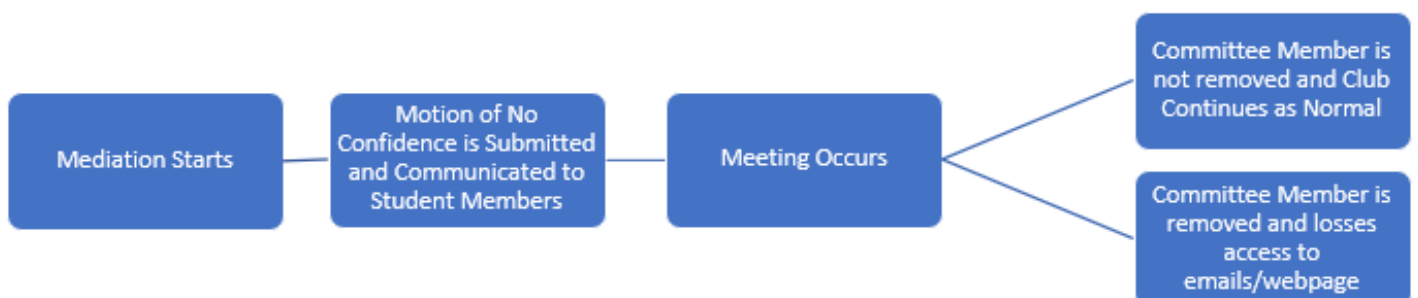
- The Committee Member refuses to attend meetings.
- The Committee Member is not performing their duties and responsibilities
- The Committee Member fails to attend events, meetings or campaigns.

Any member can start the VONC process against a committee member, which you can find outlined in your Society Constitution. To start this process, you should contact your **Societies Administrator**. If a VONC is submitted, then the Societies Administrator will act as the Returning Officer for the process - which means they will ensure the proceedings are free and fair.

We would always suggest to start "Mediation" before supporting the removal of a committee member. People might be interested in starting a VONC against someone because of personal issues, and this might be more appropriate for a disciplinary panel rather than all of your members to be involved in.

The other important note is that not all members will be eligible to vote in a VONC – Same as committee elections to vote, you must have been a member for at least four weeks before the notice of no confidence. **This is to stop committee members encouraging students to join the society to vote in their favour.**

If someone is removed from their position then they still remain a member of the society. Elections would start to fill for that post - The person who has been removed is still eligible to run in those elections and in any other election





# DEMOCRACY & GOOD GOVERNANCE

## CONSTITUTIONS

The purpose of constitutions is to regulate the administration and management of the society. It acts as an agreement to ensure that all activities undertaken in the society's name are done in line with the policies, expectations, of the union of Brunel Students. **The constitution has to be updated every year, by the society chair, and submitted to the Societies' Administrator**

The articles which make up the constitution are used by the Student Activities and the Societies' Administrator to make sure societies are doing everything required to remain an active society as well as the below:

Articles of the constitution includes outlines of:

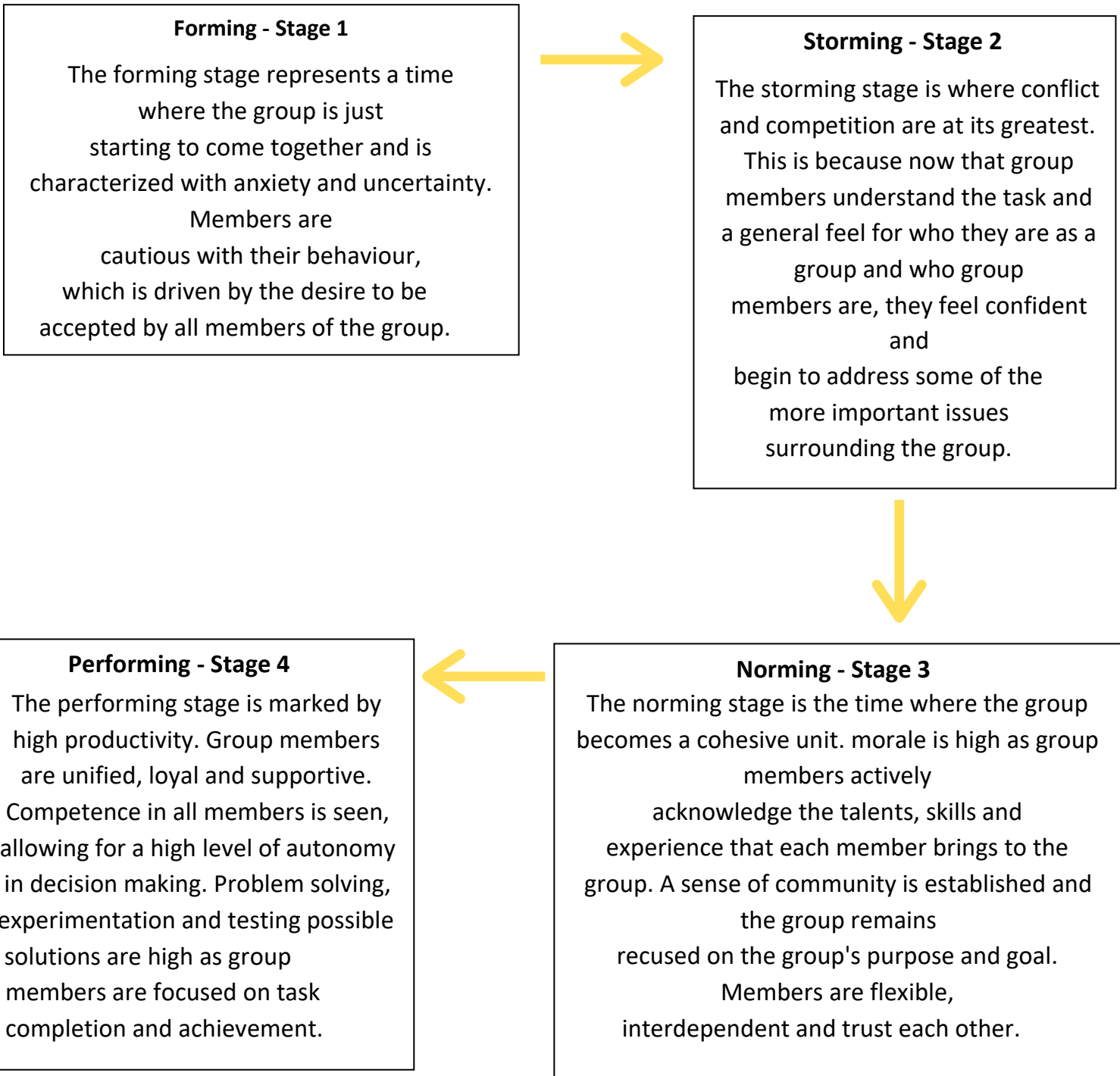
- Aims and Objectives
  - What the overall aim of the society is
  - What the individual objectives of the academic year are
- Membership rules
- Society Committee rules & the responsibilities of each role
- The various meetings that can be held by societies
- Society voting rules
- Disciplinary processes for members and committees
- Regulation of the constitution
- Finances
- Equipment
- Affiliations

It may seem daunting but the constitution is there to protect societies and make sure that students who make up the Union of Brunel Students societies understand how processes work if they are to have activities under the society, or union, name. This document makes sure to not only hold committees accountable but also individual members – At the end of the day all bases are covered to protect all involved in society activities

# DISAGREEMENTS

Sometimes, within a Society or with another - Members can disagree on issues or how they move forward with a project. This will undoubtedly happen sometime this year - If not within your group then within another.

There is no way to avoid this, but you can manage the process by having meetings with the VPSA or Societies' Administrator regarding the matter. There are four stages to Team Development called Forming, Storming, Norming and Performing.







# EVENTS & MEETINGS

Events and Meetings surround what your society is doing throughout the year.

You might have a pre-set schedule of what your society does every year or not – Events are defined by the planning that goes into them, especially with Food, Performances, External Speakers, Charity Fundraising, Risk Assessments and more.

Meetings, on the other hand, can be far more simple - Meetings might include your regular activity, such as a Movie Night for the Anime Society or a Prayer Meeting for a Faith Based Society.

## FILL IN YOUR FORM

To start creating your event, all you have to do is **fill out the Event form on the Committee Resources page** of the Brunel Students website which will take you to our Event/ Venue Booking Form and you can start planning all the different areas of your event.

We've set up the form so that if you don't have anything unusual in your event, such as simply wanting a room booked for the society, then you don't have to answer any of those questions – The form will skip.

The Societies Administrator sends all requests for Lecture Room bookings to the conferencing department on Tuesday Mornings, so your form must be submitted **the Monday of the week before the date your event falls on (w/c Monday – Sunday)** so when considering dates please look to the week prior for this Monday which your form will need to be in by at the latest – **Once room location confirmation is received from conferencing the Societies Administrator will email/inform whomever submitted the form on behalf of the society of the allocation**

If it is a simple room booking (including any repeating weekly term bookings) these can be done relatively quickly - please submit these in accordance with the process above

If it is a complex booking, please submit event forms, or notify the societies administrator of your event plans, at least **20 working days in advance** so all the extra requirements can also be sorted.

Things that make a booking complex include, but are not limited to:

- Use of Non-Union Controlled spaces
- Under 18 attendees
- Non-Brunel attendees
- Non-Society Presenters / Acts / Performers / DJ's
- External Speakers giving talks (Freedom of Speech forms)
- University or Union Staff attendance; including security, bar staff and entertainment staff
- Tickets





# EVENTS & MEETINGS

## A SUCCESSFUL EVENT

Successful events are built around three things - Planning, Communication and Execution.

## PLANNING

Unfortunately, you cannot just turn up on the day and organise an event. Events require planning and this involves your Event Form, Risk Assessments and anything else you think you may need for your event. The Societies Administrator will work hard with you to make arrangements for your event and as soon as you have put the different areas of your event in place your society will be able to go ahead.

For example, if the Drama Society wanted to use a room in the Antonin Artaud building the Societies Administrator would contact the AA Building Team to enquire this and, once they have a response, forward the email so the society know the outcome which usually a confirmation of details discussed before.

## COMMUNICATION

Once planning is completed confirming location, time, place, any external speakers etc... Have you as the Society informed everyone that needs to know about the event? If you have told everyone that needs to know then it's time to start advertising to society members, Brunel students or the wider public.

## EXECUTION

It's the day of the event - You need to stick to the plan when it counts, assess and evaluate when something doesn't work out. You will always have the societies' administrator, committee and other members around who can also help.

**Remember: Book Early!!! We ask for a week before latest for simple room bookings but 20 working days for complex events, but there's no such thing as planning too early!**

## TRIP FORM

If your society is going to an off-campus event there is the trip form. This has to be filled out from the Activities Resources page so the Societies' Administrator knows who is going, where and has an emergency contact for all just in case – The form is also forwarded to Campus security so they know



# RISK & RISK ASSESSMENT

You might have heard the term "Risk Assessments" or "Health and Safety" - These may seem like dull terms and no one wants to spend too long working on these sorts of projects but managing risk is key to reducing the likelihood of Accidents and Near Misses during your activities.

## WHAT IS A RISK?

"Risk" is defined as "a situation involving exposure to danger" - This danger may be physical to people, or property, or reputational to the Union of Brunel Students or your Society.

## THE RISK ASSESSMENT

Risk is also often measured by the words **Low**, **Medium** and **High** or by using numbers such as 0-5.

The Risk Assessment form is available on our website and should be filled out and emailed to the Societies Administrator or Student Activities Team with your Events Form. Some possible risks include:

- Children (Under 18)
- External Speakers
- Faulty Equipment
- Unsuitable Environment
- Physical Activity (Dance, Running)
- Remote Environments (Mountains, Sea)
- Ticketed Events
- Finance

## THE ACCIDENT/NEAR MISS FORM

The Accident / Near Miss Form should be used to submit information based on Accidents or Near Misses. These forms are sent to our Director of Operations who reviews each form to see where we can improve what we do to avoid risk and accidents.

**Accidents:** are defined as unfortunate incidents which result in damage or injury - these accidents often happen unexpectedly and unintentionally.

**Near misses:** are potential accidents, which due to intentional or unintentional actions have been narrowly avoided. Why are these important? Assuming that this situation could happen again, the next group might not be as lucky

# PUBLICITY & PROMOTION

There are plenty of ways to start using different media and different tools to promote your activity - Here are just some of the ways you can do it

## POSTERS

Posters remain a cost effective and effective way to get events promoted to a wider student body. You can print using an external company or using the University Printers. Please remember the Student Union **only give each Society £15 for the sustainability for their club i.e. Banners and Posters which will last a few years**, other printing costs will need to be covered by Societies themselves.

Once you have a design for your posters, email them to the Societies Administrator to be approved and then just before putting them up around campus you need to come to the Student Activities Office for them to be stamped using our Union Logo.

The Criteria for posters are as follows:

- The most recent Union of Brunel Students Logo (Email Societies' Administrator for a copy)
- Time and Date of event
- Society's name in full
- No rude or inflammatory language
- No explicit pictures

## BRUNEL STUDENTS WEBSITE

Your society has a space on the Brunel Students Website that you can edit yourself. For more information on how to use this digital space, then check out the Website Admin Tools section further in this Handbook.

You can add Videos, Pictures and Text up on the Website but there are things that are mandatory information which must be on your website.

## SOCIAL MEDIA

Having active social media accounts can really benefit a society when promoting meetings and events to make sure people are they are happening. Promotion for the year can even begin over the summer period before freshers (e.g. Meet the committee posts). The union also has social media that societies can tag and have their posts reshared to more people!



# EQUIPMENT & FACILITIES

## ROOM BOOKINGS

All room bookings start with an Event Form which is submitted to the Student Activities Department, where the Societies Administrator will help with making bookings and arrangements for your event.

## BUILDINGS

The Students' Union and University have plenty of places to hold your events and activities. We have displayed a variety of our spaces that are most used below – **Please note that other buildings on campus overseen by other departments take longer to secure**

On top of this, the AA building & Meeting house prioritise the Arts & Religious societies respectively due to these spaces being distinctly for their activities.

Sports facilities on campus and the Isambard Studios can also be booked but this is dependent on the sports club timetable and comes at a cost to societies not covered by grant funding

<p style="text-align: center;"><b>LECTURE CENTRE</b></p> <p style="text-align: center;"><b>Timings: 18:00 – 23:00</b></p> <p><b>Positives:</b></p> <ul style="list-style-type: none"> <li>- Flat &amp; Tiered Rooms</li> <li>- Tables for Games Nights</li> <li>- Screens for Film Nights</li> </ul> <p><b>Negatives:</b></p> <ul style="list-style-type: none"> <li>- Not available during the day</li> <li>- Not used for physical activities (Dancing)</li> </ul>	<p style="text-align: center;"><b>THE VENUE</b></p> <p style="text-align: center;"><b>Timings: 11:00 – 23:00 (03:00 Club Nights)</b></p> <p><b>Positives:</b></p> <ul style="list-style-type: none"> <li>- Ideal for dances and events</li> <li>- Allows for loud music</li> <li>- Bars serving Alcohol</li> </ul> <p><b>Negatives:</b></p> <ul style="list-style-type: none"> <li>- Active@Brunel Sessions Prioritised</li> <li>- Union Club Nights affect evening events</li> </ul>
<p style="text-align: center;"><b>LIBRARY (BANNERMAN CENTRE)</b></p> <p style="text-align: center;"><b>Timings: 08:00 – 23:00</b></p> <p><b>Positives:</b></p> <ul style="list-style-type: none"> <li>- Meeting Rooms</li> <li>- Available during the Day</li> </ul> <p><b>Negatives:</b></p> <ul style="list-style-type: none"> <li>- Noise restrictions</li> <li>- Not used for physical activities (Dancing)</li> </ul>	<p style="text-align: center;"><b>ANTR BUILDING / MEETING HOUSE / SPORTS &amp; ISAMBARD FACILITIES</b></p> <p style="text-align: center;"><b>Timings: Dependent</b></p> <p><b>Positives:</b></p> <ul style="list-style-type: none"> <li>- Ideal for Arts, Religious &amp; Sporting activities respectively</li> <li>- Support available from building staff</li> </ul> <p><b>Negatives:</b></p> <ul style="list-style-type: none"> <li>- Only available for other societies for special requests</li> </ul>



# EQUIPMENT & FACILITIES

## STORAGE

In the Student Activities Office, there is a few storage spaces where the Society Equipment can be placed but please note these are limited. Unfortunately, at the moment we do not have much storage space elsewhere however, the Societies' Administrator is working on organising more space to store equipment.

If you are storing equipment with us please ensure it is properly labelled and that you go through it at the beginning and end of the academic year to ensure you have everything and keep an inventory

## AUDIO-VISUAL SERVICES

The University can assist with providing Audio Visual Equipment such as Amplifiers and Microphones for Meetings or Events. This can help with making voices or instruments louder for entertainment and external speakers.

These items are loaned out at the discretion of the AV department and they can say no if they do not have the items to loan or wish not to do so – The societies' administrator can only ask on behalf of societies but cannot guarantee items will be secured. Any damage to the items will be charged back to the society and taken out the function account or from members

**Remember:** Staff may need to assist you with these depending on the activity – Be aware that your event may not be able to go ahead if you require staff support and haven't communicated sorting this earlier

If you would like to use some of this equipment please contact the **Societies Administrator** so they can get in touch with the University's AV department for these items



# MINIBUSES & TRANSPORT

## UNION MINIBUSES

The Students' Union loans seven 9-seater Minibuses during term time that can be used by Societies for trips however we do ask that you use either the society Function account to pay for the hire and petrol for your travel. Please note that on Wednesdays minibus priority will be given to sports clubs to attend their fixtures during term time

We have one 9-Seater Minibuses available all year round which is still available during non-term time and the summer period. You can drive all these as long as you have one year's driving experience with no points on your licence and are over the age of 19 years old

All minibuses are booked using the Vehicle form that can be found on the Activities resources page and these requests go straight to student activities

## PERSONAL VEHICLES

You can use your own vehicle to travel to an activity - This might be your car or another vehicle. We will allow you to claim this back at a flat rate of 20p per mile.

To claim back you can fill in a Petty Cash form with an attached map of your journey attached to claim back your funds.

## PUBLIC TRANSPORT

Public Transport remains a cost-effective alternative for Societies who want to travel short distance, especially when going inside London. You can claim back for the price of travel by talking to the Student Activities Team. If you use your Oyster Card, you should still claim back using receipts from the Oyster Card Website.

# FINANCE

This Finance section includes processes to Apply for Grant Funding, Pay Money In, Claim Money Back, Donate to Charity and the difference between your society's accounts. The processes that we use can be complex, so if you are unsure - **Always ask the Societies Administrator** for help or to check with the Union Finance Department on your society's behalf

## ACCOUNTS

Your Society may have a Grant Account and Function Account, sometime one or even neither. These accounts hold money on societies' behalf within the Union to be used for their activities.

You can find out how much you have in your accounts, and what the Society has spent money on by asking the societies' administrator to contact the Finance Office.

## GRANT ACCOUNTS

Two types of money will be deposited into what is the Grant Account. Firstly, **Annual and In-year Grant Money** from the Student's Union to the society and, if there is a fee, any money from **Memberships**. This money is only for the academic year, September to July, and must be used for Core Activities; They cannot be used for the following:

- **Food or Drink / Alcohol**
- **Large Promotional Materials**
- **Sponsorships, Affiliations to Governing Bodies, Gifts & Donations to other Organisations**
  - The Union will not fund donations to other charities, organisations, companies, individuals or entities.
  - Donations can only be considered if the money comes from the Union RAG account.
  - The group will not sponsor other charities, organisations, companies, individuals or entities
- **Personal Items (e.g. Personalised Clothing)**
  - Clothing can only be brought for the society if it is for the use of all the society members and can be used in future years.
- **Club Nights, Social Ball & Galas, Event or Conference Tickets**
  - For events held by the society tickets should be sold to cover costs
  - The Union will only in exceptional circumstances subsidise 50% of ticket costs to events and these have to be extremely beneficial to Society activities to be approved
- **Boycotted Organisations**
  - The group will not use Grant Funding for payments to boycotted organisations. The societies' administrator will let you know if you are intending to buy from one before you do
- **Sports Facilities, Equipment & Transport**
  - The union already has separate funding for sports club which members can join separately to be involved with sport at all levels of ability
  - The minibuses are hired by the Union for Sport Club use – These can be requested by societies to use when not needed by clubs however payment for these must be made through the society function account or member contributions

# FINANCE

## FUNCTION ACCOUNT

If your Society does not charge Membership Fees, or apply for annual funding, then you may only have a Function Account - This can be used for Socials, Fundraising and any core activity purchases as it has less restrictions than grant funding.

You still cannot use the Function account for Boycotted Organisations which were referenced in the previous section about Grant Accounts.

Grant Money

Membership Fees

Function Account

## HOW CAN WE PAY FOR THINGS?

As a society, there are two ways where you can use money in your finance account to purchase goods and services:

- Payment by the Student Union - You should contact your Societies Administrator to pay a provider or a business for something that you are receiving before or after the event. An invoice will need to be provided so they can pass it onto the union finance office

*For Example: Paying an instructor for some training provided to your society.*

- Payment by you and claimed back - As an individual, you can get approval from the Societies' admin to pay for items yourself and then provide proof of purchase and use that as evidence to fill in a Reimbursement Form.

*For Example: Buying pencils for your society, and then claiming that money back later.*

## CAN MEMBERS PAY US?

You can also receive payments from your members - you might want to do this so that you can collect money for activities or events you have planned. **It is, however, recommended to contact the societies' administrator so they can organise putting products on your Brunel Students Website** - This means that no student will have to physically hold money and eliminates the risk for money to go missing



## EXTERNAL BANK ACCOUNTS

Under NO CIRCUMSTANCES can you, or someone in your Society, operate an external bank account that is used to collect or spend Society money. **Opening and using an external bank account is grounds for the closure of your society**

The above is a huge breach of our procedures and leaves the Society Committee open to disciplinary from the Student's Union

## APPLYING FOR FUNDING

You can apply for funding from the Students' Union in two ways.

- **Annual Grant Funding** - During the summer, you will have the opportunity to apply for a grant from the union for the entire year. This application is a long form but will ask you questions about your plans for the year
  - You can apply for up to £400 however what you receive is dependent on the society's CASES award from the previous academic year and what you are asking for.
- **In Year Grant Funding** - After Freshers Week, you'll be given the opportunity to apply for money throughout the year, this may be for an activity you didn't plan for or came up after submitting your Annual Grant.
  - You can apply for up to £400 for the year:
    - Term one depends on CASES award from the previous year and any annual grant funding already given
    - Term two applications will not be considered until a CASES draft is submitted by the society to the societies' administrator.

## ONE BRUNEL FUNDING

One Brunel is the Union campaign to promote the cultural diversity found on campus and what it does for students. For this, the Union has a separate funding account where societies can use this money if they are holding an event in collaboration with other societies, and the union, promoting culture on campus.

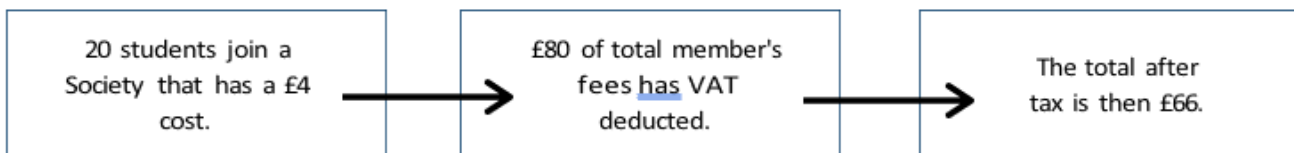
Some of the Feature Events include:

- |                       |                  |
|-----------------------|------------------|
| - Navaratri (Garba)   | - Lunar New Year |
| - Diwali              | - Holi           |
| - Black History Month | - Eid            |

## VALUE ADDED TAX

VAT is a national tax that applies to certain goods and services and because the Union is VAT registered, it means that the products that we sell are affected by VAT.

Membership Fees are affected by VAT which means that tax is taken from the profits on Membership Fees.



## INVOICES

Invoices are documents businesses issue to customers in order to be paid. They can be issued before or after services are supplied. If you choose for the Union to make a purchase on your behalf then it's likely that an invoice will be made out to your Society. When the company asks for a name for the invoice to be made out to, please make sure state the following so it is easier for union finance to pay on your behalf:

<Society Name>

**The Union of Brunel Students**

**Hamilton Centre**

**Brunel University**

**Uxbridge**

**UB8 3PH**

## REIMBURSEMENT CLAIMS

If you choose to pay for your society purchases yourself, once you have your Receipt or Proof of Purchase you will need to complete a reimbursement claim - Use of this method allows for quick bank transfer of any money back to you rather than handling cash or waiting for an invoice to be paid by finance.

**Before paying for items for your society, you should ALWAYS get the approval of the Societies Administrator.**

# FINANCE

After emailing the societies admin that you would like to buy something, and getting your necessary approvals, log into the Brunel Students website and head to your society page. Once on the page, if you have society membership, there is a reimbursement claim button which will take you to the finance dashboard



**Payable to:**  
You should only be making requests for yourself – Not on behalf of someone else

**Description:**  
What you bought should match the receipt and what I approved

**Payment Method:**  
Always BACS transfer – Never Cash payment

**Sort Code & Account Number:** Make sure your details are correct!

**Total:**  
Amount should match the receipt of what was approved

**Account:**  
Always Miscellaneous

**Receipts:**  
Always upload images

**New Reimbursement Request**

Request type: Reimbursement

Payable to: Requester

Payment method: BACS

Bank Sort Code: [ ]

Bank Account: [ ]

Item description: [ ]

Gross Total (Inc VAT): £ [ ]

Account: Please choose...

Upload Receipt: [ ]

Drag & drop files here ...

Select files... [Browse ...]

Buttons: Add another item, Submit..., Back

## RAG PAYING IN FORM

Your Society may want to raise money for charities throughout the year for RAG. If you would like to do this, then you can speak to the Chair of the RAG society for guidance or simply submit an Events Form which you can find in our Resources Section.

Once you have raised the money, you can submit the money directly into the RAG Fundraising Account, which you can do using the Red Form located in the Student Activities Office / Reception. Otherwise you can ask the societies admin to have the money placed into the RAG account to be sent directly to the charity. Money can also be donated to charity from societies function accounts via the same methods

## SOCIETY PAYING IN FORM

Finally, you may find that you want to simply submit money into your society account but not to pay for anything. You would use the "Paying in Form" for this and this is a blue form which can be found in the Union reception.

Only one signature is needed for this form and anyone can pay money into your account at the Union Finance Department.

## END OF THE YEAR

At the end of the academic year (the end of July) money is claimed back by the Union and directed into other areas of activity.

- Unspent Grant money is claimed back by the union
- Money in your Function Account will always remain and be available until your group spends that money or your Society closes.

# SOCIETY WEBSITE

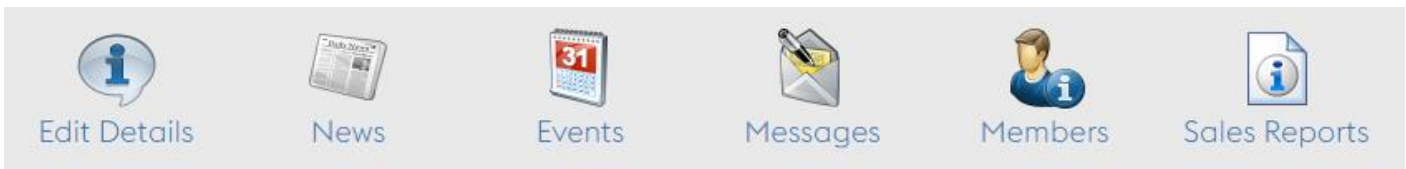
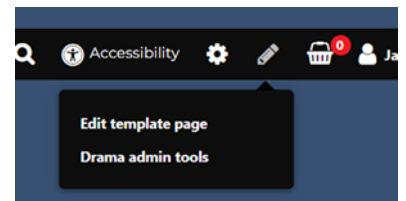
The following chapter is going to take you through the process of using the admin tools on the Union of Brunel Student's website for your Society.






Every officially elected committee member that we know about will be able to use website admin – Access should be given August/September

The process about to be outlined and the tools themselves are designed to be simple. If you have any problems then please contact the Societies Administrator

## STEP BY STEP

1. Log into your Brunel Student Account on the Brunel Student Website
2. Select the admin controls icon
3. The buttons will give you various different controls



<p style="text-align: center;"><b>Edit Details</b></p> <p>You can use this control to Edit Details on your website - such as:</p> <ul style="list-style-type: none"> <li>- Society Name</li> <li>- Social Media</li> <li>- Description</li> </ul> 	<p style="text-align: center;"><b>Events</b></p> <p>You can use this control to create Events that all students and society members can see on your web page which include Date, Time, Description.</p> 
<p style="text-align: center;"><b>Members</b></p> <p>See a list of all the society Members and Committee Members. You must have more than ten to continue with the Society.</p> 	<p style="text-align: center;"><b>Messages</b></p> <p>You can use this control to email your members about Society Activities, events and other important information</p> 
<p style="text-align: center;"><b>Sales Report</b></p> <p>View the number of "sales" your society makes for:</p> <ul style="list-style-type: none"> <li>- Memberships</li> <li>- Event Tickets</li> <li>- Products for members</li> </ul> 	

# SOCIETY WEBSITE

## MANDATORY WEBSITE CONTENT

You should be using the Admin Panel to keep your page up to date while ensuring more members are aware and able to take part in your activities. Here is some content you should have on your page:

- Your Logo (a .png or .jpeg file)
- The most up to date society contact information - email, social media, group chat links
- Your regular meetings and/or any future events

You should have this information on here because it can help inform people of who to contact when asking questions and, when looking into attending, if they can make the meetings times.

## RECOMMENDATIONS

We recommend using a Logo that is at least 500 pixels (height) by 500 pixels (width) because then it will look better on the A-Z List of Societies on the web page, as you can see below in our example.

<b>Hindu</b> Category Faith, Belief, & Worldview	<b>Indian</b> Category Cultural	<b>Innova: Women in STEM</b> Category Academic	<b>Islamic</b> Category Faith, Belief, & Worldview	<b>Italian</b> Category Cultural

If your society has not made a logo, it means you will have the standard 'Union of Brunel Students' Stock Logo.

<b>Mauritian</b> Category Cultural	<b>Medical</b> Category Academic	<b>Mosaic</b> Category Faith, Belief, & Worldview	<b>Nepali</b> Category Cultural	<b>North African</b> Category Cultural

If you would like help creating a Logo then you can talk to your Societies Administrator. We have a dedicated graphics designer within our comms team who can assist with this sort of work.



# SOCIETY WEBSITE

## EXAMPLE SOCIETY WEBPAGE

The screenshot shows the website for Brunel Links First Aid. At the top left is the Union of Brunel Students logo. A search bar and navigation icons (Accessibility, settings, edit, basket, profile) are at the top right. A menu with 'Representation', 'Advice', 'Activities', 'Social', and 'About' is below the logo. The main content area features a circular logo for 'BRUNEL FIRST AID - SOCIETY -' with a heart and pulse line. To the right of the logo, the text reads 'BRUNEL LINKS FIRST AID' and 'Links First Aid Standard Society Membership £10.00' with an 'Add to Basket' button. Below this is an 'About Us' section with text about the society's purpose and a 'Contact Us' section with social media icons. At the bottom, there is a photo of the society members in front of an ambulance. Callout boxes on the right side of the page point to various elements: 'ADMIN TOOLS / BASKET / PROFILE' (top right), 'SOCIETY LOGO' (left side), 'SOCIETY NAME' (main title), 'MEMBERSHIP PURCHASE LINK' (price and button), 'SOCIETY SOCIAL MEDIA LINKS' (social icons), 'SOCIETY DESCRIPTION' (About Us text), and 'EVENT INFORMATION' (photo area).

**ADMIN TOOLS / BASKET / PROFILE**

**SOCIETY LOGO**

**SOCIETY NAME**

**MEMBERSHIP PURCHASE LINK**

**SOCIETY SOCIAL MEDIA LINKS**

**SOCIETY DESCRIPTION**

**EVENT INFORMATION**  
Day, Times, Location, Description  
(Note: Weekly Event in Example)

# CASES

CASES (Club and Society Evaluation Scheme) is a progressive awards document used to improve the society over the academic year. By filling in the document, your society will provide evidence that you have been improving in areas surrounding Democracy, Development, Communication, Policy and Organisation. Hopefully it will also prompt your society to do a wider range of activities to fulfil requirements

At the deadline, following the end of second term (in April), your application will be submitted to the societies’ administrator, assessed by themselves to be awarded one of the following:



**Obtaining Standard is requirement of all active societies in accordance with Union by-laws** whereas aiming for Bronze or above is optional decided by the committee. If standard is not met then it is assumed the society is no longer active and can be closed – It is the only section that can be considered one-size-fits-all.

The CASES document can be found on the Brunel Students Committee Resources page under Activities and if you have any questions regarding the document/process then you can contact the societies’ administrator for help and feedback.

The rewards received at the societies’ ball and into the next academic year are dependent on the level achieved – This document has a significant impact on what foundation a society has moving forward. Also, during the year, if a draft is not submitted (January) then the society is ineligible to apply for Term 2 in-year funding until this is done.

### Standard

- This is the minimum standard required for a Society to remain active next academic year
- Standard Tier amount of in year funding requests (£100)

### Gold

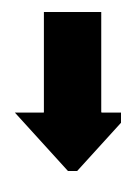
- Priority for requested facilities, funding & freshers
- Gold Tier for maximum in year funding requests (£400)
- Receive a certificate at the Societies Ball



### Bronze

- Bronze Tier amount of in year funding requests (£200)
- Receive a certificate at the Societies

Ball



### Silver

- Second priority for requested facilities
- Silver Tier for maximum in year funding requests (£300)
- Receive a certificate at the Societies Ball





# SUSTAINABILITY

Sustainability is defined as the ability to be maintained at a certain rate or level which is of importance to your society for longevity

You might have heard of sustainability as something to do with the environment or “being green” but it is much more than that – It is actually centred around these three pillars

## PEOPLE

People and the community are the first pillars to start with. Why do we do anything? presumably to benefit you and other humans. Keep the people happy.

## ENVIRONMENT

This is the pillar which gets the most attention when we think of sustainability. We need to look after trees, air, the ozone layer and buildings.

## FINANCE

The pillar that costs money. To be financially stable, you need to have money to pay for things that you need or pay for things using services.

These are all important because:

- People are your committee and group members for whom the society was created
- The environment is where you can hold activities and people would appreciate a space that is well taken care of
- The society’s finances can help the society with development by purchasing useful items and equipment

It is one of the societies’ admin’s priorities to encourage and promote the longevity of all societies and so will make sure, within the rules and policies of the union, society activity can happen as much as possible.

Therefore, it is in your society’s interest to keep in regular contact with the student activities department so they are aware of what your society is doing, are ready to help when you need it and can make sure everything is done properly with no issues.