

HULL UNIVERSITY  
**UNION**

*Your Union*

**PRESIDENTS**

*Handbook*

**2016-17**

# 1

# Who are we and what do we do?

## **Welcome to Hull University Union (HUU) and congratulations on being elected as a committee member for your society!**

HUU is a registered charity and your Students' Union. All students who start at University are automatically a member of the union. We are here to help students make the most of their time at University by taking part in activities, learning new skills, supporting and representing students and ensuring that they have fun!

HUU is led by six Student Officers who have been elected by fellow students; President, Vice President Welfare and Community, Vice President Education, Vice President Activities, Vice President Sport and Vice President Scarborough. The Sabbatical Officers listen to any issues that students may have and campaign to make improvements.

The SEC is made up of :

### **Chair Societies**

Chair Societies represents Societies to the Union, they Chair the Societies Council and the SEC. If you have an issue that you want HUU to know about, this is the person you need to see.

### **Secretary**

The Secretary manages the minutes of Societies Council and the SEC and are the person to contact if you miss Societies Council. They contact societies on behalf of the SEC and can help and advise you in organising your society on your society's events.

**The Societies Executive Committee (SEC) is a committee of volunteers elected to support and represent societies. The SEC can help you organise trips and events, advertise your society, apply for funding, speak to your department or support and represent you with anything you might bring to the Union.**

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## **Treasurer**

The Treasurer is responsible for the management of the societies grant, they can also provide help and support in managing your society accounts and can help you access funding and sponsorship

## **Communications Officer**

The Communication Officer is your main point of contact within the SEC and the Students' Union, they make sure that all your queries are passed on to the right member of HUU staff if necessary. They're also there to update and advise you on any matters arising that could affect societies.

## **Marketing Officer**

The Marketing Officer gives advice to societies on the marketing and promotion of their societies, any oversees and helps with anything social media related. They are also responsible for overseeing the societies' localendar.

## **Events Co-Ordinator**

The Events Co-ordinator provides advice to societies on running their own events as well as organising large society events and encouraging society co-operation.

## **Graphic Designer**

The Graphic Designer provides design advice to societies as well as assisting with the Marketing and Communications Officers through the creation of graphics. They are also responsible for overseeing all of the SEC related social media.

## **Welfare Officer**

The Welfare Officer leases with societies to ensure that their needs and concerns are represented within the committee, as well as assisting with any informal complaints and issues and working with welfare officers and teams within HUU.

# FAQ's

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## **How do I book out a meeting room?**

Speak to the Union reception and complete a room booking form.

## **I want to throw a trip/event – where do I start?**

Come and speak to the SEC, they can help you get organised.

## **How can I get my event advertised?**

Speak to the communications officer on the SEC they can advertise your society across HUU and can advise you on how to promote yourself.

## **How can I book out Asylum/J-Mac/The Clubhouse?**

Speak to reception to complete a venue booking form.

## **I'm struggling to get members where can I get help?**

Come and speak to the SEC they can advise you on how to get members, how to advertise yourself and even events you might want to run – all you need to do is ask.

## **What is Societies Council?**

Societies Council is a monthly event when Societies Presidents meet and discuss issues relevant to societies. Anyone can come, anyone can propose a topic and anyone can speak. Only one representative per society may vote, but everyone can have their opinion heard. This is a great chance to meet other society execs, to find out information relevant to your society and vote on society and HUU related matters.

## **Who can advertise my Society?**

Your events can be advertised on the societies calendar, on Hullstudent.com and on societies social media. You can also advertise using our marketing department all of which can be organised by contacting the SEC, you can also contact Hullfire, our student media, who can advertise your events in the Hullfire Newspaper, Torch TV and on Hullfire Radio. The thing to remember is that the earlier you notify us the earlier and better we can start advertising your events.

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### **I want training in ..... how can I get it?**

Contact the SEC or the Vice-President Activities and we will try our best to support you, if you want a specific kind of training we can try to incorporate it into our training or provide you with one-on-one support.

### **Why do I need to do risk assessments/ trip packs?**

You need to complete these forms to ensure that your trips and events are safe and that they are covered by our insurance and you can claim money back.

### **I can't attend Societies Council, who should I inform and where can I get the minutes?**

If you can't attend Societies Council, please try to send another exec member, but if that isn't possible, please send your apologies to the SEC at [huv-societies@hull.ac.uk](mailto:huv-societies@hull.ac.uk), minutes and agendas can be downloaded from [Hullstudent.com](http://Hullstudent.com).

### **I'm a society exec but I'm not the President- can I still come to council?**

Absolutely – anyone can come to council but only one person per society can vote.

### **What is an AGM/EGM and how do we hold one?**

Every society must hold an AGM. This is where the committee for the following year is elected. This must take place on week 5 to 8 of semester 2 (giving all society members at least a week's notice). For an AGM to take place, at least 20% of the societies paid members must be in attendance and only full members can vote. Voting is performed by secret ballot, but voting can also take place on [Hullstudent.com](http://Hullstudent.com). This can be arranged by speaking to the SEC or Vice President Activities. An EGM can be called by: The President of a Society; A Society's Committee; The voting membership of a society upon written request. More information on AGM's and EGM's can be found in the constitution or from the SEC.

### **I want to update my societies website page – how do I go about it?**

Email your changes to [HUU-activities@hull.ac.uk](mailto:HUU-activities@hull.ac.uk) we'll update the website as soon as possible.

# 1 How to get started! – Your roles and the perks of being an official society

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## What is ratification?

Ratification is the official approval of a society here at HUU. If a society is not ratified it means that they are not affiliated with HUU, not insured by us, cannot claim back any money, and cannot use our name or facilities. In short, if you're not ratified, you're not an official HUU society.

Each role has its own requirements, as outlined below:

### There are a few steps which you must complete before you can become ratified:

1. Get a minimum of five committee members together; you must have a President, Secretary and Treasurer, the rest is up to you (This only applies if you're a brand new society, ongoing societies must elect their committee at an AGM/ EGM)
2. Fill in a constitution (available online on [Hullstudent.com](http://Hullstudent.com) or from HUU's reception) including the name of the society, cost of membership (minimum £4), and aims and objectives. Then hand it back to reception.
3. Complete a risk assessment; don't worry we have staff on hand to help you with this!
4. Get fifteen paid members

### What happens next?

Once you are ratified, you will be free (within reason) to do what you want and you can access all of the perks of being an official HUU society including the following:

- Event/trip support
- Booking meeting rooms for free in the Union or University
- Free venue hire
- Marketing support
- Access to two bank accounts which are securely held in the Union
- Designated page on the HUU website
- Societies Grants

Remember that you aren't on your own; you have support from the SEC and Vice-President Activities.

# Society Roles

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Each society is run by a committee of students who have been voted in by their fellow members at an Annual General Meeting (AGM) or an Extraordinary General Meeting (EGM) these can be held in person or online at Hullstudent.com. There is a minimum requirement of five committee members, which must include President, Treasurer and Secretary, but you can have as many committee members as you feel you need. The committee are answerable to the society and carry a lot of the responsibility.

**Each role has its own requirements, as outlined below:**

## **The President is responsible for:**

- The society overall
- Attending Societies Council (see FAQ)
- Chairing society meetings
- Society finance- ensuring all money is paid in and that no financial deficit is incurred
- Ensuring all events comply with health and safety laws, rules and regulations
- The safety of all members during trips, events and activities

## **The Treasurer is responsible for:**

- In conjunction with the President, society finance- ensuring all money is paid in and that no financial deficit is incurred
- Submitting an annual equipment inventory and adding additional equipment purchased throughout the year
- Ensuring all income is paid directly into the society account

## **The Secretary is responsible for:**

- General administration of the society
- Taking minutes
- Communication with all members

## **The Social Secretary is responsible for:**

- Organising society trips and socials
- Ensuring that members stay safe on socials
- Keeping the SEC up to date of any trips that the society is holding

These are the minimum requirements of each role. The other committee roles will depend on what you hope to achieve as a society; you are expected to work closely as a committee to ensure the smooth running and success of your society, and to get the most out of it for all of your members.

# 2 Membership

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## **“A membership marks your association with a society”**

The membership fee is decided by the committee, however the minimum cost must be £4.

From every membership fee paid, £1.50 goes into the societies grant (please see section 3 for more information). Throughout the year, societies can apply for extra money from this. You may want to increase this amount, however you must think about what exactly your members will get in the year for the fee they pay. For example, if you are charging £10 and do nothing in the year for your members, that isn't really suitable. As long as you charge a sensible amount, and ensure that you offer different events/trips or provisions for your members, then everyone is happy!

Alumni of The University of Hull may also remain a part of your society, they will be required to become Associate Members and pay a fee to do so, in addition to the society membership fee. Contact HUU Reception to arrange this. Memberships run annually from August to June, and are payable via the HUU website ([www.hullstudent.com](http://www.hullstudent.com)) or from reception.

The membership fee gets paid directly into your society's primary bank account (see Finance )(although it takes a little while to process, like a normal bank, so please be patient!) This money can then be spent on things to benefit your members.

Committee members must have paid their membership fee no later than two weeks after the start of term, or two weeks after the submission of the constitution.

The Society must have gained fifteen fully paid members no later than four weeks after Societies and Volunteering Fair in Semester One, or four weeks after the date of submission of the constitution.

If you are struggling to gain memberships, please come and speak to the SEC or your Vice-President Activities, who can help you promote your society and gain memberships.



# 3 Finance

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## **Each society has two bank accounts;**

The primary account and the secondary account. These are held by HUU. No other bank accounts are to be created externally, and all money must be paid in to these accounts.

### **Primary Account**

All society earnings must go into this account, including membership fees, sponsorship money and any other money raised for the society. All money in this account must be spent on things that will benefit the society as a whole, and that meets your aims and objectives (as stated in your constitution).

### **Secondary Account**

This account is for any money that won't be spent on all society members, for example committee t-shirts, travel expenses, and any money associated to ticketed events (e.g. a summer ball).

### **Cash Office**

The Cash Office is found towards the back of the Membership Services area on the first floor of HUU. The staff in the Cash Office can help you

with multiple things including claiming money back, bank statements, printouts of transactions, and paying invoices.

### **Opening Hours**

Monday-Thursday 10am-4pm  
Friday 11.00am-3.00pm

### **Society Grant**

This is a pot of money available to all ratified societies to apply for extra funding. £1.50 from every membership paid to a society is paid into this account. The society grant is here to help your society grow and develop; it may be used to purchase equipment, and pay for training, travel or events. You can apply for this money by completing a grant form, which is available online or from HUU's Reception. You will be informed whether your application has been successful or not by email. You can apply for any amount, however please be aware that there is only a limited amount available and lots of societies apply for this money! It is allocated out as fairly as possible and you will be more likely to be successful if you provide detail and evidence and fundraise towards the total. If you are successful, the money will be credited directly into your society's bank account.

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## **What can I spend money on? Charity Fundraising**

The money you spend must benefit all members of your society. This could include any (but isn't limited to) of the following:

- Equipment
- Marketing materials
- Training sessions
- Trips away (including travel)
- Events/balls

### **There are a few things that you can't spend money on:**

- Drugs/alcohol/weaponry
- Anything Illegal
- Anything that will benefit individuals only

### **How do I spend money?**

Usually a society member will pay for something themselves, and claim the money back from the society account. You can also request an invoice from your society account. This can be done using a Society Claim form- these are available from the HUU Reception. You must ensure that you attach all receipts for any expenditure. Once completing this form, you must have it signed by a financial signatory (as stated on your constitution). Only these four people are allowed to sign this form. It is then submitted to the Sports and Societies Coordinator who will check these signatures against those on the constitution and also check that the society has enough funds.

Many societies like to do their bit and raise money for charity. We really recommend this as it is incredibly rewarding, and you are doing good deeds for those in need. If you fancy doing some fundraising, you can pick any charity you feel suitable for your society to support, and decide exactly how you want to raise the money. The only rule is that they must have a UK charity number and must align with HUU's values.

### **Any fundraising must go through the Raising and Giving (RAG) account - not your society account.**

The RAG committee may be able to offer some support or equipment for your fundraising. Once you have gone ahead with your event, you must bring any money you have raised to the HUU Cash Office to be paid in. You will need to fill in a Student Charity Fundraising Form. Once completed in full (signed by the Vice-President Activities Sports and Societies Co-ordinator, you can submit the money form to the Cash Office. This money will be paid directly into the RAG account and from there it will then be paid out to your chosen charity. The money normally takes approximately one week to reach the charity, however please be patient as it can take a little longer during busy periods.

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There are various guidelines that must be followed when it comes to fundraising, and it is up to us here at HUU to ensure that you are aware of them.

Most importantly, if you have any questions, The SEC, The RAG committee, the Sports and Societies Co-ordinator and the Vice President Activities are here to help – don't be afraid to ask!

## **HINTS & TIPS for Charity Fundraising**

When fundraising, have fun! Be responsible with your fundraising activities; make sure you have anything approved by the Sports and Societies Co-ordinator before you go ahead and market your event. You will nearly always need to complete a risk assessment for any activity. If you want to book a stall in the Union to fundraise from, you must complete a booking form available from Union reception, and it must be signed by the Vice President Activities.

## **Sponsorships**

Gaining sponsorship from local businesses is a great way to increase the income for your society. Many places are frequently looking for publicity, particularly when it comes to student groups. It is worth approaching some bars and restaurants (as an example) for

sponsorship money- in exchange, you could hold social events at their venue, or offer them casual publicity. If a company are interested in sponsoring your society, you must discuss this with Sports and Societies Co-ordinator to ensure that their requirements are achievable and they are not trying to do anything they shouldn't be!

**Every society automatically receives sponsorship from Asylum. For terms and conditions please see page 18.**

## **Forms and Codes**

There are a number of different forms available from the Cash Office, so it's a good idea to familiarise yourself with them. The main one you will be using is the Claim Form. When completing a claims form, you will need to add on the appropriate code onto the form, depending what the expense is for. A full list of these codes can be found online at <http://hullstudent.com/activities/societies/zone-documents>

# 4 Trips and Events

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**Trips and events are great ways to interact with your members, by bringing them together and just have a good time! The SEC are here to help support you with any trip or event organisation.**

## **What are the benefits of holding a trip/event?**

- It's fun!
- Learn time and project management skills
- Budgeting practice
- Managing a team
- Bringing all society members together
- Leave a legacy and create a tradition
- Chance to win awards monthly and at the end of the year
- Give students even more reason to join your society
- Make friends and get to know your members

## **There are many different forms that an event can take place in, including the following:**

- Balls
- Socials
- Conferences
- Visit from a guest speaker (please see section 8 on 'external speakers')
- Live entertainment
- Awards ceremony

# Hints and Tips

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## How to plan an EVENT!

- Think about your audience and what you hope to achieve.
- Write a breakdown of what you need to do, prioritise tasks and create deadlines
- Create a budget to work from
- Know your budget and track all expenditure
- Book any venues, entertainment, decoration, catering and anything else you may need
- Arrange promotional materials - social media, flyers and posters etc.
- Market your event
- Submit a trip/event pack if necessary and complete a risk assessment
- Speak to the SEC- they can help you with all of this!

You may want to hold your event off campus, however we do have various venues here which may suit you. If you wish to book one of these venues, then please complete a Venue Booking form.

We also offer you the chance to sell tickets for your events from the Membership Services reception. You can arrange this with the Sports and Societies Co-ordinator or Vice-President Activities.

# 5 Health and Safety

## Risk Assessments

The Vice-President Activities and Sports and Societies Co-ordinator are here to support you with all aspects of running a society and risk assessments are a part of that. We have lots of pre-made risk assessments on file, all you'd need to do is ask. If you would like a risk assessment for a new event or activity that hasn't been done before, we can also help you create one.

A risk assessment is an examination of what could go wrong and how you can prevent it from happening. They're not big scary documents, they just highlight what risks are present and help you combat them, to keep you and your members safe. At the start of the year, each society must complete a general risk assessment. Once this has been signed by the committee and submitted back to the reception, members are covered for society meetings, travel and socials.

### **A few examples of activities which need a specific risk assessment are as follows:**

- Trips abroad
- Mountain climbing
- Any day and night trips in the UK

- Big Fun/paintballing/ice skating etc.

- Rallies

- Balls

## Trip Packs

These are available online, or from the reception. They must be submitted to the Sports and societies coordinator at least two weeks in advance of the day. International trips require four clear weeks' notice. Failure to submit these on time could result in your trip/event being cancelled.

In the Trip Pack you will find sections on general information- when and where you are going, what you are doing and who is leading it, a brief itinerary section, travel arrangements, health and safety, participant list and the final declaration. Each of these must be completed in full, and must be legible otherwise your trip pack will be returned to you.

## Transport

You will also find a transport request booking form within the trip pack. If you would like to hire a self-drive minibus or book a coach, then you must complete this form.

## Minibus test

To qualify for driving a HUU-hired minibus, you must be 21+ years old, hold a valid UK Driving Licence, have no points on your licence, and have 2+ years driving experience.

Contact the Sports and Societies Co-ordinator to arrange a time to bring in your licence; it will be checked and then you will be given a minibus test authorisation slip. You must then take your slip to the Union reception to be booked in for a test.

There is also a private vehicle declaration form; you must complete this if you or any other members are driving their own cars to a venue. (Please fill in one form per car; forms are available online or reception).

You must ensure that you let the SEC and Sports and Societies Co-ordinator know about your proposed trip/event as soon as possible, this will help them promote your event and also provide you with help and advice, should you need it. If your society hold a trip or event without completing the paperwork prior to the trip, then it will not be an HUU authorised event. This means you will not be able to claim any money back, may face disciplinary action and are fully liable should anything go wrong.

## Public Liability

Public Liability is the insurance which provides cover against claims. Very occasionally, some places you go may require a copy of HUU's public liability. You can obtain a copy from

the Sports and Societies Co-ordinator; please ensure you give at least two weeks' notice. If you are hosting an event on site and are inviting external companies in (for example, a DJ, an entertainer, catering etc.) then they must provide us with a copy of their public liability. All you need to do is ask them for it! If you do need any help getting this from a company, please come and speak to Sports and Societies Co-ordinator who can help you with this.

## Accident/Emergency Procedures

Sometimes things can go wrong, however the important thing to remember is what to do in case of an incident, accident or an emergency.

- Firstly, ensure the safety of yourself and other members of your group.
- If it is necessary, alert the emergency services on 999, and ask passers-by for help, if it is safe to do so.
- You must ensure that you report an incident or near-miss to University Security, as soon as you are able to do so. You can contact them on 01482 465555.
- You must also let the reception know, you can contact them on 01482 445361.
- Please be aware that you should not speak to the media about an incident. This is to protect the privacy of those involved.
- Do not contact next of kin; this must be left to a staff member.
- At the next available opportunity, you must come in to the Student's Union and complete an Incident/Near Miss Report.

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## First Aid

Nearly all venues will have a qualified first aider on site, however it is a useful life skill to have yourself. From time to time, we do hold first aid courses here at HUU; if you are interested, please contact the SEC.

## External Speakers

Anyone who is invited onto campus from outside of the University is classed as an 'external speaker'. You must complete an external speaker request form before they can come onto campus to speak. The form is available online and from reception. You must submit this form at least fourteen days\* ahead of the date of the event, anything under this will automatically be rejected.

On the odd occasion, the request form will be investigated into if the speaker has attracted a lot of media attention from controversy in the past. You will be informed if the request form has been rejected.\*Please note that you cannot start advertising your event until the speaker has been approved.

## Policies

It's really important that your society members are aware of the different policies we have here at HUU. For more info go to [www.hullstudent.com/about-us/governance/policies](http://www.hullstudent.com/about-us/governance/policies)

Here are just a few of our current policies to beware of, as a society. These are some of the most important ones that you should know and abide by.

## Zero Tolerance

HUU has a zero tolerance policy towards discrimination, bullying and harassment.

## No Platform

No members of HUU are to share a platform with any members of extremist groups, and these groups will be banned from the Union. Full list of groups available online.

## Data Protection/ Equal Opportunities

Remember that any member of HUU join your society, so make it open and welcoming to everyone! Remember to keep your members personal details safe; it's confidential information that shouldn't be left lying around, so be careful!

## Alcohol and Initiation

HUU does not condone initiation ceremonies on or off campus.



# 6 Forms

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**The following forms can be found on the website: [www.hullstudent.com/activities](http://www.hullstudent.com/activities) or from the Union reception:**

- Risk Assessments
- Trip/Event packs
- External speaker request forms
- Constitutions
- Finance forms- claims form, fundraising form, expense codes
- Grant Application form
- Venue booking form
- Ticket booking form
- Society/ Event of the month form

# 7 Top Tips

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- 1. Events and Socials!** Your members have paid to be a part of your society – make sure they get their money’s worth, try to hold at least 2 events or socials a month. It could be going to karaoke or watching a film. Just make sure that you hold enough events to justify paying for membership. Make sure you let the SEC know about your events, so that they can advertise them for you.
- 2. Keep in touch!** Your members need to know what you are doing! and when, if you’re throwing an event your members need to know that it is happening!
- 3. Think outside of the box!** What do you provide that your members can’t get elsewhere? If you’re an academic society- throw study sessions, if you’re a gaming society – play games. Don’t be afraid to try something new and ask your members what they want – they may have some good Ideas!
- 4. Spend your money!** You have a society account to spend on your members – use it. Buy equipment for your society or throw an event, take a trip somewhere (the SEC can help you to organise it), you can always apply to the grant for more funding and your members will appreciate something new!
- 5. Team Up!** Joint socials are a great way to throw a big event, meet new people and provide something new and exciting for your members, you can team up with one or two or even ten other societies – the only limit is your imagination. You can hire out Asylum for free and the SEC can help you sort out the nitty gritty details.

**The bottom line is simple – the members come first, and as long as your members feel that their fees were well spent, you will have a happy and successful year!**

# 8 Contact Details

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## Vice-President Activities

Huu-Activities@hull.ac.uk  
01482 466245  
@HUUActivities

The Vice-President Activities is elected to represent all societies, their members and the SEC. The Vice-President Activities also looks after RAG, Media and Volunteering.

## The Sports and Societies Co-ordinator

The Sports and Societies Co-ordinator is a full-time member of staff who oversees the smooth day-to-day running of sports teams and societies and is responsible for the health and safety of all members.

## Societies Executive Committee

huu-societies@hull.ac.uk

The SEC are a group of 8 elected student volunteers who will help represent your views within the Union and support you with getting the most out of your society. Check out the societies calendar and email the SEC to add your events.

[www.localendar.com/public/huusocieties](http://www.localendar.com/public/huusocieties)

## Entertainments

huu-functions@hull.ac.uk

The Entertainments and Functions team can help organise your event, if you have it in-house. They can give you access to Asylum, Jonny Mac, the Clubhouse and Sanctuary.

## Terms and Conditions for Sponsorship:

1. For every member of your society that comes into Tower before 10pm on Wednesday your society will be awarded £2.00.
2. For every member of your society that comes to Mix on Saturday within the first hour of opening will also receive £2.00 kickback.
3. This money will be paid directly into your society account every four weeks throughout the academic year. This includes your attendance at WelcomeFest events so make sure you motivate your teams to come along and experience this fantastic three weeks of fun!

# Social Media

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**/societieshuu**  
**/hullstudent**



**@HUUSocieties**  
**@hullstudent**

