



*Your Union*

**SOCIETIES**

*Handbook*

**2016-17**

# How to Create a Society

---

## **Find 4 people to join you and form the executive, you'll need:**

- a. A President
- b. A Treasurer
- c. A Secretary
- d. A Position of your Choice
- e. A position of your Choice

## **Come and Talk to the Societies Executive Committee (SEC)**

The SEC are a group of 8 elected officials, they have been chosen by societies to support and represent them and their members to the Union and University. The SEC will help you complete a Constitution and Risk Assessment (not as scary as it sounds).

## **Complete your Constitution and Sign Your Risk Assessment, then hand them in to reception**

Once these have been submitted, we will add your society onto our system. When this has been completed you should receive an email letting you know that your members can now pay to join.

## **Get 15 paid members**

All of your execs must pay the society joining fee, and you need 15 members in total to become an official society. There's no upper limit to how many members your society can have, you could have 15, 50 or even 500.

## **Congratulations, once you hit 15 members you become an Official HUU Society!**

## **You can now access all the benefits of being an official society, which includes:**

- 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 the Vice-President Activities!**

.....

**Constitution** – This is the document where you state your aims and objectives as a society, and choose your price. You can charge a minimum of £4, £1.50 of this will go into the grant (which you can apply for as a society). The rest will go into your main society bank account.

Once you become an official society you can then use this money to buy things for your society, the thing to remember is that you need to justify your spends with your society objectives. I.E if you are a gaming society and you want to buy a game, one of your objectives should mention gaming.

**Risk Assessment** – this sounds big and scary but it's really not! A risk assessment simply highlights the risks in society activities, make you aware of them and gives you advice on how to avoid them.

**Finally** – You'll be contacted once you have submitted your constitution and you'll be invited to a training session. This session will cover everything you need to know as a President and give you lots of hints, tips and advice on how to become a successful society!

If you have any questions or would like some more support and advice, come and see us! We can be found on the First Floor of the Students' Union.

## **Alternatively you can contact us at:**

**Vice-President Activities**  
**Huu-Activities@hull.ac.uk**  
**@HUUActivities**  
**01482 466245**

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**  
**Huu-Activities@hull.ac.uk**  
**01482 466269**

The Sports and Societies Co-ordinator is the 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.

