

SOCIETIES HANDBOOK

September 2021


BUCKS
STUDENTS' UNION

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COVID guidance

- Societies will be responsible for the cleaning of their equipment with cleaning materials provided.
- Societies who attend external facilities will be required to follow the protocols set out by that facility, these will be sent in advance.
- Society committee members will be sent an Isolation list which they must check and ensure that anyone on the list is not in attendance at their session.
- You will need to ensure registers are kept up to date on google docs by midnight of the day of the session. Given the importance of this for track and trace, failure to complete this task may lead to penalties such as temporary suspension of the activity and other penalties that are covered in the Students' Union Bye Laws.
- You will need to arrange a timeslot to come and collect your equipment before your session (during the hours of 9:00-17:00) arrange with Daniel

Bucks Students' Union

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Bucks Students' Union is a registered charity – no. 1144820

Welcome

Welcome to the Students' Union! The Student Activities department is a great resource for all Bucks student societies, as we can help guide you and your members towards a successful future.

Here at Bucks we are passionate about representing students and meeting their needs, so if a hobby or activity of yours isn't currently being offered, we encourage students to set up their own society, and we can help you advertise and recruit new members to help make it happen!

Your society will be valued at this University and will help to build and maintain the foundation of Student Activities and provide a resource for countless other students. At times, it may be challenging but the

Student Activities team are here to ensure that not only do you achieve your goals, but that it will be a rewarding experience.

Bucks New University cares for its students and understands how important it is for students to be involved in other things alongside their studies. They know that having a great social life and being involved in the Students' Union will enhance your time at University. That's why you get it all for free! Joining a sports team is free, joining a society is free, and all events and entertainment at the Students' Union are free! We are the ONLY Students' Union in the UK who have this available to them, so make the most of it!

Meet The Team



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Help is only ever a phone call or email away, please get in touch with any problems or queries.
email - **susocieties@bucks.ac.uk** | phone - **01494 601 600**

As a tenacious organisation, Bucks Students' Union represents and empowers its members. It is our aim, to support student participation in all extra-curricular activities whilst they are here at university, whether it be being part of a sports team, a society, or simply taking part in recreational activities. We do this, because we firmly believe it will develop your transferable skills and, in turn, enhance your employability. There are so many examples of the positive experiences students have had, which came about through their involvement with the Union, by participating in the **free** and high quality opportunities we offer to them.

Tom Featherstone

Vice President Student Involvement
Bucks Students' Union

Introduction to Societies

Societies are one of the best ways to make your life at university more exciting. They are a great way to have a more varied social life, meet new people who share similar interests and widen your social network beyond just your course mates or the people you live with.

In order to be a society, you will need 8 members and you will receive full support from the Students' Union and can apply for up to £500 to assist with the development of your society. We are here to help and if you are unable to get 8 members, don't worry, current societies with 3-7 members will have society status but be known as a "Start-up Society" where you will receive full support and guidance, however funding will not be available.

Setting up a society

If you don't see something you're interested in, and have a particular interest or hobby, why not set up your own society? Any society in the process of setting up will receive full support and guidance through this process. All new societies set up throughout the year will have access to funding of up to £100 to get the society up and running. This is available for any society setting up from October.

If you are interested in starting your own society, please visit bucksstudentsunion.org/socform to complete the new society online form, or email susocieties@bucks.ac.uk

Online Memberships

All members of your Society require an online membership. When signing up as an online member, you are agreeing to the Students' Union [Bye law 8: Members Code of Conduct](#).

The Society secretary is responsible for submitting a society attendance register after every session and for ensuring each student has an online membership.

When you sign up for some societies (those which have a risk of injury due to physical activity) you will need to complete a couple of questions about your medical information. This is important to complete correctly so that we can make any coach/instructor and committee members aware of any relevant issues. Medical information will be held digitally in a password protected document and will be deleted after you have left as a member of the society or is no longer a student. Medical information is a compulsory questionnaire that is completed before your membership is confirmed.

If you have any questions regarding giving medical information please contact the sport staff within the Students' Union.

Having an online membership:

- Allows the Students' Union to accurately track all members of societies and provides essential information, for example emergency contact.
- Ensures that you are covered by the Union's insurance.
- Entitles members to stand and vote in any society committee election.

As a student society you are granted certain privileges on campus:

1. The right to use the University name (but not necessarily the crest or logo).
2. The right to reserve/request a space on campus.
3. The right to hold meetings.
4. The right to plan and implement events.
5. The right to apply for funding from the Societies Finance committee to help with putting on events or maintain your society's longevity. (Number of member dependent)

Appraisal Meetings

Each society committee will be invited to attend a minimum of one appraisal meeting. This gives the Activities Coordinator (Recreational Sport and Societies) an opportunity to find out on a personal level what your society has been up to or what they have planned for the rest of the year. It is a chance to find out how far through your society accreditation you are and what you can be doing to make your society the best it possibly can be. To book your society appraisal meeting please email susocieties@bucks.ac.uk.

These meetings will be arranged at convenient times for the committee, who will be able to take away a record of the discussion and any actions that are agreed. The Students' Union hope that through these appraisal meetings, every student who gets involved with us will be able to access the necessary support to make the most of the opportunity they have signed up to, and that their graduate prospects are improved as a result.



"I joined Acapella because I wanted to continue to explore my love of music whilst studying at university, make friends with similar interests and to have somewhere to take a break from my studies doing something I love!"

Tyler-Louise Griffiths - Acapella

Publicity Hints & Tips

Why?

Attracting and recruiting members is an important factor in the sustainability of a society as well as retaining their interest. The Students' Union can promote your activity through the newspaper, website and notice boards and Social Media.

- Fresher's Fair is in Fresher's Fortnight and is a fantastic opportunity to reach a wide and enthusiastic audience.

Club/Society pages

Each society will be given a page on the Students' Union website. Use this space to advertise your society, dates of meetings and any events you have planned.

Email anything you want to put on your page using the form provided to: **susocieties@bucks.ac.uk** and it will be uploaded as soon as possible.

All committee members will be given access to their society's page on the website. Once they have access they will be able to view online membership sign ups, send emails to all members and edit details on their mini-site.

The Bucks Student

The Bucks Student is a newspaper for Bucks New University students. It is published every three weeks during term time and is a useful tool for raising the profile of your society. Articles and adverts for inclusion should be sent to **editor@thebucksstudent.com**.

Posters

Posters can be put up in the noticeboard areas. Please visit the Students' Union reception for the key to these noticeboards.

Sponsorship

- Societies may wish to subsidise the cost of various activities through sponsorship.
- If you wish to enter an agreement, please speak to our Student Activities Manager with details of the deal before agreeing to anything.
- The Students' Union does not permit sponsorship from: pubs, clubs, day time eateries, pizza or taxi companies.

Find templates for gaining sponsorship and our guidelines here: **bucksstudentsunion.org/union/resources**

Please contact **susocieties@bucks.ac.uk** for more info.



Personal Development

What skills am I gaining from being on committee?

It is important for your personal development that you understand the skills you are learning, developing and actively demonstrating. The list below shows just some of the skills you can learn or develop by being on committee. If you would like a full list of skills, please email susocieties@bucks.ac.uk



Decision Making - you will be developing a wide range of interpersonal skills including creativity, logical thinking, assertiveness and sensitivity to others.



Marketing - You will be marketing your society to the wider student population in order to gain more membership.



Financial - The ability to manage budgets and finances will not only be useful in future employment, but in everyday life managing your own finances.



Organisation - Managing a society's paperwork can include meeting minutes to keeping records of student members and dealing with all correspondence.



Leadership - As the committee of a society, you are the leaders and ultimately, responsible for your society achieving their goals. The ability to lead a group is valued by potential employers.



Project Management - As a committee, you will be managing your activity and balancing your degree and any other commitments simultaneously. This is a fundamental skill to aid your future employment.



Team Work - You will need to work together to achieve your aims and to run your society. In the workplace, you are rarely able to carry out your role without working with other contributors.



Time Management - This opportunity will allow students to gain an understanding of the concept of time management, prioritising their workload, productivity and meeting goals.



Networking - You may have the opportunity to network with similar interest groups to develop your society. As a committee, you will be expected to network with other societies and sports clubs.

Committee Positions

Outlined below are the roles and responsibilities of all the committee positions. Each committee position must have a different person in post. The Welfare Liaison and Captain roles are the only positions that can hold two different roles, however the Welfare Liaison cannot be the Social Secretary.

Chairperson

Main duties:

As Chairperson, you will be responsible for the organisation of the society and overseeing that your committee is fulfilling its role.

The Chairperson shall lead the committee and ensure that meetings are organised and conducted in a proper manner and that all points of discussion are received in plenty of time before the meetings.

The Chairperson is responsible for liaising with Societies Council and the Vice President Student Involvement. The Chairperson is required to represent the interests of their society at the Societies Council meetings. If the Chairperson is unable to attend, they should send a representative from their committee. Failure to send a representative or to send written apologies will result in the society being banned from making room bookings for one month. Failure to do this three times will result in your society being suspended.

Running an effective meeting:

1. Welcome – this is the time you can introduce committee members and guests.
2. Minutes – Briefly discuss the main talking points from the last meeting and run through any action points that people may have had.
3. Topics to discuss – this highlights each topic area that is to be discussed or voted on in the meeting.
4. Projects/goals – discussion around any upcoming events or projects that need continual work or additional work prior to the next meeting.
5. Open Floor – otherwise known as ‘any other business’, this is an opportunity to discuss new topics that may not have been covered or raise as agenda points for the meeting.
6. Closing remarks and date of next meeting.

Removal of a committee member:

The removal of a committee member can happen in two ways it can be decided by a two thirds majority at a General meeting of the society. Five signatures are needed to call a General meeting and 50% of the voting members must attend for the meeting to be quorate. A committee member can also be removed as a consequence of a disciplinary procedure.

Other responsibilities are:

- to decide the agenda with the Secretary for each meeting ensuring meetings are structured and to the point
- to chair meetings and ensure that all items on the agenda are discussed fully in addition to any other important issues are raised by the members.
- to chair the Annual General Meeting (AGM)
- to have overall responsibility for every aspect of the work of the society, including its continued development
- to encourage and maintain harmony within the committee and the society as a whole
- to book an appraisal meeting with the Activities Coordinator (Recreational Sport and Societies), If an appraisal meeting is not booked, all activity will be frozen.

My Role in the Society

Secretary

Main duties:

As Secretary, you will primarily be dealing with administration and being the first point of contact for all society enquiries, whilst also playing an active role in society events.

Other responsibilities are:

- to ensure each member has their online membership
- to be the first point of contact for society related enquiries
- to take and distribute minutes, keeping accurate records and sending a copy to the Vice President Student Involvement
- to produce and circulate agenda which should be circulated two weeks prior to meetings
- to organise the society AGM
- to forward AGM minutes to the Activities Coordinator (Recreational Sport and Societies). Failure to do so will result in your society being banned from booking rooms
- to deal with correspondence
- to maintain and update society membership list with correct names, addresses and contact numbers
- to update the attendance register on Google Docs after every society session.



My Role in the Society

Treasurer

Main duties:

The role of the Treasurer is to ensure that the finances of the society are organised and managed effectively. The Treasurer must keep the Activities Coordinator (Recreational Sport and Societies) up to date on any account activity regarding income and expenditure.

Other responsibilities include:

- Keeping an overview of the society fundraising accounts
- Ensuring each member pays funds into the Union Society account in a timely fashion
- Ensuring that money matters are handled honestly and above board
- Keeping all receipts you get for payments
- Continually report back to your committee an overview of your accounts.

Society accounts:

- All purchases made from this account must be made through the Activities Coordinator (Recreational Sport and Societies) and have a Bucks Students' Union purchase order number. Failure to do so will make the society or individual liable for any payment.
- Purchases can only be made if there are sufficient funds in the society's account to cover them.

The following regulations apply to all society funds:

1. All societies hold their accounts with the Students' Union.
2. No other accounts (i.e. bank) shall be held by a society.
3. All income received on behalf of the club/society shall be paid into its account with the Students' Union.
4. All expenditure on behalf of the society shall be paid out of its account with the Students' Union.
5. No society shall obtain a loan from any other source other than the Students' Union.
6. All expenditure shall be spent to further the aims of that club/society.
7. All of the equipment purchased by the society remains the property of the Students' Union.
8. Funding will only be provided for items that are ethically sourced and environmentally friendly where possible and also where possible, be Fairtrade products.

As Treasurer of a society, you will be part of a committee team making decisions for a group of people. Keeping on top of Society finances is essential to the running of the society.

Welfare Liaison

Main duties:

As Welfare Liaison, you are responsible for the welfare and safety of your members. This student led role takes proactive measures to impact student welfare within their society, be that through providing students the opportunity to talk, signposting students to relevant support services, or helping the committee plan sessions that considers all of their members.

Other responsibilities include:

- Attending Welfare Training.
- Point of contact for members to talk about their welfare concerns.
- Signposting to relevant services.
- Displaying information about welfare support.
- Helping the committee plan socials that consider all members of the society.

Important Events

SEPTEMBER

Committee training, Welcome week,
Freshers' Fair (High Wycombe and Uxbridge), Deadline for grant form.

OCTOBER

Society Finance committee, Deadline for takeover applications, Societies Council, MiDAS test,
Feedback, Deadline for Welcome Games

NOVEMBER

Societies Council, Feedback surveys.

DECEMBER

Societies Council, Final sessions of term, Society Appraisal meetings, Feedback

JANUARY

First sessions of term, Committee Nominations open,
Societies Council, Deadline for grant form.

FEBRUARY

Student Volunteer Week, Society Funding Committee,
Societies Council, Freshers' Fair (Uxbridge).

MARCH

Elections Week, Varsity.

APRIL

Societies Council, Feedback.

MAY

Societies Council, Union Awards, Committee training.

JUNE

Grant money expenditure deadline.

Sustainability

Bucks Students' Union is committed to be a more sustainable organisation and every year we complete an accreditation called Green Impact to retain our status, which currently the rating is Excellent. Throughout the year, there will be a number of campaigns which aim to educate individuals and the wider student society on different areas which aim to have a positive impact on the environment.

Being a sustainable society:

As a society, you can help us make the union and university more sustainable and here is how:

- All societies must use one of their own targets to get their members involved in a green initiative. The Union will run numerous campaigns and initiatives which you as a society can get involved in, or if you want to do something yourselves we are happy to support you. We will be checking to see how many society members get involved before this is ticked off the accreditation, it can't just be committee members.
- You will have the chance to be able to claim back travel in cars for driving to any sessions/trips should you take 2 or more people. This will be from the society fundraising account, if agreed by the committee and Activities Coordinator (Recreational Sport & Societies). Distances will be calculated using Google maps and will be at a rate of 30p per mile. This is to discourage numerous individual journeys.
- All society purchases must be ethically sourced and environmentally friendly (where possible) in order for them to be funded either through the grant funding process or through society fundraising. This includes:
 - No Balloons to be purchased or used as these are harmful to the environment. This includes Biodegradable balloons as they can take up to 4 years to degrade which means they can still do a lot of damage to wildlife in the meantime. We will also not allow the use of helium for any student led events.
 - Glitter is allowed BUT it must be biodegradable.



Transport and Purchasing Goods

Transport:

The Students' Union is unable to provide transport for all of your society activities. In the event transport cannot be provided, the Student Activities team suggests members use their own cars and claim the money back from their society account if agreed by the committee, petrol money is allocated at 30p a mile and calculated using google maps.

- petrol money must be collected within two weeks of the date of the session
- petrol money is to be claimed from the Students' Union reception desk
- to claim money, a member must provide the following:
 - a copy of their insurance certificate
 - a copy of their MOT certificate
 - a copy of their driving license
- petrol claims for over £60 will be issued via a bank transfer
- drivers can only claim petrol money back if they have taken 2 or more members with them.

Minibus requests:

The minibus is free to rent out, but you will have to cover petrol costs at the price of 40p per mile.

If you require a driver, the cost £14 per hour. The driver can only be hired for a minimum of four hours at any given time.

MiDAS training:

The Students' Union can arrange for minibus driver training for members who are eligible. You must:

- be 21 or over
- have held a driver's license for a minimum of two years
- ideally have a clean license, but this is not crucial
- ideally be a first or second year so that the society has a driver for a minimum of two years.

The cost of the MiDAS test is £85 which can be claimed back from your society account, or through grant funding.

Purchasing:

All purchases must be approved by the society committee members. When claiming any funds/ requesting payment from your account, approval must be given by the Activities Coordinator (Recreational Sport and Societies).

All receipts must be kept and handed into the Students' Union office once the money is spent. Failure to do so will mean you will not have access to the Society's accounts until proof of purchase has been provided.

All purchase orders must be made through the Students' Union office on official Bucks Students' Union purchase order form.

FAILURE TO FOLLOW THIS PROCEDURE WILL RESULT IN THE STUDENTS' UNION NOT RECOGNISING THE INVOICE AND THUS NOT PAYING IT, MAKING THE INDIVIDUAL LIABLE FOR THE FULL AMOUNT.



Sport for Fun societies

The following societies are classed as Sport for Fun societies:

- Boxing
- Climbing
- Snow sports
- Pole
- Yoga

Any queries with regards to coach and facility hire:
Ask the Sport for Fun team.

Any queries with regards to committee and
accreditation: Ask the Student Activities Team.

This will mean that they:

- have their facility and coach paid for by Sport for Fun
- will keep their society committee structure and can work towards the accreditation
- can apply to the grant on an ad-hoc basis. This can cover equipment (at the discretion of the SFF team), trips and the MiDAS minibus training
- can access an account through the Students' Union for fundraising and any grant acquired.



Have your say

Annual General Meetings

All registered societies must hold an Annual General Meeting (AGM). This meeting should happen in the middle of the current academic year.

- The current committee should report back to their members on how the year has gone in terms of achievements, successes and a financial presentation
- This can also be a forum for members to ask any questions
- The society should be invited to the AGM and given 15 working days notice.

Elections

Bucks Students' Union society committee elections are held in March and are held in line with the Sabbatical elections.

- Staff and alumni members of the society are not allowed to stand or vote in society elections.
- Members are encouraged to vote for their fellow members during elections and can do this online at **bucksstudentsunion.org/vote**.

We encourage societies to host hustings to allow candidates running for positions to say why they have put themselves forward for the position in front of the society and answer any questions members may have.

If all committee positions are not filled in March, a bi-election will be held in May or October.

What is Societies Council?

Bucks Societies Council is part of Bucks Students' Union that is responsible for the administration and coordination of all organised student societies at Bucks New University. A wide range of societies are affiliated to the Societies Council catering for diverse interests and abilities. A full list of affiliated societies can be found at **bucksstudentsunion.org/societies**.

Societies Council is student led and at committee training in September, a student will be elected to become Societies Council Chair. Their role is to gather feedback from the group, assist the Activities Coordinator (Recreational Sport and Societies) in the creation of an agenda and also chair the meeting.

Societies Council meets once a month to discuss any issues you may face as a society. It also provides an opportunity for societies to advertise any events they have coming up and to discuss collaborations with other societies on various projects.

All Societies are obliged to attend every Societies Council meeting. In the absence of the Chairperson, a committee representative must attend in their place, ideally, the Secretary.

Failure to send a society representative or written apologies will result in your society being banned from making room bookings for one month. Failure to attend three meetings will result in your society being suspended.

Union Council

Union Council is a great chance to raise issues, suggest ideas and be vocal regarding any aspect of your university experience. There is an elected student chair to ensure the flow of the meetings. Union Council is held once a month and is open to all members of the Students' Union.

Topics raised by the students and sabbatical officers can be discussed within the meeting and could then be taken to a higher level within the University.

It gives opportunity for guest speakers from the University and Union to present concepts, ideas and decisions to the student body.

Union Council is also a place where members can hold the Sabbatical officers accountable and ask about the plans for the coming month.



Society Funding

What is society funding?

Every year funding is available to societies as part of the Big Deal grant funding received from the university. Any society can apply for funding as long as they meet the pre-requisites of being a society.

How do we apply?

You can apply for funding using the form which will be sent to you by the Activities Coordinator (Recreational Sport and Societies). The application must be signed by both the Chairperson and the Treasurer. You should then return the form to the Activities Coordinator (Recreational Sport and Societies), susocieties@bucks.ac.uk. It will then be reviewed by the societies finance committee who will decide whether you will be funded in full, in part, or rejected.

How much does it cost to become a society?

At Bucks, as part of The Big Deal, it's completely free to set up a society, and there are no membership fees!

Can we charge our members?

It is recommended that no cost is incurred, and that you look at applying for society funding from the societies finance council. This way your society will remain free for all its members.

What is the Societies Finance Committee?

The Societies Finance Committee is the committee that ultimately makes the final decision on funding applications from clubs and societies.

The 1994 Education Act requires Students' Union to ensure that "the procedure for allocating resources to groups or clubs should be fair and should be set down in writing and freely accessible to students."

Policy:

1. The Students' Union's Trustee Board will determine the grant available for allocation to student societies as part of its annual budget setting exercise.
2. The Societies Finance Committee, which shall be a sub-committee of the Unions' Finance & Staffing Committee, will allocate grants to student societies based on a set of criteria, agreed annually by the Finance & Staffing Committee.
3. The membership of the Societies Finance Committee shall be as follows:
 - a. The Vice President Student Involvement (who will chair the meeting)
 - b. Two representatives from Societies Council
 - c. The Student Activities Manager
 - d. The Activities Coordinator (Recreational Sport and Societies)
 - e. Finance Manager
 - f. Deputy Chief Executive Officer.
4. The committee will consider budget requests from student societies as part of a fully documented and clearly timetabled annual process which is easily available and understood by students.
5. Details of all grants allocated shall be recorded in the minutes of meetings.
6. The Activities Coordinator (Recreational Sport and Societies) shall be responsible for supporting the administration of student societies.

Organising Events

Events

Societies should look to hold at least one event per year, in addition to your regular sessions. This can be anything from a takeover, to a guest speaker, to an activity, aiming to recruit new members. If you would like help organising your event, the Activities Coordinator (Recreational Sport and Societies) can book rooms for you and help you arrange/purchase equipment.

Takeovers and running an event

Societies have the opportunity to host a 'Takeover' at the Students' Union Venue on any night of the week. Societies can choose to run a takeover by themselves or they can partner up with another society or club and run a joint takeover. A Takeover will be funded by the Events team up to value of £100.

The money raised at a single society takeover will go directly to the society whereas money raised at a joint takeover would be aimed to be split 50/50 between the two. The final decision on this will be made by the Events team depending on efforts from both sides.

Takeover's last approximately two hours between 8pm and 10pm and can be themes and consist of different games and entertainment.

Societies have the chance to apply to Host a takeover by submitting their concept/idea for your event to the Events team at the Students' Union. When submitting an idea, make sure you consider:

- Name/theme of the night
- type of décor
- stalls/games you wish to carry out
- performances
- promotion.

Takeovers are a popular way of raising money for their fundraising account. Societies are not guaranteed the chance to host a night, whether the society is successful will be dependent upon the quality of the idea. This will be judged by the Events team and the Vice President of Student Involvement. Artwork and pictures used for promotion will need to be submitted two weeks prior to the event.

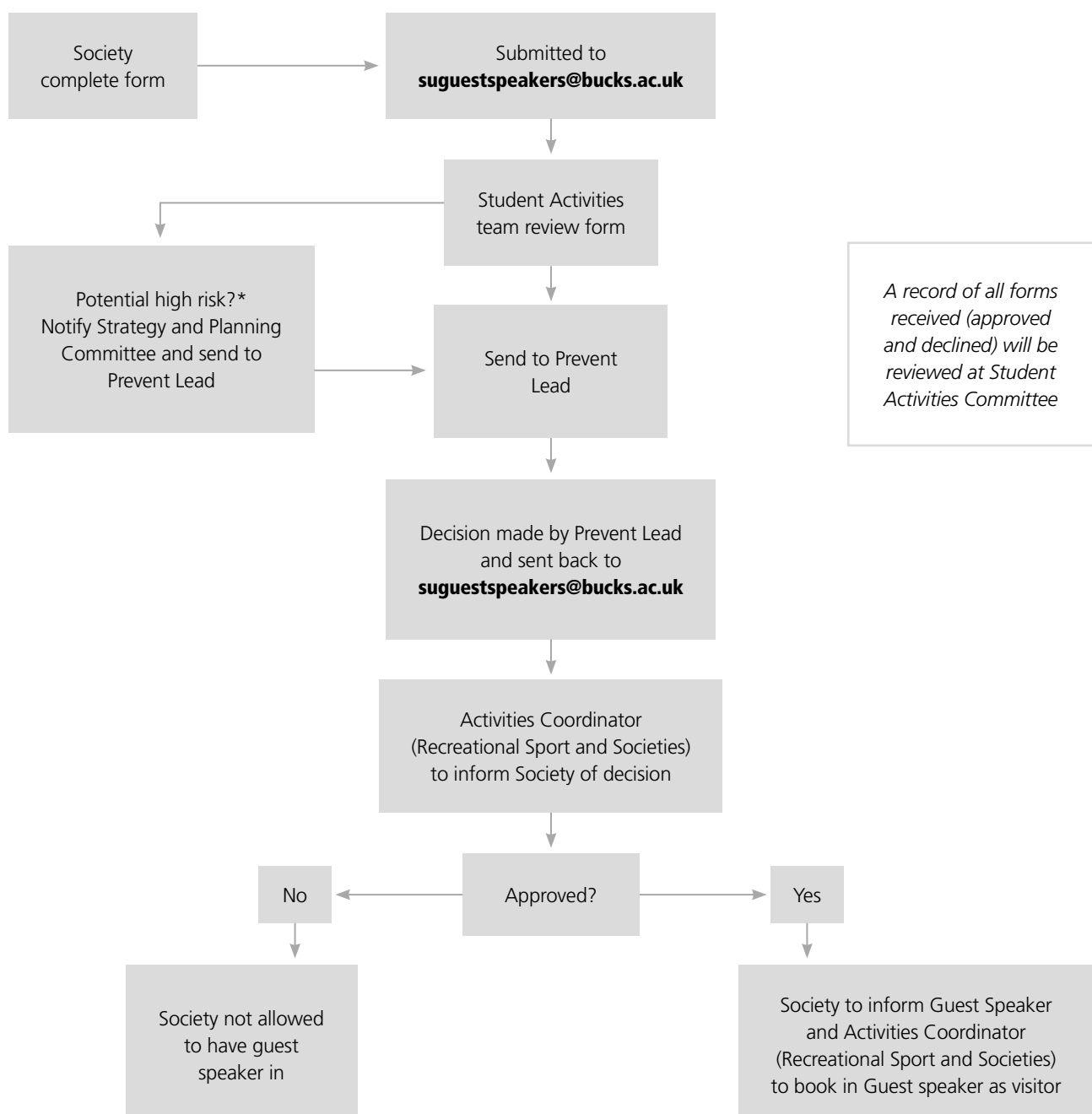
Societies can run an event, e.g Globetrotters, however as this is funded by the Students' Union, any money raised will go back to the Events team. However, any purchases made by the society to raise money will go to the society. Any purchased items must be agreed in advance by the Activities Coordinator (Recreational Sport and Societies).



Guest Speaker Approval Process

We actively encourage societies to bring in guest speakers to enhance and develop your society. BEFORE inviting a guest speaker onto campus, you must complete the guest speaker booking form which can be found on page 23 of this Handbook. This form must be signed by the speaker themselves. Please then submit this form to **suggestspeakers@bucks.ac.uk**.

Once received, the Students' Union follows the approval process outlined below. Decisions on whether to approve or reject a speaker are made by the Prevent Lead in line with the University's Freedom of Speech Policy, which can be found here: **bucks.ac.uk/sites/default/files/2021-03/freedom-of-speech-policy-and-procedures.pdf**



* In order to evaluate risk, the Activities Coordinator (Recreational Sport and Societies) will carry out due diligence of the speaker including internet presence, any recordings of other events and social media accounts as well as assessing the form in terms of the subject matter of the talk.

Volunteering and Fundraising

Remember you're a volunteer!

Being a committee member is a voluntary role. This means you can keep a record of your volunteering hours through our volunteering log system.

Please remember we will only count hours for society contribution (for example, paperwork, helping at events, coaching if it's unpaid) rather than your actual society activity (for example training).

RAG

Raise and Give or RAG, is a huge part of Union life and it is so easy for your society to get involved and really make a difference.

There are many different events each year for your society to get involved with - Volley4RAG, Dodgeball4RAG and the Bucks Cup. If you have any fundraising ideas please email surag@bucks.ac.uk.

During a fundraising activity, one member of the society should be responsible (usually the Treasurer) for any donations collected and ensuring that this money is banked into the Students' Union in a timely fashion.

Logging your hours

You can log your hours online at bucksstudentsunion.org/volunteeringportal where you can register as a volunteer and keep track of all your hours! Don't forget you will be rewarded for logging your volunteering hours.

50 - Bronze / 100 - Silver / 200 - Gold / 400 - Platinum

For each level you will receive a certificate to confirm your volunteering hours and when you reach platinum you will be invited to our annual Union Awards, where you will be presented with your certificate.

To reward students for the work they are doing within the local community, we offer our volunteering bundles, within this bundle is a t-shirt, jumper, backpack, portable charger, water bottle and much more! You will be fully kitted out to volunteer at any activity you like while representing the union. If you would like to receive this bundle we are asking students to log 30 hours of community volunteering. Once you have logged this many community hours, pop down to the students office and speak to a member of the Student Activities team on how to get your kit! Be quick, we only have 50 bundles, so first come first serve!

Complaints and Procedures

The Students' Union take any complaint, large or small, very seriously. And have a complaints procedure in place. If you would like to make a formal complaint please go to the following link and fill out the form at the bottom of the page.

Informal complaints

An informal complaint must be received within 10 working days of the incident or event giving rise to the complaint. After this time the Students' Union will not consider the complaint unless there are special circumstances present. The complaint will be acknowledged within two working days of receipt. This confirmation should include deadlines by which an outcome will be communicated to the complainant, which should not exceed 15 working days.

bucksstudentsunion.org/union/aboutus/constitutionandbyelaws/

Formal complaints

If it is a formal complaint the form will need to be submitted to: sucomplaints@bucks.ac.uk

Receipt of formal complaint must be acknowledged with two working days of complaint. If the complaint is in relation to any staff member of the Union then the matter will be referred to the CEO.

If the complaint relates to the CEO and or the President, then the complaint will be handled by the longest serving external member of the trustee board.

For further information head to the Students' Union webpage under 'complaints and appeals Bye Laws'. You can also find information on this page about all the students Union Bye Laws and should be attentive to these when a member of Bucks Students' Union.

bucksstudentsunion.org/union/aboutus/constitutionandbyelaws/

Tour

Tour

Tour offers societies an opportunity to go away to a foreign country and participate in some recreational activities alongside a great social event.

The largest University tours take place over the Easter holidays and lasts six days, including 24 hours of travelling either side four days in the venue.

Custom-made tour packages can be made on request. For further details, or to get a price, please contact **sport@bucks.ac.uk**.

We want all students to have a great time, however all students must be aware that when on tour, and wearing clothing with the University crest, they are still representing the University and should behave in a responsible manner.

I ♥ TOUR
.co.uk



Society Accreditation

The accreditation system aims to help societies run smoothly, provide a meaningful time for its members, have a positive impact on the wider community and help committee members build a strong CV for future employment.

In order to run as a society, the committee must complete the essential documents that allow them to operate within Bucks Students' Union. Once these documents have been completed and submitted to the Activities Coordinator (Recreational Sport and Societies)

(daniel.lawrence@bucks.ac.uk) the society is then able to work their way through the accreditation system.

The accreditation is divided into five areas; 'Inclusion', 'Stability', 'Promotion', 'Liaison' and 'Own Targets'. The

accreditation system can be completed in whichever way suits the society best. Once a society has completed the accreditation, they must communicate this with the Activities Coordinator (Recreational Sport and Societies) who will validate that it can be checked off their accreditation.

Failing to inform the Activities Coordinator of an event or not being able to produce evidence of an event occurring may result in the target not being completed on the accreditation scheme.

Completion of the accreditation scheme can result in monetary rewards and automatically puts a society in contention to be awarded Society of the Year at the annual Union Awards.

Society Status Awarded

Produce society constitution	For any society to run, it needs to have a clear constitution to show its members how it will be run. Changes to the constitution must be shown to the whole society and agreed up on.	The constitution needs to be submitted alongside the development plan and risk assessment before the societies first session.
Complete society risk assessment	It is a safety requirement for all societies to complete a risk assessment for the Venues that they meet and hold sessions.	Risk Assessments need to be completed prior to the start of term and sent to daniel.lawrence@bucks.ac.uk .
Be in credit	Your society fundraising account must be in positive numbers.	If unsure on your society account balance check with the Students' Union Finance Manager.
Have an elected and trained committee	It is compulsory to have an official elected Chair, Secretary and Treasurer to ensure the society is democratically represented.	Committee Training will be held before the start of term and must be attended by the whole committee. If missed a one-to-one session must be organised.

Events

Host an AGM	Societies are required to have an Annual General Meeting to discuss the development of the society with all members. Minutes need to be taken at this meeting and send to daniel.lawrence@bucks.ac.uk .
Proposal for takeover	Societies are required to submit a proposal to host a takeover to allow them to promote and fundraise for their society. Takeover proposals must be submitted to the Events team in the Students' Union.
Collaborate with another society / club	To strengthen our 'Bucks Community' ethos, societies are encouraged to partake in social and/or voluntary events with other societies/sports teams. A joint activity must be planned and promoted, this can be counted toward the accreditation once the event has taken place.
Run a mixture of sessions and socialising events	Societies should ensure that all sessions, activities and events are inclusive and open to all. This should include a mixture of sessions and socialising.
Take part in a Union campaign	The Students' Union hosts a number of diversity and welfare campaigns throughout the academic year. As active members and representatives of the Union you are great ambassadors to support these campaigns. This will be ticked off the accreditation once the society has actively taken part in a Union campaign.

Stability

Attendance registers	It is the secretary's responsibility to submit the attendance registers a maximum of three days after your society's session. To submit a society attendance register please complete the provided spreadsheet and return to janet.gladstone@bucks.ac.uk with daniel.lawrence@bucks.ac.uk cc'd in.
Development plan and grant form	The development plan is a one year planning document which we ask committee members to plan how they would like the year to go. The development plan will keep the committee on track working towards their goals. Societies which have society status will have the opportunity to apply for £500 and £750 if you are an outstanding society. Any society who are known as a "Start-up" society will not have access to grant funding. This can be ticked off once the Activities Coordinator (Recreational Sport and Societies) has received both forms and checked they are completed correctly.
Monthly meetings and minutes	It is vital that societies regularly meet and communicate what is going on within the society. This ensures that correct information is being passed through the society and to check the society is running smoothly. At these meetings, minutes need to be taken and sent to daniel.lawrence@bucks.ac.uk .
Have eight society members	To gain outstanding society status there must be a membership size of eight members. This will be based on attendance registers.
Host a society fundraiser	The most successful societies are those who have healthy account funds and manage the society's accounts well. Money can be used to attend events, conferences, organise activities fund transport or hire a guest speaker. Societies will need to hold at least one fundraising event throughout the year, this does not include the ordering of social tops/hoodies.

Promotion

Social media: have two platforms / attend training	Social media is one of the most effective ways to spread information and advertise your club. Societies are expected to have at least a Facebook page, and then either a Twitter account, Instagram etc. All committee Facebook pages must have the VPSI and societies staff accounts added to them. Societies can also be encouraged to attend social media training ran by the Students' Union. This will show societies how they can run their social media platforms responsibly. This will be ticked off accreditation once two social media platforms are up and running or the society has attended the training.
Society minisite	Each society has access to their own mini-site on bucksstudentsunion.org which they can update with events, contact details and videos. The website must be updated at minimum once a year and must contain the following to be completed – committee names, contact numbers, emails and social media accounts (e.g. Twitter and Facebook) and meeting schedules. To update your mini-site please request the 'content request form'.
Two newspaper articles	The Students' Union run a newspaper every three weeks that is accessible for all students. In order to promote your society throughout the university and potentially gain membership, each society needs to submit a minimum of two articles throughout the year. You can alternatively create a blog for your society which can be linked to your mini-site. Articles need to be around 500 words and have at least one high resolution image (not copied from social media or compressed in any way) supplied as a separate .jpg file (not pasted into a word document). Publisher files are not accepted as we cannot open them. To submit a newspaper article please send it to editor@thebuckstudent.com and c.c. daniel.lawrence@bucks.ac.uk .
Recruitment stall	Freshers' Fair is a key event to gain as many sign ups to the society as possible. With a high footfall, Freshers' Fair provides a perfect opportunity for you to advertise your society and get new sign-ups. Each society must hold a stall at the Fair and have two people man the table at all times. If your society is created after Freshers' Fair, other arrangements can be made.
Society display board	The Students' Union take great pride in advertising the creative, exciting and individual societies we have here at Bucks. There is a designated space on the ground floor of the East Wing for societies to advertise their society to potential members. There is a limited space available, so the boards are first come first serve. Your society board must be up to date with the committee names and contact details with where and when your society meet.

Liaison

Attend Union Council	Union Council is a monthly meeting which discusses the running of the Students' Union. The Council provides an opportunity for students to give their input to Union activity. A representative must attend at least one Union Council meeting a term to ensure their Society members' opinions and feedback are represented.
Carry out a society feedback survey	The Students' Union are always looking to provide the best service and ensure students at Bucks are enjoying their student experience. Completing the feedback survey will help us to identify what we are doing well, as well as any areas which need to be improved. Society feedback is done twice per year and each member attending must complete the society feedback. You must get 80% of members who have attended your society to complete a feedback form in order for this to be ticked off.
Fundraise for RAG	Each year the Students' Union raises funds to support two local charities. As societies you are active members and representatives of the Union in the local community. Raising money for RAG shows that your society is having a positive impact on the wider community. Money raised for RAG must be paid in to the Students' Union to be counted toward the accreditation. Fundraising for RAG will not include entering a team to a RAG tournament, you must hold a specific RAG fundraiser.
100 volunteering hours	As a union we aim to work closely with the community around us. Societies can have a positive impact on the wider community not only through RAG but also through volunteering. As well as specific events, your roles as committee are voluntary and the hours you spend in meetings and volunteering your time can all be counted towards accreditation. We expect each society to give a minimum of 100 hours before it is counted toward accreditation. Hours can be submitted to the volunteering portal through the website.
20 community volunteering hours	These 20 hours can be a part of your 100 volunteering hours. Community hours encourage societies to volunteer within the local community. Societies can do a project involving all its members in one go ie One Can Trust, or can spread their hours across the year. We encourage a high proportion of society members to be involved. It cannot be just one individual.

Own Targets

	Each Society needs to set five of its own targets for the year, this may be a fundraising target, competition target, promotional target, membership target or the organisation of a specific event.	The Targets need to be realistic but worth aiming for and provide a beneficial purpose for the society. They need to be decided by the committee as a whole and discussed with the society staff before being added to the accreditation scheme. Society targets cannot be events that have already been completed prior to the start of term and cannot be changed unless discussed with the society staff.
Green Initiative	The Union works hard each year to retain its Green Impact status in which we currently have the rating excellent. The Union will run numerous campaigns and initiatives which you as a society can get involved in. We will be checking to see how many society members get involved before this is ticked off the accreditation.	
Own Target 1		
Own Target 2		
Own Target 3		
Own Target 4		

SOCIETY PROGRESS TRACKER:

SOCIETY LEVEL:

TARGETS ACHIEVED

OUTSTANDING SOCIETY

☐
☐
☐
☐
☐

ESTABLISHED SOCIETY

☐
☐
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☐

DEVELOPING SOCIETY

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☐
☐

SOCIETY STATUS AWARDED

Produce society constitution

☐

Complete society risk assessment

☐

Be in credit

☐

Have an elected and trained Committee

☐

EVENTS:

Host an AGM

☐

Proposal for Takeover

☐

Collaborate with another society / club

☐

Run a mix of sessions and socialising events

☐

Take part in a Union campaign

☐

STABILITY:

Attendance registers

☐

Development plan and grant form

☐

Monthly meetings and minutes

☐

Have eight society members

☐

Host a society fundraiser

☐

PROMOTION:

Social media: have two platforms + attend training

☐

Society minisite

☐

Two newspaper articles

☐

Recruitment stall

☐

Society displayboard

☐

LIAISON:

Attend Union Council

☐

Carry out a society feedback survey

☐

Fundraise for RAG

☐

100 volunteering hours

☐

20 community volunteering hours

☐

OWN TARGETS:

Green Initiative

☐

Own target 1

☐

Own target 2

☐

Own target 3

☐

Own target 4

☐

Appendix 1 - External Speaker / Event Application

Please ensure that you answer all the questions below in detail and submit all of the required information. An incomplete application may result in delay. Once completed this form must be sent to **suggestspeakers@bucks.ac.uk** at least two weeks prior to the event taking place. You must not confirm anything with your guest speaker, or advertise their attendance, until this form has been authorised.

Student Details

Name of Applicant:

Contact details:

Society or group (if any) in whose name the meeting or activity is to be publicised:

Date of Meeting:

Time of Meeting:

Place of Meeting:

Speaker Details

Name of Speaker:

All other names by which the person has been known:

Address:

What organisation (if any) they represent:

Have they spoken at this University before, or at another higher education institution? If so, which?

A biography should be included in the space provided at the end of this form (500 words max).

Event Details

The nature of the event and its topic:

List other participants, speakers, and principal guests if known:

Will there be any fundraising and, if so, for whom or what?

Guest Details

This event is for (tick one): ☐ invited guests only ☐ any students and staff ☐ general public

If invited guests only, who are they?

On The Day

What materials (booklets, CDs, free gifts etc.) will be available to those who attend?

What stalls will there be and who will be providing them?

Number of people expected:

Will the speaker need protection? ☐ yes ☐ no

Are the press or other media expected to be present? ☐ yes ☐ no

Sponsorship Details

The event is sponsored by: ☐ the Students' Union ☐ a student society affiliated to the Union
☐ the Chaplaincy ☐ University Facilities ☐ a member of staff (please name below)

Staff member responsible:

(external commercial bookings will be sponsored by the Students' Union).

Prospective Speaker Declaration

I respect the fact that Bucks Students' Union is a community in which people of many different races, cultures, faiths and beliefs, live and work side by side, and is committed to building an affirming community among all its staff and students whilst securing freedom of speech and the encouragement of open and free debate.

By accepting an invitation to speak on University premises I undertake to:

- express my beliefs and views honestly and courteously
- respect the right of others to express their beliefs and views
- refrain from using undue pressure, manipulation or inducements to win others to my point of view or agenda or to silence them.
- refrain from misrepresenting the views of others
- avoid language or behaviour that violates the dignity of people or creates an intimidating, hostile, degrading, humiliating or offensive environment for them on the grounds of their race, gender, ethnicity or national origin, religion or belief, sexual orientation or disability.
- cease speaking immediately if requested to do so by an authorised member of University staff, and leave the University premises upon a request by that member of staff.

I am aware that it is a criminal offence:

- to use threatening, abusive or insulting words or behaviour in circumstances where it is likely, or intended, that racial hatred will be stirred up
- to invite support for a proscribed terrorist organisation.

I recognise that in the event of the law being broken by a speaker on University premises, the Students' Union / University will report the matter to the police and give them all necessary assistance.

I recognise that the Students' Union reserves the right to cancel or terminate an event without notice if it has reason to believe that it will lead to public disorder, danger, damage to property, or undue distress to individuals or groups.

Name:

Contact details:

Signed:

Date:

Notes

The Applicant is responsible for the accurate completion of the application form. If it is found that any relevant information has been omitted, permission for the event may be withdrawn.

The application form must be submitted at least two weeks before the planned date of the event, and updated if there is any change of plans or any new relevant information comes to light.

The acceptance of the application will be conditional on you supplying the wording of publicity for the event and copies of any fliers and ensuring the relevant Students' Union representative will be an additional recipient of any social media activity relating to the event: e.g. the Student Activities Manager for sporting events.

No external catering, alcoholic or otherwise, banners, flags, placards or similar items, or any items or animals which could be used in a manner likely to lead to injury or damage or cause a breach of the peace shall be brought into the building, taken into a meeting or activity, or used anywhere on the premises.

The cost of providing special cleaning, repair or other services after an event shall be met by the Applicant. A deposit can be required at the Students' Union's discretion.

If stewards are provided by the applying organisation, they shall be required to be present throughout the meeting or activity and also while the audience is assembling or dispersing, and they must be briefed by applicants about their duties and responsibilities including local fire and emergency procedures. Information about these procedures will be provided by the Students' Union.

The Applicant must ensure to ensure that no speaker or other person present at a meeting should infringe the law, and that if such conduct continues after a warning, the Applicant has a duty to close the meeting and/or notify the police. If this is not done, then a Students' Union senior manager has the power to close the meeting and/or notify the police.

Speaker biography (500 words max).

Approved by University:

Date:

