

SRC

Clubs & Societies

Handbook and Guidelines

2010/2011



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Welcome

Being part of a club or society is one of the most rewarding activities that you can do whilst a student at the University of Glasgow. There are hundreds of different groups covering almost every hobby or interest, and if you find an area without one it is so easy to start one up! The SRC helps clubs and societies financially through grants and also with advice, free minibus hire and free hire of the Williams Room or small meeting room in the John McIntyre Building.

This guide details all you need to know about successfully running a club and how we, at the SRC can help. It also details a few changes in the way in which we work with clubs and societies this year, with financial grants being made on a need by need basis similar to how grants were processed last year.

If you have any questions about any part of this guide or any general questions about how to run a club or society or even how to set one up, feel free to contact me at vp-support@src.gla.ac.uk or 0141 339 8541.

You can find all the information you will need about clubs and societies online at www.glasgowstudent.net/clubs/ including affiliation and grant forms. These are also available to collect from the SRC Reception in the John McIntyre Building on University Avenue.

Good Luck!

Fraser Sutherland
VP Student Support
Students' Representative Council
University of Glasgow
John McIntyre Building
Glasgow
G12 8QQ

T: (0141) 339 8541
F: (0141) 337 3557
E: vp-support@src.gla.ac.uk

Important notes

- To affiliate we **need**:
 - affiliation form completed with details of **all the main contact and authorised members**
 - **full** membership list with **names and matriculation numbers of students** and the names of non student members
 - constitution which **includes** an equal opportunities statement
- **All** executive members must be **current matriculated students** at University of Glasgow.
- To provide grants we **need**:
 - A grant application form with a recent bank statement (no more than 3 months old) attached
 - Details of claim
 - Details of other sources of funding sought
- Grants will **not** be considered for:
 - Trips
 - Gifts for speakers
 - Meals
 - Events/products already bought
 - Private hire of cars/minibuses on dates where the free S.R.C. minibuses are available
- Cheques from successful grants **must be collected no later than 6 weeks after submitting your receipts, which must be submitted no more than 6 weeks after your grant has been approved**. Failure to collect before this deadline will result in the cheque being void.

Dates to Remember

Freshers' Week	13 – 17 Sep 2010
VCS Week	4 – 8 Oct 2010
Health Week	15 – 19 November 2010
Media Week	17 – 21 Jan 2011
R.A.G. Week	31 Jan – 4 Feb 2011
International Week	7 – 11 March 2011
Careers Day	Early June 2011
Awards night	TBC
Deadline for grant applications	13 June 2011
Deadline for claims	30 June 2011
Deadline for SRC affiliation	30 June 2011

SRC Services

Affiliation

Affiliated Clubs and Societies all benefit from the following:

1. SRC funding grants for events materials for your club/society.
2. A pigeonhole in the John McIntyre Building
3. Free SRC Minibus Hire
4. Free hire of the Williams Room and smaller meeting spaces
5. Access to a stall at the Freshers' Fair
6. Space to advertise your club or society on our website at www.glasgowstudent.net

Affiliation takes place throughout the year however the last date to submit an affiliation form is **30 June 2011**. Any Club or Society that does not submit one before this date will not be able to apply for a stall at the Freshers' Fair.

Williams Room

- Free Hire for all SRC clubs and societies
- Available for meetings or events for up to 80 people (£75 deposit required)
- Audio visual equipment available (please let staff know what is required when making the booking)
- Complete a booking form at SRC Reception – provide plenty of notice to ensure your date is free!

SRC Mini Bus

- Free Hire for all SRC clubs and societies (£200 deposit required)
- 2 Society members **over the age of 21 holding a British Driving Licence with no points** must pass the University driving test (If you are an International driver please speak to SRC staff at Reception). These are held on Thursday's at 1pm
- Please contact SRC Reception to book the test and find out what you need to bring with you
- The Mini Bus cannot be booked until **both** drivers pass the University test
- At the conclusion of the booking all fuel used must be replaced
- The deposit will be returned providing the vehicle is clean and undamaged

Deposits

The easiest way to leave a deposit for the minibus or Williams Room is by cheque. We do not cash the cheque unless there is any damage or if the room or minibus has not been left clean. Cheques can either be picked up 3 days after the rental or left for future bookings. The cheque must be made out to GUSRC and updated every six months.

VC&S Awards

To thank clubs and societies for the services they provide for students, the SRC hosts the Glasgow University Clubs and Societies awards evening. This gives us the opportunity to celebrate the success and achievements of our Clubs and Societies and acknowledge the commitment of individuals who have worked to achieve that success.

Your club/society will receive an invitation early in the second semester, along with a nomination form, which can also be downloaded from our website (www.glasgowstudent.net). All registered students are free to make nominations, by the published closing date.

The categories for nomination will be;

- Highest achieving club/society
- Best New Society
- Best Event
- Best Publicity
- Best Website
- Exceptional Service Award

The only award to an individual is the exceptional service award; open to students who have shown an exceptional dedication to particular clubs and societies throughout their time at University.

After the date for closure of nominations an independent panel will sort through them and create a shortlist of three in each category and the winner will be announced on the night. Winning clubs in each category will receive an award and small cash prize for their society.

2009/2010 Winners:

- Highest achieving club/society – Medchir
- Best New Society – Glasgow University Applied Visual Arts Society
- Best Event – Ossianic Society
- Best Publicity – Glasgow University Photo Society
- Best Website – Cut! Filmmaking
- Exceptional Service Award – Sam Kendall (Salsa and Latin Dance Society)

Finance

Grants

This year the SRC will not be providing membership grants but will be providing money on a need-by-need basis. Similar to the top-up system used in previous years each application will be considered in turn and funding will be supplied by cheque. If you are planning a large event/one off item **you must apply for funding before** your club's money is spent so we can confirm that you will receive the grant. All grants are paid out **on production of receipts** for items/bookings.

Grant Application

- This process has been designed to help your society achieve it's aims set out for the current academic year and the goals for the future.
- There is space on the grant form for you to explain why you need the funding. However, if your grant application is for more than £200 we require you to make a short presentation (on the first Monday of the month) to 3 members of the SRC to give you the best chance to 'sell' your claim. Don't worry we are all harmless and simply want to help you make the most of your society.
- We will not fund gifts for speakers, meals and trips.
- Please remember you can hire the SRC minibuses free, please think about using these before hiring cars. If the minibuses are unavailable for the date you require please look at public transport costs as these are often cheaper than hiring a car.
- Your application will be considered by the clubs and societies panel.
- Applications are considered Bi-Monthly.
- Regular reminders will be emailed to your c/s nominated address.
- The deadline for grants applications is **13th June, 2011**.

How is a final decision made by the panel?

- a) Comparison with proposals from other clubs/societies.
- b) Quality of proposal and impact on equal opportunities and inclusion.
- c) Past record of club/society.
- d) Capacity to manage money.
- e) SRC budget for clubs and societies.
- f) Contribution to SRC's overall strategic objectives.

Need help with your form or advice on your presentation?

- Feel free to contact Fraser Sutherland, VP (Student Support), or Fiona McKenzie SVSS Coordinator (for contact details see page 15).

Any lobbying or attempt to circumvent the applications process may see your application disqualified.

If your application is successful all we ask is that you complete a brief feedback form to let us know how you have spent the funding and how your club or society members have benefited.

Bank Account

In order to receive a SRC grant, you must open a bank account in the name of your club or society. Most banks offer accounts suitable for clubs, societies, residents' associations etc. (the SRC cannot make a cheque payable to an individual). These are called **Treasurer's Accounts** and are fairly easy to set up either in branch or online. It is a condition of grant that **at least** two signatures are required to make a withdrawal. Many banks require proof you are affiliated to the SRC before you can set up an account. You can affiliate without any bank details, however **you must have an account set up and show us statements for it whenever you apply for a grant.**

Expensive Items

We recognise that club/society members may not be able to afford up front payments where the expense is higher. In this situation there are a couple of options:

- a) Pay for items in advance and claim back from SRC. **Make sure, of course, your grant application has been approved.**
- b) Ask for the SRC to be invoiced directly. We will make the payment on your behalf. A lot of suppliers are more comfortable with this option as they are confident of receiving the money. Please contact the SRC before making any commitment on our behalf. We will happily talk to the supplier for you. **Again, make sure your grant application has been approved.**

Other Potential Sources of Funding

There are a variety of other avenues to explore in finding extra support and money for your club or society. Below are a couple of examples.

The University's **Chancellor's fund** has three aims:

- Student Welfare;
- Enhancing the Learning Environment;

- Preserving the University's Culture and Heritage.

Applications are considered *twice each year* and forms can be downloaded from the University Website.

You can find details about **National Lottery Funding** on their website, www.lotteryfunding.org.uk. They also list the contact details of some alternative funding organisations in Scotland and how to apply to them.

Another service we offer is FunderFinder. One of the aims of this free service is to monitor charitable trusts and foundations that offer financial grants to voluntary organisations and community groups within the UK. Ideal for clubs and societies who need that little bit extra! If you would like any further information about FunderFinder please feel free to contact us.

Sponsorship is another way to gather either extra money or discounts for your society. When negotiating, make sure you offer the company different sponsorship opportunities - they might like to pay for society hoodies or stationery with their logo on, but might not be keen on funding a formal dinner. It is also worth providing prospective sponsors with the following:

1. A timeframe of when you expect events to happen
2. When you will need their help
3. Specific costs *and most importantly*
4. Suggestions how they might benefit from the partnership.

A lot of clubs and societies at Glasgow charge a membership fee. Feel free to collect this from members at any point during the year, but make sure it is advertised when they sign up and make sure all members pay the same amount.

You could even run fundraising events and evenings with current and past members, or run a stall on campus.

If you have any questions about looking for additional funding please speak to Fraser Sutherland, VP (Student Support), or Fiona McKenzie SVSS Coordinator. We are always keen to help you explore different ways of applying for and making money!

Running your Club

Running a club (or starting one from scratch) can be quite challenging especially when you're juggling your responsibilities with studying. This section is designed to help you master the basics.

Office Bearers

It is largely up to you how you design the structure of your club or society. However, we ask that you provide details of 3 office bearers on your SRC affiliation form. Generally the titles are –

- President (or Chairperson, or Convenor or similar)
- Secretary
- Treasurer

These will be the main people responsible for your club's operation and finances. For the purposes of this document we will refer to these three positions together as making up your “**Executive**”. As of the session 2010/2011 **all executive members must be current matriculated students at the University of Glasgow**. It is absolutely vital to ensure that there is an effective handover from one year's executive to the next, and that all relevant information and paperwork is given to the new organising committee to continue SRC affiliation and effective running of the society. New presidents should hand in their email addresses so club emails sent to your SRC account can be forwarded to their own account. Please provide the email addresses of each of the office bearers so that we can make sure we can contact the club.

The **President** (or similar) is the figurehead of the club. In most cases the President takes ultimate responsibility (although they should remember they have a team around them - people's egos are often why clubs/societies fall apart). It is a really exciting role because they get to shape the aims of the club for the year. They will usually chair meetings and support the work of other committee members. They should have a fair idea of who is doing what and keep abreast of all club activity.

One of the most important skills the President needs to have is *delegation* - the ability to confidently ask other people to carry out tasks on behalf of the club (but give credit where it's due) whilst keeping morale high and providing leadership.

The **Secretary** of a club is generally responsible for the administration of the club, arranging meetings and taking and circulating minutes and matters regarding the constitution. All correspondence will usually be handled by the secretary such as letting members know about meetings, and handling all correspondence to outside bodies, from formal letters to emails and phone calls.

The **Treasurer's** job is perhaps the most specific. They must keep accurate and up to date financial records for your club and report back to the SRC by handing in annual accounts. They will oversee the club's bank account, and are responsible for recording all sources of income and all outgoings.

The most important thing you will have to arrange is a bank account, and smoothly pass these details on from one treasurer to the next.

Most banks will have a suitable account for a club or society these are called a **Treasurers Account**.

Here are some basic Dos and Don'ts:

DO keep track of your bank balance carefully

DO keep all your bank statements and receipts

DO keep a cash book (even as a backup to a spreadsheet)

DO NOT lend any society money to members

DO NOT reimburse a society member unless they provide you with receipts

DO NOT sign blank cheques

Don't panic if you've been elected to one of these positions and don't know what to do. You can always come to the SRC for help. The VP Student Support can advise or arrange a meeting for you with the Student Volunteering Support Service.

Members

Your most important chance to publicise your club is at the Freshers' Fair which is run by the SRC during Freshers' Week. Having a visible presence, and being able to talk to students, is by far the best way to gain and increase an interested membership.

Make sure you have an up to date membership list. **It is not the SRC's responsibility to decide who can and cannot vote in an AGM/EGM, the clubs executive is responsible for keeping an up to date membership list.** It is also useful for a club to have an email discussion list. Your membership list should contain valid matriculation/registration numbers so we can confirm the percentage of students to non students. It is important to make sure that you keep these up to date and accurate as we may contact your members to verify numbers.

Meetings

It's advisable to host regular committee meetings to organise the activities of your club/society. Your first hurdle will be finding a suitable venue, depending on your club, these could range from the pub, to an SRC meeting room, one of the unions, the Williams room, or if your society is linked to a department, the

departmental secretary might be able to help. Chairing a meeting effectively can be difficult and it helps to have an agenda (usually agreed between President and Secretary). This helps to focus everyone on what needs to be discussed. Taking minutes is also important as it is a way of tracking who is supposed to do what in between meetings ('Action Points'), as well as being useful for anyone who could not attend.

Most clubs host an annual meeting. These tend to happen in semester two and can be as formal or informal as you like. This is your opportunity to let your members know what you have achieved in the year, and it is usually at this meeting that you will elect your new committee. A typical agenda might include:

- a) Welcome
- b) Minutes of Previous AGM
- c) President's Report
- d) Treasurer's Report
- e) Election of committee
- f) Any Other Competent Business

Problems

From time to time you may encounter problems, either within your club or with external bodies or individuals. It is important to remember that the SRC is here to help you and can provide a useful source of impartial advice and mediation.

It should be possible to govern your club efficiently and fairly by following the rules you have laid down for yourself in your constitution. There should be a mechanism for taking action against a committee member who is not pulling their weight, or a member who is causing trouble. If you need any guidance with issues you are having with your club or society then please contact vp-support@src.gla.ac.uk

Welfare Weeks

Over the course of the year the SRC host a variety of themed weeks. These are generally aimed at raising an awareness of the services that the SRC and the University offer as well providing students with the opportunity to get involved.

VCS (Volunteering, Clubs and Societies) Week

4th- 8th October 2010

This year the SRC will be hosting its second VCS Week. Students will be able to display and demonstrate their fantastic achievements and voice their goals for the future. Free training sessions will take place that will cover a variety of topics including ways to design and maintain effective publicity and tips for planning events and trips. The welfare weeks are also the perfect time to sell your club or society so why not host your own event during this time?

Other weeks we have planned are:

- Health Week (15-19 Nov 2010)
- Media Week (17-21 Jan 2011)
- RAG (Raise and Give) Week (31 Jan- 4 Feb 2011)
- International Week (7-11 March 2011)
- Careers Day (Early June)

If you would like to hold any events or get involved in any please email Fraser Sutherland on vp-support@src.gla.ac.uk

Useful contacts

Fraser Sutherland - VP-Student Support

e: vp-support@src.gla.ac.uk

t: 0141 339 8541

a: John McIntyre Building, University Ave, Glasgow, G12 8QQ

f: 0141 337 3557

Noreen Jennings – PA to the Permanent Secretary & Administrator

e: n.jennings@src.gla.ac.uk

t: 0141 339 8541

a: John McIntyre Building, University Ave, Glasgow, G12 8QQ

f: 0141 337 3557

Fiona McKenzie – Student Volunteer Support Service Coordinator

e: f.mckenzie@src.gla.ac.uk

t: 0141 339 8541

a: John McIntyre Building, University Ave, Glasgow, G12 8QQ

f: 0141 337 3557

Matt Morrison – Clubs and Societies Officer

e: clubs@src.gla.ac.uk

a: John McIntyre Building, University Ave, Glasgow, G12 8QQ

****** DON'T FORGET ******

**DEADLINE FOR SRC AFFILIATION
30TH JUNE 2011**

**(if you are not affiliated you will not
be offered a stall at the Freshers'
Fair)**

**DEADLINE TO SUBMIT A GRANT
APPLICATION IS
13TH JUNE 2011**