

SRC

Clubs & Societies

Handbook and Guidelines

2011/2012



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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. This year we are looking to gather as much feedback about your activities as possible. So please don't hesitate to get in touch with all your success stories.

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, myself and our Clubs and Societies officer Julia Tracey will be more than happy to help you.

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.

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

T: (0141) 339 8541

F: (0141) 337 3557

Dates to Remember

Freshers' Week	12 – 18 Sep 2011
Health Week	14 – 18 November 2011
Media Week	16 – 20 Jan 2012
R.A.G. Week	12 – 16 March 2012
Awards night	TBC
Deadline for grant applications	11 June 2012
Deadline for claims	30 June 2012
Deadline for SRC affiliation	30 June 2012

Important notes

To affiliate we need:

- * Completed affiliation forms including the details of **all the main contacts 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
- * A signed equal opportunities form – clubs/societies must be open to all matriculated students.
- * **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) or proof of a society bank account, cheque book or pay in slip 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

N.B. 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. If this happens, please contact SRC Reception for advice.

SRC Services

Affiliation

Affiliated Clubs and Societies all benefit from the following:

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

Affiliation takes place throughout the year. The last date to submit an affiliation form is **30 June 2012**. Any Club or Society that does not submit an affiliation form before this date will not be able to apply for a stall at the 2012 Freshers' Fair.

Clubs and Societies Induction

Office Bearers from all affiliated clubs and societies **must attend** an induction session. At the session we will cover topics such as Room Hire, Minibus Hire, and Grant Applications. This also provides an opportunity for Clubs and Societies to meet with the Committee and ask any questions with regards to running a club. Dates for induction can be found on www.glasgowstudent.net/clubs/ and they will be held in the Williams Room.

If you do not attend the induction you will not be able to hire rooms or minibuses.

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 (**£150 deposit** – please let staff know what is required when making the booking)
- Deposits will be returned upon inspection of the room
- Complete a booking form at SRC Reception – provide plenty of notice to ensure your date is free!

SRC Minibus

- Free Hire for all SRC clubs and societies (**£200** deposit required)
- Two 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 Thursdays 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 hire, all fuel used must be replaced
- The deposit will be returned providing the vehicle is clean and undamaged

Deposits

The preferred method for leaving a deposit for the minibus or the Williams Room is by cheque. We will not cash cheques unless there is damage to the Williams Room or the minibus, or if they have not been left clean and as found. 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.

Finance

Grants

The SRC provides grants on a needs 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 or BACS.

If you are planning to apply for a grant from the SRC **you must complete a grants application form available from SRC Reception or the SRC website, and apply for funding before you spend any money.** Applications will be considered by the SRC Clubs and Societies Committee and applicants will be notified of any outcome.

Grants are paid out on production of receipts for items/bookings.

Grant Application

- This process has been designed to help your society achieve its 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 attend an informal meeting with the Clubs and Societies Committee of the SRC to give you the best chance to 'sell' your claim.
- We will not fund gifts for speakers, meals or trips.
- Please remember that you can hire the SRC minibuses free, so think about using these before hiring cars. If the minibuses are unavailable for the date you require please consider 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 grant applications is **11th June 2012.**

How is a final decision made by the panel?

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

Need help with your form or advice on your presentation?

- Feel free to contact Amy Johnson, VP (Student Support), or Fiona Buckland 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 an 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.**

N.B. Please note that many banks will not allow clubs or societies to open an account with 'Glasgow University' in the name. The SRC recommends that clubs and societies should abbreviate this to 'GU' i.e. 'GU Fizzy Drink Appreciation Society' etc.

Expensive Items

We recognise that club/society members may not be able to afford upfront payments where the expense is high. In this situation:

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 payment. **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

Extra Support

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

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 the SRC **Student Volunteer Service Coordinator or Vice President for Student Support**.

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 to collect club/society funds. 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 Amy Johnson, VP (Student Support), or Fiona Buckland 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.** This 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 handed to the incoming committee. **Presidents should also ensure that an updated list of executive members and email addresses is submitted to the PA to the Permanent Secretary whenever there is a change of position.** Please provide the email addresses for each of the office bearers to be sure that 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 - egos are often why clubs/societies fall apart). The president essentially shapes 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 is 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 i.e. letting members know about meetings and handling all correspondence to outside bodies, from formal letters to emails and phone calls.

The role of **Treasurer** is very 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. This is 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)

DON'T lend any society money to members
DON'T reimburse a society member unless they provide you with receipts
DON'T 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. The SRC will also hold induction meetings for new societies every month.

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 talking 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. **Non matriculated students of Glasgow University may only comprise 20% of membership.** It is not the SRC's responsibility to decide who can and cannot vote in an AGM/EGM. **The 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 is 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 or the Williams Room in the John McIntyre Building, 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 between meetings ('Action Points'), as well as being useful for anyone unable to 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 Amy Johnson at vp-support@src.gla.ac.uk

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:

- Most innovative club/society
- Best New Society
- Best Event
- Best Publicity
- Best Website
- Exceptional Service Award

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

After the closure of nominations, an independent panel will create a shortlist for each category with the winner announced on the night. Winning clubs in each category will receive an award and a small cash prize for their society.

2010/2011 Winners:

- Best Website – Chivalric Dream Society
- Most Innovative Society – Cut! Filmmaking Network
- Best Publicity – Student Theatre at Glasgow (STaG)
- Best New Society – Postgraduate Society
- Best Event – GU Amnesty International
- Dedicated Member: Kit Moreland (LGBT) Rachael Dickinson (MedChir)
- Volunteer of the Year Award – Stewart O'Neil (GU Service to the Homeless) and Anca Muntean (Classroom Support)

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.

Weeks we have planned are:

- Health Week (14 – 28 Nov)
- Media Week (16-20 Jan)
- RAG (Raise and Give) Week (12-16 Mar)

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

Useful contacts

Amy Johnson – VP-Student Support

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

t: 0141 339 8541

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

f: 0141 337 3557

Iain Macdonald – PA to the Permanent Secretary & Administrator

e: i.macdonald@src.gla.ac.uk

t: 0141 339 8541

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

f: 0141 337 3557

Fiona Buckland – Student Volunteer Support Service Coordinator

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

t: 0141 339 8541

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

f: 0141 337 3557

Julia Tracey – Charities, Clubs and Societies Officer

e: ccs-officer@src.gla.ac.uk

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

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

**DEADLINE FOR SRC AFFILIATION
30TH JUNE 2012**

**(if you are not affiliated you will not be offered a stall at the Freshers' Fair)
Your club/society must affiliate for each new academic year, regardless of how long it has been affiliated.**

**DEADLINE TO SUBMIT A GRANT
APPLICATION IS
11TH JUNE 2011**