

DUSA



SOCIETIES

GUIDELINES



2019 / 2020

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Welcome from your VPSA!

Hello and welcome to the society guidelines! I'm Kellie, your Vice President of Student Activities - my role here at DUSA is to oversee all of our student societies and extracurricular activities. I'm your go-to person for any society questions you may have, but this handbook is here to help you in the running of your society and hopefully get your questions answered faster! It offers hints, tips and information on a number of issues, including banking, room bookings, fundraising and anything and everything else.

Hopefully, we've covered everything here, but if there is any other information you think we should include, please let us know and we'll add it!

If you have any queries, please don't hesitate to [email](mailto:vpsa@dusa.co.uk) me at vpsa@dusa.co.uk. You can also pop in and see me for any quick questions you may have on Mondays between 11:00-13:00, and Tuesdays between 13:00-15:00 at the Hive reception. If its something that may turn into a bit of a lengthy discussion, please email me to book an appointment.

Looking forward to working with you all throughout this year!

Kellie Ioannou

Vice President of Student Activities 2019-2021

Freshers' and (Re)Freshers' Fair:

The Freshers' and (Re)Freshers' Fairs are two of the biggest events for societies in the year. It's packed with stalls promoting the best aspects of the life of a student at the University of Dundee and is arguably the best two opportunities to attract new members to your society. The Fairs are held on the last Saturday of Freshers' and (Re)Freshers' Week respectively. With thousands of new and returning students attending both Fairs, it's your chance to showcase what you do and why they should be members!

To book your stall, visit the [members' area](#) on the DUSA website and complete the booking form under the Re(Freshers) tab as far in advance as you can.

Don't forget to keep up with the other events taking place in DUSA during Freshers' and (Re)Freshers' weeks on the DUSA: The Union [Facebook](#) and [Twitter](#).

Society Sign ups:

To protect your new members and your society, you **must** follow data protection laws. Any society putting student personal data at risk will be asked to leave Freshers Fair.

During Freshers Fair, you must either ensure **your data collection process** meets data protection laws or use **DUSA's online form**. Using DUSA's online form is easier and safer for your society and new members - we highly recommend you use this.

Whether you use DUSA's form or your own form, you will need a **privacy policy**. Your new members must to know how you are going to process and retain their data. If you do not have a privacy policy yet, we have created a template to help you.

- **Option 1: Collect Data USING dusa's online form**

If your society has a sign-up fee, make sure you clearly explain the cost, as well as how/when this payment will be taken.

- **Let your new member read your privacy policy**

You can provide this digitally or offer a physical copy, as long they have the time to read it fully.

- **Direct students to www.dusa.co.uk/fair**

Tell them the name of your society **as it appears** on this page and allow them to complete the

form. Shortly after completing this form they will receive a confirmation email, and you will receive an email with their contact details. (This will be sent to your official society address, for example: yoursociety@dundee.ac.uk)

With the high volume of sign-ups at Freshers Fair, this email may not deliver immediately. Ask your new member to check their emails later, and offer them your society email address so they can contact you if they have any questions.

- **Transactions must be recorded**

If you are charging a sign-up fee, you must keep record of this and provide the member a proof of transaction when they pay you. You will need to create a transaction record detailing the name of the member, the date they paid this fee, the cost of the fee and their email address. We recommend using Excel for this. Please follow the steps listed in Option 2 to ensure you secure your members privacy when creating the transaction record.

You should ensure you send email confirmation of the transaction following the freshers fair. This also confirms the email address your new member has provided you with is accurate.

- **Option 2: Collect Data Yourself**

IF YOU CHOOSE TO COLLECT DATA YOURSELF, YOU ARE RESPONSIBLE FOR ENSURING IT IS COLLECTED AS THE LAW COMMANDS AND REMAINS SAFE. DO NOT USE PAPER SIGNUP LISTS.

1. Keep DATA HIDDEN

Your new member **must not see any other individual's** personal data while signing up. Once the member has entered their details, the information should be protected from all other members who are signing up.

- **Create a digital sign-up form**

This should preferably be one they can access from their own phone. This safer for your new member, and environmentally friendly. Google Forms is recommended for this – you can also input your privacy policy into this! Please see the following example:

Please ensure you enter your UoD email address

Email address *

Valid email address

This form is collecting email addresses. [Change settings](#)

Full Name: *

Short-answer text

Year group *

- 1st year
- 2nd year
- 3rd year
- 4th year
- Post Graduate

Phone number (UK Only) *

Short-answer text

Privacy Policy

collect and store information pertinent to the processing of your membership with the Society. This policy explains how we obtain and process this information. We are committed to keeping our members informed of our policies and procedures. If/when we make amendments to this Privacy Policy, we will share this information with all members by email.

What information we collect about you (our members):

We begin recording data when you choose to become a member, and only use the information we have about you for the purposes of which it was intended and stated at the time of collection.

These purposes include:

- Maintaining our database of members (Name and contact information, including phone number, UoD email address and current year of study) to keep you up to date on society information.
- Financial purposes (Receipt of Membership Fee and Annual Ball payments)
- Events (Gaudie sign ups and Annual Ball)
- Advertising (Media taken during our events, shared on social media etc)
- Record keeping of complaints where applicable

How we protect this information?

We limit access of this information to only the Committee Members who need it for the

- **GET CONFIRMATION**

During the data collection, you must include a checkbox allowing the new member to confirm they have **read and understood your privacy policy**.

- **Only collect the data you need**

Do not ask for any information you do not need. For example: If it not essential to know someone's date of birth, then do not ask for it.

- **Transactions must be recorded**

If you are charging a sign-up fee, you must keep record of this and provide the member a proof of transaction when they pay you. You will need to create a transaction record detailing the name of the member, the date they paid this fee, the cost of the fee and their email address. We recommend using Excel for this. Please follow the steps listed in Option 2 to ensure you secure your members privacy when creating the transaction record. You should ensure you send email confirmation of the transaction following the freshers fair. This also confirms the email address your new member has provided you with is accurate.

Constitutions and Re-affiliation:

Once a year, we assess whether the working relationship between a Society and the Students' Association remains in the best interests of both parties. This is done via the re-affiliation process. It ensures that all the Society documents, such as constitutions, are on-file and up-to-date, as well as providing groundwork for the year ahead. The Society also submits details of its new committee during re-affiliation and its Annual Reports (financial records) to the VPSA and Clubs and Societies Coordinator.

Your Constitution lays out the specific aims and objectives of your group, and details all the rules relating to committee structure, election, membership etc.

It can be fundamental in sorting out internal disputes, clearing up confusion, and ensuring you are functioning in accordance with Dundee University Students' Association regulations.

- **Updating:**

We recommend that Societies update their constitutions at least every couple of years, but if the aims of your Society have changed, please make sure the constitution is updated as needed. A Society's aims can develop, and their constitution should reflect this.

- **Approval:**

Your members need to approve any amendments in your constitution at an EGM or AGM. Full details should be laid out in your constitution.

If a new Society wishes to start up to fill a gap that your Society used to fill, then it might not be recognised if your constitution does not reflect that change in your Society. On the other hand, if you're doing something and it's not in the constitution, there's every chance the VPSA will assume your most up-to-date copy of your constitution to be the one on your profile.

Elections and AGMs:

It is usually the responsibility of the President, Vice President and Secretary to organise your Society's Annual General Meeting, or AGM. Societies should aim to hold their AGM/election prior to the second semester exam diet.

Society committees must always be accountable to their members, much in the same way as a company to its shareholders; in both instances, they are invested in the future of the organisation. Annual General Meetings are the key mechanism for this.

- **Annual Reports:**

At an AGM, committee members present their reports for the year, and the membership has an opportunity to scrutinize these. This is fundamental in ensuring that members can be confident that a committee member has fulfilled the role expected of their position. It also provides an opportunity to celebrate the successes of the year.

- **Elections:**

The other side to an AGM is the election of a new committee.

To prepare for elections, you should:

- Inform your membership and the Societies Team of your AGM date in advance. The minimum advance notice should be stated in your constitution, and will usually be 14 days
- Review your Constitution and assess committee roles
- Along with the committee, choose a 'Returning Officer' for the election: an unbiased person to oversee the election, decide the rules and how the election is organised. If you're not standing for committee again next year, this could be you.
- Support your Returning Officer in the logistics of the election (e.g. booking an accessible room and publicising it to all members).

Voting Process:

All details of your chosen voting process should be detailed in your constitution. This goes a very long way to eliminating last-minute disagreements, particularly in cases of closely-fought elections. In the absence of any clauses in your constitution detailing voting process, the following is offered as guidance.

- **Consistency:**

One voting system should be used for the whole election. You should not change the way that voting is conducted for some positions (for reasons of consistency and transparency).

- **Who can stand or vote?**

Only registered members of the Society should be entitled to vote or stand for election.

You can set conditions on standing or voting, such as a length of time someone has to have been a member prior to the AGM, but again, all this would need to be in your constitution. As a constitutional amendment, this would need to have been voted on at a prior AGM or Extraordinary General Meeting (EGM).

- **On the night:**

- Before voting begins, Society elections often have speeches by all the candidates to the voters. These should have a maximum time limit (e.g. 1 min).
- Questions could also be asked to the candidates, but pre-agree to have a maximum number of questions (probably no more than three). The Returning Officer should oversee questions to ensure that they are consistent and not prejudicial towards one candidate.
- Candidates are entitled to vote too (even for themselves).
- Whatever voting procedure you use, voting should always include the option to 'Re-open Nominations' (RON) in voters are unhappy with the candidates. If 'RON' wins the elections that the election must be re-run at a later date. This would be done at an EGM.

- The Returning Officer should count the number the votes for each person and make a record of them. It's optional whether you disclose the number of votes to the candidates or if you just announce the winner.

- **Casting Votes:**

Votes should be cast either by:

A) Secret Ballot.

The fairest and most transparent way of voting as it's confidential and anonymous. A secret ballot is done by recording your vote on a ballot paper. There are two types of voting you can adopt when using a secret ballot:

1. Single Transferable Vote (STV).

- STV takes into consideration voters' second choices of candidates. This system is more complicated but it allows individuals to express their preference a lot clearer
- It can also take a lot longer to count the votes in this election

How it works:

1. Voters put a number next to the candidate in order of preference: so if you had 4 candidates you'd list them in order of 1, 2, 3, 4. People do not have to list all their preferences and may only want to vote for one person
2. A candidate is deemed to have won if they receive over 50% of the "1" vote (as they have received more 1st choice votes than all other candidates put together)
3. If in the first voting-round nobody receives over 50% then the person with the least number of votes is eliminated. All the votes that the eliminated person received are then transferred according to the voter preference on the ballot paper
4. This process continues until someone receives over 50% of the vote or, when only two people are left, the person who receives the highest amount of votes
 - If there are two positions available (e.g. two Social Secs) then make this clear on the ballot paper. When counting the votes, it is the people with the highest two votes that are elected

A typical ballot paper would look like this:

Treasurer	Vote (write 1-3 in order of preference)
Name 1	
Name 2	
Re-open nominations (RON)	

2. First Past the Post:

- Voters put a cross in the box next to the person they want to win. The person with the highest number of votes wins the election
- If there are two positions available (e.g. two Social Secretaries) then make sure you make this clear on the ballot paper

A typical ballot paper would look like this:

Treasurer	Vote (write 'x' opposite your choice)
Name 1	
Name 2	
Re-open nominations (RON)	

B) Show of Hands.

This is not the best type of voting because it's not anonymous. It's usually only suitable for small Society AGMs.

- If you're using this type of voting then the person with the highest number of votes is elected (there is no % of vote that is required)
- You should ask the candidate to step out of the room when voting takes place so that members are free to vote however they wish (but candidates should still have the opportunity to cast their own vote, even if it's for themselves)

- If there is more than one position (e.g. two Social Secretaries) these can either be voted on separately (for example Position 1 should be voted on, and then Position 2). Or, the runner-up of the election can be given the second position.

- **After your AGM:**

Celebrate your new Committee! Hold a big social after the AGM to congratulate those elected and thank those who were not successful — keep them involved for next year. AGMs are a great time for a massive social after getting everyone together!

Make sure you minute the meeting and email the results of the election to the VPSA at vpsa@dusa.co.uk. Make sure you include the UoD email address of the newly elected members too.

- **Handover:**

I recommend that all current committee members create a handover document that can be sent to your successors to cover the full ins and outs and your committee role. Try to make this document as comprehensive as you can, and again, feel free to email me with any questions you may have. Cast your minds back to when you first came into your committee roles and what your biggest tasks were to begin with and start from there.

- **Troubleshooting: Finding people to run for positions.**

Some Societies have a hard time finding committee members for the new academic year.

Some Societies are small; they may be made up of fourth year students and may not have first and second years to take over new positions. While the best strategy is to start recruiting in September and October, most groups do not think about new committee members until the second semester term.

Try out these steps to find new committee members:

- Gently encourage any committee members or society members that you have confidence in to take on more responsibility in the group. Encourage younger members to take on a leadership position
- Hold stalls outside of prominent student locations such as outside The Union or inside the library. Promote your Society and activities and hand out flyers advertising your committee position. Make announcements in the lectures of popular and relevant classes
- Email relevant Societies and academic schools to ask the secretary to send an advertisement for your position in their activities email or to discuss it at meetings. Ask if you can put promotional flyers around school campuses for your position.

Most importantly of all, remember that Societies provide great work experience for students and that you can advertise the position to people who have not been involved in your group this year. Lastly, reach out to the VPSA if you are nervous about finding new committee members or are struggling to get attention!

How to be a President:

The President is the person with the most authority and responsibility. As President, it is up to you to lead the Society. The role is essentially two-fold: communication and delegation. You will spend a lot of your time liaising with your committee, and possibly staff in the Students' Association, the University and elsewhere. The President is, more than anyone else, personally responsible for the conduct of the Society, and must ensure it is following its own and the Students' Association's regulations.

Being President does not mean you get to make all the decisions yourself. You should co-ordinate, rather than dominate the proceedings. Delegation is an important part of Society management. Fundamentally, the role of President is to get the best out of the committee and the Society, rather than doing everything yourself. You should endeavour to spread the workload fairly amongst all committee members; each covering their individual remit, and whatever else is necessary.

Key responsibilities:

1. Managing Change.

As a new and enthusiastic President/Chair, you will probably want to bring in some changes, some small and others which may be fairly fundamental. It is worth bearing in mind that people often find change very stressful — you will need to take your team with you, at a pace that is manageable, rather than force them to follow.

As Societies are run democratically, it is best practice to put any proposed changes to the vote. That way, you will have the backing of the majority of your committee and change will then be easier to manage. Remember to consult your constitution to see which changes are possible within the current governance, and which changes would require more fundamental reform.

2. Delegating Tasks.

Presidents/Chairs often feedback that delegation is the aspect of leadership that they are the

most worried about. Many Presidents/Chairs (unfortunately) try to do everything themselves or want to control all matters. This has the dual effect of leaving you exhausted — but also leaving the rest of the committee aimless and frustrated.

While it is the job of the President/Chair/Group Leader to liaise with the Secretary and the Treasurer regarding the overall running of the committee, you are not required to know, for example, how the Students' Association finance system works, or how to keep membership records. These finer details are embedded within your committee members' roles, but you should ensure that the committee know what they are doing. Encourage them to contact the Activities Team for help if they need it.

It is important when delegating a task to somebody to explain to them why they have been chosen. Ideally, they should have the skills and enthusiasm for the task. If they don't, they could work with someone else who is better skilled; or undertake some training.

Setting a good example is crucial. Presidents/Chairs need to ensure they complete their own tasks on time and be prepared to apologise if not. You also need to thank everyone for their contribution, no matter how small.

3. Motivating the Committee.

A President/Chair will always have the central aims of the Society or committee at the forefront of their mind — but this is not always shared by all the members. It can be particularly difficult to motivate the committee if you are low on numbers, if cliques form or if people are disheartened for some reason. However, there are lots of ways to keep everyone excited and motivated (see section on Problem Solving).

Being available to provide advice and support for members throughout the year where necessary is crucial in helping them feel motivated. Indeed, encouraging an atmosphere of thoughtfulness and care will make the committee a better place to be a part of.

Presidents/Chairs should encourage their committee members to tell them when something is going wrong. If you have a VP, liaising between disgruntled committee members and yourself may be a key role they could play. Open and transparent communication systems tend to mean that people feel motivated for longer.

Make sure you run team-building sessions and activities (see below for ideas) but also committee socials. These can be delegated to the Social Secretary, if you have one. Remember that, for the purposes of Society or committee's reputation and inclusion, socials shouldn't always involve alcohol.

Reward committee members whenever they do something to contribute. You don't need to buy gifts — just an encouraging word can have a positive effect.

4. Calling and chairing meetings.

Chairing committee meetings is a main activity of the President/Chair although it is usually the Secretary who pulls together the agenda before committee meetings, and writes and sends out the minutes afterwards. Meetings are the perfect opportunity to inject enthusiasm into the committee members and discuss what events are coming up, as well as a time to provide feedback on previous events and activities. It is important to learn what worked well, and what could be improved upon. It is also a brilliant chance to make sure everyone is able to have their say in an open and safe atmosphere, and that all members are having fun, practising their skills and developing their roles.

Stick to the agenda to keep the meeting on-topic, ensuring that relevant discussions take place, and appropriate decisions are made, and the meeting is run efficiently. Ensure all points on the agenda are covered, and that if they are not, a time is arranged to reconvene. Points to be covered and the date chosen to reconvene must be noted in the minutes.

Ensure all members have the opportunity to voice their opinions, whilst avoiding irrelevant small talk. No one person should dominate. It is the duty of the Chair of the meeting to enforce democracy and ensure that quieter committee members have a say. If it is a topic in which many people have a point to make simultaneously, it is a good idea to jot down their initials on some scrap paper as you go along so you can keep track of who is yet to speak.

It is essential in meetings that the President/Chair ensures all identified tasks are clearly delegated to someone or a small team, so as to fulfil the role of overseer of all activities. You must manage the committee members in a way that ensures they all pull their weight, and have a chance to get involved and demonstrate their skills.

It is also a good idea to make sure that everyone has a diary, or at least notes down what they are supposed to do and by what date. By doing this it reminds people what they are doing, but also allows you as a President/Chair to know things have been noted down by both the Secretary in the minutes and also by the individuals.

The President/Chair must pursue delegated tasks to ensure they have been carried out sufficiently, in meetings or in between. It is important to remember that the buck stops with you. Yet, by encouraging a vibrant committee spirit and making sure all members are properly trained, a feeling of empowerment and inspiration will serve to partially release the pressure resting on your shoulders.

Committee members must be aware that if they cannot complete a delegated task, due to other commitments, they must inform you, so that it can be re-delegated.

Post-meeting socials are usually well received. They will help your committee to bond and work well as a team. Communicate with your Social Secretary to arrange such events and ensure they are as inclusive as possible.

5. Risk Assessment/Insurance.

Those running a Society or committee have a 'duty of care' in law to ensure the safety of its members and any other people who may be affected by its activities and events. Anyone who creates 'hazards' needs to be responsible for managing them. So, it is crucial for Societies to be in control of their activities, particularly in relation to insurance. Find out more about this by emailing vpsa@dusa.co.uk

Problem solving:

Below are some suggestions that you can try if you feel that things aren't quite going as planned:

1. DUSA support
2. Committee bonding and re-training
3. Holding members to account
4. Rewarding members

- **DUSA support:**

If you are struggling at all with any aspect of leading your committee, come and chat to the VPSA and Clubs and Societies Co-ordinator. It's best to do this as soon as something looks like it might be an issue in the future.

It's natural to want to keep issues within the Society until it's necessary to ask for outside help, but in our experience the most successful resolutions are those where action (such as DUSA assistance) has been taken early on.

There's no shame in keeping the VPSA informed of what's happening, and we'd much rather help with something that turns out to resolve itself, than firefight later on.

- **Committee Bonding and Re-Training:**

Whether you are experiencing problems or not, it might be a good idea to think about having a bonding session, such as a Committee Development Day, to plan the semester ahead.

Get everyone enthused about the projects ahead and clarify everyone's roles and responsibilities on the committee and what is expected from them so everyone feels in the know and comfortable.

To start off the committee bonding training, why not run some games to get to know everyone a bit better? It would be great to plan these in between other exercises you run – like setting the constitution, strategic planning, team values and planning the semester ahead.

There are loads of creative things you can do – a simple Google search will give you lots of ideas.

Incorporate a fun activity into the day so everyone has a chance to talk socially and make friends. Snacks and soft drinks go down well if you are able to organise refreshments.

A) Constitution and roles.

Your constitution allows you to define the make-up of your committee and aims and objectives. But this is a starting point, and empowering your committee to define the detail of what they look to achieve over the year will mean they are more likely to achieve it.

You can decide the aims and objectives together: get out some big sheets of paper and thick felt-tips and break the committee down into little groups throwing out ideas of what they think your committee should be aiming to do, what the basic reasons are for existing. Then draw out the different committee positions and how they work together to achieve this — so that everyone writes out their roles and all the details that entails. This gives you a description of roles that everyone can sign and knowingly agree to what they are signing up to. This doesn't have to be too formal or off-putting, it just gives every committee member the security to know what responsibilities lie with them. If this differs markedly from what is in the constitution, you can look to amend it.

B) Team values.

In addition, set some 'team values' — values you think the committee share to make working together easy: e.g. phones off in meetings; listen to one another; don't be afraid to ask for help; be creative etc.

Remember, it is best if values come from the committee itself, so let them throw out these ideas, and from all the ideas formulate the list you then circulate to everyone. It might be best to do this in small groups that feed back together.

C) Plan the semester ahead.

As mentioned already, the role of the President/Chair is to think of the bigger picture and to co-ordinate all the activities of the Society or committee. However, your committee members will be so much more on-board if they are the ones driving the vision. Ask your members what they would like to see their Society committee provide for them, why did they join in the first place?

Perhaps go back to basics and run an exercise to get everyone thinking creatively about the semester ahead and plan what you would like the committee to achieve. Set goals and targets, plan dates of socials and think about how everything you do can be inclusive and welcoming.

- **Holding Members Accountable:**

A) Hold to account through discussion.

A great product of creating team values and going through everyone's assigned roles together is that you know that each committee member is fully aware of what is expected of them. Therefore, if you or any other committee member feel that others are not upholding their role or the values, you can hold them to account by discussing this with them, but not in a public or personal way.

Focusing on undesirable behaviour rather than the person stops discussions dissolving into an argument. Discussion should be based on specific constitutional points, or team values. This depersonalises the process. It is important that the committee feel comfortable enough to raise (in confidence) when they feel others are not contributing what they should, and you should make everyone aware of this from the start.

If previously assigned tasks are not completed, apologies should be raised in meetings, or in discussions, so tasks can be taken forward and a 'no blame' culture is established. After an apology is given, a way forward should be found e.g. "Sorry, I had a deadline — the minutes will be done in three days next time."

B) Be positive!

The best thing to do is to think about the future after issues have been resolved. This process will only be successful if everyone is willing to put all the previous bad feeling and incidences behind them and move on.

The best way to attack a new semester is with enthusiasm, boosting up the members of your committee. If you are not excited about the challenges, aims of the group and events ahead, no one will be. YOU can turn this around.

- **Rewarding Members:**

You can never say 'thank you' enough as a leader. As you are not able to give financial awards, there might be other things you can do, like bringing cakes to a meeting or getting the VPSA to provide committee certificates to everyone at the end of the year..

Don't forget to apply for the Dundee Plus Award for yourselves and get involved in the DUSA Annual Awards too! This aims to recognise the hard work of as many Societies and their committees as possible: not only for the winners; but with a special evening for all nominees. Every Society can nominate themselves, so keep a look out for nominations opening.

- **Conduct Appraisals:**

Conduct (at least once a term) a 'one-on-one review/appraisal' with each committee member, providing them feedback as well as accepting feedback on your own performance, and offering constructive criticism or helpful assistance where necessary. Remember when conducting appraisals that committee members are volunteers and the aim is to improve their experience as well as that of the society as a whole.

How to be a Vice President:

Your job is to help the President on an operational level – while they lead the development of the club or society, you make sure things are operating as they should. You'll also need experience of what the society does, a strong belief in the aims of the society, and a comprehensive understanding of how societies operate within the Union.

Key responsibilities:

- Know everything the chair does and support them every step of the way
- Make sure your committee members know what they're doing
- Be impartial
- Understand all of the committee roles and adapt to support other roles accordingly
- Helping the President with anything they're up to and stepping in to lead when they're not available

The Vice President doesn't have any *specific* role so it's really important that you talk with the President and the rest of the Committee to outline exactly what you both want and need to do for the committee.

Read through the How to be a President section above (especially the problem solving part) as most of this will be relevant to you too!

How to be a Secretary:

The Secretary is the backbone of any student group and ensures that everything runs smoothly, both in terms of administration and communication. This guide aims to provide you with a few pieces of key information to help you along your way.

The secretary is responsible for the Society's non-financial administration, covering important procedures such as room bookings and making sure minutes are taken during meetings. They are also responsible for administering any elections. The secretary should make sure that the membership lists are complete, accurate and up to date. This includes names, contact details, whether the member has paid their membership fees etc.

- **Meetings and Agendas:**

An agenda is a summary of the points to be discussed at an upcoming meeting. Every meeting should have one drawn up and disseminated in advance, usually via email or newsletter. This allows all members to prepare, and is particularly important if there are any controversial issues to be discussed. If you have an issue that strongly divides opinion, you're much more likely to reach a consensus by the end of the meeting if no-one feels ambushed and ill-prepared. Here's an Example Agenda:



Dundee University Students' Association
Reason for meeting
Meeting
Date, Time, Location

Chair of Meeting:

Name, Committee position (First and last name initials)

Apologies:

Name, Committee Position (First and last name initials)

Attendees:

Name, Committee Position (First and last name initials)

Agenda

- 1.
- 2.
- 3.

For discussion:

- 1.
- 2.
- 3.
- 4.

AOCB:

(any other competent business – this is for last minute topics that have come up after the creation of the agenda)

- **Timescales:**

- a) General Meetings: Notice shall be issued at least 7 clear days in advance to committee members.
- b) Annual General Meeting (AGM): Notice shall be issued at least 14 clear days in advance. Notice shall be given through email to the membership and a facebook event.
- c) Extra-Ordinary Meetings (EGM): Notice shall be issued at least 7 clear days in advance of the meeting being held. Notice should be given through emailing the membership and a Facebook event

- **Minutes:**

You should write up a brief minutes document at every meeting your Society holds. This is essential for the end- of-year reporting and will help you keep a record of any decisions or action points made during meetings. Minutes are a useful way of allowing your committee members to keep up to date with what their responsibilities are and should also be at hand should any of your Society members wish to view them. This is to ensure accountability and transparency in the running of all DUSA Societies.

Taking minutes involves typing up a short but precise and accurate summary of what was discussed in the meeting and including (most importantly!) the action points which were decided, and who needs to carry them out. Minutes shouldn't be a transcript of what everyone said.

You'll also need to email the minutes out to other committee members, preferably within three days of the committee meeting.

- **Emails:**

It is important as secretary of the Society to keep up with the correspondence and regularly check the email address which you have chosen to provide on the website. It is likely that people visiting the site will email in to find out more about your Society, approach you about potential projects and ask for various pieces of general information about your Society and its

activities. Bear in mind that any correspondence from DUSA will likely come to the matric-number email addresses of the office-bearers which were given at the time of re-affiliation in March.

Correspondence is crucial to keep a track of as it can be essential in tracking important discussions and information.

- **Creating mailing lists and sending group emails:**

A mailing list can be created to easily contact your members, however, you MUST ensure that you always Bcc everyone when communicating – it is a breach of GDPR for everyone to be able to see eachothers emails. See 55 for more GDPR information.

- **Room booking /events:**

- As the Secretary, it is your responsibility to book rooms for committee meetings. These meetings can take place wherever you please, but I would recommend having the meetings either in DUSA or the Library.
- To book rooms with DUSA, head to: <https://www.dusa.co.uk/get-involved/societies/members/>
- To book rooms in the library, head to: <https://libcal.dundee.ac.uk/booking/mainlibrary>

- **Constitution:**

This lays out the specific aims and objectives of your group, and details all the rules relating to committee structure, election, membership etc. As with all important documents, the Secretary should take responsibility to make sure this is up-to-date and available publicly.

How to be a Treasurer:

The Treasurer is responsible for the financial administration of the Society, including money, and keeping accounts in order. This can be one of the most important and challenging jobs in any Society; though also potentially the most rewarding.

Treasurers are responsible for the fiscal state of the Society for that year. If accounts aren't kept in proper order, or if money starts going walkabout, the Treasurer and the other office-bearers could find themselves, and their Society, in a whole heap of trouble. In addition to this guide, we'll be running training to help you keep on top of all this.

If you have just taken over as Treasurer, make sure you get all the necessary paperwork from the outgoing Treasurer and try to have a handover so that any ongoing issues are explained to you, e.g. details of any outstanding bills still to be paid and payments not cashed/banked. You should be given:

- Access to your Society's financial spreadsheets
- Receipts from previous year
- Bank statements/Society account transaction lists
- A cash box

As Treasurer, you should keep detailed notes of ALL finances coming in AND out of the account on an excel spreadsheet. You should include:

- **Payment date**
- **Amount**
- **Payment reference**
- **Who authorised the payment**
- **Total in the account**

- Here's an example one:

Date	Money In	Reference	Money Out	Reference	Total
7/11/17	//	//	£380.00	Corrie Fee Bus Payment	£3,527.87
9/11/17	£2,705	Ball Payments	//	//	£6,232.87
23/11/17	//	//	£150	Band Deposit for Ball	£6,082.87
24/11/17	//	//	£100	Peachsnaps Photos (Pub Crawl)	£5,982.87
20/12/17	//	//	£100	Pick 'N' Mix Deposit for Ball	£5,882.87
28/12/17	£0.49	Interest	//	//	£5,883.36
3/1/18	£2,410.97	Physical Ball Payments	//	//	£8,294.33
25/1/18	//	//	£300	Ceilidh Band	£7,994.33
25/1/18	//	//	£100	Peachsnaps Photos (Ceilidh)	£7,894.33
30/1/18	£8,040	Eventbrite Ball Payments	//	//	£15,934.33
30/1/18	//	//	£7,000	Hotel Payment (1/2), Aberdeen Altens Hotel	£8,934.33
30/1/18	£200	James & Céline Ball Payment	//	//	£9,134.33
30/1/18	£6,395.00	Physical Ball Payments & Pub Crawl Money	//	//	£15,529.33
30/1/18	//	//	£100	Gaudie Money	£15,429.33
2/2/18	//	//	£120	Peachsnaps Photos (Revenge)	£15,309.33
2/2/18	£532	Ceilidh Eventbrite Money	//	//	£15,841.33
7/2/18	//	//	£250	Ball Photographer	£15,591.33
8/2/18	//	//	£6,599.30	Hotel Payment (2/2), Aberdeen Altens Hotel	£8,992.03
8/2/18	//	//	£595	Ball Band Payment	£8,397.03
12/2/18	//	//	£2,400	Ball Buses	£5,997.03
13/2/18	//	//	£549	Pick 'N' Mix Payment for Ball	£5,448.03
					£5,448.03

Banking:

As a DUSA-affiliated society, you are required to use the banking service provided by DUSA. The society bank account is a single account held with the Royal Bank of Scotland, with the money of the individual societies managed through SAGE Instant Accounts to ensure the money belonging to your society is kept separate from that of the rest of the affiliated societies.

If you have any questions about society banking, please contact Ann Brown, our Clubs and Societies Coordinator by [email](#) or attend one of her regular drop-in sessions.

- **Registration:**

As with any other bank account, you have to be registered to be able to authorise transactions on your society bank account with DUSA. We recommend that as a minimum you have the President and Treasurer of the society registered, but you can have as many of your committee members as you wish registered on the account.

To register, please visit the [Society Members Area](#) of the DUSA website. Choose the Banking tab, follow the instructions on uploading an image of your matriculation card and signature, complete the form (ensuring you choose the correct year of responsibility – 19/20), tick the boxes and submit. If there are any issues we will get in touch – otherwise consider yourself registered!

Remember: you need to re-register at the start of each academic year!

- **Transactions:**

DUSA provides your society with the same services that you would get with any other bank, both on the high street or online. The key benefit being that it is much simpler to register with DUSA banking.

- **Cash:**

To pay in or withdraw cash (funds permitting) for your society, attend one of the society drop-in sessions with Ann, or [email](#) her to make an appointment.

- **Cheques:**

If you need to pay in a cheque, firstly please ensure it is made payable to 'Dundee University Students Association'. Follow the above guidance for paying in or withdrawing cash.

- **Transferring money:**

If you are having money transferred into the society bank account, please use the following bank details:

- Sort code: 83-18-38
- Account Number: 00119448

Please ensure that a reference, **with the name of the society included**, is given for the payment so it can be tracked, and [email](#) Ann with the details of the payment (including amount and payment reference).

If you do not send notification of a bank transfer, there may be a delay in getting it attributed to your society bank account.

- **Making payments:**

Just as money can be transferred into the society bank account, payments be made out of the account.

If you want a payment to be made, whether to pay an invoice or to reimburse a society member, please [email](#) Ann with the following details:

- Name of society
- Name of recipient
- Amount to be transferred
- Recipients sort code (six digits) and account number (eight digits)
- Any specific reference (default reference will be the name of the society prefixed by DU)
- Invoice attached to the email (where relevant)

Once the above information is received, the payment will normally be processed and receive second authorisation within two working days. The payment can then take up to three working days to reach the recipient, so please ensure all payment requests are made well in advance.

- **Bank Statements:**

At any time, you can request a bank statement through Ann, by [email](#) or requesting one during a society drop-in sessions.

Bank statements provided by DUSA will only show the transactions made through DUSA.

Your Treasurer **MUST** keep detailed notes of everything that comes in and out of your DUSA bank account. We can only see the online transactions you make and it's the sole role of the treasurer to provide us with your financial records, including how withdrawn cash has been spent. The financial records of the society will need to be submitted as an Excel document for society reaffiliation and funding applications.

Fundraising:

Your society can do almost anything you want to raise funds, whether for the society or for charity (don't forget RAG!). We can help by providing you with a suitable venue, the technology you need, or other resources such as donation buckets.

Here are just a few ideas of raising funds for your society:

- **Membership Fees:**

All DUSA-affiliated societies **must** charge its members an appropriate annual subscription, the minimum amount being £1.00 per member. The level of subscription must be agreed upon at a quorate General Meeting of the Society (DUSA Bye Law 5, section 6.9)

- **Events:**

There are a range of different fundraising events that your society could host, either individually or in partnership with other societies – for further ideas please see the DUSA Fundraising Guide.

- **Bake Sales:**

The best way to turn your baking skills into some money! You can organise bake sales outside The Union (contact me), or in the library (ask library staff about the bookings and availability). Before you can hold a bake sale, you must complete the DUSA bake sale training – see the section on training for more information.

- **Bar Events:**

Another easy way to earn some money! Pub quizzes, Bingo nights, Acoustic and Open Mic nights – all you need is an idea and a plan how to bring people to the bar. Contact me if you want to use this opportunity!

- **Film screenings:**

It is illegal to screen a film to an audience (regardless of whether they are paying or not) without a screening license. You can be reported to the distributing company, who will take

legal action against you and/or your Society. Firstly, you must find out which company or studio distributes the license for your film. You can do this by searching the BBFC (British Board of Film Classification Website). You will then have to contact the studio either directly or through the Filmbank. We get our films from Filmbank: the costs of films are outlined here: <https://www.filmbankmedia.com/licences/stsl/> alongside how to apply for a single title license. They will require details regarding your venue capacity, date and whether or not you intend to charge an entry fee. You will need to pay for a license even if you do not charge the fee.

Licenses can cost from £96 to £120 each. The Filmbank allows for you or your Society to pay an invoice after the screening but certain studios will require their payment beforehand. I recommend that you do charge for your screenings in order to make up for the cost of the film license!

Unless your screening is followed by an academic discussion, led by a professional in your chosen field, in line with an official curriculum, you are not exempt from paying a film license. Academic screenings will still require acquire a license but simply do not need to pay for it.

Insurance:

- **Public Liability Insurance**

Where possible, the DUSA would seek to provide Public Liability insurance cover for Society events.

Public Liability insurance covers injury or damage to people or property as a result of negligence, however, does not automatically cover everything that you do, and is linked in with risk assessment activity. It is therefore very important that you look at the information on Risk Assessments, and potentially contact DUSA's Health, Safety and Risk Manager (skingston@dusa.co.uk) or DUSA's Operations Manager (cgourley@dusa.co.uk).

Society members must also be aware that this insurance does not cover personal accident or injury, or damage/loss of Society equipment. This cover can normally be obtained from any high street insurer.

- **Travel Insurance**

If your group is planning a trip abroad, members/participants should take out personal medical insurance. A European Health Insurance Card (EHIC) can be obtained from any Post Office and provides the most basic medical cover abroad. This ensures that anyone falling ill will be treated, but they will be invoiced for the cost of the treatment. However, members are strongly advised to take out travel insurance as this covers medical insurance, including medical expenses, repatriation, etc., as well as other risks.

- **Risk Assessments:**

Risk Assessments are ongoing and should identify the hazards/ risks or dangers associated with your activities, and how you intend to reduce those risks. It is also an opportunity for you and your group to raise awareness of the danger and risks of your activities to everyone involved, including the Students' Association who support your Society.

There are two types of risk assessment:

1. Generic risk assessments should be completed each year for the normal activities that are common to the Society. They are the responsibility of the President and should be submitted to the VPSA.
2. Specific risk assessments should be completed for special or one off events and trips and should be completed by the organiser of your event three weeks prior to it taking place.

There are four basic steps to risk assessment:

1. Identify the hazard. Work out how people could be harmed — it is easy to overlook some hazards and other members should be involved in this process.
2. Decide who might be harmed and how. Be clear about who may be harmed — identify groups of people, don't list names.
3. Evaluate the risks and decide on precautions. Decide what to do about the risks — how could they be controlled? Look at what you are already doing and think about what controls you have in place. Involve your members so that you can be sure that what you propose will work in practice.
4. Record your findings and implement them. Keep it simple. Show that a proper check was made; you asked who might be affected; you dealt with all the significant hazards; the precautions are reasonable.

If the result of the hazard and risk coming together is significant, the risk must be controlled or the activity should not proceed.

Contact the VPSA at vpsa@dusa.co.uk for a template.

- **Example risks to consider:**

This is not an exhaustive list:

- Breach of confidentiality
- Fire
- Anti-social behaviour (drug, alcohol, substance related)

- Client or volunteer abuse (physical, emotional, financial)
- Slipping/tripping hazards (e.g. poorly maintained floors or stairs)
- Hazardous materials spill or release
- Utility outage
- Mechanical breakdown
- Electrical hazards (e.g. outlets, appliances, switches, etc)
- Elevated surfaces (e.g. working at height, falls from cliffs, etc)
- Loss or damage to property
- Theft, misappropriation of funds, fraud
- Insufficient or unsuitable space
- Inappropriate lighting
- Inadequate ventilation
- Inhalation of dust
- Difficult communication – weather/distance
- Falling debris
- Lack of shelter
- Separation of group members
- Getting lost
- Extremes of weather
- Lack of information, training or instruction
- Poor activity planning or preparation
- Poor activity delivery or organization
- Ignorance of rules and/or procedures
- Lack of appropriate first aid equipment and experience
- Medical conditions of participants
- Poor safety control from group leaders
- Poor safety awareness from participants
- Lack of cooperation within the group
- Low level of physical fitness/strength
- Transport to and from your activity
- Food poisoning

- Heavy equipment
- Equipment in unsuitable condition

In addition to risk assessments, groups who organise trips are required to provide a trip list and disclaimer forms from the participants/members where appropriate. The VPSA should be informed of any society trips coming up where flights are involved.

Societies Funding Panel:

If you still find your society needs an extra boost in funding, you can apply to receive funding from DUSA to support your activities. The Funding Panel is convened by me and consists of the two Societies Representatives on the Student Representative Council and five ordinary members elected by the Societies Council. To apply for funding, you must submit a Funding Application via the [member's page](#) on the DUSA website, choosing the Funds/Fundraise tab. You must have a DUSA bank account to apply for funding.

During the 2018/19 academic year, the VPSA submitted an application to permanently increase the society funding budget. The DUSA Finance Committee's agreed to this, but as part of this change, the committee and DUSA Board of Trustees stipulated that more control and regulation had to be put into place on the way society funding was awarded.

To adhere to the stipulation, a new model for the Society Funding Panel was proposed this year and was accepted by the Board of Trustees. The new model makes changes both in terms of the process of society funding, and in the membership of the panel.

- **Funding Panel membership:**

- Vice President – Student Activities (Chair of the meeting).
- Two Student Representative Council (SRC) Society Reps – elected at first Societies Council of the academic year.
- Five Society Funding Panel Members – elected at first Societies Council of the academic year.
- One other sabbatical DUSA Executive Officer – this person will be the Officer who sits on the DUSA Finance Committee and cannot be the DUSA President.
- One senior member of the DUSA Finance Team (non-voting).
- One member of the University of Dundee Student Funding Panel (non-voting).
- Clubs & Societies Coordinator (non-voting) – they will record the outcomes of the meetings and provide administrative support to the panel.

Each society must only have one representative amongst the seven funding panel members. If a society represented by a student member of the panel applies for society funding, then they will be excluded from the decision-making process.

- **Funding Applications:**

To apply for society funding, a member of a society committee must complete the online application form through the [Society Members Area](#). The application currently consists of the following fields:

- Name of society
- Society contact email
- Name of person applying for funding
- Position on society committee of person applying for funding
- Society annual membership fee
- How many members the society currently has
- Estimated number of people attending event
- Event entry fee
- Does your society have a DUSA bank account?
- Total amount of funds in society bank account
- Total amount of cash in hand (petty cash)
- Up to date bank statement
- Total amount of funds requested
- If funding is awarded, when do you expect to have spent these funds?
- Evidence of fundraising
- Any other supporting documents
- Detailed breakdown of costs in funding's purpose

Societies are expected to provide a full breakdown of the costs in which they are applying for funding to cover. You should provide evidence of these costs, and where necessary, provide three quotes when applying for funding for transportation or accommodation. You should also outline **when** you expect to have spent the awarded funds by – you shouldn't make a speculative application to fund events across the year.

Societies will often discuss their intention to apply for society funding with the VPSA or Clubs & Societies Coordinator prior to submitting their application in order to clarify what details they need to include and how much detail they should provide. Societies are advised that they need to show proof of past fundraising to be eligible for funding and are asked to include thorough records of finances. The society needs to show that this money will be spent in a way that will make a difference to their students.

- **Awarding Funds:**

The funding applications, once submitted, are sent directly to Ann and I, and we then review the application to ensure it abides by Bye Law 5 (Clubs and Societies) guidelines:

- Funding spent on furthering the society and engagement of members
- Not spent on alcohol

If Ann or I note any discrepancies, non-compliance with Bye Law 5 or a lack of detail, we will request that the society amend their application accordingly. Once we have confirmed the application is in compliance with Bye Law 5 and received all information that is required, we will submit it to the Society Funding Panel for review.

Should a panel member feel more information was required or have concerns, they will raise them through commenting on the individual funding application. I would then respond and, depending on the issue raised, would take further action - this can range from requests for more details from the society, to clarification on expenditure.

Once all panel members have no further queries, they will indicate whether they support the application or not.

- **Funding Thresholds:**

For all applications of less than £1000, the relevant documentation will be shared with the panel members, a discussion will take place and a decision will be made. If the decision of the group online is not unanimous, this would be passed to the monthly meeting of the panel.

Applications of £1000 or more; repeat applications; or those not unanimously awarded will be discussed in person at a monthly meeting of the Society Funding Panel. **Applications of £1000 need to be submitted two weeks prior to the meeting date** to allow them to be submitted to the panel members for review, allowing time for any further information or evidence to be gathered from the society if requested by the panel. If the evidence is not received in time, the application will not be discussed at the panel meeting and would need to wait until the next panel meeting. All societies will be reminded of when the funding panel meetings will take place, don't worry!

- **Society Funding Panel Decision:**

Following a successful application, I will request that the money is transferred from DUSA to Societies Bank Account and will inform the society that they have been successful in their application. On receipt of the transfer into the society account, the Clubs and Societies Coordinator will credit the funds to the society account on SAGE.

Should the panel reject a funding application, I will collect anonymous feedback from each panel member and communicate this to the applying society. Depending on the reason for rejection, the I'll provide guidance to the applying society to make their application more successful, and the society can then apply again - ideally while addressing issues raised by the panel.

If societies are thought to be abusing the funding by applying multiple times throughout the year, the funding panel will discuss whether it is appropriate to award any more funds to the society.

- **Funding Panel Guidelines:**

The panel cannot fund:

- Society balls/purely social events
- Charity events
- Alcohol
- Full travel costs
- Full accommodation costs
- Something that does not benefit the full society (i.e. only benefits 1 or two members of the society/committee)
- Something that is not related to the purpose of the society

Societies Council and SRC Reps:

The Society Council meets monthly throughout the year (usually the last Wednesday of each month) to discuss issues of common interest, share information with you, and to affiliate new societies! All DUSA-affiliated societies can send a representative to Societies Council meetings (or more if you wish, but you only get one vote per society!). I'd recommend that the President as a minimum attends these meetings.

Meetings are chaired by myself and held in Air Bar on Level 4 of DUSA, with dates and agenda of upcoming meetings posted on the [Society Support page](#) on Facebook and emailed out – if you haven't asked to join, do it now!

If there are any items you would like to see on the agenda for the Society Council, please let me know by dropping me an [email](#).

At the first meeting of the year, the votes will be held for two SRC (student representative council) reps, and the additional five members of the Society Funding Panel.

The elected SRC reps will attend meetings of the SRC council, which are held four times per semester, to represent the interests of the Society Council and all DUSA-affiliated societies.

If you are interested in becoming an SRC Rep or member of the Society Funding Panel, please contact me via [email](#).

Booking a space for an event or meeting

- **DUSA:**

DUSA offers a range of different spaces to meet the diverse and wide-ranging needs of the student body, affiliated societies and sports clubs – whether you want a regular meeting, rehearsal or performance space, to hold your AGM, or have a stall to promote your society.

To book a room or stall in DUSA, or to book Bonar Hall, please complete the online booking form on the [DUSA Society Members](#) area, under the Book a Venue tab. Due to the demand on rooms within DUSA, please provide as much notice as possible for bookings, and ensure you receive a confirmation of your booking before promoting your event.

Along with providing you the space for your event, DUSA can also provide catering and bar facilities for your events – for more details, send me an [email!](#)

- **University of Dundee:**

To book a room with within one of the university buildings, please complete the [student request form](#) on the University of Dundee website. You will also find a catalogue of bookable room on the site. University of Dundee request at least 48 hours' notice for all room bookings.

Promotion of your society and events:

DUSA offers societies a range of different ways to promote both your society and specific events you are holding.

- **Societies' book:**

This is your first chance to introduce the society before the Freshers' Fair. The booklet will be circulated all year round – during Freshers' and ReFreshers' weeks, University Halls, University Open Days and is always in The Hive and Enquiry Centre so people will be able to know about you before even coming to Dundee!

- **Stalls at The Union:**

Holding a stall at DUSA provides your society with another great opportunity to publicise the society and events you're holding. Most of the time, the stall will be located outside the level 2 reception or in front of the building. See section on Booking a Space for details how to book.

- **Posters and flyers around campus:**

Posting and flyering around campus is a tried-and-tested method of promoting your events. It is important to put effort into a design that would send a clear message and contain all the necessary information. Just ensure that you receive permission from DUSA and/or University before filling campus with your posters (and remember – no metal pins to the trees or tape! Stick to using cable ties and string). Any advertising/promotion within DUSA should be approved by the [Vice President of Communications and Campaigns \(VPCC\)](#).

If you need any help designing or printing materials, contact me – design requests should be made 8-10 weeks in advance, and print requests 3 weeks before the posters have to be up.

- **Screen Ads:**

Societies are encouraged to promote themselves and their events on our screens throughout the building (opposed to small posters). This is easy to do - contact the [VPCC](#) via email requesting for your ad to be displayed on the screen and attach the ad to the email.

The image must be in landscape perspective, 1080x1920 pixels. The screens in DUSA operate on a loop cycle, so ensure that you don't overload the advert with text. Stick to the basics of what you are advertising, i.e. name of your society/logo, name of the event, time, date, location and cost.

- **Utilise online presence:**

Just creating a website or a social media page is not enough – you have to keep being active.

Let everyone know what the society has been up to, post information that is not directly related to the society's activities but may be interesting for the members. Creating the event page for your events is also not enough – make as many people as possible invite their friends, share the page and change the profile/cover photo. Make sure both the society and the event are all over the Internet.

You can also now add your events to the DUSA website! Here's how to do it:

1. Go to <https://www.dusa.co.uk/events/societies>
2. Enter an event title - no more than 25 words e.g. Society Pub Quiz
3. Enter a description - no more than 200 words e.g. Join us for a pub quiz with £100 worth of prizes to be won and help our society to fundraise.
4. Enter a start date and time
5. Enter an end date and time
6. Upload an event image - this must be 1920x1080px and in JPEG format
7. Enter an event category - this must be Society event
8. Enter an event tag - this will be the location (Floor 5, Air Bar, etc)

9. Venue details will always be pre-set to DUSA | The Union

10. Organiser must be set as Society

11. Enter an event website e.g. Link to a Facebook event

12. Event cost - if there is one

13. Click submit event

This will submit the event into a Pending Review status. Until it is reviewed, it will not go live. Before putting the event live, please ensure that you enter an excerpt no more than 25 words.

- **Press Releases:**

If you have planned a major or unique event, then why not contact the press?! A well-placed press release can do the same work as hundreds of posters. You must contact the [Vice President of Communications and Campaigns \(VPCC\)](#), who will be more than happy to walk you through the process and put you in touch with the right people.

- **E-mail:**

This is one of the most effective ways to keep people updated. You can send information, newsletters and simply organise everything via e-mail. A good idea is to keep all the paper trace in case some misunderstandings arise. We strongly encourage you to use your @dundee.ac.uk shared mailboxes – it is connected to your (and fellow committee members') university's e-mail account and makes the society look more professional. It also means that you'll never lose access to the account during committee handovers as a password isn't attached to the account (it's still safe, I promise – it's just linked to your UoD account). It is very easy to set up – just e-mail me with your name, position, matriculation number, university e-mail address and what address would you like your shared mailbox to

have. We will sort the rest for you. **Once you've sent in the request to me, you can access** your shared mailbox by following Microsoft's guidelines [here](#).

You should also make sure you're on my societies mailing list – if you aren't receiving emails from me around once a week, it means you're **not** on my list. Send me an email to let me know and I'll get you added on!

- **Website:**

Make sure your society is listed on our Society A-Z. This is where new students can discover your Society and become members. You will need to provide a timeless society description (by 'timeless' we mean content that will be accurate all year long. i.e. do not mention upcoming events, as this will soon become out of date). You will also need to provide an image to represent your society (landscape), and links to any social media channels you have. Send this over to either myself or [Craig Brown](#).

- **Social Media:**

Create pages or groups on Facebook (pick one – having multiples is highly confusing for an outsider!), tweet; use Instagram and Snapchat! This is the least time-consuming means of communication, but it should be used wisely and be constantly updated. There is much more content freedom than in an ordinary website, so you can post not only about your own society but more broadly too. Start discussions and share your thoughts. For a lot of (not all!) students, social media is the main way to show off what your plans are and what has been happening in the society.

Remember – whilst you may operate a closed group for society members, content can be shared outwith the group so ensure all members act in a responsible manner at all times.

- **Mail:**

The post, whether letters or packages, your society receives should be directed and delivered to DUSA. This is so that any member of your society's committee is able to collect the mail at any time throughout the week. All the mail must have the society name on it, not just a named person – if the society name is not on the post, we will open it to check.

All mail will be stored in my office - please check on a regular basis whether you have mail.

Any post will also be taken to the Society Council meeting, so you can check there.

We will not notify you if you have post unless specific requests are made to me - for example, if you are expecting a package. All post will be kept for the duration of the academic year with any unclaimed post securely disposed of at the end of the academic year.

The address is:

Dundee University Students' Association

Airlie Place

Dundee DD1 4HP

- **Making your society inclusive:**

DUSA is committed to ensuring equality, diversity and inclusion in all our activities and as Society, you all have a role to play in upholding these values. This isn't about box ticking, it's about ensuring that as many students as possible can benefit from the amazing opportunities you can offer and in return you can benefit from the wide range of experiences and skills those students bring to your group.

As student leaders it's important you set a positive example to your members by treating others with respect, discouraging discriminatory behaviour, and engaging with training and learning opportunities around equality and diversity.

Being part of a Society can be the highlight of your time at university but barriers to participation may leave some students feeling reluctant or unable to get involved. It can be hard to identify barriers, particularly if you haven't faced them yourself, so below are some examples of situations which may cause some students to feel excluded or unwelcome.

Alcohol-based events: When organising a social it can be easy to default to holding it in a pub, bar or club - however, this may exclude some students, for example those whose faith forbids them from drinking alcohol or students with young children who can't get childcare. This doesn't mean you can never host an event which involves alcohol, simply that it's worth considering mixing things up with other types of events like meals or activities.

Lack of planning: It's always good practice to plan ahead but failure to do so can make events inaccessible for some people. Communicating your plans in advance can also make new members and students with anxiety feel more confident about attending because they know what to expect.

Lack of diversity in leadership roles: Having a diverse leadership team in your Society is a key way of showing your members, particularly those from marginalised groups, that they are part of your community. If your office bearer team is not reflective of your Society's membership it may be worth exploring what you could do to encourage a wider range of people to stand for those positions, particularly as diverse leadership has been proven to have a positive impact on organisations' performance.

Regular high-cost activities: It's inevitable that some Societies will be more expensive to be a member of than others and as Office Bearers you don't want your members to miss out on great opportunities like trips abroad and socials. High-cost activities can exclude low-income students or those who have other financial commitments like student parents, so if these are a regular part of your Society's activities it's worth considering what you can do to support these students in taking part. There may be additional funding available through DUSA to support this, or you could set up a payment plan so members don't have to pay in a lump sum.

Harassment: Low-level harassment — particularly sexual harassment - can often go unchallenged because people believe it's 'just a joke' or 'normal'. However, it can make some students feel uncomfortable attending events and unwelcome in a Society, so as office bearers it's important you take responsibility and call-out behaviour like non-consensual groping and cat-calling whenever you see it. You can also take the lead by modelling the behaviour you expect of your members. DUSA conducts Zero Tolerance Training annually to train committee members in what is and isn't acceptable. **If you become aware of any ZT breaches, contact the VPSA.**

- **So what can you do?**

Take responsibility: Making one member of your Society committee responsible for these issues ensures they remain a priority and members know who they can talk to if they have any concerns.

Set expectations: When new members join your Society in September it's a great opportunity to outline your values and set reasonable expectations around members' behaviour.

Celebrate diversity: Throughout the year, there are various History Months - Black History Month, Disability History Month, LGBT+ History Month and Women's History Month. Celebrating these can show your members and other students that you care about diversity.

Listen and learn: If in doubt, listen to your members and ask them what more you could be doing to make them feel welcome and included.

Contact the VPSA.

Training:

Throughout the year, I'll offer training opportunities for society members. Whilst all of these opportunities are voluntary, you may be required to attend a training session before we can allow you to be involved in an event. Examples of training that DUSA offer to societies include:

- Bake Sale Training – if you want to hold a bake sale as a way of raising funds for your society, we first need you to attend a bake sale training session. These are short, 15-20 minutes usually held during lunchtime to raise your awareness of issues relating to the production and selling of baked goods. Regular training sessions will be held during the year (usually 2-3 per semester based on demand), with details of training put on the Society Support page on Facebook.
- Fire Warden Training – if you wish to hold an event at any venue on campus, outside of DUSA, including the Chaplaincy and Bonar Hall we need you to complete DUSA Fire Warden Training. Please [email](#) me for more information or to arrange a training session.
- Zero Tolerance Training – we now offer training relating to the DUSA zero tolerance policy against sexual harassment, discrimination, bullying and threatening or intimidating behaviour, to help you better understand the policy and its importance. For more details [email](#) me.
- Committee Position Training – If you're a President, Vice-President, Treasurer or Secretary, come along to a session to learn the ins and outs of your role!

These and other training opportunities will be available throughout the year, and more information will be provided at the Society Council meetings, and through the Society Support page on Facebook.

Transport:

Both DUSA and the Sport's Union have minibuses that can be used by societies for transport. Before you enquire about using the minibuses you would need to be on the University's insurance – for more details of this, please email insurance@dundee.ac.uk.

- **DUSA Minibuses:**

The DUSA minibuses can hold up to 17 passengers. Along with being registered for the University insurance, the following criteria must be met in order to use the DUSA minibuses:

- The driver must have held their driving licence for at least 6 months
- They must be licenced to driver D1 category vehicles
- They must complete a drivers declaration if they don't already have an authority to drive letter from the University and return relevant paperwork to University Insurance (see above)
- A vehicle hire request form must be completed
- A driver assessment may be required prior to being allowed to use the vehicle

It is unlikely that DUSA minibuses would be available after 9pm, or over weekends due to the requirement DUSA has for them.

For more details or to start the process of hiring one of the DUSA Minibuses, please email [Dave Broadfoot](#), Assistant Facilities Manager.

- **Sports Union Minibuses:**

The Sports Union has 1 minibus that can hold 15 people (that requires a D1 licence) with their other minibuses holding 9 or 12 people.

To enquire about hiring one of the Sports Union minibuses please email the [Sports Union President](#) with your requirements – they would then let you know if it was possible to hire one of the minibuses as the Sports Union Teams get priority on usage; and whether they would require the driver to undertake a driver assessment.

Data Protection & GDPR:

Your society is responsible for ensuring it is compliant with the General Data Protection Regulation (GDPR) – this means you must ensure any personal information you hold about your members, associates, or the general public is stored securely and only used for the purpose that it was acquired. As such, you **must** follow these regulations to ensure you are not putting your society at risk of a data breach.

Every society will hold personal information in some form. It is your responsibility to identify all information you hold and treat it appropriately.

To help ensure your society is GDPR compliant, and avoid an investigation, we have provided this guide. To gain a further understanding of GDPR, please see the [official EU regulation](#). If you wish to ask a question about your society, contact dataprotection@dusa.co.uk

Review the data you have (Data Audit):

- Step 1: Review your accounts and identify what information you hold.
 - o Consider the risk, and what could happen if you lost this information?
 - o If you hold the details of any previous member(s), you must delete this unless you have written permission to keep it.
- Step 2: For every piece of personal information you identify, you must confirm:
 - o **Why you need it; is it essential? If not, you cannot hold this information.** Unless you have good cause to do so, you should never ask for items such as; photo ID, gender, sexual orientation, religion etc.
 - o If this information was obtained with the individual's permission
 - o Is this information used only for the purposes that it was acquired for?
- Step 3: Confirm where you store this information and keep it secure
 - o Password protect any device or account which holds personal information
 - o Confirm who has access to it, and if they still need this access.
 - o Keep this information hidden from other members

Example: If you contact multiple members via email, without hiding the contact list from the recipients, this would be a data breach. In this situation, you must use the “Bcc” option. If you wish to have an open conversation with your members, consider an opt-in method, such as inviting them to use a Facebook group page.

- Step 4: Do you have permission to share any personal information?
 - o Unless you have written consent to share personal information, **you cannot let any third parties see or use it.**
 - o Example: If you are planning a team event and the venue requests the contact emails for all attendees. You cannot share this information without every individual’s permission.
 - o Where personal information is lodged with a third-party provider, it is the responsibility of the club or society to ensure they are GDPR compliant.
- Step 5: Inform all existing and new members how you use and store their information. Please see our society privacy notice for advice

- **Privacy Notice:**

DUSA has created a privacy notice template which you can customise for your society. You must share this policy with your existing members and all new members during sign up. It should also be available to them to re-read whenever they require. You can do this by including it on your website/Facebook page if you have one, or email it directly to all members. Any time you amend or update the policy, you must reissue it to all members.

[Download the Privacy Notice Template](#)

- **Information Requests:**

Every society member, associate, or members of the public you have interacted with has the right to see the information you hold on them (and only them) and the right to have their personal information deleted on request. You must ensure the person requesting this information is the individual in question, and that the information you provide does not also divulge information about any other individual. If you receive such a request, you have 28 days to comply. Please consult ICO’s official guidelines on this matter.

Key Contacts:

Kellie Ioannou (VPSA) – vpsa@dusa.co.uk

Ann Brown (Clubs and Societies Co-ordinator) – abrown@dusa.co.uk

Dave Broadfoot (Facilities Manager)– dbroadfoot@dusa.co.uk

Gail Riley (Food and Beverages manager) – griley@dusa.co.uk

Michelle Stewart (Bonar Hall booking lead) – mstewart@dusa.co.uk