

Guide to running your Society

For committees of 2022/23



Welcome to the Guide

So you're going to run a society...

Congratulations! It's going to be a fun, rewarding and invaluable experience.

At times it may be demanding, but this guide and the help of your SU Societies Team will make it a lot easier!



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“We believe that an experience led by students, and informed by the student voice, delivers the biggest benefits for both students and society.”

Meet your SU Societies Team



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Introducing your Core Committee

CHAIR

TREASURER



Core committee – Chair

Responsible
for health
and safety

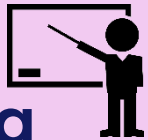
Delegates
responsibility
across the
committee

Completes
all required
admin



Represents
and
oversees
society

Attends
Chair
training



Acts as the
main point of
contact for
the society

Ensures
requirements
set out in
Constitution
are met

Controls
society's
finance
account and
budget



Core committee - Treasurer

Acts as
signatory
on the
society's
account 

In control of
societies
finances

Ensures
society
remains in
budget

Controls
spending
for the year

Monitor
income and
expenditure

Attends
finance
training



A few hints and tips!

You're committee isn't just the two core roles, committees need a minimum of three members, these could include...

**WELFARE
Officer**

**PUBLICITY
Officer**

SECRETARY

**EVENTS
Organiser**

**General
Committee
Member**

Groups Policy

Societies must have three committee members

This must include a Chair, Treasurer and one further committee member.

Co-Option process

Committee elections happen in March/April, however if you want to elect someone outside of this time you can run an internal poll. Run the poll on Microsoft Forms and then send evidence of the majority vote to susocieties@bath.ac.uk, we can then elect them to the role.

Adopt-a-Society

When societies end the academic year without the necessary committee members, the society will be moved to our Adopt-A-Society scheme, the society is frozen until adopted by a new group of students. If a society is on the list after a year, the society is disaffiliated from The SU.

A few tips and tricks

Talk to the Activities Officer

They're here to help and have a wealth of knowledge you can utilise!

Adapt your Committee

If you feel your society needs a new committee role... add one! You'll just need to inform us when you create the role. Remember that committees can have no more than 12 members!

Help shape The SU

The Activities Officer and Activities Executive are your voice in The SU and give you the chance to create change within The SU.

Keep it Democratic

Each member must be democratically elected and may be elected to have a specific role within the committee.

Society Elections

Each year society members can nominate themselves and vote for others to fill positions on their committee



Officer elections run in **February**



All committee elections start in **March**



If you need to elect a committee member outside of the election you can follow the Co-opting method.



Getting started

Society Documents:

- [Your Legacy](#) 13
- [A New Direction](#) 14
- [Show Me the Money](#) 15
- [Equipment List](#) 16
- [Keeping Safe](#) 17

Your Legacy

Each society needs a core purpose – which can be defined in a **mission statement**. A mission statement should outline goals and activities you'll focus on.

“We, the Gardening Society, exist to bring together lovers of gardening, plants and flowers. We aim to do this by running workshops on campus, visiting public gardens and heritage sites and an annual visit to the Chelsea Flower Show. We will also encourage those new to gardening to get involved through beginner’s workshops and talks from local gardeners and florists.”



Your Development

Your **development plan** is unique each year, detailing what you wish to achieve as a society and how with the guidance and advice from last year's committee. This gives potential and current members an insight to your plans and goals for the year.



Show me the money!

Students can access many of Bath SU's Societies with the single Societies Area membership fee. This funds the Central Budget Fund (CBF) which Societies can apply to use to fund activities and events. For the full rules on how the CBF can be used drop an email to the Societies Team or check out our webpage.

Some Societies may wish to include an additional membership fee to their society due to the nature of their groups activities. You'll need to apply to the Activities Officer and Societies Team with an explanation for why your society requires an additional fee.



Equipment Lists

Some societies have equipment which they'll need to keep tabs on. The best way to do this is by conducting audits! This information should be kept in an **equipment list** with full details of equipment and costings.



Keeping Safe



Risk Assessments

An examination of any risk of harm to people or property.

Each society has their own generic risk assessment that covers all standard activities, but this needs to be updated for any new events/socials.



Watch out for food

1.

Follow good food hygiene during food preparation. We have a handy guide for how to do this!

2.

If you are planning to use a catering business, please check they're registered with and approved by the environmental health service (EHS) at BANES Council

3.

And if you are organising a BBQ, send us a completed BBQ Health & Safety form with your event planner

Event Planning

How to organise an event through your SU



Step 1. Your Event Planner

YOU DO NEED ONE IF...

- ✓ Events costs over £2000
- ✓ Over 200 guests
- ✓ Society Ball
- ✓ Event sells tickets on SU website
- ✓ BBQ
- ✓ Show/Performance/Conference
- ✓ The event is an overseas trip
- ✓ External Speaker at the event
- ✓ Large Charity Fundraiser
- ✓ Charity bake /food sale /fund raising
bake/food sales

YOU DON'T NEED ONE IF...

- ✗ The event is your society's core, regular activity
- ✗ It's a society meeting
- ✗ Small fundraiser (not bake/food sales)
- ✗ SU Social (Plug & Tub)
- ✗ Meal (without tickets to sell on SU website)
- ✗ External event not selling tickets on SU website

Step 2: Go Through this check list



If you need to, have you submitted your event planner?



Have you got a risk assessment for the event? (If it involves food, is outside of usual activity or involves risky activities)



Have you sent all the right finance forms/invoices to us?



If you need an online product, have you sent us this form?



Contacted RAG if you are fundraising for a charity?

How much notice we need

Event	When to submit
On/Off campus activity or event (no contract)	3 weeks in advance
On and Off campus Shows	4 weeks in advance
BBQs /Cakes / Food	3 weeks in advance with BBQ/food health & safety form
Off campus activity or event (contract to sign)	6 weeks in advance
External Speakers	At least 4 weeks in advance with External Speakers form
Overseas trip (please talk to us before any booking is made)	At least 6 –8 Weeks in advance

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- Hiring coaches 28



Overseas Trip Information



Always check prices with **a reputable travel agency**. Travelling in large groups can be made easier with the use of an agency.



Trips outside of Britain require an Event Planner **at least 6–8 weeks** before the trip.



The SU does not currently have any Union vehicles that can be borrowed. Please consider this when planning your trip.



Every individual on the trip needs to purchase **personal insurance** cover for both activities and travel.

Overseas Trip Information

If you have to contact any **emergency services** whilst on your trip, you must immediately contact the **Campus Security** to inform them of the situation.

01225 385349



All off campus events require an **attendance list** which then must be sent to the Societies Coordinator through the Event Planner.



Tour Operators Margin Scheme (TOMS)



TOMS is a scheme for businesses that buy in and resell travel.

If you're running a trip and **not making any profit**, then it can be dealt with under TOMS.

This means the SU does not recover any VAT on the purchase of tickets and will recharge the total gross cost incurred to the society.

TOMS explained



No Profit

Coach Hire = £300 + £ 0
VAT
Tickets = £200 + £40
VAT
Income = £540

Profit

Coach Hire = £300 + £ 0 VAT
Tickets = £200 + £40 VAT
Profit = £100
Income = £640

Society's charged £540
Profit **after VAT** = £83.33

If a society is running a trip and **not** making a profit **no VAT** will be charged.

If they are **making a profit**, the VAT has to be accounted for on the margin.

Using this example, if the Society pays in income of £640 then VAT will be deducted from the £100 profit at 20% = £16.67.

Hiring Coaches



Most coach companies will be happy to give you a quote and accept payment after the event on the condition the Students' Union will provide them with a **Purchase Order** number, which you can obtain from the Activities Office.

Centurion Travel

www.centuriontravel.co.uk

Phone: 01761 471 392

First Group

Simon Ford

simon.ford@firstgroup.com

Arleen Coaches

<https://arleen.co.uk/>

Phone: 01761 434 625

Berkeley Coach Travel

<http://berkeleycoachandtravel.co.uk/>

Phone: 01761 413 196

Finances:

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The SU Finance Office



Make payments via BACS Transfer, Foreign money transfer, and Credit Card.

Provide you with purchase order numbers for items you wish to purchase.

Supply you with a letter to go to Bookers Wholesalers (Cash & Carry in Bath).

Transfers to other SU student groups.

Provide Chairpersons and Treasurers with society account statements.

Supply you with a card machine if you wish to sell items or collect donations.

The exciting world of VAT

All we need to know is that the current **VAT rate is 20%** and will be deducted from **all income** paid into your society account.



The exciting world of VAT

Although VAT is deducted from your income, any expenditure will also have the VAT deducted as long as you have a valid VAT receipt. If you use a non-VAT registered supplier or do not provide a VAT receipt the full amount will be deducted from your group.



REMINDER
Any T.O.M.S expenditure is VAT exempt

Financial Request Forms

A guide to completing Financial Request Forms can be found [here](#):

Different coloured forms correlate to the type of request.

You'll probably use yellow forms the most – these are to claim back money you've spent for your society when the 365App does not work.

Just fill in one of these and attach a receipt as proof.

Financial Request Form				
Name of person / company to be paid	Jack Harris			
Payment Method (Circle)	BACS	CHEQUE	Cost Centre	C&S
Sort Code	XX-XX-XX		Department	BAC
Bank Account	XXXXXXXX		Expense Type	52230
Address if cheque to be posted	N/A			
Description of expenditure <small>(Please attach proof of purchase)</small>	Black Speaker Paint + Delivery to Univeristy of Bath - £35 + VAT = £42. See attached receipt Amount £ 42			
Requested by	Joe Bloggs	User name / tel number	Jb123 / 07777 77777	
Authorisation	Club / Society Representative	Students Union' Representative		
Name	Bob Brown		Received by	
Position	Chair		Date	
Signature	B.Brown		Students' Union Finance Reference	
Date	5/9/2015			

eXpense365 APP

In most circumstances we do not allow personal cards to be used to make purchases on the behalf of your society. This is to keep your finances safe and to make sure that you do not risk putting your society at financial risk.

Some small expenses (value of less than £250) may be paid by students and claimed back through the expense365 app. Full training on the app can be found on the finance page of the SU website.



Generating Income

Central Budget Fund

The Central Budget Fund is a central pot paid for by the Societies Area Membership. The Activities Exec vote on requests made to this pot.

Sponsorship

The Marketing Department offers a mentoring process to students who wish to seek sponsorship for their Society. For more information contact sumarketing@bath.ac.uk.

Alumni Fund

All clubs and societies can bid to the Alumni. If you want to make a bid speak to the Activities Officer, who can give you some application advice!

Society Merchandise

1. Decide on a product and a design, get a quote from a company price list. Send design to SU Marketing for authorisation before you purchase any goods.
2. Work out the cost for your members (if price quoted doesn't include VAT you add in 20% before dividing it).
3. Send us an [Online Product Request Form](#) and we'll get the merchandise listed on your SU page for members to purchase the product.
4. Fill out an orange Purchase Order Request Form and send the invoice to susocieties@bath.ac.uk for approval.

SU-Training

The Student Leader Hub has lots of resources to help you get the most out of your role.

There is also compulsory training for Chairs and Treasurers to be completed in order to fully undertake your role.

Information about compulsory training and other resources can be found at the Student Leader Hub here: thesubath.com/student-leaders

Or by emailing su-training@bath.ac.uk



Marketing

The Marketing team can help you promote your event/society across campus and within the local community.

There are a variety of marketing methods available to societies completely free of charge including **use of plasma screens** around the SU, **promotion on the thesubath.com** and **Instagram Takeovers**.

Please note that there are rules about where things can and cannot be promoted on campus, these rules are set by the University.

For full details on all marketing options, rules and regulations, specification and contact details visit thesubath.com/student-leaders/links/marketing/



**THE SU
UNIVERSITY
OF BATH**

thesubath.com

- As an affiliated SU Society you can advertise yourselves on the SU website.
- You will be able to place events onto the central What's On channel and have the ability to edit your Society's webpage.
- Contact the marketing team if you would like an event or news story to be advertised on the main page!
- An Instagram takeover is the most effective way to showcase your group's activities. The best way to use this is to advertise an event, for Q&A's, or to give people a behind the scenes glimpse of what your group is like. If you're interested, contact the marketing team.


What's On | Voice | Support | Development | Get Involved | Spaces | About Us

Societies / Join a Society


Societies

Join a Society


All Societies Search by name




African and Caribbean Society



Amnesty



Aquae Sulis Society

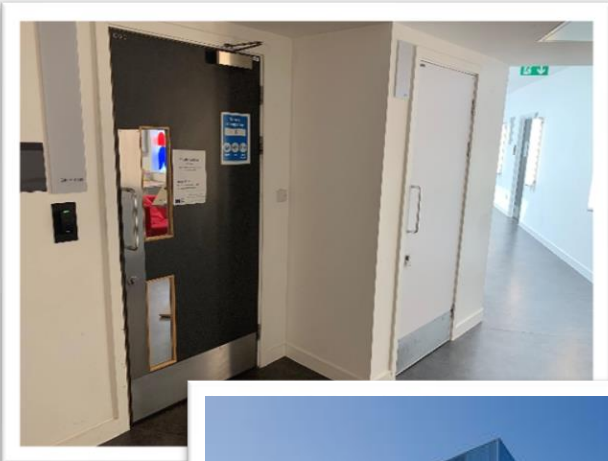


Architecture & Civil Engineering

- Our [web guide](#) will show you how to edit your own society pages and how to add events to the What's On for event listing.
- This is the main place your peers will go to find out about societies and events.
- So take advantage of the free advertising!

Key SU Contacts

Societies Contacts



Societies

Societies Team

✉ susocieties@bath.ac.uk
☎ 01225 38 4860

Carmela Lear

Societies Coordinator

✉ cl291@bath.ac.uk
☎ 01225 38 4860

Viktor Toshev

Activities Officer

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Ruth Blackah

Societies Coordinator

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thesubath.com

**Found in The SU and
The Edge!**



Marketing Team

sumarketing@bath.ac.uk

Web Team

suweb@bath.ac.uk

Arts Team

su-arts@bath.ac.uk

Teams

Sports Team

subathsport@bath.ac.uk

01225 38 3775

Finance

sufinance@bath.ac.uk

01225 385061

SU Training

su-training@bath.ac.uk

01225 38 3403

2022/23 SU Officers



SU President
supresident@bath.ac.uk



Postgraduate Officer
supostgrad@bath.ac.uk



Activities Officer
suactivities@bath.ac.uk



Community Officer
sucommunity@bath.ac.uk



Sport Officer
susport@bath.ac.uk



Education Officer
sueducation@bath.ac.uk

GUIDE TO RUNNING YOUR SOCIETY

For committees of 2022/23

Societies Office

The Edge,

Claverton Down Campus,

University of Bath

susocieities@bath.ac.uk

01225 38 4860 / 01225 38 6329

