



## Societies Handbook 2007-8

(the bumper guide to starting and running a society)

Welcome to the Societies Handbook. The handbook is primarily designed for incoming committees running established societies, but should also be read cover to cover by anyone considering starting up a new society to give you a good understanding of what's involved.

Running a society is not easy. Your members expect you to come up with a year's worth of interesting, worthwhile events, all professionally run and preferably as cheap as possible. You've got a budget to manage and equipment to keep track of while making sure all your society's activities are safe and legal. And with over thirty other societies and over forty sports clubs vying for students' attention, even getting people to join your society in the first place can be difficult.

But you are not expected to take the weight of the world on your shoulders. Each society has been assigned a Societies Councillor (see list on p7) who will be your first point of contact. I am also here to help and will try my hardest to solve any problems you bring me. I'm always happy to play the bad guy if you want to blame a difficult decision on me ("we can't do it because Carolan said ....") as long as you let me know so I can play along when someone comes in to complain. Hopefully all your problems can be resolved informally, but do let me know when an issue comes up so that if it escalates I understand what's going on.

Although you are taking on quite a lot of responsibility, I hope you will still enjoy your time at the helm of your society. Remember that you are still here to get a degree, and that your course must come before your society. If you're struggling to get everything done, please say so that we can help you out.

I hope I'll see a lot of you during your year in office. Pop in and say hello every now and again to keep me up to date, check your emails regularly and please, please don't be afraid to ask if you need help with anything.

Carolan Goggin

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# Timeline for the year

## September

26-27<sup>th</sup> Serendipity

## October

1<sup>st</sup> Societies General Meeting

9<sup>th</sup> SU Council

20<sup>th</sup> University-wide Open Day

23<sup>rd</sup> SU General Meeting

26<sup>th</sup> Seren goes to print

October is the month for taster sessions and making plans for the year.

## November

13<sup>th</sup> SU Council

30<sup>th</sup> Seren goes to print

## December

4<sup>th</sup> Societies General Meeting

11<sup>th</sup> SU Council

## January

8<sup>th</sup> SU Council

28<sup>th</sup> Societies General Meeting

The SU elections process starts with the opening of nominations.

# Timeline for the year

## February

1<sup>st</sup> Serendipity 2

8<sup>th</sup> Seren goes to print

The SU elections process gathers pace, campaigning starts.

## March

SU elections take place so you'll find out who your new CSO is.

Start encouraging people to run for the committee positions in your society.

## April

10<sup>th</sup> Societies General Meeting

11<sup>th</sup> Seren goes to print

18<sup>th</sup> Societies Awards Party

Societies should hold their AGMs straight after Easter.

## May

2<sup>nd</sup> Seren goes to print

2<sup>nd</sup> AU dinner

6<sup>th</sup> SU AGM

Societies should definitely have held their AGMs by the time exams start.

Grant application forms will need to be handed in mid-May.

## Societies Committee

At the last SGM of the year, four society representatives will be elected to the Societies Committee. These representatives are also the Students' Union Councillors representing Societies. SU Council meets once every four weeks to decide SU policy on a wide range of issues affecting our students. Councillors listen to reports from various sections of the SU, and hold the SU Executive to account.

The Societies Committee meets every two weeks to decide whether to affiliate new societies, debate upcoming policy motions and to discuss general issues affecting societies. These are just small meetings in the CSO's office, but you are welcome to attend them if you like.

Each Councillor has been assigned specific societies to work with this year. Details of which Councillor is looking after your society this year can be found on p7. The idea is that Councillors can get to know their assigned societies a bit better and keep an eye on how you're getting along so that nobody falls by the wayside – I often only get to meet people when something's going wrong, but the Councillors can provide regular contact and support.

The Councillors elected last April are:

David Moon ([david.moon@undeb.bangor.ac.uk](mailto:david.moon@undeb.bangor.ac.uk))

Nicola Watson ([nicola.watson@undeb.bangor.ac.uk](mailto:nicola.watson@undeb.bangor.ac.uk))

Sharyn Williams ([sharyn.williams@undeb.bangor.ac.uk](mailto:sharyn.williams@undeb.bangor.ac.uk))

Thomas Hecht ([thomas.hecht@undeb.bangor.ac.uk](mailto:thomas.hecht@undeb.bangor.ac.uk))

Pete Banks ([pete.banks@undeb.bangor.ac.uk](mailto:pete.banks@undeb.bangor.ac.uk)) is the Secretary of the Societies Committee.

<b>Society</b>	<b>Email address</b>	<b>Councillor</b>
AfriCaribbean	<a href="mailto:africaribbean@undeb.bangor.ac.uk">africaribbean@undeb.bangor.ac.uk</a>	David
Amnesty	<a href="mailto:amnesty@undeb.bangor.ac.uk">amnesty@undeb.bangor.ac.uk</a>	Sharyn
Arcanii	<a href="mailto:arcanii@undeb.bangor.ac.uk">arcanii@undeb.bangor.ac.uk</a>	Nicola
Archaeology	<a href="mailto:archaeology@undeb.bangor.ac.uk">archaeology@undeb.bangor.ac.uk</a>	David
Art Society	<a href="mailto:art@undeb.bangor.ac.uk">art@undeb.bangor.ac.uk</a>	Thomas
BAASOC	<a href="mailto:baasoc@undeb.bangor.ac.uk">baasoc@undeb.bangor.ac.uk</a>	Sharyn
BEDS	<a href="mailto:beds@undeb.bangor.ac.uk">beds@undeb.bangor.ac.uk</a>	Sharyn
BUFFS	<a href="mailto:buffs@undeb.bangor.ac.uk">buffs@undeb.bangor.ac.uk</a>	Nicola
BUGS	<a href="mailto:chair.bugs@undeb.bangor.ac.uk">chair.bugs@undeb.bangor.ac.uk</a>	Thomas
BWRPS	<a href="mailto:bwrps@undeb.bangor.ac.uk">bwrps@undeb.bangor.ac.uk</a>	Nicola
CathSoc	<a href="mailto:cathsoc@bangor.ac.uk">cathsoc@bangor.ac.uk</a>	Sharyn
Chinese Society	<a href="mailto:chinese@undeb.bangor.ac.uk">chinese@undeb.bangor.ac.uk</a>	David
Christian Union	<a href="mailto:cu@undeb.bangor.ac.uk">cu@undeb.bangor.ac.uk</a>	Sharyn
DJ Society	<a href="mailto:djsociety@undeb.bangor.ac.uk">djsociety@undeb.bangor.ac.uk</a>	Nicola
Duke of Edinburgh	<a href="mailto:theaward@undeb.bangor.ac.uk">theaward@undeb.bangor.ac.uk</a>	Thomas
Earth Religions	<a href="mailto:bangordryad@undeb.bangor.ac.uk">bangordryad@undeb.bangor.ac.uk</a>	Nicola
Forestry	<a href="mailto:bifsa@undeb.bangor.ac.uk">bifsa@undeb.bangor.ac.uk</a>	Thomas
Geographical	<a href="mailto:geogsoc@undeb.bangor.ac.uk">geogsoc@undeb.bangor.ac.uk</a>	Thomas
Hellenic Society	<a href="mailto:hellenic@undeb.bangor.ac.uk">hellenic@undeb.bangor.ac.uk</a>	David
Herpetological Society	<a href="mailto:herpsociety@undeb.bangor.ac.uk">herpsociety@undeb.bangor.ac.uk</a>	Thomas
Indian Society	<a href="mailto:indiansociety@undeb.bangor.ac.uk">indiansociety@undeb.bangor.ac.uk</a>	David
Islamic Society	<a href="mailto:islamic@undeb.bangor.ac.uk">islamic@undeb.bangor.ac.uk</a>	Sharyn
Japanese Society	<a href="mailto:japsoc@undeb.bangor.ac.uk">japsoc@undeb.bangor.ac.uk</a>	David
Law Society	<a href="mailto:law@undeb.bangor.ac.uk">law@undeb.bangor.ac.uk</a>	David
Liberal Democrats	<a href="mailto:libdems@undeb.bangor.ac.uk">libdems@undeb.bangor.ac.uk</a>	Nicola
Malaysian Society	<a href="mailto:malaysiansociety@undeb.bangor.ac.uk">malaysiansociety@undeb.bangor.ac.uk</a>	David
Photographic Society	<a href="mailto:photography@undeb.bangor.ac.uk">photography@undeb.bangor.ac.uk</a>	Thomas
Revelation	<a href="mailto:revelation@undeb.bangor.ac.uk">revelation@undeb.bangor.ac.uk</a>	Nicola
Rostra	<a href="mailto:rostra@undeb.bangor.ac.uk">rostra@undeb.bangor.ac.uk</a>	Sharyn
RSF Social Club	<a href="mailto:researchstudentsforumcommittee@bangor.ac.uk">researchstudentsforumcommittee@bangor.ac.uk</a>	David
SODA	<a href="mailto:soda@undeb.bangor.ac.uk">soda@undeb.bangor.ac.uk</a>	Sharyn
Speculative Analysis	<a href="mailto:sas@undeb.bangor.ac.uk">sas@undeb.bangor.ac.uk</a>	Nicola
STAG	<a href="mailto:stag@undeb.bangor.ac.uk">stag@undeb.bangor.ac.uk</a>	Thomas
Subject to Change	<a href="mailto:subjecttochange@undeb.bangor.ac.uk">subjecttochange@undeb.bangor.ac.uk</a>	Thomas
Young Fabians	<a href="mailto:youngfabians@undeb.bangor.ac.uk">youngfabians@undeb.bangor.ac.uk</a>	Nicola

# Meetings

There are several meetings you are expected to attend during the year, notably all Societies General Meetings and any Students' Union General Meetings (usually one in October and one in May). We don't hold these meetings just for the laugh; if there is a meeting it is because we need to communicate something to you or want you to vote on something. If you can't make it to a meeting you **must** send apologies, otherwise your society will be penalised. Make sure you read the minutes after the meeting to find out what has happened if you can't make it to the meeting itself.

## Societies General Meetings

Societies General Meetings occur at various stages during the year, and are an opportunity for societies to get together to discuss issues affecting all societies, as well as to get to know one another and the CSO.

SGMs will be advertised on the Intranet and by email. The SU Constitution dictates that any society which is not represented by at least two members at an SGM will receive a formal written warning from the CSO. Societies who miss two consecutive SGMs without apologies will have their grant account frozen for two months. Societies who miss three SGMs will be expelled from the SU for a minimum of a year.

## Students' Union General Meetings

By law, the Students' Union must hold at least two General Meetings in the year: one to approve the budget at the start of the academic year, and one to approve the Union's work for the year. These meetings cannot go ahead without a minimum of 150 attendees, which is why we need each club, society and standing committee to send three representatives.

The Steering Committee (who organise and run Union meetings) have recognised that most people don't enjoy SU General Meetings – admittedly they do go on a bit – so are working hard to cut down the length of the meeting. They will be setting strict guillotines (time limits) for each meeting so we won't keep you there all night.

# Finances

The Students' Union is governed by charity law and the 1994 Education Act, so has to follow strict financial regulations. All Students' Union Officers are trustees of the charity that is the Students' Union, making us legally responsible for the financial position of the Union. So we have to be annoyingly strict with your money – sorry!

## Financial Regulations

The rules are:

1. All transactions **must** be processed by the Finance Office. Even when you have enough cash to pay your expenses without going to the Finance Office. We absolutely must have records of all financial transactions for our auditors.
2. All orders must be made through the CSO so I can give you an order number. The Finance Office will not authorise payment if the proper procedures haven't been followed, leaving your members out of pocket.
3. Payments will only be made on production of a receipt or pro-forma invoice.
4. Accounts cannot be overdrawn; it's up to both the CSO and your Treasurer to ensure you have enough funds before authorising any purchases.
5. External bank accounts are not permitted.
6. Payments greater than £150.00 per person/organisation per day will be made by cheque. There is a 3-5 day wait for cheques.
7. All contracts must be approved by the President and CSO, e.g. loans between clubs.
8. All expenditure must be authorised by the society's Treasurer.

If all this seems a little confusing, send your Treasurer to one of the financial training sessions held at various points throughout the year. Contact the CSO for details.

To comply with statutory regulations, the Finance Office holds records of all your financial transactions for six years. You're free to examine these records on request.

## Accounts

Each society has two accounts: a Grant account and a Fundraising (F/R) account.

Unsurprisingly, the **Grant** account is the account into which your grant from the Union is paid. Your society membership fees must also be paid into this account.

Your grant will not be paid into your account until the CSO is satisfied that all appropriate procedures have been followed, e.g. at least fifteen membership fees paid in.

Expenditure of grant money and membership fees is at the discretion of the CSO, and should generally be on items which benefit the group as a whole. Priority will be given to items specified on your grant application forms. Expenditure cannot conflict with the Students' Union Constitution (<http://www.undeb.bangor.ac.uk/dem/>).

Permissible expenditure from your grant account:

- equipment (to be purchased from recognised dealers and invoiced to the SU quoting the order number acquired from the CSO)
- travel expenses including minibuses (see below for mileage rates)
- stationary, printing and postage
- speakers' fees and expenses (no more than £50 per event; additional expenses will be paid out of entry fees taken for lecture)
- membership to outside organisations (if normal activities of the society would be curtailed without its payment)
- mobile phones (external monitored calls to the SU will be refunded at the discretion of the CSO and following an examination of the phone bill).

Items you may not use grant money for:

- donations to any organisation where the club does not receive tangible benefit from making the payment
- food
- drink
- socials
- gifts
- sponsorships
- foreign trips

The **Fundraising** account should be used for any other money you receive. There are fewer rules governing expenditure from this account, but any expenditure should still be in line with the SU Constitution and should be processed by the CSO and the Finance Office.

It is the Treasurer's responsibility to ensure that any member's donations (for purchases such as hoodies or trip costs) are paid into this account. If adequate funds are not available, invoices **will not** be paid. These donations must be collected **before** an order is placed.

The Students' Union will not accept responsibility for overdrawn funds; if the above procedures are followed, accounts should never become overdrawn.

## Using the Finance Office

Every transaction you make in the Finance Office should be accompanied by one of four forms. Money paid in should be accompanied by a green slip, money being claimed (to reimburse someone who has paid for something out of their own pocket) should be accompanied by a pink slip **and a receipt**, money being transferred requires a blue slip and payment of an invoice requires a yellow slip (and the invoice itself). All withdrawals, payments and transfers **must** be authorised by the Treasurer (or Chairperson if the Treasurer wishes to be reimbursed) and the CSO. Do not ask other SU Officers to authorise these forms.

Training sessions for treasurers will be run at various points throughout the year. Keep an eye on your society email account and pigeon hole for details of upcoming training.

## Health and Safety

According to the section on societies in the SU Constitution, the Chairperson of your society is responsible for health and safety (including risk assessments and checking events are insured). This is really very important so please take it seriously.

You must hand in a completed risk assessment form to the Student Activities Administrators at least two full days in advance of any event you hold. This doesn't mean you can't do anything that involves any danger; as long as you have identified risks and taken steps to minimise them in advance everything should be fine. It is a good idea to have one or two trained first aiders with you when you hold events; contact the CSO if you would like to send some of your members on a first aid course.

If you are going on a trip you must hand in a trip registration form to the Student Activities Administrators at least two full days in advance. This means that if something happens to you on the trip we know how many people may be affected and we have everyone's emergency contact details.

If any incident or near miss occurs, you must fill in an incident report form (available from the Student Activities Administrators).

If you are doing any activities which are outside your usual remit, please check with the Student Activities Administrator whether or not this is covered by our insurance.

**If you have any doubts about anything to do with health and safety, always check.**

## Equal Opportunities

The Students' Union has quite a comprehensive Equal Opportunities Policy which can be found in the SU Constitution (<http://www.undeb.bangor.ac.uk/dem/>). The basic premise is that all students have the right to take part in our activities, and that nobody should be discriminated against on grounds of

This means that your society should be open and accessible to everyone. It is reasonable to expect that somebody who joins your society should broadly support the aims and objectives of your society, but this does mean that religious societies must be open to students of any denomination and that cultural societies must be open to students from any country. This is compulsory.

What is not compulsory but is highly desirable is that you try to make your society open and accessible not just in theory but also in practice. For example, if I was running the Irish Society, I should be attempting to strike a balance between providing events which appeal only to Irish people (because it's quite reasonable to want to meet other people from your country) and events which appeal to people who are not Irish but would like to experience Irish culture. This also applies to the language in which you conduct your business; it's natural to want to speak your first language to other people who also speak your language, but make sure that people who don't speak your language can still participate fully.

There is also an expectation that you work to make your society open to students with disabilities. We realise that financial restrictions mean that some things just aren't possible, but you can take simple steps like holding meetings in wheelchair-accessible rooms, printing some copies of documents in large type and being approachable and willing to help if someone comes to you with an access problem.

## Running Meetings

Make sure you hold regular meetings for your society so that everyone feels informed and involved. Some societies discuss all their business at meetings for all members, others have separate committee meetings. Both approaches are valid but a combination of the two is probably the best – this gives you the efficiency of making decisions in small groups of elected people but the inclusiveness and transparency of consulting and informing your members.

Whatever your regular approach to meetings is, you will have to hold an Annual General Meeting towards the end of the academic year (leave enough time for the old committee to hand over to the new committee). Your committee should present an Annual Report to the AGM, including financial statements. The AGM gives your members the chance to:

- ask questions about the work of the committee
- hear reports from the committee and other announcements
- check on action that was previously agreed on
- put forward suggestions, ideas and policy and have them discussed
- agree the club budget for next year and approve the financial report from this year
- elect the committee for next year.

All members of your society should attend your General Meeting or send apologies if they cannot make it. All students should be allowed to attend your AGM but only members should vote.

### Preparing for a meeting

Your secretary should prepare and circulate an agenda in advance of the meeting. The agenda should follow this format:

1. Apologies
2. Minutes of the last meeting
3. Matters arising (this is where questions or further information can be raised about items discussed at the last meeting and recorded in the minutes, which will not be raised later in the agenda. It is not the same as AOB)
4. [Agenda items]

5. [Agenda items]
6. [Agenda items]
7. Elections (if there are any – this is usually just for AGMs)
8. Any Other Business (don't let people hijack this with decisions or information which should have been agenda items in their own right; force people to be prepared by adding things to the agenda in advance by refusing to make decisions in AOB)
9. Date of next meeting

The agenda should have a title detailing the type of meeting (AGM, Committee Meeting etc), the location of the meeting and the date and time of the meeting

If something is due to come up during the meeting which will take some explaining, ask people to send out a brief explanation in advance, including any relevant documents, so that time isn't wasted during meetings with people getting their heads around subjects and reading documents they've just been handed.

## During the meeting

The Chairperson should lead the meeting, keeping order so that everyone feels able to contribute. They also have responsibility to help the meeting make decisions and reach conclusions by suggesting constructive ways of discussing an item (i.e. every person speaking in turn) and keeping the meeting moving along so that it does not last forever. The Chairperson must be aware of what is to be discussed and should be familiar with all the issues laid out on the agenda and their order.

If the Chairperson is finding it hard to both lead the meeting and contribute to discussion, you may prefer to have someone else chair the meeting. Chairperson isn't really the right title for the head of a society as chairing meetings is a very small part of the job; don't feel you have to take it literally and always be the Chair of meetings.

The Secretary should take minutes during meetings. Minutes should not record every word every person said in the meeting, they should be records of the topics under discussion and the decisions reached. When decisions are taken the minutes should

show what action has been decided upon and who is to do what to carry out this action.

## After the meeting

The Secretary should type up and circulate minutes of the meeting promptly as students have a habit of promising to do something in a meeting, then forgetting they said they'd do it. A gentle reminder in the form of minutes can be quite helpful.

It is helpful if the Chairperson can monitor progress on actions members have promised to undertake between meetings.

# Elections

Elections are probably the biggest cause of conflict in societies. Following these simple guidelines will help to ensure stress-free elections.

All members are eligible to stand for election; your constitution may say otherwise but is over-ruled by the Students' Union's Equal Opportunities Policy.

It's a good idea to choose one person to run the elections. This is often the secretary, but if they're running for a position themselves you'll need someone else to be elections secretary.

Best practice is to have a defined nominations period before the elections so that people don't simply decide at the AGM that they'd like to stand for something. This also allows for email voting if you decide that's something you'd like to do (more on this later). You'll need to produce nominations forms with the following fields:

- name
- position they're running for
- contact phone number (just in case!)
- proposer (name and signature)
- seconder (name and signature).

Make it clear what you want people to do with the forms: do they bring them along to the meeting or send them to the elections secretary in advance?

At the meeting, each candidate should have the chance to make a short speech (around two minutes) and answer questions so that voters are making an informed choice based on plans and ideas.

The vote itself should be done by secret ballot; this avoids creating nasty tension and is more accurate than sticking your hands in the air. Ballot papers should be produced in advance where possible and should have the names of each candidate on them as well as a 'New Election' option, giving people the chance to declare that they are not happy with any of the candidates proposed (if 'New Election' gets the most votes, a new election must be declared).

**Every member is entitled to vote, but the Chairperson should only vote in the event of a tie.**

You may decide that, to maximise the number of voters, you will accept email/postal/text votes. While this increases the accessibility of elections, it can get messy so please speak to the CSO before deciding to proceed with voting in absentia.

Someone impartial should count the votes. This could be the elections secretary or an external person (such as the CSO). Unless you think it is appropriate, there is no real reason to announce the number of votes each candidate got – it can be hurtful if someone gets a very low number of votes.

# Minutes

Minutes are written documentation and proof that a meeting took place. It is important that accurate records are kept of your meetings. It is the job of the secretary to record the minutes of the meeting. It is also the job of the secretary to ensure that the CSO (for societies) or AU president (for AU clubs) receives copies of all minutes. The secretary must ensure that minutes are filed properly and are readily available for all to read.

Minutes should be written in a consistent style from one meeting to the next. It helps if you use the same font size and style. Minutes can be brief or detailed, but they should include:

- the date, time and location of the meeting
- the type of meeting (committee meeting, general meeting, AGM, EGM)
- a list of all attending the meeting and any apologies
- the exact wording of any resolutions passed
- a brief summary of any major debate and the decisions resulting out of the debate
- a record of any votes taken and the result of the vote
- “action points”, i.e. details of who has promised to do what, when they will be doing this and the date that they should report back to the committee on progress

The layout of the minutes should be similar to the agenda, i.e. each agenda item should be a heading in the minutes.

The minutes of the last meeting should be sent out before the next meeting with the agenda so everyone has a chance to read them in advance.

Minutes should not be:

- an exact transcript of what everyone has said. If there is much debate, you can simply put: ‘after much debate on the issue, the chair proposed that we move to vote on the motion of ...’
- too vague: make sure that tasks are labelled with who will do it and when by
- messy: make sure minutes are typed

- hidden: try putting all of your minutes up on your website.

An example layout of minutes can be found in Appendix 1.

It is essential that minutes are sent to the AU President (if you are a sports club) or CSO (if you are a society). A word document attached to an email is the best way to send minutes.

[aupresident@undeb.bangor.ac.uk](mailto:aupresident@undeb.bangor.ac.uk)

[cso@undeb.bangor.ac.uk](mailto:cso@undeb.bangor.ac.uk)

## Annual Reports

Every society should produce an annual report for their AGM. The annual report is a written report of the activities and achievements of your society over the last year.

Someone from the committee should summarise the report aloud at your AGM, but there should also be written copies in the room for people to read. Copies of your annual report must also be sent to the CSO. Members should be allowed to question the report and a vote should be taken on whether to accept the report.

The annual report does not have to be a long document. Here is an example list of headings:

- introduction (what does the society do, how old is the society, what are its aims and objectives)
- outline of this year's activities (a separate heading for each one – try to get some quotes from members about each activity)
- outline of socials/fundraisers/achievements
- outline of any problems/challenges faced
- recommendations for the future committee
- a list of names and positions of the committee members.

You'd be surprised how quickly all this information gets forgotten, so it's helpful for us to file away this annual report.

## Financial Reports

The financial report should be presented to the AGM by your Treasurer and should include an account of the income and expenditure of both the grant and fundraising accounts for the year. As with the Annual Report, members should be allowed to question the report and a vote should be taken on whether to accept the report. A copy should be sent to the CSO along with the Annual Report.

# Students' Union Facilities

## Minibuses

All minibus bookings should be made through Reception. The SU minibuses can only be driven by members of societies who have passed a MIDAS test. To take a MIDAS test, drivers must be at least 21 years of age and have held a full driving licence for at least three years. The SU has its own MIDAS assessor (Patrick Hogan).

Those who passed their driving test after January 1997 may not tow a trailer with a minibus. Minibuses cannot be taken abroad.

**The driver of any minibus is legally responsible for the vehicle once it has been signed for.** This includes responsibility for its passengers, for example ensuring that no alcohol is taken on board the minibus, and that passengers wear seatbelts.

Minibus keys must be collected from reception **during opening hours**. Reception closes at 5:30pm on weekdays. It is not open on Saturdays, and is open for just an hour on Sundays (9am – 10am).

Keys, fuel card and anything else you have borrowed should be returned directly to reception during opening hours, or posted through the letter box to the left of the front door when reception is closed.

The appropriate mileage cost will be deducted automatically from your grant or fundraising account (see Finance Office for details of current prices).

Trip registration forms **must** be completed at least 36 hours before departure. These forms are available from the Student Activities Administrator.

## Websites

All societies are listed in the societies section of the website (<http://www.undeb.bangor.ac.uk/societies/>). Each society should produce some content for this section of the website, perhaps including a description of the society, upcoming events and some images. This is a particularly good way to publicise your society to freshers, who regularly look for interesting societies on our website before they arrive.

Societies are also entitled to webspace on the SU server; the address of your website will be in the format [http://www.undeb.bangor.ac.uk/your\\_society\\_name](http://www.undeb.bangor.ac.uk/your_society_name). If you would like help with creating a website for your society, speak to the CSO who will book an appointment for you with Aled, the IT Manager.

## Email

Each society is automatically given an email address in the format [your\\_society\\_name@undeb.bangor.ac.uk](mailto:your_society_name@undeb.bangor.ac.uk). This account **must** be checked regularly by a member of your committee as it is the main contact address used by the CSO, SU staff and other clubs and societies. If you would like more than one address, or if you have forgotten your password, contact the CSO for assistance.

To check your email, go to <http://www.undeb.bangor.ac.uk>, click on 'webmail' and enter your username and password. Alternatively, the SU has a Media Room equipped with 12 computers, 2 scanners and a printer/photocopier. These computers are only available to people with an SU username and password, so your standard UWB username will not work. Your username and password are the same for logging onto these computers and for checking your emails.

These computers have a range of software for designing posters and fliers, as well as standard software such as Microsoft Office. There is a large table for meetings, and storage space for your society can be arranged in this room. When logged onto these computers, your email can be accessed from the desktop using Microsoft Outlook. If you are unsure about how to use any of the technical facilities, please speak to the CSO or Aled, the IT Manager.

## Printing and photocopying

A large printer/photocopier is located in the Media Room. This prints in both black & white and colour. To use the printer, your society will need a printing code, allowing us to debit the cost of the printing directly from your account. If you are unsure of your code, ask the CSO or Llinos in the General Office.

Charges are:

A4 black & white	4p
A4 colour	12p
A3 black & white	8p
A3 colour	24p

To print, simply ensure that 'Xerox WorkCentre Pro C3545' is the selected printer, then enter your security code when prompted.

To photocopy, simply enter your printing code and press enter. If you're having difficulty operating the photocopier, it's best to ask Aled, Llinos or Ellie for assistance.

If there is no paper in the printer, speak to Llinos or Ellie in the General Office.

## Laminating, faxing and binding

We have laminating, faxing and binding facilities in reception which can be charged to your society's account. Charges (as of August 2006) are:

<b>Laminating</b>		<b>Binding</b>		<b>Faxing</b>	
Credit card	20p	Under 50 pages	£1.50	Per sheet to Britain	50p
A5	30p	Over 50 pages	£2.00	Per sheet overseas	£1.50
A4	50p				
A3	80p				

There is a 10% discount when laminating 20 or more items at once.

## Post

When writing to outside organisations, please use the Students' Union address: it saves having to contact every organisation with new addresses every time the committee changes.

The SU address is:

Your name  
Your society's name  
Students' Union  
Deiniol Road  
Bangor  
Gwynedd  
LL57 2TH

All invoices **must** be addressed to the Students' Union or they will not be paid. Packages must also be delivered to the SU where there is always someone available to sign for them so we can keep track of whether orders have arrived or not.

Each society has a pigeon hole outside the CSO's office. Please check your post regularly. The CSO has the right to open any post received by societies. During the holidays, anything urgent will be forwarded to the home address of a committee member.

## Advertising your events

One of the main aims of every society should be to get as many students as possible involved in their activities. There's not much point organising events if nobody knows about them. Informing students about your activities is one of the most important things to do.

Please remember that **all written material** must be produced in both Welsh and English, with the Welsh above or to the left of the English. See the Students' Union Constitution for more details.

### Student media

We currently have three publications and one radio station.

**Seren**, our English-language newspaper, is published monthly and the Seren team is always looking for articles on student activities, whether it be a brief news item or a full feature article. You can contact the editor on [seren.editor@undeb.bangor.ac.uk](mailto:seren.editor@undeb.bangor.ac.uk).

**Y Ddraenen** is our Welsh-language newspaper, and is published approximately once every two months. Remember that you don't have to be a Welsh-speaker to write for Y Ddraenen; our translator will help you to translate your article into Welsh. You can contact Y Ddraenen on [yddraenen@undeb.bangor.ac.uk](mailto:yddraenen@undeb.bangor.ac.uk), and you can contact Gareth, our translator, on [gareth.sion@undeb.bangor.ac.uk](mailto:gareth.sion@undeb.bangor.ac.uk).

**Ink** is a new magazine produced once per term by Arcanii (the English Society). It is a glossy publication focusing on feature articles rather than news. Arcanii can be contacted on [arcanii@undeb.bangor.ac.uk](mailto:arcanii@undeb.bangor.ac.uk).

**Storm FM** is our radio station which broadcasts from the basement of the Students' Union to the Ffriddoedd halls of residence on 87.7FM. Because Storm FM broadcasts 24/7, this is quite a good way to publicise events at short notice. Scripted announcements can be sent to [studio@stormfm.com](mailto:studio@stormfm.com). Storm will also help you to record advertisements if you'd prefer (this does take quite a bit longer though).

## Internet

The **Students' Union website** is there to be used: send us a news story and we'll put it in the news section. We're also adding a calendar to the website which societies will be able to add events to using their SU username and password. Please use this facility for everything from committee meetings to socials, performances to guest lecturers. We want students to know about your events, whatever it is you're doing.

The **University Intranet** is a good way to let students know what you're doing. However, any messages you post on the Intranet on behalf of your society must be fully bilingual. Please send any text to Gareth ([gareth.sion@undeb.bangor.ac.uk](mailto:gareth.sion@undeb.bangor.ac.uk)) for translation before posting it.

## Other ways to publicise yourselves

**Posters and fliers** are always a good way to catch people's eye, but remember they must be fully bilingual with the Welsh above or to the left of the English.

You could also find a sponsor for your society who could help you advertise.

## Serendipity 1 & 2

Serendipity is our freshers' fair (Wednesday 26 and Thursday 27 September 2007) and re-freshers' fair (1 February 2008). Affiliated societies are entitled to a stall at Serendipity free of charge, but **only** if one has been requested on your grant application form. Space fills up very quickly, so booking well in advance is essential.

Each stand has a stall about a metre wide; try to make your stands look as interesting as possible, with lots of (**bilingual**) material on the desk. We don't have the resources to provide everyone with backing boards, so we suggest making your own with some plywood and hinges if you want one at your stall.

Remember that simply getting people to add their name and email address to a piece of paper is quite easy. What takes skill is getting those people to get involved in your society, to come along to meetings and to pay their membership fee. You absolutely must be prepared, knowing who's doing what with the contact details after Serendipity, when your first meeting is and how new people can get involved.

**Please remember** that email addresses are personal information, so you *should not* put everyone's email addresses in the To: or even Cc: field when sending out mass emails. Put your own email address in the To: field and everyone else's in the Bcc: field. Data protection aside, there's nothing more impersonal than seeing you're just one of seventy people the email has been sent to.

Gareth, our translator, always has to work flat out in advance of Serendipity because people leave their translations until the last moment. Please make his life easier and send your translations to him a couple of weeks in advance of Serendipity; remember that you're one of about one hundred groups expecting him to translate your material that week.

## Cloakroom

Undeb Trading Cyf, the company that runs our venues, kindly allows societies to run the Academi cloakroom and keep all the profit. This is a very lucrative fundraising opportunity, raising between £100 and £1000 each week, so take it seriously.

Each society will get one week in cloakroom (second weeks will only be allocated after everyone has had a chance to have their first week) during the academic year. Cloakroom is usually allocated at Societies General Meetings or by email so watch out for the chance to sign up.

Once you have signed up for a week you are expected to remember which week you have chosen. The CSO will email you guidelines and opening times the week before your week; don't let this take you by surprise as it can be difficult to rustle up volunteers at that short notice.

Cloakroom is a complex operation which must be adequately staffed. It's very apparent when there are not enough volunteers on a given night as big queues form back up the stairs to Academi. There have been occasions when security have had to stay late because the cloakroom operators have been too slow; you **will** be charged for their overtime. There are approximately 19 volunteer slots on any given week so **be prepared** and don't sign up for a week in cloakroom if you're not going to be able to find enough volunteers.

# The Societies Awards Party

The Societies Awards Party is an annual event celebrating the achievements of groups and individuals over the last year. Individuals are given gold or silver awards to recognise their contribution during the year, and groups are given awards such as “Society of the Year” or “Best Academic Society”. Watch out for the announcement of the award categories a few weeks before the awards and get nominating; if you’re not in, you can’t win.

Last year’s group award winners were:

<i>The Tim Henman Award for Unfulfilled Promise:</i>	Archaeology
<i>Gin &amp; Tonic Award for Diversity in Socials:</i>	SODA
<i>The Good Citizen Award:</i>	Bangor Amnesty Society
<i>Rockefeller Award for Making Lots of Money:</i>	STAG for Botanical Beats
<i>Moment of the Year:</i>	Bangor Forestry Society
<i>Best Performance:</i>	BEDS for Fawlty Towers
<i>Richard Branson Award for Innovation:</i>	Speculative Analysis
<i>Best International Society:</i>	Japanese Society
<i>Best New Society:</i>	Herpetology and STAG
<i>Academic Society of the Year:</i>	Law Society
<i>Committee of the Year :</i>	Archaeology Society
<i>Society of the Year:</i>	Bangor Forestry Society

## Ultra Vires

Ultra vires is a legal term which translates as “beyond the powers”. The Students’ Union’s activities are limited to those which fit in with the aims and objectives stated in our constitution. We are also bound by legislation such as the 1994 Education Act and, as we have charitable status, charity law.

This means that there are some things we can’t do. We can, for example, fund political societies as they can be deemed educational, but we can’t support specific political parties or make donations to political parties. We can spend money on campaigns which affect students *as students* such as NUS’s tuition fees campaigns. But we can’t spend money on campaigns which just affect students as regular citizens. Like with the political societies, we could fund an anti-war society as that would be educational, but we can’t, say, put on a coach for students to attend an anti-war march.

If you are unsure about whether something you’re planning to do is ultra vires or not please check with the CSO.

Contacts			
	Name	Phone (01248-38...)	Email (...@undeb.bangor.ac.uk)
President	Sam Burnett	8001	president
CSO	Carolan Goggin	8002	cso
AU President	Andy Redfearn	8003	au.president
UMCB President	Bethan Williams	8006	umcb
Education & Welfare Officer	Xanthe Larcombe	8004	welfare
General Manager	Ann Parry	8011	ann.parry
Ents Bookings	Adam Isbell	8033	adam.isbell
Time Bar Manager	Joan Wood	8026	joan.wood
Academi Bar Manager	Debbie Lacy	8039	deborah.lacy
Catering Manager	Mandy Roberts	8035	mandy.roberts
Reception	Alison Roberts & Dawn Williams	8000	alison.roberts/dawn.williams
Maintenance	Pat Hogan	8050	patrick.hogan
University Security		2795	
University Room Bookings		2558	<a href="mailto:reservations@bangor.ac.uk">reservations@bangor.ac.uk</a>
Societies Councillors	Thomas Hecht		thomas.hecht
	David Moon		david.moon
	Nicola Watson		nicola.watson
	Sharyn Williams		sharyn.williams
Societies Secretary	Pete Banks		pete.banks