

# GUILD OF SOCIETIES COMMITTEE HANDBOOK



Cardiff  
Students'  
Union

Undeb  
Myfyrwyr  
Caerdydd



The heart of Cardiff student life  
Calon bywyd myfyrwyr Caerdydd

Hi | Shwmae, and welcome to the Committee Handbook.

Congratulations on winning your election and becoming a committee member. I can't wait to work with you all and see what you do this year!

Being on a society committee absolutely made my university experience, and I gained so much knowledge and made so many memories, so my biggest piece of advice is to enjoy it! The Guild of Societies team is here to support you so do not hesitate to contact any of us if you need any help. We are so excited to see your successes and achievements throughout the year.

This handbook should be really useful for your first steps as a committee member, but please contact any of the team if you have any questions. The official committee training will take place in September so you will be fully informed then.

Good luck for the upcoming year, you're all going to smash it! I wish you all the best, and make sure to make the most of it!

Eve Chamberlain

Vice President Societies and Volunteering

IL Cymdeithasau A Gwirfoddoli



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## Key Contacts:

**VP Societies and Volunteering** ([ypsocieties@cardiff.ac.uk](mailto:ypsocieties@cardiff.ac.uk))

Vice President Societies and Volunteering is one of the 7 sabbatical officers. Their role is to represent all societies, volunteering groups, student media groups and student led services. They represent the student voice and are elected every academic year in the Spring Elections. You can find out more about your elected officers [here](#).

**Societies Coordinators** ([societies@cardiff.ac.uk](mailto:societies@cardiff.ac.uk))

The role of the societies coordinators is to support the day-to-day functioning of societies. You would be contacted by your coordinator at the start of the academic year. They can help you with the admin side of things!

**Give it a Go** ([giveitago@cardiff.ac.uk](mailto:giveitago@cardiff.ac.uk))

You may have heard of our Give it a Go scheme. It is a program which allows students to attend a taster session to your society without having to commit to a membership. It is likely that you would host give it a go session in September/October and January/February during freshers and refreshers period.

You may also be looking at doing trips with your society in collaboration with Give it a Go. Our Give it a Go coordinator can help you with any information on this!

**Transport** ([SUTransport@cardiff.ac.uk](mailto:SUTransport@cardiff.ac.uk))

The Students' Union can offer support on transport. This may include hiring out a minibus to get to competitions/ events.

**Finance** ([SUFinance@cardiff.ac.uk](mailto:SUFinance@cardiff.ac.uk))

We have a finance team on hand to support with all your finance-related queries. The finance office is open Monday-Friday from 10AM-4PM.

**Head of Activities** ([societies@cardiff.ac.uk](mailto:societies@cardiff.ac.uk))

The Head of Activities deals with any serious issues that your society may face. This includes, but is not limited to, complaints, misconduct, disaffiliation etc.

## GUILD OF SOCIETIES

What does the Guild of Societies do?

The Guild of Societies is the overarching organization that houses all 220+ Societies that are affiliated with Cardiff University Students' Union. We work closely with each and every Society to ensure they are the best they can be for their members, assisting Committees and providing resources throughout the Academic Year.

As a Guild-affiliated group, your Society becomes entitled to:

- Training for your Committee and constant support from Students' Union staff throughout the year
- Use of Students' Union facilities and resources, such as meeting rooms and vehicles
- A Society 'bank account' held by our Finance Department
- Storage, subject to availability and specific requirements
- An official Society e-mail address
- Some direct funding in the form of Society Grants, available throughout the Academic Year
- Indirect funding, such as payment of credit card fees and the hosting of your webpage
- Insurance; third party liability cover, personal accident cover and equipment insurance

**“This sounds great... but what's the catch?”**

In order to remain affiliated with the Guild of Societies, there are a few things we expect from every Society. These are known as the affiliation requirements:

- Minimum of 20 members
- Core committee must consist of a President, Treasurer and Secretary.
- The committee are members of Guild (everyone needs to pay for their society membership as well as the guild membership).
- Register all activity with the union and all participants as society members or through another SU department or activity.
- All committee members attend all compulsory training.
- Keep all society funds in the Students' Union bank account and keep a constant positive balance, unless pre-agreed.
- Seek approval from the SU for all contracts signed by the Society.
- Adhere to a valid constitution (your agreement between the SU and the Society).
- Run a democratic committee election, hold an AGM, take minutes of your AGM, and submit these to the Societies Team.
- Submit all requested documents by the deadlines set by the Societies Team.
- Adhere to the Guild of Societies Social Policy.
- The Code of Conduct must be publicly shared with your society members.

# THE ROLE OF COMMITTEE

## What does a Committee member do?

The Committee of any Society is responsible for leading the Society, and ensuring it consistently moves in a direction that is beneficial to its members. You will regularly make decisions as a group on how your Society should be run, each making use of your own expertise and working with your members to ensure all decisions made are in their best interests.

You will also be responsible for deciding upon, and arranging, Society activities. In this, you will become the point of contact between your Society and the Guild of Societies, as we will be helping you along the way!

You are also responsible for representing the needs of your Society's members on campus as an elected representative; you will liaise with the Vice President Societies and Volunteering to ensure the voice of your Society is heard at all levels and contributes productively to improving the wider Student Experience.

It is important to remember that a well-organized Committee can boost a group's reputation, and can result in increased sponsorships, heightened membership, and a greater level of recognition within the Students' Union and University community.

The roles of individual Committee members change drastically between Societies, as does the range of posts available on the Committee. You will always find the most up-to-date description of your role in your Society Constitution; however, I have briefly outlined the roles of the three core Committee positions below:

### President

Acting as the principal officer, spokesperson for the society and key contact with Cardiff University Students' Union, the President leads and co-ordinates the Society, committee and members. They shall be responsible for the planning, organizing and chairing of committee meetings and for protecting the interests of the Society in accordance with its aims and objectives. You are expected to:

- Have a clear vision for the Society's present and future, and steer the Society to success
- Ensure the Committee remains engaged, and that everyone is aware of and carrying out their roles
- Provide guidance, where required, to Committee members
- Organise and chair Committee Meetings
- Be the key contact and representative of the Society
- Ensure the aims and objectives of the group are being achieved

### Secretary

The Secretary's prime function is to administrate the running of the Society, keep accurate records and communicate with the Committee and Society Members. You are expected to:

- Produce agenda documents, and maintain written documentation of all Committee meetings
- Organize the completion and submission of Risk Assessments for activities
- Book rooms for your Society, whether this be for activity or Committee Meetings

- Maintain Society documentation, such as Development Plans, Widening Access Policy and Inventories

### Treasurer

The Treasurer has responsibility for the financial affairs of the Society, ensuring that Cardiff University Students' Union Financial Guidelines are adhered to. They shall present the Society's finances at the Society's Annual General Meeting. You are expected to:

- Encourage all membership fees, sponsorship payments and fundraising amounts to be paid to the Society as soon as possible
- Organize payments of goods or services that the group has received, and submit finance requests for member reimbursements
- Keep an accurate record of Society accounts
- Liaise with the Committee to submit Grant Applications in a timely manner

### Committee Meetings

Committee Meetings are a valuable opportunity for the Committee of your Society to sit down together, refocus and discuss the direction in which the Society is heading (such as any upcoming events and activities). Committee meetings can be as formal or informal as you wish, but as a rule of thumb, it is recommended that you hold a Committee Meeting once every month. This is easier to achieve if you have a regular day and time for your meetings. Of course, there may be times where you require more meetings (e.g. if you have a large event coming up), or fewer meetings (beyond the start of May), but this can be done at your discretion.

The Secretary of your Society is responsible for the compilation of minutes of your Committee Meetings and making these available to your members in an appropriate time frame.

### Core Documents

As a Committee member, you're responsible for producing and maintaining Core Documentation for your Society, particularly as a President or Secretary. No matter your role, it's important to have some awareness about the documents that are vital to the running of your Society.

#### Constitution

Your Society Constitution is the governing document of your Society, covering the agreement between your Society and the Students' Union. It covers your Society's aims, your Committee structure, how you conduct your democracy and how you handle complaints and disciplinary issues. Your Constitution is updated every year at your Annual General Meeting (AGM), or you can host an Emergency General Meeting (EGM) if you need to alter it more frequently than this; you should have received a copy of your Constitution from your previous Committee.

#### Equipment Inventory



Your Equipment Inventory is a list of all equipment owned by your Society. All of your Society's equipment is owned by the Guild of Societies, and the Students' Union can ensure all of your equipment provided it is included on your inventory.

Your outgoing committee should give you a list of inventory at the start of your term but it is your responsibility to ensure this is kept as up-to-date as possible, emailing any updates to [Societies@cardiff.ac.uk](mailto:Societies@cardiff.ac.uk) as they occur.

### General Risk Assessment

Your General Risk Assessment should be one risk assessment document covering all of your society's regular activities. This could include regular meetings, rehearsals, sporting activities etc. Any activity that occurs on a regular basis should be included in this document.

## Other Documents

The below three documents are not compulsory, however appear on the Societies Tier Structure and can be extremely useful to ensuring your group remains on track throughout the Academic Year.

### Development Plan

Your Society's Development Plan lays out the Committee's intentions for the growth of the Society across the Academic Year, including the setting of SMART (specific, measurable, achievable, relevant and time-bound) targets, and ways to measure these (such as goals for new members), and how the Committee intends to work together to achieve their goals. Contact [societies@cardiff.ac.uk](mailto:societies@cardiff.ac.uk) to book a Development Plan Meeting.

### Widening Access Policy

Your Widening Access policy outlines the steps undertaken by your Society to ensure it is as accessible to as many students as possible. Societies can often help students who may otherwise feel isolated, and can build communities for students to feel safe in. Certain students may feel there are barriers to their participation, and a Widening Access Policy acts as a working document to help Committee members identify these barriers and create action points to overcome them.

### Social Media and Marketing Plan

Your Society's Social Media and Marketing Plan is a document that outlines key targets and strategies for growing your Society's presence and reputation on campus. This is another valuable tool that is designed by your Committee at the start of the year to plan strategies, ensuring your Society remains on track and grows effectively.

## Handover

It may seem a bit strange to be speaking about handover at this point in the year, however it is vitally important to ensure the sustainability of your Society over many years, and it is never too early to start thinking about it.

You may be thinking now, 'why didn't my predecessor tell me any of this?', and this is exactly the kind of thing you should be keeping a note of for your handover document to next years' Committee!

Throughout the year, we recommend making notes about events, activities and challenges that you face, and keeping a handover document and file live and regularly updated so that this can be passed on to next years' Committee.

Along with this handover, you will need to include **passwords to all your Social Media** – you'd be surprised at how often this is forgotten about!

The Students' Union do not have a list of Society Social Media channels! It is also recommended that you maintain a key contacts list – if you've got a number of staff members and external affiliates you liaise with regularly, it will make it far easier for next years' Committee to be aware of these from Day 1!

You can find out more about handover [here](#).

## Health and Safety

As an elected Committee member, you have a moral (and legal) obligation to ensure the safety and wellbeing of Society members. When undertaking official Society activity, you are supported by the Guild of Societies insurance that all members are covered under. This insurance cover is the Elite coverage for Sports Clubs supplied by Endsleigh Insurance; you can request a breakdown of this cover by emailing [Societies@cardiff.ac.uk](mailto:Societies@cardiff.ac.uk) or [AthleticUnion@cardiff.ac.uk](mailto:AthleticUnion@cardiff.ac.uk)

As a committee member, you can organise additional courses for your membership should your activity be deemed to require Health and Safety training. The SU offers First Aid training courses for students, and you can contact them at [FirstAidCourses@cardiff.ac.uk](mailto:FirstAidCourses@cardiff.ac.uk) to register your interest.

## Instructor Registration

Whilst Committee Members are responsible for the organisation of an event, they may not necessarily lead it. In many cases, it may be required for a Society to recruit an external coach or instructor to lead their activities. Instructors are employed by the Society and are effectively managed by the Committee.

Instructors must be registered with the Students' Union, whether paid or voluntary, at the start of the Academic Year. This must be done via the Coach Registration Form. This is vital to ensuring the insurance cover we have covers the activity that is led by the instructor.

The Guild of Societies maintains a list of registered instructors for each Society, and will not authorise Finance Requests to pay an instructor that is not registered.

It is also vital to note that Committee Members **cannot be paid** to deliver services for the Society **under any circumstances**. This would constitute a Conflict of Interest. Any Committee Member found to have been paid by their Society will be investigated and will likely face removal from the relevant Committee.

You can notify [Societies@cardiff.ac.uk](mailto:Societies@cardiff.ac.uk) if you would like the Students' Union to liaise with your instructors on your behalf on any issues. If you are having difficulty communicating with your instructors around levels of responsibility and what their role as an instructor is, then please let us know.



## SOCIETIES TIER SYSTEM

The Societies Tier Structure is a framework to running a Society and is a way of measuring and monitoring the progress and development of your Society throughout the year. It provides a range of criteria (both core and optional) to help you build a development package that works for your group and ensures you are striving to provide the best experience for your members.

The Tier Structure levels are Affiliated (**this is mandatory for ALL societies to exist**), Bronze, Silver, Gold and Platinum! We expect all groups to complete affiliation requirements, however all Bronze, Silver, Gold and Platinum tier tasks are completely optional.

Your Society may well fulfil many of the requirements for tiers already in your regular activity. You will be invited throughout the year to book **Development Meetings** to chat through your development and progress against the Tier Structure with either the Societies Coordinator or VP Societies & Volunteering.

The Tier Structure is changed slightly every year to ensure continued growth of those groups who routinely hit the higher tiers, and the incentives also regularly change so you are appropriately rewarded for your hard work!

Societies that achieve a tier are awarded with a certificate at the end of the year societies awards and also have a separate section to highlight their achievements on the societies [webpage](#).

# RULES AND REGULATIONS

## Activities Laws

The Students' Union Activities Laws clarify the rights and responsibilities of student groups affiliated with Cardiff University Students' Union.

Part One outlines your rights in terms of resources that are provided to your Society, whereas Part Two outlines your responsibilities as a Society (and thus as a Committee).

While a lot of the Activities Laws are covered in your society constitution, it is important that you familiarise yourself of the contents of the Activities Laws themselves, so you are aware particularly of your responsibilities as a Society.

You can find the Activities Laws under Committee Resources.

If you would like to propose a change to the Activities Laws, or you think something should be done differently, you can do so by emailing [yvsocieties@cardiff.ac.uk](mailto:yvsocieties@cardiff.ac.uk)

## Cardiff University Students' Union Code of Conduct

*"The Union expects members and guests of the Union to engage in a positive manner with students, staff and visitors to the University and Union when engaged in use of the services and activities provided or when recognisable as a representative of the organisation. The following (non-exhaustive list) would be considered instances of where the standard of behaviour of members is a concern, and therefore may result in disciplinary action if found to have taken place:*

- *behaviour causing or likely to cause physical harm to others.*
- *any form of harassment, unlawful discrimination or bullying of others.*
- *drunken and disorderly behaviour.*
- *possession or sale of illegal drugs.*
- *bringing the Union into disrepute.*
- *theft or fraud.*
- *deliberate damage to property.*
- *breach of any terms of membership of the Athletic Union or Guild of Societies.*
- *breach of any Policies or Bye-Laws of the Union.*

These codes of behaviour apply to **all** members of student groups and any associated people connected to student groups including both paid and voluntary coaches and instructors. It applies without geographic restriction, can be applied whether activity is official student activity or not, and also relates to behaviour whilst travelling to and from student group activities.

All members and associated persons of Student Groups are expected to:

- *respect the rights, dignity and values of others.*
- *be fair, considerate and honest in all dealings with others.*
- *take responsibility for their actions.*
- *not encourage or pressure others into acting against the code.*
- *operate within the rules of the activity.*
- *be aware of how their actions may be perceived by others.*
- *maintain high standards of personal behaviour at all times.*
- *refrain from any form of harassment of others.*
- *refrain from any behaviour that may bring the University, the Union or the Student Group into disrepute.*
- *comply with all reasonable instructions issued by officials.*
- *not act in an unlawful manner.*

These expectations apply both at events and activities as well as online and on social media and any other time where individuals are deemed to be acting as or identified to be representatives of the student group.

The Union recognises the value of social activity to compliment student group activity for members of such groups. Social activity builds friendships, bonds and communities among members and can support individual and group development. However, the Union also recognises that in some situations, such social activity can pose physical and psychological risks if due care is not observed by those involved. In line with this, the Union encourages all student groups and members to conduct themselves appropriately and drink responsibly.

Please contact [societies@cardiff.ac.uk](mailto:societies@cardiff.ac.uk) if you have any concerns regarding behaviour and conduct.

# DATA PROTECTION

This is possibly the **most important** section in this entire document.

It is vital that you have read and understood this section thoroughly. You have probably heard a lot about GDPR over the last few years, and in this section you will (hopefully) understand exactly what it is, and how it impacts the running of your Society.

**“The incoming General Data Protection Regulation will impact how we collect and use personal data. There will be increased penalties for misuse, including fines for organisations and individuals.”**

GDPR largely covers information and data relating to an identified, or identifiable person. This includes, but is not limited to:

- Names
- Student Numbers
- Email Addresses
- Phone Numbers

We highly recommend that your committee does not collect any data from students or members, other than that which you are given on the website.

If you are collecting data, it is advised that you use a secure system, such as Google/Microsoft Forms for the collection and storage of information. You must, however, get explicit permission from each individual if you are collecting personal data.

Permission could be in the form of a tick-box statement, for example:

**“I give consent for this information to be used to contact me regarding events and trips, membership, offers and news from the xxxxx Society.”**

Data can only be used for the purpose it was collected, and you must get explicit permission for each intended purpose. Should the purpose change, you will need to collect the data again.

You must also remove data promptly if requested and provide the ability for students to unsubscribe from your mailing list.

You must not give out, or sell, personal data of your committee or members to sponsors, external companies or anyone else, even if the external body has a specific plan for the data. This includes accidental leaks. You must ensure to secure all personal data that has been collected.

**Our top tips for avoiding Data Disasters:**

1. When emailing your members, you **must** use the BCC field, as this will not allow recipients to view the full mailing list.
2. Password protect any spreadsheets containing personal data
3. **Do not** store personal data on a public computer
4. Password protect all devices that contain personal data, whether that be phones, laptops, tablets, desktops, etc.
5. **Do not** carry personal data around on USB sticks or other devices that are easily lost.

The consequences of Data Misuse are extremely severe. Individual Committee Members will be fined by the Information Commissioner, as will the Students' Union. The maximum fine that can be imposed to each party is **£20,000,000**. So please, be careful.



# SOCIETY MEMBERSHIPS

## STUDENT MEMBERSHIPS

A student becomes a member of a Society upon the purchase of a membership from the Society's Students' Union webpage or the Students' Union Finance Office on the third floor of the Students' Union.

### Membership Price

It is your responsibility as a Committee to review your membership price over the summer to ensure you will raise sufficient funds from this to conduct activities throughout the year.

The cost of membership to your Society needs to be consistent for all students joining throughout the Academic Year, no matter their year of study or year of membership. Your Society may only charge different rates where you can clearly show that there is a change to the service provided between membership types, for example:

- Where membership duration options are available (single semester, full-year, three-year).
- Where membership or participation requires induction training, the supply of equipment, an external license or affiliation, or similar.
- Where memberships offer different benefits, such as full membership, social-only membership.

Please note, if you would like to set up a new membership bracket, **please do not try to set this up yourself**; email [Societies@cardiff.ac.uk](mailto:Societies@cardiff.ac.uk) , or [SUFinance@cardiff.ac.uk](mailto:SUFinance@cardiff.ac.uk) , to do this.

All members of your Society must also have purchased the Guild of Societies membership; this costs £8, and this cost contributes to resources provided to Societies (grants, room bookings, vehicles etc.).

To remain affiliated with the Guild of Societies, all Committee Members **must** purchase a membership to their Society. If this is not done within a month of you being elected/ start of the new academic year (whichever is later), you will be removed from your society committee and all access will be revoked.

### **As a Committee member, you must purchase a membership to your Society and the Guild of Societies.**

Student members of your Society are entitled to:

- Join and participate in any activity organised by the Society, subject to funding, skill, experience and capacity.
- Attend, address and vote at any general meeting of the Society.
- Attend any Committee meeting of the Society, and at the discretion of the Committee, be granted speaking rights.
- Hold a position on the Committee of the Society, and vote in Committee elections.

The vast majority of Society members in the Guild of Societies are Cardiff University students, however anybody can become a member of your Society!

## ASSOCIATE MEMBERSHIPS

A non-student who wishes to become a member of your Society must first become an Associate Member of the Students' Union and thus the Guild of Societies. Associate Membership will be granted only with the approval of your committee.

There are four tiers of Associate Membership to the Guild of Societies:

<b>Graduate or former Cardiff University student</b>	<b>£20</b>
<b>Registered as a student at an NUS-affiliated institution</b>	<b>£26</b>
<b>Cardiff University staff member</b>	<b>£26</b>
<b>None of the above</b>	<b>£38</b>

The individual wishing to become a member will be required to fill in the Associate Member Form, which then will need to be signed off by a member of your Committee as an endorsement to their membership. The individual will then need to visit the Finance Desk on the third floor of the Students' Union building to make a payment of the relevant Guild of Societies membership fee, and your Society's membership fee.

Please remember that it is completely at the Committee's discretion as to whether or not you accept Associate Members, and note that each Society is restricted to a total number of Associate Members of 33% of the total student group membership.

Non-student members are entitled to:

- Join and participate in any activity organised by the Society, subject to funding, skill, experience and capacity
- Attend and address any general meeting of the student group (however may not vote)
- Attend any Committee meeting of the student group, and, at the discretion of the Committee, be granted speaking rights.

## SOCIETY SOCIALS

The first thing you might consider when you think of Societies are Socials. Socials are a great way to integrate new members into your Society, and ensure that your existing members remain engaged with the Society. Socials can generate income for your Society through sponsorships; many pubs, bars and clubs are popular sponsors of Societies, and ask for small amounts of promotion and for Socials to be held in their venue in exchange. They also enable the Society to engage with members outside of regular activity, provide an opportunity to strengthen existing relationships and build new ones, and ensure ongoing bonding of both Committee members and Society members. In general, they have the potential to improve the student experience of your members.

However, it is important to take caution with Socials. As an elected Committee Member, it is important to note that you are a representative of your Society, the Students' Union and the University at all times. Should a Social get out of hand, public complaints may be made, and, in the most extreme cases, out-of-control socials have made the press and impacted the reputation of the Society and Students' Union in a negative way. Where The Students' Union or Activities Code of Conduct is breached, the Students' Union will apply sanctions, with discipline going through the University in some cases. The most severe cases can result in the disaffiliation of your Society, or ultimately the exclusion of individuals from the University. Socials that get out of hand can also result in the dissatisfaction and disengagement of your members, and negatively impact upon their student experience.

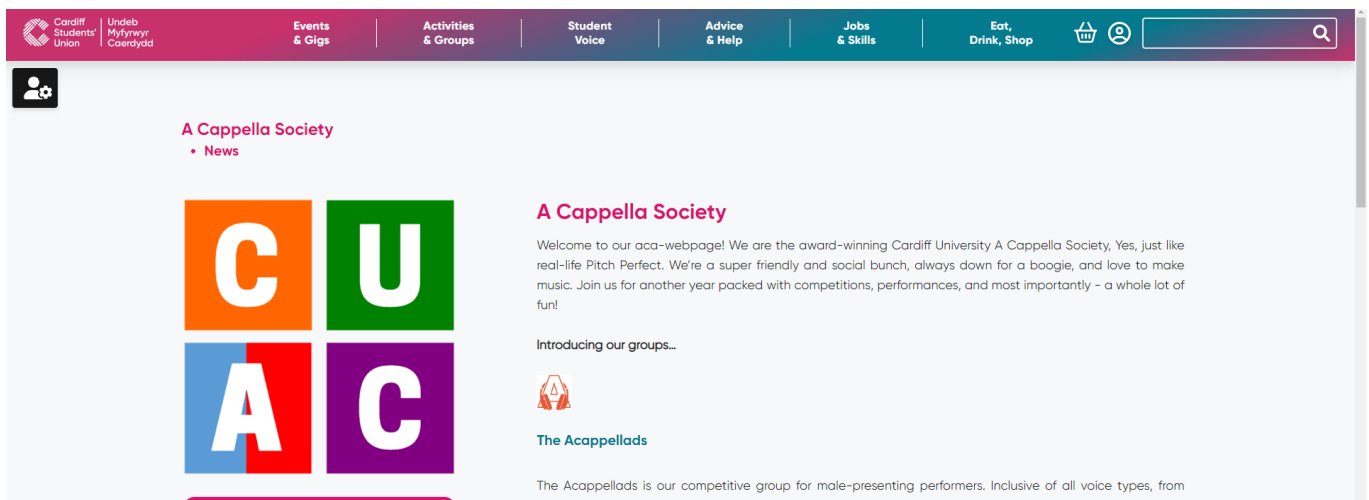
If you have any concerns whatsoever about the running of Socials, please contact [Societies@cardiff.ac.uk](mailto:Societies@cardiff.ac.uk)

# USING THE WEBSITE

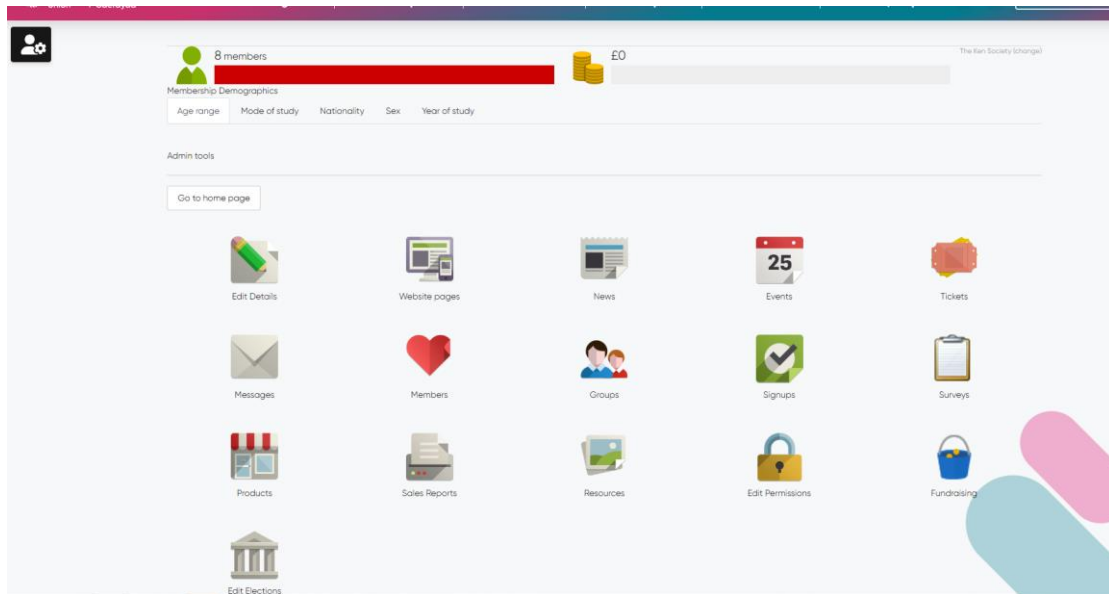
As a Committee Member, you are given administrator access to your Society's webpage. This allows you to view a list of all your members and send messages to them, create products and tickets, and far more. These admin tools are separate from the Committee Portal, and you can access these by logging into the Students' Union Website. You will be granted access to these in August in the academic year.

To access the admin tools for your society on the website follow these steps

1. log in to the SU website with your Cardiff University student number and password
2. Click on the admin button. You should be able to see the black tile with the person and cog icon in the top left of the screen.



3. Click on the '[your society name] admin tools' option from the Control Panel, which will take you to the admin page.



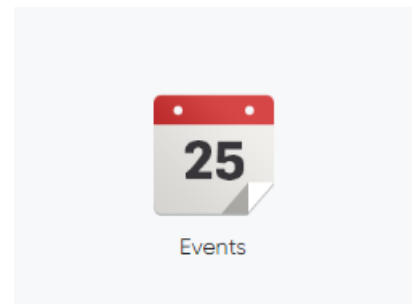
The Students' Union website is the best tool for your society to collect money from your members and other students. It also provides a platform to conveniently sell tickets for socials, kit, trips or fuel charges without handling cash, and helps you having to chase individuals for payments

Depending on what you are selling, you can create tickets or products. You cannot create memberships, and must contact the societies and volunteering team if you wish to arrange this.

## CREATING EVENTS AND TICKETS

In order to create and sell tickets for an event, you must first create an event to sell tickets for. This event will appear on your Society's page and the Union 'What's On' event list. To create an event:

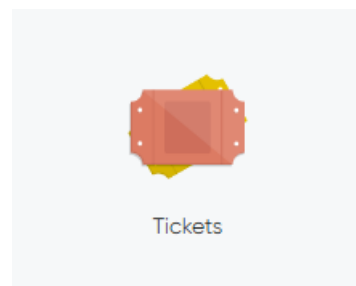
1. Select "Events" on your Admin tools homepage, and click "Add New Event".
2. Add all the details you need for the event. Try to include all the details and information that those attending will need to know.
3. Select the categories that best match your event under 'Event Types'. This will impact where your event is viewed. Do not click all the buttons, but 'Society', 'Trips', 'Cardiff Fringe' and 'Winter Showcase' may be relevant to your events throughout the year.
4. Once finished, click "Save Event" at the bottom of the page



You can customize who can view your events. If your event is not open to the wider student population or the general public, make sure you tick the "Only Members May View This Event" box.

Once your event is created and visible, you can add tickets to it.

1. Click on 'Tickets' on your Admin tools homepage
2. Find your event and click "Add Tickets". If you cannot view your event, change the date filters.
3. Add the ticket details, and click "Save".



**Ticket details**

Ticket type \* (Select) ?

Price \*

On sale from / until 05/09/2019 00:00 →

Sales limit

Per person limit

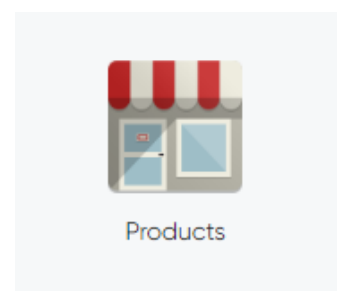
**Save** **Cancel**

You can create different tickets for members, students and the general public. Where possible, add an appropriate off-sale time for your tickets, so they don't appear on your page after the event has taken place. Once the ticket is listed, you can add customisations using the notepad symbol in the table –this will allow you to collect additional information (such as menu choices or seating preferences) from the purchasers.

## CREATING PRODUCTS

Creating products follows a similar process to creating tickets.

1. Click on "Products" on your Admin Tools homepage
2. Click on "Add New Product" and fill in the relevant details
3. Once finished, click 'Save'.



Product details

Name \*

Price \*

On sale from / until   →

Sales limit

Per person limit

Description

As with tickets, you are able to set the price, sale dates and limits as you need. Once the product is listed, you can also add customisations (such as sizes/names for kit or merchandise).

To edit customisations go to your product list and click on the notepad icon at the right side of the product.

It will take you to a new page and click on the green plus icon next to add customisations.

Edit customisation

Details

Label \*

Required

Per-item

Max length \*

Values

Predefined values

Limit to this list

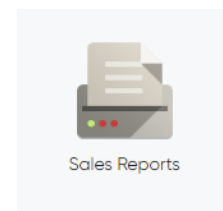
## SALES REPORTS

In your Admin tools, you are also able to generate and view reports for the tickets and products your Society has sold. These can be accessed by clicking “Sales Reports” on your Admin tools homepage.

A **Sales Report** shows you how many of an item have been purchased, and what medium these were purchased through.

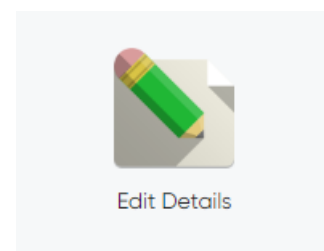
A **Purchasers Report** will show you each person who has purchased an item, and how they did so. You will need to submit a Purchasers Report to the Finance Department with any requests for refunds.

A **Customisations Report** shows you all additional information collected from purchasers of the tickets or products.



## EDITING YOUR PAGE CONTENT

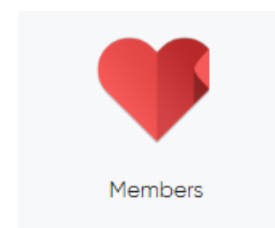
You can make changes to what appears on your Society Webpage by selecting ‘Edit Details’ on your Admin tools homepage. You can make changes to body text, switch your logo, add links and images, and edit Social Media details. Using ‘Website Pages’ on your Admin tools, you can add child pages for specific aspects of your Society (IMG Sports Teams, sub-groups etc) but check with your coordinator before you do this.



If you would like to make changes to the features on your page and you are unsure of how to, please get in touch with your coordinator (Societies@cardiff.ac.uk) who will be able to assist you with this.

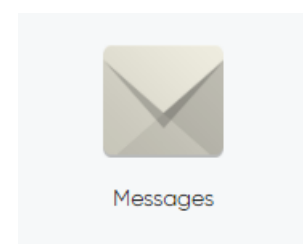
## VIEWING YOUR MEMBERS

You can view a complete list of your members and their student numbers by clicking on the ‘Members’ icon on your Admin tools homepage. We recommend that all information and data regarding your Members is held through the website (the data available on this tab is collected automatically when members sign up) due to Data Protection Regulations.



## CONTACTING YOUR MEMBERS

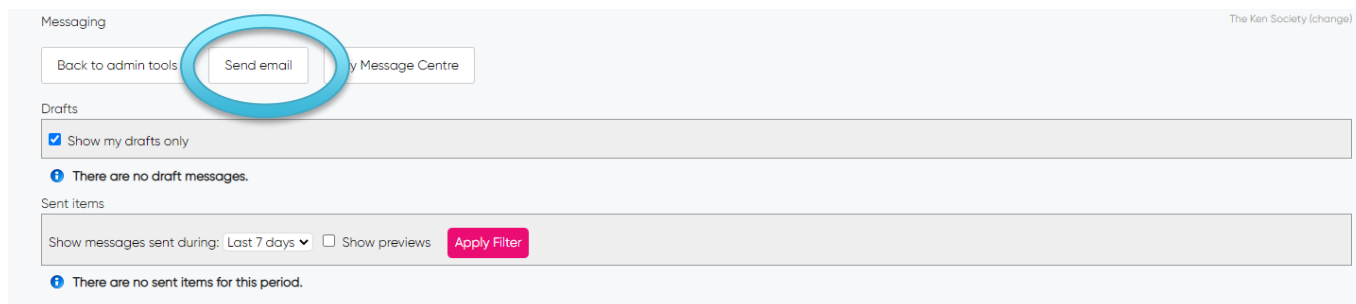
The Students’ Union website has a built-in messaging function, enabling you to contact your members directly. All activity with this feature is traceable, so both the Committee and the Students’ Union can see who is sending what. This is useful if things go wrong.



1. Click on the ‘Messages’ icon on your Admin tool homepage



## 2. Click on 'Send Email' at the top of the page



3. Select the email address that the message will be sent from, and that responses will be sent to if a recipient chooses to reply (these don't have to be the same)
4. Click the 'To' field, and select recipients from your membership.
5. Enter a subject, add any relevant attachments and type the body of your message. There is no spelling or grammar checker built in so it may be easier to copy and paste a message in from, say, a Word Document, if your message is quite long.
6. You can use the 'Send Preview' option to double check the email (send it to yourself), or send it straight away.

## STUDENT GROUPS AND DEMOCRACY

Whilst your Society is affiliated with the Guild of Societies, all student groups at Cardiff University Students' Union are run by students and for students. As a result, all members of a Society must be able to have their say in the running of your Society, and feel empowered to do so at multiple opportunities. In order to ensure this, Societies are required to host an Annual General Meeting (AGM) at the end of every Academic Year, and elect all Committee Members through the Students' Union Elections system.

### SOCIETY ANNUAL GENERAL MEETINGS

An Annual General Meeting is a meeting open to all members of the Society to discuss development and progress of the Society over the previous twelve months, A Society's AGM is usually held **sometime between March and May**. It is at these meetings that Societies can make changes to how their group is run, by changing their Constitution (e.g. adding new Committee positions, etc.). It is vital that this meeting is made as accessible as possible to members (e.g. with timing and location considered), to ensure the process is democratic.

All members of your Society are invited to attend, but only members who are students at Cardiff University have voting rights in Section Three (detailed below).

You will need to set a date and time for your AGM with your Committee, book a room of a suitable size and then email all your members to let them know it's happening at least two weeks ahead of time. Many Societies have incentivised attendance at their Annual General Meetings with pizza and other snacks in the past, and it is quite a good idea to host an event after your AGM to ensure attendance!

The Secretary of the Society is responsible for taking detailed minutes of this meeting and circulating them to the membership of the Society at the end of the meeting.

An Annual General Meeting will usually be broken down into four sections:

#### Section One: ANNUAL REPORT

An Annual Report by the President of the Society, detailing what has happened this year:

- How many members has your Society got?
- What current roles are there on your Committee (if changed in the prior 12 months)
- What sponsorship deals have you run?
- What is your current tier?
- What events and activities have been run? These may include training events, socials, fundraising events, collaborative socials, showcases and competitions
- Has your Society been nominated for/won any awards (national titles, Societies Ball awards, Society of the Month etc).
- Have you had any difficulties during the year, or any recommendations for change?
- What would you recommend the Society focusses on this year?

You can present this in whatever way you would like to; often a Presentation can be a useful tool!

## Section Two: FINANCIAL REPORT

A Financial Report by the Treasurer of the Society, detailing:

- Balance in accounts at the start of the year
- Sources of income for the Society this year – how much was raised through:
  - Sponsorships –who are these with and to what value?
  - Membership fees
  - Grants – and what purpose these was given for
  - Donation/events o Fundraising (and which charity this money was raised for)
- Sources of expenditure:
  - What did you spend the Society's money on and why?
  - Did you pay into your Reserve Account?
  - Any money raised for and donated to charity
- What position is the Society in now, versus at the start of the Academic Year?
- Any other relevant information

If the Society often sees rises and falls in total funds, it might be nice to include some snazzy graphs.

If you are a Society that spends a large amount of money annually, you will not need to go back through and list every single finance request that was processed throughout the year, however it may be worth grouping expenditure into categories; for example, 'We spent XXXX on our ball, XXX on refreshments, XX on costumes, XX on the Freshers' Fair' etc.

In general, this section needs to explain to your members how you have spent their money, and why; the money in your Society accounts belongs to your members, particularly as they pay membership annually, and thus they need to be assured that it is being used to benefit them and enhance their membership.

## Section Three: DISCUSSION AND VOTING ON CONSTITUTIONAL AMENDMENTS

You will need to circulate your Society's Constitution to your members when you give notice of your AGM. Your members will have the opportunity to propose amendments to the constitution (such as the addition of new Committee roles, the changing of existing policies, changing the Society name etc), and these will then be discussed in this section of your meeting. A general process for doing so is:

1. Proposer of the amendment speaks about why they'd like to amend it
2. Someone who disagrees can speak about why they disagree
3. Questions asked to the proposer of the amendment
4. A general discussion is opened
5. Members vote on the amendment by a show of hands FOR the amendment, AGAINST the amendment, and to ABSTAIN (not show an opinion).

This procedure will need to be followed for every submitted amendment. Following this, the Secretary of your Society will need to update the Constitution document with all approved changes, circulate it to the membership of the Society, email it to [Societies@cardiff.ac.uk](mailto:Societies@cardiff.ac.uk) and upload it under the 'Resources' section of your Society web page.

You can find more about AGMS including a template [here](#).

## Section Four: ANY OTHER BUSINESS

This is the section to discuss any further business for your society. It may include things like:

- When is the new Committee being elected (this is a nice way to get people engaged in your election process)
- Hustings for Society Elections (candidates may be given an opportunity to sell themselves to the members of the society)
- If your elections have already happened, who are the new Committee?

## SOCIETY ELECTIONS

Towards the end of the Academic Year, your Society will need to elect a Committee for the next Academic Year. You may even need to run elections sooner than this if individuals resign from your Committee or additional places open up.

All elections should be run electronically, via the [Students' Union Website](#). Only those who are both students of Cardiff University and paid members of your Society may run for positions and/or vote in your elections. Elections should be open and fair, and any current student and member is permitted to take part. The present Committee shall not exert any influence over nominees or voters.

Your Society's main elections should take place sometime between March and May, and will need to be set up by a member of your Committee (usually the Secretary).

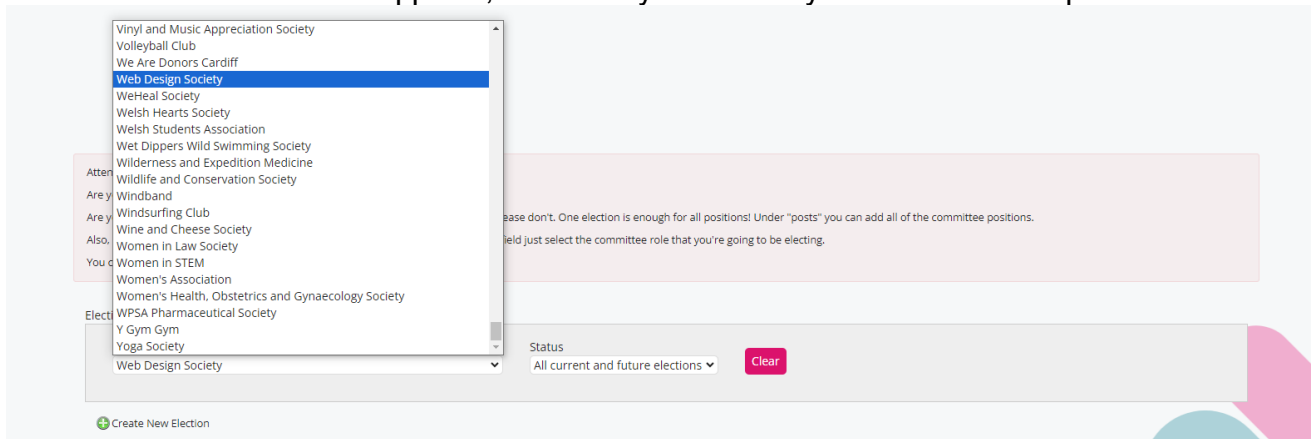
Setting up an election can seem quite tricky, so a detailed step-by-step guide is below.

1. Head online to [www.cardiffstudents.com](http://www.cardiffstudents.com), log in using your university username and password, head to your society page, and click on the admin button.

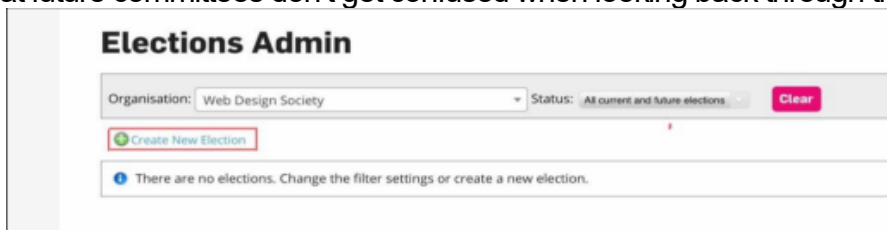


2. Click on '[your society name] admin tools' and go to 'Edit Elections.

- From the menu that appears, select your society from the dropdown menu.



- Click on 'Create New Election'. Always create a new election from scratch. Never try to edit, change, or update a previous election because it won't work.
- Give your election a title so that people can find it. In the interest of clarity, it is good to include the year so that future committees don't get confused when looking back through the elections admin.



Enter dates and times to determine when the election is visible on the website. It is recommended that your election is set to appear on the website **thirty minutes** before nominations open, until **thirty minutes** after voting closes.

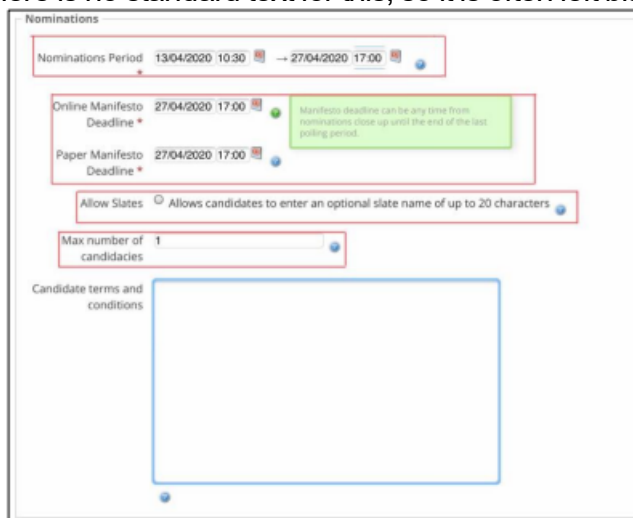
You can then enter a short description for your election, so that members and students are aware of the purpose of the election.



- Open the Nominations Period as soon as possible. We recommend that your nominations period be open for **at least one week** to enable as many students to participate as possible. There's also a pop-out calendar so you can easily measure weeks. You then set a manifesto deadline, which is the deadline for submissions from candidates. It is a good idea to make both deadlines occur at the close of the nominations period, however you can set this anywhere up until voting closes.

The option to 'Allow Slates' is used where candidates run in pairs, for example in roles such as Social Secretary. If this option is ticked, one member of the pair will need to nominate themselves, and write the name of the other candidate as their 'Slate'. The maximum number of candidacies limits the number of roles a member can run for in your election. **It is recommended that this is set to 1 in most cases**, although it can be left blank if you do not wish to set a limit.

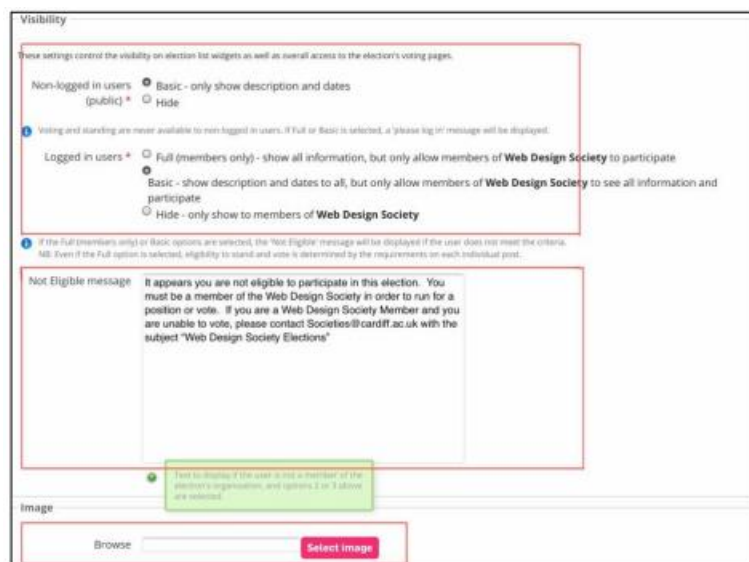
You can use the Candidate Terms and conditions box if you have any conditions for candidates. There is no standard text for this, so it is often left blank.



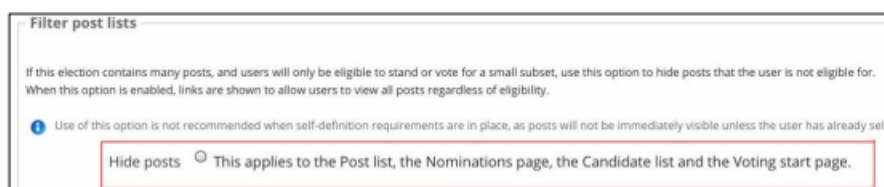
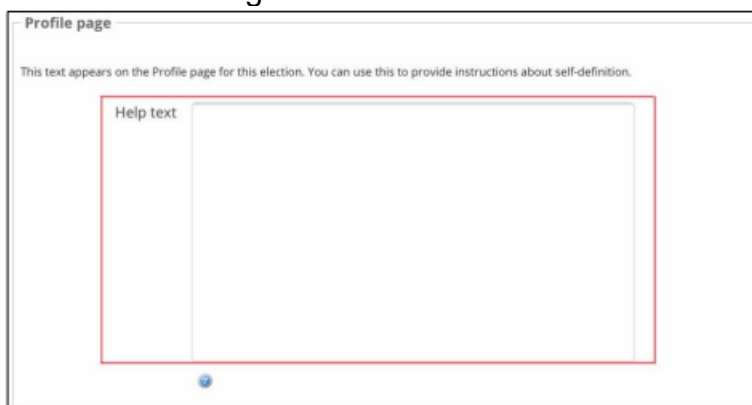
- You can select the visibility of your election to both those who are not logged in to the website, and those who are logged in but may not be members of your Society. It is recommended that this is set to 'Basic' in both cases.

You can also change the 'Not Eligible Message' that shows up when an individual is unable to participate in your election due to not having membership. This is a good place to remind these individuals to purchase membership to your group. If you leave this box blank, our standard text will appear.

You can also upload an image to your election by selecting one from your computer. Again, this is not essential.



8. Leave the 'Help Text' section blank, as all Cardiff University student members can nominate themselves and run in elections. Also leave the 'Filter Post List' section blank, as this hides posts from users who are ineligible.



9. You can then set the time during which voting will be open in your election. **This needs to be at least one week** to allow as many members as possible to have time to consider the candidates and vote.

It is advisable to leave a short gap between nominations closing and voting opening, so you can approve the candidate list. **The voting period will not open until you have approved the candidates**, so make sure you pop a reminder in your calendar to do this once nominations close.

You can use our standard text for the Voter Terms and Conditions.

You don't need to include an Abstention Confirmation Text – our standard text will appear if a member chooses not to vote for a particular role.

The 'Voter Completion Text' appears when someone has finished voting in your election. You can add something simple here, such as 'Thank you for voting'.

Polling

Polling period \* 27/04/2020 18:00 → 19/05/2020 09:00

Voter terms and conditions I confirm that I am voting of my own free will and that I am the rightful owner of the account.

Abstention confirmation text

Voting completion text Thank you for voting in this election.

10. Keep the default ballot rubric at the bottom of the form – these are the instructions on how to make use of Single Transferrable Voting, which is the method of ranking candidates that is used in all Students' Union elections.

You can then click 'Save Election', and you've finished the first step in setting up your election.

Default ballot rubric

Ballot rubric specified here is used for all posts unless overridden by post-specific settings.

Website (default) | Polling App

**B I**

You have one vote.

Number the candidates in order of preference.

If at any stage you believe the candidates you have not yet numbered are unsuitable for the position, number *Re-Open Nominations (R.O.N.)*.

If at any stage you become indifferent to the remaining options, click the *No Further Preferences (N.F.P.)* button.

Save Election

11. Once you've hit 'Save', you will be returned to the main Elections admin page. Click on the election that you've just created, select 'Posts' and click 'Add New Post'.



**Elections Admin**

Organisation: Web Design Society Status: All current and future elections Clear

[Create New Election](#) Key: [Posts](#) [Candidates](#) [Reports](#) [Admins](#)

Title and period	Organisation	Status	Posts
Web Design Society Main Election 2020 13 May 2020 - 19 Jun 2020	Web Design Society	Nominations open	0

**Web Design Society**

**Edit Election**

[Elections Admin](#) | [Details](#) | [Posts](#) | [Candidates](#) | [Admins](#) | [Messages](#) | [Notifications](#) | [Reports](#)

Election

Title \* Web Design Society Main Election 2020

Organisation Web Design Society

Display on Website \* 13/05/2020 10:00 → 19/06/2020 17:00

Description Election of the 2020-21 Committee for the Web Design Society.

**Web Design Society Main Election 2020**

**Edit Posts**

[Elections Admin](#) | [Details](#) | [Posts](#) | [Candidates](#) | [Admins](#) | [Messages](#) | [Notifications](#) | [Reports](#)

[Add new post](#)

There are no posts set up for this election. Click 'Add New Post' above."

12. From the drop-down menu next to the 'Group' field, select the role you would like to elect. **Please make sure you use the roles with the 'Elected' prefixes (e.g. 'Elected President')**, or your election will not work and your members will not be able to nominate themselves or vote. **There is a flashing sign at the top of the page to remind you of this.**

If the post you'd like to elect does not appear on your drop-down menu, please get in touch with [Societies@cardiff.ac.uk](mailto:Societies@cardiff.ac.uk) who will be able to look into this for you. Remember that any new committee roles or changes to existing ones must be voted on at an EGM or AGM by your members before Societies add them to the system, so this must be done before your elections happen.

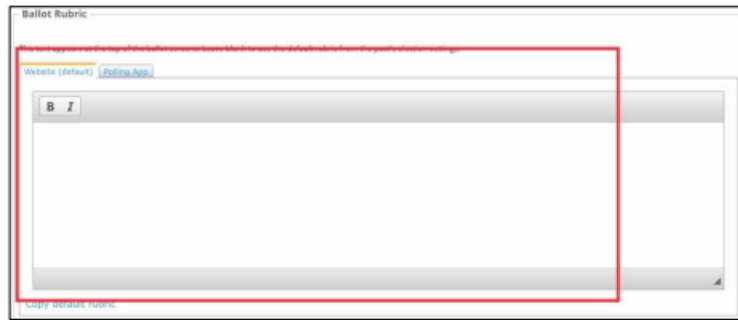


13. Add a short description of your post – if you're struggling with this, you can take descriptions from your Society's Constitution.

In the 'Places' field, fill in the number of people you wish to elect to the post. If you would like to end up with 5 Presidents, for example, put 5 in the box. Remember, this is the number of people who will be elected to the role NOT the number of candidates who will be standing in the election.

The 'Quorum' refers to how many of your members need to vote in order for the election to be valid. Leave this box blank if you don't want to specify a quorum. In the 'Ballot Rubric' box, you can opt to copy the default rubric from the election- this option appears just below the box.





14. Tick the 'Show Organisation Name' box; this allows the Students' Union to quickly identify your election if there are any difficulties.

You can enter a number of proposers, if you would like other members of your Society to have to approve a candidate before they stand. You can leave this field blank if you do not wish to include any proposers.

You **must** include a **R.O.N. candidate**. R.O.N. stands for Re-Open Nominations; if a voter doesn't think that any candidates for a post are suitable, they can opt to vote Re-Open Nominations. **Elections that are run without making use of a R.O.N candidate will be voided.**

Leave the 'Require Paper Form' box unchecked; you do not need to have a paper form to support Candidates' nominations.

If you check the 'Withdrawal' box, candidates will only be able to withdraw themselves from the



election if they do so via a member of your committee. This is completely up to you.

15. We highly recommend allowing manifesto text, as this is the best way for voters to get to know the candidates in your election and what they stand for. Allowing manifestos is beneficial, even if you do speech events or candidate questions as part of your election process. You can set the word count to whatever you like – in Students' Union main elections, the word limit is 200, but this could be anything at all!

Ticking the 'Allow Photo' box enables candidates to upload photos to support their candidacy.

Ticking 'AllowSlogan' allows candidates to upload a short slogan which can make the election more fun. Make sure you set a word limit for this – around 10-15 words is often suggested.



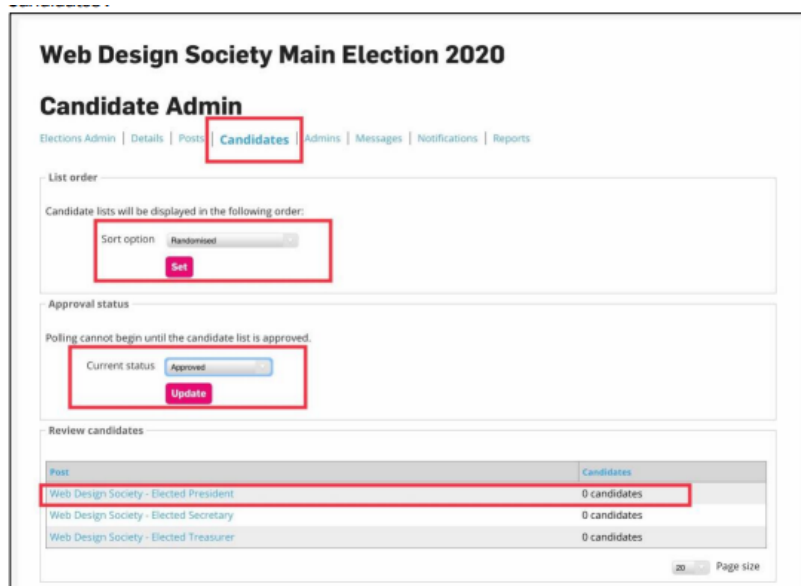
16. Make sure you click to save your post, and return to the Elections main page. When you've added all your posts, you should have a list of posts as shown below.



17. Click on the 'Candidates' tab on the top bar, and you should come to the page below. We would recommend you setting your sort option to 'Randomised' as opposed to alphabetical, to reduce bias on the ballot.

**Your Candidate list also needs to be approved before voting can open – you will need to approve the candidate list between your nominations closing and your voting opening.**

In order to view the individual candidates for a post, you can select posts individually under 'Review Candidates'.



- When someone has nominated themselves, they will appear on this page. You can click on each individual candidate to approve them individually. The status of each candidate will appear on the main 'Candidates' page, but can also be viewed individually in this way.

As an admin of your election, you can also manually add candidates to the election- this is useful if one of your members is struggling to nominate themselves. You can enter their student number in the 'Select Candidate' box and click 'Find Person'. You can alter their 'Display Name' in the relevant field if the name they are known by differs from their name of the University system. You can then approve them there and then by ticking the box below. You should only do this if a student wants to nominate themselves but is having trouble, you should not use this to just add whichever students you want, nor should you refuse to do this for someone who has asked for help.

- As an admin you also have access to the 'Reports' tab, which shows the number of individual voters, votes and abstentions for each position and overall.
- When your election is finished and the polls close, get in touch with your coordinator on [Societies@cardiff.ac.uk](mailto:Societies@cardiff.ac.uk) to receive the results of your election! Wait until your results are confirmed via email before announcing them to your members, even if only one candidate ran for each role.

### Web Design Society Main Election 2020

#### Candidates - Web Design Society - Elected President

Elections Admin | Details | Posts | **Candidates** | Admins | Messages | Notifications | Reports

Candidates

There are no candidates.

Add candidate

⚠ Eligibility checks are not performed when using this form. Please ensure candidate and proposers meet any applicable requirements.

Select Candidate:  Find Person

Display name \*

Approved

Submit Candidate

### Web Design Society Main Election 2020

#### Reports and voting stats

Elections Admin | Details | Posts | Candidates | Admins | Messages | Notifications | **Reports**

Voting stats

Election Details				
Election Title	Number of Individual Voters	Total Number of Votes	Abstentions	Electronic Votes
Web Design Society Main Election 2020	0	0	0	0

Vote Count by Post			
Post Name	Quorum	Vote Count	Abstentions
Web Design Society - Elected President	0	0	0
Web Design Society - Elected Secretary	0	0	0
Web Design Society - Elected Treasurer	0	0	0

Top 10 IP Addresses

There is no voting information.

Last 20 IP Addresses

There is no voting information.

Printable version of the information above.

Excel
PDF

## GIVE IT A GO

### WHY RUN A GIVE IT A GO SESSION?

A Give it a Go session is the best way to engage and gain new members, thus generating income for your Society. Give it a Go sessions are publicized to thousands of students, both through the Students' Union website and the Give it a Go booklet, which gets handed out to students during Welcome Week.

Running a session also gives you access to Social Media shout-outs through the official Students' Union and Give it a Go Social Media accounts

We recommend running one Give it a Go session per semester, but you can do as many as you want – they usually take place in the first couple of weeks of each semester but can be run at any point!

All Give it a Go Sessions must be approved by the Give it a Go Coordinator or the Societies Coordinator. It is important that you have an approved Room Booking before you submit your application for a Give it a Go session. Please remember that the Guest Speaker Policy applies even to these sessions, so you must submit your Guest Speaker details before booking your room.

It is also important to remember that a Give it a Go Session needs to be a non-alcoholic event, in order to ensure your Society remains inclusive to all students. Events with alcohol as a core goal will not be approved as Give it a Go Sessions.

If you're struggling for ideas on what type of session to run as your Give it a Go, some suggestions include:

- A taster session of your main activity
- A guest speaker talk
- A non-alcoholic social
- A training session
- An awareness event that ties into a larger campaign
- A competition
- A local trip

You will need some information, such as a date, venue, description of the event, and have determined the cost of the event ahead of time (usually less expensive than your membership price, to be a 'try before you buy' event).

All Give it a Go sessions must be set up with a ticket, which means we can see how many people are attending your event. Even if your event is free, you must get anyone interested in attending to purchase one. If your session is submitted before the booklet deadline, we will set up our event with tickets on the website.

If you have submitted your session to the Give it a Go booklet, you will need to make sure to check any proofs that are sent to you via email extremely carefully, and it is your responsibility to ensure all details are correct!

You must ask before using any logos of Give it a Go or Cardiff University Students' Union for your events; you can do so by emailing [GiveltAGo@cardiff.ac.uk](mailto:GiveltAGo@cardiff.ac.uk) or [Societies@cardiff.ac.uk](mailto:Societies@cardiff.ac.uk). It is important that we know what our branding is being used for, and will just double check that it is appropriate to use. It is also important

to check before adding company logos for marketing; if you use our branding without permission, you will face negative consequences.

Give it a Go sessions should be open to students of all abilities; it is important to make any requirements clear in the event description when you submit your application form. It is also vital to ensure your event is accessible, both physically and from a time perspective; for example, it is important to note that not all students get Wednesday afternoons off – Heath Park and Postgraduate Students often have academic commitments at these times.

## BIG EVENTS AND TRIPS

As well as running Give it a Go Sessions, Give it a Go run day trips to places around Wales and the UK almost every weekend, as well as a few weekend residential trips annually to cities in Europe. Give it a Go always welcome collaborations with Societies on large trips or events –they can help you run trips abroad for your members, reserve day trip tickets for your groups, or give you support with bigger events that require a more experienced hand.

### Day Trips

If you see a Give it a Go day trip that you would like to attend with your Society, you can reserve tickets on the main trip schedule for your group.

- Email [GiveltAGo@cardiff.ac.uk](mailto:GiveltAGo@cardiff.ac.uk) and let them know the trip your Society is interested in, and the number of tickets you would like to reserve
- Give It A Go will set up a ticket specifically for the members of your Society.
- If you wish to subsidise the cost of the trip for your members, let the team know and this will be organised with the help of the SU finance department.
- Then, you just need to publicise the trip to your members. Any remaining reserved tickets will be released to the general student population five days prior to the trip or event.

### Residential Trips

Give it a Go regularly assist in organizing trips abroad for Course-Based Societies, but anyone can run a trip, no matter your category. It is important that you speak to Give it a Go as soon as you think you **might** want to run a trip, and the Give it a Go coordinator can start planning.

Get in touch with [GiveltAGo@cardiff.ac.uk](mailto:GiveltAGo@cardiff.ac.uk), detailing:

- Destination
- Mode of transport –would you like to fly, or take a coach/ferry?
- Why would you like to go?
- What is your budget? (It is important to consider how many of your members are likely to attend).

If you organize a residential trip with Give it a Go, the Students' Union will coordinate:

- Travel, including transfers to and from airports
- Accommodation at your destination
- Marketing and promotion of your event
- If requested, an itinerary.

We will also look after core documentation to save you a lot of time, such as:

- Risk assessments
- Trip packs
- Internal communications
- Travel insurance policies

If you are going down this route, it is extremely important to have **reasonable expectations** and **be willing to work in partnership with Give it a Go throughout the process** – this will involve **regular meetings** and **communications** to ensure your trip is just as you and your members would like.

The vast majority of Give it a Go trips are run with around 40 students, which usually reaches the best value for money for each student. We are more than happy to negotiate this number for you if you cannot quite reach it, or you could collaborate with another Society on your trip.

You can access the support by visiting the Give it a Go desk on the third floor of the Students' Union, or by emailing [GiveltAGo@cardiff.ac.uk](mailto:GiveltAGo@cardiff.ac.uk).





## TRIPS

If you are hoping to run trips outside of Cardiff for your group, and not in partnership with Give it a Go, it is important that you remain organised and on top of the planning to ensure it goes as smoothly as possible.

The following timeline applies for domestic trips, and are approximate depending on distance and mode of transport. In all cases, the earlier the better, and use your best judgement/speak to us if you are unsure.

A minimum of four weeks before your trip, you should be asking yourselves the following questions:

- What are the benefits of running your trip?
- Who will be paying for the trip?
- What transport/facilities do you need to book?
- When would you like to run your trip?

It is really important that you set yourself a budget for your trip before you book anything. Certain aspects of your trip will cost far more than you anticipate, so it is important you know exactly how much you will need to spend, by receiving quotes and comparing prices and provisions.

It is also important not to book or purchase anything for your trip without speaking to your coordinator first, as we may well be able to get you a better price through our commercial partners, and we can check through any contracts with you.

If you book **anything** without speaking to the Students' Union, you will be liable to cover the costs yourself if anything goes wrong.

Make sure you receive an invoice or receipt for every purchase, so you can either pay it directly out of your Society's bank account or be reimbursed by either the President or Treasurer of your Society for any out-of-pocket expenditure via the online Committee Portal.

### Marketing and Promotion of your Trip

Enticing people to take part in your trip with good promotion and marketing is hugely important! The more you get the word out to your members and other students, the better the trip will be! In many cases, the cost per head reduces with more people in attendance, so you may even be able to provide more for your members. At the very least, you should aim to ensure your event breaks even, so the Society isn't incurring huge costs

Before you put out any promotion or advertising for your event, make sure you have everything fully booked and planned. If the trip falls through and tickets have been sold, it can create difficulties with reclaiming costs and refunding tickets

Once everything is booked, advertise your trip or event absolutely everywhere, and ensure you have the ticket sales set up on the Students' Union Website so you can start taking in ticket money.

### Sharing the Load

If you speak to anyone who has planned a trip before, they will tell you that it takes a lot of work. Make sure you use each and every member of your Committee in the planning and organizational process, as it is a team effort. In doing this, your whole committee will become excited about the event, and this will translate in passion to your members who will then want to go.

When the event happens, make sure you take plenty of photographs and share them with the Societies team! Following the trip, make sure you ask your members how the trip went! Member feedback is key to ensuring you can continue to grow the Society year on year, and saves you from making the same mistakes more than once.

## Trip Registration

If you are travelling outside of Cardiff for a trip, you must supply a trip registration form to the Students' Union before you leave. All forms can be found [here](#).

We need to know where you are going, who is going, and emergency contact numbers for participants. This is to ensure your trip is covered by insurance.

If you are going on a day trip- you must email a completed **Trip Form** to us.  
If you are going on an overnight trip- you must email a completed **Trip Pack** to us.

It is your responsibility to ensure that all documentation is submitted on time; if it isn't, your trip will not go ahead, and financial reimbursements will not be made.

## FINANCE

This section is intended to help the President/Treasurer of your group understand and manage the Finances of your Society. It outlines the key aspects of the role, explains how your finances work, and the procedures used for managing them, and gives you hints and tips to ensure everything runs smoothly from a financial perspective.

If you have any queries regarding your group's finances, these can be raised with your coordinator ([Societies@cardiff.ac.uk](mailto:Societies@cardiff.ac.uk)), or directly with the Finance department.

You can contact the finance team via:

**Email:** [SUFinance@cardiff.ac.uk](mailto:SUFinance@cardiff.ac.uk)

**Telephone:** 02920 781441

**Location:** Third Floor, Students' Union, Park Place (Monday to Friday from 10am-4pm)

## ROLES AND RESPONSIBILITIES

Your Society is responsible for looking after its own finances, and this responsibility falls directly within the role description of the President and Treasurer. This will involve:

- Collecting and paying in funds
- Authorising payment requests and claims
- Managing your accounts, tracking all income and expenditure
- Budgeting effectively for activities and events
- Applying for funding, such as grants and sponsorships.

It is important to stay on top of your finances, feeding back to your committee to provide complete transparency and ensuring funds are not misused. This has particular importance as you are personally liable: committees and individuals may be held legally responsible for loss or inappropriate use of funds during their time in office. This could lead to the Union requiring you to repay relevant funds or refusing to reimburse expenses deemed inappropriate.

### Hints and Tips:

- Keep a 'Finance File' containing regular statements, records of payment requests, receipts and other important information.
- Involve the whole committee to make sure they understand how the accounts work and how much money you have (or need).

### Conflicts of Interest

A conflict of interest occurs when a person has competing interests or loyalties that are incompatible, and may impact on their ability to fairly perform their role. This may lead to a situation where someone is able to personally benefit from any decisions made in an official capacity.

Although committee members are volunteers, they still hold a position of responsibility and you must be careful to avoid these

You cannot be paid for a service and be part of the decision making. **This means that you cannot be paid for a service by any Society for which you are on the committee.** This includes, but is by no means

limited to, coaching, officiating and photography. If you are in any doubt about this, please contact your coordinator ([Societies@cardiff.ac.uk](mailto:Societies@cardiff.ac.uk)) or Finance ([SUFinance@cardiff.ac.uk](mailto:SUFinance@cardiff.ac.uk)).

You must also remember that your Society's funds are to enhance your members' experience and not just the Committees'. This means you **cannot** give yourselves gifts, free trips or additional discounts!

### Understanding your Accounts

Your Society does not have its own bank account, but all funds are held on trust by the Students' Union. For the purposes of splitting your finances up, Societies are given different 'sub accounts' that you may be able to see on your statements, but these are not traditional bank accounts with sort codes and account numbers.

These are the only accounts you can use – you are not permitted, under any circumstances, to use external or personal bank accounts.

There are five different sub-accounts, each of which have their own purpose:

1. **Main Account** – This is your individual Society account and is used for the day-to-day running of your group. It is where your income will be deposited (including any membership fees) and where you should make the majority of your payments from.
2. **Reserve Account** – This is a savings fund, either to be used as a contingency, or for a long-term project or purchase. You are encouraged to have a Reserve Account for best practice, and this is linked to the Societies Tier Structure.
3. **Charity Account** – This account must be used to deposit and donate all fundraising money, that has been raised for external causes.
4. **Activity Budget** – This account holds money allocated to your Society by the Union for activities through grants. Funds in this account can only be used for the purpose they were allocated for, and this will be crosschecked with the Societies Team when payment from this account is requested. Unspent funds will be recalled at the end of each Academic Year.
5. **Equipment Budget** – As above, but used to hold grant allocations for Society equipment

Societies may also make use of an **Event Account** in order to separate funds for a specific large trip or event. Please email [SUFinance@cardiff.ac.uk](mailto:SUFinance@cardiff.ac.uk) if you would like to make use of this account.

In order to move money between any accounts, you will need to email Finance, or make use of the Transfer form available at the Finance desk. Internal transfers **must not** be submitted as Finance Requests.

### Statements

Account statements are made available to you via the Committee Portal, and these are updated regularly to ensure your balances are as accurate as possible. These statements will show transactions for all of your Society's accounts in the current Financial Year (from 1st August to 31st July). You will need to check your statements regularly and in-depth, to ensure you understand your transactions and are keeping track of available funds. It is your responsibility to keep on top of finances and raise any queries with [SUFinance@cardiff.ac.uk](mailto:SUFinance@cardiff.ac.uk) as soon as you spot them.

### VAT

Societies abide by their own constitutions, and thus your finances are recognised separately from the Students' Union. As such, Societies do not fall under the Union's VAT registration and are not VAT registered. This means you can keep all of your income from memberships, ticket sales and sponsorship. If your Society's annual income exceeds £85000, or you believe it may, you must contact Finance urgently as you may exceed the VAT threshold. Your Society must pay any applicable VAT on goods/services that you purchase. Some companies will typically quote prices that do not include VAT (known as 'net' prices). As a result, the final bill may be higher than the quotation you receive – make sure you double check this before you commit contractually or financially.

## INCOME

It is vital to manage your Society's income, to make sure you have enough money to cover any expenditure you incur. You should always collect payments and deposits as soon as possible, to ensure you are able to cover any contractual obligations, and to remove the risk of individual members letting the Society down. When budgeting, you must ensure your **minimum** income covers the **total expenditure**, and your activities should be planned to **break even** or generate **small profits**.

### Paying Money In

Throughout the year, your members and others will pay your Society money, whether this be for membership or event tickets. This money can be paid into your account in the following ways:

- **Online** –Committee members can set up tickets and products to be sold through your Students' Union web page. These are available to buy from your Society page. The money from these purchases is then paid straight into your main account (I.e. the same as for membership), so this is the easiest and safest way of collecting money. Selling products online also collates information into sales and purchasers' reports, so you're able to view each purchaser and track your sales totals.
- **Finance Office** – You can pay in cash, cheques and make deposits to your Society account by card at the Finance Office on the third floor of the Students' Union, by completing a 'Paying-In Form'. Anyone can pay in money to your Society, but it is the responsibility of the Treasurer to collect funds and bank them immediately. Cash in your possession is not insured and is solely your responsibility – you will be considered liable if this cash goes missing.

Cheques must be made payable to Cardiff University Students' Union and have your Society name written on the back.

If you need to deposit money outside of opening hours, use the drop safe, leaving the cash safely for Finance to deal with the next day, speak to the Union's 24-hour Security in the Welcome Centre to gain access and be sure to complete a "Paying In Form".

- **Card Machine** - You can book a manual card machine for your Society events to help collect money. Contact the Finance team or your Coordinator to check availability.

It is also possible to pay into your Society account via **Bank Transfer** (if an external company need to pay in sponsorship money, refunds etc), and the central Students' Union bank details can be requested from

Finance. Please be aware that all cash paid into your account via transfer will take one day to appear in your statement.

**Do not collect any membership payments!** These can only be purchased online or at the Finance Office.

### Invoice Requests

Some companies will require an invoice from your Society in order to process a payment to you (such as through Sponsorship). We can facilitate this; you can request an invoice by submitting an Invoice Request. The invoice will then be sent directly to the external company and, upon receipt, the money will be deposited into your account. Please make sure you double check the invoice details you are submitting, otherwise there may be a delay in the processing of the invoice and the receipt of the relevant funds.

## GRANTS

A grant is another source of income that your Society may be able to make use of. A grant is an upfront allocation of money for a specific purpose. The Students' Union has a pot of funding to provide grants for activities and equipment; this pot is provided by the Guild Fee that is paid by all members.

**Grants are a privilege, not a right**, and your group must apply to receive a grant.

Your Society may apply for a grant, and the application will be considered **unless** your society does not charge a membership fee; the Students' Union **cannot** allocate more than your total membership income for the year.

Once grants have been allocated by the VP Societies & Volunteering, this money can only be used for what it was granted for. Any unspent grants will be reclaimed from your Society at the end of each term.

We aim to fund things that will help your Society achieve its core aims, will benefit most, if not all, members and contribute to the overall student experience. However, we will **not** fund the following:

- Socials, food and drink
- International travel (including UK parts of journeys) and local travel (within Cardiff)
- Fundraising activities (for yourselves or charities)
- Publicity costs and prizes for competition
- Personal equipment (i.e. that will only be used by one person)
- Clothing (unless it's a necessary piece of safety equipment, or a re-usable costume)
- Activities that have already happened or equipment already bought.

Grant money can be used to fund:

- Trips and events: up to **one third** of the total costs may be allocated
- Weekly sessions: up to **one third** of the total costs may be allocated
- Equipment: up to **one half** of the total purchase cost of equipment may be allocated.

Grant money is limited, so all our Grant allocations are made in accordance with our Grant Funding Model.

## EXPENDITURE

Society funds **must** always be spent in a way that benefits your whole membership. This could be through organizing events, buying equipment or saving for a long-term purchase. It is important to carefully manage your expenditure, ensuring that purchases are necessary and fit in with your aims and objectives.

### Finance Requests

To make payments from any of your accounts, you must submit a Finance Request. You can do this via the Committees' Portal or using a form available from the Finance Office in the Students' Union. Please note, if you are requesting money be paid into an international bank account, you will need to use the '*International Payment Request Form*' that is available from the Finance Office.

Requests can only be submitted by the Treasurer or President of your Society, and also require authorization by the Societies Coordinator via the Finance Portal.

You must always attach receipts, invoices, or proof of purchase as evidence, fully accounting for the total amount being requested. This must show exactly what has been purchased (any receipts must be itemized).

You can only spend what is in your Society's account, so you must check your account balances before submitting a Finance Request.

#### **You cannot submit a Finance Request payable to yourself.**

If you are paying an individual or company directly for goods or services, they must provide you with an **invoice**. This needs to be addressed to your Society, and clearly state the supplier's details, the items being purchased, the price (**including VAT**) of the item or services, and the details for payment. You **must** always pay these invoices by bank transfer directly from your account. You cannot pay anyone for work done for your Society in cash as this can cause problems with tax.

Where it is necessary, members are permitted to make purchases for your Society and be reimbursed as long as the expenditure is appropriate. You can only reimburse the **exact** amount spent on **genuine out-of-pocket expenses**. It is not sufficient to supply bank statements, Monzo screenshots, card receipts or cash withdrawal receipts as evidence; You cannot submit a Finance Request payable to yourself it is the purchaser's responsibility to obtain the correct evidence and they may need to check it can be provided before spending any money.

It is highly recommended that your members consider the risks of delayed repayment when incurring out-of-pocket expenditure on behalf of your Society. They should be advised not to spend money that they will urgently require (for example, to pay rent) within 3 weeks.

**The Students' Union does not accept responsibility for any personal circumstances that arise due to unprocessed or insufficiently evidenced Finance Requests.**

Finance requests can be paid by:

- **Bank Transfer** – Payments to UK-based bank accounts are made via BACS. You should allow for **three to five working days** from approval for these requests to be paid and received.

- **Cash** – Requests that are approved before 14:00 can typically be collected from the Finance Office the **next working day**. These can only be collected by the person being paid, and they will be asked to show a *valid Cardiff student ID* card when doing so.

During standard term time, the Societies Team and the Finance Department work hard to process finance requests as frequently as possible. However, please keep in mind that requests may take longer to be processed and paid outside of term time.

Remember, it is **your** responsibility to ensure all request details are correct and clear; the Union accepts no liability for any mistakes you make.

### Online Ordering

At times, you may need to order goods or services for your Society and, in some circumstances, it may not be possible to receive an invoice or it may be impractical to reimburse a member. This may include expensive orders, or those that require payment over the phone. In these instances, your Societies Coordinator will have a **prepaid credit card** that you can make use of.

When required, this card can be loaded with the exact amount required. Then, under the supervision of the cardholder, you can make your purchase with the cost being charged back to your Society account. Please contact your coordinator on [Societies@cardiff.ac.uk](mailto:Societies@cardiff.ac.uk) if you need to use the credit card.

### Other Payments

Throughout the year, the Students' Union may receive some invoices that are to be paid, in part or full, by your Society. In most cases, you will be asked by your coordinator to process these as finance requests, with any Union contributions being granted to your account beforehand. However, there are some invoices which will be processed centrally by the Union. If you have any queries about this, please contact your coordinator or the Finance Department.

### Refunds

On occasion, you may need to refund members (for example, if an event is cancelled due, or if a member is no longer available to attend an event). Any purchases made through the Students' Union website **can be refunded** (even partially) without you handling cash or having to take bank details from your members. To arrange this, you should download the 'Purchasers' Report' from your Students' Union Website Admin Tools and email it to [SUFinance@cardiff.ac.uk](mailto:SUFinance@cardiff.ac.uk), clearly showing the transactions to be refunded and explaining the reasons why.

You cannot authorise a refund to yourself, so if both the President and Treasurer require refunding, you can both email [SUFinance@cardiff.ac.uk](mailto:SUFinance@cardiff.ac.uk) to authorise the refund to each other.

Alternatively, you can submit refunds as individual Finance Requests, however this will not update your Sales Reports, and any items purchased through the website will not show as refunded.

## CHARITABLE FUNDRAISING



Cardiff University Students' Union is a registered charity and, although Societies do not fall under the registration, it is very important that any money raised for and donated to other charities is done so directly. As such, you must always use your **Charity Account** for any fundraising for **external charities**.

## Fundraising

There are plenty of ways your Society can raise money for its chosen charities, and you should always know which charities you are fundraising for before you start. However, there are also many rules surrounding fundraising, and it is important to ensure you always comply with these. If you are in any doubt, or need any advice, please contact [SUFinance@cardiff.ac.uk](mailto:SUFinance@cardiff.ac.uk).

By law, all donors must always know exactly where their money is going before they donate. In particular, any collection buckets and shaker pots must clearly display this at all times. Societies are free to fundraise within the Students' Union, with prior permission and booking of space (however we cannot allocate any grants to fundraising activities). If you wish to operate charitable collections in public spaces, you will require a license from Cardiff Council.

Any money raised must be deposited to the Finance Office in the Students' Union as soon as is possible.

## Donating

Any money that is raised for a specific charity **must** be donated to that specific charity. This money then needs to be deposited into their bank account; you are not permitted to make donations in cash. All money raised by your Society should be donated to the relevant charity by the end of the Academic Year.

You can submit donations by bank transfer or cheque as Finance Requests from your **Charitable Fundraising account**. You are not required to evidence these requests like a standard payment; we simply require some confirmation that the charity details you are providing are legitimate (e.g. a screenshot of email correspondence with a representative of the Charity).

You can also make donations to online pages using a prepaid credit card – please contact [Societies@cardiff.ac.uk](mailto:Societies@cardiff.ac.uk) if you would like to do this!

You **must not** use an individual's account for fundraising, nor may you reimburse a member for a charitable donation **under any circumstances**.

## SPONSORSHIPS

A sponsorship is a package of support from an external source and can be either financial or in the form of goods. Sponsors usually look for some form of return or acknowledgement in exchange, whether this be use of their logo on printed materials, use of their venue for your Society socials, or social media promotion.

There are lots of potential sponsors that can offer a wide variety of benefits to your Society. Sponsorship can be a great way to get funding, but make sure you are able to fulfil your obligations; don't promise something you cannot guarantee or isn't achievable!

All sponsorships should be outlined in a written contract from the potential sponsor; you **must** have this contract checked by the Students' Union before you sign it. You can do so by emailing it to [Societies@cardiff.ac.uk](mailto:Societies@cardiff.ac.uk), or popping by the Societies desk in the Students' Union.

Gaining sponsorships can sometimes feel extremely challenging, but our top tips for maximizing your chances are:

1. **Start Early** – Those Societies who have been most successful at securing top sponsorships in the past have started looking for sponsorships at the very beginning of the year (from the beginning of August). Getting organized towards the end of the summer and contacting potential sponsors early on will mean you beat the rush of student groups all clawing after valuable contracts.
2. **Target Your Audience** – What types of sponsorships are you looking to achieve, and what are you hoping to gain from them? Are you a Course-based Society looking to gain sponsorships from Graduate employers, or are you looking for discounts on your Socials with local venues? Maybe you're even looking for both! Having this in mind early on will mean you can plan your sponsorship search from the beginning and think about how to specifically target certain groups of organisations. Think about what organisations can gain themselves from sponsoring your Society – it is a two-way street, after all!
3. **Don't Be (Too) Fussy** – When looking for sponsorship, it is good to think big and have ideas on what the 'dream scenario' would look like. However, it is extremely important that you don't let big ideas distract you from smaller sponsorship deals that may be extremely useful to you! It's good to aim high, but have a look at the full spectrum of what's available to you.
4. **Best Foot Forward** – Create a flyer, or produce a brochure advertising your Society's best features. Canva is a brilliant free tool for making attractive promotional materials, or you can purchase the Pro tools. This flyer should outline key Society information (such as average membership, statistics, any awards you've gained etc.), any sponsorship packages you offer (if applicable) and further contact information. Make sure you have this checked for errors, and make it memorable. Attach this to any emails you send to potential sponsors for maximum impact
5. **Introduce Yourself** – Write an email to potential sponsors, including a brief introduction to your Society, a short Unique Selling Point (USP) of your Society that would differentiate you from others in Cardiff and nationally, and outline how a sponsorship deal could be mutually beneficial to both the Society and the organisation. Your USP might be that you have a unique activity for students, you have a large and diverse membership base, or that you appeal to a specific demographic of student that could help the organisation meet its targets and further its objectives. Send these emails to as

many sponsors as you can, remembering to remain open-minded. Check each email that you send out, ensuring it is tailored slightly to each individual company, and attach your flyer!

6. **Check Your Contacts** – It can be extremely difficult to find contact information for individuals within a company or business. Have a look at each company's web page – for larger organisations, you're looking for a Graduate Recruiter or a Publicity Executive to contact specifically. If there is only a generic email available, you can use this to ask to be directed to the relevant bodies. You can also use LinkedIn cleverly to track down the right contacts, or to check that old contacts are still valid.
7. **Be Persistent** – It is easy to feel unmotivated if you have put a lot of work in to finding sponsorships but still aren't hearing anything back. It is important to remember that many companies are receiving several sponsorship requests, but your persistence can help you stand out! If you don't hear back within two weeks, send another email. If you don't hear back then within a week, try contacting them via telephone. If you still can't get in touch, try someone else at the same company. Persistence is key, and also shows you're serious about sponsorships with the company and not just going out on a limb.
8. **Stay Organised** – If you are making contact with a lot of organisations, it is important that you keep track of each contact thread, and also delegate the workload effectively with your Committee. A Google Sheet is a really good way of keeping track of sponsorship applications as it can be collaborative and viewed by everyone on the Committee. Some things you may wish to include are:
  - a. The name of the potential sponsor
  - b. Contact information
  - c. A status tracker (accepted, rejected, email sent, in progress, discussion scheduled, etc.)
  - d. Amount of sponsorship offered
  - e. Status of sponsorship (invoice sent, invoice received etc.)
  - f. Sponsorship package (what is being offered to the company in return)
  - g. Other important notes
9. **Don't Give Up** – As stated previously, it can be very disheartening if you put work in and don't get anything in return. Keep pushing, however, and you'll maximize your chances of success.

Please remember to submit all contracts for Sponsorship to the Students' Union for approval before you sign them! You can email them to [Societies@cardiff.ac.uk](mailto:Societies@cardiff.ac.uk).

## ROOM BOOKINGS

One of the most valuable tools to your Society will be space and rooms for you to hold activities in. This section will take you through the processes used to book rooms in both the Students' Union and the University.

### Students' Union Building Room Bookings

As a Society affiliated with the Guild of Societies, you have access to Students' Union meeting rooms and stall spaces, which you can provisionally book yourself on the Students' Union Room Booking System. You can login to this with your society @cardiff.ac.uk email address, and a password that is set by you, which should have been passed down to you from your previous committee. If you need your password to be reset, please contact the Societies Team.

#### Commercial Venues

If you are booking a Commercial Venue (Y Plas, the Great Hall, The Lodge, Y Stwdio, The Globe Rooms or Level 1 Centre), you will need to email [Societies@cardiff.ac.uk](mailto:Societies@cardiff.ac.uk) to have availability checked. Our commercial venues are often in high demand and will need to be booked out in advance – it is recommended that an initial enquiry is made no later than two months ahead of your event, particularly if you require technical support or catering.

If a suitable booking is possible, the venue will be placed on **HOLD** for your Society, and you will be sent a Venues Enquiry Form via email.

You will then need to fill in this Enquiry Form and return it to our Events Team at [SUEvents@cardiff.ac.uk](mailto:SUEvents@cardiff.ac.uk).

The Events Team will review your Booking Form, issue a quote for any set-up, equipment hire, catering and staff cost, and will CONFIRM your booking if you are happy to proceed.

You can find out more about rough costings in the Students' Union Event Pack.

#### Meeting Rooms

If you are booking a meeting room, you will be asked to provide information on the purpose of your booking, the length required and give contact information.

#### Meeting Room Terms of use

When using Students' Union meeting rooms, you must turn up to collect the keys for your room as your booking begins (with no more than five-minute lenience), and you must return the keys to your room to Security at the Welcome Centre by the end of your booking.

If you hold a room booking that is no longer required, you must notify the Students' Union as soon as possible, such that this room be reallocated to another group. Any group that does not attend a room booking on three occasions without cancellation will have their room booking revoked.

You are responsible for the room you are using while you are holding the keys. As a result, it is vital that you collect and return the keys to your room at the start and end of your booking. **You must not** accept keys from the group ahead of you, nor leave the keys with the group who are using the room after you.

**You must leave all rooms as you found them.** Rooms are checked between bookings and groups found to have caused damage, or left the room in an unusable state will be directly charged for any work that is undertaken to return the room to its former state.

You must not consume alcohol in Students' Union meeting rooms, nor consume hot food unless you seek prior permission from your staff contact ([Societies@cardiff.ac.uk](mailto:Societies@cardiff.ac.uk)).

You must respect the Security staff in the Students' Union; **Room Bookings are a privilege** and groups found to be disrespectful of Security staff or the rooms themselves will have their Room Booking privileges revoked immediately. You must not seek to book a Students' Union venue for a non-Society activity; doing so will result in your Society facing disciplinary measures.

## Cancellations

The Students' Union will make every effort to ensure all Room Bookings are upheld, and that booked venues are available to the correct groups. There are some occasions, however, where this may not be possible. On these occasions, you will be notified as far as possible in advance, with an alternative venue sought and your session rehoused if possible.

## Stalls

You can also book stalls within the Students' Union (outside of Freshers) to promote your society, fundraise or promote an event. These can be booked through the room booking system as well. Please note however, there is very limited availability for stalls in the SU so it is recommended to submit these requests as early as possible. Get in touch with your coordinator if you wish to book a stall.

## University Room Bookings

Students' Union-affiliated Societies have access to free bookings across some University's rooms, which include lecture theatres, seminar rooms and smaller meeting rooms across Cathays Campus.

Societies can book a university room through [Resource Booker](#) (Society Presidents and Secretaries have access to this) but must remember that bookings take 3 to 5 working days to confirm. On the Room Booking Form, you can also specify whether you would like the booking to recur, and the frequency of the recurrence.

You must ensure to be as accurate as possible when submitting your Room Booking, as changes will again take 1 to 3 working days to go through.

You will know when your Room Booking has been confirmed as you will receive an email from [Societies@cardiff.ac.uk](mailto:Societies@cardiff.ac.uk) with the details of what has been booked. It is your responsibility to check this carefully, making sure that the booking meets your needs. As stated, last-minute changes are not possible. University Rooms are free for your Society to book, provided the booking falls completely within the opening hours of the University Building in question. Should you request a booking that stretches beyond a University Building's opening time (e.g. late evenings and weekends in **most** buildings), you will be asked to pay additional Security costs incurred to keep the relevant buildings open.

It is vital that out-of-hours bookings be requested a minimum of three weeks in advance, to ensure that Security cover can be found. Security costs may be subject to change, with **a minimum term of four hours** (i.e. even if your booking lasts for 30 minutes, you will need to pay Security for a minimum of four hours), so it is worthwhile reconsidering whether your booking can be moved.

## GUEST SPEAKERS

A Guest Speaker is defined as an individual external to Cardiff University who is given a platform to speak to students at one of your events or activities. A Cardiff University student or member of staff is not a guest speaker, nor are regular coaches or instructors who need to be registered using the relevant registration form. Cardiff University, and thus the Students' Union, have a responsibility to protect students and their welfare, through the Prevent Policy.

The Guest Speaker Policy outlines a fair review of Guest Speakers to ensure the principles of free speech are upheld, whilst protecting the wellbeing and interests of students at Cardiff University.

All Guest Speakers must be declared a **minimum of 21 working days** before the date of the event or activity. **In case your Guest Speaker is controversial, they need to be declared more than 21 working days before the event.** As a rule, please aim to declare any Guest Speakers as early as possible. Do not book rooms until your guest speaker has been approved in writing.

All events advertised under the name of the Society must be compliant with the Guest Speaker Policy, and this includes events held in the Students' Union, the University, and even off campus.

### How Do I Declare a Guest Speaker?

- If your event is taking place in a University Room, the declaration of your Guest Speaker must be made on the University Room Booking form **21 working days prior to the event.** You will need to confirm your speaker before booking your room.
- If your event is taking place in a Students' Union Room, or off campus, you must use the Students' Union Guest Speaker Form and return it to your **coordinator 21 working days prior to the event.**

### As you declare a speaker, we will request:

- the Speaker's name, e-mail address and telephone number
- the topics they will be covering –the more specific you are with this, the faster we will be able to process your Guest Speaker form
- the people who are expected to attend your event
- affiliations of your Speaker; for example, are they with an external organization, a political party, another University, etc.?
- any previous controversies or news stories that you are aware of
- the likelihood of media interest in your event

You will need to do some research surrounding your Guest Speakers before submitting the forms, in particular searching for key words like 'controversy', 'banned' and 'Students' Union'. As stated, please include as much information as possible.

Guest Speakers will either be approved within 5 working days or referred for further research. Any referred speakers will be researched further by Union and University staff.

You must wait for confirmation that your Guest Speaker has been approved before you continue planning of your event and publicising the Guest Speaker. Events may be cancelled or amended should Guest Speakers not be accepted.

Cancelling an event, or rejecting Guest Speakers are **last resorts**, and events are usually only cancelled if the Guest Speaker policy is not followed correctly. We much prefer to slightly amend events to make them more suitable, than cancel them completely.

Possible amendments to events may include:

- having the event filmed by an independent group
- having the event attended by Union staff or third party officials
- having increased security at the event, to the cost of the Society
- introducing the opportunity for challenge or debate with the Speaker
- having speeches submitted for approval of the Students' Union beforehand.
- a combination of the above

If appropriate notice is not given, your Guest Speaker will not be approved under any circumstances.

Please note that failure to declare any Guest Speakers, or the provision of inaccurate information on a Guest Speaker will automatically result in all Room Booking privileges being withdrawn from your Society for a minimum of a Semester and could result in the disbandment of your Society and University disciplinary procedures being enforced in some cases.



## TRANSPORT

As an affiliated Society under the Students' Union Guild of Societies, you have access to bookings for the Students' Union range of vehicles, hire vehicles, and support in securing coaches for large events and trips. In the Students' Union fleet, we can offer:

- 5 9-seater cars: drivers must be over 18 years of age, with 1 years' driving experience. You must have a full UK or EU driving licence.
- 3 17-seater minibuses: drivers must be over 21 years of age, with a minimum of 2 years' driving experience. **Only those with a full UK driving licence are permitted to drive these vehicles.** All 17-seater drivers must have completed the MiDAS theory test before they are allocated a test.

To hire any of our vehicles, groups will be charged £70 per day hire, and 70p per mile fuel cost. If you would like to book a test to drive one of these vehicles, or book a hire vehicle, you can get in touch with our Transport Coordinator at [SUTransport@cardiff.ac.uk](mailto:SUTransport@cardiff.ac.uk). Tests cost £35.

Please remember before any test drive, your driving licence will need to be checked with the DVLA. Those with 4 points or more will not be permitted to complete the courses.

The SU also has a number of drivers on-hand should you need someone outside of the society to drive the vehicle. Please contact our Transport Coordinator for more information.

If you would like to book a coach for a society trip, you can get in touch with you Societies Coordinator at [Societies@cardiff.ac.uk](mailto:Societies@cardiff.ac.uk) to request a quote from our local provider, Mainline.

For all transport related queries, please contact [SUTransport@cardiff.ac.uk](mailto:SUTransport@cardiff.ac.uk).

## MARKETING AND PROMOTION

As a Students' Union affiliated Society, you have access to a whole host of promotional resources. If you have any specific ideas for promotional campaigns but aren't quite sure how to execute them, feel free to get in touch with [Societies@cardiff.ac.uk](mailto:Societies@cardiff.ac.uk) and we will be more than happy to help! Your Society may find it useful to sit down at the start of the year and plan your marketing and promotion for the year in a Social Media and Marketing plan – this can help to ensure you're on track to grow recognition of your Society on campus. You can use the information below to assist you in putting this plan together.

### Social Media and Email

Social Media is a great way of engaging students throughout the year. **The Students' Union does not hold Social Media information on any of its' Societies**, so you will need to ask the previous Committee of your Society about Social Media platforms and passwords when they hand over to you.

Facebook groups are a great way of keeping in touch with existing members, while Facebook pages are highly useful in promoting your Society to prospective individuals. Twitter is a great way of keeping your Society engaged in current affairs (such as the Students' Union AGM, results days and national/political movements), and Instagram and TikTok are a great way of publicizing the amazing things you're getting up to in an aesthetic way!

With Social Media, it is important that your posts are not only good quality, but are frequent and regular. It is an idea to delegate this task to your Committee on a rotational basis, to ensure fresh content is available but that this isn't being left to one specific individual all the time! Alternatively, you may choose to elect a social media officer.

Please remember that you are responsible for your Social Media channels –we do not keep track of passwords etc. centrally, so you will need to make sure you remain on top of this. The Committee is responsible for ensuring all Social Media is appropriate – **anything deemed inappropriate or offensive may result in disciplinary proceedings.**

Your Society should have a Society email address that was produced when the Society was set up. You should be informed of what email address is used by your Society by the outgoing Committee, but if you aren't, you can email [Societies@cardiff.ac.uk](mailto:Societies@cardiff.ac.uk) to find out what this is.

If your Society is making use of an '@cardiff.ac.uk' email address, Presidents and Secretaries will be able to access this from the start of August:

1. Log into your University e-mail account through the Intranet on desktop
2. From your Inbox, click on the circle in the upper right hand corner of the screen with your initials or photograph in
3. From the drop-down menu that appears, select 'Open Another Mailbox'
4. Type your Society's Cardiff email address into the box that appears.

If there are any difficulties with this, or you do not have permission, please get in touch with [Societies@cardiff.ac.uk](mailto:Societies@cardiff.ac.uk) as there is likely an issue with the permissions surrounding your email account. If your Society does not use a Cardiff email account, you will need to get in touch with previous Committee for the passwords, as the Students' Union does not hold information on email addresses from third-party email providers.

## Stalls

We have many areas in the Students' Union that you can book out to hold a promotional stall for your Society, including on the Ground Floor, or opposite the Welcome Centre on the Second Floor. You can also book a stall in the IV Lounge, at the Heath Park Campus. Stalls automatically come with a table and two chairs but you can request additional furniture if you would like it. If you're interested in booking a stall, you can check availability on the Room Booking System and get in touch with your coordinator at [Societies@cardiff.ac.uk](mailto:Societies@cardiff.ac.uk) who will be more than happy to help find something that suits you!

Stalls are an extremely useful tool if your Society is looking to sell tickets to a large event, run a campaign, host an interactive activity, or run a competition. It is important to get creative when running stalls and to drive people towards it. Passers-by are often quite busy and so won't naturally engage with it unless they are actively stopped.

Make sure you're enthusiastic and remember to have colour on your stall to make it as eye-catching as possible (we would also recommend a tablecloth!). As a rule of thumb, the busiest period in the Students' Union is between 11am and 3pm – starting much earlier and finishing much later than this will result in loss of energy and you may not engage as many students as proactively!

## Cardiff Student Media

As well as Societies, Student Led Services and Sports Clubs, the Students' Union is also home to four award-winning media outlets under Cardiff Student Media.

These are:

- **Gair Rhydd** (the 'free word'), the student newspaper which is distributed across campus every week
- **Quench Magazine**, distributed monthly
- **Xpress Radio**, played in the Students' Union at all times and available online
- **CUTV**, who cover large events like Varsity, and run key features throughout the year

All media channels, particularly Gair Rhydd and Xpress Radio, are willing to promote Societies and Society Events – you can invite them along to your events to be covered as well. You can find key contacts for all Student Media outlets online at <http://cardiffstudentmedia.co.uk>.

## SU Stairwell Screens

The Students' Union has multiple screens on the main stairwell and around the building that are free for Societies to make use of to advertise key events or activities.

You can email any posters you would like displayed digitally to your coordinator ([Societies@cardiff.ac.uk](mailto:Societies@cardiff.ac.uk)) – the optimal dimensions for these are 1080(width) x 1920(height). **Make sure you include the date of your event in the email, so we know when to stop displaying your poster** –this helps us keep our screens as up-to-date as possible, and means we have capacity for more groups.

## Posters

Any unauthorized **posters are not allowed to be put up in the Union building** and will be taken down immediately on discovery. Please use the stairwell screens to promote your event as it is not only environment friendly, but also free and saves printing costs!

## Welsh Language

Cardiff University has a thriving Welsh speaking community, and the Students' Union is proud to be a bilingual organisation. As a Society, you can reach more members if you promote yourselves bilingually. The Students' Union actively encourages you to use the Welsh Language in your communications wherever possible.

The Students Union may be able to help you with translations **free of charge!** You can find out more here: <https://www.cardiffstudents.com/activities/resources/marketing/welsh/>

## Fairs

During Welcome Week, Societies and Volunteering Fairs usually take place over two days and provide an opportunity for all Societies to promote themselves to both new and returning students. Over the course of the two days, around 10,000 students usually attend and over 5,000 purchase memberships to at least one Society.

Students can either purchase memberships from the Students' Union website or from the finance office in the Union.

Often, there is also a Refreshers' Fair in the second term which again gives an opportunity for Societies to promote themselves to students in all years; this is an invaluable opportunity for first-year students who may have felt overwhelmed initially and not signed up to the activities they would have liked to.

Fairs are a great way to promote your Society, your Give it a Go sessions and large events, to grow your membership and expand your community. We will be regularly assessing the situation throughout the next Academic Year and will update you via email with information as and when it is available.

## BUILDING YOUR SKILLS

### Volunteering

The Societies and Volunteering team provides an incredible way for students to make a difference in their local community. Through their projects, you can gain skills that employers will love and meet lots of new people. They offer a [wide range of projects](#) to fit around your schedule, including one-off events and summer opportunities.

Getting your Society involved with Cardiff Volunteering is a great way to give back to the local community and gain some points on the Tier Structure. You can also look at the external opportunities on our website if you want to make a difference!

# SUMMER CHECKLIST FOR SOCIETY COMMITTEES

Here are some things that you could do over the summer break:

- Hold your first Committee Meeting
- Plan your activities for the first semester.
- Submit your Give it a Go sessions when prompted to do so by the Societies Team
- Plan and prepare for Freshers' Fair (if applicable)
- Update your Students' Union Webpage and social media channels
- Write a Development Plan
- Write your Social Media and Marketing Plan
- Write your Widening Access Policy
- Apply for Grants when prompted to do so by the Societies Team
- Submit Regular Room Booking Requests when prompted to do so by the Societies Team
- Access and check your Society Email Address
- Ensure all Committee members have purchased membership to your Society and the Guild of Societies
- Hold events for Postgraduate students!

Please remember that the outgoing Committee will remain responsible for the Society until the beginning 1st August, so you will gain access to all relevant admin tools at this point. You can liaise with both outgoing and incoming Committees throughout the summer to give yourself the best possible chance of success!

I hope this document was useful. Hope you have a great year managing your society!

## WANT TO GET INVOLVED MORE?

There is always a lot going on in your Union! Make sure you follow us on socials to stay up to date on all the different things that you can get involved in.