

The Students'



The Manchester College | UCEN Manchester

SOCIETIES

HANDBOOK



@UCEN_TMC_SU



TMC & UCEN Manchester Students' Union



SU@ucenmanchester.ac.uk



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FIND YOUR FUTURE

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INTRODUCTION

This handbook is a guide to helping you set up a society.

What is a student society?

A society is a group, collective or community that comes together because of a common interest.

Why set up a society?

Creating a society is a great way to meet new friends who share the same interests as you. It is also a great opportunity to develop your employability and leadership skills.



SETTING UP A SOCIETY

To form a society you will need to find at least five students with the same interest.

Once you've done that, email the Students' Union (SU) explaining your idea. Next you will be sent an application form to complete.

Email: SU@ucenmanchester.ac.uk(SU) explaining your idea. Next you will be sent an application form to complete.

THE APPLICATION

To complete the application form, you will need to provide:

- The name of your society
- The society's aims and common interests
- Contact details of the students setting up the society
- Details of when, where and how often your society aims to meet up/do events.

If your application is successful, we will help you set up and promote your new society!



TIPS TO FIND INTERESTED STUDENTS

- Network with students in communal areas (e.g. the canteen or The Hive Bar)
- Promote on social media and send information/graphics for the SU to share on their socials too (Instagram @ucen_tmc_su)
- Print and distribute flyers (you can ask for funding from the SU)
- Create a slide to go on the SU screens once approved
- Ask your Student Rep to mention your idea in their next meeting.

COMMITTEE ROLES

A committee are the individuals in the society who are in charge of leading it. Committee positions should be discussed and agreed upon by the whole society.

Below are some essential and suggested roles:

- Chairperson (ESSENTIAL) – this person is in charge of the society and is the main point of contact.
- Secretary – this role supports the chairperson.
- Treasurer – alongside the chairperson, this role is responsible for the society's finances, keeping records of expenses and income (e.g. from any fundraisers)
- Marketing Officer – this role takes charge of all social media presence and physical promotional material. It is their responsibility to share any promotions to the SU so we can help advertise your society.

You can decide on the structure that best suits your society, however having these roles is encouraged.



MEETINGS

Societies can hold as many meetings, socials and events per year as they like. However, your society is required to have a monthly meeting with the SU.

This SU meeting is simply to be updated on anything to do with your society and be informed of any events/promotional material you'd like us to help advertise or be involved with.

Please get in contact with the SU to learn more about the rules around meetings and our new 'Traffic Light System' which is in place to ensure that all societies remain active.



ATTENDANCE

A committee member is considered resigned if they do not attend three consecutive meetings without prior notice of absence. The society should then decide on a new person to take on that role.

SCHEDULES AND VENUES

To run your society effectively you should:

- Meet regularly (weekly/monthly)
- Choose a campus where most of the members are based
- Choose a convenient time for members (e.g. lunchtimes)
- Keep in regular contact with your members and the SU
- Regularly update your society's social media channels
- Reach out to the SU for help (e.g. room bookings).

EMERGENCY PROCEDURE

Familiarise yourselves with the emergency procedures of any meeting venue, being aware of fire exits and where to find first aid. You must inform the SU or any accidents that occur during any society meetups, events or trips.

EXTERNAL GUEST SPEAKERS, EVENTS, TRIPS AND LITERATURE

If you want to invite guest speakers, hold events or organise trips, contact the SU and we'll help you through the policies and procedures.

SOCIAL MEDIA AND PROMOTION

The following will help you grow your society:

- Create a society logo (so students learn to recognise you)
- Create and distribute posters – What is your society called? What do you do? Where/when do you meet? Contact information?
- Set up a society Instagram – it's great to have an online platform!
- Ask the SU for help with internal promotion on the screens
- All promotional materials must not contain offensive language, images or copyrighted material.

FUNDING AND FINANCES

The financial year for your society will run in line with the College financial year. The Finance Officer is responsible for the society's finances and financial records. A limited amount of financial support may be available from the SU at the following levels:

Gold	Silver	Bronze
£300	£200	£100

Your Finance Officer should decide which level of funding to apply for and be able to justify this in your application. We will consider your application fairly through the Clubs and Societies panel and let you know the final outcome following this. Fundraising within your society provides an opportunity to gather further finances.

Email the SU for more details about this.

EQUALITY, DIVERSITY & INCLUSION

The SU is open and accessible to all students and has zero tolerance towards discrimination, exclusion or bullying on the grounds of age, race, gender, sexual orientation, gender identity, disability, physical appearance, marital status, pregnancy, maternity, paternity, religion or belief.

This policy extends to all student societies and their members.

Your society must be open and accessible to all students of The Manchester College and UCEN Manchester who wish to join. The only exceptions are when activities are age sensitive (where your members must be 18+).

If you have been discriminated against or witnessed discrimination of another individual by any society or member involved in an event, please report this to the SU or relevant staff support.



GOOD LUCK!



@UCEN_TMC_SU



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**If you have any questions or need
support, contact us at:
SU@ucenmanchester.ac.uk**

The Manchester College and UCEN Manchester are committed to equality of opportunity, non-discriminatory practices and supporting individual learners. This information is also available in a range of formats, such as large print, on request.