

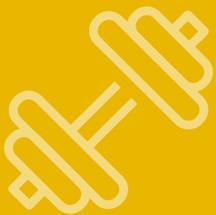
The Students'



The Manchester College | UCEN Manchester

SOCIETIES

HANDBOOK



@TMCSU



@tmcUCENstudentsunion



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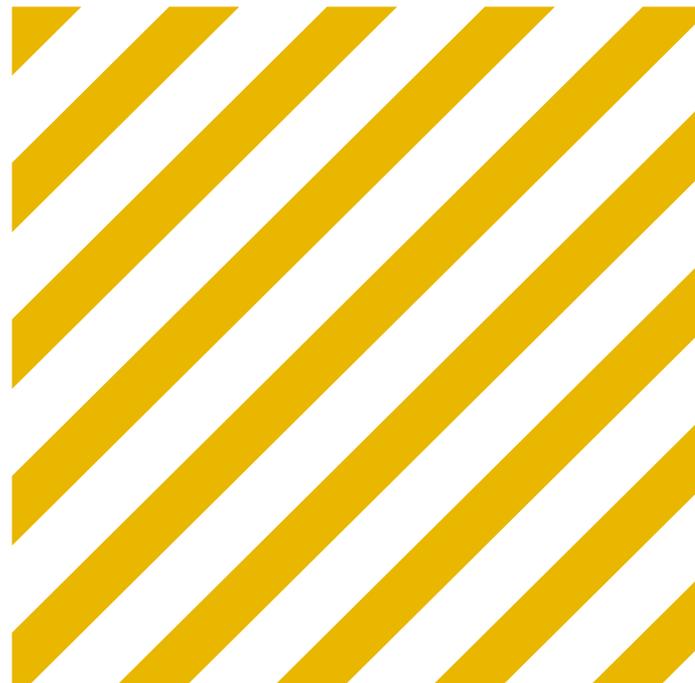


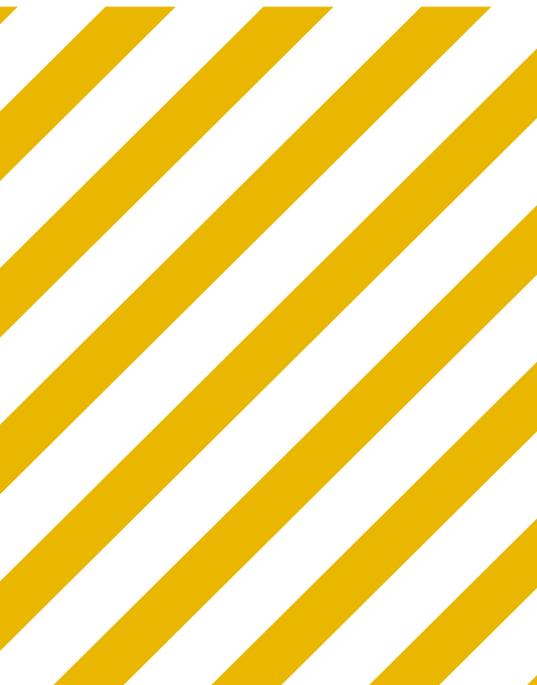
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INTRODUCTION

This handbook is a guide to help you set up a student society. It outlines all the information you need to make an application and start your society.

Setting up a student society is a great way to meet new friends who share your interests in the student community. It is also a great opportunity to develop your employability and leadership skills, and apply what you have learned.

Please read all of the information in this handbook before making your application.

The Students'



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MAKE YOUR STUDENT COMMUNITY A STUDENTS' UNION SOCIETY



To form a society you will need to find ten students with the same common interest.

Once you've done that simply email the Students' Union (SU) your idea and we will support your search for students who would also like to be a part of your proposed society and connect them with you.

You can then make an application in person at an SU drop in session or via email.

Email: SU@ucenmanchester.ac.uk





TIPS TO FIND INTERESTED STUDENTS

- Put up a poster on the SU noticeboard
- Ask your Student Rep or the Student Council to mention your idea in their next meeting, or in the Student Rep Facebook group
- Network with students in communal areas such as the canteen
- Write a blog for the SU Bee Blog
- Submit a small advert for the UCEN Manchester newsletter
- Promote your idea on social media
- Ask for funding and support with printing and distributing flyers

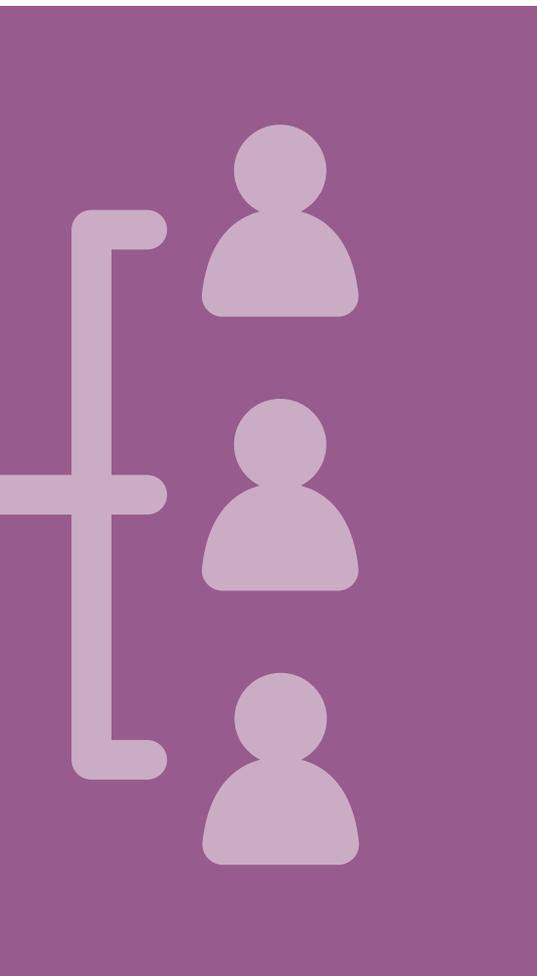
Once you gather ten students, the SU will send you an application form to complete.

You will need to provide:

- The name of your society
- The Societies aims and common interests
- The contact details of the students setting up the society.
- Details of when, where and how often your society aims to meet.
- A suggestion for an appropriate location and date for your launch meeting, this can also be online.

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

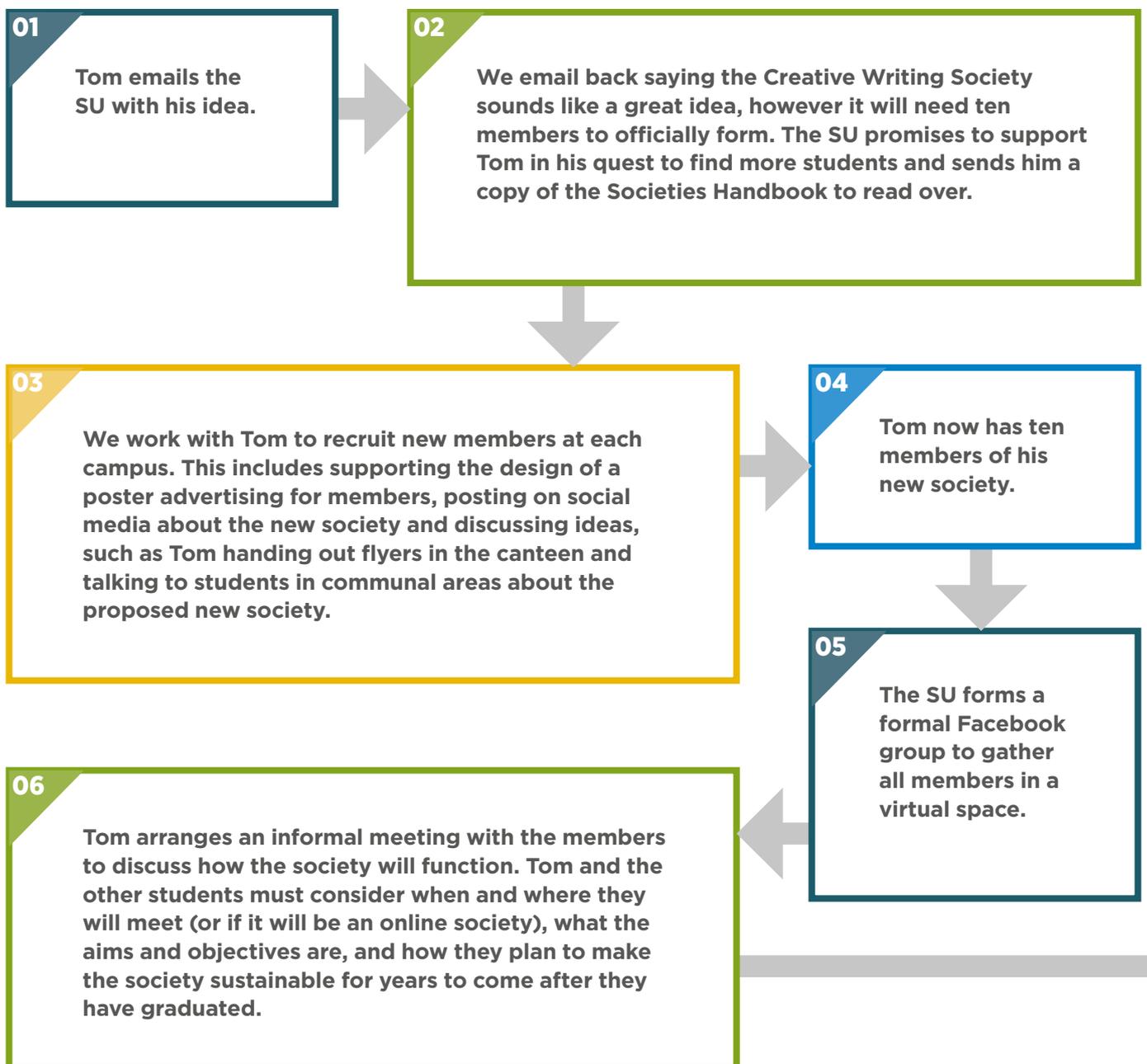
All societies are part of the SU and must adhere to the rules and guidelines set out in this handbook and our Constitution. Your society must be open and accessible to all students of The Manchester College and UCEN Manchester. You can find more information in the section on Equality and Diversity in this handbook, located on the final page.

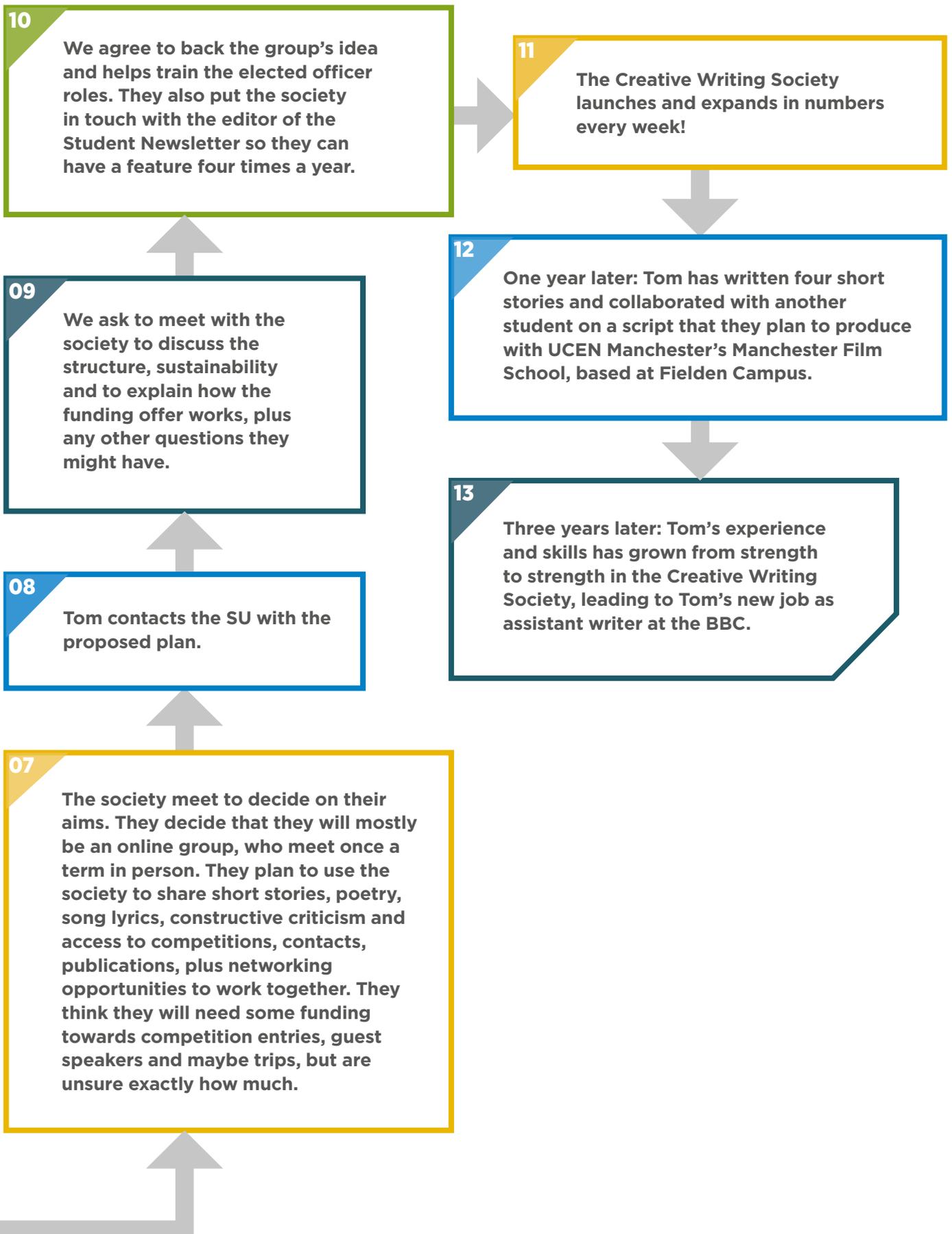


EXAMPLE CASE STUDY: CREATIVE WRITING SOCIETY

Tom wants to form a Creative Writing Society. He has an interest in writing fictional short stories and wants to meet other students with similar interests.

WHAT HAPPENS NEXT?





OFFICER ROLES

All officers are elected by the society's membership. The elected term for an officer runs until the next society Annual General Meeting (AGM), at which time they can choose to stand for re-election.

The Chairperson is in charge of developing the society, as well as planning and chairing all meetings.

The General Secretary is the administrator of the society and supports the Chairperson. They are responsible for keeping membership records up-to-date, as well as taking minutes at meetings and being in charge of all society documentation.

The Treasurer is responsible for all society finances. They must keep records of all society expenses and income and collect any membership fees (where applicable).

The Social Secretary will be in charge of all online promotional activities and social media presence. It is their responsibility to make the SU aware of any promotions, so we can help to advertise your society across the whole College. Please remember there are rules regarding what you can post on your society's website or social media - further details can be found in the Constitution.





COMMITTEES AND ACCOUNTABILITY

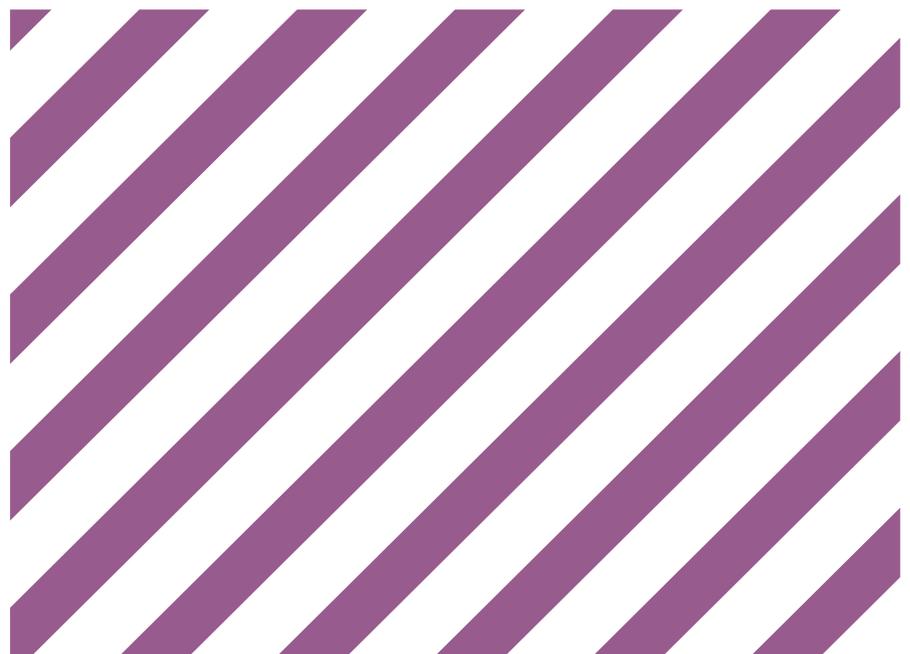
A committee of elected officers run each society. You can decide on the structure that best suits your society's needs, however, it must include a Chairperson, General Secretary and Treasurer

WHAT TO DO AT YOUR FIRST SOCIETY MEETING:

During your first society meeting, you will need to set up your committee and discuss the agreed aims from your launch meeting.

- Members nominate and elect a Chairperson, General Secretary and Treasurer through a fair voting system. Additional roles may be applicable.
- Members may then appoint a Social Secretary to oversee all promotional activities for the society.

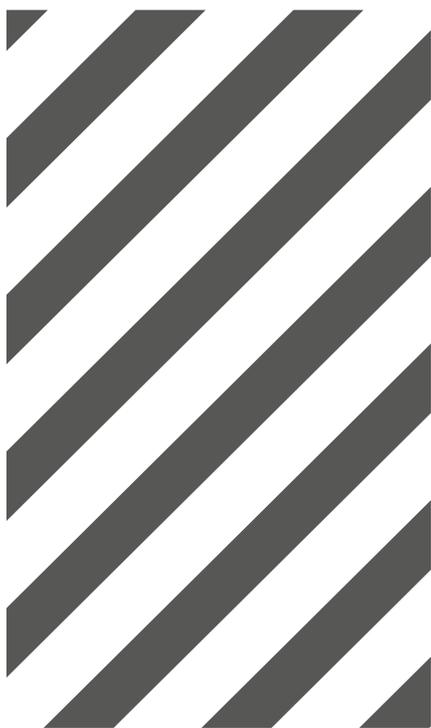
Note: members cannot hold more than one officer role in a society's committee at one time.



MEETINGS

Societies can hold as many meetings per year as they feel suitable. However, your society is required to hold at least one Annual General Meeting (AGM).

Meetings may be held online or in person, however, at least one meeting must be held per year.



AGMs

Your society must hold an AGM each year. The AGM has several purposes:

- To inform members of your society's progress
- To report on the society's finances over the last year
- To agree the plans and aims for the year ahead
- To elect the society's officers
- To discuss any ideas or issues your members have.

OUR COMMUNITY

Should a major issue arise, or a committee officer role become vacant, you should hold an Emergency General Meeting (EGM). The object of an EGM is to resolve the issue that has triggered it. The scope of this meeting can be expanded if necessary.

AGENDA

The committee should produce an agenda for each meeting which must be shared with all members beforehand. You should follow a standard structure (although you may wish to add more items).

You should include:

- Apologies and any messages from members who could not attend
- Minutes from the previous meeting
- The society's aims and actions for the term (or further) ahead
- A discussion on your society's officers and whether you need to change, remove or add any roles. A vote must be cast for alterations. Changes will only take place with more than 70% of the votes cast for change, with at least 25% or ten members of your society present (whichever is higher)
- Election of current and any amended officer roles. Once the results have been tallied and announced, the new officers should be welcomed. They will officially take their place at the next general meeting
- Any other business – this is a chance to raise any issues or ideas that are not included on the agenda. You should allow plenty of time for discussion
- AGM's should also include a report on the previous year including the Chairperson's report, the Treasurer's finance report and any events you have held.

NOTICE: Members should be given the following notice periods with the date, time and venue of a meeting:

- General Meeting at least 14 days
- Annual General Meeting at least 14 days
- Emergency General Meeting at least 7 days

OFFICER ATTENDANCE

An officer is considered resigned if they do not attend three consecutive meetings without prior notice of absence. An EGM should then be held to elect a new person to that role.

VOTES OF NO CONFIDENCE

If society members become dissatisfied with any officer, they can submit a motion of No Confidence at any time and outline the reasons why. The Chairperson will consider the motion and if necessary hold an EGM to vote on it. It will require a 70% majority of all those present and voting to be passed. If a motion of No Confidence is passed against an officer, they will be expected to resign with immediate effect.

OFFICER ELECTIONS

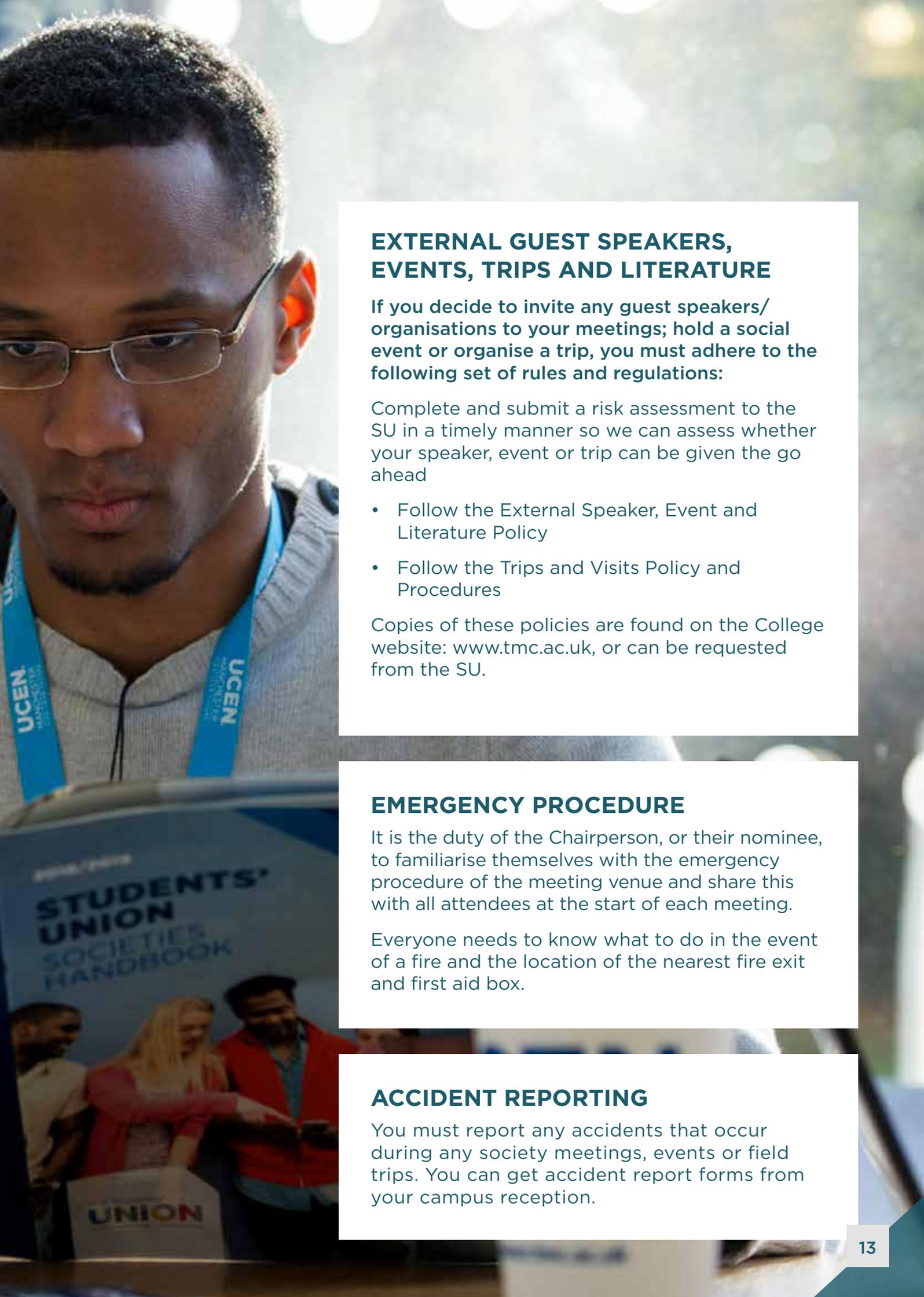
Candidates for the vacant officer role will then put their names forward to the society Secretary. Candidates should be given equal opportunity to present themselves before the election.

SCHEDULES AND VENUES

To run your society effectively you should:

- Meet on a regular basis (weekly/monthly)
- Choose a campus/venue where the majority of members are based
- Choose a time that is convenient to most members, e.g. lunchtime
- Ask for assistance with room bookings from the SU if you need it
- You are more than welcome to use the dedicated SU spaces on your campus. All you need to do is notify us when you would like to use it.





EXTERNAL GUEST SPEAKERS, EVENTS, TRIPS AND LITERATURE

If you decide to invite any guest speakers/ organisations to your meetings; hold a social event or organise a trip, you must adhere to the following set of rules and regulations:

Complete and submit a risk assessment to the SU in a timely manner so we can assess whether your speaker, event or trip can be given the go ahead

- Follow the External Speaker, Event and Literature Policy
- Follow the Trips and Visits Policy and Procedures

Copies of these policies are found on the College website: www.tmc.ac.uk, or can be requested from the SU.

EMERGENCY PROCEDURE

It is the duty of the Chairperson, or their nominee, to familiarise themselves with the emergency procedure of the meeting venue and share this with all attendees at the start of each meeting.

Everyone needs to know what to do in the event of a fire and the location of the nearest fire exit and first aid box.

ACCIDENT REPORTING

You must report any accidents that occur during any society meetings, events or field trips. You can get accident report forms from your campus reception.

SOCIAL MEDIA AND PROMOTION

The following guidelines will help you with the promotion of your society:

- You should produce a poster with the society's name, your main aim/purpose, how to join and when/where you meet
- If you would like a society Facebook group, let the SU know so we can set one up and administer it alongside you
- Your promotional materials and social media posts must not contain any offensive language, images, or any copyrighted material which you do not have permission to publish
- Email any information to SU@ucenmanchester.ac.uk to ask for assistance with internal promotion.

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
£300

Silver
£200

Bronze
£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 and let you know the final decision. Fundraising within your society provides an opportunity to gather further finances.

Email The Students' Union for more details about this.





EQUALITY, DIVERSITY & INCLUSION

The SU is open and accessible to all students and has a zero tolerance policy 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 members of those societies.

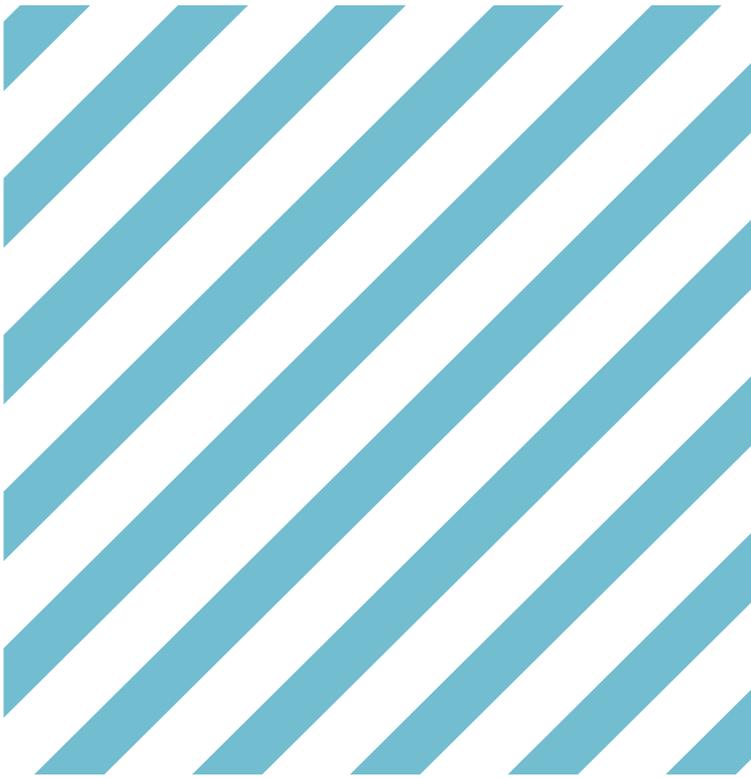
Your society must be open and accessible to all students of The Manchester College and UCEN Manchester who wish to join. The only exceptions are where the activities are age sensitive, i.e. where your members must be 18+ years old.

Your society should welcome students from any campus of The Manchester College and UCEN Manchester.

If you feel that you have been discriminated against, or witnessed discrimination of another individual, by any society or member involved in society activity, you should report this to the SU or relevant support staff, such as, the Students' Union President or the Student Voice Coordinator.

COMPLAINTS PROCEDURE

Complaints about a student society or an individual member shall be dealt with in accordance with the College complaints procedure. This can be found on the College's website and Student Intranet. You may also contact the SU.



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GOOD LUCK!

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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.

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