

# Union Procedures and Societies Handbook

*This is subject to revisions pending meetings in September 2015.*

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## Part 1 – Introduction

### >> *What are clubs, societies, projects and networks?*

Clubs and societies are autonomous student groups that are recognised officially by the Students' Union. Clubs are usually sporty in nature, but do not have to be. Societies are more commonly for academic, academic-related or non-sporting groupings.

Projects and networks are broadly governed by the same rules and regulations, but are centrally run and administered by the Students' Union.

### >> *How is a new club or society started or founded?*

Clubs and Societies do come and go due to the interests of students and the demands on their time. Students can start-up (found) a new club or society at any time, provided some basic protocols are followed:

*The proposed club or society does not already exist or have identical or very similar objects to one that is currently recognised;*

*There is evidence that there is demand from the student body for the founding of such a club or society;*

*There is a group of three or four students who are willing to form an interim committee of the proposed new club or society in order to get the club or society up and running; and*

*The objects of the proposed club or society are consistent with the Students' Union's own constitution (and charitable) and policies of the Council.*

### >> *What is the role of clubs and societies?*

All clubs and societies must have a valid constitution, agreed by the members of the club or society and consistent with the Students' Union's own constitution and rules/policies. The purpose or objectives of the club or society must be clearly stated within the constitution, as this guides and directs the primary work of the club or society.

Clubs and societies fulfil four key aspects of the work of the Students' Union on behalf of the student body:

*Fosters and promotes a sense of community and belonging at Birkbeck;*

*Provides a channel of representation between students, the Students' Union and the College*

*Furtheres the charitable purpose of the Students' Union by enhancing the curricular, co-curricular and extra-curricular experiences of students; and*

*Enhances the ownership of students over their time at the College, providing for self-directed but collective opportunities to participate in College life, including self-development.*

## >> *What is the role of the Students' Union with clubs and societies?*

The Students' Union is the parent body for all recognised clubs and societies, and its rules and regulations must be observed. As a charity, the Students' Union is required by law to ensure the proper governance and oversight of all charitable work, including events and any money flowing in or being spent. The Trustees of the Students' Union is the corporate body responsible for ensuring this happens. One or more of the Trustees will be appointed under the rules to take on the responsibility for the clubs and societies portfolio (this will usually be an elected student officer e.g. Communications & Activities Officer).

The Students' Union supports clubs and societies in a number of ways, and is always looking to ensure this is relevant and useful for clubs and societies, as well as value for money:

<i>Grants for specific charitable activities or events;</i>
<i>Free room bookings within the College and occasionally at external venues;</i>
<i>Webspace and email accounts;</i>
<i>Access to all-student emails and the College notice boards;</i>
<i>Support and training of committee members;</i>
<i>Support in organising events, especially larger riskier events; and</i>
<i>Opportunities to meet other clubs and societies and student groups and collaborate on joint events.</i>

## >> *Democracy, policies and accountability*

As a member-led democratic organisation, the Students' Union is accountable to members (and others), through the Council and the Annual General Meeting. As mentioned above, there is at least one Trustee who is appointed to oversee and lead on the clubs and societies portfolio. Additionally, the clubs and societies themselves elect representatives to the Council. Their role is to speak up and represent the needs and views of clubs and societies at Council meetings and in smaller committees or working groups, ensuring the new regulations or policies are right for the clubs and societies – and also feeding back on how the Students' Union can improve things. These representatives are elected normally during October each year – see important dates Page 16.

The basic top-level rules that govern the Students' Union – including Clubs and Societies – is the core constitution, which comprises the Memorandum & Articles of Association (as the Students' Union is an incorporated company limited by guarantee) and the Bye-Laws.

The Bye-Laws make provisions for “regulations”, which are usually drawn up by the executive and approved by a senior committee of the Students' Union and/or ultimately the Trustee Board.

All societies must comply with Union regulations and the College policies relevant to events, which includes the Code of Practice on Freedom of Speech on Campus (s.43 Education Act (No.2) 1986).

## Part 2 – Governance and Reporting

### >> Membership regulations

All students enrolled at Birkbeck are automatically “ordinary members” of the Students’ Union (unless they opt-out or resign membership). Additionally, there are two other classes of member – “life members” and “associate” members. Only ordinary members have full voting and membership rights within the Students’ Union – and this includes within recognised clubs and societies. All ordinary members are allowed to join any and as many clubs or societies as they wish.

Both life members and associate members are entitled to join clubs and societies, however, only ordinary members may receive subsidy from the Students’ Union through the club or society (see Financial regulations).

Life members may also be allowed to serve on the committee of a club or society, provided that this is allowed under the constitution of that club or society – they may NOT, however, hold a “principal office” on the society’s committee. This is not the case for associate members. Despite being a member of a club or society, neither life nor associate members may vote at clubs and societies, including at committee meetings where a life member could be a committee member.

**Each club and society is required to maintain an accurate list of all members, including details of any membership fee or subscription paid. Ordinarily this is the responsibility of the Principal Officers of the club or society.**

### >> Financial regulations

The Students’ Union financial regulations cover all aspects of the charity, including the running of clubs and societies. Five key principles of the financial regulations must be observed by all clubs and societies:

*The Union’s subvention from the College, monies raised by trading outlets and any other funds generated by Union-wide initiatives or fundraising may not be used for:*

*Loans, grants or subsidies to individual students,*

*Donations or payments to persons and bodies outside the Union except for subscriptions to national or regional student bodies approved by the Trustees on the express instruction of the Council or by resolution of a Referendum/General Meeting, or payments for supplies and services rendered. In particular, no part of such funds shall be used to support or further the aims or activities of any body, group or campaign of a political nature, nor be paid to any voluntary body or other educational institution or any group of persons at any educational institution;*

*The benefit of individuals in any way that is not equally available to the membership as a whole;*

*Donations to charitable causes, except where the Union authorizes fundraising events and donates the proceeds to charitable causes, provided that the object of the fundraising is made clear to the donors, or*

*Ultra vires payments as defined by the Attorney General and the Charity Commission.*

In light of these regulations, clubs and societies activities need to follow these basic protocols:

*Be advertised in advance to all members of the club or society*

*All events registered with the Students' Union office in advance and a suitable report of the event lodged afterwards (normally included in the Annual Report)*

*Self-raised funds expenditure must be expressly authorised in advance by the committee and for certain events and amounts of expenditure, by the members of the club or society and the Trustees;*

*Be equally accessible to all members, in line with SU policies made by the Council and compliant with the Equality Act 2010.*

**The Principal Officers of the club/society are responsible for ensuring financial regulations are followed. Each of the principal officers of a society or club will be REQUIRED to sign a declaration agreeing to the Union's regulations and each time an event booking is requested.**

## >> *Constitutions and rules*

Each and every club or society must have a valid constitution – this can be a suitably completed document based on the Model Constitution (the pro-forma) contained in the Appendix to the Clubs & Societies Regulations, or it can be a bespoke constitution.

Whichever route your club or society chooses to take, the constitution must be consistent with the Regulations, which broadly require:

*The objects or purpose of the club or society are clearly stated;*

*There is an executive committee that is responsible for the regular management and administration of the club or society;*

*That the committee includes a minimum of three Principal Officers, one of whom should be responsible for "money" (e.g. a treasurer) and a separate officer is responsible for general administration or governance (e.g. a secretary, president or chairperson);*

*There is provision for an annual general meeting of members and provisions for extraordinary general meetings;*

*That general meetings can elect and remove officers from the executive committee, approves the annual budget, received the annual report and is the only body within the club or society that can amend the constitution of the club or society; and*

*That membership is open to all ordinary members of the Students' Union, without any prejudice or prerequisite (except that a membership fee or subscription can be charged).*

Disputes raised that are related to rules or applications or meaning of rules are overseen by the Court, which is a committee or the Students' Union Trustee Board. From time to time it is found that there are rules that are obsolete or impractical for some clubs and societies – sometimes this could be within your own club or society constitution or there is an anomaly between regulations: whatever the issue is, do raise it with the Court, which has powers to "state what the rules are" and get rules changed through proper channels (see Useful Contacts on Page 18).

## >> *Handover to New Committee and the AGM*

Ordinarily, clubs and societies "handover" to new committees during the Summer, nominally 1st August each year unless otherwise stated in your local constitution. In preparation for the handover, you will need to hold an AGM to elect the new officers and committee (or a general meeting

specifically called for this purpose). You must follow the rules that are set down in your local club or society constitution for the timing and business of such meetings and also refer to the Clubs & Societies Regulations to ensure that all aspects of compliance are covered.

Once you have elected a new committee, you should schedule handover meetings – specifically, the outgoing and incoming treasurers should meet (and meet with the SU staff) and reconcile the accounts. The outgoing and incoming chairperson, secretary or president should meet and review the year gone and plan for the year ahead (events, freshers' fayre, budgets, speakers, entertainments etc). These meetings are important to provide guidance and tips on what works and what doesn't, but also passes on valuable information about contacts in the SU and College and some training in relation to the rules and administration of clubs and societies (such as banking of monies, requesting rooms, applying for grants from the SU and publicity).

## >> Annual Report

Each club or society is required to draw up an Annual Report – it does not have to be long but it should be accurate and contain the following declarations, statements and information:

*List of officers and committee members who served since the date of the last Annual Report;*

*A report on activity since the last Annual Report, including how the Objects of the club or society that are set in the constitution have been met or furthered; and*

*A proposed activity plan for the year ahead, including a draft budget.*

The Annual Report may additionally contain an income and expenditure statement, detailed reports for each event and other information that club or society members require at their AGM/required by the local constitution.

The Students' Union has a form called "Annual Return", which incorporates the annual report and a generalist financial report and budget/grant request set out within it. The Principal Officers of each recognised club and society will receive one of these in advance of 1 August each year for completion, and this should be completed and returned no later than 30 September.

The majority of the Students' Union money comes from the College in the form of a block grant, so it is important that Annual Reports from clubs and societies are submitted accurately and timely, so that the Students' Union as a whole organisation can report and plan for the following year, and, with an evidence-base, engage in budget discussions with the College.

## Part 3 – Raising Funds and Organising Events

### >> *Membership Fees, Donations and Sponsorship*

Clubs and societies are encouraged to self-raise funds from a variety of sources. Self-raised funds (members' funds) are *restricted* within the Charity and can only be spent on furthering the Objects as set down in your local constitution. All funds must be banked with the Students' Union, in accordance with the Financial Regulations and Clubs & Societies Regulations and may not be held in any external bank account (in exceptional circumstances, an application may be made to the Trustees and the College to disapply this rule).

Raising your own funds makes the club or society more sustainable, but also shows activity and member interest in the club or society.

Under the Grant Awards & Subsidy Policy, any Grant made by the Students' Union (over £150) to a club or society, must be matched at 20% equivalent value by Self-Raised Funds (members' funds). For example, if the total Grant Award is £350, then the club or society must deposit at least  $(£350 - 150 = £200/5) £40$  with the Students' Union. This self-raised money can be used for any charitable purpose under the local constitution, it is not a charge made by the SU on the club or societies own funds to receive a grant – it is more a carrot to encourage sustainability within clubs and societies. If the 20% match funding is not met, then the Grant Award is not accessible, and can only be released up to the proportion of the match funding raised – If half the 20% match funding is deposited with the SU, then half (50%) of the Grant Award is accessible.

**Membership Fees** – clubs and societies choose whether they wish to charge more than the minimum subscription or membership fee (from 1 August 2015 this is set at £3 for an ordinary member, and cannot be less than this for life or associate members). It is one way to self-raise funds for your activities – like any monies coming to clubs and societies, they must be banked regularly with the Students' Union and can only be applied for charitable purposes approved by the local club or society constitution. The pros for membership fees are that they create member buy-in and ownership/stake in a club or society.

You should let the SU office know what your membership fees are so they can advise students who drop by the office and also list them on the website. This is the ability to pay subscriptions and fees through online payment directly into your self-raised funds – this is done by creating 'memberships' or by creating event with 'tickets' (and setting a cost to the ticket).

The Students' Union produces a form which can be completed at any time by the Principal Officers of a society or club detailing the membership fees and updates the contact details and social media detail for that club or society.

**Event Fees** – you may wish to or need to charge for events – such as covering the costs of wine or a speaker's fee that is not covered by a Grant Award. There are some strict rules around charging for events, particularly for events that are held on campus at Birkbeck:

*No society may hold or run a petty cash. If you receive cash, it must be banked with the Union prior to any expenses being paid out of it. We discourage any cash transactions and direct you to use the Union website.*

*A ticket or registration list must be compiled*

*Receipts must be available to any person who requests one. This is automatically done with*



<i>transactions through the Union website.</i>
<i>Fees should be paid in advance of the event and not “on the door”, unless approved in advance by the Students’ Union (the SU has an agreement with the College about use of Birkbeck rooms and rules that govern their usage)</i>
<i>Fees must not be exorbitant</i>
<i>If part of the ticket price is to cover alcoholic drinks for the event, this must be disclosed to the attendees and the Union prior to the event.</i>

**Donations** – individual donations below £50 can be made, however, individual donations and all corporate donations above £50 must be accompanied by a short letter (on official headed paper) stating that the money is a donation and that no goods or services, including advertising or promotion or the company or any individual has been offered in return, in accordance with the Bribery Act 2011.

**Sponsorship** – this may attract VAT at the standard rate, and additionally, there are contractual issues that should be thought through, so all sponsorships must be referred to the Students’ Union. Any sponsorship deal will also need to be referred to the Union Manager for sign-off. The Trustees must satisfy themselves that sponsorship is not destroying the charitable purposes of the Students’ Union and also that aspects of contract law and the Bribery Act 2011 are covered.

## >> *Students’ Union Grants and Subsidy Policy*

All clubs and societies (and other student groups) are funded using the procedures and rules set down in the Grant Awards & Subsidy Regulations. These are made by the Trustee Board or a committee of the Trustees and are pursuant to the Students’ Union’s obligations under s.22 Education Act 1994.

These regulations state how applications are made for grant awards and how the amount of subsidy can be calculated by the committee that oversees the grant awards. The regulations are set down further areas which are NOT funded by grants from the Students’ Union (in addition to those restrictions set down in the Financial Regulations):

<i>Society activities or costs incurred outside the remit of the constitution of the Society;</i>
<i>No external affiliation (unless it is a ‘governing body’ organisation – e.g. Amateur Football Association – required for the Society to go about its constitutional aims). Affiliations are covered by a separate Affiliation Policy.</i>
<i>Travel to or from events or committee meetings for persons that are either not guest speakers or subsidy is not available to Society-wide members;</i>
<i>Individual memberships of external organisations or professional bodies; and</i>
<i>Room or facility hire where facilities exist and are available within the College, the Students’ Union or accessible by agreements held by the College or Students’ Union (e.g. the UoL Student Central building).</i>
<i>The Union will NOT reimburse any expenses related to alcohol, including from members’ funds, except:</i> <ul style="list-style-type: none"> <li><i>a) Out of members’ funds when the expenses is less than £25 and is a gift for a speaker or other eminent professional attending an event; or</i></li> <li><i>b) Out of ticket sales where the funding generated is specifically to cover the cost of a ‘commercial’ social event (e.g. an annual dinner or end of year ball).</i></li> </ul>

## >> Fundraising Events

All clubs and societies may run fundraising events, however, the Students' Union will need to know the plans for such events well in advance. If the fund-raising is for the society itself, and a fee is being charged for events or tickets, this must be talked through with the SU office, especially if the rooms within the College are being used for free.

If the fund-raising is for an external organisation, that organisation must be a registered charity and written permission must be given by the SU manager prior to any fund-raising. As a charity ourselves, there are rules of the Charity Commission and our constitution which must be observed in order to conduct a legal and valid collection for a 'third party' benefactor.

Some events and fund raising can and should be handled under the auspices of the RAG Committee of the Students' Union. RAG stands for "raising and giving".

## >> External Speakers

Any event where there are external speakers, is subject to the external speakers protocol:

*The external person must be notified to the Students' Union management at least four weeks' prior to the event;*

*The external person must not be subject to any sanctions of the UK government or 'no platform' policy of the SU Council, or membership of any UK government recognised proscribed or banned organisation;*

*Any speaker who is likely to be offensive, controversial or cause alarm must be disclosed with full details to the SU manager and Trustee responsible for clubs and societies portfolio at the time of requesting a room booking; and*

*The Students' Union retains the right to withdraw an invitation to attend any event at any time that has been extended to an external person – whether they are speaking or not.*

The provisions of the Code of Practice on Freedom of Speech on Campus (s.43 Education (No.2) Act 1986) as approved by the Birkbeck College Academic Board shall be followed at all times.

## >> Target Audience and Public Events

All events promoted and organised by clubs and societies must have their primary charitable benefactors being Birkbeck students, so you must always ensure your events are:

*Timed and accessible for Birkbeck students;*

*Appropriate for Birkbeck students;*

*Of interest to and accessible to Birkbeck students; and*

*Within the objects of your club or society.*

If you wish to put on an event of wider public interest, you are advised to speak with the SU staff members, so that the event can draw a wider crowd – perhaps multiple clubs or societies, different

departments and so on. We can, with good notice and collaboration with the College, run events which appeal to students and non-students outside of Birkbeck, however, they must still be within the charitable objects of the Students' Union.

Examples of 'public events' could be a conference on EU enlargement; a beer festival; a symposium on the politics of Nigeria or a fashion show from the early modern period.

## >> Health & Safety, Equality Law and Risk Management

All events that are organised and run by the Students' Union, including all events of clubs and societies, need to follow simple health & safety rules, be within the Equality Act and, where necessary, have an associated risk assessment.

A Principal Officer, usually the chair or president, is the designated Health & Safety Officer for each club or society. They are responsible for all events organised in the name of their club or society (whether present or not). Health & Safety includes, but is not limited to:

*Physical and mental health and safety of persons present*

*Mitigation of risk at events which could cause alarm or offence to attendees*

*Personal safety of people attending the event as guests or speakers*

*Avoidance of situations which cause people undue stress or anxiety*

Under equality law, all events must not unlawfully discriminate against any of the Protected Characteristics (age, gender/sex, sexual orientation, race, disability, marital/partnership status, religion, gender reassignment) of the Equality Act 2010.

Some clubs and societies will organise events which are not classed as "low risk" – such as expeditions, sporting events or competitions and events that require travel off campus. Each and every event that is now low risk, must have a risk assessment in place and agreed with the SU manager. There are templates for higher risk events, for events which are medium risk (such as common sporting competition) these can be a statement of risk and a statement of risk mitigation agreed by email.

Low risk	Medium risk	High risk
Class room based	Any event involving alcohol	Involving chemicals (subject to COSHH)
Academic speakers	Most field sports	Controversial/offensive speakers
Most social events	Communal travel involved	External venue hire
Networking	Walking in the countryside	Large dinners or balls
		Hiking or rock climbing
		Contact sports

So do ensure you **think** about your events, the likely audience, how it is promoted and how you assess risk – if in any doubt, speak to the SU Office.

## >> Room Bookings

All room bookings for any meetings or events must be requested by email to the Students' Union office (see useful contacts). There will be an online form, created in collaboration with the College, from late September 2015.

Through annual agreement between the College and the Students' Union, rooms at Birkbeck are made available free of charge to bona fide clubs and societies of the Students' Union (for the vast majority of events), and this includes everything from small committee meeting rooms up to large 224 seater lecture theatres and the Birkbeck cinema. Bookings relating to the Council room are not permitted. Bookings related to the Bar are agreed at the discretion of the Bar Manager, but should be made through the SU Office. If you wish to book the bar (out of term) or wish to hold an event in the bar (any time), please direct your enquiry to the SU Manager in the first instance: there will need to be at least four weeks' notice of events in the bar.

**When requesting a room booking, make sure you give the following information:**

<i>The name of the event and the club or society who is requesting the booking</i>
<i>The day, date and time(s) of the event or dates requested (note that during Term, no bookings can be made between 5-6pm Monday to Friday due to turn-around for teaching)</i>
<i>Be clear on the start time of the event and the finish time (each half hour where the room is unused could mean that you are fined £75 per half an hour)</i>
<i>If it is a regular booking, please state ensure you state each date you require</i>
<i>Be realistic about the numbers of people attending or likely to attend the event. We will compare this with your paid up membership numbers on the website.</i>
<i>State the type of room you would like and, if your booking starts at 6:30 pm or before, the layout of the room you would like (e.g. lecture theatre, classroom, circle of chairs, interview, boardroom, buffet etc) and</i>
<i>State whether you need a projector, flipchart and/or DVD player. Microphones and flipchart are charged at £50 per event hire fee.</i>

All room booking requests should be submitted to the SU office by email at the earliest opportunity, but for normal 'low risk' events, no later than two weeks before the event ideally. For events with external speakers, especially ones which are controversial please allow at least four weeks' notice.

If the booking once confirmed does not comply with the original booking request, your society will be fined – the College will levy a charge to the Students' Union and this will be passed onto the club or society concerned. If you have a last minute cancellation, do still email in the cancellation so this can be shown to the room bookings department if required.

**Whilst using a College room or facility:**

<i>Do NOT stick posters or flyers to the walls of the room</i>
<i>Do NOT take any food or drink into lecture theatres</i>
<i>Remember to log-out of the computer system after you have used it, and take your USB sticks with you</i>
<i>Clean off the white board if you use it.</i>
<i>Do NOT remove or swap chairs and tables between rooms – if you need to stack chairs,</i>

<i>please do so at the side or back of the room</i>
<i>Do NOT play any loud music or use any other amplification other than the computer/projection system in the booked room</i>
<i>If you are having catering/drinks, think about booking a second separate 'catering room' for use, which can be set up differently to facilitate networking or chatting after a lecture or event</i>
<i>If you bring in your own food and drink, it may only be simple cold snacks (no hot food) and alcoholic drinks are for consumption in that room and nowhere else (e.g. you may not sell the alcohol at the event due to licensing laws and you may not wander around the College with it and try to drink it elsewhere, including in the Bar, which has it's own "on" license;</i>
<i>If the emergency alarm or evacuation signal is given, leave the building quickly and orderly by the nearest available exit – the exit could be away from the usual route out of the building. Do not use any lifts. Follow the directions of any fire marshals.</i>

## Part 4 – Development and Training

### >> *Development of Officers and Training Masterclasses*

The Students' Union will organise at least one training and induction session for all clubs and societies, to which each club or society should send at least one of their Principal Officers. Additionally, networks and projects will also have an induction meeting during the year.

At the events, which are usually twice a year, there will be an opportunity to feedback on support, this handbook and how the SU runs clubs and societies. The two main benefits you will get from attending the training and induction are meeting other clubs/societies officers and sharing best practice, and being introduced in a simple, easy to understand way to regulation of clubs and societies.

For some clubs and societies (and networks and projects), additional 'masterclasses' will be put on to support some of you in writing external grant proposals, assessing risk in out door or dangerous activity and how to attract more members and interest from the student body. These will be run in conjunction with the NUS, UoL Student Central and other students' unions.

### >> *Future-proofing your club or society*

One thing is very clear from looking at the paperwork and electronic records that are held and archived by the Students' Union – the records are thin on the ground and sparse in meaningfulness.

Record keeping that is beyond what the central Students' Union requires is good practice – keep an archive, collect pictures, write up event blogs, keep in touch with former Principal Officers, search the internet for previous students involved – see who in the alumni were involved.

Keep a good healthy balance in your self-raised funds if you can – it can pay for that little bit extra now and then, and is very useful between the handover from one budget year to the next. There may be an event or two that make losses and you need a bit of cash to tide over the society. If you go into the red with your self-raised funds, you will need to bring them back into the black by the end of the financial year (financial year following if agreed with the Trustees).

You will know what records to keep and how much backup cash you need – both of these together will to a point safeguard your club or society from bumpy years and help you plan to avoid any previously failed adventures. Here are some examples from the past of things going bump in the night:

*Society books a coach and trip for its members, committing expenditure of £2,800, which is made up of £2000 of self-raised funds and £800 of Grant. Event clashes with final year students essay deadlines – in the end three committee members are left on the trip that was booked for 40. No deposits returned, but certainly a spacious coach.*

*Society organises a series of talks that culminates in a heated debate at final event. Guests leave early not paying their money for the refreshments, which are not on sale or return. Result: loss of £1,600 on catering and Police are called due to a riot in a lecture theatre.*

*Society charges a membership fee and weekly dues for its events. Committee authorises expenditure on clothing, which is paid from self-raised funds. Grant from Students' Union is not enough to cover the residual liabilities the Committee agreed to, resulting in the Principal Officers being disciplined and the Society seized by the Trustees.*

*Society organises a Summer School making promises to pay associate lecturers and teaching staff for the time at workshops. Invoices appear in the SU Office demanding payment. On investigation, no agreement was made between the academic department and the Society about paying for the teachers, resulting in full consumption of the self-raised funds from the Society and a further £1,800 being paid by the Students' Union.*

*Society advertises to its members a cheap event at an external venue. Members pay the nominal £8 and the Principal Officers submit the remaining £740 bill to the Students' Union for payment out of Grant. The payment is ruled ultra vires and non-charitable, leaving one of the Principal Officers out of pocket. Even more worrying was that was for ten tickets...*

## >> Colours and Honours

And finally, what's it all for?! Well hopefully you will have enjoyed your time running a club, society, project or being involved in a network. Or perhaps you know of people you want to officially thank. This is where the "colours" and "honours" comes in.

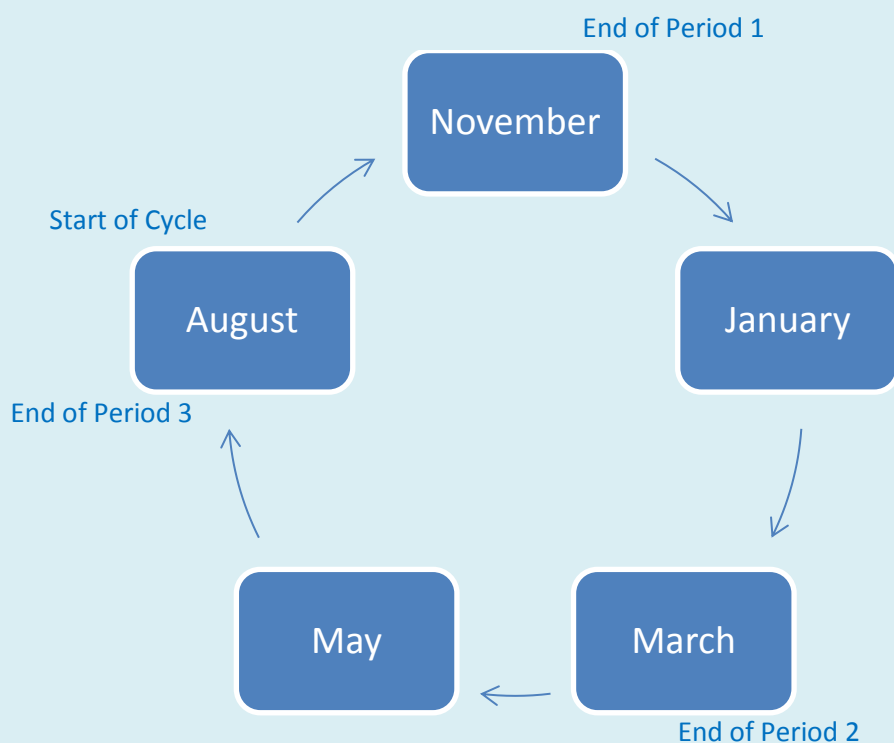
The "colours" of the Students' Union is the award that is given to those who have served the Birkbeck community and the Students' Union well. There are various "degrees" of the colours, including Half-Colour, Full-Colour, Outstanding Full Colour, Distinguished Service Award and the "honours" which are Fellowship, Distinguished Fellowship and of course Honorary Life Membership (HLM). HLM is a slight oddity, as it actually is neither a colour nor an honour, but is an elected class of membership, where the recipient is formally 'elected' into membership (obviously without paying a fee).

Annually, there is a call for students to nominate deserving recipients for colours and honours, which are usually approved following formal recommendation of the Colours Committee to the Council at its annual meeting in the Summer Term.

## Part 5 – Do's, Don'ts and FAQs

The do's...	The don'ts...
If in doubt about anything in this Handbook, ask an SU officer or staff member	Don't commit expenditure if you have not received authorisation to so do or you do not have the funds to cover such expenditure
If you miss a deadline for a budget or form, don't panic, just let the SU know and submit it as soon as you can	Don't try to do everything yourself – ask for help from your committee or the SU Office. We know it's hectic being a Birkbeck student
File paperwork and expenses with the SU Office promptly	Don't phone Room Bookings and other College departments without first addressing your enquiry to the SU. They will only refer you back to the SU.
Evaluate your events afterwards, think about what worked, what didn't. Was it right for your target audience?	Over-stretch yourself or set expectations too high
Keep in regular contact with your fellow committee members and also your wider society membership.	Don't leave people hanging or out of the picture – if you need time away, just let your colleagues know.

## Part 6 – Annual Planogram



Dates and Deadlines	Actions
3 September	Deadline for submission of annual accounts and reports. Deadline for submission of Grant Applications for Period 1
<b>1 August to 30 November</b>	<b>Period 1</b>
1 September (from 6:30pm)	Clubs & Societies Principal Officers' Meeting, Induction and Social (and elections to Council)
24 September (from 6:30pm)	Second meeting (repeat of 1 September)
30 November	Deadline for Applications for new Recognitions (societies, clubs, projects etc) Deadline for submission of Grant Applications for Period 2
<b>1 December to 31 March</b>	<b>Period 2</b>
31 January	Deadline for half-year report and financial update Clawback of unused or delinquent Grants
31 March	Second Deadline for Applications for new Recognitions.



	Second Deadline for submission of Grant Applications for Period 3
<b>1 April to 31 July</b>	<b>Period 3</b>
31 May	Third Deadline for Applications for new Recognitions. Clawback of unused or delinquent Grants
<b>31 July</b>	<b>End of Financial Year</b>

## Useful & Important Contacts

Person / Email	Point of contact for...
roomrequest@birkbeckunion.org	The primary email for requesting room bookings. Only recognised bona fide clubs or societies may book rooms through the Students' Union.
clubsandsocs@birkbeckunion.org	The primary email for sending in enquiries about or administration information requested. This should also be the email used for budgets, grant requests and lodging new officer forms and annual reports.
Dave Kirkman d.kirkman@birkbeckunion.org	Dave is the trustee responsible for clubs and societies until a vacancy in the Communications & Activities Officer is filled next term.
Rob Park	Rob is the SU manager, who looks after all the 'back room' business of the SU, acts as the chief exec of the trustees and as secretary to the SU Council. Rob is a staff member, not an elected official and as such implements policy and does not make or create it.
Uttiya Bhattacharya	Utts is the SU front of house staff member, who looks after the General Office, reception and general enquiries. Utts is the main point of contact for putting up posters, co-ordinating room bookings and receiving most administration forms for clubs and societies. Like Rob, he is a staff member, not an elected official.
The Court	<p>The Court is a committee of the Trustee Board and is responsible for various aspects of corporate administration and democratic oversight – such as elections, disputes, complaints, audit, the meaning of rules. It is a non-policy technical body and is accountable directly to the Trustees.</p> <p>The leadership of the Court is a co-presidency of Valerie Hoyle (a Lay Trustee) and John Lindner (Chair of Council and Trustee).</p>
The Fees Office	The SU manages its finances through the College finance system. As a result of this, some Clubs & Societies may be approved to deposit their own funds and takings directly with the Fees Office. For this you will get a unique finance code to use.
www.birkbeckunion.org	The Union's website – this is where you can promote your society, take payments and write blogs, linking to your social media presence. You will also be able to manage your memberships and emailing of the members of your society.