



SOCIETIES HANDBOOK

your essential guide to a successful society

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WELCOME FROM THE SOCIETIES TEAM

Welcome to the Societies Handbook! We are your Societies team this year:

Tom Christison, VP Student Activities
vpsa@dusa.co.uk

Dani McFawns, Societies Officer
societies@dusa.co.uk

Our job is to oversee society activities and make your experience the best it can be. This handbook will hopefully answer most of your questions, but if there's anything that you're not sure about, please either email us or pop into the office for a chat and we'll help you out.

Keep up to date with us by checking your emails(!) and following the @dusa.societies Instagram, where you'll also see reminders about upcoming events, committees, and highlights - tag us in your posts and stories and we'll reshare!

Tom & Dani

FRESHERS AND REFRESHERS

The Freshers and Refreshers Fairs are the two biggest events in the yearly societies calendar. They're your chance to showcase your society to potential new members and show them why they should join.

The dates for 25/26 are:

Freshers Fair: 20th September
Refreshers Fair: 24th January

Every year, you will receive an email with all the info you need to book a stall for your society at each fair. In these forms, we'll also ask about any access requirements and any other requests for us to consider. These emails come out in July and November for Freshers and Refreshers respectively, and a notice about the emails will also be posted on the @dusa.societies Instagram page.

SIGN-UPS & MEMBERSHIPS

All of our sign-ups, memberships, and event tickets are handled through myDUSA.

We have a guide on how to set up myDUSA [on the website](#).

If you have any questions about the system, please get in touch with the Societies Officer who can help.

TRAININGS

We run various trainings throughout the year, some mandatory and some optional. These include:

- Committee member trainings
- Bake sale trainings
- Fire warden trainings
- Some extra, optional trainings available online

Committee member trainings are compulsory for all committee members, and the others may be compulsory depending on what kind of events you do as a society. If you want to sell any sort of food, you **MUST** do bake sale training, and if you'll be running events or socials in buildings on campus without DUSA staff present (e.g. Bonar Hall), you **MUST** do fire warden training.

Committee trainings run at the beginning of each semester, and others will run semi-regularly as required. We would always recommend having someone on your society attend every type of training, so you're covered for any kind of event you want to do throughout the year.

Keep an eye on your society email and our social media channels for when the next trainings will be. Remember, these are mandatory pre-requisites for holding certain events and attendees are recorded.

CONSTITUTIONS & BYE-LAWS

Your society constitution, a mandatory part of your (re)affiliation to DUSA, makes up the rules of your society. Some parts of the constitution are mandatory for all societies, and some you may have decided yourselves, so if you're ever unsure of a procedure, your first port of call should always be your constitution!

The DUSA Bye-Laws lay out all of the rules that apply to DUSA, and Bye-Law 5 specifically lays out all society rules. You can read the Bye-Laws [here](#).

Updating your constitution

If your constitution is to be updated for any reason, it must be approved at an AGM or EGM (Annual or Emergency General Meeting). Committees cannot do this individually and you must receive approval from the Societies Officer, who will read your constitution to ensure it is fit for purpose.

REAFFILIATION

You should reaffiliate to DUSA once every year, usually over the summer. We recommend doing this as early as you can to leave room for any bumps in the road - usually this process begins as early as June. The deadline will always be before the first Society Council of the year.

What do I need to do to reaffiliate?

You'll need three documents for reaffiliation:

- Your AGM minutes including the election of your new committee
- Your Treasurer's spreadsheet from the past year
- Your constitution

The form to submit these documents is in the Societies Members Area on the website.

How do the new committee get access to the email?

Send an email with the new committee members to societies@dusa.co.uk, including a list of their emails. The Societies Officer will then arrange this with IT, and access is normally arranged within 3 working days.

Do I have to reaffiliate?

Technically, no - we can't force you. But if you're not affiliated to DUSA, you don't get any of the services we offer, like venue bookings and reduced booking rates, and the general help and support of the Societies Team.

LIAR PARTNERSHIP SCHEME

Starting this year, we're launching The Liar as a venue sponsor for your society! By partnering with DUSA for your events, you will get...

- Discount cards for The Liar
- Exclusive deals on soft, hot and alcoholic drinks
- Additional support with events such as ticketing, promotion and organisation

The cool thing about DUSA is that we have a circular economy. That means that all of the surplus (profit) that we make gets reinvested into DUSA. So if you hold your events in the Liar, or bring your members here for pre-drinks, you're investing back into your own students' association, and can help us become bigger and better and able to offer you more.

Interested? Check out our dedicated brochure about the process on our website [here](#).

ROOM BOOKINGS

If you're looking to hold events, we can help you find the most suitable space. Most bookings are free for affiliated societies, but some require overhead costs to be covered (Bonar Hall, for example - it's expensive to run that place).

To book a venue, fill in [this form](#) and we will get back to you as soon as possible, either with a confirmed booking, or to discuss further.

Recurring bookings

Have a weekly or monthly event you want a space reserved for? We can sort you out with a recurring booking! Get in touch using the form above.

Please note that one-off bookings will take priority over recurring bookings to ensure everyone gets a fair chance at using the spaces we offer, but if this happens, we'll always aim to move your booking instead of cancelling it whenever possible, and we'll always aim give you a minimum of one week's notice so you can inform your members.

BANKING

Banking is now based on the DUSA website.

Submitting a banking request

To submit a banking request, please fill in the form in the Society Members Area on the DUSA Societies webpage. In this form, we require the payee details (who you're sending the money to), the reason for the transaction, and any receipts or invoices that are relevant to the transaction.

What happens next?

Your banking request is sent to the Societies Officer who processes these once per week and forwards the approved requests to the Finance Team.

The Finance Team also process these once per week, and the funds should be received early the following week.

To ensure your money is where it needs to be, please aim to have your requests in 2 weeks in advance. It is not always possible to expedite this process due to the amount of people involved, so please try your best to stay on top of your banking requests!

Bank Statements

The Societies Officer aims to send you any requested banking statements within 5 working days. Please also be mindful of this when requesting statements and try not to leave it to the last minute!

SOCIETY COUNCIL

Society Council is held on the last Thursday of every month, and attendance is mandatory as a condition of affiliation to DUSA. If you are absent from three consecutive Society Councils without good reason, your society will be disaffiliated. Reminders will be sent by email and social media, and will be followed by a social! Any member(s) of your committee can attend.

The general structure of Society Council includes important updates from the Societies Team (and, where relevant, other DUSA staff), including important dates and deadlines and any procedural updates. We'll then head to Liar for a social and a more chilled out atmosphere to network with other society committees, and also a chance to ask the Societies Team any questions you might not want to ask in front of others.

SOCIETY PROMOTION

To maximise your success, you'll want to promote your society and events as much as possible. We're here to help with that!

If you're posting updates on Instagram, please tag us/DM your post to @dusa.societies and we'll share/repost it. Similarly, tag us in your stories!

Collaborative events

If you're looking to develop a larger scale event, or even just looking for some advice, our team are happy to help out as much as we can - just get in touch! We have staff in DUSA with combined decades of events experience who can help bring your ideas to life. Nothing is too ambitious!

Sip Happens

If you're interested in collaborating on DUSA's weekly pub quiz, get in touch! This is another opportunity to get your society out there to a wider audience. Plus, the quiz is Dani's baby so it makes her really happy when people want to be part of it.

DUSA Executive

You can contact the Exec to help promote your society or a specific event, and we'd especially encourage this if it's an event specifically to do with one of their roles like an academic event, fundraising, or wellbeing.

CONFLICT RESOLUTION

It's not uncommon for members of a society to have conflicts from time to time. This can be difficult or uncomfortable to deal with, and we're here to support you if it happens.

In the first instance, please reach out to the VPSA and/or Societies Officer. We can have a discussion about the conflict and look for ways to resolve it.

If necessary, we can also refer the people involved to the University's Mediation service.

The University has a really good resource with some tips for conflict resolution, which you can read [here](#).

Committee Conflict

It's also not uncommon for members of your committee to have conflicts sometimes. However, how you handle these conflicts is very important, as you still need to work as a team to deliver for your society members.

Please don't hesitate to get in touch with the Societies Team if you're facing committee conflicts that you're struggling to solve. Try to solve these as quickly as possible to avoid building resentment and keep society committee activities productive.

DUSA SUPPORT

The Societies Team's entire job is to support you, so please come to us if you're facing any problems! Nothing is too big or small - we're here to make your experience the best it can be. Alongside us, there are other people in DUSA who you can turn to with specific issues.

Societies Team

The Societies Team can handle anything and everything specifically relating to your society. Whether it's admin-related, developing an event idea, having an issue with a member, or anything else specifically to do with societies, we can sort you out at societies@dusa.co.uk

Advice & Support

The Advice & Support Team can help with issues ranging from academic hurdles to emotional and wellbeing support. You can contact them at advice@dusa.co.uk.

DUSA Executive

Concerns about DUSA or the uni more widely are best directed to the DUSA Exec, your lead student representatives on campus who are elected every year. You can email them at exec@dusa.co.uk.

KEY CONTACTS

Tom Christison (VP Student Activities)
vpsa@dusa.co.uk

Dani McFawns (Societies Officer)
societies@dusa.co.uk / @dusa.societies

DUSA Advice & Support Team
advice@dusa.co.uk

DUSA Executive
exec@dusa.co.uk

Complaints
complaints@dusa.co.uk

Safeguarding Concerns
safeguarding@dundee.ac.uk