



SOCIETIES HANDBOOK

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Welcome

Welcome to the Societies Handbook!

This giant document should have the answer to pretty much any question you could possibly have about running a society here at DUSA. Use the contents page to navigate to the area you have questions about.

If you can't find what you're looking for, get in touch with the societies team at societies@dusa.co.uk and you will normally receive a reply within 2 working days.

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, meetings, and highlights - tag us in your posts and stories and we'll reshare!

We're excited to work with you this year!

Sam, Gino and Dani

DUSA Societies Team

Freshers and Refreshers

Freshers and Refreshers are two of the biggest events in the societies calendar, and they're your biggest chance to recruit new members!

For 2026/27, the dates are:

Freshers Fair: 19 September

Refreshers Fair: 23 January

Signing up

You'll receive an email with a link to the sign-up form. This form will take a minute to fill out, so it's a good decision to do it as soon as you see it.

The form will ask if you have any requests or requirements, such as wanting to be close to another society or needing chairs at your stall. We can't always guarantee that we'll fulfil every request, but we'll try our very best. (Accessibility requirements will always be fulfilled, though!)

At your stall

Most societies will bring some materials to their stalls, be it leaflets, equipment, or sweets. Some will run raffles, or do a spin-the-wheel where people can win things. We totally recommend bringing something to entice students to come and visit you – it might be the difference between someone stopping to chat or walking by!

We ask that you please have a minimum of one member, and a maximum of three, at your stall at any time. This helps avoid overcrowding and means your stall is always manned. You are welcome to take 'shifts' to avoid the same person being there all day, and so people can take breaks!

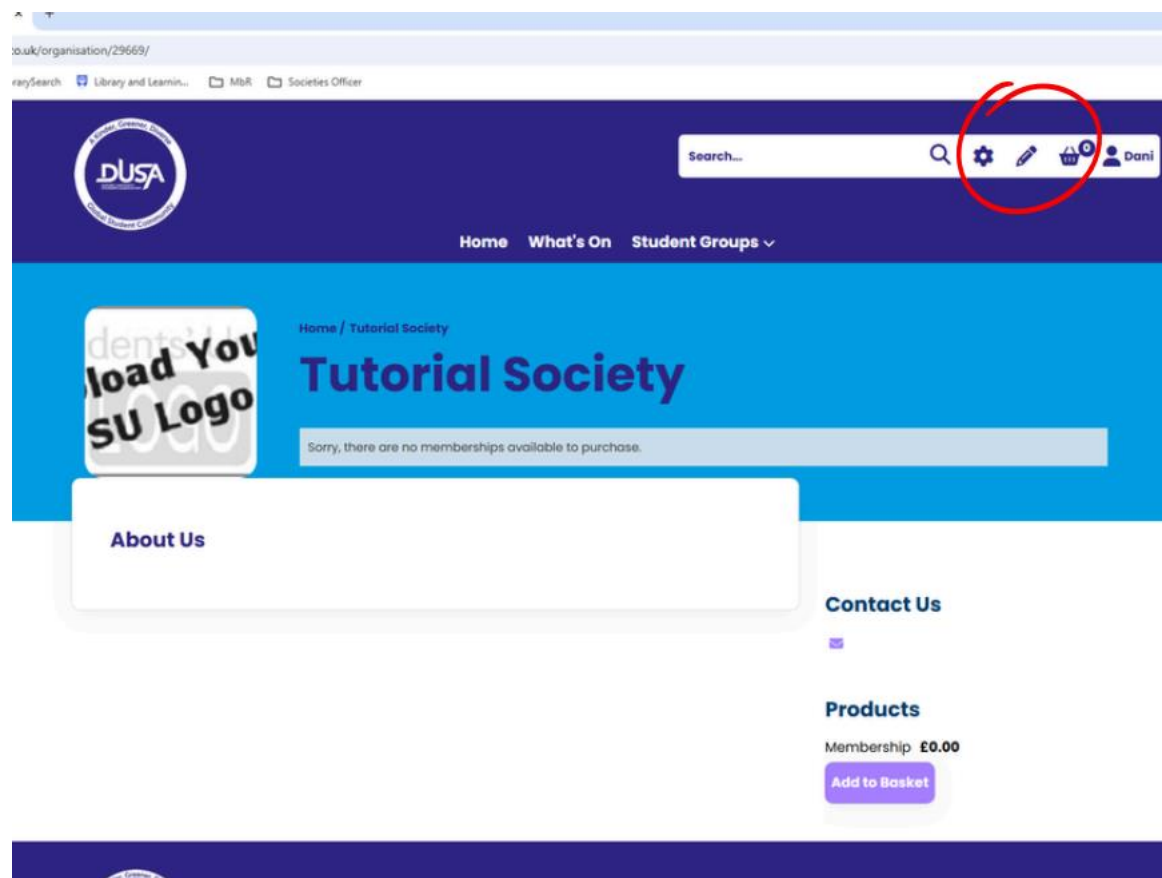
Once the fair is over, please make sure you tidy up after yourselves. The table should be left exactly how you found it – empty!

Sign-ups and Memberships

All sign-ups and memberships are managed on the myDUSA platform, both on the website and app. This ensures that all fees go right to your society bank account, without the need for handling cash on your end.

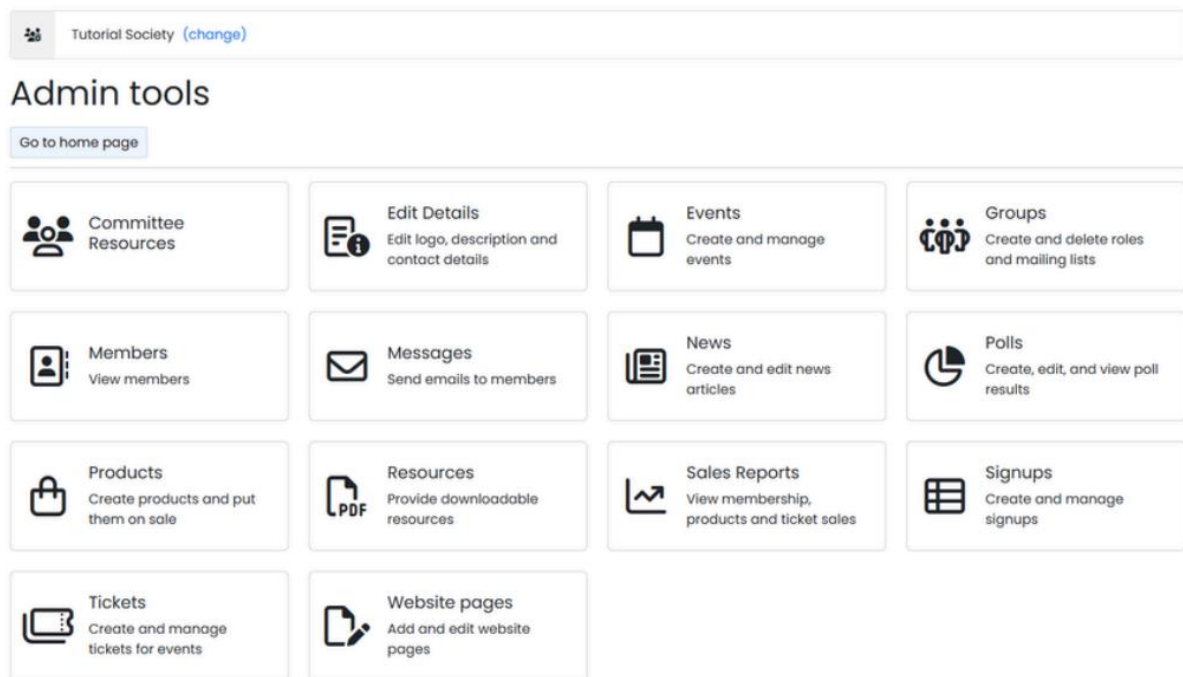
How do I access and set up myDUSA?

The societies team will set your committee up with full myDUSA access for your society. If you're registered properly, you should see this when you go on your society's page:



If you don't have this pencil icon, you should email societies@dusa.co.uk to have you added as an admin to your society's page. If you do, click on it to be taken to your admin page.

Your admin page should look something like this:



Don't worry if you don't have all of these permission buttons. The ones you should definitely have, and will use, are:

- Edit Details
- Events
- Members
- Tickets

The first thing we want to do is ensure that your page is up to date with all of its information, and a picture such as your society logo. Click on the Edit Details button.

On the Edit Details page, you will be able to add the following details to be publicly viewable:

- Webpage Name (enter your society name)
- Logo (upload an image)
- Society email address
- Web address (for if your society has an external website)
- Phone number
- X/Twitter username
- Facebook URL
- Instagram username
- YouTube URL
- Society description

You do not need to fill in all of these fields, only the ones that are applicable to you. Remember that the information posted on your webpage is public, so don't put your

personal phone number in unless you're open to members of the public calling you about your society!

Memberships

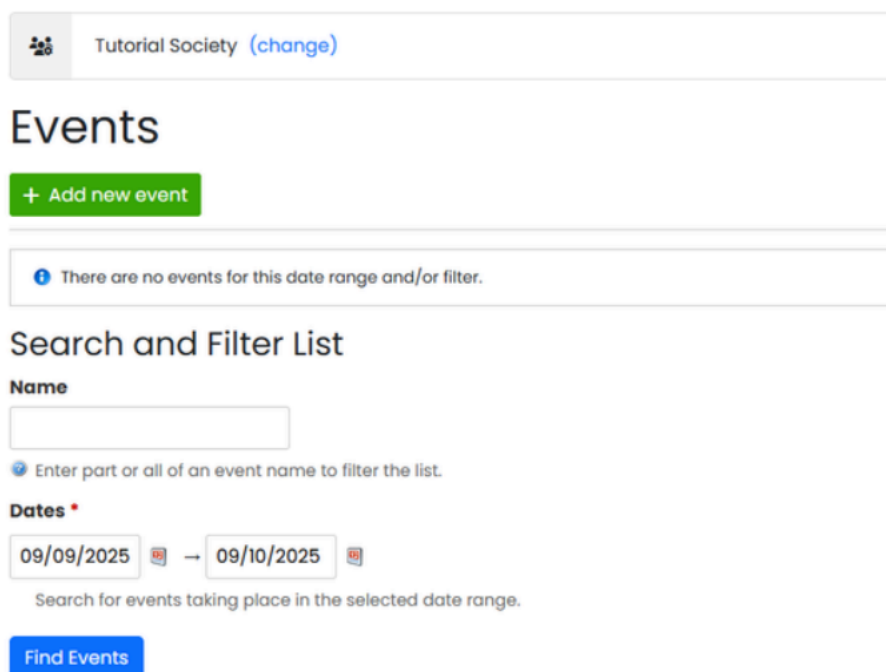
New members of your society can sign up through your society's page on myDUSA. On this page, they can pay their membership fee, which will be sent directly to your society's bank account.

Note: unfortunately, the system does not allow committee members to make changes to membership pricing themselves. Please contact the societies team to set or change your membership pricing.

A list of members will be available to view through the admin page. You can use this to cross-check members for finances, or see how many members you have. These details must be kept confidential at all times and no-one outside of your committee and the Societies Officer should have access to these. If in doubt, get in touch to ask!

Events and Tickets

You can also use myDUSA to set up your events, and this will automatically sync them to the DUSA website. On the admin tools page, click Events, and you should find yourself on this page:



The screenshot shows the 'Events' page for 'Tutorial Society'. At the top, there's a header with the society name and a '(change)' link. Below this is the 'Events' title and a green '+ Add new event' button. A message states: 'There are no events for this date range and/or filter.' Below this is a 'Search and Filter List' section. It includes a 'Name' search bar with a hint: 'Enter part or all of an event name to filter the list.' There's also a 'Dates' section with two date pickers set to '09/09/2025' and '09/10/2025', with a hint: 'Search for events taking place in the selected date range.' At the bottom of the search section is a blue 'Find Events' button.

Obviously, when you're first setting up, there won't be any events on there. Click the green '+Add new event' button to set up a new event, and you should see this:

Tutorial Society

Add Event

Back to event list

Details

Event name *

Date and time *

dd/MM/yyyy HH:mm

→

dd/MM/yyyy HH:mm

Show on all days

☐ If checked, the event will be included on lists and calendars for each day it's running.

Applies to multi-day events only. By default the event will only be included once, on the first day of the event.

Repeat Event

☐ Repeat for: 1 Weeks

Tagline / short description

On this page, you'll be able to input all of your event details, including if it's a repeating event (e.g. weekly, monthly). Once you've filled in all of your event's details, click 'Save' at the bottom. Scroll back to the top of the back and click 'Back to event list.'

Your event will now be visible on the main DUSA website (dusa.co.uk/events). If you have not input a picture for your event, it will show the DUSA logo by default.

The next step will be to add tickets for your event. Back on the admin tools page, click 'Tickets' and you should see the following page:

Tutorial Society [\(change\)](#)

Tickets

Show events starting between* 09/09/2025 → 09/10/2025 [Apply](#)

Tutorial Event (10 Sep 2025)

[Add ticket](#)

There are no tickets for this event.

Fill in the pop-up with details of the ticket. You might just have one ticket type, or you might have multiple, so fill out this pop-up as many times as you need to. You can also enter a limit on numbers of tickets, and a limit on how many tickets each person can buy. Once you have added a ticket, you will be able to see it here, including how many tickets of each type you have sold.

Tutorial Society [\(change\)](#)

Tickets

Show events starting between* 09/09/2025 → 09/10/2025 [Apply](#)

Tutorial Event (10 Sep 2025)

Sales 0

[Add ticket](#)
[Edit limits](#)

Product #	Name	Type	Price	PPL	Sales limit	On sale	Sales
1001240	Tutorial Event Wed 10 Sep 2025 - Members	Members	500.00			Yes	0

Training

We have a full handbook for committee training available on the committee webpage.

Society committee training sessions happen at the beginning of each academic year. Societies who affiliate throughout the year can access training through the above-mentioned guide or, if they would prefer, they can meet with the societies team who can go through training with them.

All members of society committees must attend a training session, even if they are repeating their role for a consecutive year. This is because training is updated yearly. Training for 26/27 will be available both online and in-person.

In short, the committee training covers:

- Your responsibilities as committee members and our expectations of you
- Breakdowns of each core committee role
- Advice on safeguarding
- Connecting you to other useful contacts within the UoD community

In addition to committee training, we also run food safety training which is compulsory for bake sales, fire warden training which is compulsory for societies using Bonar Hall without DUSA staff present, and additional skills-based training may be available during the year. Keep an eye on your emails and our social media for announcements of when these will be taking place.

Societies Council

Societies Council happens on the last Thursday of every month from September to April. Attendance is mandatory for all societies. At least one member of your committee must be there.

As per Bye Law 5, if you miss three consecutive councils, your society becomes disaffiliated from DUSA and you must then reaffiliate to access the benefits that DUSA affiliation offers.

What happens at Societies Council?

There are three primary functions of Societies Council:

- To vote on the affiliation of new societies to DUSA
- To receive important updates on current and upcoming society matters
- An opportunity to ask the Societies Team questions face-to-face

The Council is usually led by the VP Student Activities, who is part of the DUSA Executive, and supported by the Societies Officer. Members of senior management, such as the DUSA CEO, also sometimes attend to share news and updates, and to be available for questions and feedback.

The first thing we do at council is look at any new affiliations. Each society looking to affiliate will deliver a short 1-2 minute speech or presentation with information about the proposed society and why they should be affiliated to DUSA. After all the societies have presented, you will be able to vote anonymously via a QR code. The Societies Team will then announce whether or not the societies have been affiliated.

The rest of council is usually made up of updates and discussions. We try not to make it too long (usually an hour tops!) as we know many of you will have had plenty of lectures earlier in the week (or day!) and could do without extra ones. The societies team and any attending other staff will stay behind at the end to answer any questions that you might have. You might be asked to send a follow up email with your issue if it involves some more in-depth work that the team don't have the facilities to do at the moment – for example, some things on myDUSA or anything involving investigations and not a quick answer.

What if none of us can make Societies Council this month?

We totally understand that things happen - last minute commitments, illnesses, and other circumstances can be unavoidable. If you know that you won't be able to attend Societies Council, please email societies@dusa.co.uk as early as possible so your apologies can be recorded. This does still count as an absence, but it means you won't get a follow-up email the next week!

Constitutions and Bye-Laws

All society activities must be in line with DUSA's constitution and bye-laws. The bye-law that pertains specifically to societies is Bye-Law 5. You can read all of DUSA's Bye Laws [here](#).

Your society constitution is based on Bye Law 5 and ensures that your specific society complies with all Bye Law 5's stipulations. This makes it sound quite complex, but the Bye Law itself is quite simple - it's just a formal document so some of the language is formal.

What's included in a constitution?

There's a template for society constitutions here, but you should have a copy of your own society's. If not, contact the Societies Officer for a copy (and keep it safe!).

The most important parts of your constitution are:

- Who can be a member
- What roles are mandatory for your committee
- How your society handles any formal proceedings

Generally, if in doubt about how any 'official' meetings should be run, your constitution should be your first port of call.

Can we change our society constitution?

You can change your constitution if there are things you want to update, add, or remove. However, there are a few steps that must be taken.

- Send your updated constitution to the Societies Officer for approval, to ensure it complies with the bye-laws.
- Once your constitution has been approved, hold an EGM for your members to vote to approve your constitution. Remember that for this meeting to be quorate, 10% of your total society membership must be in attendance.

Venue and Room Bookings

We have a dedicated guide to all things venues, bookings, and events here. Please ensure that you read this in full for all information about events – when booking an event, you will be expected to have read the entire guide.

Most societies, at some point, will want to book a room or venue for society events and activities. Depending on where you want to book, the procedure is a little bit different.

For DUSA spaces (Liar, Pavement, stalls in the Union, Bonar Hall), please contact the Societies Officer or fill in the [book a venue form](#). These forms go directly to the Societies Officer, but they're helpful because they come to us with a lot of the information that we need.

For the Global Room, you should contact Anya, the Global Room Co-ordinator, directly at globalroom@dundee.ac.uk. She will require you to fill out a form since the Global Room is a University space.

For spaces in uni buildings like Dalhousie, you can book these yourself on [Resource Booker](#). Each student account is limited to 3 hours of bookings per week. If you need a space for a longer period, get in touch with the Societies Officer.

Please be aware that all bookings should be made with a minimum of a week's notice (2 weeks for large scale bookings) and that bookings with less notice will likely be declined.

Banking and Money Management

The Treasurer is primarily responsible for all matters to do with banking and money management within the society, but it's important for the entire committee to be aware of finances and how things work at a basic level.

How do we check our balance?

For anything to do with your DUSA bank account, you should contact the Societies Officer, who generally handles banking-related requests weekly on Tuesdays.

Your balance, along with a spreadsheet of your incomings and outgoings, can be requested at any time and will usually be sent to you the following Tuesday. If this is required urgently, this may be able to be expedited. If you have concerns about your balance, please get in touch and the Societies Officer can put you in touch with the DUSA Finance team.

How do we withdraw money or make payments?

To withdraw your money or make any payments, you should send a banking request through the form on the website, at the bottom of the page [here](#). A copy of the request is sent both to the society email and the Societies Officer.

If you are withdrawing money to a society member's account, their bank details should be in the 'payee' section; similarly if you are making a payment to a company or person for a service, their details should be in the 'payee' section.

Please aim to provide receipts or invoices wherever possible – the Finance team can reject payment requests without these at their discretion.

The deadline for these forms to be in is midday each Tuesday, which is when the Societies Officer processes them to send to Finance. Payments processed each Tuesday are usually paid by the following Tuesday, so keep this in mind when you are making payments before a specific deadline. It is not always possible to expedite these payments.

How do we deposit money into our society account?

To make a deposit, please transfer the funds to the following account with your society name as the reference (please avoid acronyms wherever possible):

Account name: DUSA Clubs and Societies

Account number: 00119448

Sort code: 831838

Please note we cannot accept cash deposits.

Fundraising

With the ongoing financial situation at the University, and therefore also DUSA, fundraising has become more important than ever to keep your society's bank account healthy.

Events on a Budget

We understand a core part of running society events is your smaller, regular events that don't incur large bills. With limited funding available, it's useful to have some ideas you can fall back on for low-cost events and socials.

For cost-free bookings, we recommend using our spaces in DUSA without exclusive hire; for example, hiring the back of the Liar while other people can still use the main area.

Other ideas for socials and events that don't (have to) cost you much as a society include:

- Pub quizzes
- Bingo nights
- Coffee mornings
- Paint and sip or other craft-based activities
- Pub/cafe crawls
- 'Bake-offs' (food safety training required)
- Barbecues (food safety training required)

These might cost some money to take part in, or to set up (like buying materials or prizes) but these can be offset with tickets/entry fees.

Many societies have held these events over the last few years with great levels of success, and how much you spend is completely up to you! Prizes for quizzes and bingo can include society memberships, low-cost items you've bought – and remember you can always ask businesses or sponsors for donations! For societies partnered with the Liar, we can provide a prize bottle of liqueur for events held in the Liar.

Sponsorships and Partnerships

We highly encourage you to reach out to companies and businesses to develop relationships. It is common for societies to receive funding from external companies, whether this is from a pub or club in return for spending money at their venue, or a charity or organisation to support a specific event.

Applying for Grants

We highly recommend applying for any grants that your society might be eligible for, and we are happy to provide documentation when needed.

Keep an eye out on the Funding Scotland website for opportunities that might be relevant to your society: <https://funding.scot/>

Reaffiliation and AGMs

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 April/May with an aim of having everything fully set up and ready to go for the following academic year by the end of July.

How do I reaffiliate?

You'll need three documents for reaffiliation:

- Your AGM minutes including the election of your new committee and the voting results
- Your Treasurer's spreadsheet from the past year
- Your society constitution, as approved at your AGM

These documents should be **emailed** to societies@dusa.co.uk by the end of June each year.

How do the new committee get access to the email/myDUSA admin?

In your email to reaffiliate, please include a list of your committee members, with their full names and email addresses. This allows the societies team to update access to myDUSA and update email access with IT. This will be arranged by the end of July, but if you need it done sooner, just let the societies team know.

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.

Social Media and 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!

Social Media

Society Social Media

We highly recommend creating a social media presence for your society if you don't have one already. This is the quickest way, other than email, to get information out about your society and events, and connect with your members. It also provides a less formal way for your members or prospective members to get in touch with you!

The most common social media platform used by societies is Instagram, but you can use any social media platform that works for you.

If you have an Instagram account, please follow @dusadundee and @dusa.societies and tag us in your updates – the societies account will reshare all stories and posts that we're tagged in so it's a good bit of free promotion to a wider audience!

It is of course expected that your society social media posts abide by your constitution and DUSA's Bye Laws at all times.

Personal Social Media

Remember if you show publicly that you are a committee member (and therefore representative) of your society, the things you say and show on social media become a reflection of the society. Be mindful of this – and consider keeping your personal account private.

Societies Team & Social Media

Generally speaking, the societies team don't have any problem with being followed/connected with on our own social media, so long as it is maintained that these are our personal social media accounts and not work related. We're people who exist outside of our jobs too!

However, please do not message or tag our personal accounts on anything related to societies. We prefer to keep our personal social media away from work. If you want to get in touch with us, please send an email, or message/tag the @dusa.societies Instagram account.

Promotion

Society Instagram takeovers

This year, we have begun accepting applications for society Instagram takeovers on the main DUSA page. If this is something you would be interested in, please fill out the form [here](#) with all of the required information.

Please note these takeovers do not mean we give you the login details for the DUSA Instagram, but rather you provide us with content in advance that we post throughout the day.

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 and Mediation

It's not uncommon for members of the society, or even committee members, to have conflicts from time to time. This can be difficult or uncomfortable, and we're here to support if needed.

We highly encourage you to try and solve these conflicts internally in the first instance. This can look like the President/Wellbeing Officer sitting down to discuss with the people involved in the conflict, or simply the people involved having a discussion themselves. As a rule of thumb, two people falling out generally isn't something that should be referred to the societies team.

If things escalate, and you're struggling to solve the conflict, we would then encourage you to talk to the societies team to look at options for resolving things, including referral to the University's mediation service if needed.

The University has a useful webpage with some tips for resolving conflicts and disagreements here: <https://www.dundee.ac.uk/edr/resources/10-top-tips-enable-constructive-challenge>

Complaints and Removal of Members

It is possible that during your time in a society committee that you may face complaints about your members or other issues that may lead you to seek their removal from your society. This can be a difficult situation to deal with, but the societies team are on hand to help if you need it.

What can I do in this situation?

You have two options in a situation where you receive a complaint about a member:

- Handle it internally
- Involve the societies team

If you feel able to handle the complaint yourself, you are encouraged to do so. We want you to feel empowered to manage complaints on your own whenever possible, whether the outcome of this might involve a chat or warning with the member in question, or their removal as a member of the society overall.

If you aren't sure how to handle a complaint, or you don't feel able or comfortable handling the complaint yourself, that's no problem – please get in touch with the societies team.

The only situation where we would ask you to please never attempt to manage a complaint yourself is if the complaint is particularly serious in nature, for example, if it relates to sexual misconduct, criminal activity, or bullying/discrimination based on protected characteristics. (Again, if you're not sure, get in touch!)

Example scenarios

1. John and Jane, both members of a society, have fallen out at a pub social where both of them were drinking. Both members were nasty to each other and it has created an uncomfortable environment at socials ever since. The atmosphere at the society has been suffering.
 - a. *In this situation, we suggest that a member/members of the committee organise a meeting with John and Jane to discuss the situation and the detrimental effect it is having on the society at large. Interpersonal fallings-out generally should not need to involve the Societies Team for any kind of formal action.*
2. You've heard of a rumour that John was removed from another society following a complaint. You don't know the reasons behind this apparent removal. Because of this, you think John should be removed from your society too.
 - a. *If the complaint is over a year old: use your discretion. Is John displaying any concerning behaviours? If not, there is no need for immediate*

removal. If yes, you may decide to remove John based on these behaviours. Note that you should not remove a society member based only on unverified rumours.

- b. If the complaint is recent: contact the Societies Team for guidance. The other complaint may be under current investigation.*
- c. If the complaint is serious, regardless of age: contact the Societies Team for guidance.*

3. Jane, a member of your society, is alleged to have had inappropriate sexual contact with someone at a society social.

- a. Contact the Societies Team. A complaint of this nature requires investigation and the potential involvement of the University's Safeguarding team.*

This is, of course, not an exhaustive list of potential complaints, but representative of some of the different types of complaints you may face. If you are at all in doubt, please don't hesitate to contact the Societies Team – we're here to help!

Removal of a member

If you handle a complaint internally and decide to remove a member, please let the Societies Officer know so that their membership can be removed on the myDUSA system. We recommend that you provide an overview of the situation and actions taken at this stage.

As with removals initiated by DUSA, the member will have the right to appeal the decision to the Societies Team directly. We will keep you informed if this happens and are here to support you.

Member Welfare Concerns

It is possible that a member may disclose a welfare issue to any member of the committee, not only to the Wellbeing Officer. It is useful to be prepared if this happens.

Serious and imminent concerns

If a serious and/or imminent concern is raised, you should report this immediately. Such concerns may include:

- A member discloses that they feel suicidal and/or have a plan to end their life
- A member discloses that they are engaging in serious/potentially life- or limb-threatening self-harm
- A member discloses that they are presently a victim of abuse or crime
- A member discloses an imminent intent to harm themselves or others

You do not need to pass these concerns to the Societies Officer before taking further action. Raise a concern immediately through the University's Raise a Concern form: <https://www.dundee.ac.uk/governance/discipline-complaints-appeals/safeguarding>

If you believe someone's life to be immediately at risk, please call 999 and ask for the Police Service (or Ambulance Service if someone has taken action to end their life). Provide all the information you can when asked.

Once you have done this, we ask that you also inform the Societies Officer – but ensure that other actions and reports are done first so help can be arranged as soon as possible.

Non-imminent concerns

If you have a concern about a member's welfare that is not imminent, such as they have been feeling very depressed, have been self-harming in a way that is not life-threatening, these should be passed to the Welfare Officer in the first instance. The Welfare Officer's training involves information about signposting to appropriate resources which may be beneficial for individuals struggling with personal issues.

If you're unsure how best to help someone, contact the Societies Officer who may be able to signpost to additional or internal DUSA/University resources. However, please be aware that the Societies Officer is not trained or equipped to handle mental health or complex personal concerns.

Above all, please prioritise your wellbeing – as committee members, you're not therapists or health specialists and at no time should you feel obligated to be responsible for someone else's personal health and wellbeing.

Support from DUSA

There are a wealth of resources available to support you during your time as a society committee member.

Societies Team

Our job is literally to support you, so please never hesitate to get in touch if you need any support from us. Our sole purpose is to make your experience the best it can possibly be!

The societies team are the best people to contact for any society-specific matters, whether this is admin-related, developing an event idea, an issue with a member, or anything else in the societies sphere.

Advice & Support

The DUSA Advice & Support Team can help with issues ranging from academic hurdles to emotional and wellbeing support. They are also excellent at signposting you to other resources or people who might be better to support you. You can contact them at advice@dusa.co.uk.

DUSA Executive and Student Representatives

Your elected representatives, from the DUSA Exec to your Division Presidents and SRC Representatives, are the best resource for any queries about DUSA or the University more widely. You can email the Exec at exec@dusa.co.uk and, if you're looking for another student rep, they will be able to send you their way.

Key Contacts

VP Student Activities*: vpsa@dusa.co.uk

Societies Team: societies@dusa.co.uk

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

*please be aware that the VP Student Activities is a part-time, voluntary position and therefore, replies may be delayed. In case of anything urgent, it is recommended to contact the general societies email which is monitored daily.