



Teesside University Students' Union

Societies Handbook 2022

(Date effective from 1st August 2022)

Introduction

This handbook explains the structure and responsibilities of the Activities team members, services provided by the activities team, the policies, and procedures for accessing and using the services, and the benefit of the service.

The Activities team assists members to participate in member led activities and supports societies to organise and deliver member led activities.

Activities Team Structure and Responsibilities

Regular contact with chairs, committees and members of societies to understand their needs and requirements.

Assisting societies elect committees and run effectively.

Assist society members with needs and requirements regarding extra circular activities.

Can assist in the booking of rooms and facilities for societies.

Can facilitate the refund of expenses for relevant society activity.

The Activities team can be contacted via email using the following address.

Activities@tees-su.org.uk

Activities Manager - Nick Rodgers	
E-mail – Nick.Rodgers@tees.ac.uk	Tel. 01642 34 4460
Societies Coordinator – Peter Russell-Wilson	
E-mail – P.Russel-Wilson@tees.ac.uk	Tel. 01642 34 8050
Activities Co-ordinator – Poppy Bibby	
E-mail – P.Bibby@tees.ac.uk	Tel. 01642 34 4461

The Activities Manager will ensure that Activities team members are aware of the services provided by the Activities team in detail and the responsible member of the team for those services.

The Activities Manager will ensure that Activities team members are aware of the services of other departments and main contact points and redirect the enquirer.

The Activities Manager will ensure that Activities team members are aware of the University's services and main contact points and redirect the enquirer.

The Activities team will ensure that all requests have been responded to within a timely manner and communicated appropriately.

Welcome Desk

The welcome desk is open Monday to Friday between 10am and 4pm.
The desk is operated by student staff and is first point of call for many society enquiries such as; “what societies we have?” and “how do we join a society?” as well as to arrange appointments to see the Activity team.

Welcome Desk Staff and Contact details

Staff	Contact Details
Cameron Happiness Val	E-mail - enquiries@tees-su.org.uk Tel. 01642 342234

President Activities

The President is a Trustee of the SU who is in charge of overseeing Societies and activity.

They help set up new societies and provide support to all societies and student groups through meetings and open forums.

They are responsible for contributing towards the Annual Awards Dinner and arranging many campus wide campaigns.

President Activities - Nigil Narayanan Thathron	
E-mail: presidentactivities@tees-su.org.uk	Tel.

Our Societies

Definition of a Society

A group of at least 10 members who have a shared interest who have registered as a member and elected a committee of three officials and intend to hold regular meetings with only members present.

Society Categories

Category	Shared Interest
Academic	Course or significant aspect of a course or module
Cultural	Celebrating a specific culture
Faith & Lifestyle	Faith or Philosophy
Pastime	Hobby, Leisure Interest

The purpose of a society meeting is to learn new knowledge or skills or practice skills including study skills to improve personal and society performance of the shared interest.

Societies receive funding from the block grant to subsidise their activities.

Societies Benefits

Committee Members	Members
<ul style="list-style-type: none">• Enterprise skills development• Project leadership and management• Project delivery and performance• Communication skills• Conflict management & resolution skills• Stress management & resilience	<ul style="list-style-type: none">• Awareness, Access, Achievement of Team Teesside values, opportunities & KPIs• Friendship• Group interaction• Shared Values

How to Start a Society

Establishing a New Society

One member/student shall send to the President Activities an e-mail from their student e-mail account and include in the CC line the student email addresses of at least 10 students/members to form a society or all students who will be organisers of the cultural social club.

The President Activities will arrange a meeting to discuss the formation of the society or cultural social club and agree or reject the formation.

Rejection is final and there is no appeal.

If accepted the President Activities will instruct the appropriate coordinator to create an entry on the SU website for members to join.

Societies Supplemental Process

The President Activities will call for nominations for the positions of chair, vice-chair communications and vice-chair membership.

Nominations will be open for no less than 7 days and no more than 10 days at the discretion of the President Activities.

Candidates will need to submit a recent photograph and a manifesto of not more than 250 words to be approved to stand.

Candidates will need to register as a member to stand.

During the nomination period the society should be active in encouraging members to join the society.

Election of the committee will be by the SU electronic voting system.

The vote will take places no less than 4 days after nomination close and no more than 10 days after nomination closure.

The vote will open at 5 PM on the first day, and run overnight, and close at 10 AM on the next day.

Registered members will receive a link to vote at 5 PM and again at 7 AM.

If on the date of the vote opening there are less than 10 registered members the society will be closed.

Members not registered before 5 PM on the first date of voting will not be able to vote.

The President Activities will announce those elected within 72 hours of the close of voting.

Registered members or candidates will be able to make complaints about the election process up to 11 AM on the day of voting being closed.

Complaints received after this time will not be investigated.

Running a Society

Activity team support

The activities team will support, protect, and indemnify members who run and participate in our societies so long as these services comply with the policies and procedures of this service catalogue.

The SU will insure and assure members for their attendance at an approved meeting or event.

The SU will insure and assure members responsible for the organisation and delivery of services for injuries, claims, fines incurred when organising and delivering services in good faith.

The SU will make clear what personal responsibilities are not insured or assured by the SU in relation to running or attending meetings and events.

An approved meeting or event is a meeting or event held in accordance with the rules and regulations of the SU.

An approved meeting or event which is subsequently not held in accordance with the SU rules and regulations is disapproved and deemed a private meeting or event and the organisers are singly and severally liable for all.

Health and Safety

As committee members you are in a chain of responsibility for the health and safety of you, your members and any members of the public being affected by, or in the vicinity of your actions and activities.

This is about the provision of a safe place to operate in, safe equipment and safe systems of operating. This extends also to ensuring that all members are provided with adequate supervision, instruction, and training for your chosen activities.

Societies who behave in a way that goes against University and Students' Union health and Safety policy could be de-ratified.

Promoting your Society

The best ways to publicise your club are as follows:

Social Media – The majority of societies use social media channels to promote and to communicate to their society members.

Please make sure that the Activities team have a link to the site and log in details so that they can be informed of activities and please bear in mind that any content should be not considered offensive to anyone.

Any social media sites created without log in details provided to the Activities team will be deemed unofficial.

Societies who behave online in a way that goes against University and Students' Union policy and ethos could be de-ratified.

Stalls – Book a stall in the SU free of charge anytime during term time and get those students who may have missed you during Freshers' Week.
All stall bookings to be made at SU Reception.

The Students' Union also has a number of media outlets where your club or society can publicise events, meetings, fixtures and results and even scores as and when they happen.

Society Activity

Societies are encouraged to meet regularly to discuss or partake in activity relevant to their specific society.

All on campus room booking is free for societies.

Society committees are also encouraged to provide some fun and social opportunity for their society members throughout the year.

The Activity team will offer support and guidance where possible to help the society to arrange activity.

There is a small budget within the Activity team to support society activity each year.

Room Bookings

Society Meetings

Email the activities team with you room booking request for meetings.

We would need that following details.

- Day of Meeting eg Friday
- Time of Meeting, Start time and End time
- Approximate Number of Attendees to facilitate the size of room needed
- What facilities are needed? eg TVs/Monitors

Bookings will be until the end of the semester or last date requested whichever is the earliest.

Responsibilities Guide

Please leave the room as you find it or in a better state.

Please use the room or if you cannot use the room for any reason, please cancel the room booking.

Please vacate the room by five minutes before end time or dismantling time.

If an external speaker is present either in person or via video link it is your responsibility to ensure

That they are introduced and thanked

That they stick to the topic of the talk

The do not breach the external speakers guide which is available here

Please do not disturb the users of neighbouring rooms. If your activity is likely to be noisy, please make the activities team aware of this at least 14 days before the meeting or event so we can warn other users.

Do not breach the code of conduct for members while using the room.

It is the committee/organiser responsibility to ensure users do not breach the members code of conduct but do not make things worse by your intervention.

Your role is to ensure the safety of other users.

If you need to re-arrange the furniture do so safely and put it back as you found it.

Do not eat food or drink hot drinks in TU rooms. Water in a bottle is permitted.

You may eat food and drink hot drinks with a lid on the cup in SU main studio, activities lounge and love it lounge without permission.

You will need permission for studio rooms and postgraduate rooms.

Please dispose of any waste in the right bin or take it with you.

If you spill any liquid or make any marks on the furniture or floor clean it up or call for housekeeping.

If you are not sure how to use environmental controls or equipment call for housekeeping.

If you are not sure how to use the audio-visual or computer technology provided call for a technician.

Societies who treat rooms in a way that goes against University and Students' Union policy and ethos could be de-ratified.

Building and Room Codes

Student Union

1st Floor

Front Door Entry Area – SU1.00
Activities Lounge – SU 1.01
Love It Lounge – SU 1.02
Postgraduate Room 1 – SU 1.03
Postgraduate Room 2 – SU 1.04
Terrace Bar (Stage) – SU 1.05

2nd Floor

Studio Room 1 – SU 2.01
Studio Room 2 – SU 2.02
Main Studio (Tables)– SU 2.03T
Main Studio (Sofas) – SU 2.03S
Main Studio (Computers) – SU 2.03C
Main Studio (ALL) – SU 2.03
The Hub (ALL) – SU 2.04
The Hub (Stage) – SU 2.04S

Teesside University

Please note that it is only possible to book rooms in some university buildings.

Athena (A)
Centuria (H) Centuria South (HS)
Clarendon (CL)
Constantine (C)
Education House (Faith Rooms)
Europa (IT/OL)

Mercuria (MC) Piano Room
Orion (CE) (Forensics)
Stephenson (IC)

Financial Policies & Procedures

Expenses

Society committee members or members approved to organise and deliver meetings and events will need to receive reimbursement of approved expenditure on the society general operations or meetings and events.

Receipts must be gained and returned along with a completed expense form.

Expenditure made without the knowledge of the Activities team may not be granted if excessive or not in line with our guidelines.

Cash withdrawals cannot be claimed as expenses.

External Suppliers

External suppliers will need to be paid for products or service provided.

A quote should be provided to the Activity team before confirming a booking with an external supplier for a society event.

The cost will be incorporated into any ticket price if offered.

Doners and Sponsors

Any doners or sponsors for societies or society events will need to be approved by the Activities team before any agreement can be confirmed.

Any arrangement that does not conform to University or Students' Union policies and ethos will be rejected.

Any society that arranges an agreement without consent could find themselves personally liable for expenses accrued.

Societies who behave in a way that goes against University and Students' Union financial policies and ethos could be de-ratified.

Food and Hospitality

Society Meetings

Members may without further permission;

- Bring and drink their own water from a bottle in SU and TU rooms
- Bring and drink hot drinks in a cup with a lid in SU rooms but not TU rooms
- Societies can use tea/coffee making facilities in main studio free of charge and warm and eat microwavable meals contained in pots

Standard hospitality of tea/coffee and biscuits can be provided free of charge for society meetings by either directly charging the account at the SU Shop or by reclaiming expenses through the Activities team.

Additional Standard hospitality may be permissible by request made to the Activities team for special meetings. This includes; -

- Takeaways orders
- Members bring their own food and drink to share for a social

The society must clear all waste and clean any spoiled surfaces, else they will be charged for the clean-up levied on the committee or organisers

Sale of Food – Cake Bakes

We do not allow the sale of food or cake bakes or similar activity on Student Union property.

Society Charity stalls seeking donations may provide free food while seeking donations but only with permission from the Activities team.

Sales of Other Goods

We allow the sale of creative works by students but accept no liability for the sale including product liabilities, sale of goods acts infringements, copyright or design rights violations.

We do not allow the re-sale of goods other than donated goods, e.g., jumble sales, white elephant stalls, brick-a-brack, second hand text books etc.

Charitable Ventures

Societies are permitted to organise certain charitable ventures at the permission of the Activities team.

They must be conducted in the Students union so they can be supervised unless otherwise granted special permission.

Societies who behave in a way that goes against University and Students' Union food and hospitality policies and ethos could be de-ratified.

Event Booking

What is an Event

Events are any social activity of a Society where non-members will be present, or any event organised for the entertainment of the student body.

A society social meeting will be classified as an event if;

- the on or off campus activity includes the attendance of non-society members under the organisation of the society.
- It will be attended by non-students
- It's a social activity of a society other than Welcome Meeting, Societies Day, Societies Annual Awards.
- the common interest of the society will not be pursued.
- It is organised for the student body as a whole or significant part of the membership

How to book an Event

The event must be booked through the Activities team to be appropriately costed and ticketed.

If the event is external to the SU, the activities team still may be able to help with ticketing and location booking.

A form will need completing and sent to the relevant team.

You must;

- Make your request no less than 28-days before the planned date of the event
- e-mail from your student email address
- state the nature of the events planned
- state your preferred location
- state what you expect the maximum number of attendees will be,
- state the facilities needed
- state all food plans to comply with SU rules
- state all entertainment plans to be checked and vetted

The Activities team will;

- try and book space you are wanting is available
- offer alternatives if your desired space is unavailable
- Complete the PREVENT checks if required for external speakers
- Calculate a ticket price reasonable for the requested event

Any profits will be;

- retained by SU in a restricted fund for the member activity group to use on their next event
- retained by the SU

Any losses could result in;

- societies or organisers being unable to book future events

Any events booked without the consent of the Activities team will not be eligible for any financial support.

Booking the HUB and Studio

For events in the HUB or Studio on the 2nd floor of the Students Union, the Activities team will liaise with the Events team.

The event space is provided free for societies but if extra staff are required to set up or dismantle the event or there is excess waste or extra cleaning is required or a technician or security is to remain present after initial setting up then the society will be charged.

You will be subject to TU and SU disciplinary action if you fail to follow the guidance

You must follow the orders of SU activities or event staff.

Failure to comply with orders will be the event is immediate cancelled.

Booking the Lovelt Lounge and Terrace Bar

For events in the Lovelt Lounge and Terrace Bar on the 1st floor of the Students Union, the Activities team will liaise with the Events team.

The event space is provided free for societies but if extra staff are required to set up or dismantle the event or there is excess waste or extra cleaning is required or a technician or security is to remain present after initial setting up then the society will be charged.

You will be subject to TU and SU disciplinary action if you fail to follow the guidance

You must follow the orders of SU activities or event staff.

Failure to comply with orders will be the event is immediate cancelled.

Booking the Campus Heart

For events in the Campus Heart, the Activities team will liaise with the University.

A completed risk assessment must be filed at same time of request it is the societies responsibility to adhere to the agreed assessment.

No flag rising or playing of national anthems of any country are permitted in the campus heart.

The event space is provided free but if extra staff are required to set up or dismantle the event or there is excess waste or extra cleaning is required or a technician or security is to remain present after initial setting up then the society will be charged.

You will be subject to TU and SU disciplinary action if you fail to follow the guidance
You must follow the orders of university security or university campus staff or university health and safety office staff.

You must follow the orders of SU activities or event staff.

Failure to comply with orders will be the event is immediate cancelled.

If necessary, police will be called to disperse crowds.

External Speakers

External Speaker Clearance (PREVENT) Request

If you intend to invite an external speaker to your meeting you must have the speaker PREVENT checked.

An external speaker is any person who does not have a valid TUSC card.

Alumni Member Clearance Request

Alumni are no longer permitted to attend society meetings.

Attendance by alumni as a guest speaker is permitted.

Each attendance will require a new PREVENT clearance.

Alumni attendance at meetings other than as an approved external speaker will result in society disciplinary action.

Society events behaviour that goes against University and Students' Union policies and ethos could be de-ratified.

Trips and Excursions

Buses and Coaches

Requests can be made to the Activities team who will contact as many local coach companies as possible to try and find availability and value for money.

The more time given before the date of travel, the better chance of availability.

The costs of these coaches are dependent on the size and destination and are given as a return cost.

Passenger Lists must also be completed prior to travel.

Cancellation charges will also apply to these vehicles

Booking Entry to Conferences or Exhibitions

The society should send the request in time for the Activities team to make use of any early bird or group booking discount.

The request must include or necessary detail including;

- name of conference or exhibition
- location of conference or exhibition
- opening and closing times
- number of days
- nature of conference or exhibition
- normal entry price for students
- website for ordering tickets.

The relevant society coordinator will determine the level of subsidy that can be applied to the price per member.

Conferences and exhibitions cannot be subsidised more than 50%

The subsidised tickets cannot be refunded.

Subsidised tickets will be placed on sale on the SU website any unsold tickets price will be taken from society funds.

Please ensure when asking for a number of tickets that you have at least that many members interested before submitting the request.

Alternatively, where the ticket needs to be purchased by the attendee and a subsidy has been agreed, the member should use the expenses claim form.

The relevant society co-ordinator may create an administrative group on the website to aid the organisation of the ticket sale.

Booking Entry to Attractions or Activities

The society should send the request in time for the Activities team to make use of any early bird or group booking discount.

The request must include or necessary detail including;

- name of attraction or activity
- location of attraction or activity
- opening and closing times
- number of days
- nature of attraction or activity
- normal entry price for students
- website for ordering tickets.

The relevant society coordinator will determine the level of subsidy that can be applied to the price per member.

Attractions and activities cannot be subsidised more than 30% for societies.

Attractions and activities booking for member activity groups cannot be subsidised beyond any subsidy given by the attraction or activity for students or group bookings.

A surcharge may be applied by activities for ticket sales through the SU website of not more than £1.

The subsidised tickets cannot be refunded they may be transfer to the next purchase and the original purchaser will then be refunded.

Subsidised tickets will be placed on sale on the SU website any unsold tickets cost will be taken from society funds or invoiced to member activity group organiser.

Please ensure when asking for a number of tickets that you have at least that many members interested before submitting the request.

Alternatively, where the ticket needs to be purchased by the attendee and a subsidy has been agreed, the member should use the expenses claim form.

The relevant society co-ordinator may create an administrative group on the website to aid the organisation of the ticket sale.

Booking Over Night Accommodation

The society should send the request in time for the Activities team to make use of any early bird or group booking discount however the Activities team as a general rule do not have enough funding to accept accommodation requests except for exceptional circumstances.

Society behaviour on trips and excursions that goes against University and Students' Union policies and ethos could be de-ratified.