

What is a society?

RGU:Union Societies are groups made up of members who share a common interest and are supported by RGU:Union.

Societies are a fantastic way of meeting new people, having fun, sharing ideas and receiving volunteering recognition for your CV.

What does the Union Expect?

Finances

- Your society must charge a minimum membership fee of £5 for a full year. This money is used as your basic spending account for the society for the year. You can charge more for membership if you wish, for example, to subsidise equipment costs.
- **PLEASE NOTE: AT ALL TIMES, IT IS THE RESPONSIBILITY OF YOUR SOCIETY TREASURER TO KEEP UP-TO-DATE ACCOUNTS AND TO KNOW HOW MUCH MONEY IS IN EACH OF THE SOCIETY'S BANK ACCOUNTS** (more info later in this chapter).

Membership

- A committee of at least four fully-matriculated students should be elected into the positions of: President, Vice-President, Treasurer and Communication & Engagement Lead. You may want to create other positions also – for example, a Socials Coordinator or Fundraising Coordinator
- A minimum of ten fully-matriculated students of Robert Gordon University must be paid members of the society. However new memberships can be commenced at any point in the year.
- 51% of the members of the society must be Robert Gordon University students. Some members might be staff or alumni, and sometimes RGU societies merge with the societies of other universities, but in order to be financially supported by RGU:Union, 51% must be students of this university. The committee must be made up of all RGU students
- Membership of the society shall run from the 1st of August to the 31st of July each year.
- Membership of a society is open to all members of RGU:Union without discrimination. All RGU students are automatically members of RGU:Union unless they opt out.

AGM

All societies must hold an Annual General Meeting (AGM) before the end of the academic year. For further AGM info please click on the following link ([Soc-AGM-guide.pdf \(rguunion.co.uk\)](https://rguunion.co.uk/Soc-AGM-guide.pdf))



Running Your Society

How can the union support your society?

- The Union will provide access to support from staff.
- Your society is welcome to use the office facilities within RGU:Union.
- RGU:Union can help advertise your society events and announcements on RGU:Union social media
- The Union can help you to set up a stall at both Freshers' and Refreshers' Fayres to promote your society, create awareness and attract new members.
- Training can be provided to help committee members fulfil their roles within their societies.
- You'll have the option to apply for a grant from the Union.
- You will have an RGU:Union email address.
- Your society will be listed on our website, helping the wider student body to find out about you.

Communication with Societies

- Do your best to keep regular contact with the Union in order to make the most of their resources and support.
- Keep an eye out on your Society email. Important society information will be sent to this address and it's a good way to communicate with external parties.
- A Societies Forum, organised by RGU:Union, will be held twice a semester in order to ensure that effective communication is being maintained between societies and the Union. This is your opportunity for your input and to have a formal meeting where you can discuss what the Union is doing, the successes of all societies and how the societies can be better supported by the Union.
- The registered President must attend or provide apologies and send a replacement to each Societies Forum. Should any RGU:Union Society fail to attend or send apologies to 3 consecutive meetings, they are liable to have their budget suspended.



What does the committee do?

The committee represents the views of all society members in the decisions made about the society. Generally, the committee takes responsibility for staying in touch with the Union, organising, marketing and running events, keeps in contact with members, and has financial and democratic powers and responsibilities.

Apart from the essential roles of President, Vice-President, Treasurer and Communications & Engagement Lead, many society committees choose to offer various other leadership positions. If you feel that your society has not been running effectively, it could be because the committee is too small. Have a look at some of the following positions to consider if they might ease some pressure:

- Publicity/Marketing Coordinator
- Social/Events Coordinator
- Fundraising/Sponsorship Coordinator
- ...and many more!

President's Mandatory Duties:

- Chair regular committee meetings.
- Ensure each committee member understands their role and meets their action points and duties.
- Approve the agenda of the committee meetings.
- Ensure the society functions to the best of its ability.
- Ensure the goals for the year set by the committee are met.
- Authorise society expenses.
- Submit all end-of-year paperwork, including the Annual Report.
- Complete society training.
- Attend RGU:Union Societies Forum (or make sure someone else from the committee attends)
- Safeguard the sustainability of the society, ensuring the AGM and committee handover take place in a timely manner and RGU:Union are kept informed.
- Liaise with the Union and the Student Executive.
- In the event of a committee vote, the President (Chair) will have the casting vote.
- Signatory for society's bank accounts.



Vice-President's Mandatory Duties:

- Chair regular committee meetings in the absence of the President.
- Ensure each committee member understands their role and meets their action points and duties.
- Ensure the society is up-to-date with all the administrative forms and requirements of the Union.
- Ensure committee minutes are recorded and kept for distribution to society members and the Union.
- Ensure the goals for the year set by the committee are met.
- Complete society training.

Treasurer's Mandatory Duties:

- Manage the finances of the society.
- Authorise society expenses with the President.
- Provide commentary detailing expense's purpose
- Signatory for society's bank accounts.
- Complete society training.
- Submit grant application forms on time to ensure society funding.
- Investigate sponsorship opportunities

Communications & Engagement Lead's Mandatory Duties:

- Manage and maintain communications for the society.
- Ensure the e-mail account is checked and any notification from the Union is dealt with appropriately
- Keep society members informed with regular up-to-date e-mails.
- Keep social media updated including Microsoft Teams
- Ensure committee minutes are recorded.
- Provide information to RGU:Union on any external speakers taking part in society events.
- Complete society training.

