

AGM & Handover

A Society AGM (Annual General Meeting) must be held before the end of Semester 2, with at least 14 days notice given to all your society members. The majority of all your registered members must be in attendance (to make the meeting quorate), hold the Committee to account and discuss any up coming issues.

A new committee must also be elected and all new contact details passed on to the Activities and Societies Coordinator as soon as possible.

AGM - The Rules

- All society members must be notified about the meeting two weeks before the event
- An agenda and relevant documents from the existing committee must be made available to society through either email or on hard copy at the meeting
- Students of Hallam University only to stand for positions on the committee
- Candidates to stand up and say a few words as to why they should be elected
- If more than 1 candidate, candidates should be asked to leave room while voting takes place.
- Existing committee should minute numbers of votes received by each candidate and record abstentions (if any) .

Democracy

It is important that your members have their say in who runs their society. Your role as the committee is to ensure that the society is run properly, and that the activities you offer are what your membership want. Of course you can introduce new ideas and make the role your own. However, underpinning the structure of the society is that it is run by it's members (you are members of your own society) for it's members (everyone who has joined). Just like your Union—the Officers are elected from the student membership.

Handing Over to the New Committee

It is advisable to keep a record of everything you do throughout the year, so that you can pass the information on to the new committee. You should keep a society file which includes minutes of meetings, information that has been researched, summaries of emails or conversations and planning information for the events and activities you have run (including useful contacts). It is also advisable to include evaluations of your activities, so that the new committee can learn from what you have achieved.

It might also be useful for new committee members to shadow the outgoing committee, so they can learn how things have been done this year.

Meeting with the Union

When we have new committee contact details, we will arrange a time for the new committee to come in and meet with the Activities and Societies Coordinator and Activities Officer. This allows us to get to know each other and talk you through how the Union can help you over the coming year.

Paperwork

Once you have taken over as the new committee, there are certain forms that you need to complete. Without these you may not be considered an active society within the Union, and might miss out on important opportunities, information and support. All forms are available on the website, and can be emailed to the Activities and Societies Coordinator. If you have any questions about them, please do ask. We are happy to help.

Societies Model Constitution

Each society must have a constitution signed by all members of the new committee. We will prepare your Constitution for you, and you will need to sign it at your first meeting with us.

Society Audit Form

This tells us all the information we need to know in order to publicise your society on the website, as well as who is on your committee. If any information changes during the year, just let us know as soon as possible.

Risk Assessment

A generic risk assessment of your regular society activities is required at the start of the year so we can see that you have considered any risks. We will determine if you need to complete one of these risk assessments at your first meeting with us. If you just have meetings or talks, then be sure to read the risk assessment already prepared for those.

For one-off events (including trips) you will need to complete a separate risk assessment for each when it is being planned.

There are also forms that you might need to use throughout the year, these are all on the website, and can be downloaded, completed and emailed to us as and when you need them. Hard copies can also be picked up from the Activities Pod Resources Room.

Trip Forms

Trip Registration—tell us all details of your trip including destination and transport

Trip Member Registration—tell us which of your members are going and some emergency contact information

Claim Form

If you need to claim back expenses from your society, please download this claim form and have your society president or treasurer complete it. Attach the receipt to the back of the form and hand it in to the Activities Pod in the Hubs.

Room Booking Forms

There are different forms for booking a space in the Hubs and booking a room in the University. Simply complete the right form for the space you want to book and give it to the Activities and Societies Coordinator.