

SGSU

COUNCIL

MANUAL

2018-2019

**CONTENTS**

**Introduction Page 3**

**Who’s who in the SU Page 4**

**Council Meetings Page 6**

**Society Dissolution & Rep Officer Page 7**

**Mandatory Paperwork Page 8**

**Finances: Subs and Budgets Page 9**

**Finances: Purchases and making a claim Page 10**

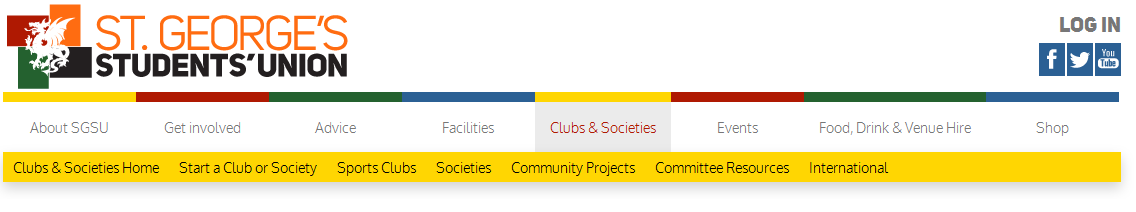
**Room & Minibus bookings Page 11**

**Society Admin Page 13**

**Introduction**

This guide has been produced to help all Club, Society and Community project committee members understand how the SU works. Hopefully this will ensure that your committee has all the information to act in a way that will ensure the SU can provide everything you need effectively.

It includes details on finances, room bookings, website usage and much more!

For further information and resources please refer to the ‘Committee Resources’ tab under the ‘Clubs & Societies’ page at [www.sgsu.org.uk](http://www.sgsu.org.uk).

If there is anything that is unclear, or that you require further information on, please do not hesitate to get in touch with me at [secretary@su.sgul.ac.uk](mailto:secretary@su.sgul.ac.uk) or pop in to the SU office!

**Who’s Who in the SU – Top 4**



**President**

Omar Hijazi

[president@su.sgul.ac.uk](mailto:president@su.sgul.ac.uk)

General SU enquiries

**Vice President: Education & Welfare**

Annabel Strachan

[vpeducation@su.sgul.ac.uk](mailto:vpeducation@su.sgul.ac.uk)

Welfare & Education facilities

and spaces



**Vice President: Finance & Student Activities**

William Morrell

[vpfinance@su.sgul.ac.uk](mailto:vpfinance@su.sgul.ac.uk)

Finances, budgets & minibus

bookings





**General Secretary**

Nick Davis

[secretary@su.sgul.ac.uk](mailto:secretary@su.sgul.ac.uk)

Room bookings, council

meetings & general enquiries

**Who’s Who in the SU – Useful contacts**

**Societies Officers**

Madeline Witcomb, Louis Buckley Archer, Sam Deuchar

[societies@su.sgul.ac.uk](mailto:societies@su.sgul.ac.uk)

Freshers’ Fayres, society admin, music room equipment enquiries, awards Ceremony & Societies enquiries

**Community Project Officers**

Timi Omidiora, Tanya Malagamuwa

[cpo@su.sgul.ac.uk](mailto:cpo@su.sgul.ac.uk)

Community Project enquiries

**Sports Officers**

Emma Casey, Sean Vaz, Tunde Oladpupo

[sports@su.sgul.ac.uk](mailto:sports@su.sgul.ac.uk)

Rob Lowe bookings, fixtures admin & sports club enquiries

**Communication Officers**

[sucommunications@sgul.ac.uk](mailto:sucommunications@sgul.ac.uk)

Newsletter & Website enquiries

Newsletter enquiries

**Technical Officers**

[technical@su.sgul.ac.uk](mailto:technical@su.sgul.ac.uk)

Tech support, lighting/sound for shows & hiring equipment

**Representation Officers**

Hannah Lidbetter, Sadik Al-Hassani

[representation@su.sgul.ac.uk](mailto:representation@su.sgul.ac.uk)

General SU enquiries & updates on the SU

**Council Meetings**

Council meetings are the main forum at which Clubs & Societies can bring up issues, express opinions and keep up-to-date with the SU. To bring up big issues reply to the Council Email with an Agenda Point.

It is the main platform Clubs & Societies have to hold the SU accountable for providing them with feedback.

The meetings are very important and it is expected that **at least one member of every committee is present. Each individual is only allowed to represent one society at each meeting.**

All council meetings are held at **6pm in LTA.**

**Meeting Dates (18/19):**

28th August

25th September

23rd October

18th December

15th January

12th February

9th April

7th May

4th June

20th November 12th March 2nd July

**Representation Officers**

Representation Officers are a new role in the SU specifically made to represent the views and opinions of council and senate at Executive meetings and vice versa. The aim of the role is to bridge the gap and ensure continuity between all the meetings of the SU. This should enhance the experience of the students and clubs/societies/community projects within the Union of St George’s.

**Society Dissolution**

If a society wants to be dissolved they need to raise an agenda point at council by emailing the General Secretary before the meeting and requesting their dissolution. The SU can also dissolve a society if it shows no activity. This is assumed if 2 of the following are true:

* Lack of a valid constitution.
* Lack of a committee (President & Treasurer minimum) whose details must be held by the SU.
* Missing 3 or more council meetings without giving apologies.
* Not producing an annual report.
* Lack of any financial activity for one academic year.
* Making a deficit 3 years in a row

**Mandatory Paperwork**

**Society Constitution**

The SGSU constitution requires every club/society/community project to have an up to date constitution that reflects the current aims and roles of the society. All Constitutions have now been converted to an online format and are available on

<https://www.sgsu.org.uk/club-soc/committee-resources/constitutions/>

**Handover Forms**

A handover form needs to be filled out at the beginning of the year and when your committee changes.

The mailing contact for your society will only be updated when your form has been handed in.

Handover forms have also been converted to an online format and are available on

<https://www.sgsu.org.uk/club-soc/committee-resources/>

**New Societies**

Once you have been passed a copy of your Constitution, Handover form and Document of Interest is to be handed into the Societies Officers.

You’re also invited to meet with the VP of Finance & Student Activities to discuss your responsibilities as a society of the SGSU.

You are expected to attend all council meetings and a 6 month review.

**Finances**

**How it works:**

The SU currently has 2 bank accounts. One is for the trading arm which holds money from the Shop & Bar, and the other is for the charity arm which holds money from Clubs/Societies/Community Projects & SU events.

**Subs and Budgets**

Subs allow you to buy anything you like (e.g. coaching) or to supplement your budget limit.

You MUST collect subs from each member, and pay it directly into the SU (using an online transfer or a website purchase) where it is banked into your allotted accounts. You are not allowed to hold on to subs yourselves. The same should be done for any donations you receive.

The SU account details are:

You must clearly state in the reference which club the donation is for.

**Account Name:** St Georges Student Union

**Account Number:** 23858448

**Sort Code:** 20-01-58

Please speak to Vafie (VP Finance & Student Activities) if you wish to buy items that would come out of subs, but you do not currently have the money for as he may allow you to use a leverage facility (although this will put you in debt).

Your budget is not a grant – it is how much the SU will spend on any particular cost centre e.g. £100 equipment budget can only be spent on equipment.

If you would like to know what’s left of your budget allocations or how much money from subs you’ve collected, those numbers are available on the budget tracker on the SGSU website under

<https://www.sgsu.org.uk/club-soc/committee-resources/budget-tracker/>

**Bidding processes**

A sum of money has been ring-fenced for you to use on equipment purchases or extra-ordinary cost. To access this funding, your club/society must submit a bid, detailing why the funding is required and how the spend will benefit the student body. Bids for funding can be made at any point in the year, but will be assessed on a quarterly basis.

**Making a Claim**

You may find yourself having to pay out of your own pocket for items that you have SU budget allocation for. If this is the case, KEEP THE RECIEPT!

Fill in an expenses claim form (found outside Vafie’s office or online), get it signed by your club treasurer (or the president if you are the treasurer) and attach the receipt(s). You cannot sign a claims form for yourself.

Then leave it in the blue tray outside Vafie’s office.

If the form is submitted before Midday on Friday then the money will be in your account by the following Friday.

If there is a problem VP of F+SA will contact you.

**Room Bookings**

The SU rooms are the AHR, Henry Gray Room, Music Room and Bar. They must be booked using the instructions below:

1. Go to [www.sgsu.org.uk](http://www.sgsu.org.uk).
2. Under ‘Facilities’ in the menu bar is ‘Minibus & Room bookings’.
3. Click on ‘PLEASE CLICK HERE FOR THE ROOM BOOKING SYSTEM’.
4. Log in (in the top right hand corner) with your room booking username and password.
5. Click on the date and room you wish to book.
6. To book the minibuses click on ‘Minibuses’ in the top left hand corner.

If you have forgotten/lost your username/password please contact the General Secretary & they will reset it.

This system should only be used to book rooms less than a month in the future within term time.

Any longer term bookings between the dates stated on the email your club/society will receive should be made to the General Secretary before ‘Room booking Council’ to ensure all clubs get a fair share of the rooms. These will occur on the:

28/08/18 and later on in the academic year.

If you wish to book university rooms (boardrooms or lecture theatres) you will need a Web Room Booking account and password from the University. Most clubs/societies/projects which use these rooms will have one already, so please ask your predecessor. If you don’t already have one email [roombook@sgul.ac.uk](mailto:roombook@sgul.ac.uk) to obtain one. This is a first come first serve system which the SU has no control over. If you are having trouble booking rooms please email the General Secretary.

**Minibuses**

Anyone wishing to use the minibuses MUST have taken the Minibus Test. To take the test you must have no points on your licence, be over 21 and have been driving for at least 2 years.

Vafie will announce the dates via email, there will be a limited number of testing slots. Preference will be given to Clubs, Societies and Community Projects who do not currently have any members who are able to drive the minibuses.

To book the minibus you must book it out online & fill in the ‘Minibus Form’ from outside Vafies’s office & get it stamped by one of Top 4.

To sign out the minibus you should go to security (ground floor HW) on the day you have booked it for.

You must top up the petrol tank on your return and provide a copy of the receipt to Security. It must also be left CLEAN, if it is not clean your society will be charged a £40 fee.

**Society Admin**

**Society Post**

If you require anything to be posted to you, the address to use it:

Your Name

Your Club/Society/Project Name

St George’s Student’s Union

St George’s University of London

Cranmer Terrace

London

SW17 0RE

Michelle Campbell (Office Manager) will email you if you have received a package.

All post will be placed in your society’s pigeon-hole in the SU Office, therefore please check it regularly (as you will not be notified if post has arrived for you).

**Society Emails**

All societies have an @su.sgul.ac.uk email account. If you are certain you do not have an account for your society (especially if it is new) please email the General Secretary and she will set one up for you.

It is a shared inbox account which multiple people can have access to. To find out more see the ‘How to subscribe to your society email account’ guide on the ‘Committee Resources’ tab of the SGSU website.

**Society Webpages**

All societies have a webpage on [www.sgsu.org.uk](http://www.sgsu.org.uk). This page can be used to advertise events as well as selling subs, tickets and kit.

This page can only be edited by members of the committee who have admin access. To gain this please email [communications@su.sgul.ac.uk](mailto:communications@su.sgul.ac.uk).

Mailing lists created by the barcode system at Fresher’s Fayre can be accessed using this admin access as shown in the Website User Guide on the ‘Committee Resources’ tab of the SGSU website.

Any items that you sell online will be able to be seen by sales reports accessed by admins of the webpage.