

HELPFUL INFORMATION

USEFUL CONTACTS

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WHAT IF MY SOCIETY NEEDS A ROOM?

For room bookings/open spaces on campus, there is a short form to fill out. This is available to fill out on the RGU:Union website.

HOW DO I ADVERTISE A SOCIETY EVENT?

It is very helpful for a society to make a Facebook Page with your unique URL (for example: www.facebook.com/rgustampcollectorsociety) and/or Facebook group so you can advertise all the events there. This account should be set up using the provided @rguunion.co.uk email address for your Society. Link your Facebook page to a society Instagram account and look at other social media sites to see if they suit your needs – some societies have Tiktok, be as creative as you like.

Remember: There might be members in your society who do not have a social media account, so make sure you utilise the mailing system on the Unions website and circulate all info through that as well.



IDEAS FOR EVENTS AND VENUES

Events come in all shapes and sizes and the type of event you put on will depend on what your society does, but most societies have social events at some point during the year and will want to put them on in the city centre, rather than on campus. So with that in mind, where will you host your event?

We get mixed reports on venues, but generally there are some which most societies seem to enjoy using and we get good feedback. We gather all this information (it should be contained in your annual report too) and can advise you on finding a venue which suits your needs, so speak to the Student Development and Volunteering Coordinator when you start planning your event and we can advise on the best options.

WHAT CAN WE DO TO HELP?

If you contact us at the union with details of your event, we'll do the following:

- BOOK A SPACE ON CAMPUS OR HELP YOU FIND A SUITABLE SPACE IN THE CITY CENTRE
- HELP WITH EVENT PLANNING AND ORGANISATION
- ADVERTISE IT ON OUR FACEBOOK AND TWITTER PAGE
- ADD IT TO OUR WEEKLY WIRED MAILOUT
- GET THE INFO ADDED TO THE UNIVERSITY'S WEEKLY BULLETIN
- PRINT OFF ANY PUBLICITY MATERIALS YOU MAKE
- PUT UP POSTERS FOR YOU AND HAND OUT FLYERS ACROSS CAMPUS

Email the Student Development and Volunteering Coordinator on societies@rguunion.co.uk with your event info and he'll do the rest!

FORMS

There are plenty of forms to cover all sorts of situations, from membership forms, application forms and budget request forms to forms for events like risk assessments and room booking forms.

A full list of society forms can be found in the appendix of this pack and online at www.rguunion.co.uk in the societies section.



EXTERNAL SPEAKERS

In regards to society events, there is a slightly different procedure if you are booking a space on campus and you have an external speaker taking part.

DEFINITION OF EXTERNAL SPEAKERS

An external speaker is an individual or group who is not part of RGU and is coming on to campus to do a talk/lecture/presentation/workshop etc.

For clarification, academic staff from other institutions are also classed as external speakers.

LEGAL ISSUES AROUND EXTERNAL SPEAKERS

Under the Government's Counter Terrorism and Security Act 2015, all academic institutions have a duty of care and stringent legal responsibilities to monitor and vet any external speakers for events on university property, as the legislation places the onus on the institution to ensure hate speech and radicalisation do not take place on campus, with the aim of safeguarding staff and students.

As such, RGU is now closely monitoring any bookings for external speakers and must approve the speaker before any booking for space on campus can be confirmed.

As RGU:Union does not have rooms/space suitable for many society events on campus, we work with RGU to find suitable spaces for these events. The legal responsibility for these events and the speakers in attendance lies with the university and so they have the final say on any bookings by societies which involve external speakers.

RGU:Union also has a legal responsibility to monitor the activities of all societies in regards to this legislation, to ensure the safety and wellbeing of all our members.

These procedures are for the protection of all students and the university is in constant dialogue with RGU:Union, the NUS, NUS Scotland, other academic institutions and the UK and Scottish Governments on these issues.



BOOKING PROCEDURE

The Room Booking Form on our website contains a section on external speakers and you should complete this if applicable, giving as much information as possible.

RGU could request more information, or may need to conduct some background research into a proposed speaker and it is important to note we cannot envisage how long this process will take. The university will endeavour to conduct this process as quickly as possible, but societies should keep in mind that for any external speaker bookings, the earlier you can submit the booking form, the easier the process will be. All such bookings should be submitted at least three weeks in advance of the event.

DISPUTES OVER BOOKINGS

Should you submit a request for an external speaker to be present at your event on campus and this request is subsequently refused by RGU, they should respond outlining their reasons for this refusal. Should you wish to dispute this refusal, please in the first instance contact the Student Development and Volunteering Coordinator, either in person or by email on societies@rguunion.co.uk, and appropriate advice will be given.

Please feel free to contact us if you have any queries on the above issues and procedures.

SOCIAL MEDIA POLICY

Social media sites are an excellent tool for promoting your society, reaching existing members attracting new members and building links with external groups. You'll know which sites are best suited to your society and which ones your members are most likely to use, so we'll leave those decisions to you.

There are however a few housekeeping rules to keep in mind when using your social media profiles so please ensure all society members are aware of these:

- Only current committee members should have access to your society accounts
- Don't rely on social media for reaching your members – keep an email list and always email out important information as well
- Remember that you are part of RGU:Union and represent the union as well as your society
- No swearing on your social media profiles
- Do not post anything which could be deemed as offensive on grounds of race, nationality, religion, gender, sexuality, disability or anything else which could be deemed as discriminatory.
- Do not use or alter the RGU logo without permission
- Post regularly in order to keep you society info on people's newsfeeds and maintain a high profile
- Hyperlink to any other groups/organisations you are working with in order to develop strong partnerships
- Speak to us before accepting and sponsorship deals involving social media posts
- Do not breach copyright rules by posting images/text/video you do not have permission to use (especially if your social media profile has RGU in the name!)



- Never give away personal information of your members and keep in mind the Data Protection Act includes giving out the email addresses of your members (commercial sponsors such as bars and clubs will sometimes ask for contact details for your members – never give this info away!) You can consult RGU's social media guidance online for more information: www.rgu.ac.uk/staff/rightclick-reloaded/general-guidance

RECOGNITION AND AWARDS

- A Student Achievement Awards Ball will be held annually in the second semester in order to recognise the achievements and contributions made by individuals to societies.
- Non-student members may be nominated for receipt of awards at the Student Achievement Awards Ball; should they qualify, they will receive honorary awards.

LOGGING VOLUNTEERING HOURS

- All Society members who give their time voluntarily to benefit the Society and others will be encouraged to sign up for volunteering recognition schemes; either the Saltire Awards or the internal volunteering hours recognition which enables volunteers to gain certificates for hours spent volunteering.

Please encourage your society committee members and yourself to log your volunteering hours to make sure you will get recognition for it at the end of the year. A volunteering hours log sheet can be found on the rguunion.co.uk website and should be sent to the Student Development and Volunteering Coordinator (volunteering@rguunion.co.uk) on an annual basis at the end of February.

CONFLICT RESOLUTION

We all hope running a society is a fun and rewarding experience, bringing people together and providing valuable social/academic links. However, from time-to-time, issues emerge where there is conflict, a dispute, or where one or more society members breach society rules or do something which is not in the best interests of the society as a whole.

In these circumstances, the committee needs to work to resolve the issue and the priority at all times must be to reach a solution which protects the society and its members. Removing a member/committee member should always be the last option, used only if other possible outcomes cannot be reached.

RGU:Union should be kept informed of any disciplinary issues or areas where conflict emerges. We will also advise your committee on the options available and the most appropriate actions.

The flowchart on the following page takes you through the process to follow, and the general rule of thumb is to always ask us for advice.



