

EDGE HILL
STUDENTS'
UNION

SOCIETIES INFORMATION PACK





HELLO!

WELCOME TO THE EDGE HILL FAMILY! YOU'VE ARRIVED ON CAMPUS, AND YOU'RE READY TO MAKE SOME LIFELONG MEMORIES.

Edge Hill Students' Union societies are the best way to meet new people and make new friends at university. Our societies are groups of students with common interests - from gaming, to dancing, to writing - who meet on a regular basis to chat and exercise their hobbies.

This information pack will answer all the questions you have about societies, from finding the right group for you to setting up your own events.

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WHAT IS A SOCIETY?

Here at Edge Hill Students' Union, societies are at the heart of what we do. They are communities set up and run by our student members. Societies consist of like-minded individuals who share common interests, passions or hobbies and organise a number of events and activities within their communities.

HOW DO I JOIN A SOCIETY?

You can join as many societies as you like by signing up on the Edge Hill Students' Union website. First, you need to activate your Students' Union account using your University email address.



HOW ARE SOCIETIES RUN?

All societies are run by a student committee, made up of a President, Secretary, and Treasurer. The committee takes the lead on organising society meetings, putting on events, running social media, and more.

The President is the lead representative of the group and the person who oversees the activities, providing support, advice and guidance to the other committee members and overseeing the direction in which the group is heading. This person should have a good understanding of the group and champion its beliefs and aims.

The Secretary is the backbone of the group and ensures everything runs smoothly. Communication is key to the role, keeping all members in the loop so everyone stays interested and involved. Responsibilities may include taking minutes during meetings and running social media. This person should be approachable and organised.

The Treasurer is all about the money, from knowing where the group's finances stand at any point to planning ahead and avoiding potential debt. This person should have an understanding of budgeting and be trustworthy.

Outside of this core committee, some societies may choose to add more committee positions to take on additional responsibilities, e.g. Social Secretary, Vice President and Equality and Diversity Officer.

HOW DO I CREATE MY OWN SOCIETY?

If you can't find a society that suits your interests, you can set one up.

You can submit an application to start a society during the following periods:

Period One: 26 September – 18 November 2022

Period Two: 23 January-17 February 2023

All new societies must be student led and unique from those we already have.

FOLLOW THE STEPS BELOW TO GET YOUR SOCIETY STARTED.

Step One - Find some members

You need 10 interested students to start a society.

Step Two - Recruit your committee

Decide which three individuals will run the committee by taking on the roles of President, Secretary and Treasurer.

Step Three - Complete your application form

To complete this form, you will need:

- The student numbers of your 10 interested students
- The contact details of your committee
- An explanation of the aims of your group, how it's unique to existing societies, and your proposed membership fee

Step Four - Await a decision

Your application will be reviewed by our elected Presidents. You will receive a response within 10 working days.

Step Five - Complete the affiliation process

If your application is approved, you will need to complete the following to become a fully affiliated society:

- Attend committee training
- Complete your society risk assessment and constitution

Step 6 - Officially join your society

Once affiliated, your society webpage will be created by the SU team. By signing up to your society via this webpage, you will complete the affiliation process and become an official member.

ADOPT A SOCIETY

Societies may become dormant if the core committee steps down from their roles. These societies can be reactivated through an adoption process (which follows the same steps as listed above), with the added benefit that the group has leftover funds which you can inherit.

MONEY

All society funds are kept in a central SU Societies bank account. This is managed by the SU Finance Team.

Societies use their account for the following:

- Collect payments, such as membership fees and grants
- Make purchases for items such as hoodies, food, or resources

FUNDRAISING

Fundraising is at the core of many of our societies and we are committed to supporting you to achieve your fundraising goals.

There are two main ways in which a society might choose to raise money:

1. Raise money for your society – this could be to help fund an event or raise money for new supplies
2. Raise money for a charity – some groups might decide they want to nominate a core charity which they will raise money

SOCIETY GRANTS

To help societies continue to grow and to reward those groups who are proactively getting involved at Edge Hill, we offer two grant opportunities for societies:

- Development Grant - Societies can apply for up to £500 per year to fund the development of their society, e.g. attend a conference or complete a course.
- Fifty Members Grant - This grant of £100 is automatically awarded to societies who reach 50 members



CAREER OPPORTUNITIES

Being part of a society can benefit your career, for example:

- Volunteering hours of committee members can count towards the Edge Hill University Extra Edge accredited volunteering award
- Gaining skills and experience to boost your CV
- Gaining recognition through awards schemes such as the university's Extra Edge Volunteering Award and the National Societies and Volunteering Awards

EVENTS

Throughout the year societies run a huge number of events, these are great opportunities to learn new skills, promote your society to prospective members and have fun! Plus, we have all the resources to help you to make your event a success.

Some successful events ran regularly by our societies have included:

- Performances
- Guest speakers and workshops
- Fundraising e.g. quiz nights and bake sales
- Trips
- Conferences



FAQS

HOW DO I FIND 10 INTERESTED STUDENTS?

We recommend reaching out to flatmates, coursemates and sharing via social media, you might want to post in course or freshers group chats to help spread the word and find your people.

DO I NEED TO ELECT MY FIRST COMMITTEE?

No. When starting a society you will appoint three individuals as your core committee. Going forward, society elections are hosted by the SU every March, in which society members can run for committee roles.

HOW MUCH SHOULD I CHARGE FOR A MEMBERSHIP FEE?

We recommend charging a small fee, such as £3, to cover the costs of resources and fund society activities. Be mindful that high membership fees can create a barrier to students joining your society.

WHAT IS A SOCIETY CONSTITUTION AND RISK ASSESSMENT?

A constitution is an agreement between a society and the SU which outlines the rules and expectations for all society committees and its members. Risk assessments are documents which evaluate potential hazards and risks for society events and activities.

If approved, society committees will meet with the SU team, who will guide you through the process of completing these documents.

For further queries about societies, please email suengagement@edgehill.ac.uk.