

Being an effective club or society

The Union's rules, systems & procedures

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Session planning

Skills Covered

General awareness

Session Planning

Aims of the session

This session aims to outline the various rules, systems and procedures that the union sets down for clubs and societies.

This is a crucial part of the programme; you may wish to make it compulsory for clubs and society officers to attend. However, there is the potential for it to be a little 'dry' - so it is important you keep energy levels high and are positive throughout.

It's important that you prepare for this session by researching all of the relevant rules, systems and procedures, so that as the trainer you feel prepared. However be mindful that you might not know everything! The trainees may ask questions that you don't know the answer to – make a note of their question and ensure you let them know after the session.

Learning objectives

By the end of this session participants will be able to:

- State the importance of rules and procedures
- Describe the key procedures relevant to their particular club or society

- Identify sources of guidance and support within the Students' Union and institution

Method

The exercise will involve a short introduction in plenary, group discussion, a debrief and tutor talk in plenary and a quiz.

Resources required

- Flipchart paper & pens (at least 5)
- Presentation, laptop/computer, and projector (if slides have been produced)
- Handouts (if prepared)
- Quiz sheets
- Small prizes (e.g. Cadbury's cream eggs) - enough to give all in small group

Suggested timings

Introduction	5 mins
Group work	15mins
Debrief	10 mins
Tutor talk	15 mins
Questions	5 mins
Quiz	10 mins
Summary	5 mins

Total running time = 65 minutes

Running the session

Running the session

Introduction

1. Start by outlining the aims and learning objectives of the exercise. Explain how the session will run, i.e. the methods you will use and what skills you will be developing.

Group work

2. Tell the group that in a moment you will split it in two and that you would like the subgroups to both discuss:
 - What is the purpose of rules, systems and procedures for student clubs and societies?
 - What areas do these rules, systems and procedures need to cover?
3. Split the group into two groups, hand out two pieces of flip paper and pens to each group, check they are clear about the task and announce that they have 15 minutes. Emphasise that each group will need a reporter to feedback on the group ideas. Allow the groups to move so that they are in separate parts of the room.
4. Allow the groups a few minutes to get settled then visit to check they are underway. When there's 5 minutes left before the end of the group work revisit the groups to remind them to choose someone to give feedback and to ensure they are working to time.

Debrief/Discussion

5. In order to facilitate discussion, start by asking one group to give feedback on the first question. Then ask the other group to agree/disagree and present any additions. Ask this second group to present any additions.
6. For the second question, allow the second group to go first and this time ask the first group to offer additions and to agree/disagree.

Below are suggestions of how the groups may respond so that you can formulate your own ideas to generate discussion.

Question 1: What is the purpose of rules, systems and procedures for student clubs and societies?

Answers may include:

- To ensure clubs and societies are treated equally/fairly
- To ensure clubs & societies are democratically run
- To ensure their activities are legal.
- To ensure club & society activities are as safe as possible
- To ensure students have equal opportunities to participate in a club or society
- To prevent problems/a chaotic free-for-all

Question 2: What areas do these rules, systems and procedures need to cover?

Elections

- how many posts
- procedure for nominating/standing
- notice to members
- method of voting

Finance

- applying for a budget
- paying in money
- paying out money
- procedure for buying goods

Safety

- risk assessment
- procedures for trips
- driving minibuses
- putting on entertainments/events

Others

- procedure for photocopying/printing
- rules regarding poster boards (etc)
- booking minibuses

The key point from this debrief is that rules, systems and procedures are essential to ensuring activities are legal, safe and non-discriminatory. They ensure that clubs and

societies are treated fairly and that none receives special treatment.

Tutor talk

7. Tell the group that you (or ideally the Union officer with responsibility for clubs and societies) are now going to talk through the Students' Union's particular rules, systems and procedures.

Remember! When preparing for the lecture, it is important to brief the speaker and ask them to cover the following points in their talk. If no speaker is available, or if you wish to deliver this part yourself, please ensure you have undertaken the necessary research to be able to cover the following points.

What are the written rules, systems and procedures which apply to clubs and societies?

Which Union staff or officer do clubs and societies officers need to see to do the following:

- book a minibus or coach
- order some food or drink
- book a meeting room
- get photocopying or printing done
- book a DJ or PA equipment
- book sports facilities or equipment
- arrange SU promotion of their event/activity

(Note: not all of these may be SU staff or officers)

Any other key information that clubs and societies officers need to know.

Ideally much of this information will already be gathered together in a Union publication, such as a clubs and societies handbook.

Group work

8. Explain that you are now going to run a brief quiz on clubs and societies.

9. Split participants into groups of 4 - 6 and tell each group that they have to make their own particular noise before they answer a question.

You can choose from a range of noises:-

farmyard animals (cow, cockerel, sheep etc.)

other animals (pets, zoo animals etc.)

mechanical sounds (train, microwave, etc.)

"made up" sounds ("ping" "buzz" etc.)

The quiz itself should have a mixture of club and society trivia questions interspersed with questions testing their memory of the rules, systems and procedures. Ensure you ask a range of clubs and societies questions and that you don't favour one over the other.

If you are able to spend longer on the quiz you can be as creative as you like and mix in drawing / music / picture rounds. If you do this it is useful to have a helper score these while you continue with questions.

Give out the small prizes to the winners at the end. If you like, you can also give the losing groups a small prize.

Summary & Review

Take five minutes at the end to recap on the points made and emphasise the importance of clubs and societies sticking to agreed rules, systems and procedures. remind them that breaking these can have serious consequences. Review the learning objectives and close the session.

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