
Societies and All the Relevant Nonsense

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Your Society

The executive team of the society decides the comings and goings of the society. However there are some basics that they must cover in order to be considered an active society. A society must:

- Put on a minimum of 1 event and 3 socials per month
 - Events are intended to be for all students to attend
 - Events must be relevant to the society's objective
 - Socials are for society members in order to get to know each other
- Perform an Annual General Meeting (AGM)
 - Must be within (the month of) August
 - Requires the attendance of all current executives and all those who are standing for a role
 - An SU Staff Member or Part-Time Officer to officiate
 - Must be open to all members
- Maintain an active committee with a minimum of 3 executive roles
 - These are the President, Secretary and Social Secretary roles

Society Rules & Regulations

Here you will find a short and direct description of the rules and regulations. It is highly recommended that all members and leadership roles pay attention to what they are and what they state a society should do and what the executives should uphold.

For clarity's sake here are a few of the points:

- Any current student or staff can be a member of any society
- The SU will have a list of members of each society
- Rights of members:
 - a. Paid members have the right to vote in elections and general meetings
 - b. Any change in society membership must be alerted to members before changed
 - c. All memberships expire after AGMs, students are expected to renew their membership if they are to receive the member benefits
 - d. Members have a right to appeal their society to the SU, the following are grounds to appeal on:
 - i. If an individual or more of the executive team have failed to run and manage the society appropriately
 - ii. If elections have been staged or notice was not given appropriately
 - iii. If the activities or direction have strayed from the purpose of the society
 - e. Members have the right to see their society's transaction history
- An executive committee is made up of a minimum of 3 people, with the positions of President, Secretary and Social Secretary being covered by at least one individual each and all be paying members of the society be it even if they were elected into the position via an AGM
- Elections occur during the Annual General Meeting (AGM) however elections can occur outside of this during an Emergency General Meeting (EGM)
 - a. To be an executive the student must already be a paying member of the society
 - b. Those who are running must not be graduating before they can fulfil a full term of office (i.e. from one AGM to the next AGM)
 - c. A valid University of Buckingham ID Number must be presented in order to vote in any societal election

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- Societies accrue monies through membership and ticket fees, donations and grants. All forms can be found on the SU website.
 - a. Grant Request applications can be made by a society at any given time during the year. Grant applications cannot exceed £500. It is a requirement to evidence and explain the reasons as to why you wish for the money and what it will be spent on.
 - b. Society Members can fill out a Reimbursement Form if they have made a purchase on behalf of the society. However only Society Executives can fill out a Purchase Form.
 - c. Any requester cannot sign off their request, it must be signed off by at least 2 other executives.
 - d. Once a society has been dormant for 6 months then their funds are absorbed into the Society Grant Fund which active societies can request to utilise through the aforementioned Grant Requests
 - All societies must be affiliated to the University of Buckingham Students' Union
 - a. Only affiliated societies are able to use the University's premises as well as hire equipment from or through the SU
 - b. If a society wishes to disaffiliate from the Students' Union they can but they must be clear on taking this step and the realisation of what follows. After disaffiliating:
 - i. They cannot use the name used while registered under the Students' Union.
 - ii. They cannot use any previously garnered funds nor equipment from their time under the Students' Union.
 - c. Societies are expected to hold a designated amount of events, the amount and window to hold them in is designated by the Students' Union and Vice President.

By creating and/or being an executive of a society you agree to these rules and regulations and to uphold them. Failure to do so can result in the dormancy of the society. Gross misconduct in relation to breaking these rules and regulations can affect your degree.

Your Members & Executives

The executives run the society and the members are those who support the society. To be an executive you must first be a member of the society. The following descriptions simply outline the role and can be broken down or shared between executives.

The **President** is the leader of the society and is expected to report to the SU, more specifically the Vice President (Activities), on the progress of the society, its larger projects as well as any events. Alongside this they control the direction of the society and the allocation of extra responsibilities to their executives.

The **Social Secretary** is a role focussed on outreach be it in person at events, event creation or through social media platforms. They should be the one managing the society's respective inboxes in order to understand what the members expect from the society and should have a general pitch ready in order to persuade a student to join the society.

The **Secretary** has a complex role in that they are expected to document meetings, track actions by chasing those who are reaching their deadline, maintain a society inventory and have a good understanding on what the society has been spending money on.

These are the 3 mandatory executive roles, it is then up to the discretion of the Vice President (Activities) to allow for the role to be called something different as long as the basics of the original role are still covered. It is then at the Society President's discretion what else the Executive roles take on.

A society is allowed up to 5 executives when they start out but as the society grows so can the executive team. The exact figures are shown in the table below:

Number of Members within the Society	Maximum number of Executives allowed
Below 20	5
Between 20 and 40	6
Between 40 and 60	7
Between 60 and 80	9
Between 80 and 120	11
Greater than 120	13

Please make note that just because a society can have a certain number of executives that does not mean they must. The SU only requires that the 3 mandatory roles are covered by a minimum of 3 individuals. Also please be aware that when adding a new executive to the team an election must be held, the “how-to” can be found in a later section.

The Do's and Don'ts of Meetings

Every meeting requires a reason to have it. Too many meetings result in creating more of an annoyance than actually resulting in productivity. On the other hand, too few meetings and there will be a breakdown in communications. As such it is best to decide amongst yourselves as a team when and how often a meeting should be held to talk about progress, thoughts, problems and more. Then, when it comes to the meeting, it is best to have a pre-made agenda so that a structure is established and the meeting becomes more efficient and flows smoothly. This also helps with tracking actions when it comes to who will be doing what. These are recorded in the meeting minutes which will be used as both a to-do checklist and to help build the agenda for the next meeting. The writing of the minutes and agenda is the job of the Secretary role while it is up to the President or their representative to lead the meeting and keep points from becoming tangents.

The Process of Stepping Down

There is a simple process to follow when an executive steps down. The individual stepping down informs the Vice President (Activities) of their decision and provides a reason as to why they are stepping down. If the role is one of the essential 3 then that role can either be given to another executive as long as there are 3 or more executives still active in the society. In the cases where a replacement is needed an election must be held and your SU Vice President can guide you through that process.

Dormancy

What dormancy means for a society is simply that it is no longer active or no longer has permission to operate within the University of Buckingham Students' Union.

Dormancy is a result of:

- Failing to uphold the standards of a society
- Failing to maintain communication with the SU

- Failing to perform an AGM before the deadline
- No students wish to continue the society

In greater detail, once the society is marked as dormant, it can no longer use its name for events/partnerships/etc, ask for grant money, book space on campus, and/or access the funds it had accumulated. Membership is typically not refunded when a society goes dormant unless there were special circumstances. To qualify for special circumstances a case must be made by the members/executives.

When a society enters dormancy we say that all their social media accounts be taken offline and the login details for all services they use be then passed onto us. This is to eliminate duplicates or misinformation for prospective or current students.

Dormancy can be reversed at any time within 6 months under a new committee, subject to special circumstances. We will then alert the new committee and ask if they would wish to take on the old accounts. This refers to their social media, cloud data, and other accounts as well as the society bank account. It is not mandatory for a society to take over the previous records of the society but it is recommended.

The Annual General Meeting

Holding an Annual General Meeting (AGM) is a must for every society as failure to do so is grounds for dormancy. This applies to every society, whether they were made in this year or made 4 years ago.

AGMs should be planned efficiently and effectively so the actual AGM does not have to be long nor tedious. First you will need to announce that an AGM is upcoming, alongside this it is also best to disclose what will happen in the AGM as well as describe the roles. Then comes the applications, it is typical to allow a week for applications. And finally comes the actual AGM, those who had the roles can talk about their time as they pass on the baton, followed by those who have applied can talk about themselves. Once all the talking is done comes the voting.

Things to take note of:

- Only members can vote
- Only members can run for a position
- A member of SU staff must be there to officiate the actual AGM

After the vote is held, the Vice President (Activities) is then alerted to the results of the AGM in detail.

1.	Release a message to your members highlighting all of the information for society elections.
2.	Advertise the 5 (max.) roles available for applicaitons and set an end date.
3.	Perform the AGM and vote in the next executive team, making sure to have a member of the SU Staff there.
4.	Celebrate the election of a new executive team by going out or having a meal.

Events & Activities Management

A society is a place for likeminded people to gather and discuss their unifying interest. However it should not only be that but also a place to engage and expand the groups of people you interact with as a student. As is already mentioned a society must put on a minimum of one event per month as well as 3 socials. Events are activities that are aimed at the wider student populace while socials are smaller activities aimed at society members with the intention to build community. Events should relate to the aims, goals and objectives of the society while socials should loosely

relate. All events must be advertised on the “What’s On” page of the SU Website and the “how-to” is found later in the “Website” section.

Creating & Organising Events

When organising the event there are a few things you need to think about and the SU is more than happy to help with putting your event together.

Every event a society puts on should be put on the SU website as it is the best way to show off that you are an active society to current, prospective and graduate students. A Society President can upload an event and its details to the “What’s On” page through their admin privileges.

As of January 2022 we now expect societies to give 2 weeks’ notice before the date of the event if they wish to book anything through the SU. This includes but is not exclusive of:

- DJ(s)
- Food and/or drink
- Locations/Rooms
- Equipment

The society can still book these things later on as long as a proper list is given initially and any “maybes” are also written down and discussed by the necessary deadlines to make all aspects feasible.

Building the Event

Location

When it comes to the event, one of the things to consider is the location. To use a space on campus you will need to book it through the SU, certain spaces require permission from different departments so be careful of time delays. You can also book the regular use of a room through the SU, however you will have to do this at the beginning of each term that you wish to re-establish using the space.

In order to make sure that your event counts towards the mandatory 2 events per trimester you will have to submit it onto the What’s On Page, please only do so after having confirmation that the space you wish to use is available.

Risk Assessment

For any event that you wish to put on, a risk assessment must be filled out. Much like the name explains, it is a form you must fill out that needs to cover all potential risks such as slips, trips and falls all the way to how to proceed if there is a fire and the nearest location for water fountains and bathrooms. The SU will be more than happy to help with the filling in of the form and also with providing a basic template that should account for most situations.

Requesting Equipment

If you need any equipment, decorations or other bits and pieces then make sure to order them in advance either through the SU or by yourself. Before doing so, please make sure to check your society’s account balance before deciding on what to purchase. Running a society successfully requires budget management and a log of purchases. You can check your balance by asking the Vice President or SU Administrator. Also, if you do pay for activities, i.e. put down a deposit, etc, then make sure you are getting receipts to be reimbursed by your society through the SU Website. Reimbursement claims are done through the SU Website.

Externals

Also, if an external is hosting or invited to your session/event/activity, you must fill out the External Speaker Form. This is for both record keeping and as a legal requirement as a part of the Government's Prevent Duty. Prevent is a nationwide scheme to record and investigate externals with the intention to stop extremist ideologies being spread on campuses and within academic institutes. This scheme is not to gatekeep but is better utilised to help us as an SU with note keeping and in case complaints are made.

Advertising & Promoting

There are different approaches to take when advertising or promoting events. We recommend a 3 pronged approach. Step 1 is talking about the event. This can be at a society gathering, asking in polls what people think of the event or through word of mouth. Step 2 is releasing the full details, typically this is a poster, Instagram post, and a page on the "What's On" page on the SU website. This is where you want to inform but not drown people in too many details, start off with something to grab attention and then build from there. Try to be creative and engage new and different people. Step 3, after the event, is to post pictures showing off what happened and how good the event was. As such we highly recommend taking pictures of the events as well as during the event making posts/stories to your society's Instagram.

Do not forget that there is more than just one way to advertise your society. Here are a few channels available

- Students Announce is the weekly email that goes out, in which case you send your details by the Friday before your event.
- Another method is by requesting the SU's social media accounts to share any upcoming events and more.
- Finally there are the TV screens around campus that you can request your content to be shown on.

When it comes to physical posters they can either be printed through the SU or you can print them and later be reimbursed for them. Please make sure you put posters on areas only approved by the SU or on the pin boards found in each building. Posters put on doors or other spaces will typically be taken down either because they are a fire hazard or may leave damage on the wall/building.

Printing via the SU now comes with a charge to the society of 10p per coloured print or 5p per greyscale print.

Running an Event

When running an event it is imperative to first arrive early in order to check that the items you requested, either from the SU or ordered in, have arrived. Then to set up the area for the event, i.e. move tables, put up decorations, check equipment, etc. The more people you have helping out with the setup, the faster it will go and the less exhausting it will be as well.

There is a basic requirement that at least one executive be overseeing the event at all times. We recommend that, while the event is running, it is best to have at least two executives around to manage the event, one to lead and the other to assist.

After the event is over it is required of the society to tidy up and reset the space to how it was found beforehand unless they are told otherwise. This includes disposing or removing any decorations, rubbish, etc. from the location.

Types of Events

→ Meet & Greet

An event intended to attract attention and members.

Recommendations:

- ◆ Make it open to all students
- ◆ Don't ticket the event
- ◆ Offer simple activities such as tug of war, board games, etc
- ◆ Include a brief talk about what the society is about and what the society is planning to do
- ◆ Encourages conversation between students
- ◆ **Challenge: A lot of societies do meet and greet events, how can you make yours different or more appealing?**
- ◆ *Recommendation: Have your events planned out before the meet and greet and make sure all execs are on the same page so the message and direction of the society is clear*

→ Fundraiser

An event intended to raise money either for the society or a charity.

Recommendations:

- ◆ Make it open to all students
- ◆ If appropriate then sell tickets or charge entry/participation
- ◆ Include an educational brief on the fundraising aim and what donating will help achieve
- ◆ **Challenge: How could you best explain the reasons for fundraising to students while still being engaging and easy to understand?**
- ◆ *Recommendation: Be budget conscious as investment is required but over-spending works against the purpose of the event*

→ Party

An event intended to bring people to celebrate and have a good time at the student bar, typically in the evening.

Recommendations:

- ◆ Make it open to all students
- ◆ Best to sell tickets ahead of time due to venue limits
- ◆ An event based around an easy to understand holiday, theme or dress code typically do well
- ◆ Talk to the bar in regards to a drink deal or
- ◆ **Challenge: How would you design the space so people really know it came from your society?**
- ◆ *Recommendation: It is a decoration and preparation heavy event so consider budget, decoration options and how to design the event space to allow for a smooth*

→ Off Campus Activity

An event that takes place off campus that happens over the weekend.

Recommendations:

- ◆ Make it open to all students

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- ◆ Sell and subsidise tickets
 - ◆ Make it a dual purpose event, either to get to a location and/or go to an external event
 - ◆ **Challenge: Can you use this event to attract students and raise the profile of your society?**
 - ◆ *Recommendation: Coaches are expensive so it is best to make the trip worth it or be interesting to more than the usual audience, maybe even partner with other societies and share costs and profits*

→ Regular Activity

An event that takes place on a weekly or fortnightly basis for members only, based on the purpose of interest of the society

Recommendations:

- ◆ Make it open to all members
- ◆ Included in membership
- ◆ Should be the reason to join your society
- ◆ Best to have some variety from session to session
- ◆ **Challenge: Can you offer 6 weeks' worth of regular activity from the society per term?**
- ◆ *Recommendation: It needs to be consistent, Can be intense to plan and organise so best to rely on full executive team to both plan and run such sessions*

→ Social

An informal event where members spend time together outside of the formal society activities.

Recommendations:

- ◆ Make it open to all members
- ◆ No extra cost to society or members
- ◆ Minimal to no preparation require
- ◆ A nice filler between bigger events
- ◆ **Challenge: Can you plan a social with another society?**
- ◆ *Recommendation: This is meant to be a casual event with the only intention being to get to know each other better or spark interesting conversations, so make sure to think of that when deciding on a venue.*

Managing Professional Relationships & Interacting with External Organisations

Trying to make anything happen is likely going to rely on talking to people and asking them to do something for you. It is important you maintain a level of professionalism when talking to people because they make up your network! Below is a quick guide on how to be professional using different means of communication.

Emails

Emails are a great communication tool when you don't need an immediate response, or when it would be beneficial to keep a written record of your conversations. As part of starting up your

society you should have established a society email, we recommend that you use that email for all communications externally.

Here are some guidelines around writing a professional email:

- Always include a subject line. If you or the recipient need to refer back to the email at any point, the subject line will make this quick and easy to do
- Use standard fonts throughout your emails. This will make them look professional
- Use appropriate greetings and signoffs. Begin your email by saying “Hi David” or “Hello David” and sign the email off by using professional terms such as “Kind regards” or “Many thanks.”
- Consider your audience. You can tailor your emails so that they are suitable for your audience. Consider cultural and language differences
- Include a signature. Your signature will make your email look professional, as well as providing the recipient with your contact details such as your phone number, Instagram handle, etc.
- Proof-read your email. It is vital that you proof-read your email before sending it. Spelling or grammatical errors may come across as unprofessional. Proof-reading is an easy way to prevent this
- Reply to your emails. It is important to respond to all emails until the conversation has been closed. Delayed responses show a lack of professionalism and organisation

Phone Calls

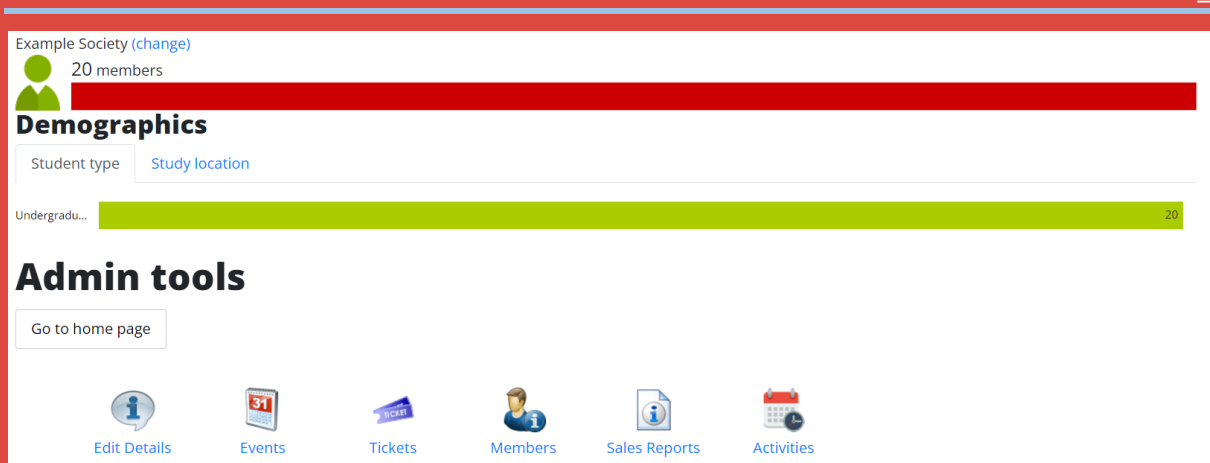
Sometimes you may need a quick response or to follow up on emails you have sent before. Phoning someone is very effective in achieving an immediate dialog!

Things to think about when calling someone:

- Make sure you know what you want to say – you are calling so you will have to speak first
 - Have a plan of what to say if the call goes to voicemail. Make sure you state your name, what you need and your phone number if need be so the person can get back to you
 - Do not panic if you cannot hear what someone is saying on the other side of the line. It is ok to ask them to repeat or to say “I am having trouble hearing/understanding what you’re saying”


The Website

In this area we will highlight how you can use the Students’ Union’s website to the benefit of your society.



The images provided in this section are the icons taken from the Society Admin page on the SU website. The “Activities” button leads to a dead end and has yet to be properly implemented into the website.

Your Society Tools

You can gain access to all the below mentioned features by accessing your society's Admin Tools which can be found by clicking on the  icon on your society's homepage. These tools are instrumental to the running and maintaining of your society and will also help you learn more about your members and their interests.

- Manage your society's homepage



Click the 'Edit Details' button and you are then led to a page where you will be able to change and update the specifics of the front page that your average student would be able to see.

Within this page you can update your society's logo as well as add the society's contact information.

The most important part of this page, however, is the Description Section. Here you are able to define the society and its goals as well as sell what your society is about and its accomplishments. Here you can include your goals for the year as long as photos of your Executives and include links to external organisations that you have partnered with.

- Review your sales reports



On the Sales Report Page you are able to review the sales of your previous events/memberships in greater detail. On this page, searching with the Sales Report will show you the total sold and then the amount earned from those sales, please do be aware VAT and Transaction Costs are taken away from the purchase of memberships and event tickets.

The Sales Report allows you to review the purchase and sales of tickets and memberships in relation to the society. Tickets are subject to VAT and transaction costs so please check in with the SU Administrator to check your balance.

You can also use the Sales Report to produce a list of ticket holders so you can contact them in regards to changes or opinions on the event.

- Review your members list



Here you can find those who are members of your society as well as see when membership was bought, when it expires, the student name, and the ID number of who bought it.

- Create your events

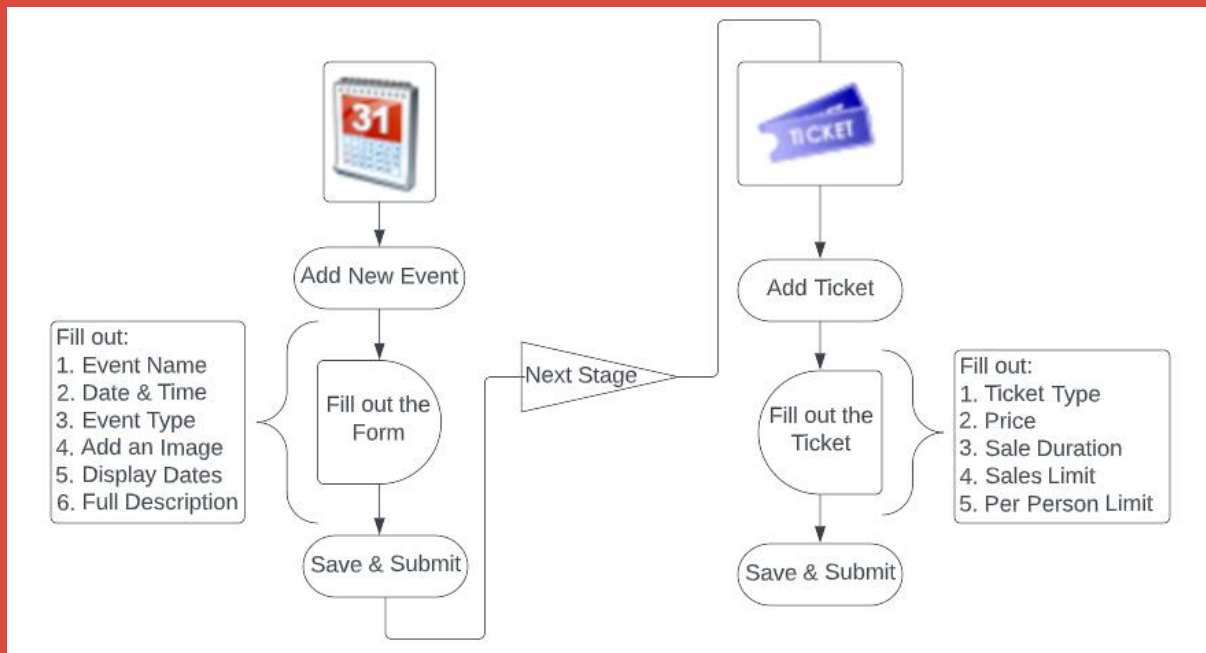


Here is where you can create and then upload your event onto the “What’s On” page of the website. From there you click on the events button and then on the text “Add new event”. Then you just fill out the necessary details such as seen in the diagram below. By hitting “Save” you are then posting the event to the What’s On Page.

- Create your tickets



Once an event has been uploaded you can attach tickets to said event by going back into the Admin Tools and accessing the Tickets button. There you simply click on the event and assign the correct ticket(s) to it. If this does not work or you would like to have a special ticket attached you will have to contact your SU Vice President and they should be able to do it for you.



The Help Hub

A part of the website built to house the key resources necessary in the management of your society. This guide will not go into detail on every resource in the help hub, only into those that will benefit you in the management of your society.

Society Forms

Society Handbook

The resting place of this here handbook. Please be aware this handbook may be updated from time to time. Your Vice President (activities) should be aware of these changes and should also inform you of them.

Society Election Forms

– Change of Committee Details Form

It is necessary to fill out this form when there is a change in your executive. Here are some example cases where you would have to fill out the form:

- If any of the current executives swap roles with one another
 - If any of the executives step down and/or another takes their place
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- After an AGM once the executives have been voted in to their positions

Completed forms need to be sent to the Vice President (Activities). Failure to follow through on this will result in the union not recognising the change in committee and may not recognise any forms signed off by them in the future.

– Executive Application Form

This is a template for societies to use in assisting them with elections. It is also useful to then distribute later on when it comes to the voting that all applicants are in a similar format. Societies are more than able to edit the document to include more areas if they want to ask more interesting or revealing questions.

– Society Handover Template

This is another template that is for societies to use to help with the passing over of details from one executive team to the next. Please include as much detail as possible in these as well as share them with the Vice President (Activities) in order to make sure the society stays on track.

Event Forms

– OTM Booking Form

This is a necessary form specific for the use of a space in the OTM building. This form needs to go to Ashish Chakraborty at least two weeks before the date of the event. This form is only valid for bookings in the ground floor of the OTM, i.e. the Refectory, Foyer, Pool Room and the Bar.

– General Event Form

This is a necessary form to outline any additional help you may need to achieve a successful event.

– External Speaker Form

When an external speaker is invited to your event or you partner with an external organisation you must fill out this form for health & safety and campus security reasons as well as being a legal requirement of the Prevent duty. The Prevent strategy, published by the Government in 2011, is part of our overall counter-terrorism strategy, CONTEST. The aim of the Prevent strategy is to reduce the threat to the UK from terrorism by stopping people becoming terrorists or supporting terrorism. In the Act this has simply been expressed as the need to “prevent people from being drawn into terrorism”.

– Event Risk Assessment Form

This form needs to be filled out in order to have your activity go ahead if there is any potential risk of harm occurring both during the action and as a result of the action to both individuals and groups. Please do ask for assistance from your SU with this form as it can be quite long and complex on a first attempt.

Finance Forms and Accessing Funds

Here you will find a few forms that are the process of either seeking money for your society or ways to spend that money.

All monies should go to the Students' Union's bank account or PayPal via either our website or through the Students' Union Administrator. Under no circumstances should anyone within the society be taking payments from others directly into their account. Failure to follow this will result in a university disciplinary case which could result in expulsion.

If you or a student are struggling to purchase membership then please contact the Vice President (Activities) or Administrator and they will help with the process.

Grant Form

A form built into the website that allows a society to request for money for your society from the SU. You must justify or explain what the money is being spent on. The grant is then reviewed by the President and Vice President (Activities) who will make a decision based upon the rational of your case. There are 4 outcomes: grant awarded in full, grant awarded in part, grant awarded with conditions, grant denied. If your grant is denied, reasons as to why will be presented back to the requester. You can still submit grants after a denial. Any denials can be appealed to the SU Executive Board.

Any grant application can ask for up to £500 at any given time. Grants come from a limited budget that must cover the whole year and be shared across all societies. It is best to be as clear as possible in the application as well as with your argument.

Grants are not a way to substitute a lack of funds or cover the need for reimbursements but are meant to allow events to be bigger and grander to improve and add to the student experience.

Reimbursement Form

This allows the member to request a refund on behalf of their society for the items they purchased. You must provide:

- Copy of receipt(s)
 - Picture, scan, or screenshot
- Bank details of requester
- Signoff from 2 executives (both of whom are not the requester)

Take note the SU reserves the right to deny any reimbursement request if your society does not have the necessary funds to pay the individual back. Or if the society has submitted a grant request to cover expenses already incurred.

Your request may be denied simply on the issue of whether the one to receive money is listed as one of the approving executives, please make sure that if you are asking for reimbursement then the other executives are the ones who are written down in the authorisation section.

Request a Purchase Form

This is how an executive can officially request for the SU to purchase something on behalf of the society. Remember to check your society's balance beforehand otherwise your form may be denied if it is requesting in excess.

This is the fastest and most efficient way to purchase large quantities or expensive items in one go.

Handovers & Ensuring Continuity

A handover is a document written by an outgoing executive within which they detail their roles and their responsibilities as well as provide a history of what happened while in office. On top of that it should detail key contacts (internal and external) and details all accounts and property that belongs to the society. A copy of the new document should be sent to the new Society President and the Vice President (Activities). A good handover document is essential to keep the society running smoothly and allows the individuals taking over to understand their day-to-day responsibilities as well as pick up any loose ends.

Here are some tips for writing an effective handover:

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- Tie up loose ends. As you are leaving the society's management it is important you complete any outstanding tasks before your departure. Detail your strategy for the project and the desired outcome. This will increase your successor's a chance at completing the project/task
 - Notify any partners or external companies that there is a turnover of leadership. You have worked hard to build relationships with your network, and it is important to let them know that you will no longer be their point of contact. It is a good idea to provide them with the names and contact information of the new team (with their consent)
 - Make time to discuss your handover. Whilst a written handover is essential, it is also important to discuss it with the person taking over from you. This will allow them to ask any questions they may have and may also prompt you to remember anything you may have forgotten in your written document
 - Your handover will need to include some vital information, use this checklist to make sure you have covered everything:
 - Your day-to-day tasks and responsibilities
 - Information on key processes and systems
 - Login details and passwords
 - Access to important documents
 - Useful contacts
 - Details of ongoing or outstanding projects or tasks
 - Advice and "best-practice" in regards to tasks, projects and more

FAQ

- How can I access and use my society's money?
 - You can find out your society balance through the Vice President (Activities) or SU Administrator and you can use your money through the forms on our website.
- How many executives can I start my society with?
 - You can have a maximum of 5 executives when you start your society and at each new AGM.
- When do memberships expire?
 - Memberships currently expire on 31st August at 23:59 for all societies and clubs.
- What can I do if I am struggling with juggling my degree and providing for my society?
 - There is no answer that fits all but it is best to communicate this to your Vice President (Activities) and have an honest conversation about it with them and brainstorm on how to overcome the problems
- How do I book a space on campus
 - To make a room booking for either a weekly repeating session or a one off event you will have to go through myself or the SU Administrator. Please do be aware that some spaces on campus will need to be booked in advance or cannot be directly booked via the SU and therefore may require an earlier start point to get booked in.
- How can I prove I was an executive after I have stepped down?
 - You can request for a certificate of proof for your time as an executive from the Vice President (Activities) or Membership Services Manager.
- Can I change the society's membership price?

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- Yes you can, simply ask your SU to do so for you, memberships must be at least £5 unless there is a special circumstance. We ask that you inform your current members of the price change.
 - Is it worth collaborating with another society or club?
 - Yes, when collaborating with others you have a larger team to work with, more funds and resources and it means both groups can tick off a compulsory event or social.
 - Why do sports clubs have different rules?
 - Sports Clubs are managed by the Sports Coordinator and abide by the rules of the Buckingham Sports Union (BSU) which has its own rules and regulations as well as commitments/restrictions for sports clubs that societies are not restrained by.
 - Can I host a revision session as a society activity?
 - Yes but too many and it becomes repetitive and detracts from the society's purpose. If you want to help others study then it is better to do it as a study group, socials and events from a society should always relate to the purpose and objectives of the society.