

Setting up an RSU Affiliated Society at Roehampton

If you have come this far – congratulations for looking into setting up a new society at Roehampton!

We love to have people like yourselves come on board and help us build fantastic activities and community at Roehampton, and will do our best to support you as we can.

Before you continue, we do ask that you ask yourself the following questions:

Who is going to help me run my society?

Is there already a club or society organising the kinds of events that I want?

Who is going to join my society?

Do I have the enthusiasm, time and passion to create and run a new society?

Don't take these questions lightly. While we try and support everyone setting up a new society, it's not to be taken lightly. People drop out of commitments, academic courses get in the way and sometimes it's simply day to day life which can be difficult to manage. If you're going to take this on, be prepared that it can take time out of your day to day life so it's important you have people that you can work with and rely on. If you come to us and you only have yourself to run the society, we will say no until you have the support in place. There is a reason we ask for a three-person committee, and we are unlikely to accept your application without it.

If you have the answers and your confident you can achieve this – great! You can then move on to the next stages of the process.

1. Fill out the following New Society form on the website:

<https://www.roehamptonstudent.com/activities/startasociety/> .

This is for us to get information on your aims, committee and objectives. It also makes you think about what you will need, and gets you thinking of what your society is about. It does take us anything between a week and three weeks to get back to you dependant on the time of year, so please do bear with us.

2. For any new society to be set up, you need to show you have 20 people interested to set up a society, so we know that interest exists.

These signatures need to be current students here at the university, and while preferably are people who will join the society, they don't have to be. However, you do really need to think whether there would be a significant demand here at the University, as you will be needing members to join in order to be an active society. I would advise speaking to fellow students and creating a Facebook group to gain interest. If you are a small niche group – have a think about expanding the area of your society to gain more interest. (Please note, this is an online document, but the signatures need to be handwritten by the students themselves. You can arrange a table at Market Day or inside the Library if you want to promote your society for interest). We have the forms on the website, but if you cannot print or find one, just drop into the RSU reception where we have spare copies at the front desk.

3. Really think about what you want to do – how you will run your society, what you will do to keep it active and how to keep members interest.

Why is your society different? Why would societies join your society? Ensure you think about all this. Have a look at other university societies for ideas, and don't be afraid to message them to find out more. While we do have some funds to support you in setting up your society, have a think about how financially viable your society is as well. E.g. if you plan a great society, but your teacher costs £100 a week, but you want to charge £2 membership, the likelihood is this will not be financially sustainable.

4. Come in for a Society Discussion Meeting.

You will receive an email from a member of the Activities Team once you have completed your form above, and they will invite you in for a discussion. You don't have to have your signatures completed by then, but if you do feel free to bring them in. This meeting is not to put you under pressure, but to discuss the logistics, set up and running of your society idea. If the society is viable from the word go, we will begin the process in setting up the society. However, if it needs a little more setting up, don't be disheartened if we send you away with several tasks to achieve such as finding a committee. Its important societies are sustainable and don't completely take over your life, so we try and make sure you have the support from the beginning to avoid the pressure later. We encourage you to bring your committee if you have them, but we welcome you to come on your own as well if you are in the beginning stages.

5. Create your Committee.

You will need three committee / signatory members to run your society, and we would not allow you to have less than this. The three signatories are responsible for everything that happens in your society. You can do this through an election, or

simply building a group ready to run the society. We regard these roles as a president, vice president and secretary but if you do want to change the titles within your own society, that's fine. You can have a bigger committee, but these three roles are the ones we will work with within our Union.

Please note while at this stage we allow you to choose your own committee, all societies must hold an online election each year to be voted in to run the society the following year. Therefore, while you can choose now – be warned in the future you would have to re-run for your committee role if you wanted to stay in the position for the following academic year.

6. Signatory Agreement Stage.

Once this has been done, you will be given a Signatory Agreement to take away to read and be signed by your committee. This agreement is for you and your committee to abide by while running a society. There is nothing scary about it, but we ask all societies to follow general university guidelines about engagement, involvement, support and environmentalism. We encourage you all to go away and read through it, and if you have any questions to come back to us. Please note, without this document being signed, we would not allow you to continue as a society as this document shows you will follow university guidance, be inclusive and diverse, and follow the guidelines around Charity Law.

7. RSU Activities Committee

Once you have done the above stages, the new society gets taken to the Activities Meeting held once a month. It gets verified by the RSU President, Activities Team and Societies Officer, and once this is done, we will let you know. From here, the Activities Team will do the following to get you set up:

- Create you a page on the RSU Website to edit, manage and organise your society and events.
- Setting up your membership button for students to purchase memberships
- Setting up a roehampton.ac.uk email account for the Society. This is an essential part of running the society and means that you can keep to GDPR regulations.
- Send you the committee society training or invite you to committee training if its available (please note, we only hold Committee Training in May and September).
- Book in room bookings where available
- Setting up a bank account and depositing the £50 start up fund into your account.
- Be available from 10-4pm in the Activities Office for any advice or support you may need. You can also contact us on societies@roehampton.ac.uk or society.finance@roehampton.ac.uk for any financial queries.

Please note, it can take a few weeks to get it set up if it's a busy time so do be aware.

8. After this step, it is down to yourselves and the committee to market the society the best way you can.

While as the RSU we will help you, it is down to yourselves to market your society, build links with other universities and generally get the word out. Where possible we advise you to have a stall either outside the library or at Fresher's or Refreshers Fair, but overall the responsibility of this comes down to yourselves.

- Editing and updating your page on the website and creating a logo to go on your RSU page.
- Creating a welcome and regular event. We recommend all societies do at least one welcome event for all newcomers, so they can come along and meet you. Welcome drinks and snacks, team building activities such as a quiz, and an introduction to who you are and what you are doing is a great way to get people feeling comfortable and wanting to get involved.
- Building links with other university societies of a similar nature.
- Publicising your society and events.
- Marketing and running your events and society.
- Training your committee and organising regular meetings between you
- Setting up social media pages for new members to join
- Organising your room bookings and reading through the Committee Training
- Getting members to pay online and join your society.
- Designing posters and getting the word out.

I really encourage anyone setting up a society to think about whether they can manage the workload and whether they have the support to keep the society going. While we are not trying to put off anyone setting up a society, it's important you realise what you are signing up for. We are more than happy to support anyone running a society and getting it off the ground, but there does need to be interest and a plan going forward in order to run it as we do not run societies on the student's behalf.

If you have any other questions, please do feel free to email us with any questions. We love having as many societies as possible, but would encourage you to do your research, get planning and find some like minded individuals who would be happy to work with you. Running a society is a brilliant way to engage in university life, and builds leadership skills and work experience which in the long term will hopefully help towards your future career.

Best of luck and happy planning!

The Activities Team societies@roehampton.ac.uk



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