

Societies' Handbook

The NUI Galway

Societies' Handbook

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Beginning of the Year Checklist

Useful Contacts/Information

Society committee members are expected to host a table on Societies' Day in order to sign up new members and answer any questions students may have regarding the society. Societies must also collect their members' details using the 'add members' app in your dashboard. Not having a table on Societies' Day is the first step to your society being disbanded. Please note in particular political societies or those with external affiliations that your new members, using the 'add members' app, are only signing up to be a member of an NUI Galway Society. If you wish to sign students up to an external organisation this must be made clear to your potential members and they must sign a separate sheet, not all your members may choose to do this and only details of members and subscriptions paid for and under the clear understanding that they are becoming members of an external organisation are to be given to the external organisation.

Also note that your society is entitled to an additional €1 per member for a special event of the Society's choosing. (max €300) See schedule of allowances (in the treasurers supplement, or online from the Control Panel Message Centre)

Societies' Handbook

Note from the Societies' Officer

I would like to welcome you to NUI Galway's Guide to Societies. This guidebook is designed to be used in conjunction with the BICS Ultimate Guide to Societies, in order to provide the highest standard in both best practice and University-specific information and societies' training. As a supplement to the BICS Ultimate Guide, you will find a wealth of information regarding specific practices, facilities and resources available to Societies on the NUI Galway campus.

I hope you find this guidebook useful. Remember that the Societies' Office and the SocsBox staff are available to help in any way they can throughout the year. Please do not hesitate to contact us or drop by, and have a wonderful year!

Riona Hughes

Note to Treasurers

Please ensure you have a copy of the Treasurer's Handbook: it provides all the information you need to know to maintain your Society's Finances and Accounts throughout the year, as well as a copy of the Schedule of Allowances for quick reference.

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Beginning of the Year Checklist

Book a Table for Societies Day

Familiarise yourself with your YourSpace and the Societies' Control Panel (Dashboard)

Attend Training Workshops

New committee members: familiarise yourself with the facilities available from the Societies' Office and the SocsBox.

Book your room or venue for your regular meetings.

Ensure your society's emails are checked regularly.

Update your web pages on www.socs.nuigalway.ie

Be sure to get your passwords for the photocopier and the finance website and fill in your room booking form. Please call to the SocsBox for assistance with these issues.

Other Important Tasks at the Start of the Year:

Make an effort with your first meeting. First impressions count if you hope to keep your members. Introduce new members to existing members and try to organise a social aspect to this first meeting which will allow people to get to know each other in an informal setting. (It is useful to have the date and venue already organised on Societies' Day so that your new members will have no difficulty getting involved early on).

Start work on your activity plan to aid budgeting. Closing date for submission of a budget will be confirmed by the Societies' Officer. Use the budget form on the finance website and the Schedule of Allowances to aid with budgeting.

Familiarise yourself with all the special deals which have been negotiated on behalf of the societies with hotels, restaurants etc. Note there is a message in the Control Panel Message Centre which is updated regularly with new deals under the heading "Society deals & Fun things to do".

Update the signatories on your bank account. **Note: the Societies' Officer must be a signatory** and you must tick the box 'any two signatories' and initial this section on the form. Forms available from the SocsBox and the Bank of Ireland on the concourse. Please include a contact number.

Note also that all society accounts must be in this branch.

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Useful Contacts/Information

The Societies' Office

Administrator: Riona Hughes, Societies' Officer

Telephone¹: 091-492088

E-mail: socsofficer@socs.nuigalway.ie

Website: <http://www.socs.nuigalway.ie>

The SocsBox

Address²: The SocsBox, Áras Na MacLéinn, NUI, Galway

Telephone: 091-492852

E-Mail: socsbox@socs.nuigalway.ie

Health & Safety

Emergency Services 999 / 112 (from mobiles)

Campus Security (Fire & Emergency) **2198 / 3333**

Student Medical Centre **2604**

Fire Prevention Officer: Mr. Gerry Murphy, Block T, Distillery Rd. **2188**

Health & Safety Adviser: Ms. Alice Daly, Room A103, The Quad. **2678**

Head of Security: Mr. Gerry Nolan, Security Office, Distillery Rd. **2378**

Mini-Directory

Arts Office **3766**

AV Department **2173**

AV Evening Technician (5-9pm) **5235**

Bank of Ireland (Concourse) **2538**

Buildings office Main Reception **5644**

Buildings Office (re: bookings) **3517**

Buildings Office (re: maintenance) **2134**

Chaplaincy **5055**

Career Development Centre **3584**

College Bar **2671**

College Bar Catering **3600**

Flirt FM **3470**

Kingfisher Sports Centre 091-570800

SID (Student Information Desk) **5999**

Students' Union **3570**

SIN Newspaper editor@sin.ie

¹ Direct Extensions (from within the University) given in **bold**. If using a mobile add **091 49..**

² Societies can have post delivered care of (c/o) this address, e.g. FunSoc, c/o The SocsBox *etc.*

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Societies' Day

Society committee members are expected to host a table on Societies' Day in order to sign up new members and answer any questions students may have regarding the society. Societies must also collect their members' details using the 'add members' app in your dashboard. Not having a table on Societies' Day is the first step to your society being disbanded. Please note in particular political societies or those with external affiliations that your new members, using the 'add members' app, are only signing up to be a member of an NUI Galway Society. If you wish to sign students up to an **external organisation** this must be made clear to your potential members and they must sign a separate sheet, not all your members may choose to do this and only details of members and subscriptions paid for and under the clear understanding that they are becoming members of an external organisation are to be given to the external organisation.

Also note that your society is entitled to an additional €1 per member for a special event of the Society's choosing. (max €300) See schedule of allowances (in the treasurer's supplement, or online from the Control Panel Message Centre)

The rules...

1. You must book a table: do so through the Socs Website.
2. You must bring a laptop with a Wifi connection to Societies' Day.
3. You must set yourself up on the committee dashboard before Socs' Day. Help is available at the SocsBox.
4. Check out the list of societies whose signup numbers entitle them to use of a scanner. If you are entitled to a scanner collect it from the Support Desk on Societies' Day from 9pm. Bring your ID and a refundable €20 deposit. Return your scanner at the end of the day. **Note:** if you have a very busy stand you can have as many laptops as you want with the software and you can type in the id numbers as well as scanning.
5. If you are not entitled to a scanner you will still need a laptop and you can enter the IDs numbers manually.
6. Paper signups are of **NO USE** on Societies' Day. If, however, you experience temporary difficulties, there are special signup sheets available in the SocsBox which request all the information you need. This information must be inputted to the Societies 'Add Members' app on the committee dashboard by using the ID numbers **during** Societies' Day.
7. Using paper signups creates additional work for **you** and everybody else, delays your members' signups, and usually results in you losing members.

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Important: You may borrow a scanner after Societies' Day to sign up new members at your first meeting or other major events.

After Societies' Day, e-mail and text all your new members to welcome them to your society. Your new members' list is usually available from the Monday after Societies' Day. See pages 27-28 for details on Society SMS and e-mail facilities.

If you can not access the 'Add Members App' in your dashboard, there is the facility to up-load an excel file - make sure to save it as the 97-2003 version; have 2 columns first with id numbers and second with phone numbers. It is very important that you add in missing mobile numbers when adding in new members, do not assume some other society will do it for you.

Adding Students

This system will accept any valid NUI, Galway student. This includes 1st years. You can add students in two ways:

- Scan their ID card with a barcode scanner;
- Enter their ID number manually if they don't have their card on them or if you do not have a scanner.

(If a student does not know what their Student ID number is, send them to the Support Desk, where they will be helped to find their ID).

Your members can change their mobile number and e-mail address in YourSpace at any time if their number changes or they wish to use a different e-mail address.

Invalid Students

Only current NUI, Galway students can be added to the system. If you enter an ID number of an individual who is no longer a student, you will get an error message. You should send these students to the Support Desk, and they will be added for you.

Staff

If a staff member would like to join your society you should fill send them to the Support Desk. You cannot add staff members directly, the support desk will do it for you.

Problems or Questions?

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If you have any problems or questions throughout the day, please ask us! The Support desk is there to help.

If you encounter any problem with the software, please inform the support desk as soon as possible so it can be rectified. Most problems can be fixed by hitting the “close” button and restarting the program. If the program does not respond, you can hit the “Esc” key (Escape Key).

Mailing & Text Lists

Your mailing list carries on from year to year so it is always bigger than your membership list. E-mail is free and people other than your current members may be interested in some of your events; also some Alumni members like knowing what is going on in the society. At the end of each e-mail you send to your members there is a link which allows people to unsubscribe. For your first e-mail you can welcome people to a new year and invite anyone who does not wish to continue receiving your e-mails to unsubscribe and draw their attention to this link:

http://www.yourspace.nuigalway.ie/membership/mailling_list_unsubscribe/

NOTE: Members from last year are automatically removed from your text list (texts are expensive) but the mailing list rolls on from year to year with people having the option to unsubscribe when they want.

Any member can also remove themselves from your society's mail and text list in YourSpace. So keep your e-mails pleasant and your texts to one a week so your members do not feel harassed.

Remember to send the vital info in the texts, namely date, time and venue. Credit limits are set each year and automatically allocated, be sparing as they are expensive and set up groups to target specific members do no text all if your message is intended for a specific group. You may however purchase additional texts check with the SocsBox for details.

Definitions of a Society and a Sports Club

The primary aim of the societies and sports clubs of the University is to promote the social and community life of the campus. In that respect, they have a common purpose. However, some very clear features distinguish a sports club from a society and they are classified separately. Some of the main features which distinguish them from one another are as follows:

A society will normally accommodate the main activities involved in intellectual or political discourse, performance, visual arts, the activities connected with social or environmental issues, or activities with some charitable purpose. Some societies may host sports events as part of a

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social programme for their members but such events will be subsidiary to the main focus of the society. Societies are classified into 5 main groups:

- Artistic and Performance
- Academic
- Social and Gaming
- Political and Debating
- Socially Conscious, Religious and Charity

A sports club will always accommodate some kind of athletic activity and/or competition or seek to support, appreciate and promote athletic endeavour. A sports club can provide a facility that enables those who cannot gain a place on a team or who cannot be competitively involved for a variety of reasons to be actively involved in the sport. Supporters clubs have a very valuable role in the promotion of sport and in raising funds for the sport.

The main distinguishing feature between a club and a society is that the activities of a club are normally, and in the main, in some way connected to athletic endeavour; whereas in the case of a society the connection of its activities with athletic endeavour is the exception rather than norm.

Forming a New Society

To form a new society simply follow the below steps and get a minimum of 100 members.

Procedures for the Establishment and Recognition of a New Society

1. Definition of a Society

A Society will normally accommodate in the main activities involving either one or a combination of the following: *intellectual discourse, political discourse, the performing/visual arts, artistic appreciation, activities associated with social or environmental issues, activities in support of some charitable purpose, or activities which support social interaction*. Some Societies may host sports events as part of a social programme for their members, but such events will be subsidiary to the main focus of the Society.

2. Criteria for Recognition

The primary condition for recognition of a Society is a commitment to activity that contributes to the community life of the students of the University. It is expected also that the proposed activity will enhance the reputation of the University and that the role of the proposed Society is not carried out by an existing Society.

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3. Application Form and Constitution.

Students who wish to form a Society must complete an application form and set out a Constitution for the Society (The application form and a Constitution template are available from the Societies Office or may be downloaded from the Societies homepage www.socs.nuigalway.ie ('Create a New Society' feature) The application form must be accompanied by

- The aims and objectives of the society
- A programme of projected activities.
- A list of fifteen students with ID numbers who support and approve of the establishment of the society.

The completed documentation is returned to the Societies Officer.

4. Consideration of the Application for Recognition

The application for recognition is considered the University Societies Coordinating Group (USCG). A representative of the proposed Society will be invited to make a presentation on the application to the USCG. The USCG then makes a formal recommendation to the Vice President for the Student Experience to "Recognise" or "Not Recognise" the proposed Society. The decision of the Vice President is conveyed to the applicant by the Societies Officer. The decision of the Vice President is final.

Where granted, "Recognition" is provisional for one year only at which point the status of the Society will automatically be reviewed by the USCG with a view to approving full Recognition of the Society. An application for Recognition usually takes about two months to process. A society may choose to extend its provisional period for a further year at which time it must either be granted full recognition or disbanded. A provisional society which fails to submit an end of year report at the end of its first year will be automatically considered disbanded.

Maximum funding of **€500** is available to Societies in the *Provisional* year. This is allocated according to the schedule of allowances.

Societies with *Provisional* status are allocated space on www.socs.nuigalway.ie, may have a table on Societies Day and may avail of all Society Office facilities and equipment.

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Additional info on Setting up a new Society

The society must be non-discriminatory and in keeping with the ethos of the University policy on equality in student life (**Equal Opportunities Policy**).

Those who wish to form a new society should speak to the Societies' Officer. You download the application form in the **Societies' Handbook** section on www.socs.nuigalway.ie (use the MS Word version).

The completed form must be e-mailed to the Societies Officer at socsofficer@socs.nuigalway.ie.

Once you have received provisional recognition you need to:

1. Get all your passwords for the Societies computer based supports.
2. Organise an EGM to elect a committee.
3. Call to the SocsBox and see what supports are available for your new society.
4. Make an appointment with the Societies Officer to discuss the Society's activities for the year.
5. Attend any training sessions provided by the Societies' Office.

How to get full recognition

After two full semesters (one academic year) as a provisional society you may apply for full recognition:

You must:

1. Have submitted an end of year report at the end of your year as a provisional society.
2. Have hosted a table at two consecutive Societies' Days (one in each semester).
3. Have a committee elected to continue the work of the Society for the following year.
4. Submit by e-mail a request for full recognition to socsofficer@socs.nuigalway.ie
5. Attend a USCG meeting.

Once you gain full recognition you will be entitled to full funding under the Schedule of Allowances (see the Financial Supplement or view from the Control Panel Message Centre)

Not ready to go for full recognition after the first year?

Societies may apply for one additional year as a Provisional Society, if during their first year they have been unable to complete all the above requirements. At the end of the second year they must then either apply for full recognition or disband the society.

NOTE: at the discretion of the USCG, a society who disbands in this way may not seek provisional recognition again:

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1. With any of the same students on the committee.
2. Within two academic years of the society being disbanded.

A provisional society may choose to disband after the first year. Any provisional society which fails to submit an end of year report at the end of their first year and/or fails to have a table Societies' Day in September is deemed disbanded.

Disbanded Societies

A society may choose to disband. To do this the society must call and EGM and gain agreement from their members that the society be disbanded.

A society will be deemed disbanded if over two academic years it:

1. Fails to have a table at two consecutive Societies' Days;
2. Fails to submit an end of year report in two consecutive years;
3. And it fails to elect a committee in two consecutive years.

Note: although strongly recommended, it is not mandatory to have a table at Societies' Day in Semester 2; but **it is mandatory to have a table at Societies' Day in September.**

Societies also may be disbanded at the discretion of the USCG for breaches of conduct including misappropriation of funds, breeches of the University code of conduct. The length of time before the society may re-apply for recognition will be at the discretion of the USCGG A society that is disbanded in this way may not seek recognition if any of the committee who were serving at the time that the society is disciplined are on the new proposed committee.

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Society Training

25th-27th September

In addition to the information available in the BICS Ultimate Guide and the NUI Galway Societies' Pack, the Societies' Office provides training sessions for all committee members in semester one of each year. Attending these sessions is a prerequisite for receiving certain funding, details of which will be made available from the Societies' Office. Dates and details for the training workshops will be made available in September, and signups are required from each society in advance of the session. Be sure to enquire about training at the start of the year. Additional sessions may be offered at other times during the year, at the discretion of the Societies' Officer or by request from the Societies.

The SocsBox

The SocsBox exists as a support to the Societies' Officer and also to aid

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the societies in their day-to-day running. Societies are always welcome to approach the SocsBox to help them with any problem that they may encounter. The SocsBox staff are knowledgeable in the running of societies and will answer any queries. If you wish to book an appointment with the Societies' Officer do so through the SocsBox or through the room booking feature on the www.socs.nuigalway.ie.

The SocsBox contact details are as follows:

Telephone number: 091 492852

Direct Extension: 2852 (within the University)

Fax number: 091 495531 (can also be used to receive Society faxes)

Email: socsbox@socs.nuigalway.ie

Selling tickets from the SocsBox:

Where do I get my tickets?

You will need to create your tickets yourself; you can print them through the Socs printer or send the files to PrintThat and keep the receipt

What information does the SocsBox need before they can sell my tickets?

You will need to let them know:

- The society name.
- The name, committee position and contact details of the committee member handing in the tickets.
- The price per ticket.
- The number of tickets to be sold **Make sure to number any tickets you are making up for tracking purposes!**
- Start date and end date for selling tickets.
- If you will be selling any tickets yourself ask to have them set up for on line sales which you can then see through the finance system, this will keep track of all your tickets sold and link them to the purchaser.

This information should be given in the form of a Sales Request Form (available from the SocsBox). This should also detail the time and venue of the event. If the tickets are being sold for a trip the information sheet should give details of the travel plans, accommodation and any events to be held on the trip and return date. (Note for trips a safety form must be completed you will find the appropriate one for your trip in the 'safety on Trips' feature in your control panel, you must appraise yourself and your committee of these rules and ensure they are implemented on your trip. Finally, there is a space on the form for any special instructions you have for selling the tickets. For selling tickets for trips the SocsBox will provide the signup sheets as certain information must be collected.

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NB Note trip tickets will only be sold to a society members.

How do societies get the money from the ticket sales?

There are currently 2 methods by which you can sell tickets through the SocsBox, physically via our till and virtually via our online till (socsbox.nuigalway.ie).

The SocsBox lodge the ticket sales money into the society account on their behalf. If the tickets or merchandise are being sold over a few weeks, the money collected over the course of each individual week will be lodged at the beginning of the following week.

If societies need any collected money before the usual lodgement day, a request can be made at the SocsBox to have it lodged early; **however, be prepared to give at least 24 hours notice in order to receive your money.**

Societies can see full details of their sales on the Finance Website as each lodgement will be inputted on the system and will appear in your income section. For online sales, you can view all sales through your seller profile. You can also call to the SocsBox to check the status of your ticket sales to date.

What if the society wants the committee to sell some of the tickets as well as the Socs Box?

This has been a common occurrence for many Societies in the past. It is recommended that you lodge ALL your tickets with the SocsBox. Then as your committee members wish to take out a number of tickets and sell them, they simply call to the SocsBox and sign out the desired number.

- They will need to sign and date the ticket sales form in order to do this. The number of tickets taken out will also be recorded.
- The committee can return and sign back in any unsold tickets. The SocsBox will also take the money they collected and put it through the till so that a record exists of the sales.
- This money will then be lodged as normal along with all of the SocsBox takings.

It is recommended that you use the facility in the finance system for selling tickets in order to track sales accurately.

It is very important that all ticket sales, transactions and associated monies can be tracked by both the Societies' Administration and the Society's Treasurer. You must also know how many tickets have been sold.

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Accordingly, please ensure that all monies collected during ticket sales are lodged to the bank. If you require the money straight away, you can get a withdrawal form, either at the bank or from the SocsBox. Lodge the money and then withdraw it: this leaves a paper trail for accounting purposes later in the year.

Office Facilities & Equipment Available for Societies:

Computers

There are specifically allocated computers available to society committee members in the Societies Computer Suite. Committee members are asked to be sensitive of the needs of others when using them. The suite is to be kept **clean and tidy** and users are expected to dispose of their own rubbish when using the computers – do NOT leave it in the suite and NO FOOD in the Suite,.

Photocopying

Free photocopying is available for society business. Abuse of this will result in suspension of the service to your society. The SocsBox will regulate the use of the photocopier and may prevent its use should privileges be abused.

Please do not attempt to fix any photocopier problems yourself: if there is a problem seek help from the SocsBox immediately. If you open the copier for any reason without the express instruction of the SocsBox Staff, your Society will be held accountable for any damages incurred.

Printing Booklets: If you wish to make an A5 booklet please print out each A5 page as an A4 which will be reduced (font size 14 reduces to a legible size). Ask the SocsBox for help making up the booklet. The machine will fold and staple up to 72 pages. You can also make an A4 booklet from A3 pages. See the BICS Guide to PR for further detailed instructions on different ways to produce and copy publications.

Please do not attempt to photocopy onto acetates without assistance as improper use can cause major damage to the photocopier.

Telephone Calls

Free calls (on society business only) can be made from the phones in the computer suite: dial nine for an outside line. If you need to make an international call on societies business dial zero and ask the operator to put you through. This can be done during the hours of 10am and 1pm and 2.15pm and 5pm. Please note that you will not be able to make international calls outside of these hours. Our direct line is 091-492852;

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you may use this as a contact number for your society. Messages will be taken and passed on to you, so ensure you check your pigeon hole for messages.

Stationery

Societies can obtain envelopes from the SocsBox for sending post. There is also good quality Conqueror correspondence paper available for important letters. For other society stationery needs you can check out the Kellys Office Supplies catalogues, available from the SocsBox. Please inform the SocsBox of the order you would like to have made and they will place it on your behalf.

Catering Equipment

Wine glasses and water heaters (boilers) for tea and coffee making are available. If you are using any water boiling equipment be sure to follow safety guidelines (available from the **Guide to Health and Safety**). This equipment can be booked in advance from the SocsBox, and borrowed in exchange for your student ID. Photocopies of IDs will not be accepted so ensure you have the ID with you when collecting the equipment. In the case of wine glass bookings, the glasses must be returned on the day following the event and **must be clean**. The College Bar allows societies to wash glasses in the bar between **10am and 11am** so societies must ensure they have someone elected to do this.

Lockers

The Societies have a number of lockers available allocated for storage. If you do not have a locker and require your own storage space contact the SocsBox to see if there are any available lockers. Do not use the Societies' Office space for storage.

The SocsBox has a store room but this is for the storage of materials belonging to the Societies' Office itself and not societies. In certain circumstances items may be stored for **short lengths of time** by the SocsBox, at their discretion. Societies selling hoodies etc. from the SocsBox may have them kept in the store room.

Pigeon-Holes

Each society has its own pigeon-hole where post is deposited for you. The SocsBox collects post from the mail room every day. Please check for post regularly and keep the area tidy. For security reasons, registered post, large packages and cheque books will not be left in the pigeon-holes. The

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SocsBox will e-mail you should one of these arrive for you and it will be available for collection from the SocsBox.

Post

To send society post, give the letters/packages to the SocsBox and they will have it posted for you from the mail room on campus. If you are sending numerous letters or packages, please count the number of items according to the following groups: Ireland (Including Northern Ireland), UK, Europe, and Rest of the World. If you need to send a registered letter, clearly write 'FOR REG' on the envelope; likewise, write 'EXP' for express post (26 counties only). Please draw such items to the attention of the SocsBox staff when handing over the post.

Running Your Society

YourSpace

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YourSpace (<http://www.yourspace.nuigalway.ie>) is backbone of Societies' Membership management. Understanding how it works and being able to inform students of how to use it will make getting new members much easier. YourSpace is also needed in order to manage your Dashboard and other online resources (detailed below).

How it works

YourSpace allows any student to manage their society memberships quickly and easily. You can add or remove yourself from any Society or Club and choose how each Society contacts you (by e-mail or SMS). You can also view your current memberships and review any text messages which have been sent to you during the year, as well as managing your ALIVE portfolio.

Using YourSpace

You can log into your personal YourSpace account with your student number and Computer Services CASS password. If you do not already have an account, you can click on 'set up an account' to register.

Once you're logged in, you can add yourself to any Club or Society by clicking on the 'Clubs and Societies' link. Select the group you wish to join from either of the drop-down lists. To remove yourself from a group, click on 'Delete' next to their name on your 'Home' page.

Getting New Members

With YourSpace, prospective members can join your society's e-mail and/or SMS lists quickly and easily. Simply direct them to register/log in to YourSpace and add themselves as explained above. They can choose how they wish to be contacted, review SMS messages sent to them, and remove themselves if they wish to do so.

YourSpace and the Dashboard

In order to be recognised as a committee member, a student must **first** be registered with YourSpace and have chosen to join the society whose committee they wish to serve. If these conditions are not met, the Control Panel System (dashboard) will not recognise the individual. Details of how to add committee members to the Control Panel follow.

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Societies' Website and Control Panel

COMMUNICATE



COMMITTEE & PROFILE



CALENDAR



NEWS & REVIEWS



MEMBERSHIPS & GROUPS



APPS



Society & Books

Society guide b
load or pick up
from the Socs l

▼ Feature



Society Committ Training

Training week f
5th.

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Each society has its own online profile which students can access from the Societies homepage (socs.nuigalway.ie) in order to learn more about a society. An active and up-to-date website is in all our interests, so be sure to log on regularly and keep the information up-to-date. Students often use the site to check out upcoming society events so ensure that you include all of your society's events online in the calendar.

Societies' Control Panel (Dashboard)

A society's control panel is very important and will be used frequently throughout the year. It is very important that a society has their committee correctly entered so that they have access to the control panel with their YourSpace login. Please note that the following four core positions must be filled in order for a society to maintain recognition: Auditor, Vice Auditor, Secretary and Treasurer. Instructions for using various elements of the Control Panel follow.

Committee Management



To get your committee members updated, follow these steps:

1. **Auditors: call or e-mail the SocsBox (with your name, ID number, and society name) at the start of the year to have your committee activated.** Or e-mail socsofficer@socs.nuigalway.ie with your name and id number your society and your committee position The staff will add you to the committee so you can update the rest of the committee. (note Auditors, Vice Auditors and Secretaries can add members to the society committee list)
2. Once your committee has been activated, you (the Auditor, Vice Auditor, Secretary) can log into the Control Panel (Dashboard) from the Societies' Homepage. The system will ask you to authenticate yourself with your YourSpace login and then re-direct you to the

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Control Panel (or a page offering a choice, should you be serving on a number of committees).

3. Choose the 'Edit Committee' link from within the society's Control Panel.
4. Choose the committee position you wish to fill, either from the drop-down list if it is a core position, or by filling the name of the position in the box below (e.g. 'First Year Liaison Officer').
5. Search for the name of the committee member in the search box. Provided that the individual has joined the society through YourSpace, the Control Panel will give you a selection of names to choose from, or, if the search only matches one person, it will automatically update them. Please check the details (student ID and phone number) to make sure you have the correct person.
6. If the system does not find the person you are looking for:
 - a. Try a different search (e.g. 'Jon' instead of 'John'; or 'Carthy' instead of 'McCarthy' or 'MacCarthy')
 - b. Make sure the person has joined the society through Yourspace.
 - c. Be aware that the system may have difficulty with special characters, e.g. á, ê, ï, *etc.*, so avoid these characters when searching (e.g. try 'odh' for 'Ó hÁodh')
7. If you have further difficulties call to the Socs Box for assistance.

Once committee members have been added, they will be able to access the Societies' Control Panel by choosing Society Login from the Control Panel. Special permissions such as Room Booking (see pg. 30) are allocated to committee members on an individual basis, so make sure the committee only log in with their own details.

Profile

It is very important to have an up to date profile, you can add a photo or embed a youtube video. All profiles need to be updated this year.

Meeting Times: Make sure you add details of your regular meetings.

Your events on the calendar will automatically appear on your profile page.

Panel text: this is what appears in the randomly selected features on the homepage, so make it long enough and have your photo inserted so your panel looks eye-catching.

Societies' Handbook

Keywords: use words associated with your society and activities which will help a search engine find your society. Just a list separated by commas.

Creating Online Calendar Events:



There is a daily diary on the Socs homepage.

To have an event included in the homepage calendar and the 'What's Happening Guide' (see p. 39), the event must be created from the 'Calendar Management' section of your control panel.

Click create public or create private, public events have to be approved by the SocsBox before they appear on the homepage but you will be able to view them in your own 'view calendar' section.

The information needed to create an event on the site is the time, location and a brief description of the event. Please be aware of the Universities Code of Conduct and Alcohol Policies before posting to the calendar. Every event will be previewed by the SocsBox staff before it goes onto the website, so be aware of others' sensibilities when posting to the calendar. Note events for which you hope to receive funding must be included on the calendar. If you do not know the venue, write 'Venue: TBC' and then edit the event when you have confirmation of your venue. There is also a private calendar which is only viewed by your committee when they are logged in use this for committee meetings, you can up load your agenda and minutes to this calendar entry and also attachments such as a poster to your public calendar (this is not fully functional at time of going to print)

Communicate:

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COMMUNICATE



Send SMS



SMS
Account



Send To
Mailing List



Email

SMS System:

Societies have the option of sending texts to their members. When the society submits their sign-ups to the SocsBox and they are subsequently uploaded, a list of contactable members is created.

- Each Society will be entitled to send a maximum of three texts to their committee each week. This committee list shall be based on the committee list on the Society's Control Panel and it is the responsibility of the society to ensure that all committee details are filled in.
- Each Society will also be entitled to send out one text per week to its entire membership list if they are hosting one or more 'Society Event(s)' that week.

This service is provided on the condition that the society has put up the event in question on the Societies' Calendar system.

In a week where a society has a series of productions or events taking place, they may petition the SocsBox for additional SMS credits. This will be granted on proof that multiple events are taking place (in the online calendar system for example) and if sufficient credit is available.

Note: Societies please note that mobile phone numbers starting with the prefix 083 will not receive text through this service as it is not compatible at this time. Societies should inform any members holding 083 numbers of this and should ensure they are kept aware of events through other means.

E-mail:

All societies e-mails have a gmail account, once you have logged in click on any of the e-mail icons and you will be automatically logged into your account.

E-mail is a very easy and popular way to communicate with your members. On the Socs website all societies will have an automatic mailing list for their members. On Socs Day societies are asked to obtain contact details for each member. These details will then be uploaded onto the

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society's membership database in order that the students can be contacted through email and using the SMS system.

Societies can send out an email to all of their members through the 'Socs announce' mailing list. In your societies e-mail send your message to (societies name)-announce@socs.nuigalway.ie, note this can only be sent from your society e-mail account. You can also use the 'send to mailing list' facility in the control. The new feature on the socs dashboard allows you to send your message to all your members from the dash board (this is not fully functional at time of going to print)

After Societies' Day students can log on to YourSpace and add themselves on to any society list and choose to be contacted by e-mail and/or text.

News and reviews



Use this section to add news and reviews to appear on the homepage and on your profile page, plus items for entry to the what's happening guide.

Members Management

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MEMBERSHIPS & GROUPS



View All
Members



Upload
Memberships



Groups

You can view all your members, upload members from the tool box or excel (see page 6 for full details) or add groups to send a text to a specific group, as you sell things in the socs box groups are automatically created (see page 18 for details).

APPS



Secretary
Report



Room
Bookings



ALIVE



Awards



File Vault



New Photo
Album

Secretary's Report Generator:

The Secretary's report must be submitted at the end of the year. Closing date for submission of the report will be decided by the Societies' Officer – as with Treasurers' reports. The Secretaries Report Generator is found on the control panel of the societies' website. The following information is required in the Secretaries' report:

1. The names of the committee members for the relevant year.
2. A description of the society and its activities during the year in question.

Societies' Handbook

3. A list of events which were organised and carried out by the society during the year. A society can choose whether or not they wish to show a detailed description of each of the events or simply name them.
4. Any changes made to the society's constitution during the year: include the original article and the changed article.
5. The number of committee meetings and whether or not an AGM has been held.
6. If the AGM has been held, the names and contact details of the incoming committee for the following year must be included.

File Vault

This is feature allows you to upload files to share with your committee and your members

New Photo Album

This allows you to upload photos of your society's events in albums for display on your society's website. Entries for the "Best Photo" award will be taken from the gallery at the end of the college year.

Booking A Room in Aras Na Mac Leinn:

To book a room in Aras Na Mac Leinn you can click on the feature on the Socs homepage "Booking a room in Aras Na Mac Leinn", which will take you to the room booking website. Log in with your campus account details and select your times. You will receive an e-mail notifying you of your booking and a second e-mail confirming your booking with the Socsbox. If you wish to make repeat weekly bookings do so on the website and then speak to the SocsBox in order to confirm.

Booking a Room On Campus:

At least one full week's notice must be given. Rooms are booked, subject to availability, through the Buildings Office.

One person is nominated in each society to act as their room booker. The Room Booker must fill in the form at the Socsbox and once they log into the Control panel through YourSpace they will have access to the room booking.

Rooms are booked using the online booking system available on the control panel once you log into the Societies website. The room booking link can be found on the left-hand side of the control panel and is entitled 'Book a Room'.

Bookings are only to be made using the online system. The Buildings Office will confirm the booking with the society a few days after the booking. Only if the Buildings Office does not get back to the society after

Societies' Handbook

an unnecessary length are they to be contacted in a manner other than the online booking system. The extension number is 3517.

Steps to successful room booking

1. Log in and fill in the on-line form. Remember to specify any Audio Visual needs (projector, microphone etc.), check all the details and then press 'Send to Buildings Office'. The status of your booking will then change to *Sent*. If it is *Pending* it has not been sent. The sent request will send a copy of the e-mail to your e-mail. Check this if you are unsure that it has been sent. NOTE This is NOT a confirmation e-mail from the buildings office.
2. Check your webmail regularly and answer all questions from the Buildings Office promptly.
3. When you get confirmation of your booking, make sure the venue is added to the event on the calendar, you can put your event on the calendar before you have a room just put venue TBC but you must update this as soon as the room is confirmed. This is also important for the rest of your committee, especially the PR for making posters, etc.
4. Remember you can book a room daily, weekly or monthly for your regular meetings. If you are organising a conference or intervarsity which requires multiple rooms just put in one booking and specify all your requirements in the description box as 20 requests from one society in one day can be very confusing. It is also recommended to call up to the buildings office to discuss your needs. The best idea is to talk to the Societies Officer early in the planning so you can look for the best rooms to suit your needs.
5. If you intend to use any AV equipment, once the room has been confirmed e-mail the AV department so you can be sure all equipment is working and is suitable for your intended use. Send you e-mail to audiovisual@nuigalway.ie
6. If you are experiencing room booking difficulties, please inform the Societies' Officer at socsofficer@socs.nuigalway.ie

Audio Visual Equipment

Please be aware that complicated or very specific AV needs should be discussed directly with the AV Department well in advance: make sure you put a room booking in as early as possible as the AV Department will not be able to allocate resources without having a confirmed location. Also be aware that certain spaces such as the Hub, the Bank of Ireland Theatre, and the Art Gallery are not booked through the Buildings Office. (Details of some such spaces follow). Any Audio Visual requests for such spaces will need to be addressed directly to the AV Department, or otherwise as

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advised by Societies' Officer. If you have any difficulties using equipment, contact the AV Department: audiovisual@nuigalway.ie

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ALIVE

A Learning Initiative and the Volunteering Experience

ALIVE offers an opportunity for the hardworking members of societies to gain official recognition by the University for their contribution as volunteers. With an online system for tracking their hours, society members can begin to use the ALIVE system from September.

Societies' on-line ALIVE portfolio builder

Members who make a significant contribution to your society can apply to your society to receive an ALIVE certificate in acknowledgement of their contribution.

The Requirements for the Individual

Your society must set the requirement level of participation, e.g. you may decide that only committee members who contributed a minimum number of hours will receive the certificate. You may decide to open it to your wider membership, e.g. all who performed in a particular production, or the person who spent 3 hours every week putting up posters. The decision is up to the society committee.

The Individual Application

The Individual Student accesses their ALIVE application in 'Your Space' www.yourspace.nuigalway.ie. Once they click on the ALIVE link they then choose which society/societies they wish to apply to for their ALIVE cert.

The society will be notified by e-mail and must approve the member in their ALIVE link in the societies control panel. The individual student must then follow the steps (once they're approved), answering the 6 questions, uploading a photo and logging their hours, there is also a blog option.

What the Society Must Do

After the members' deadline in March the system will gather all your individual applications, if an application was approved in error it is at this stage it can be rejected from the system however you must inform your member. The system will gather all other relevant info from your Web Pages i.e. events list and committee list. The society just needs to write 100 word descriptions and upload a photo of as many of your ALIVE applicants as possible with names (this is for the ALIVE booklet).

For the Society to be Eligible

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A society must have a committee, have held at least 2 events one per semester (not including committee meetings) and have work done on their on line accounts with a view to having them balanced and submitted by March 31st.

What is ALIVE?

The ALIVE (A Learning Initiative and the Volunteering Experience) programme seeks to support and harness the contribution that NUI Galway students make by volunteering.

ALIVE aims to:

- Increase the personal & professional capacity of students through volunteering.
- Enhance partnerships between the university and the wider community through provision of a supportive environment in which students and community can liaise.
- Harness and promote volunteering on & off campus through public recognition of the commitment made by students to their communities.

ALIVE Volunteering Opportunities

ALIVE recognises all volunteering contributions that students make throughout their studies at NUI Galway. Students are free to choose their own volunteering site or the Student Volunteer Coordinator is available to help select from the myriad of opportunities open to students.

Opportunities include:

- Volunteer work with the community sector
- Peer mentorship (Student Connect Mentors)
- NUI Galway Clubs and Societies
- NUI Galway Access Programme

“What do I get from the ALIVE Programme?”

In past years, the ALIVE programme has indicated that students have had the opportunity to:

- enrich their personal development and employability skills;
- have a satisfying and fun experience;
- learned from community which could enhance your academic learning;
- build personal knowledge & skills while contributing to the capacity of community.
- be presented with an ALIVE Certificate from NUI Galway;

The ALIVE Certificate

Each student volunteer at NUI Galway obtains a unique volunteering experience. The ALIVE Certificate is individualized to reflect this and will include all the volunteering and training undertaken by the student. The

Societies' Handbook

ALIVE Certificate was created under the Community Knowledge Initiative (CKI).

What is the Community Knowledge Initiative?

In 2001, the National University of Ireland Galway developed a strategic civic engagement programme, entitled the Community Knowledge Initiative (CKI), which seeks to harness and promote partnerships with communities locally, nationally and internationally. The CKI's overall aims are to place communities at the centre of debate and educate students for civic engagement. These endeavours are supported through an integrated programme of Student Volunteering, Service Learning, Research and Knowledge Sharing.

The ALIVE Awards Ceremony

The ALIVE Certificate is awarded at the Certificate Presentation Ceremony. The ALIVE Certificate Presentation Ceremony is held in the second semester in the Aula Maxima. The Ceremony is a formal acknowledgement of student volunteering and the ALIVE Certificate is presented to the student by the President James Browne.

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NUI Galway

Society Awards

*For details of the National Society Awards (a.k.a. the BICS Awards), please see the introductory section of **The BICS Ultimate Guide**).*

The NUI Galway Society awards are held in semester two each year. The categories are as follows:

- Best Society (In a Cultural, Academic, or Social field)
- Best Society (in a Charity or Civic field)
- Best Cultural Contribution to the University (Non-BICS)
- Best Departmental (Non-BICS)
- Best Event
- Best Fresher
- Best Individual
- Best Media Publication (Non-BICS)
- Best Promo Video

- Best New Society
- Best Photograph
- Best Poster
- Best Small Publication (Non-BICS)
- Best Publicity Campaign
- Best Website
- Most Improved Society

There are now also some new 'fun' awards, which you will find out more about on the night of the awards.

Full details of deadlines and awards categories can be seen online from the socs homepage: please check this as there may be updates.

Strictly no late submissions accepted.

Nominations are created through an online award system:

- Each society can nominate for the different categories found in the 'Society Awards' section of their control panel.
- Societies will be required to answer a few questions depending on the category.
- There are tips and marking scheme at the start of each question.

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BICS Awards

If you win one of the BICS categories you will be required to represent the University at the BICS national awards:

In addition to an online application form (the same format as our awards) you will be required to submit a portfolio.

Start collecting press cuttings, posters, any publications and film as you will need them for your portfolio.

You will also be required to attend the BICS awards so be sure you have committee members willing and available to attend the BICS Awards if you enter a nomination in one of the BICS categories. Full details are available in the **BICS Ultimate Guide**. Be aware that one of the requirements is to attend a short interview (there is no interview for best poster or best website).

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Useful Society Spaces

The College Bar

The College Bar aims to provide the venue, the location, the publicity and the support needed to organise a successful event. Every year, the College Bar plays host to some of the most memorable society events. The bar has three sections which may be used: the Corrib Room, the Mezzanine and the main bar. The Corrib Room is the most popular venue for society events as it can offer privacy and is the perfect size for most society events. It also has an impressive sound system and a big screen.

The College Bar also aims to provide all students with a place to relax, chat, unwind and importantly, have some fun. The bar understands that an enormous amount of work goes into society events. If you are interested in running an event in the College Bar, talk to the manager Cormac Donoghue at the earliest opportunity to allow lots of time for planning and advertising. Cormac spent many successful years in societies during his years in NUI Galway as a student and will aim to help, advise and guide you in any way he can. To contact Cormac, email him at collegebar@nuigalway.ie and also check out www.nuigcollegebar.com.

The Hub

The Hub is a common area for the use of all students and thus **a society may only ever occupy a part of it**. Societies who use the Hub must leave it in a clean and tidy condition. If tables and chairs are moved they must be returned to their usual positions. Societies who do not respect this rule may be prevented from using the Hub in the future. While the Hub may not be booked as such, in order to facilitate the use of the space, Societies are encouraged to inform the SocsBox of their intended usage so that clashes of events and meetings can be avoided. This allows societies to make informed decisions about their intended use of the space.

Booking a Table and Stand

Tables are permitted on the foyer area of Áras Na Mac Léinn. At least one week's notice must be given to the Buildings Office. The online room booking system is to be used for booking tables and stands.

The Bank of Ireland Theatre and the Art Gallery

These spaces are booked through the Arts office. To make a booking, e-mail deirdre.lydon@nuigalway.ie stating the name of your society and

Societies' Handbook

the name and nature of your event. Also include your name and a contact phone number. Remember to give one week's notice.

Aras na Mac Leinn- Bailey Allen Hall

This is booked as normal through the buildings office however please talk to the Societies officer if you wish to book the hall. It is NB to get all bookings for the year in as soon as possible as there is very heavy demand on the hall.

Aras na Mac Leinn- Other Rooms

All other rooms are booked through the Societies office. See on line booking on the Socs homepage. For performing Societies make sure you book your regular rooms as soon as possible at the start of the semester. If your activity can be accommodated elsewhere on campus please book a room through the buildings office as Aras na Mac Léinn will not be able to accommodate all societies needs, it is useful for specific activities which make noise or need room to move and also for societies who are stuck for a room because they have a last minute event.

A safety audit is being carried out on each room, this will cover safety issues, the basic set up for each room, what you can expect to find in the room and how you must leave the room when you are finished

Below you will find a brief description of each room

The Space

Up left stairs, first left through doors, left last room on the left.

Fits about 50 people, easily washable floor, sink, wrap around window.

Screen, projector, DVD, sound system.

The View

Up left stairs, turn right, first door on the left with beautiful view of the river. Fits about 80 people, carpet floor sky light, large window, fire escape. Small kitchen.

Currently in the room: chairs, Screen, projector, DVD, blue ray, sound system.

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Meeting Rooms 1 & 2

Up left stairs, turn right, second and third door on the left

Each room fits approx. 20, in each room a table and 20 chairs. The rooms will be divided, if you require the two rooms the socsbox will open the partitions. If you require a projector book from the socsbox.

Plans for development blinds and opaque glass to aid privacy and dim lighting for using projector.

Art Room

Up left stairs, turn right, fourth door on the left.

Can fit about 25 people, sinks and draftsman chairs and easels one table..

Set up to accommodate the Art Society and Arts office Art Classes and for members to work on their creations in their own time (must also be booked through the socsbox) . it can also be booked by other societies who wish to be creative, or if available can be used for a meeting.

Dark Room

Up left stairs, turn right, fifth door on the left.

Set up for dark room photography, anyone wishing to use the facility must undertake a dark room class and have their name on a list of competent users in the SocsBox.

Large Acoustic room

Past SocsBox through double doors, first room on the right.

Fits aprox 70 people, acoustics good for music rehearsals, dance (has carpet) rehearsals, meetings. Also ideal for film screenings.

Currently in room; chairs, couches, small number of tables Screen, projector, DVD, blue ray, sound system.

Small Acoustic room

Past SocsBox through double doors, second room on the right.

Fits aprox. 25 people, acoustic so good for music rehearsals, classes, small rehearsals and meetings.

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The Cube & Stage

Through double doors beside bailey Allen hall first 3 doors on the left.

Can be divided in two. Wooden Floor. Currently Perfect for dance and rehearsals.

Plans for development, fully fitted out performance space, with curtains, lighting grid, lights, control box, sound, banked seating, should be able to seat 180 aprox. will be progressing during this coming year.

Editing suite

2 at the back of the Socs new Computer suite,

They can be booked for film, sound, media and photo editing. Also useful for making quite phone calls.

Sporting Activity

To make bookings for sports facilities in the Kingfisher Sports Centre, call to reception and enquire with the staff there. Alternatively e-mail nuigalway@kingfisherclub.ie

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Public Relations

Advertising in NUI Galway

Various media exist through which a society can promote its activities. Societies can advertise online at www.socs.nuigalway.ie, at www.sin.ie, or even using Dialann online at www.nuigalway.ie. Societies can also use information points, Flirt FM broadcasts, e-mail, the online texting system, posters on general notice boards, placing acetates on projectors in lecture theatres. Please make yourself aware of the conditions of the University Postering Policy, in particular the section on flyers/promotional material in the policy handbook.

What's Happening Guide

This is a weekly e-mail and multi media e-newspaper sent to every student on the societies mailing lists. All events posted on the societies' calendar by Friday at 3pm will be included in the e-mail. Also submit, films, photos, news and reviews through your dashboard or e-mail to socsbox@sos.nuigalway.ie. There are currently over 15,000 members on the list. Your members can subscribe or unsubscribe from the list on the link on the Socs' homepage.

LCD Screens

Events on the Societies Calendar by 3pm the day before they happen will be added to the LCD screens for the day of the event. You can also e-mail a .jpeg image of the poster for a particular event to socsbox@socs.nuigalway.ie, and the staff will do their best to include it, but be aware that space is limited.

Flirt FM

Flirt FM always welcomes information about society's events: if you want to get information broadcast or are interested in hosting/appearing on a show, e-mail manager@flirtfm.ie. Or call to their station behind the SocsBox.

Arts' Council Website

The website www.art.ie has a calendar for artistic events.

Dialann

This is the official University events newsletter, compiled weekly by the Press Office in Áras Fáilte. It welcomes information on society activity for

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publication in this 'in-house' activities diary. The deadline for submission is 1pm on Thursday. Email l.odonohoe@mis.nuigalway.ie. It is circulated mainly to staff and through departments. Please note that the Societies' events on the socs calendar by 1pm on Thursday will be included.

Local Papers

See the BICS Ultimate Guide for advice on preparing a press release. Contact details for local papers and stations are as follows:

Name	Phone	E-mail	Website
Galway Advertiser	091-53 0900	info@galwayadvertiser.ie	www.galwayadvertiser.ie
Galway First	091-53 0944	info@galwayfirst.ie	www.galwayfirst.ie
Galway Independent	091-56 9000	info@galwayindependant.i e	<a href="http://www.galwayindependant.i
e">www.galwayindependant.i e
Connaught Tribune & Sentinel	091-53 6222	news@ctribune.ie	www.galwaynews.ie
Galway Bay FM	091-77 0077	info@galwaybay.ie (for <u>free events</u> only: please specify)	www.galwaybayfm.ie

Advertising on Campus

Posters

Posters are another useful tool in the promotion of your society's events. Due consideration should be given to their design: Do your posters have a specific identity? Are they informative? They must have the date and time of the event and a clear description on them, as well as the name of your society. When putting up posters please remove all out-of-date posters in the same region. Do not poster over another society's in-date poster – this is a matter which will be taken seriously if it is seen to occur.

See the **BICS Guide to Public Relations** for further advice on successful poster design.

Posters should be clearly labelled with the date of an event so that they can be removed as soon as they become obsolete. Please note that posters may be placed on designated notice boards only (e.g. the shed doors near the College Bar and the Poster Kiosks: see the NUI Galway poster policy at the end of the guide).

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There are many areas in the University where posters are not allowed. Posters are not allowed on main passageways as they are seen as fire hazards. On no account should societies place posters on doors or windows – they will be quickly removed. Take the time to rearrange a notice board if it is out of date or in a mess. Don't cover posters; remove the old ones instead. Do remember to try and cater for all the students in the college by getting a member to put up posters in distant places – psychology students are often only in St. Anthony's, medical students in the Clinical Science Institute and engineering students in Nuns Island. Be aware that non-SU affiliated pubs and clubs shouldn't be advertising on the University notice boards.

We are developing a new system for showcasing posters online, so please submit posters for your events to the Socs Box in .jpg format.

SIN Website

Details of major events can be posted on the SIN (Student Information Network) website by emailing the Student Development Officer at su.develop@nuigalway.ie.

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Múscailt

Múscailt is the annual spring arts festival which takes place in February. Múscailt aims to bring people together on campus in celebration. It is organised by The Arts' Office to highlight and complement artistic life on campus with national, international and local artists of all disciplines. The brief is to change the spaces that we study and work in during one week.

All societies are invited to suggest events which they will hold during the week of Múscailt. Additional funding is available for Múscailt events. Múscailt ideas and budgetary proposals for these ideas should be submitted to the Arts officer, Fionnuala Gallagher fionnuala.gallagher@nuigalway.ie. Call in to the Arts office (beside the front desk in Aras na Mac leinn and speak to Fionnuala or Deirdre (mornings only). Watch out for Múscailt meetings.

The Societies office and Socsbox is also available to help Societies realise their Múscailt Events once they have been accepted by the Arts office for inclusion. Past events have included exhibitions, plays, film showings, a fashion show and dance performances. So get involved and reveal your society's creative and artistic side.

Visit www.muscailt.nuigalway.ie to see last years programme, it is updated annually.

Societies' Handbook

NUI, Galway, University Societies Coordinating Group (USCG)

The University Societies Co-ordinating Group (USCG) is an elected body comprising of Staff and Student representatives. It is the governing body and policy maker of Societies, and represents Society interests to the University.

USCG Terms of Reference

A. The aim of the NUI Galway University, University Societies Coordinating Group will be:

To assist the Societies of the University in fulfilling their aims and, in doing so, to develop and facilitate social and community life in the University
To consider applications and make recommendations on the recognition of new University Societies.
To regulate the continuing recognition of Societies.
To agree allocation of funds made available for Societies at NUI, Galway.
To develop and recommend policy in relation to Society activity and the provision and use of facilities for activity to the Vice President for the Student Experience.
To promote the interests of Societies and to act as their representatives within the University

B. The University Societies Coordinating Group will comprise 12 members as follows:

1 member from the list below will be appointed by the Vice President for the Student Experience as Chairperson of the Group
1 member will be a nominee of the Chaplaincy Service
1 member will be the Societies Chairperson of the NUI, Galway Students' Union
3 members will be appointed from the academic staff. Their term of office shall be for three years
3 members will be non academic staff. Their term of office shall be for three years
5 members will be elected by the Societies' Auditors to represent the following groupings of Society activity:
Artistic and Performing Societies
Academic Societies
Social Action and Political Societies
Volunteering and Religious Societies
Social and Debating
Special Interest Societies
The Student representatives and SU Chairperson shall form a student working group which shall meet at least once a month and report back to the committee.

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This group shall oversee the Societies ticket sales, bank account and on line and SocsBox ticket sales with the administrative support of the Societies officer and the SocsBox interns.

Once elected the 6 student reps will elect the following positions:

Auditor: will be to facilitate the working groups meetings and work with the SU chairperson on liaising with societies on matters of protocol and procedures.

Secretary: Shall take minutes of the working group and communicate recommendations to the USCG secretary for including in Agenda.

Societies Relation Officer: The PRO and Secretary will facilitate and develop Society communication using multimedia and on campus resources to promote societies.

Finance Officers: Will support the work of the SocsBox and oversee the Societies USCG bank account which is used to facilitate societies on line sales and SocsBox sales and facilitate societies handling of change which is not facilitated by the bank. They shall in addition to the SU Chairperson be signatories on the account which shall be managed strictly by banking 365 through the Societies office.

Safety Officer: Will support the societies and the societies officer in promoting safety.

These 6 officers will be required to attend the relevant Society Training at the start of the academic year.

As new Societies receive full recognition, the University Societies Coordinating Group has the authority to allocate them to a constituency.

C. Election of Group Representatives

Group representatives will be elected in March of each academic year at a duly convened election. They will take up office on July 1st. Election will be by proportional representation. Each group will be a constituency for the purpose of conducting an election. The candidates for the position of group representative in any constituency must be a member of a society in that constituency and must be nominated by the auditors of two societies within that constituency. No candidate may run for more than one constituency group in a particular election. The Convenor of the election will be the Societies Officer. The term of office of group representatives will be one academic year, and no representative may serve for more three consecutive terms.

D. The Secretary to the University Societies Coordinating Group will be the Societies Officer.

E. Members elected by Societies Auditors will have the responsibility of maintaining close contacts with the wide diversity of Societies on campus, liaising with them and thereby keeping them abreast of important information. The role of members elected by Societies Auditors will be to represent all societies on campus. Societies Auditors may approach any members of the University Societies Coordinating Group in relation to matters pertaining to Societies.

Societies' Handbook

F. Members of the University Societies Coordinating Group who do not attend at least one meeting of the Group in any six-month period will forfeit membership of the Group and will be replaced.

G. The quorum for University Societies Coordinating Group meetings will be 4, including the Chairperson or their designate.

Current Members:

Chairperson: Saoirse NicGabhainn (Academic rep)

Societies Chairperson (SU) Patrick O'Flaherty

Elected by the Students union Executive process in Semester 2.

The Staff Reps are:

Academic Staff Reps:

Muriel Grenon

Staff reps

John Hannon (Students Services)

Helen Freeburn (Chaplains)

The USCG Student Reps are:

Academic Rep - Jordan Markey

Artistic & Performing Rep - Ronan Gallagher

Social & Debating Rep - Ciara Keighron

Special Interest Rep - Niamh O'Neill

Social Action & Political Rep - Daire Hickey McGovern

Volunteering & Religious Rep - Ashita Dutta

Administrator & Secretary Riona Hughes, (Societies Officer)

Societies' Handbook

End of Year Checklist

Treasurer's Report (see Finance Supplement for further information)

Treasurers' reports must be submitted by the date set by the Societies' Officer (the closing date for submission of reports is usually in March or April). If you require any assistance please contact the Societies' Officer and make an appointment to receive assistance preparing your end of year accounts. Please note: no funding is available for any society which has not submitted end of year accounts after March 31st.

Secretaries Report

Closing date for submission of the report will be decided by the Societies' Officer – as with Treasurers' reports. The Secretaries Report Generator is found on the control panel of the societies' website. See pg. for details

AGM

You must hold an Annual General Meeting. Your AGM should be held at the end of the second semester. Check your constitution for any specific regulations regarding your AGM. Best practice would suggest giving one week's notice of the AGM to members and making every effort to publicise the event through all of the means available to you.

You will need to present a Secretary's Report and Treasurer's Report at your AGM for your members. New committee members for the following year are to be elected at the AGM. Afterwards, notify the Societies' Officer of all names and contact details of your new officers and, if possible, introduce the new officers to the Societies' Officer. Be sure to hand over all relevant material to the new committee. In the event that all the new positions have not been filled at the AGM and EGM (Extraordinary General Meeting) can be held in September after Societies' Day when you have recruited your new members.

Change Names on the Society Bank Account

Ensure that you change the names of the signatories on the society's bank account in order that the committee members of the following year will have access to the account. The Societies' Officer must be one of the named signatories on the account.

Website

Update the committee list in the correct section in your secretary's report generator, not on your committee section on your dashboard (if you do this you wipe out our current committee from the archives, the committee added to the end of your secretaries report automatically transfers for you when the year is archived..

Also please remember to return Locker Keys and chequebooks to the SocsBox for safekeeping. Every Society has a file in the Societies' Office if you need to keep documents etc. over the summer.