Societies Handbook 2024-25

Contents

Hello!

Welcome to the 2024-25 Societies Handbook!

The Union will help students run student groups around their hobbies and interests. This handbook will cover all the information required to run your society, student media group, raising and giving (RAG) and community projects.

Being a student group committee member or a student group member is a great way to meet new people, build new communities and gain skills that employers love.

From teamwork to events planning to managing budgets, the skills you gain from your time on a society committee will help you massively when it comes toapplying for jobs.

This handbook will regularly be updated if information changes and should be read inconjunction with Bye-Law 7: Student Groups. If you'd like to talk to someone in the Students' Union, contact details for all teams can be found in the introduction section.

A Welcome from your Students' Union Officers

Hello everyone, we are your Students' Union Officer Team for 2023/24. We are excited to work closely with you as student leaders and help you to developyour groups!

At the Students' Union, we are here to support you in running your group successfully and ensuring that you get as much out of being a student leader as possible. From making friends to developing key skills that employers love, there isso much you will get out of being a society committee member and we can't wait tosupport you on that journey!

While your role will help you stand out and have an amazing year, you will also be helping the Union. Student Groups are key to the Students' Union, acting as the beating heart of community building and networking. Your groups represent the Union and all of the great things we can achieve together.

We will be here to support you, from booking rooms and accessing funds, to just having a coffee and a chat if you ever need us. There are absolutely no limits to what

you can achieve in this role, so be creative, be bold, and most importantly, have fun!

Let's make this year big, bold and blossoming for our Students' Union and our University.

Your Officer Team 2023/24:

President: Ayla Hamzayeva supresident@city.ac.uk

Deputy President: Nasir Mohammed,

Deputy President: Emine Kyosey

Deputy President: Ashton Shepherd

Intro to the Students' Union

City Students' Union represents over 20,000 students at City and delivers a range of services with and for students. Our elected Students' Union Officers and Assembly lead our political direction, set the campaigns for the year and our Board of Trustees lead our strategic direction.

We provide opportunities to get involved in social events, employability and networking sessions, and much more, as well as providing academic advice for students who need it through our Advice team.

We are made up of our four full time Students' Union Officers, our part-time Assembly and 25+ full-time career staff. More information about our career staff and officers can be found here.

City, University of London and St George's, University of London have signed an agreement to merge to become the combined institution City St George's, University of London. The Union will also, pending final approval, be merging with St George's Students' Union from 1 August to form City St George's Students' Union. You can find any news on the merger here.

The year ahead

We have a bunch of exciting stuff planned for the year ahead. We'll be hosting on campus activity from 9 September, when our first students arrive for registration, and

we'll continue to host and support as much in-person activity as possible throughout the year! You can find the key dates for the year ahead on the Committee Hub.

Society Committee roles and memberships

Each committee must have a President and Finance Officer. Other roles can then be added, just drop us an email and we will sort it for you. You can also adjust the standard roles, for example, some societies prefer their communications officer and social media officer to be two different roles. This is completely fine; you just need to let us know so that we can ensure all committee members are logged in our system and receiving the correct admin access.

Below is a brief description of what each role entails, but please make it your own and don't feel restricted. Please also keep in mind that all committee members can get involved and share responsibilities so, for example, it does not always have to be the Communications Officer sending emails to members, other committee members can too.

President / Editor

The Student Group President leads and oversees all activity. They are responsible for ensuring that the committee and the Student Group is running smoothly, and that Students' Union rules and regulations are being followed properly.

The President is responsible for:

• Leading the direction of the student group.

• Ensuring that rules and regulations are being followed.

• Delegate tasks with other committee members.

• Ensuring that the student group takes part in key events throughout the year,

e.g. committee training, Welcome fair.

• Chair any Annual General Meetings (AGM).

Communications and Social Media Officer

The Communications Officer runs external and internal communications. This involves ensuring that you communicate effectively with members, as well as with the Students' Union and any external stakeholders. The most important role of a Communications Officer is to ensure that all members have access to information about events and activity.

The Communications Officer is responsible for:

•	Providing regular communications to members.

•	Communicating with external stakeholders and the Students' Union.

•	Promoting events and activity through social media and other channels.

•	Organising and monitoring social media and email accounts.

•	To ensure that members are following the University's bullying and harassment guidelines and ensuring that group chats and social media are safe and free from bullying and discrimination.

Finance Officer

The Finance Officer is primarily responsible for managing the student group budget and submitting any funding applications that your student group wishes to submit. They are responsible for ensuring that the Students' Union's financial rules and regulations are being followed.

The Finance Officer is responsible for:

•	Learning and following the Students' Union's financial rules (please drop us an email if there's ever anything you're unsure of!).

•	Keeping track of income and expenditure.

•	Submitting any applications for the Students' Union's Development Fund Grant (more on this in the finance section).

•	Authorising any expense claims (except your own – these must be reviewed by the President)

•	Oversee any charitable fundraising, donations and sponsorships.

Applicable to All Committee Members

Some roles can be shared by all committee members, such as

• Planning events.

• Contacting members, the Students' Union or external stakeholders.

• Monitoring the student groups social media pages and email account, including group chats.

• Submitting expense claim forms.

• Organising committee elections for following year.

• Calling out inappropriate behaviour in group chats, at events and on social media pages.

• Ensuring that members, and thus your society, is following the University's bullying and harassment guidelines.

Other Roles

Please note that these lists are not exhaustive – you can be creative with the roles and add more if you feel you need the support. Some other roles that have been added in the past include:

• Events Officer

• Vice-President

• General Secretary

• Editorial Officers (for those with written publications)

• Sports Officer

• Sponsorships/Partnerships Officer

Membership Fees

When a student purchases a membership to your group, it will run until the 31 July of that academic year, when Student Group memberships reset.

You can set your membership fees however you wish, but once the first person has purchased their membership, the price should not be changed during that year to ensure fairness.

All memberships must be sold and purchased through the Students' Union website, this is so fees make it to your society funds and can contribute towards the running of your activities. **You must not sell memberships via any other platform (Google Forms, Bank Transfers, Shopify, etc), as these memberships will not be valid, and your Student Group may be disciplined.**

Membership fee requests from incoming new committees should be submitted by the 31 July. If you need to change the price of your membership in year, please get in touch with us and a Students' Union Officer will review your case and decide. You can do this by emailing SUCommunities@city.ac.uk

Membership Refunds

The Union's membership refund policy can be found here.

Setting up a new student group

Any student can apply to set up a new student group. The new student group application form can be found here.

All new student group applications will be reviewed by a Students' Union Officer and someone from our Communities Team. New group applications will be reviewed every ten working days.

New group applications should meet these requirements:

a) The proposed student group is not similar or overlaps the aims or activity of a current student group or student group application, the application submitted first will take preferences.

b) The proposed student group follows all Union documents, policies and regulations.

c) The Students' Union can support the activity.

d) The proposed student group is not participating in competitive sport.

e) The proposed student group is student led.

New student groups will either be approved or rejected with recommendations on how to improve it. You'll hear back within 5 working days of the outcome being decided.

Outcomes of all new student group applications will be published on the Students' Union website.

New student groups will be provided with a code in the Union bank account, email address, web page and full set of training materials for your society to be as great as possible.

New societies will receive a society start up fund to support them to deliver their first activity.

Maintaining Affiliation

Societies must demonstrate that they are active to maintain affiliation to the Union. All societies must meet the following criteria to be deemed active:

a) Annually elect three student group leaders.

b) Have an up-to-date Development Plan that is reviewed annually.

c) Show the student group is working towards its aims and objectives as defined in its Development Plan.

d) Comply with the relevant Handbooks and the Articles of Association, Bye-Laws and Union Policy.

e) Maintain a credited subs and grants account.

f) Deliver at least one activity/event in term one and two.

Each year the Communities Team and a relevant Students' Union Officer will complete an audit of all societies to ensure they are active. An audit will take place in July -

September each year. Societies that are deemed to be inactive will be at risk of disaffiliation and therefore not able to access support and funding.

The Union will be run spot checks throughout the year to ensure societies are active and delivering for their members.

Finances

Accounts

Each society has a code within the Students' Union bank account. Within each account are two budget lines:

Subs/Income Account	Grant Account
Membership sales income	Development Fund income (more below)
Ticket sales income	
Donations	
Sponsorships	
This income carries over each year, so anything not spent will be available to the next committee	**This income does not carry over and must be spent in the year it is granted**

Types of Income

Income Type	Explanation	Notes /VAT
Memberships	This is any money made from selling membershipsfor your student group. Your student group has a standard membership for City students, and an associate membership for Non-City students – you can price them, just let us know how much you want to set it at. To change your membership price, email sucommunities@city.ac.uk.	VAT 20%. This means that you will actually receive income net of VAT. In real terms you receive 100/120 x membership price

Ticket income	This is any money made from selling tickets to events More info on events and tickets is available in the events section later in the handbook.	VAT 20% This means that you will actually receive income net of VAT. In real terms you will receive 100/120 x ticket price. You cannot use Eventbrite, Google Forms, or similar platforms and personal bank accounts to sell tickets. **You must only sell tickets through the SU website**
Donations	This is income donated by external organisations and departments within City.	VAT Exempt
	Any organisation can donate to your student group,as long as they ask for nothing in return. If they do,please see the sponsorship section below. For donations, you will need a letter/email from theorganisation (or department) with the following information: - Donor's name - Donor's address - The following text: "We are pleased to donatethesum of £x to City, University of London Students' Union *insert society*. This is a donation, and we expect nothing in return." When this is done, we will raise an invoice and send it to the organisation to request your donation. If you are to receive a donation from City, you will need to obtain a Purchase Order (PO) from the member of staff who agreed to the donation. Send the PO to the SU	

	You should not give the SU bank details to organisations to donate via bank transfer, as this isnot the correct way to receive a donation.	
Sponsorships	This is income generated from being sponsored byexternal organisations and departments within City. The main difference between a sponsorship and donation is that with sponsorships, you may be askedto promote the organisation, use their branding, etc	VAT 20% This means that you will actually receive income net of VAT. In real terms you wil receive 100/120 x Sponsorship amount **Please donot sign any contracts.The SU must sign them for you to remove any liability from you – send them overand we will sortit!**

| Students' Union Development Fund Income | The Development Fund is a pot of money the Students' Union has, that supports student groupactivity throughout the year.

You can apply to this fund for something specific which you will have to outline in the application. Thiscan be funding towards an event, an item, a trip, etc.

More information and how to apply can be foundhere: | |
| | https://www.citystudents.co.uk/getinvolved/resources/finance/ | |

Personal Bank Accounts

Personal bank accounts should not be when conducting society activities.

Any losses sustained by a student using their own bank account will not be reimbursed by the society or the Students' Union. It is categorically prohibited for any student to deposit society funds into their own account. There are no exceptions to this.

Sponsorship

Sponsorships are a great way to earn some extra income for your group, while building valuable connections with external organisations. They can come in many forms but are worth exploring.

Step 1: Proposal: What can you offer?

The first step when looking to secure sponsorship is to create a sponsorship proposal. These need to tell external organisations why they should sponsor you, what you can offer them in return, and how your values and aims align with those of the organisation. This may be industry-based, for example, a sponsorship proposal to send to law firms, or more generic, to go to any company that shares the aims and values of your society.

Some examples of what you can offer organisations in exchange for their funding may include:

• Social media (sharing their organisation on your channels, etc)

- Event promotion (promoting their organisation at your events, logos on event banners, etc)

- Promotion of their events and activities to your membership

Of course, you are not limited to these options only. Be creative! Please ensure you are not committing the Union to doing something that it might not be able to provide.

Step 2: Contracts

Once an organisation has decided to sponsor your society, you will need to fill out a Sponsorship Contract Form, found here under 'Sponsorships'. You must not sign any contracts yourself, they should all come to us. Any losses made by a society or an individual by entering a contract without SU approval will not be reimbursed by the society or the SU. You must not sign any contracts yourself, they should all come to the Students' Union.

Once we have examined the contract and approved the sponsorship, you can fill out the form, where you will need to tell us what the organisation is giving you, and what you are doing in return. We will also need a signature from the organisation. Once we have this, we will sign it ourselves, and that's where your work ends.

Step 3: Getting the money

Once you have completed the above steps, the Finance Team will raise an invoice and send it over to the organisation requesting that the money be sent to us. Once it arrives, it will go straight to your society account, where you can start to spend it.

Donations/sponsorship from City Departments

Your society may be successful in receiving sponsorship or donations from departments at City. All donations from City will need a Purchase Order (PO) from the member of staff who agree the donation. When the PO has been raised this should be submitted through SGF.

Students' Union Development Fund

The Development Fund, as mentioned above, provides an opportunity for Student Groups to apply for funding directly from us. This is free money for your group, so please have a think about what you could use it for and get some applications in!

Each Student Group can apply for up to £1000 per year and you can submit bids in collaboration with other societies if you wish to run larger events. The application must be for something specific that can be costed and the grant may only be spent on this specific item/activity agreed. The development fund should be used to the benefit of a majority/all of your members. There are some things that the fund cannot cover. These include:

a) Funding for something that has already taken place

b) Donations or affiliations to other charities or political organisations

c) Ultra Vires spending (e.g. not something that goes against our objectives as a Charity)

d) Alcohol

e) Food and drink (normally)

Applications will be reviewed by a member of the Communities Team and a Students' Union Officer. Where the chosen Deputy-President has a conflict of interest, another Deputy-President will be responsible for reviewing applications.

Should we receive more applications than we can fund, funding decisions will be made by a member of the Communities Team and one of the Students' Union Deputy Presidents. Funding will be prioritised for student groups who:

a) Have received no funding (or limited) so far in the academic year.

b) Demonstrate the benefit of the funding, including how many students it will impact.

c) Higher numbers of paid student members.

The outcomes of Students' Union Development Fund applications will be published on the students' union website.

Funding not spent by an agreed date will be returned to the central grant pot so that it can be allocated to other student groups.

Spending Funds

There are two ways to spend your student group funds

Type	Explanation	Uses	Tips
Expense Reimbursement	This is when you spend the money on what you need yourself and claim the money back from your student group account using our Expense Process, found on your Society page under 'Finance Requests'. **You must submit all itemised receipts – expenses will not be paid without this. Always obtain VAT receipts if possible. This will likely save your group the amount of the VAT.** The money will be paid back into your account from your student group account within 14 days.	Perfect for smaller purchases like refreshments for an event Good for more immediate needs	Check how much you have in your student group account before spending anything Do not use this method for larger purchases Only use this method for amounts of money you are comfortable being without for a couple of weeks. **No itemised receipt, no reimbursement.**

Purchase Request	This is where you fill out a form telling us what you want to buy, and the SU will use your student group funds to pay for it directly To make a purchase request use our Expense Process found in your Society page under'finance requests'	Good for larger-scale purchases such as, catering companies and more expensive items Good for longer-term plans.	Leave plenty of time as these forms may take up to a month to process. Check how much is in your student group budget before you send us a purchase order form **Never sign any contracts – send them to The Communities team.**

Charity Fundraising

If you want to raise money for a charitable cause, you're welcome to do so!

Only UK-based charities are allowed due to charity law.

The following checklist must be followed:

Checklist	Completed?
Ask the charity for permission to raise money for them – **you cannot include any charity names in your event promotion until you have permission** Ask for their bank details in this email too.	
Send us a copy via email of the charity's response granting you permission and the bank information	
Fill out the charity collection form on the Resource Hub	
Decide how you will collect the funds (or get in touch and we can help!)	

Financial Do's and Don't

Do	Do Not
Keep track of how much money your student group has – contact us to find out	Use personal bank accounts or platforms like Eventbrite for ticket sales. Any losses sustained by a student using their own bank account will not be reimbursed by the society or the SU.
Check your student group balance before spending any money	Spend more money than your student group has available
Seek sponsorships and donations – they are great ways to raise funds!	Sign any contracts under any circumstances. Any losses made by a society or an individual made by entering a contract without SU approval will not be reimbursed by the society or the SU.
Use the Students' Union Development Fund!	Give organisations the SU bank details. Money for your society should not be received via a standard bank transfer, it should come in as a sponsorship or donation, as per the process outlined above.
Consider the future committees – Leaving them with some money to start the year is always a good idea	
Be mindful of the 20% VAT when calculating income. In real terms you will only receive 100/120 of the income	
Come and chat to us with any questions!	

Events

Types of Events

City societies deliver over 600+ individual events a year! We want to help you plan as many exciting events as possible during your time as committee members. Here are some of the types of events to consider:

1. Meet and Greets / Socials

2. External Speaker Events

3. Balls / Parties / Dinners

4. Trips (abroad and UK)

5. Stalls

6. Campaigns / Charitable Fundraisers

7. Online Events

8. Collaborative Events

9. Film Screenings

10. Much more

As an approved society, you are required to complete an Events Form for all planned events/activities. The events can be found on the Committee Hub and allows you to provide all your event information event via one online form. This form then comes to us, and your form will be reviewed by a member of the Communities Team. Once approved your room will be booked, speaker request processed, and all other aspects of the events actioned.

[You can find the events form here.](#)

Required notice periods

All events forms should be submitted with a minimum of **10 working days notice.**

For external speaker events, we require **15 working days notice.**

For larger/high risk events, you should submit a form **15 working days in advance.**

If you are planning a ball or trip abroad, you should email SUCommunities@city.ac.uk to book a meeting and they will support you with planning and completing your events form. This should be done no later than 2 months ahead of your planned event/ departure date.

(Remember the sooner you get in contact, the more likely your event will be a success!)

What is a larger/high risk event?

The Union defines a larger/high risk event events as any one or more of the following:

- Parties/club events

- Events with 100+ attendees

- Events with a budget over £500

- Balls

- Trips

- Overseas travel

- Children attending the event

- External Speaker Events

This list is not exhaustive and is defined at the discretion of the Communities Team and Students' Union Officer responsible for student groups.

The planning process

1. **Submit an Events Form within the required timeframe.**

   a. You should submit your events form with your completed risk assessment and budget (as required).

   b. The Union operates a first-come-first served queuing system for all events forms. This means the Communities Team will only process events forms in order of submission, so the earlier you submit your form the earlier you can begin promotion and ticketing. The Union reserves the right to request you to rearrange your event if deemed necessary.

   c. Please submit your form and await approval before promoting the event or making any concrete plans.

   d. No payments related to an event can be made until the events form has been approved. Please factor this in your planning timescale.

2. **SU Staff Approval (and other stakeholders)**

   a. We aim to respond to all events forms within 4 working days, as per our service standards.

3. **Booking rooms and venues**

   a. Once approved, the Communities Team will begin processing the form by booking requested rooms/venues.

4. **Event logistics**

a. You will work with a member of the Communities Team on your event logistics and the details of your event.

b. You can confirm any catering orders.

c. You can finalise any details relating to your event.

5. Tickets and promotion

a. You will be able to set up your event and tickets on native.

Budgets

The best way to cover the costs of your event is to charge for tickets. You can subsidise your tickets through memberships and sponsorships. You can also apply for the Development Fund. (More information can be found in the Finance section)

We generally don't recommend spending large proportions of your society's balance on one-off events, to ensure your group remains financially sustainable.

We also have budget plan templates, which should be used when planning for larger-scale events which can be found here. Your budget plan should be submitted alongside your events form. The forms will then be reviewed by our Communities Team and where required our Finance Team. Budget plans are required for any event where:

- Contracts are signed.
- The event costs over £500.

Spaces

There are several spaces across campus that societies can use for events. Some are controlled directly by the Students' Union, and some are controlled by Timetabling or the Facilities team. To book any of these spaces, please use the Events Form and indicate which room you would like. If you do not have a preferred room, a room will be allocated based on the other information you've given us.

You can view the availability of University spaces here.

We are currently exploring the options for you to view the availability of the rooms the Union controls the booking for. More information will be provided before the start of term two.

Please leave all spaces in the condition you found them in. All spaces used by student groups must be reset after use. This includes resetting the tables and chairs after each use. Failure to comply with this will result in restrictions to room bookings.

Block room bookings

You are able to request block bookings for your activities and events. You can make requests for block bookings using the events form. You should aim to submit your block booking requests before the start of each term. Please ensure you make your block booking clear in your events form.

There are some spaces where activity is limited and we will be unable to confirm you're block booking.

Block bookings are allocated on a requirement based first come first served basis.

Please leave quietly

As a committee member, you are responsible for ensuring your attendees leave quietly. This is especially important for out of hours events (post 5pm). Please ensure you respect our neighbours by leaving quietly.

Below is an outline of the spaces available.

Space	Controlled By	Common Uses	Notes
CityBar, Tait Building	**Students' Union** Mon, Tues, Thurs, Fri 8am-11am & 4pm-9pm Wed 8am-11am, 1pm-9pm	• Social events • Dance practice • Meet and Greet • Pre-drinks before a night in London • Cultural nights	Alcohol is hidden. Bar can be opened on request and meeting minimum requirements.
SU Recording/ Podcasting Room	Students' Union	• Podcast/radio recording	Can be used by students, just drop us an email!
Gateway Group Room (15 capacity)	Students' Union	• Social events • External speaker events • Meetings	
Gateway Large Group Room (30 capacity)	Students' Union	• Movie nights • Talks • Workshops • Yoga	
Teaching Rooms	Timetabling	• Social events • External speaker events • Meetings	Includes lecture theatres, seminar rooms, computer rooms, etc
Stalls	Students' Union and Facilities	• Political/information campaigns • Charitable fundraisers (bake sales, etc) • General student group promotion	There are several stall locations across campus. Max 2 students per stal.

Great Hall	Timetabling	• Talks post 6pm	Capacity 400 Often used for exams, so plan in advance! No furniture can be moved
Pavilion	Facilities	• Stalls • Social events	Bookings are limited in this space
CitySport	CitySport	• Sporting events • Sports Days • Inter university sport competitions	Societies will be charged for use of this space. Email SUCommunities@city.ac.uk for the up to date price list.

Risk Assessments and Safety

Society committee members are responsible for ensuring that their activity/events are delivered safely. One of the ways to manage the risk of activities is to complete a risk assessment. There are three risk assessment forms you need to be aware of as a committee member:

- Annual Risk Assessment (completed once a year with a coordinator)

- Individual Risk Assessment (completed as required)

- Stall Risk Assessment (completed as required)

Annual Risk Assessment

All groups are required to complete an annual risk assessment. This form will be completed by you and reviewed by the Communities Team at your Development Meeting, and will cover all regular, small-scale events like your meet and greets. The annual risk assessment aims to make it simpler and easier for you to run your regular activities.

So, how does it work?

1. Committee will be sent an annual risk assessment template and complete it ahead of their development meeting with us to create an annual risk assessment based on each student groups expected activity for the year.

2. This will then cover each small-scale event on campus.

3. The form will act as a checklist for you to use before each event to make sure everything is in place.

4. If you want to host an event where the risk will change, e.g. an end of year ball, trip, games night, club night, etc., you will need to submit a risk assessment for that specific event as usual.

5. Each year your new student group committee will work with the Communities Team to update your annual risk assessment and ensure it is accurate.

Individual Risk Assessments

An individual risk assessment is required for all larger scale/high risk events. This includes, but is not limited to:

- Parties/club events

- Events with 100+ attendees

- Balls

- Trips

- Overseas travel

- Children attending the event

- External Speaker Events

The Communities Team will review all events forms and can request an individual risk assessment from a society if it is deemed appropriate.

Stall Risk Assessments

If you would like a stall on campus, the risk assessment process for this is slightly different. You will need to fill out our Events Form, telling us in the 'spaces' section that you would like to host a stall.

We will then send you over a completed Stall Risk Assessment to read, add to if necessary and confirm via email that you will follow. It will also include a brief section on the nature of the event, that you will need to fill out. The SU will send you this form with enough time to get it filled out and sent back to us.

Please note that for all stall bookings, you must fill out the Events Form with at least 10 working days notice.

Food Safety

All food for events/activities on campus (e.g. bake sales, meet and greets, parties) must either be purchased through:

- Shop

- On campus catering service (Grayson's)

- External Caterer

No home cooked/baked food should be used to cater events on campus. This includes all bake sales.

Hot food should not be distributed or sold on stalls on site.

When handling food: Pay attention to personal hygiene (washing hands, not touching face or hair). Wear clean, protective clothing and jewellery should be kept to a minimum (take all jewellery off, if possible, specifically rings, bracelets, watches).

When serving food: Protect food from cross-contamination between raw and cooked products and between allergens such as gluten, nuts, dairy, etc. Ensure you have a sign listing the allergens on display.

For on campus events, societies should use the on-campus catering service (Grayson's). If you would like to have an external caterer, come on to campus, this will

need to be reviewed and approved by City's Property and Facilities team. If you wish to request this, please specify this in your events form and book a meeting with a member of the Communities Team.

For external/off campus events societies are permitted to use external caterers. For external caterers to be approved to cater your event, the Students' Union requires:

At least Level 2 Food & Hygiene Certificate

- 4-star Food Safety Rating (both of these are required to ensure the food is prepared in an establishment, and by an individual, who fully understands the relevant health & safety guidelines to prevent the risk of disease / illness)

- A copy of their Public Liability Insurance (this insurance shows that the caterers are liable - not you - should anyone fall ill or anything serious occur)

- Risk Assessment

These documents should be submitted with your events form or to the Communities Team as specified.

First Aid

During daytime (10-4) on campus events your first point of contact for first aid is the students' union. You can contact the SU through the SU Welcome Desk (Tait Building) or via telephone.

During out of hours events and activities on campus the point of contact for aid is the security desk. They can be contacted via telephone (020 040 3333) or at the Security Desk (University Building).

For larger scale student group events you may be required to seek an external first aid provider. The Communities Team will support you in finding a suitable first aid provider should this be required.

Security

City Security can be contacted by calling 0207 040 3333. In the event of an emergency please call 999 immediately. Security are located on the 1st floor University Building

You can book additional security to support the safe delivery of your event. If you wish to do so, please specific this on your events booking form. A copy of the security booking form must be sent to the Communities Team.

If you wish to cancel your security booking, you must provide a minimum of 7 days' notice before the event. If you fail to give 7 days' notice your society will be charged in full.

You can find more information on personal safety on the Student Hub.

Report accident and injuries

It is vital that all accidents and near misses are reported to City Students' Union.

An incident report form is a formal recording of the facts related to an accident, injury, or near miss during your student group activities.

A near miss is a potential incident that has not resulted in personal injury or damage. Examples include, unsafe environments, use of broken equipment and slips and trips hazards.

Its primary purpose is to uncover the circumstances and conditions that led to the event in order to prevent future incidents.

In all accidents, injuries or near miss cases, please aim for this report to be completed within 24 hours of the incident/ near miss. If 24 hours has passed, please still fill in this form.

Please use this link to report your accident/near miss.

External Speakers

If you want an external speaker to talk at your event, you will need to indicate this in the events form and follow our Students' Union External Speakers Policy.

External Speakers Policy

Our policy is available on the Committee Hub, but below is a brief explanation of the policy and how it works.

For all external speaker requests, we need 15 working days' notice. An external speaker request submitted after this deadline will be rejected. This applies to all student groups.

For external speakers, there are a few things you will need to do. You will need to start by filling out an Events Form, making sure to provide details of every external speaker you have coming to your event.

The form will ask for links to relevant pages, for example the speaker's LinkedIn page, or any relevant news articles written by or about the speaker. You must submit a minimum of three links to relevant pages and all the required contact information.

You then need to decide if the speaker needs to be referred for a more detailed check.

1. Referral

When you complete the external speaker section of the form, you will be asked whether you want to refer the speaker for a more detailed evaluation. You should refer the speaker if you answer yes to any of these questions:

a) The speaker or topic has attracted controversy in the past.

b) The event or speaker is likely to attract media attention/interest.

c) The external speaker is on a tour across several institutions or organisations.

A referral does not mean your event will be cancelled or rejected, it just allows us to help make sure the event can go ahead safely and be as successful as possible for your student group.

If you do not self-refer the speaker, but our initial evaluation concludes that they meet one or more of the criteria above, we will refer them for a further evaluation. Therefore, if you think the speaker meets any of the criteria, it saves everyone time if you self-refer in the first instance and reduces the risk your event will be postponed or cancelled.

For speakers that are not referred, we may decide they need a more detailed evaluation if any of the following occurs:

a) Our Google search shows the speaker to be the topic of mainstream media coverage

b) Our Google search shows that the speaker is on tour across a number of institutions

c) Our search shows that the speaker has social media accounts with more than 10,000 followers

Referred speakers will then be sent to the University for approval, the same way that they are currently.

If you do not refer your speaker and we notice that they meet one or more of the requirements above, we will simply refer them ourselves.

2. Risk

On Once we have conducted our evaluation using Google, we will give your event either a 'low' or a 'high' risk rating. Please note that high risk does not mean the event will be cancelled or the speaker rejected, just that we will help manage the risk and ensure the event can go ahead!

If your event is considered high risk, mitigations will be added to ensure the event can go ahead safely. This may include, but are not limited to:

a) The event must be ticketed via the Students' Union website

b) Only City students can attend

c) The speech must be recorded

d) Any speeches made must be sent to the Students' Union prior to the event

These mitigations will help your event run smoothly, and should anything happen support you to manage any issues that arise.

3. University Approval

The external speaker request will then be sent through to City to approve the speaker and the event. The Union will confirm once this is confirmed. You should not promote the event until you have received confirmation that the speaker and the event has been approved.

The full External Speakers policy can be found on the Committee Hub, and if anything is unclear, we are here to help!

Freedom of Speech

If you have a complaint relating to freedom of speech, you should firstly make a complaint to the students' union. The process for this is covered in the Union's complaints policy.

The Office for Students (OfS) operates a free speech complaints scheme. Under that scheme, the OfS can review complaints about free speech from members, students, staff, applicants for academic posts and (actual or invited) visiting speakers. Information about the complaints that the OfS can review is available on its website.

General Events Tips

- Always check that your student group funds will cover an event before spending any money.

- Come and talk to us if you're unsure. We want to make your event ideas come to life, so if you need assistance or want our input we're here to help!

- Make sure your events are as accessible as possible for students with all kinds of accessibility requirements.

- Have fun with it! Events planning is a rewarding experience that employers love, and one that will enhance your university experience, so enjoy it!

Social Media and Communications

Posters

All student group posters should have the Union logo on them in the top left-hand corner. All student groups should be reviewed by the Communities Team before they go up on campus.

Posters should be emailed to SUCommunities@city.ac.uk

Posters will be reviewed, and the outcome of the review will be communicated in 2 working days. Posters are reviewed to ensure that student group activity and communications adheres to the Societies Handbook including communications guidelines, external speakers and health and safety.

Data protection guidance (GDPR)

Student groups have a duty in law to responsibly manage any personal data that you collect from members or participants in your activities. You are responsible for all personal information that you receive, store and use from the point of collection to the point at which it is deleted. You should follow this best practise to ensure your group is compliant with data protection regulation.

Collecting and storing data- All membership data must be stored digitally with the secure MSL system (City Students' Union website). No other system should be used to store your member data.

Sharing data- Access to personal membership data must be restricted to elected committee members. Personal data must never be shared with a third party (eg: a sponsor of your society).

Deleting data- It's a good idea to make it clear at the point of collecting data how long data will be retained. (e.g.: This data will be stored for the duration of your membership after which it will be permanently deleted.)


Website Admin

As committee members, you are in control of how your student group appears on the

Students' Union website. You've been given admin access, meaning you can use our website to edit your page, contact your members and advertise events.

The Students' Union will provide space on the website for all Student Groups, which must be kept up to date and accurate by yourselves. You may also host an external website if you wish, but these need to be approved by our Communities Team first. Ifyou'd like to set up a website, please don't hesitate to get in touch! We cannot provide funding for this, but you can use your income from memberships, ticket sales, donations and sponsorships to fund this.
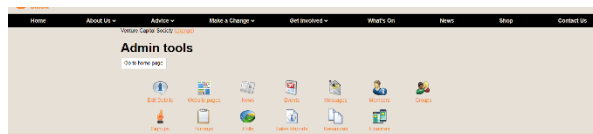
Editing your page
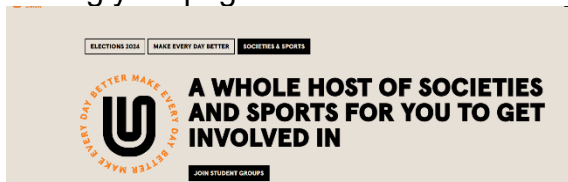
Once you sign in, go to your student group page by heading over to 'Societies' and finding yours in the list. Once you're there, click the settings wheel in the top right corner of the page and '…society admin tools' (pictured below).
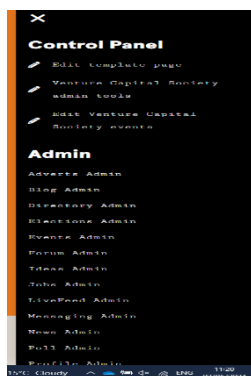
You will then be bought to the page pictured below.

To edit your student group details, click 'edit details'. This will allow you to change your name, description, logo, and add any articles, website links and social mediaprofiles.
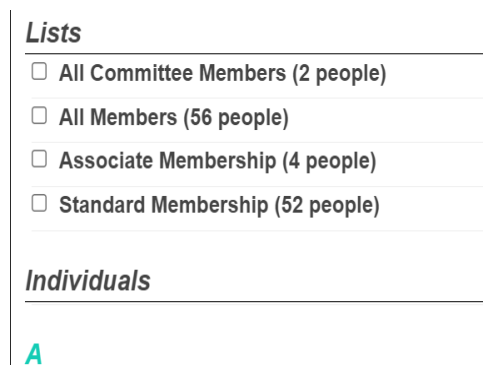
Contacting your members

This admin access also gives you a powerful tool to contact everyone who has purchased a membership for your student group. This can be used to inform them of events, send round social media or group chat links, and any other communication you want to make with your members.

First, head to admin tools as pictured above.Click 'messages', followed by 'send email'.

You will then be shown two email addresses; your City email address, and your student group email address. Choose which one you want the email to come from, and where you want replies to go.

You will then be taken to the page pictured below, where you can select 'allmembers' and begin drafting an email to all of your members.

Lists

☐ All Committee Members (2 people)

☐ All Members (56 people)

☐ Associate Membership (4 people)

☐ Standard Membership (52 people)

Individuals

A

This is a really powerful but often neglected tool and will stop members who are notin your WhatsApp chats from missing important information and events!

Annual General Meetings and Emergency General Meetings (AGMs and EGMs)

AGMs

All student groups are required to host at least one Annual General Meeting (AGM) per year. These can be used to make key decisions, such as electing your committees (more below), or can act as an opportunity for committees to provide a review of the year, a financial report and general feedback to members.

The Student Group President will be responsible for chairing the meeting, but other committee members should help with the planning and delivery of the meeting where needed.

To vote on decisions at an AGM, you must have either:

    a. **10 members present at the meeting**

    b. **50% of your membership present at the meeting**

Please go with whichever is lower.

EGMs

Student Group committee members can call an Emergency General Meeting (EGM) at any time. These meetings are for:

    a. Changing the Student Group's constitution

    b. By-elections to fill vacant committee positions

    c. Votes of no confidence in committee members

Quoracy is the same as for an AGM.

The Students' Union Officer responsible for communities is able to call an EGM for a group if they have no committee or the group has been inactive.

Committee Elections and Handovers

We know you're just getting started as a committee member but at some point, you will need to start thinking about the committee that will come after you.

Each year, members of each student group will vote to elect a new committee. **To stand and/or vote in a student group committee election, you must have purchased a membership. It is not enough to simply be an active member; you must have a membership from the Students' Union website or you will not be eligible.**

To elect a new committee, you will be given two options. Firstly, you can have an online election set up on the SU website. This is by far the easiest and best way to host your elections, as you do not have to do any admin work. All you need to do is fill out a short form when we send it round telling us which positions will be up for grabs. Members can then simply stand for a role, and during the voting week, members will be able to vote for their next committee.

The second and slightly more difficult way is to elect your committee via an Annual General Meeting (AGM. This is a meeting with your committee and members, where you will decide your new committee in person. For this to be valid, **you need at least 50% + 1 of your members present at the meeting. For example, if you have 100 official members, you need 51 members present at the meeting**. For this method, there are a number of things the SU needs for it to be valid:

1) A complete list of attendees

2) A list of candidates and how many votes they each received

3) Proof that 'Re-Open Nominations' was an option for all positions

You will still need to fill out the form we send you, informing us which positions are up for grabs and which method you will choose to run your AGM election. Popular methods include raising hands, anonymous paper-based voting and live, online forms.

Below captures a timeline of when committee elections should be taking place:

January/February – Preparation begins for committee elections; those wanting to stand should start planning for this.

March- April – Committee elections should take place. You can either choose to hold an election online through our website, hold your election during your AGM or through another platform (pre-agreed with the Communities Team). Information on the different ways to hold an election will come later in the academic year.

> **Summer Term** – Communications between the current and incoming committee begins and handover planning commences (the Students' Union will support with this process and be in touch with both committees throughout this term)

> **1st August** – Official handover date. Incoming committee members who have completed the training will officially be given full committee access on our system and will begin their term as a student group committee member. All committee members must purchase a membership to their society.

Please note, any student group that does not elect a committee will be considered inactive for the following academic year. In that time, if students would like to revive the student group, they can do so, and nothing will be deleted. These societies will be listed on our Adopt a Society page.

After the inactive year, if the student group still does not have a committee, it will be deleted and any student that wishes to revive it will have to apply again as they would for a new society.

Training

Core online committee training

Being on a Student Group committee provides you with access to a variety of training and workshops hosted by the Union and external companies. You will be invited to complete an online committee training. This training is compulsory for all committee members and committee members will not receive admin access until this has happened. This training will cover:

- Governance

- Events

- External Speakers

- Finance

- Risk

Committee Training Conference

The Committee Training Conference is taking place on campus and is open to all incoming committee members. This day will be full of useful and practical sessions to equip you with the information and skills you need for your new role. This is also a fantastic chance to meet other committee members and get to know the Communities Team.

More details on the sessions will be released in May.

Development Meetings

Each year your group will have a development meeting with a member of the Communities Team. This is an opportunity to discuss plans you may have for the year, explore ways to grow your membership and support you with completing an Annual Risk Assessment. These simple, but useful, meetings will take no longer than one hour.

Keep an eye on your emails as we get in touch to arrange them from June onwards.

All societies must complete a development meeting by the end of September.

Additional training and support

Throughout the year, the Union will provide additional training for committee members to support the planning of activity and development of your group. In the past, we have provided opportunities for committee members to attend Islamophobia Awareness training, events planning training, Equality, Diversity and Inclusion training, public speaking training and many more.

If you have suggestions for training you would like to see, please contact SUCommunities@city.ac.uk

Equality, Diversity and Inclusion

City Students' Union is here to represent and provide services for all students. It is crucial therefore that our student groups and committees reflect the diversity of our membership and are inclusive and accessible to all.

The Union, and associated student groups, is governed by policies, approved by our Board of Trustees. This includes our Equality and Diversity Policy which can be found here. The Union will oppose discrimination, inequality and injustice, and promote freedom of expression and the autonomous political decision-making of its members.

Student groups should be committed to creating an inclusive and accessible environment, free from any form of prejudice or discrimination. To achieve this, you'll need to be proactive, collecting feedback, listening to members, and bringing new ideas to the committee.

Promoting an inclusive student group culture

It is important to keep in mind that some groups of students are more likely to face extra barriers to getting involved in student groups. It is important to remember that many people will fall into more than one of these groups. These groups include:

BAME Students

International Students

Students with Disabilities (including physical disabilities, mental health conditions and learning difficulties)

LGBTQIA+ students Women

Students of Faith Mature Students

Students with families and caring responsibilities Local/commuter Students

Postgraduate Students

Students from lower socio-economic backgrounds

Students with specific dietary requirements

Students with low confidence

Tips for promoting an inclusive culture:

1) Challenge inappropriate or offensive remarks which could alienate members, including: ableist language, racism, sexism (including talking over women), homophobia, and transphobia (including using the wrong pronouns intentionally or unintentionally) (e.g. politely telling a friend what they have said is offensive or speaking to a member of SU staff after the event)

2) Introduce an inclusion committee position- this position could work with other committee members to ensure that inclusion is taken into consideration in all student group activities. They could also get feedback from members on how to ensure everyone can get involved.

3) Collaborate with other student groups on events and activities.

4) Add a commitment of inclusivity to your society webpage. This statement could outline the steps you are taking to promote an inclusive culture.

5) Educate yourself- the Union delivers lots of training and development for committee members. You could attend an EDI training session and take learning back to your committee meetings to input into events/activities.

6) Champion students' union campaigns and liberation events.

7) Including an accessibility statement on all student group events. This should include a description of the activity covered, basic information about physical accessibility, trigger warnings and who students can contact if they have further questions regarding accessibility.

8) Choose accessible spaces for your events; ensure that the event can be access by students with disabilities both visible and invisible.

9) Sharing information on EDI events and sharing statements released by the students' union.

Reporting bullying, harassment and inappropriate behaviour

To report a range of serious issues you can use City's You Report, We Support tool which make it easy to report issues so you can be supported.

To report an issue or incident, fill in this short form. You will be asked to provide details about your report which will help ensure you receive the right support.

You can also speak confidentially to one of our trained SU Advisors if you would like to know your options with reporting bullying and harassment. Our advisors are non-judgemental and can support you throughout the reporting process. To find out more and to contact an advisor click here.

Cyber bullying/harassment

The Union does not tolerate any form of bullying or harassment by or of any members of its student groups. This includes:

- Maliciously, negligently or recklessly spreading rumours, lies or gossip;

- Intimidating or aggressive behaviour, as perceived by those viewing the social media;

- Offensive or threatening comments or content, as perceived by those viewing the social media;

- Posting comments/photos etc. deliberately, negligently or recklessly mocking an individual with the potential to harass or humiliate them, as perceived by those viewing the social media;

- Cyber bullying may also take place via other means of electronic communication such as email, text or instant messaging.

You should always report bullying or harassment to the social media platform. Also, consider taking screenshots which could be used as part of a report or complaint.

You can report bullying and harassment through the Report and Support tool or through making a complaint to the students' union. (Details below)

Reward and recognition

Awards

Every year, the SU hosts the annual Awards ceremony to celebrate our students, groups and staff members. A big part of the ceremony is our Society Awards. This

year, the Awards are being held in Shoreditch Town Hall, and societies were celebrated through the following categories:

Society of the Year

Committee Member of the Year Best New Society

Most Improved Society Event of the Year

Equality, Diversity and Inclusion Champion Award

You will be able to nominate your society for these categories, and members can too!

Skills you develop by being on a committee

As a student leader you develop multiple skills that are useful in lots of different ways. For example, you will develop organisational skills and communication skills. If you want to discuss identifying the skills you've developed, get in contact with your staff support.

References

Need a reference? For future employment references, reach out to the Communities Team at SUCommunities@city.ac.uk – we are here to help!

Societies and Employability

So, in your role as a student leader within the SU, what skills can you gain? Multiple skills!! You will be better equipped to thrive in any industry you choose to pursue.

The SU is committed to helping you develop key leadership skills and articulate them in the language of employers.

In your role as a student leader, you will encounter everyday tasks that improve essential skills:

- Leading a team meeting = Facilitating discussions, delegating tasks, and ensuring team productivity.

- Purchasing equipment for your student group = Successfully developed and presented a business case.

- Applied for development funding = Effectively managed funding allocations and budgetary codes.

- Resolved a catering dispute = Utilised conflict resolution techniques to resolve conflicts.

- Arranging an external speaker event on campus = Identified and addressed potential risks while building campus community.

- Managing Social Media Accounts = Implementing social media strategies, engaged with followers, and monitored analytics to enhance engagement.

As you can see, all the work you put into your student group as a committee member, all the activities, events, and socials, you are creating real life examples to showcase your skills to employers.

Leadership Skills Development Programme

How does the SU help? In addition to attending the committee training conference, we have collaborated with various teams within the university to create the Leadership Skills Development Programme.

Participants of the programme will have the opportunity to improve essential skills they might need as they start their careers, such as;

- Strengths Reflection

- LinkedIn Learning

- Building Confidence

- Public Speaking

- Conflict Resolution

- Negotiation

- Networking

- Authentic Leadership

- Sustainability

- Equity, Diversity and Inclusion

- Project Management

- Social Media Insight

- Excel Training

Upon completion, participants will receive a certificate, LinkedIn badge, and an individual skills report. Moreover, you will not only strengthen your student leadership (even contributing to the Graduate Attribute log and Employability Award), but also your professional leadership.

Keep an eye out for when we announce the next cohort in Term one 2024/25, or register your interest with the [Employability and MPP Coordinator](#). We can't wait to welcome you on!

Complaints and Disciplinary

The Students' Union has a complaints procedure that should be used by Student Groups if needed. To submit a complaint. Informal complaints, when you do not wish to make a formal complaint, can be made in a number of ways:

a) Emailing a member of the Students' Union team

b) Popping by the office to chat to us directly

c) Submitting an informal complaint to the President of a Student Group, should the complaint involve a Student Group

If you would rather make a formal complaint, you can do so using the form found [here](#).

Removing Committee Members

The Students' Union Officer responsible for student groups, with support from the Chief Executive or their nominee, is responsible for removing elected student group leaders. Committee members positions will be vacated if:

a) They are no longer a student.

b) They resign.

c) They don't perform the duties expected as detailed in the Student Groups Handbook, Byelaw 7: Student Groups or the groups development plan.

d) They violate the Union's Articles of Association, Bye-Laws, Union Policies, Code of Conduct or Student Group Handbook.

e) A motion of no confidence is passed by a two thirds majority of the student groups members at an AGM/UGM of their student group.

Disciplinary

The Students' Union Officer responsible for student groups, with support from the Chief Executive or their nominee, is responsible for implementing disciplinary action. Student Groups may be to subject disciplinary action including but limited to:

a) An apology may be requested.

b) Fines to individuals or the Student Group.

c) Expulsion or suspension from the Student Group.

d) Banned from other Union activities/facilities.

e) A freeze or suspension of Student Group funds.

f) Cancellation of upcoming events.

g) Freeze on room bookings.

h) Banned from standing in future Student Group elections.

Appeals

Disciplinary action or the removal of committee members can be appealed once. Appeals must be made in writing within 48 hours of the action being communicated. Appeals will be reviewed by the SU President. The outcome of the appeal will be communicated within 10 working days.

Motion of no confidence

To remove a committee member, a motion of no confidence must be submitted to the President of the group.

If the motion is against the President, it should be sent to another one of the committee members.

If a motion of no confidence is submitted, the Communities team must be informed via email on the same day.

From here, your members will be able to decide whether the committee member remains in their role or not. Once a motion is submitted, an AGM or EGM (see above) will need to be held within 15 working days. The AGM or EGM will be chaired by the President of the group. Where the motion of no confidence is against the President of the group, the meeting will be chaired by the Students' Union Officer responsible for student groups.

To vote, you will need 50% of your members to attend the meeting. Once this quoracy is met, members will vote on whether the committee member should remain in their role or not. A motion of no confidence is passed by a two thirds majority of the student groups members in attendance. **If this occurs, please keep the Students' Union updated on the process, and we can support you through it.**

If a motion of no confidence is submitted against more than one committee member, the process will be escalated to the Students' Union Officer responsible for Student Groups, who will support your group through the vote of no confidence process and provide any mediation needed within the Student Group.

The Students' Union Officer responsible for student groups, with support from the Chief Executive or their nominee, is responsible for removing elected student group leaders.

Dealing with conflict

Conflict arising within societies and committees is normal and may happen. There are a few things you should do if any issues arise.

Firstly, and most importantly, if there is any bullying, harassment or discrimination in any form, please report this via the University's 'You Report, We Support' tool. This also goes for group chats and social media channels. If you see anything that you believe breaches the University's guidelines on bullying and harassment, or any discriminatory remarks against any community, please do get in touch with us or submit a report through the 'You Report, We Support' system.

If the issues that arise are just general disagreements that do not require reporting, you should talk to the parties involved to try and come to a conclusion.

Communication is your most powerful tool for the year, and good communication can help fix a number of issues. If this is not possible, or you don't feel comfortable doing so, you can contact sucommunities@city.ac.uk and we will support you through mediation.

While dealing with conflict when it arises is helpful, it is also good to plan ahead to prevent conflict. Some things you can do to stop or prevent conflict include:

- Set expectations. Ensure that all committee members know what their role entails and what they should be doing, to avoid any conflict around responsibilities

- Support each other. If a fellow committee member is struggling to fulfil the role, or not meeting the expectations set and agreed by your committee, they may just need some support. Reach out and check that your colleagues and friends are okay! Of course, if you are seriously worried about someone's wellbeing, health or safety, please contact the University immediately.

- Welcome difference. Not everyone will have the same views on how an event should be run, how a task could be completed, etc, but you should welcome disagreements as opportunities to be creative, bold and compromise with your peers.Talk to each other! Sometimes it may seem like you have been excluded, treated poorly, disrespected, etc, but more often than not it is just a simple miscommunication. Talk to each other as friends and colleagues to clear up any miscommunications before taking things personally.

Publishing

All Student Groups must follow the Union's Publishing Policy which outlines the approach to the publication of content in the Union's name. The policy defines content as:

- Journals

- Articles

- Opinion pieces.

- Reviews

- Reports

- Statements

- Other text, image sound video, and multimedia distributed in print

orotherwise.

The publication of all content, as defined above, must follow the Publication Policy. This policy doesn't cover content for communications such as social media, blogs and emails.

The publications of student groups will be awarded a risk rating by the board oftrustees to be reviewed on an annual basis, as per the Publishing Policy.

The Union may need to review a piece of content to ensure it abides by the principles and mitigations in the Publications policy. A content review will be proportionate to the risk rating of the Student Group.

The review will identify whether that content contains any content which risks infringing upon the law or violating the Union's best practice principles. Each review stage will examine the legal implications of any infringements discovered and assess whether the Independent Press Standards Organisation code of conduct has been followed effectively. Each stage of the review process can be found in the Publishing Policy.

The Union will support Student Media groups with training and support to develop skills in this area. If you're a student group interested in starting a new publication you should contact the Communities team.

Useful Resources

Below are some handy resources to have:

- Resource Hub: https://www.citystudents.co.uk/getinvolved/resources/

- List of Student Groups:
  https://www.citystudents.co.uk/getinvolved/societies/

- Info on the 2024 Student Group Awards: Awards (citystudents.co.uk)

Communities team

Reach the team by contacting SUCommunities@city.uk

- Communities and Events Coordinator: Dami.dare@city.ac.uk

- Student Communities Coordinator: TBC

- Communities and Events Manager: Ryan.ginger@city.ac.uk

- Employability and Micro-Placement Coordinator: Sonam.Santilal@city.ac.uk

- Student Communities Administrator virginia.brown@city.ac.uk

- Representation and Democracy Team: studentrep@city.ac.uk

- Advice Team: unionadvice@city.ac.uk

Policy

- Students' Union Safeguarding Policy:
  https://www.citystudents.co.uk/about-us/policy/

- Students' Union Volunteers Policy:
  https://www.citystudents.co.uk/about-us/policy/

- Students' Union Publishing Policy:
  https://www.citystudents.co.uk/about-us/policy/

If you have any questions, feedback, or anything you want to chat to us about, please don't hesitate to get in touch!