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Student

# SOCIETY FEDERATION



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HANDBOOK 2011-12

Labour





Societies

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# SECTION 1 INTRODUCTION

## What is the Society Federation (SF)?

The Society Federation is a student-led initiative supported by the union. It is a body that has the power to change policy pertaining to all societies on campus. It forms the link between the students, their societies and the union.

## Why is the SF important?

Being a part of the SF is important as it allows societies to access the union and get its support. It is a forum to raise concerns and get information from other members of the Federation and the Federation executive. It is a way to change policy affecting societies and get issues taken to student council.

## How does the SF work?

Once a student becomes a member of a society they automatically become a part of the Society Federation.

Members that have been elected to make up the executive of that society (the president and one other member of the executive) must attend the monthly Federation meetings. These meetings allow for information to be passed between all societies and the union so that issues or concerns can be brought to student council. It also acts as a place that the SF president is directly answerable to all members of the Federation and ensures that the president (the Sports and Societies Officer) is acting in the interest of all societies.



## A note from the President, William P Obubo:

Hi! I'm William the Sports and Societies officer. I studied Politics and Law, I play American Football and I'm currently the secretary as well. I was president of the Afro-Caribbean Society and I was also co-founder and secretary of Red Ribbon and the International Students Officer. I oversee and co-ordinate the student activities within the union including the Athletics Union and Societies Federation. I currently support thirty-two sports clubs and sixty-eight societies, which account for approximately 3000 students.

If you would like to find out about the different sports clubs and societies feel free to come down to the Students Central or please go to [ubuonline.co.uk](http://ubuonline.co.uk), or e-mail me at [ubu-sao@brad.ac.uk](mailto:ubu-sao@brad.ac.uk) Tel: (23) 3274 and follow me on twitter @UBU\_SportsSoc.



## A note from the Vice- President, Honor Mishcon:

Martin Luther King noted: 'the ultimate measure of a man is not where he stands in moments of comfort and convenience, but where he stands at times of challenge and controversy'. In my mind the most poignant way that we can challenge ourselves in our university career is through the diversity and range of societies that we have at the University of Bradford. I am passionate and motivated to improve the Society Federation and hope that this guide is a starting point to make societies the biggest and best that they can be. There is going to be change in the Federation and the union but I hope that it is going to be for better. I want to help all societies in any way that I can, so please feel free to contact me via e-mail ([hmemishc@student.bradford.ac.uk](mailto:hmemishc@student.bradford.ac.uk)) or in person!



# SECTION 2 WHAT MAKES A SOCIETY?

## 1. Membership

There has to be a minimum membership number of twenty people registered at the union having paid a membership fee unless the union president has given special dispensation.

## 2. The Executive

There has to be a minimum of three exec members: President, Secretary and Treasurer. At least two of these must be current students enrolled at the University of Bradford, to be signatories on the society's account.

## 3. Constitution

Every society has to have a completed constitution that details the ethos and aims of the society and abides all members to uphold that constitution.

## 4. Budget

All societies must have completed a budget form so that both the union and the society has a projection of costs for that year. This can allow for early planning and to see which funds may be needed from the union or other sources.

## 5. Society Meetings

It is important to meet regularly with all members of the society in order to have group unity and operate the aims of the society set out in the constitution.

## 6. Federation Meetings

Every society must send two members to every Federation meeting otherwise there will be consequences for that society. Important information is conveyed at these meetings that affect all societies and all members need to be aware of these issues.

## SECTION 3 SOCIETY FEDERATION MEETINGS

The society federation has a monthly meeting where two representatives of every society must be present.

The meetings are run by the Vice-President of the Society Federation (VP) and follow an agenda that is circulated to the president of each society before the meeting.

It is possible to get an issue raised at the meeting by emailing the VP ([hmemishc@student.bradford.ac.uk](mailto:hmemishc@student.bradford.ac.uk)) at least five working days in advance.

The meetings run in a formal format, first approving the agenda and doing a roll call. All decisions will be made by majority vote. If this vote is inconclusive for any reason it may be referred to the SF exec or student council.

It is a forum in which concerns can be raised to the whole Federation and members can also directly address each other and the president.



# SECTION 4 FUNDING

## **The Union Budget**

There is £8,000 available for all societies from the union budget. All funds not used are absorbed back into the union. This fund can be applied for in the union. Two signatories are needed to complete the form.

## **Your Private Account**

Once money is in this account it can be used for any purpose and will stay in the account for as long as the society is running. However, two signatories are needed to approve a withdrawal

## **The Braduate Fund**

This fund takes applications once a semester. It is a fund that supports the student experience. Application forms are online and available on request from: [alumni@bradford.ac.uk](mailto:alumni@bradford.ac.uk)

‘Grants from this fund will be used to enable students to broaden their horizons through sports, arts or volunteering opportunities, new research or

study facilities, equipment for student societies, and student activities.

‘Most grants will be between £200 and £2,000 but under exceptional circumstances larger grants may be made at the Committee’s discretion.’

The next available date of application will be in April 2012.

## **The Admin Fund**

The Admin fund is created from students by taking £1 from every membership fee to a society. As such, it can be used for any purpose and is not restricted to educational purposes. Application forms can be found in the union.

## **Claiming back Expenses**

Money can be claimed back once it has already been spent from either the private account or the union budget. Receipts will be needed for proof of purchase and the protocol of two signatories.

# SECTION 5 TRANSPORT

## Ordering Transport

When ordering transport you must consult with the Union Information Desk, giving the following details. They will then look into booking it for you.

- Type of transport required
- Destination
- Date and times it is required

Alternatively, fill in an online trip form:

[www.ubuonline.co.uk/trips](http://www.ubuonline.co.uk/trips)

## Minibus Hire

Minibuses are available to hire from the union at a cost of £50 a day (insurance included) – a £50 deposit will have to be paid upfront.

To be a mini bus driver you must:

Be 21 years of age with a driving license for at least 2 years  
Be a responsible driver  
Have a complete appraisal (MIDAS).

Please note: all services to the union as a driver will be on a voluntary basis.

## Rules of Mini Bus Hire

1. All Buses must be left in a clean condition with a full tank of diesel fuel. However Esso petrol stations are forbidden due to UBU policy (all fuel costs can be claimed back from the union from the relevant account).
2. Please make note of the mileage used for your journey.
3. Alcohol is not allowed to be consumed on any minibus.
4. If the bus is found in a mess and without a full tank of fuel please clean it and fill the tank and the previous users will be billed for your use of the vehicle.
5. If there is malicious damage to the vehicle those responsible will be charged.

Please note: in the event of a breakdown contact 'Arrow'; the phone number is on the sticker on the window of the bus.

All damage must be reported immediately to the union. If it occurs out of office hours contact the university: 01274 236999) so that the appropriate steps may be taken.

### **Coach Hire**

If you have over 16 passengers or no driver it is possible to book a coach through the union. Booking

in advance will ensure the best company and price.

Please note: Alcohol is not allowed to be consumed on any coach journeys.

### **Private Vehicle Use**

If you choose to use your own personal vehicle for transport to a club activity then fuel costs can be reclaimed on production of a valid fuel receipt.



# SECTION 6 ADVERTISING



There are so many ways to advertise your society and events around campus! Here are some the primary ways to address the student body across campus and beyond....

## The UBU Website & Telegram

If you have a special event that you wish to advertise getting a space on the UBU website or being in the weekly telegram is a great way of reaching all union members.

Content for the website can be sent at any time to [ubu-mmc@bradford.ac.uk](mailto:ubu-mmc@bradford.ac.uk). Please send news stories or events for the UBU Telegram by 5pm on a Tuesday to the same e-mail address.

## The Bradford Student Newspaper

Submit adverts or articles; both can raise awareness or simply educate students about your society/

Contact: Phil Lickley on [ubu-mmc@bradford.ac.uk](mailto:ubu-mmc@bradford.ac.uk)

## RamAir 1350AM

Get on the air either with a radio show or an advert – all those in Student Central and those plugging in will have access. Broadcasts go out on 1350AM and online at [www.ramair.co.uk](http://www.ramair.co.uk).

Contact: Ant Smith on [manager@ramair.co.uk](mailto:manager@ramair.co.uk).

## YouBe TV

This brand new initiative is a fantastic way to promote your society or cause .

Contact: Rachelle Hunt [ubu-meo@brad.ac.uk](mailto:ubu-meo@brad.ac.uk).

## Posters

All posters must be approved by the union reception with a stamp and only be displayed in the designated areas on campus for posters.

Please note: posters must also be taken down after the agreed date with the union.

## **Plasma Screens**

You can advertise on the plasma screens around campus.

For the screens around campus just create an image in a standard PowerPoint document.

For the Amp Bar screens create a RGB JPG 856px x 480px, 72dpi.

If you are unsure how to design for a screen or want to submit your image, please contact Phil on [ubu-mmcc@bradford.ac.uk](mailto:ubu-mmcc@bradford.ac.uk) with the graphics, text, logos and times you want the slides to be displayed.

## **Clothing**

Creating an article of clothing that can be worn around campus and Bradford is a great way to advertise for your society whilst creating a feeling of connection

and belonging within the society.

The union has two suppliers that it recommends: 'ADM' and 'Sports Bulk'. All orders regardless of whether they are with ADM or Sports Bulk have to go through the union. ADM has a ethical FairTrade range and Sports Bulk is local therefore cutting down on the carbon footprint, as well as both being trusted and tried and tested companies. Both companies already have a template of the crest.

## **Individual Website/Social Network Group or Page**

Create your own website, Facebook group or Twitter feed – It is a great way to keep members up to date as well as a port of contact for the society.

# SECTION 7 BRADFORD STUDENT CINEMA (BSC)

## Rules and Regulations

Please note: these rules are important to follow as misuse could result in the university's license being revoked along with getting staff members in the Students' Union and the BSC held accountable by the court of law.

## Showing a film for free....

- If you wish to show a film, TV programme or documentary to your society or the student population you must get a license from the student cinema.
- If you wish to use the BSC cinema and equipment you need a member of their trained staff present and must contact the

BSC directly to arrange this.

- All promotion for the showing must be limited to Student Central and have the BSC logo present on any flyer or poster.

Contact: UBU reception  
or the BSC: [contact@bradfordstudentcinema.com](mailto:contact@bradfordstudentcinema.com)

## Charging for a film showing or using a different location....

If you wish to charge for a film or want to show a film away from Student Central then you need a separate license that can be obtained through the BSC for £79.

Contact the BSC: [contact@bradfordstudentcinema.com](mailto:contact@bradfordstudentcinema.com)



# SECTION 8 COLOURS AND UNION INITIATIVES

The Ball is the biggest and most prestigious event for all sports and societies at Bradford University. It is a celebration of all the successes of the year and a time to recognise all the extra curricular activities that take place across campus. The event marks the achievements of sports clubs, societies, media areas and volunteering, as well as commending the efforts of students that have played a major role in a sport or society that are now leaving.

## Colours Awards

These awards are to commend those leaving that have made a major impact on the sport or society that they were apart of for a period of two years or more. This award must be nominated by other members of the sport or society and will be considered by the Colours award panel.

## Society Awards

These awards commend the work of societies for the work they do in the university and the

Bradford area. This includes awards such as: society of the year, collaboration of the year, new society of the year award, exec of the year and the Vice-Presidents award. Awards congratulate both individuals and societies and must be nominated by members of the society in order to be selected.

## Fundraising

In order to keep the costs of the Colours ball to a minimum there has to be some fundraising for the event so participation and enthusiasm from all societies will benefit everyone in the long run.

Please also remember RAG (Raise and Give) week - it's a chance for all societies to get involved and raise money together for a common cause and a chance to make a real impact to the chosen charity / charities.

# SECTION 9 HOW TO...

## **Apply for funding**

To apply for Union funding please come into the union and find a budget form that is located by finance in the blue paper divider.

To apply to the Braduate fund you must apply for a form from: [alumni@bradford.ac.uk](mailto:alumni@bradford.ac.uk) and follow all relevant instructions.

## **Book a room**

### **For regular meetings....**

Come to the union reception and speak to Deborah Moore. She is in charge of all room bookings in the union and the university.

If Deborah is not in Phil Lickley can also book rooms in Student Central.

Alternatively e-mail: [room-bookings@bradford.ac.uk](mailto:room-bookings@bradford.ac.uk) with your request.

### **For an event....**

For a one-off meeting or event there is an online form that must be completed: [www.brad.ac.uk/events/apply](http://www.brad.ac.uk/events/apply)

Please note that a minimum of two weeks is needed to confirm a room booking, except for the Great Hall, which could take up to two months for approval.

To book the Escape Bar during certain FNDs throughout the year contact Rachelle on [ubu-meo@bradford.ac.uk](mailto:ubu-meo@bradford.ac.uk) or download the application form from: <http://www.ubuonline.co.uk/roombookings>

### **Plan/Create an Event**

Events are a great way to socialise as a society, raise awareness or money for a cause or advertise your society to new members.

There are many things to consider when running an event. Here is a brief list of some of the key points to consider....

1. Who is the event for?
2. How many people are expected?
3. What space is needed?
4. What specialist equipment is needed?
5. Am I bringing in a speaker that needs to be vetted by the union or university?
6. Do I need to cater the event?
7. What are the health and safety risks?
8. Where will you advertise?
9. What budget can I apply to for funding?

Meeting no.2  
 Atrium 25-05-09  
 14:00

- Present
1. William
  2. Lebo
  3. Toyin
  4. Nikki
  5. Sipiwe

- Absent
1. Bimbo
  2. JayTee

#### Agenda

1. Addition of executive members
2. Recap of last meetings discussions
3. Adoption of NAT (National AIDS Trust)
4. Roadmap of the 2009/10 Year Plan [focussing on Semester 1]
5. Brainstorm on awareness campaign strategy
6. Us, Members and Promotions
7. Priority List

14:20 Meeting commences

i. Nikki and Sipiwe were formally introduced as the latest executive members taking up the roles of Vice President and Events Planner respectively.

### **Have a Successful Meeting**

The key to having successful meetings is planning and organisation. Having a clear leader or chairperson to conduct affairs and a strong well-informed executive are a big must have. To achieve this there must be regular exec meetings outside of whole society initiatives. Furthermore, having a clear understanding of the constitution of the society and sticking to the agreed goals is useful.

### **Take minutes and write an Agenda**

Here is a worked example of minutes and an agenda....

ii. It was also brought to the committee's attention that Temi had opted drop to out of the committee citing personal reasons. The committee is still on the search for 2 more members to cover the roles of PRO and Vice Treasurer.

iii. Lebo added that a street team of 10 people will be needed. The street team will be promoters but not executive members.

iv. Lebo recapped the discussions and agreements of the last meeting [Meeting no. 1].

v. The committee formally agreed on the adoption of NAT (National AIDS Trust) as the charity we will be working with.

vi. For Freshers' Fayre Toyin suggested that we have an 80's themed party and Sipiwe suggested a 60's themed party. There were definite conclusions for the events for Freshers' Fayre.

vii. William suggested we sell silicone wristbands as an awareness strategy for Freshers' Fayre

viii. The conclusion for Freshers' Fayre was to sell red ribbons and

hand out pamphlets.

ix. For Black History Month, Lebo suggested we have an excursion to Alton Towers in the first week of October.

x. Toyin suggested we have a Fela Memorial as part of our Black History Month celebrations.

xi. Nikki suggested a cultural show for Black History Month and she added that we bring the ideas and plans for Black History Month at the next meeting.

xii. Lebo ran through the plan for November and December as the build up to RED MARCH and the concepts behind RED MARCH. This was to bring the new execs up to speed with the plans.

xiii. She also briefly went through the plans of January, February, March, April and May. The detailed plans are available on the group.

xiv. The committee suggested we write our constitution and scrap the elections system to adopt an applications and interview system of appointing

new executive members for next session.

xv. Lebo suggested we have mini-events within the months as a way of raising small amounts of money, e.g. football tournaments.

xvi. On our awareness strategy, Lebo stressed the importance to have a good awareness message as most of what we have is focussed on the fund-raising aspect of the society.

xvii. She suggested debate nights, movies and inviting guest speakers to raise the awareness amongst us the execs and the members in general.

xviii. She highlighted the importance for us the execs to learn about HIV/AIDS and be able to teach people and speak about HIV/AIDS.

xix. Lebo spoke about the STOP AIDS Society in Leeds and the need to get in touch with them to learn about how they have handled their society.

xx. Lebo finally implored the committee to get involved with other societies outside the university that have similar goals as us.

xxi. Lebo insisted on us using all the media outlets available to us such as RamAir, the university intranet and the university newspaper, we could also use Facebook and YouTube as non-university media outlets.

xxii. Nikki was asked to be the article writer for the university newspaper as a way of informing the general public on our events and monthly achievements.

xxiii. There was a general call for exec members to check the Facebook exec group regularly for news, minutes and updates.

xxiv. Toyin suggested we have a Priority List

#### Our Priority List

1. Writing the constitution
  2. Mailing List
  3. Writing Campaign
- Letters to: University, City Council, Local Businesses and MPs

No A.O.B

15:45 meeting concluded and adjourned.

# SECTION 10 CONTACT DETAILS

## **The Federation**

### **President of the Society Federation**

William PObubo  
ubu-sao@brad.ac.uk  
Tel: (23) 3274

### **Vice President**

Honor Mishcon  
hmemishc@student.  
bradford.ac.uk  
07970538814

### **Secretary**

Clive Matthews  
c.s.matthews@student.  
bradford.ac.uk

## **Council Representatives**

Steffy Bechelet  
slbechel@student.bradford.ac.uk

Myles Manship  
mmanship@hotmail.co.uk.

## **Events Officer**

Stella Gichuhi  
sgichuhi@hotmail.co.uk

## **Team Bradford Officer**

Andy Kings  
a.kings1@student.  
bradford.ac.uk.

## **The Students' Union**

ubu@bradford.ac.uk  
+44 (0) 1274 23 3300

All relevant contact details can be found on the UBU website, under the UBU heading [www.ubuonline.co.uk](http://www.ubuonline.co.uk).

## **Exec Facebook Forum**

<https://www.facebook.com/groups/175979085817028/>

# SECTION 11 SOCIETY CONTACT DETAILS

## **ACS (Afro Caribbean)**

Jayawode@hotmail.com

## **African Arts Society**

janevette@yahoo.com

## **Ahlul Bayt Society**

mohamedaljebory2002@  
yahoo.co.uk

## **Alpha Society**

a.p.curd@student.bradford.ac.uk

## **Amnesty International**

hmemishc@student.bradford.ac.uk

## **Anime Society**

sallyblake@gmail.com

## **Atheist & Humanist Society**

d.jenkins1@student.  
bradford.ac.uk

## **UBBLDPS (Ballroom)**

i.donina@student.bradford.ac.uk

## **BAPS (Pharmacy)**

s.e.williams1@student.  
bradford.ac.uk

## **Believers LoveWorld**

y.jaramba@student.  
bradford.ac.uk

## **BOOSA (Optometry)**

d.p.varcoe@student.  
bradford.ac.uk

## **Botswana Bradford**

t.b.mogapi@student.  
bradford.ac.uk

## **Bradford Student Cinema**

contact@  
bradfordstudentcinema.com

## **Bradford Student**

**Solidarity** patrick.shortis@  
gmail.com

## **Bulgarian Society**

i.b.dimov@student.  
bradford.ac.uk

## **BURACS (Real Ale and Cider)**

beholder@hotmail.co.uk

## **BURPS (Roleplay)**

peter.murtha@yahoo.co.uk

## **BUSOM (Musicals)**

p.j.harding@student.  
bradford.ac.uk

## **Campus Hope Fellowship**

thulingwe2000@yahoo.co.uk

**Cancer Awareness**

r.l.moore@student.bradford.ac.uk

**CathSoc**

janevette@yahoo.com

**Chemical, Forensic & Medical**

c.s.matthews@student.  
bradford.ac.uk

**Chess**

n.nyamayedenga@student.  
bradford.ac.uk

**Christian Union**

pgmartin@student.  
bradford.ac.uk

**ESICC**

a.o.binitie@student.  
bradford.ac.uk

**Fashion Society**

a.h.ogundipe@student.  
bradford.ac.uk

**Film making**

a.razazifar@student.  
bradford.ac.uk

**First Aid Society**

m.amundi@student.bradford.  
ac.uk

**Friends of Medecins sans  
Frontieres**

Z.Thorlu-Bangura@student.  
bradford.ac.uk

**Fearless Praisers**

s.o.ajibade@student.  
bradford.ac.uk

**Hindu**

jeeman123@msn.com

**Islamic Society (ISOC)**

n.raoufi@student.  
bradford.ac.uk

**Islamic Theology Society**

mjaslam@student.  
bradford.ac.uk

**Labour Students**

w.r.chowdhary@student.  
bradford.ac.uk

**Law Society**

s.virdi@student.bradford.ac.uk

**LGBT**

r.logan@student.bradford.ac.uk

**Libyan**

a.albahah@student.bradford.  
ac.uk

**Madni**

knadeem@student.bradford.  
ac.uk

**Medieval Soc**

ftzaidas@hotmail.com

**Model United Nations**

s.gichuhi@student  
bradford.ac.uk

**Nigerian Students**  
adesuaaletor@yahoo.co.uk

**Photography Network**  
dholmes4@student.  
bradford.ac.uk

**People & Planet**  
g.maycock@student.  
bradford.ac.uk

**Redeemed Students Christian  
Fellowship**  
k\_osa@live.co.uk

**Red Ribbon**  
charles.jaiyeola@hotmail.com

**Romanian Society**  
a.m.c.ionescu@student.  
bradford.ac.uk

**Russian Society**  
buxler@gmail.com

**Salem Campus Fellowship**  
z.ca@student.bradford.ac.uk

**SAMEEM**  
saima.89@hotmail.co.uk

**Sikh Society**  
c.s.rathour@student.bradford.  
ac.uk

**Society for Psychological  
Arts**  
r.miah2@student.bradford.  
ac.uk

**Soulspace**  
l.r.crossley@student.  
bradford.ac.uk

**Star (Student Action for  
Refugees)**  
b.sumita@bradford.ac.uk

**Street Dance Society**  
sbdancerdancer@gmail.com

**Switch**  
kemidaniel@hotmail.co.uk

**United 4 Palestine**  
s.afzalbutt@student.bradford.  
ac.uk

**Zimbabwe**  
sammy\_joe90@hotmail.com

# UBU ONLINE

facebook

[facebook.com/ubuonline](https://facebook.com/ubuonline)

twitter

[twitter.com/ubuonline](https://twitter.com/ubuonline)

Google+

[ubuonline.co.uk/googleplus](https://ubuonline.co.uk/googleplus)

For all on-campus news... [ubuonline.co.uk/news](https://ubuonline.co.uk/news)

For all on-campus events... [ubuonline.co.uk/events](https://ubuonline.co.uk/events)

To stay connected on your mobile... [ubuonline.co.uk/mobile](https://ubuonline.co.uk/mobile)



**News RSS...** [ubuonline.co.uk/rss/newsfeed.php](https://ubuonline.co.uk/rss/newsfeed.php)

**Events RSS...** [ubuonline.co.uk/rss/eventfeed.php](https://ubuonline.co.uk/rss/eventfeed.php)



Student Central...

<https://foursquare.com/venue/9405247>



Apple App Store

Blackberry

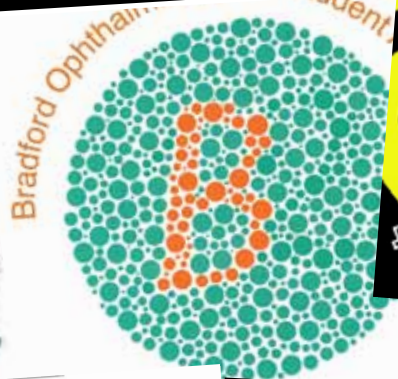
Android

Online: [bradford.ombiel.co.uk](https://bradford.ombiel.co.uk)





UNIVERSITY OF BRADFORD  
UNION OF STUDENTS



University of Bradford  
Student Law Society



[UBUONLINE.CO.UK](http://UBUONLINE.CO.UK)