

How to Set Up A Society

UKIP Students



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Introduction:

University societies form the bedrock of student politics. No political party can hope to have a secure future without one. Indeed, many future senior figures within a political party emerge from the student wing of the party and not, as one would assume, the youth wing. Yet for some, the task of starting a political society is seen as daunting; many would struggle with the concept of setting a society up in the first place, let alone maintain a successful one. The purpose of this guide is to furnish UKIP members at universities with the knowledge of how a political society functions on a day to day basis.

How to set up a society:

The first port of call for setting up a UKIP Students group on campus is to find out what your specific university's requirements are with regards to establishing such political societies. Each university has completely different requirements for this so it is highly important you know exactly what your university expects in order for you to set one up on your campus. This is important to do first because there's no point in trying to gauge support for setting up a UKIP Students group unless you know exactly what you're doing. The best place to look is usually on your respective SU website itself. If you cannot find exactly what you need then email the appropriate authority within the SU that deals with societies to try and help you.

Once you know of the exact requirements the next stage will be to try and find supporters/UKIP members who would be willing to join your society. This is important as the vast majority of universities will require you to gain a certain number of signatures to set your society up. You will also need to find individuals - preferably UKIP members- who will form your society committee i.e. Vice President, treasurer, secretary and so on. If a society requires a student referendum to ratify it then it is vitally important that you campaign hard to get it through. If it requires you to go to a committee of some sorts first then make sure you outline the aims and objectives of the UKIP Students group as outlined in this document.

When it comes to finding support a good place to start is your universities fresher's/students Facebook groups (if you have one to begin with). Simply post on there that you intend on setting up a UKIP Students group and say if anyone is interested to get in contact and help out. Another route would be to go to your local politics society and try and find support there or to any similar politically orientated society (bar political party societies of course). Your general social group may also help you to set up a UKIP Students group as well. You can also try contacting UKIP Students directly to ask if there are any members at your university. When you are in the process of getting your society ratified be sure to

call your society *Insert university name here* UKIP Students. This name should also be used for your social media. Once you have gathered the necessary support and get your society ratified then you can move on to the next stage, which is running the society.

Running your society:

When running a UKIP Students group on your campus it is important to have a strong committee of dedicated supporters in place. Ideally, if you are to set up a committee, try and fill it with card carrying members of UKIP. This will encourage greater stability amongst the committee and better secure the future of the society. The quantity of meetings between committee members will depend entirely on the need of the individual UKIP Students group, so there is no recommended amount of meetings that you need to hold.

In terms of activities running socials is probably the most basic and important function a UKIP Students group can do. Socials are very important to easing in new members into the society and even into the wider party. It also serves the function of giving an incentive to join the society, get involved and also to keep existing members/supporters within the society itself. To this end a UKIP Students group is recommended to do at least one social a month. These socials can range from a variety of things but the easiest socials to organise and run are just meet ups in the students union bar.

The main aim of a UKIP Students group on campus however is to promote UKIP on its respective university campus. To this end a university society is encouraged to invite as many UKIP speakers onto university campuses as possible. These can be MEP's, spokesman, members of UKIP affiliated groups such as LGBT* in UKIP or any other senior UKIP member. Societies are also encouraged to engage with the other political party societies such as Conservative Future, Young Labour and Liberal

Youth in debates on campus. These debates do not strictly have to be party political in nature these debates can surround big issues that can attract larger crowds and interest from the student community. Societies are encouraged to do these latter debates with other none party-political societies. In addition to this societies can also invite speakers that are independent but whom share similar viewpoints to UKIP on particular issues. These tend to be more popular with students and can be an even better way of getting our message across.

The aim of a UKIP society should not just be there to promote UKIP on campus, a UKIP society should be also be working closely with their local branches where possible. If a society wishes to have the contactable details of the RO's in their region then simply contact the UKIP Students council for these details. A society should be active in local party meetings and campaigns during campaign season, seeking to help out where they can. If there is nothing going on locally then it is up to the society to ensure that they coordinate regionally or even nationally to make

sure the society is active. A society can have a dedicated campaigns officer but this is not strictly necessary, this is something can easily be handled by the committee. Another thing to note is that the society is expected to regularly update the national UKIP Students council on updates and developments within their society.

The final thing to mention here is that an UKIP Students group must ensure that there is continuity and that the society carries on into the next academic year. That is why from the first term onwards it is vital that the current society exec looks for potential fresher's who are keen and interested and encourage them to take on some committee role in their second years so that they are not unfamiliar with running a society. Then when the current exec leaves university they can much more easily take over.

*Do not worry about fundraising, UKIP Students will help societies with financial matters.

Committee roles and their functions:

President/Chair:

The President oversees the day-to-day running of the society. This means they are aware of all the events/plans of the society, and keeps up-to-date on their progress, ensuring everything keeps moving along and does so smoothly. This does not mean the President organizes everything; the President may organize some events themselves, but should be delegating tasks to other committee members also. The President is also the public face of the society, and as such they are the first point of contact with the Students Union. The President has the casting vote in committee meetings. The President must be proactive in running the society, from pushing for committee meeting and new events, to ensuring that the other members carry their roles/assigned jobs.

Treasurer:

The Treasurer is in charge of society funds, and of running the society accounts. They oversee financial transactions made by the society, keeping receipts and records of all transactions made. If other committee members make payments on the society's behalf, the Treasurer must ensure that these are repaid from society funds (and that receipts are collected). This role also requires contacting the Students Union for fund requests, if making use of SU funds. The Students Unions usually will allow you to claim money back on purchases for the society, as long as they fall within the Union rules.

Secretary:

The Secretary has two main roles. The first is organising and minute-taking for committee meetings. This includes finding times the committee can meet, booking rooms or just for example finding a spot in the students union bar and taking notes in the meetings. These minutes should be communicated to the rest of the

committee to ensure that all members are aware of their responsibilities. The second is running the society mailing list.

Optional Roles:

Vice President/chairman:

If this role is filled then the job of the vice president/chairman is to deputise the actual president/chairman. Essentially, if the president is unable to do his or her duties then it is up to the vice president to take up the day to day running of the society (including chairing meetings).

Social Secretary:

The Social Secretary is in charge of organising social events. This includes finding and booking venues and making sure that venues will accept the presence of the society. This also includes advertising such events. However, the main responsibility is getting people to attend socials.

Campaigns Officer:

The Campaigns Officer is in charge of organising campaigning events. These can be either on-campus campaigns, e.g. the NUS or specific SU motions, or off-campus campaigns, e.g. for UKIP locally/nationally. As aforementioned, campaigns officers should engage with the local branch and also get in contact with their local RO's to see if the society can help out in any campaigns.

First year liaison officer:

This role entails ensuring that first year students who join the society are eased into the society and feel welcome in it. This will include raising any issues, queries or concerns with the rest of the committee in regard to Fresher's

Events officer:

The person who holds this position will be tasked with organising and running events on the society's behalf. Whether it be fresher's fayre, political party debates or even socials (if you don't decide to have a social sec).

Social Media Officer:

The person who takes up this role will be in charge of the society's social media. This can generally be done by exec members of the society, but if the general consensus is that there is a need for this role then the social media officer's main responsibility will be looking after the Facebook page and the Twitter or Instagram pages if the society chooses to have one.