**Society Starter Pack**

Welcome to the Society Starter Pack

Welcome to Edinburgh Napier Students’ Association (ENSA) Societies!

Student-led societies form an integral part of the student experience and running a student society can be a very rewarding and enjoyable experience, giving Office Holders the opportunity to develop a wide range of skills, from team building and leadership, to events planning and networking.

ENSA is here to help you administer and develop your society, and to affiliate with us as a Society you must complete and return this pack to our Student Activities Coordinator, Lorna Esson at [l.esson@napier.ac.uk](mailto:l.esson@napier.ac.uk).

If you have any questions when filling in this pack, Lorna will be happy to assist you.

**Minimum requirements for an Affiliated Society**

All ENSA affiliated societies must have:

* a minimum of 10 members signed up online, including 4 named Office Holders
* a Membership Fee
* a society email address

**Memberships**

All new societies require at least 10 Edinburgh Napier student members to become officially affiliated as an ENSA Society.

The names of an initial 10 student members must be provided on the form below and they must pay their membership fees within one month of the society’s affiliation, for your society to remain active. Societies with less than 10 ‘paid up’ members will be dissolved.

**ALL** Society members and Office Holders **MUST** purchase an ENSA Societies affiliation fee and Society memberships on the ENSA website [www.napierstudents.com](http://www.napierstudents.com).

Society Office Holders **MUST NOT** collect membership fees themselves. All members should sign up via the ENSA website but exceptionally may pay in cash through the ENSA Finance Office.

**Committee Training**

Once affiliated you will be given access to the ENSA Societies Committee Training, available online through Moodle.

The training will cover all the basic information you need to function as a Society, as well as introducing you to how societies are managed within ENSA, and some useful tips on how to make your Society a success.

**Finance**

Each society has their own account within the ENSA finance system, known as their “Club Account” and all transactions for your club **must** be recorded and evidenced through this account.

This means that, as a new society, you must:

* Only sell memberships through the ENSA website
* Only use ENSA’s ticketing platform, Native, to sell event tickets
* Avoid taking payments in cash, where possible.
* Deposit any cash with ENSA's Finance Officer as soon as possible
* Only use the Credit/Debit Card (iZettle) machines provided by ENSA, and provide copies of all receipts generated
* **Never deposit money in any other account**, this includes personal bank accounts and online payment systems (i.e. PayPal). This is fraud and can have serious consequences.

**Website Information**

Each Society has its own page on the ENSA website and you will need to provide some text to go on your newly created Society’s page.

You should make this text as appealing to members and new members as possible, avoid using jargon and make it clear what students can get out of joining your Society. Remember you may be in competition with other Societies to recruit new members!

We may edit your text for grammar or spelling purposes, or to improve clarity.

You should also email us a Society logo and banner image for us to use on the website.

If your Society has a Facebook page, Twitter handle, or other social media links, please provide the links/usernames and we will include them on the Society’s webpage:

Once affiliated you and your committee will have the opportunity to maintain and change your information on the ENSA website.

**Freshers Fair**

Once you are affiliated and your minimum of 10 members have paid their fees, you will be eligible for a free space at the Freshers Fair (September) and the Societies Fair (January), to advertise your Society to new students.

We will contact your committee with the requirements around 1 month prior to the event.

**Good news stories**

We are always looking to promote the fantastic things our Societies get up to, so encourage all Societies to contact ENSA with good news stories or members testimonials – this could be about a competition your Society is taking part in, an event you’re organising, or just a reflection on the things you have learnt, achieved and experienced as a Society member. Make sure to tell us about your events and sessions once you are fully affiliated.

**Inappropriate behaviour**

Society Officer Holders and members will not engage in inappropriate behaviour while conducting Society business or representing the Society or ENSA in any way. Such behaviours include law breaking, activities which bring ENSA or Edinburgh Napier University into disrepute, bullying, physical violence, failure to comply with ENSA policy, or mismanagement of finances. Societies are forbidden from holding hazing or initiation ceremonies.

The Sports and Societies Code of Conduct is available in our online Committee Training Programme.

Useful Contacts

Society enquiries – [l.esson@napierstudents.com](mailto:teamnapier@napierstudents.com)

ENSA reception – 0131 229 8791

ENSA website – [www.napierstudents.com](http://www.napierstudents.com)

**Society Starter Form**

|  |  |
| --- | --- |
| Society Name: |  |
| Society Email Address: |  |

Committee Office Holders Contact Details

If your Society has more than three Office Holders, please also add these to the table below, including their position.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Position** | **Name** | **Email** | **Telephone** | **Student ID** |
| President |  |  |  |  |
| Treasurer |  |  |  |  |
| Secretary |  |  |  |  |
| Wellbeing Officer |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

***NB - ENSA will only use the Society’s generic email address as the contact address for the Society. Committee members’ email addresses will never be shared outside of ENSA.***

**10 Society Members**

The 10 members listed here must be matriculated students at ENU at the start of next academic year, studying on campus, and cannot be taking a year or semester abroad.

|  |  |  |
| --- | --- | --- |
|  | Name | Student ID |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |

***NB - Most Societies will have more than 10 members and ALL members and associate members MUST register online with ENSA and pay the required fees.***  
***It is the Committee Office Holders’ responsibility to ensure that this regulation is complied with.***

**Membership Fees**

|  |  |
| --- | --- |
| Membership Type | Cost |
| Student Member - Full Year |  |
| Non-Student Member – Full Year |  |
| Student Member – Term 1 Only |  |
| Student Member – Term 2 Only |  |

**Website & Social Media**

|  |  |
| --- | --- |
| Website Information *Think about:* *What you plan to do?* *When? How often?*  *Why should students join?* |  |
| Social Media | Instagram:  Facebook:  TikTok:  SnapChat:  Discord  Twitter:  *Please provide any others below* |