



# How to form a new society



You have taken the first step on your way to forming your very own society by picking up this booklet. It will let you know how to get started, explain a few procedures and provide you with the contact details of all the people you need to talk to in order to make your society a big success.

Anyone can propose to form a new society and all the help and guidance you need to get started can be found within the Union Society so don't be afraid to ask.

**Good luck!**

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## **First things first...**

So you have a great idea for a society that you are sure other people would enjoy and would want to get involved in. This is the first step to forming a society. One of the next steps is finding those people. Each new society is required to have a **MINIMUM** of 15 people as members, any more than this is an added bonus and may support the case that your new society should be set up.

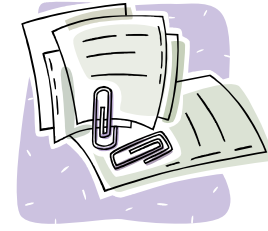
### **Ways of finding members before the society is formed**

- **Stall outside of the Union** (ask at reception about table booking)
- **Email** – it may be possible to send out emails to whole departments who may be interested in joining your society, especially if you are forming a new departmental society. Ask at school offices. **NEVER** use SPAM.
- **Posters** – The Robinson Library has a great space for posters as well as many notice boards around campus in computer clusters and school offices. **ALWAYS** check if you are unsure as to whether posters are permitted as some buildings can be quite strict about this. **ALL** posters that are put up in the Union Society **MUST** be signed by the President.



## Society Constitution Form

This form can be picked up from the Activities Office. It is a guideline to what your new society's constitution will look like and is the basis of your society proposal.



The first thing to complete is the societies AIMS and OBJECTIVES. This will detail what you want to achieve in your society.

- What will it do?
- How will it benefit Newcastle University students?
- What do you think the society should achieve?

### A SILLY EXAMPLE

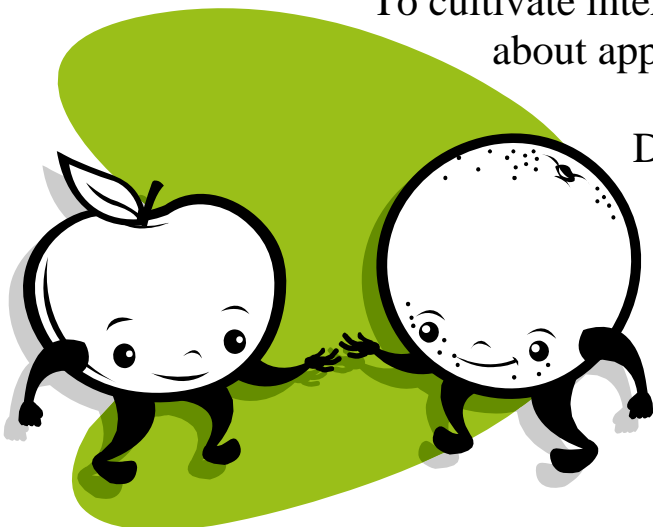
1. There shall be a Society, the name of which shall be the APPLE AND ORANGES society.

#### **2. Aims and Objectives**

These shall be to promote awareness of apples and oranges to the students of Newcastle University.

To meet up regularly to discuss apples and oranges with like-minded people by holding regular socials and events.

To cultivate interest and stimulate learning about apples and oranges.



Don't worry if there are elements of the model constitution form that seem confusing they can all be sorted out and discussed in the next stages of the process.

## **CONTACT Julia Moore – VP Activities**



I am the sabbatical officer who will help you to get your society up and running. I will be able to talk through the society's aims and objectives with you and make sure you have all the correct information to start your new society.

My office is next to the Activities Office in the Union Building.

Once we are both happy with the society constitution, I will sign your form and you're ready for the next stage...

## **CONTACT– Student Activities Manager**

Your new society will have to complete a 'safety policy' form. All societies are required to have safety policies and will also be required to provide a reasonable level of proof that they are managing the safety of their members. The safety policy may at first seem daunting as it is designed for A.U clubs as well as all the different societies that do all sorts of different activities.

READ THROUGH the safety policy to see what might be applicable to your society. For example, you will have to give the names and details of the principle officers of your society. Don't worry if you don't fully understand this process, the student activities manager will make sure that the form is completed correctly.

The Student Activities Manager can be found in the Activities Office.

## **The forms are finished!!**

When all these forms are completed, you are now ready to return to the Activities Office to give in your forms and get your society off the ground! The society will be put on the clubs and societies online database and when you have 15 people signed up your society can be taken to Union Council to be ratified.

## **What will happen at Union Council?**

The society will be put forward to be approved (ratified) by Union Council. This will involve the Union Councillor voting either in favour or against your society proposal. If Union Council does vote against your society then all membership money will be quickly refunded. It is highly likely however that any problems that may be brought up in council will have been discussed and solved before the society is taken to Union Council so DO NOT WORRY. You may want to attend Union Council in order to explain and defend your society to the other Union Councillors.

**Once Union Council has ratified your society it will become  
and official society of Newcastle University Union Society  
and you will be ready to go!**

You will be contacted by e-mail about what to do next by the Activities Office. Please go and see VP Activities to collect your Society Officers Guide.

## **CONTACT LIST**

**VP Activities**

**Julia Moore**

[Activities.union@ncl.ac.uk](mailto:Activities.union@ncl.ac.uk)

**Mark Bennett**

Student Activities Manager

activitiesmanager.union@ncl.ac.uk

# Checklist

Have you:

- Filled in the society constitution form?
- Had your form signed by the VP Activities?
- Read the safety policy?
- Had your form signed by Student Activities Manager?
- Handed the forms in to the Activities Office?
- Got 15 members to sign up through the Union Society web site?

[www.unionsociety.co.uk](http://www.unionsociety.co.uk)

**You're ready to go!!!**