**Section 2 | Setting up a New Club or Society**

Setting up a new Club or Society is exciting. However, you must follow the simple steps below first to get recognition from the Club Life Committee (CLC) and Society Life Committee (SLC) for your new Club or Society respectively

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| **Step 1** |  | **Step 2** |  | **Step 3** |  | **Step 4** |
| **Idea for a new Club or Society** | **** | **Produce a Constitution** | **** | **An democratically elected Committee and Officers** | **** | **20 registered members** |
| Have an idea; see if there are other students that love your idea as much as you; ask for help from the CLC , SLC or staff in Clubs & Socs or Sports & Wellbeing. |  | Your Club or Society Constitution is a document that sets out the terms of reference and rules by which the Club/Society is governed. A template Club /Society constitution can be found at <http://www.dcusu.ie/resources>  Personalise the constitution with your aims and objectives and club/society name. However do not to change the broader content of the template constitution. |  | You will need a President, (must be a member of DCU staff), Chairperson, Secretary, Treasurer, Public Relations Officer and 3 Ordinary Members to sit on your Club or Society committee. You can establish an Interim Committee that should be democratically elected at an AGM once your new Club or Society is approved. |  | 20 students who sign-up and will pay the membership fee to become a member of your new Club or Society. |

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| **Step 5 Plan of Activities** |
| Include a detailed plan of the main objectives of your Club or Society and your proposed activities, events, training/activity venues, related costs, sponsorship and fundraising activities. |

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| **Step 6 Get in Touch** |
| Contact Siobhan Byrne if setting up a society or Yvonne McGowan if setting up a club for advice and guidance. Submit all the above information from Step 2-5 to the CLC and SLC for approval by e-mail to [clubandsocs@dcu.ie](mailto:clubandsocs@dcu.ie) |

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| **Step 7 Approval** |
| The CLC/SLC will approve or reject your new Club or Society based on the submitted information. |

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| **Step 8 Health & Safety** |
| If your Club or Society is approved you will be required to complete a Code of Safe Practice and Risk Assessments. See Section X for details. |

To maximise your chances of success read the information below as to why new Clubs or Societies have been rejected in the past:

* Their idea was too similar to an existing Club or Society
* Wider financial and/or legal implications
* Aims and objectives were against the policy of the SLC e.g. equal opportunities, no promotion of alcohol etc.

**Dormant Club or Society**

A Club or Society can be declared *closed*. This means all recognition by CLC and SLC is removed. This happens if there is no written communication between that Club or Society and CLC or SLC for more than twelve months, or if no accounts have been received from the Club or Society for two years running.