



# STARTING A NEW CLUB/SOCIETY

It's great that you are wanting to start a new AU Club or Society within HUU – Here is what you need to do to achieve that:

Firstly you should ask yourselves the following questions:

- 1) Who is going to help me run the club/society?
- 2) Is there already a club/society that can meet my needs or organise the kind of events that I want?
- 3) Who is going to join the club/society?

If you've got an idea for a club/society that we haven't got already and there are 3 of you ready to organise things, then you can get started. You will also need at least 10 current University of Hull students for a society and 15 for a sports club who support the formation of the club/society.

To get things started you will need to fill out a Constitution Form, so we can get the process started. This will then need to be returned to the One Stop Area on 2nd Floor of Student Central.

## **Writing your Aims & Objectives:**

Your club or society should be an 'open for all' student group providing specific activity for like-minded people. All members should be able to participate in the activity without restrictions.

A new society should not be started with aims and objectives that are similar to, or the same as, a society that is already ratified by Hull University Union. Union Council can reject a proposed society with similar ideas or aims and objectives.

The name of your society should reflect the aims and objectives. It is recommended that you choose a descriptive name followed by 'society' or 'club'. This is the name you will use on all advertising, publicity and room bookings.

The society should have at least one 'Aim', the aim should describe the intended purpose of the society/club. The 'Objectives' should reflect how you intend to achieve the society/club aim. Planning socials should not be included in the aims and objectives. A society/club should be based around activities that are covered within the aims of the Students' Union. Socials are an 'extra' of people getting together to enjoy an activity and not the purpose of a society/club.

The membership fee to join the society/club should reflect the activities you will offer and members can request to see how their money has been spent. The recommended price is a minimum of £4 for a society and £25 for a club.



Once we have received your Constitution, the following will then happen:

- ❖ It will be taken to Union Council for approval
- ❖ Once approval has been given, we will then set up your web page and bank account.
- ❖ You will then be contacted by a member of staff and given all the relevant information you need to know in order to run your club/society.
- ❖ Your President and Treasurer will need to attend our mandatory training sessions for these roles.
- ❖ You will also be asked to fill in the following forms; Social Media Policy, Social Policy and General Risk Assessment in order to complete the setup.
- ❖ Once this is all done, you are ready to go and members will be able to pay via our website or at the main student union reception desk.

If you have any further queries/questions or need any help please do not hesitate to contact the Sports & Societies Co-ordinator ([v.dean@hull.ac.uk](mailto:v.dean@hull.ac.uk)), President of Sport ([HUU-Sport@hull.ac.uk](mailto:HUU-Sport@hull.ac.uk)) or President of Activities ([HUU-Activities@hull.ac.uk](mailto:HUU-Activities@hull.ac.uk)).