## **SET UP A NEW SOCIETY**

UCC has over 100 Societies but there is always room for new Societies if the interest is there in the student body!

If you have an idea for a new Society, it is important that you ask yourself the following questions.

* Is there already a society that offers this activity or something similar in UCC?
* If so, would my society have a better chance as a smaller part of the existing society?
* What benefit are students going to get from being involved with the Society?
* Will students be interested in getting involved in the Society or attending events?
* Are you determined enough to complete all the work required in setting up the new Society?
* Can you find others to get involved in the Society at a committee level?
* Is there a Society with the same ethos and activities currently active in another third level institution in Ireland? If so, this may help your application.
* Has there previously been a Society in UCC with the same title/activities that you are proposing?

Once you have had a good think about the above points and are happy to proceed, there are some steps to be undertaken in order to submit an application.

1. New Societies Application Pack – there are five files that need to be completed in this pack. Files can be found for these at [New Society Application | University College Cork (ucc.ie)](https://www.ucc.ie/en/societies/committeeresources/newsocietyapplication/)
   1. Overall Application Form
   2. Founding Members Details
   3. 200 Signatures – these indicate interest of the student body in the new society. 200 active student signatures must be collected and submitted in the pack.
   4. Sample Society Constitution - A Constitution is a formal way of setting policy and procedures; and it is vital that your Society has one. Your constitution is there to protect you, your members, and your activity and to guide the development of your society. You will need to draw up a society constitution for your new society for the pack. (If successful, this can be edited later)
   5. Cover Letter - explaining purpose of new society and indicating the lack of society type on campus currently.
2. Meet the New Societies Officer - The New Societies Officer will be your point of contact with the Societies Executive. They will be your voice when it comes to questions that other exec members may ask. The New societies officer can be contacted at [newsocieties@uccsocieties.ie](mailto:newsocieties@uccsocieties.ie), or you can contact [president@uccsocieties.ie](mailto:president@uccsocieties.ie).
3. Approval - If the application is approved by the Societies Executive, and if successfully approved at the Academic Council Committee for Student Experience, it will be given provisional status. Should the application not be approved, there are several options.
4. Re-submission of the application following feedback from the new societies officer.
5. Appeal of the application to the Independent Appeals Board.

Societies have four official statuses – Dormant, Provisional Year 1, Provisional Year 2, and Full Status. A new society will be granted provisional status if approved. At the end of each year, the new societies officer will review the societies in provisional status 1 and 2 and present a report to the Societies Executive. Based on this report, a decision will be made on whether the society should continue to the next stage. The reason for provisional status being granted to a newly started/restarted society is to ensure that there is a continuous interest on campus to sustain your society.

1. Following Provisional Status - Should your applications be approved; the next steps are to meet with the president and new societies officer to be assigned a rep-ping group and to learn the ins & outs of societies. Then, the Society can go ahead and organise an AGM to ratify the constitution and elect the remainder of the committee. A Guild Rep must be present at all AGMs or they will be deemed invalid and you must inform the Societies Guild at least two weeks in advance of the AGM. You will also be put in contact with the training officer to ensure your society receives the best possible training.