



New Society Process

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?
- Is your society single-issue?

Single Issue Definition:

Single-issue Societies are societies which pertain or are devoted to a single, unvaried topic or interest. Societies that are considered single-issue is at the discretion of the UCC Societies Executive, in line with this definition. The nature of disallowing single-issue societies is to ensure their sustainability. This does not include Political, Activist, Religious, Academic, or Charitable Societies as the primary nature of these societies is to develop/contribute to wider society outside of the University. Societies that fall under the definition of Single Issue as described above cannot go through the New Society formation process as can be seen in Article 2.2 of the UCC Societies Policies, Procedure, & Operational Rules. This does not apply to Societies which predate the writing of this article.*

Example of Single-Issue Societies:

- **Single issue Social Society:** Taylor Swift Society
- **Single issue Social Society:** Alternative Music Society
- **Single issue Cultural Society:** Korean Cooking Society

* This definition applies to any proposed society undergoing the process of founding

a New Society and does not apply to societies which are currently active in UCC. If a society becomes inactive and is dissolved it will have to undergo the New Society Process to be restarted. The Single Issue Definition would then apply to them.

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:

New Societies Application Pack:

There are four files that need to be completed in this pack.

* indicates if a part of the process is mandatory.

- ***Overall Application Form**
- ***Founding Members Details**
- ***200 Signatures** – these indicate the interest of the student body in the new society. 200 active student signatures must be collected and submitted in the pack.
- ***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)
- **Cover Letter** - explaining purpose of new society and indicating the lack of society type on campus currently.
- **Budget** - a draft budget for your society activities and the costs related to them.
- **Portfolio** - a visual representation of your proposed society and what it could look like. There is a lot of freedom with what you can include in your portfolio, for example photos, sample posters, logos, statistics etc.
- **Letters of support** - recommendations from other societies, from relevant departments, lecturers etc. The Exec may request letters from specific societies or departments
- **Calendar of events** - a plan of events for your first year as a society. The calendar supports Q7 of the New Society Application (this question still needs to be answered if you include a calendar in your application)
- While some of these documents are optional, they are highly recommended to give the Exec a better sense of your society

All documents should be submitted as either PDFs or image files (PNG, JPEG etc.). All documents should be labelled clearly with the name of the Society and the name of the document (e.g. Taylor Swift Society Sample Constitution). Do not send documents within zip folders. This is all to make it easier for the New Societies Officer to review the documents and share them with the Exec. Sending incorrect file types can cause your application to be delayed.

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, or you can contact president@uccsocieties.ie.

UCC Societies Office | The Hub | University College Cork

E: Admin@uccsocieties.ie P: 021 490 2475

Approval:

If the application is approved by the Societies Executive, it will be given provisional status. Should the application not be approved, there are several options.

- Re-submission of the application following feedback from the new societies officer.
- 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.

Following Approval:

Should your applications be approved; the next steps are to meet with the president and new societies officer to be assigned a repping group and to learn the ins & outs of societies. Then, the Society can go ahead and organise a General Meeting to ratify the constitution and elect the remainder of the committee. Your Societies Executive Rep must be present at all General Meetings.

What Does the Process Look Like?

Step One - Express your interest:

Fill out an expression of interest form on the UCC Societies website. In this form, you will outline the name of your society and a clear vision of what it would do. Please be as descriptive as possible. The New Societies Officer will aim to have a reply within 10 working days. If you do not receive a response within 10 working days, do not worry! **The New Societies Officer is a full-time student doing exams and assignments just like you**, and will get back to you as soon as they can. The New Societies Officer will send you the relevant documents you need to fill out for your application and share information about the process with you, if your idea is viable.

Step Two - Applying:

Fill out the application before the deadline, and send it to the New Societies Officer. This will be considered a first draft.

Step Three - Working on the Application:

The New Societies Officer will read the first draft of your application and will provide you with feedback. Take the feedback you were given and rewrite your application based on it. This part of the process can take some time, to ensure the

application is the best it can be! After this, resubmit the application with the necessary changes made.

Step Four - Voting:

If the application is ready, the New Societies Officer will bring the application to the UCC Societies Executive for a vote. You will be informed of the result of the vote after feedback has been sought from the UCC Societies Executive.

If the application is successful: You will be informed.

If the application is not successful: You will be allowed to appeal the decision, if you wish. You may also request a review of the decision by the Independent Appeals Board, but note this could be an extremely lengthy process as the board is assembled for each application.

Be aware that the process of starting a new society is very lengthy and can take up to a year or longer, so make sure that you have the dedication to complete the process. Do not expect to be able to run events in the same year/semester that you apply.