

UCC Societies

NEW SOCIETY

Application Process



UCC Society Application Process

Contact: newsocieties@uccsocieties.ie

Step 1: Think About Your Idea for a New Society

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?

Step 2: Complete the New Societies Application Pack

- Collect 200 signatures of UCC students who are interested in the society.
- Fill out all the relevant forms including a cover letter explaining the purpose of the new society and pointing out that there is no other society on campus that can currently meet your needs.
- Find three other people who are keen on your proposed society activity. These will be the founding members of the society and will remain in the position for the first year should the society be approved.
- 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. There is a sample constitution on the New Societies section of societies.ucc.ie.
- When filling out the documents, just remember, you may not use the word society to describe yourself until the Societies Guild Exec has passed your proposal.

Step 3: Meet with 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.

Step 4: Submission of Application

Applications for new societies can be submitted between April 1st and October 31st of the same year.

- Societies approved between April 1st & August 15th will be active on campus from Societies Day 1.
- Societies approved between August 15th & 31st October will be active on campus from Societies Day 2.

Given the recent influx of social media accounts attached to New Society Applications, we ask that applicants refrain from creating social media accounts. This is to ensure that all

applications have equal footing. If social media accounts are created then this will work against any applications made.

Step 5: 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.

1. Re-submission of the application following feedback from the new societies officer.
2. 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.

Step 6: 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.