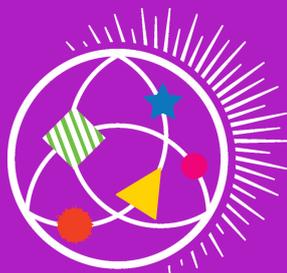


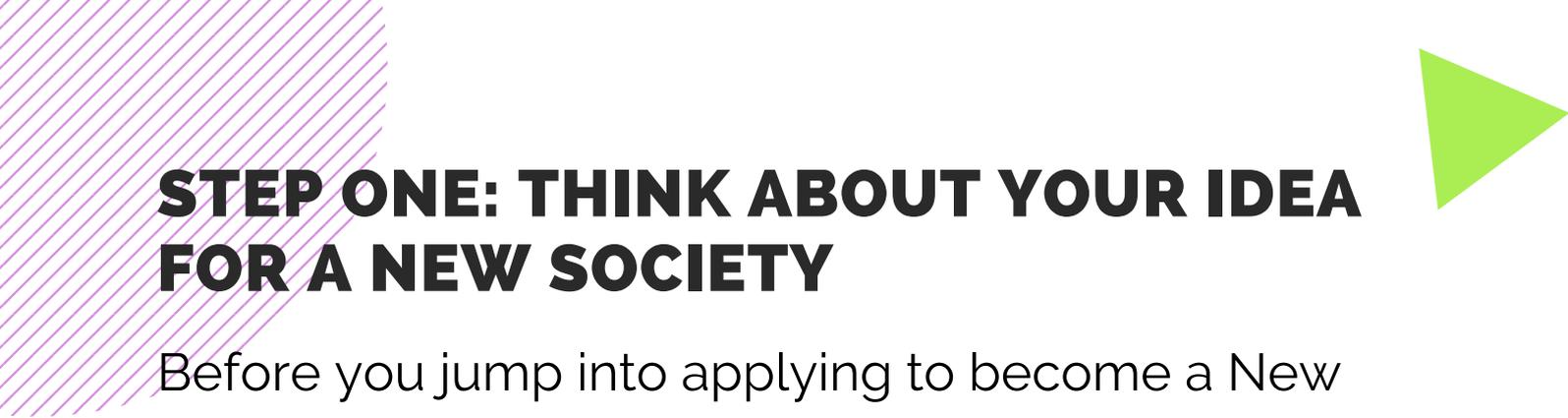
NEW SOCIETIES APPLICATION PROCESS

Your guide to setting up a
New Society within UCC!

newsocieties@uccsocieties.ie



**UCC
SOCIETIES**
SPARK NEW INTERESTS.



STEP ONE: THINK ABOUT YOUR IDEA FOR A NEW SOCIETY

Before you jump into applying to become a New Society, there are a couple of things you should consider:

- Is there already a Society in UCC that offers the same thing or something similar?
- If so, would your Society be better off as a smaller part of that existing Society?
- What benefit will students get from being involved with the Society?
- Will students be interested?
- Are you determined enough to complete all the work involved with setting up a New Society?
- Can you find other students to get involved at a committee level?
- Does a similar Society exist in another 3rd Level Institution within or outside of Ireland?
- Has there previously been a similar Society in UCC?

Many of these questions will come up as part of the application process, so it's good to have thought about them from the get go



STEP TWO: COMPLETE THE NEW SOCIETIES APPLICATION PACK

In order to apply to the Societies Executive for Society status, you'll need to complete the following:

- Collect signatures of 200 UCC students to show that there is interest in the Society (You will be provided with a GDPR complaint method for doing this)
- Fill out the New Society Application Form which will justify the need for the Society on campus
- Find other UCC students who will act as the founding members of the Society and be the interim committee until the AGM, should the Society be approved
- Draft a constitution for your Society which outlines the aims & objectives and governing rules of your Society. (A sample constitution which you can edit will be provided as part of the application pack.)
- You can also provide any supporting documentation that you think might be beneficial to your application. For example, if you were setting up a Society linked to a department, a letter from a department head supporting the Society might be of help



STEP THREE: MEET WITH THE NEW SOCIETIES OFFICER

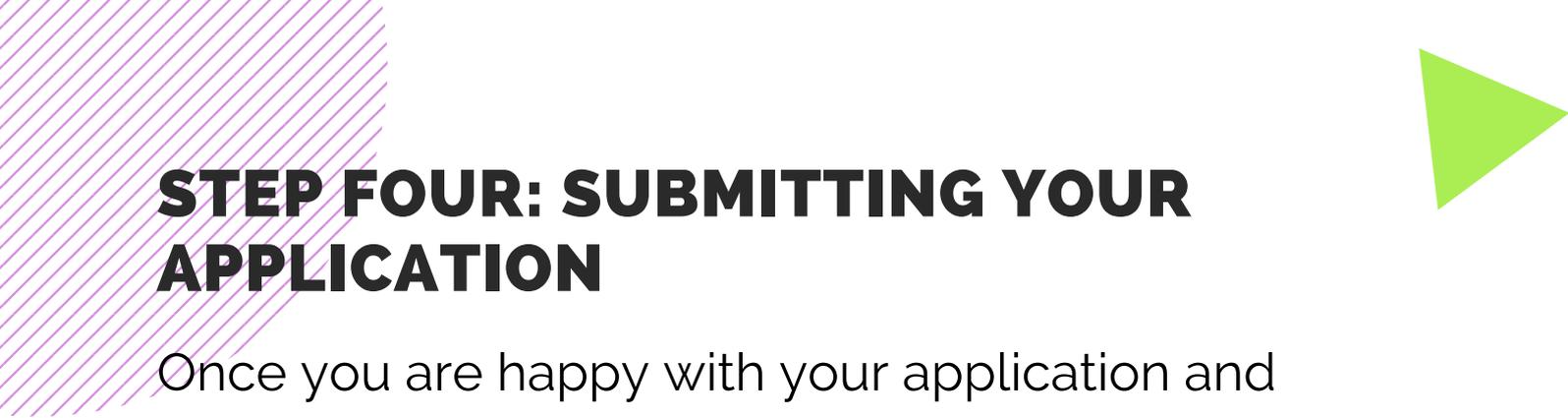
One member of the UCC Executive will be the designated contact point between you and the Societies Executive. Their job is to provide the members and bring your application up for discussion at a meeting of the Executive.

They will be more than happy to help you with any questions you have about the application process and will be the one who will inform you of the outcome of the vote.

You will need to meet with them before your application can be brought for approval at a meeting.

They can be contacted on newsocieties@uccsocieties.ie



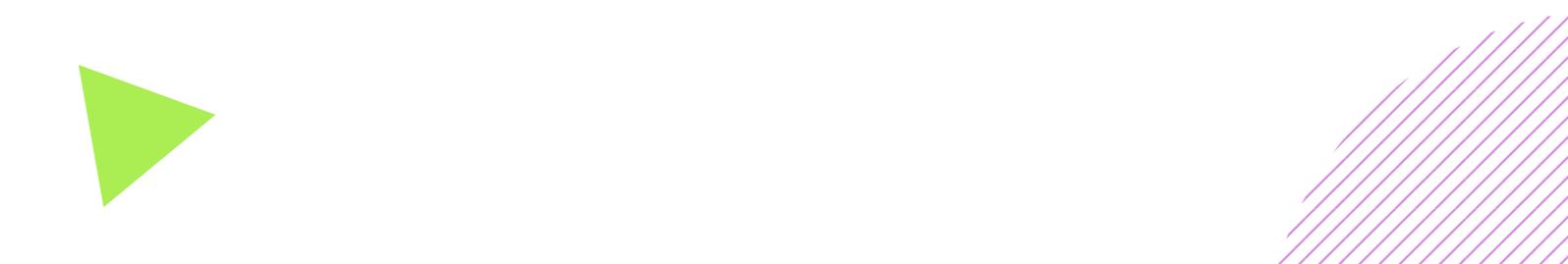


STEP FOUR: SUBMITTING YOUR APPLICATION

Once you are happy with your application and you've met with the New Societies Officer, your application can be submitted and brought to a meeting of the Societies Executive.

Your application will be brought forward for discussion at a meeting and the student members of the Executive will take a vote on whether to approve or deny it.

The New Societies Officer will take a note of any and all feedback which was given during the discussions and will relay all of this back to you when they inform you of the decision.



STEP FIVE: APPROVAL

If your application is approved by the Societies Executive, you will have to meet with the Societies President so that they can explain how the Societies structure in UCC functions. During that meeting, you will be provided with a UCC Societies email address, an account on the Societies Portal and assigned to a Repping Group overseen by a member of the Societies Executive. Depending on when in the year you get approved, you may have to wait until the next semester or the start of the next academic year to begin operating as a Society.

If your application is not approved by the Executive, there are two options available to you:

- Using the feedback provided by the New Societies Officer, make any changes to your application and put it forward for approval a second time
- If you feel the grounds for not approving your application were unjustified, you may submit an appeal to the Independent Appeals Board

Please note that you can only apply to be a New Society twice per academic year. If your application is still denied after a second attempt, you will have to wait until the next academic year to apply again.



STEP SIX: AFTER APPROVAL

Once you have had your meeting with the Societies President, congratulations, you're all set up as a brand new UCC Society!

From here you'll need to organise an AGM with your Exec Rep in order to elect all your committee members and formally approve your constitution.

You will also be put in contact with the Trainings Officer to ensure that your committee members are given access to any training that will help them do their jobs.

The New Societies Officer will check in from time to time to see how you're getting on, so if you're having any trouble or you have any questions, just ask them and they'll be happy to help!



FREQUENTLY ASKED QUESTIONS

Q: Are there any types of Society that I can't apply for?

A: Applications will not be approved for a Society that:

- Has a remit already covered by an existing Society
- Is limited to a single-issue campaign (e.g. Vote Yes on Referendum X)

Q: What can I submit as a supporting document in my application?

A. Supporting documents should help reinforce the need for your Society. Examples of supporting documents that have been provided in the past include:

- Letters from heads of departments that show they are in support of a Society for students of their department
- A letter from the Chairperson of an existing Society that confirms there is no overlap between the proposed new society and their own

If you're not sure about including something, just ask the New Societies Officer and they'll help!



FREQUENTLY ASKED QUESTIONS

Q: Can I set up social media pages?

A: You cannot set up a social media page for your new society until after you've been approved by the Societies Executive. This is to ensure that all applications are judged on a fair and even grounds and if you do set up social media pages before you submit your application, it may reflect negatively on your overall chances.

Q: How long will it take for me to hear back about my application?

A: Once you submit your finished application, it will be brought up at the next meeting of the Societies Executive. The Executive meets weekly, however if you submit your application less than two days before that week's meeting, it will be deferred until the following week to ensure all members of the Executive get a chance to read it.

Most applications will receive feedback within two weeks, but if there is a delay of any kind, the New Societies Officer will ensure to let you know about it.



FREQUENTLY ASKED QUESTIONS

Q: Am I allowed add more founding members?

A: Absolutely! If you have quite a few people who are interested in being on the committee and you have roles for them, you can absolutely add roles to your founding members list. Just make sure that they're in the constitution and remember that the following roles must be there:

- Chairperson
- Finance Officer
- Secretary
- Public Relations Officer (PRO)