

Starting a New Society

If you've got an idea for a new society, we can help you set this up. Please go to the [Starting a new society page](#) on the Students' Union website and follow these steps.

1. Have an idea

Do you have an interest or hobby you want to enjoy with others? Do you want to help bring students together or represent a specific group of students?

2. Find two other students who are interested in your idea

You need a minimum of three students to start a society.

3. Submit a New Society Application Form

This is a simple form where you tell us about the society you want to set up and provide us with the necessary details to enable this:

[New Society Application Form](#)

- Completing this will also help you develop a plan for the society.
- If you need assistance with this then Muhammad Rauf Saddique, your Vice President Student Development will be happy to help! UnionVPSD@uws.ac.uk

4. Attend a Society Training Session

Once we receive your application the Student Opportunities Coordinator will get in touch to invite you to your Society Training Session.

This will be held by video call or in person at a time that suits you. We will explain everything you need to know about promoting and running your society. We will also complete the affiliation process.

5. You're good to go!

≧ HAVE FUN ≦

Top Tips for Running a Society

- Make sure all your members are able and encouraged to support the running of your society
 - Just because someone isn't on the committee, doesn't mean they won't want to help out with your events and activities
- Regularly update the Students' Union on what you are planning and how you are getting on
 - The more you let us know, the more we can help!
- Don't forget that you are taking on a voluntary role which is improving students' university life and experiences
 - Make the most of the personal benefits you will gain from this. Will it help you with your university work, getting a job, making friends?

Affiliation with the Students' Union

What does Affiliation mean?

Being affiliated with the Students' Union means your society will have access to:

- A page on the Students' Union website
- A Students' Union email account
- A bank account with the Students' Union
- Funding
- Promotion through the Students' Union communications, social media and events
- Room and online event bookings
- Committee training and support
- Students' Union and UWS awards

How to affiliate your society with the Students' Union:

1. Have a minimum of three UWS student members
2. Attend a Society Training Session
3. Submit your Society's Annual Action Plan
4. Update your Society Webpage with your aims and contact details
5. Have at least one committee member attend a Societies Council meeting during the current academic year
6. Approval of the Societies Executive Committee. The Societies Executive Committee may reject an affiliation request if a society is considered to infringe the Students' Union Safe Space Policy

Re-affiliation

All societies must re-affiliate with the Students' Union each academic year. This means completing the full affiliation process.

- This is essential for ensuring our list of societies is kept up to date so that you receive ongoing support and updates
- Existing societies must complete the affiliation process by 31st October of the new academic year
- After 31st October, any societies which have not re-affiliated will be removed from the Students' Union website and will be unable to access money remaining in the society account until re-affiliation is complete
- If a society has not re-affiliated by the end of the academic year, it will be removed from our records and any unused money in the society's account will be transferred to the overall Students' Union Societies Budget.

Society Membership

Your Members

Any UWS student is welcome to join any society. UWS Students can join a society through its page on the Union website. To do this they need to:

- Log in to the website using their Student ID and password
- Go onto your society page and click **Add to Basket**
- Click on the **Checkout** symbol
- If you charge a membership fee they will be asked to provide payment details at the checkout
- Click **Confirm**

Associate Members

Societies are allowed members who are not current UWS students. This could include academic staff, graduates, students from other universities, friends with a shared interest.

The differences between them and UWS student members are:

- Members who are not UWS students cannot hold committee positions or vote in any society elections
- Non UWS students cannot make up more than 25% of a society's total membership number

Society Committees

Societies must have a minimum of three named committee members, including a president to act as the main contact for the Students' Union.

Membership fees

Societies are not required to charge a membership fee.

- Each society must decide if they require a fee and how much this will be
- Your membership fee must be between **£0 - £10**
- If you charge a fee, you must explain what this money will be used for. This information should be displayed on your society's webpage

Your Annual Action Plan

Every society submits an Annual Action Plan each year. This is a very simple form which lets us know your society's:

- Purpose and aims for the year
- Committee members
- Membership fee (if it has one)

These details should then be added to your society's webpage.

We will help you complete your Action Plan during your Society Training Session.