

TEESSIDE UNIVERSITY STUDENTS' UNION

SETTING UP A NEW CLUB/SOCIETY

If the union does not offer something you think it should or you have an idea for a new club contact the AC or SAO who will help you with the following.

1. Find out if the activity already exists. Clubs/Societies with the same aims cannot co-exist.
2. Decide what the purpose of the club/society is, what are you going to do, where you want to do it and what you are going to call it.
3. **Find 10 students** to join your club/society - a minimum of 10 students is required before accounts can be created for your club.
4. Decide on your membership fee. This is payable by **all** members including the committee officers. **The MINIMUM fee for a club is £10 and for a society is £4.** Club membership includes a £2.40 insurance premium that must be paid by each member to allow them to participate in club activities.
5. Hold a Start Up Meeting (SUM; with all members present) to elect your committee to run the activities.
 - Members stand for election of the 3 committee positions, **Chairperson, Treasurer and Secretary.**
 - Individuals are elected into their roles at the SUM by either an open or closed ballot where all the members get the right to vote.
 - A member of TUSU Executive Committee, AU or Socfed Chair or the AC Manager **MUST** be present at this meeting to ensure all regulations are followed.
6. A risk assessment must be made by the committee and signed by all members. Ask in the AC or SAO for help and more details. (See Health and Safety section of the Handbook)
7. Complete a club/society constitution. – This is a form you complete which details your club name, your purpose, your membership fee, and the names all your committee.
8. Ensure all interested students become members by completion of the membership form and paying of the membership fee into Students' Union Reception. Each member will receive a membership card for proof of his or her membership. The membership money has tax and insurance (clubs only) deducted and the remainder will show in your deposits account (see Finance section of the handbook).
9. Work out what you need for your activities and if necessary apply for money to cover this through the Grant process or fundraising.
10. The Activity Centre is there to help and support you in anyway they can! Please keep them informed of what you plan to do.