

Creating a New Society

Got an idea for a new society? Let's make it happen!

We're excited to help you bring your passion to life and connect with fellow UEA students! Before you share your new society, idea and start gathering votes to make it a reality, here are a few important things to keep in mind:

1. Check for Similar Societies: Make sure your idea isn't already covered by an [existing society](#)—if it is, you might be able to join forces instead!
2. Think About Viability: Will your idea bring people together and offer regular activities, or is it more suited to a one-off event?
3. Team Up: Running a society takes time and effort, so you'll need at least 3 committee members to get started, which must include: President, Vice President, Treasurer.
4. Plan for the Long-Term: If there are costs involved, have a plan to keep your society going financially in the long run.
5. Keep It Inclusive: All societies should follow UEA's policies and be open to every student—let's make sure everyone feels welcome!

Need Help? Got questions, email us at union.societies@uea.ac.uk, and we'll support you every step of the way.

Want to start a Sports Club? You must first start as a society for at least one academic year, then you can look into becoming a sports club.

My society idea meets the above criteria – what's next?

1. Submit Your Idea: Post your society idea on the "New Society Ideas" section of the Societies page. It needs at least 20 upvotes to show that students are interested.
Top Tip: Promote your idea on social media to gather interest and encourage upvotes!
2. Watch for 20 Votes: Keep an eye on the website. Once you reach 20 upvotes, **download** and then complete a [New Society Application Pack](#)
Top Tip: Engage with potential members to create excitement around your idea!
3. Send in Your Application: Email the completed pack to union.societies@uea.ac.uk with the subject line "New Society Application Pack." Include as much detail as possible for a better chance of approval.
Top Tip: Make your application stand out by clearly outlining what makes your society unique!
4. Approval Process: Once we receive your pack, we will send it to the society sub-committee.
Top Tip: Be patient and check in if you have any questions—support is always available!

New Society Applications will be reviewed 5 times a year

25/26 Dates

Deadline for New Society Application	Reviewed By Society-Sub Committee
30 th October	6 th November
25 th November	2 nd December
22 nd January	29 th January
26 th February	5 th March
30 th April	7 th May

After Approval from Society Sub-Committee:

1. Website Setup: We'll create a webpage for your society on the uea(su) site. We'll reach out to ask about your membership price, so people can join online. Remember, committee members need to buy membership too—otherwise, you won't officially be part of your own society! All membership fees go directly into your society's account.
2. Society Finances: We'll set up a society subs account where your funds will be kept. To manage spending, your committee will need to download the student expenses app—check out the Committee Hub for more details.
3. Training Session: We'll share online resources on all things that you need to succeed as a society, covering everything from event planning, product sales and promoting your society.
4. Recruitment & Promotion: To keep your society thriving, you'll want to recruit new members. The Welcome Fayres are a great opportunity, but students can join online any time. Consider booking a stall in the Hive, sending us promotional materials, or hosting a taster session to spread the word. And don't forget to keep your webpage updated—it's often the first place students look!
5. Have Fun! As a committee, you're volunteering your time to lead and inspire, so make sure to plan fun events for your members—and enjoy the experience yourself!

It's Summer, can I still put forward an idea for a new society?

During the summer, Society Sub-Committee (the group that approves new societies) doesn't meet, so any new society applications can't be officially approved until the next academic year. But don't worry—you can still submit your ideas here and get started on your application!

What is the difference between a society and a peer support group?

A peer support group can be formed by a group of students for the sole purpose of supporting their peers, provided that UEA 50 approve their Constitution. The overarching difference is that Peer Support Groups receive funding through the Activities team. This money is held within the Activities management account and the group will not have this money moved directly into their subs account. Peer Support groups do not charge membership and set up on the grounds of supporting peers.

You will need to fill in the [peer support application pack](#) and send it over to union.societies@uea.ac.uk with the email subject labelled as 'New peer support application pack' please fill this out in as much detail as possible, to give you the best chance of being accepted. When we receive your peer support application pack, it will be reviewed by the student group coordinator and Activities and Opportunities officer.