

## Criteria for starting a new society...

This document will guide you through the steps to creating your new society, and give you the opportunity to share your passions with your fellow UEA students!

Firstly, we have some criteria to check before you put in an application.

1. Compare your idea to other societies. We can't approve societies that have the same objectives as any that already exist, so take a look at what's already on offer to make sure you're not duplicating any current societies.
2. Have a think about whether your idea will actually work as a society - does it create a sense of community, are there lots of topics to discuss and relevant activities you can hold, or would it be better as a social or one-off activity?
3. Running a society is rewarding, but it's a lot of work - are you committed to spending time on this idea, and do you have a committee to help you run it if your idea gets approved. You'll need a minimum of 5 people. You can find the information about a start-up committee [here](#).
4. We'll want to see you have a plan to keep your society running. If your activities are likely to be quite expensive, you'll have to show us that you've worked out how it will be affordable over a long term period.
5. As a uea(su) group, you'll need to adhere to the [policies our students have created](#). You also need to remember that all societies are open to all members, so you can't make your society exclusive to students on certain courses or from particular cultural backgrounds.
6. If you have any queries on setting up a society or want to submit a constitution, then please email [union.opportunities@uea.ac.uk](mailto:union.opportunities@uea.ac.uk) and we'll get back to you as soon as possible with the next stages of applying.
7. If you want to start a sports club, you will need to create it as a society first. You'll need to spend at least one academic year building your society; if after that time you have at least 30 members and can show that you've developed as a group, we can consider making you a sports club. If you want to go down this route, you'll need to speak to James Raywood (Student Sport Manager). Email him at [j.raywood@uea.ac.uk](mailto:j.raywood@uea.ac.uk) or head to the Sportspark to see him. The Activities & Opportunities Officer will also be able to help you with this.