

How to create a new society...

Now that you know your society idea will meet the criteria, you can use this document to guide you through the application process.

1. First things first, find out who'd be interested! All societies need 20 members, so you should find some people who are keen to join you. You'll need to post your idea on this page, so people can comment and vote your idea up. **MAKE SURE YOU DON'T SUBMIT IT ANONYMOUSLY - we'll need to contact you!** Once you have 20 upvotes, we'll get in touch with you to make it happen. You can also try publicising it on social media – get people talking about your society!
2. Once you have 20 upvotes, get your committee together ready for your application. You'll need at least five people on committee and this must include a President, Treasurer, Secretary, Health and Safety Officer, Equality and Diversity Officer, and Union Council Rep. You can also have any other roles you'd like - you might want a Social Secretary or an Equipment Officer, for example. To see our guidelines for committee roles, click [here](#).
3. Tell us what your society's about. You'll need to [write a constitution](#), explaining why your society should be created and what you'll offer students that they can't get anywhere else. Don't forget to get the President, Treasurer and Secretary to sign it – if we do not have signatures from all three, we will not accept the application. Then send it to union.opportunities@uea.ac.uk.
4. The Societies Exec will look at your application at the next meeting they have and give you some feedback, so you can make your constitution really strong. However, make sure your application is great! They want to see you have ideas for events, budgeting, and gaining your members. The Exec team will give recommendations to Union Council on whether they believe the society should be approved or not.
5. Your application will then go to Union Council to be approved. If it passes, your society will be created and we'll take it from there! We'll keep in touch while you're getting started so that you get the support you need.
6. We will also let you know if the application is not approved, but do not be disheartened, there may be improvements you can make which might then mean the society is approved!