

**TASMANIA**

**UNIVERSITY**

**UNION**

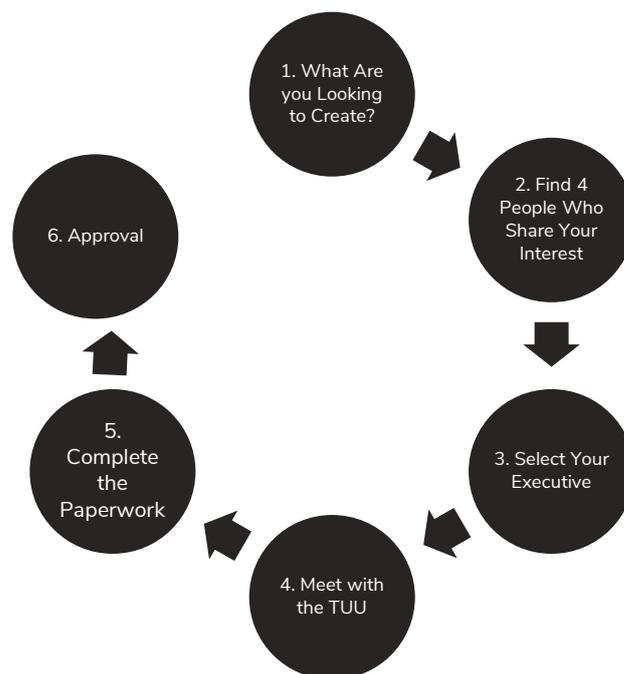
**6 SIMPLE STEPS TO  
START A NEW  
CLUB/SOCIETY**

**October 2020**

Had a look through the [A-Z listings](#) but couldn't find any you liked? Why not start your own and create a new community of like-minded friends? There are more than 150 Clubs and Societies but there's always room for more.

Follow our '6 Simple Steps to Creating a New Club/Society' to help you get set up and going.

## 6 Simple Steps to Create a New Club/Society



### Step 1 – What Club/Society Are You Looking to Create?

What has interested you to start your club/society? Are you trying to bring together students interested in astrology, Save the Tasmanian Devil or set up a Korfball Club? The first thing you need to decide is what the aim of your club/society is and what you are looking to do.

### Step 2 – Find 4 People Who Share Your Interest

To start a club/society, you need to have a least 4 other people (5 including you) who want to become a member of the club/society (these must be currently enrolled UTAS students). These might be your friends, people from your course or from your accommodation. We would recommend having at least 10 current UTAS students as this will then allow you to also apply for funding grants from the TUU for events and activities. Make a record of the people who wish to become members by recording their name, student ID number or if they are an associate (none UTAS student) member and email address in this document so the

TUU can see you have people ready to become members. You can use our template to do this [click here](#).

### Step 3 – Select Your Executive

Each club/society is run by an executive:



These roles are in place for the academic year and there to lead and guide the club/society. In the first instance when setting up a new club/society you can pick who will take these roles. As a group decide who will do each role, you can talk this through with the TUU for help on understanding what each role does. You can also choose to have additional positions e.g. Vice President, Activities Officer, Education Officer if you think they would be helpful to run your club/society. At the end of the academic year they will become internally elected at your AGM.

### Step 4 – Meet with the TUU (Clubs and Societies Officer and Student Experience President South/North)

The Clubs and Societies Officer (Ingrid) is a member of staff who works for the TUU who is there to help grow and develop all clubs and societies. The Student Experience Presidents are elected student officers there to help represent students and improve the student experience. They will help you write your constitution (the next step), answer any questions you might have about committee roles and help you along the process of becoming an official TUU club/society. Call **62262854** or email **Ingrid.Lagerewskij@utas.edu.au** and arrange a time to meet with Ingrid in person or via Zoom and make a list of all the questions you might have.

### Step 5 – Complete the Paperwork

In order to become an official TUU Club/Society you need to write a [constitution](#). The constitution is the document which outlines your aims and objectives and governs the club/society. Once this is drafted, we would advise sending it back to Ingrid so she can look over it and offer any advice if needed before it goes for approval.

Once it is finalised your Executive need to hold a meeting to approve/adopt your new constitution and record the names of your new executive (you can use the TUU minute template to help with this).

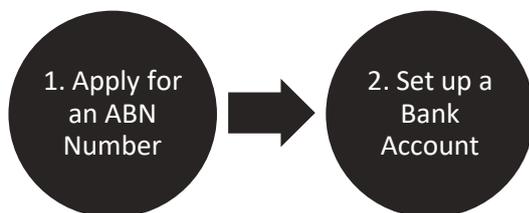
Submit the final version of the constitution, membership list and a copy of your minutes to Ingrid and it will then go to the TUU Executive Committee for approval.

## Step 6 – Your Approval

The TUU Clubs and Societies are run by an Executive Committee which include a group of elected student representatives. They approve any new club/society applications. The Executive Committee meet on a regular basis and once your constitution and membership list are submitted, they will be tabled for the next meeting. The Clubs and Societies Officer will then advise you of the outcome.

Once the Executive Committee approve your club/society you are good to go! See our next steps for finishing the set up and setting up your first meeting or activity!

## Your Club/Society Has Been Ratified (approved) – Final Steps of Set Up



- 1. Apply for an ABN Number** - Every Club/Society must have an Australian Business Number (ABN). This is so the TUU can make any payments to your club/society. Specific instructions on how to register/apply can be found [here](#).

Remember that you need to list the TUU Clubs and Societies Officer as the authorised contact person. The Executive member who fills out the application must give their details as the Office Bearer of a Club/association.

- 2. Set Up a Bank Account** – Your club/society will need to set up a Commonwealth Bank account in the name of your Club or Society. This is where all your money will go from membership fees and any money you save/receive as a club/society.
  - Collect an authority to operate a business account (A153) form from the Commonwealth Bank (Uni Branch).

- The Clubs and Societies Officer (CSO) is required to write a letter to support the setup and also sign the A153 form.
- You will be required to have at least two executive members as signatories on the bank account including your President and Treasurer
- Once you have filled in their details and signed the A153 and bank letter all signatories will need to go to the bank together and show their ID.
- Your account must also have the Clubs and Societies Officer listed as an authorised person to open the bank account on the A153 bank form. This is required so that if your Club or Society is disaffiliated, the TUU can close the account. This is because, as an affiliated Club or Society the money in your Club or Society's account belongs to the TUU.
- Remember to use the TUU postal address:

Hobart based; TUU Club/Society name, Tasmania University Union Inc. P.O. Box 5055, University of Tasmania LPO, SANDY BAY, TAS 7005

Launceston/Cradle Coast/Rozelle based; TUU Club/Society name, Tasmania University Union Inc. Locked Bag 1333, LAUNCESTON, TAS 7250

Bank statements must not be sent to private addresses. This causes problems when the executive members handover. All Clubs and Societies have pigeon holes near the elevators in the TUU Building in Sandy Bay, and upstairs in the TUU Building in Newnham, which you can collect from at any time during business hours.

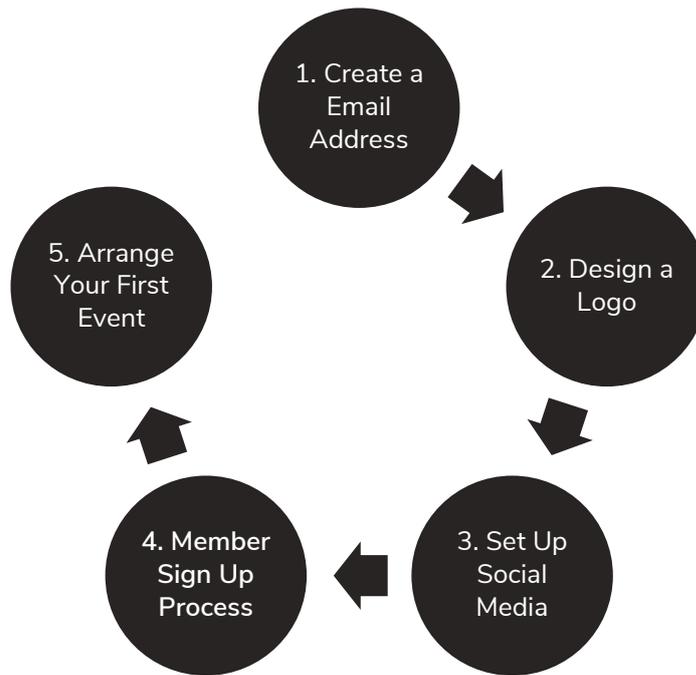
Your Club or Society will be exempt from monthly bank account keeping fees with the university branch of the Commonwealth Bank once you've handed in the appropriate letter from the Clubs and Societies Officer.

If you need help with setting up your Club or Society, contact the Clubs and Societies Officer.

## Ready to Go

Your club/society is approved, and everything is set up you are ready to go! This is a super exciting time, and we know it can also be a little scary and daunting. The TUU is here to help you so if you have any concerns reach out to your Clubs and Societies Officer or Student Experience President (North/South).

## Things to Think About Next:



**Email Address** – Are you going to have a generic email address for your club/society? e.g. savethedevilTUU@gmail.com . Having an email specific for the club/society can be very useful as it doesn't clog your UTAS account and increases your professionalism. You can easily set one up with multiple providers, we would recommend a google account so you can use the [Google Drive](#) for file sharing and saving committee documents etc.

*\* TIP – Make sure you make a note of the email and use a password you can share with your committee*

**Create a Logo** – If you are great with design or have a friend who is, it's good to have a logo for your club/society. There are also lots of sites you can use online to help with the process including [Canva](#). Make sure you adhere to the [UTAS brand guidelines](#) when you're creating. If you need any advice or want to check your logo please email Clubs and Societies Officer [Ingrid.Lagerewskij@utas.edu.au](mailto:Ingrid.Lagerewskij@utas.edu.au)

**Set Up Your Social Media Accounts** – Social media is a great way to make people aware your club/society exists and to help you communicate with your members. Will you use Facebook, Instagram, and Twitter? Which are the best options for you?

Facebook offer the '[Facebook Blueprint](#)' which guides you through everything you could ever want to know across the Facebook suite (Facebook, messenger, Instagram) and you can become an expert.

*\*TIP – Remember your social accounts reflect on your club/society and you, so be smart and consistent with what and how you post*

**Signing Up Members** – You need to make sure you have a way to keep a membership list. The TUU has a template membership list you can use to do this [link](#).

*\*TIP – Keeping your membership list up to date is important, so make sure you stay on top of it. You will be required to provide it to the TUU for insurance purposes*

**Arrange Your First Event** – Time to plan your first meeting or welcome event to make people aware your club/society now exists. This could be a sausage sizzle on campus, a guest lecturer, a pizza party whatever fits with what your club/society is about. All new clubs/societies can apply for our 'New Society Start Up Grant' to help get you going 'click here to apply'.

*\*TIP – Give yourself time to plan your first activity/event/meeting. You want it to be great and it's the first impression your new members will have of your club/society. We know you're excited but don't rush into it too quickly. See our guide on running an event for everything you need to consider.*

**If you have any questions or need some help, please reach out to the Clubs and Societies Officer (Ingrid) (62262854/Ingrid.Lagerewskij@utas.edu.au or your Student Experience President North/South.**