

# New Society Set-Up Guide

Updated September 2022

Welcome to your instruction manual on how to start a society! It's fantastic to hear that you're wanting to create a new one, and this document will take you through all you need to know.

## **Before You Start:**

First things first, please check the societies A-Z webpage (<https://www.dusa.co.uk/societies/a-z>) to make sure that there isn't an existing society for what you want to create. Remember to also check the inactive societies list on the page (<https://www.dusa.co.uk/project/inactive-societies>) to make sure it hasn't existed previously.

**IMPORTANT:** if the society you want to start is listed on the inactive society list, the process for re-activating it is different to starting a new one. Please email your VPSA or the societies office to get information on how to proceed.

If you don't see a society on either of these pages that fits what you're looking to start, then your society is definitely a new one. Following the instructions below will help you get everything set up.

## **Steps for New Societies:**

A lot of the registration process will be done through the use of QPay. QPay is DUSA's new hub for all things societies. Once you're all set up on QPay, it will make things like banking, membership tracking, communications, and event planning and promoting so much easier for your current and future committees, so it is important that you take care in setting up your QPay account. This guide includes instructions for how to set-up QPay.

### **1. Email your vpsa ([societies@dusa.co.uk](mailto:societies@dusa.co.uk))**

Explain that you want to start a new society. Provide an explanation for what your society would be about, why you want to start one in Dundee, and relevant contact details. You will hear back from the VPSA either requesting more information or confirming that you may proceed with your society.

- If your society has been approved:
  - i. Start the process of registration on QPay using your @dundee.ac.uk email address. This will be changed to your new society address once the society is approved by the Society Committee
- If your society has not been approved:
  - i. The email from your VPSA will contain an explanation of why the application will not be proceeding. Feel free to open a dialogue and workshop the idea with your VPSA to try again!

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## 2. Register on QPay using your student email address: Expression of interest:

Please fill out the form at the following link to begin the process -

<https://unionportal.getqpay.com/form?fid=124>

Further QPay Instructions for this step:

-  (Drop down box) - click "Society not listed? Click here to add."
-  Enter your full Society name and your @dundee.ac.uk address only. For your username and password please just use your Society name as both – this can be changed later.
-  (Name of Proposed Society) - Re-enter Society name.
-  (Name of Proposer) - Enter your name "John Doe".
-  (Matriculation Number) - Enter matriculation number.
-  (Dundee University Email Address) - Re-enter @dundee.ac.uk address please.

Submit and enter code sent via email. You will then receive an email from "Dundee Students Association" / Mail@quicklypay.it confirming receipt of the form.



## 3. 20 Signatures

You will need to collect 20 signatures of fully matriculated University of Dundee students who support the idea of such a society existing. The form for signatures can be found on this link:

<https://www.dusa.co.uk/societies/affiliation?fbclid=IwAR1OxOUgRUmf75qzjoav2TUQuUPmdM5pETG7k9NyJUDmMDOAd3IAJzNz9A4>. Please send this link to anyone who you think will support the creation of your society. Once you have amassed 20 signatures using this link, I will email you and accept your submission.

Once this happens, you can complete the 20 signatures form on QPay. As we've accepted the previous form you would have received an email from "DUSAUK" / Mail@quicklypay.it, saying that your form has been accepted. Now, click the "Fill out next form" button.

Further QPay Instructions:

-  Select your Society and click the tick box.
-  Submit and enter code sent via email. You will then receive an email from "Dundee Students Association" / Mail@quicklypay.it confirming receipt of the form.

## 4. Constitution

You'll need to write a constitution for your new society. You can download an example by following the link: <https://www.dusa.co.uk/societies/members>. Items shown in red on the example are

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essential and should always be included, but outwith that, you can change it as much as you please in partnership with the VPSA or the societies office. Remember: this document will govern the rule of your society—it's already quite comprehensive, so if you don't want to make any changes to the example one (aside from inputting your society details of course), that's absolutely fine.

When the Constitution is ready you can fill in the QPay form. Click in the email from "DUSAUK" / [Mail@quicklypay.it](mailto:Mail@quicklypay.it), saying that your (previous) form has been accepted. Now, click the "Fill out next form" button.

Further QPay Instructions:

- ✚ Complete and upload your Society Constitution
- ✚ Submit and enter code sent via email. You will then receive an email from "Dundee Students Association" / [Mail@quicklypay.it](mailto:Mail@quicklypay.it) confirming receipt of the form.

## 5. Electing a Committee

It is now time to hold your first Annual general meeting (AGM)! At this meeting, you will elect your new committee members for the academic year. **You must have four key positions: President, Vice president, Treasurer and Secretary. Additionally, one member of the committee must also serve as a welfare officer.** The welfare officer can be incorporated into one of the four main roles or can be a separate position. You can introduce new committee positions too (such as social secretary, *etc.*, if you please). The AGM needs to be done fairly, where anyone can run for the positions and are then subsequently votes in by majority vote.

- ✚ If running an online AGM, please speak to your VPSA or the societies team about how to do so fairly and safely.

Because you are starting a new society, any matriculated University of Dundee student can vote. Once you are affiliated, this changes to only your members being able to vote.

Once you have held your AGM, please upload the minutes and a list of your new committee members to QPay. You would have received an email from "DUSAUK" / [Mail@quicklypay.it](mailto:Mail@quicklypay.it), saying that your (previous) form has been accepted. Now, click the "Fill out next form" button. Please upload a copy of your AGM Minutes. Please find an exemplar AGM Minutes on our website. If you have any questions about the running of an AGM, what it is etc, please get in touch at [vpsa@dusa.co.uk](mailto:vpsa@dusa.co.uk).

Remember to click the checkbox and look out for an email confirming receipt of the form.

## 6. Affiliation

The last step to your affiliation is to be approved by the existing councils at a Societies Council meeting. These are currently taking place on the last Wednesday of each month at 17:30, but the time and dates will change year to year. Once every previous step has been completed and approved by the societies office, you will be invited to the next Council to present the aims and objectives of your

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society. The Council will vote on whether to affiliate the society. Becoming affiliated means you'll have access to all DUSA perks, such as attending freshers fair, applying for society funding, being listed on our website, and booking rooms within DUSA- to name a few!

Further QPay Instructions:

- ✚ Find the email you received when your AGM Minute was approved. It will be from "DUSAUK" / [Mail@quicklypay.it](mailto:Mail@quicklypay.it), saying that your form has been accepted. Now, click the "Fill out next form" button.
- ✚ Upload a (maximum) 150 word "Society Blurb/Summary" document.
- ✚ Enter your name.
- ✚ Enter your @dundee.ac.uk address.
- ✚ Submit and enter code sent via email. You will then receive an email from "Dundee Students Association" / [Mail@quicklypay.it](mailto:Mail@quicklypay.it) confirming receipt of the form.

## **After Affiliation**

Once you are affiliated, it is time to really kick off your society! The following things will happen:

1. Your society will be added to the DUSA website- please complete the [A-Z Update Form](#) with the information you want to be included there Please note that this information can be changed and updated
2. You'll be added to the societies mailing list and Facebook group
3. People will be able to purchase society memberships on QPay
4. You will need to attend committee training. Speak to the societies' office about when this is happening or if materials can be provided to you.
5. You will be expected to participate in the Societies Council Meetings. Regular attendance is a condition of your affiliation.

Other Notes:

Head to <https://www.dusa.co.uk/societies/members> to download a society privacy policy template. This must be amended to suit your society and should be readily available to all members throughout the year. If you create a social media account(s) for your society, you should post the privacy policy there or email it to your members. You should also take a look through the other resources listed on this site as they can all help you get acquainted with what it means to run a society and how to handle any issues that may arise.

And remember, the societies team (led by your VPSA) are here for you, so if you have any questions, send an email or stop by The Hive!

