

UPDATED JUNE 2025

# NEW SOCIETY SETUP GUIDE



# 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 the Societies Officer 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.

If you have any questions about anything in this guide, get in touch with your Societies team for help:

VPSA: [vpsa@dusa.co.uk](mailto:vpsa@dusa.co.uk)

Societies Officer: [societies@dusa.co.uk](mailto:societies@dusa.co.uk)

# Steps for New Societies

A lot of the registration process will be done through the use of [Rubric](#). Rubric is DUSA's hub for all things societies. Once you're all set up on Rubric, 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 Rubric account. [This guide includes instructions on how to set up Rubric.](#)

## **1. Email the Societies Officer ([societies@dusa.co.uk](mailto:societies@dusa.co.uk))**

Explain that you want to start a new society. Provide an explanation on what your society is for, 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:

Start the process of registration on Rubric using your [@dundee.ac.uk](mailto:@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:

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.

## 2. Expression of interest

Register/login on Rubric using your student email address.

Fill out the form at the following link to begin the process:

<https://portal.hellorubric.com/form?fid=124>

Further Rubric 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.

You will then be redirected to a page detailing the affiliation steps. Click on "Submit form" for "Expression of Interest" – this will ask for:

- (Name of Proposer) - Enter your name.
- (Matriculation Number) - Enter matriculation number.
- (Dundee University Email Address) - Re-enter your @dundee.ac.uk email address.

Submit and enter code sent via email. You will then receive an email from "Dundee Students Association" / support@getqpay.com 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, you can either email us or we can email you and accept your submission.

Once this happens, you can complete the [20 Signatures](#) form on Rubric. As we've accepted the previous form you would have received an email from "DUSAUK" / support@getqpay.com, saying that your form has been accepted. Now, click the "Fill out next form" button.

#### Further Rubric 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" / support@getqpay.com confirming receipt of the form

## 4. Draft Constitution

You'll need to write a constitution for your new Society. You can download an example by following this link: <https://www.dusa.co.uk/societies/members>.

Items shown in red on the example are essential and should always be included, but outwith that, you can change it as much as you please in partnership with the VPSA and/or the Societies Officer. 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. Ensure that you are familiar with the contents of your constitution.

When the Constitution is ready, you can fill in the Rubric form and upload it. Click on the email you will then receive from "Dundee Students Association" / support@getqpay.com, saying that your (previous) form has been accepted. Now, click the "Fill out next form" button.

### Further Rubric Instructions:

- Complete and upload your Society Constitution
- Submit and enter code sent via email. You will then receive an email from "Dundee Students Association" / support@getqpay.com 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 five key positions: President, Vice President, Treasurer, Secretary and Welfare Officer. You can introduce new committee positions too if you want. 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 Rubric. You would have received an email from "Dundee Students Association" / support@getqpay.com, saying that your (previous) form has been accepted. Now, click the "Fill out next form" button.

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

If you have specific questions on AGMs, what they should look like or include, please get in touch with the Societies team, who can guide you through the process.

## 6. Affiliation

The last step to your affiliation is to be approved by the existing councils at a Societies Council meeting. These take place on the last Wednesday of every month at 5.30pm. The location will be communicated to you by either the VPSA or Societies Officer, but usually they are in Dalhousie. Once every previous step has been completed and approved by the Societies Officer, you will be invited to the next Council to present the aims and objectives of your society in a short 1-2 minute speech.

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 spaces with DUSA - to name a few!

### Further Rubric Instructions:

- Find the email you received when your AGM Minute was approved. It will be from "Dundee Students Association" / support@getqpay.com, 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" / support@getqpay.com confirming receipt of the form.



# After Affiliation

Congratulations and welcome to DUSA Societies! 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.
2. You'll be added to the Societies mailing list so you receive all society-related communications from the VPSA and/or Societies Officer.
3. People will be able to purchase society memberships on Rubric. How much you charge for membership is up to you, but we recommend not charging too much so your society is as accessible as possible!
4. Your Society will be set up for banking. You will receive £50 to start and can fundraise to make more money or submit a funding request to DUSA.
5. You will need to attend committee training. Speak to the Societies Officer about when this is happening or if materials can be provided to you.
6. You will be expected to participate in the Societies Council Meetings. Regular attendance is a condition of your affiliation, and repeated non-attendance can lead to disaffiliation.

# Final Notes

Make sure to go to the [website](#) 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 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.

Speaking of social media, make sure to follow @dusadundee and @dusa.societies! The Societies account, run by the VPSA and Societies Officer, will gladly repost and share any notices and events - just tag us!

And remember, the Societies team, and DUSA team at large, are here for you, so if you have any questions, send us an email or stop by The Hive on DUSA Level 2.