NEW SOCIETY SETUP GUIDE

2026/27

your guide to starting a brand new society

CONTENTS

Welcome	3
Before You Start...	4
Getting Approval	5
Expression of Interest	6
20 Signatures	7
Draft Constitution	8
Your First AGM	9
Approval from Society Council	10
After Affiliation	11
Additional Notes	12
Key contacts	13

WELCOME FROM THE SOCIETIES TEAM

It's great to see you're interested in starting up a brand new society here at DUSA! We are your Societies team this year:

Sam Murray, VP Student Activities
vpsa@dusa.co.uk

Gino Yunnissi, Societies Officer
Dani McFawns, Societies Support
societies@dusa.co.uk

Our job is to oversee society activities and make your experience the best it can be. This handbook will hopefully answer most of your questions, but if there's anything that you're not sure about, please either email us or pop into the office for a chat and we'll help you out.

Keep up to date with us by checking your emails(!) and following the @dusa.societies Instagram, where you'll also see reminders about upcoming events, committees, and highlights - tag us in your posts and stories and we'll reshare!

Sam, Gino & Dani

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 the society you want to create doesn't already exist.

If the society you want to create has existed in the past, but does not exist at the moment, you can also reactivate it instead of creating a whole new society. If this is the case for you, email the Societies Officer for more information.

If you haven't seen your society idea before, either in a currently existing society or one that existed in the last few years, following the instructions over the next few pages will get everything set up for you!

If you have questions about anything in this guide, or throughout the process, make sure to get in touch with the Societies Team who can lend a hand.

STEP 1: GETTING APPROVAL

The first step for any new society is to receive the go-ahead from the Societies Officer or VPSA, who can confirm your society doesn't currently exist and hasn't recently existed. They will also be able to verify that your society would not be in breach of any DUSA Bye Laws.

Email the Societies Officer at societies@dusa.co.uk and let them know that you want to start a new society. In this email, include...

- The name of the society
- The purpose of the society
- What you think it will add to DUSA/Dundee
- Any other relevant information

You will then hear back from the Societies Officer, either approving your society idea, or with an explanation why your idea has not been approved.

If your idea is not approved, you can workshop it with the VPSA and explore options - get in touch with them at vpsa@dusa.co.uk.

If your idea has been approved, move on to step 2!

STEP 2: 20 SIGNATURES

The next thing we need from you are a list of 20 students who are interested in your society and support it existing. We do this to make sure that the society will have enough interest to be successful - it can't be a society if only one person's involved!

There are two methods you can use to collect signatures:

- Send interested students to this link and have them fill in their details. Notifications are sent to the Societies Officer when this is filled in, and they can keep track of how many signatures you get.

- Make up your own form to collect signatures and send this to the Societies Officer once you have 20.

Once either you have sent your 20 signatures to the Societies Officer, or the Societies Officer has emailed you to let you know you've reached 20 signatures, you should then complete the 20 Signatures form.

Once the form has been approved, you can move on to the next step!

STEP 3: DRAFT CONSTITUTION

The next step is to write a constitution for your new society. The constitution is basically all of your society's rules and regulations. You can find a draft on the DUSA Societies website.

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 next form and upload it, where it will be checked by the Societies Officer. They will either approve the form, or get in touch with you about what amendments need to be made.

Once your form has been approved, you can move on to the next step!

STEP 4: YOUR FIRST AGM

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
- Welfare Officer

You can introduce new committee positions too if you feel they would be beneficial for your society. Common ones that societies have are Social Secretary and Events Officer.

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've held your AGM and elected your committee, it's time to fill out the next form and upload these details to the system. This will be checked and approved by the Societies Officer.

Once you have approval, it's time to move on to the final step!

STEP 5: APPROVAL AT SOCIETY COUNCIL

The final step is for your society to be approved by the Society Council, which consists of the elected committees of all other DUSA societies.

You should prepare a short 1-2 minute speech explaining the purpose and aims of your society. The members will then vote on your approval.

You will be informed of the next Society Council when you reach this step in the process, but generally, they are held on the last Thursday of every month in The Liar. You will be informed on the night if your society has been approved.

If the council votes in favour of your affiliation, congratulations - you are now an official affiliated DUSA society! Complete the final form on the website to formalise the process and the Societies Officer will be in touch with the next steps.

AFTER AFFILIATION

Welcome to DUSA Societies and congratulations! Now that you're affiliated, it's time to really kick things off.

You'll want to do the following things:

- Contact the Societies Officer with a list of the email addresses of all of your committee members to set up a society email address
- Contact the Societies Officer to set up a bank account for your society
- Finish setting up your society page on myDUSA, including setting membership prices
- Ensure you know the dates of the next Society Committee Training and use the existing online materials to get to grips with the basics. You can contact the Societies Officer to go through anything you're not sure of
- Note the dates for all following Society Council meetings, as you will now be a voting member and will be expected to participate
- Read through the Societies Handbook

ADDITIONAL NOTES

Make sure you go to the website and download a privacy policy template. Amend this to suit your society and make it available to your members throughout the year - we recommend social media for this.

If you have a social media account for your society, make sure to follow @dusa.societies to keep up to date with everything that's going on! If you tag the societies account, we'll always reshare the post - this account is run by the VPSA and Societies Officer.

As an affiliated society, you will have access to DUSA's venues for booking, so make sure to have a read through the Venue Booking Handbook, and get in touch with the Societies Officer to chat about any events you'd like to book!

You might be thinking about partnerships and sponsors for your society, and we can help you with that too - check our the Liar Partnership brochure to partner with The Liar and power up your students' association!

And finally, remember the Societies Team are here for anything you might need, so if you have any questions, make sure to drop us an email - our contact details are below!

KEY CONTACTS

Sam Murray (VP Student Activities)
vpsa@dusa.co.uk

Gino Yunnissi (Societies Officer)
Dani McFawns (Societies Support)
societies@dusa.co.uk