

How to Start a New Club

If you're here that means you're thinking about starting a new club, and we think that's amazing! For lots of people, clubs and societies are one of the highlights of their time at university, not only because of the great friends and memories made along the way but because of the unique leadership opportunities and employability skills, you're sure to develop.

It's a way for potential employers to see your genuine passion, as well as how dependable you are. To put it simply, you get out of clubs what you put into them and building your club into something great is a clear way of demonstrating that you're somebody people can count on to show up and get things done.

We know clubs are a lot of fun but, before you run off to plan your first event, it's important to have a concrete idea of what kind of club you want to create. Whether it's sporting, academic, cultural or social, make sure it's something you're excited to be part of and something that other people will be excited about too! Nobody can run a club by themselves, but if you keep that in mind right from the beginning then you improve your chances of getting your club off the ground (and keeping it there!).

There are great times waiting to be had, so let's get started!

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1. Register as a New Club

Now that you know what kind of club you would like to create, it's time to complete a [New Club Registration Form](#). Once you've completed this step, send an email to our Student Programs Coordinator at clubsandsocieties@une.edu.au. In this email you'll organise a time to sit down with our Student Programs Coordinator and discuss the club's creation process more in depth.

Once your club has been approved, its name and details will appear on our Clubs Search page under the '*Pending Clubs*' tab. What this means, is that UNE Life are ready to start advertising your club. This will help put you in contact with any other students that are interested in the vision and idea behind your club. Once you have a student following you can create your...

2. Committee

As we mentioned before, you can't run a club on your own. To create a successful club, you **NEED** other people to get on board! To establish a club, you will require a minimum of **three people**. These three members fill the positions of President, Secretary and Treasurer and together they form the **executive committee**.

Once you have your committee, you can then meet to make all the important organisational and structural decisions that go into creating a club!

Note: ALL EXECUTIVE MEMBERS NEED TO BE UNE STUDENTS OR STAFF.

You aren't restricted to just these three members; in the long term you can add as many executive members as you like and maybe even a committee. But to start with, we advise sticking to these three positions and building your club from there.

3. Constitution

One of your first official club actions will be the creation of a **constitution**. A constitution is a list of rules and regulations that your committee is held against, to make sure your club is ethical, working for your membership and sustainable. The best place to start is the **UNE Life Model Constitution**. If you contact our Student Programs Coordinator (clubsandsocieties@une.edu.au) they will send through the model constitution with fields for you to customize to suit your club.

You will need to make sure that any amendments to your constitution and decisions about the club are agreed upon by your full executive and current membership in an...

4. AGM

Note: Before you start this step get in contact with our Student Programs Coordinator, they can help you in the running and documenting of an AGM.

AGM stands for **Annual General Meeting** and is an event which **MUST** take place yearly for your club to retain affiliation status. Your first AGM will consist of:

- Your first executive elections.
- The creation of your constitution.
- The first discussions of your club's aims.
- The decision to open a club bank account.

In advance, decide upon someone to act as the secretary so they can document your AGM minutes (these will need to be presented to UNE Life for Affiliation and opening a bank account).

5. Club Finances including a Bank Account

Now that your club has officially begun, you'll need to start thinking about finances. Host a meeting of your executive and write down some notes and minutes

to submit to the Student Programs Coordinator. Make a financial plan, think about how your club is going to operate this year, and what funds you can leave for the executive to use next year.

As a rule, your club will operate as a non-for-profit. This does not mean that your club shouldn't aim to make money from its events; rather that your members and your executive should NOT be financially benefiting from club activities. All funds raised MUST go back into the club.

Later in the process, you'll discover [SSAF funding](#). SSAF is a great way to **support** your events, but you shouldn't be relying solely on this funding in order to **create** your events. Consider taking on fundraising events like raffles or sausage sizzles. Get creative!

As a Club, you can also now apply for a **club bank account**. UNE Life advises that you set this account up via Regional Australia Bank, so we can provide you with the most help if needed. If you're starting a Sporting Club, UNE Life will set up an account for you. Contact our Student Programs Coordinator (clubsandsocieties@une.edu.au) to help you through this process.

Note: Having a club bank account should be taken seriously. Make sure that your elected Treasurer is properly tracking your clubs' assets via bookkeeping, and make sure that the rest of your executive are informed of the Treasury activities of the club. Financial Liability is a FULL EXECUTIVE CONCERN.

6. Marketing and Communication

The second meeting you'll want to hold is regarding marketing. This meeting can be held at the same time as your financials meeting, just make sure that you have a clear set of notes and minutes to submit to the Student Programs Coordinator.

Marketing is crucial for the advertisement and visibility of your club. Facebook is a great start, as it allows you to create private groups and advertise your events. When you create an event on Facebook make sure to add **UNE Life** and **TuneFM** as co-hosts so that we can help market your content (when you do this shoot the Student Programs Coordinator an email so they can alert the socials team). Doing this exposes your event to a much wider audience of students. Whether you're posting to Facebook or Instagram, tag us @unelife2351 so we can share what you've been up to. For more details and resources visit our [Social Media Guide](#).

But don't stop there! Think about other platforms you can use to reach new students. Other platforms may include:

- Instagram
- Whatsapp
- Discord
- LinkedIn
- Moodle

Think beyond the digital realm, and consider things like:

- Will you hand out flyers?
- Will you plaster posters on campus?
- Will you talk with TuneFM about hosting a talk show or podcast?
- Will you give out marketing material at club events?
- Will you talk with bigger clubs about organising joint ventures?

The opportunities are endless!

7. Event Planning 101

This is the final test, for you and your executive. Organise a meeting with our Student Programs Coordinator where your **whole executive are present**. Come

prepared with an idea for an event your club might hold. This meeting will be a brainstorming session where your club are asked to create a fake event, our Student Programs Coordinator will step you through all the processes involved with planning and then hosting an event.

This is all to prove that your executive are actively thinking about the commitment, time, and level of preparation that is needed to host a club.

Having successfully completed this step, we'll step you through:

- Using our Clubs Management portal (UniOne).
- Filling out a Club Affiliation Form (to make the club official).
- Potential funding for your club moving forward.
- Our club's discussion forums and sources of information.
- A Q&A session where you can have any final questions answered before diving properly into clubs' management.

8. Keep in Contact

Perhaps the most crucial step in the whole club creation process is making sure that you keep in contact with our Student Programs Coordinator. Don't hesitate to ask them any questions you have regarding the operations of your club. By reaching out for help you can make sure that your club is sustainable and lasts not just the next 3 years, but the next 10, 20 and onward.

If you need assistance at any point along the way, don't hesitate to reach out, ask questions or arrange a time to chat!

With all these steps completed your club is ready to become the next sensation at UNE, good luck and happy administrating!

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Social Media Guide



New Club Registration Form



SSAF Funding FAQ



UniOne Help

