



Setting up a new Club or Society

HOW TOResources for Clubs & Societies

Club & Society Organisation at DCU:

The Club Life Committee (CLC) and the Society Life Committee (SLC) govern and drive club and society activity at DCU respectively. The main priorities of the CLC and SLC are to allocate funds to clubs and societies, offer assistance and advice on the general running of clubs and societies and events, and to encourage extra-curricular life on campus. More specific aims of these committees are listed on the CLC and SLC websites at

<http://life.dcu.ie>

Contact the CLC & SLC

Katie White
CLC Chair
CLCchair@dcu.ie

Stephen Byrne
SLC Chair
SLCchair@dcu.ie

Paul Doherty
Clubs & Societies Officer
clubsandsocs@dcusu.ie

We're on the Web!

See us at:

www.dcsu.ie

&

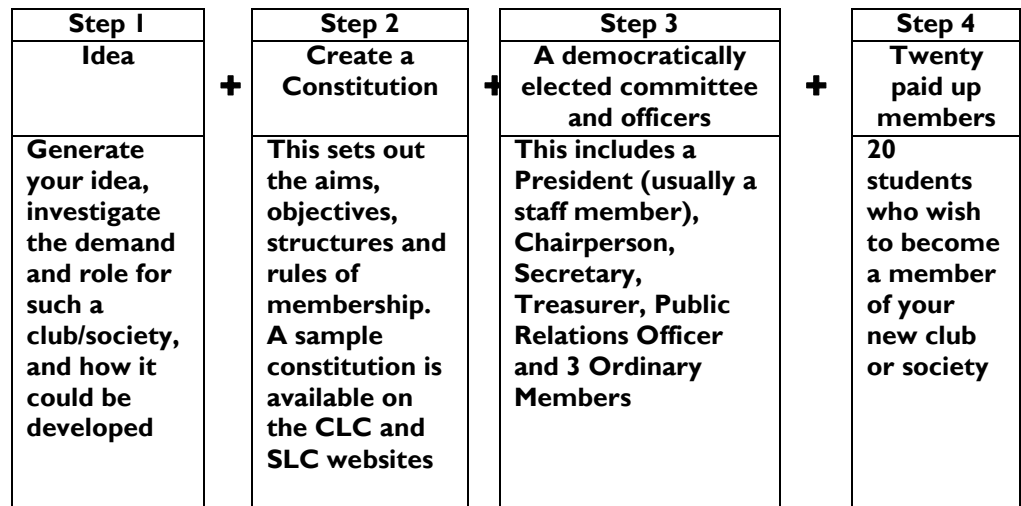
www.dcu.ie/sportsdevelopment



DCU Student Sport
DCU Clubs & Societies

Getting Started

In order to set up a new society you must satisfy the requirements for gaining recognition contained in either the CLC or SLC constitution. The procedures in the CLC and SLC constitutions vary slightly and you are advised to refer to the exact requirements of the relevant constitution available on the CLC and SLC website. However the basic requirements to set up a new club or society are:



Step 5

A club or society seeking recognition should then apply with the above information to the CLC or SLC executive. The Executive will then recommend to the general meeting whether or not provisional recognition should be granted. Information must be submitted to Siobhan Byrne, Club & Society Finance & Development Officer in the Clubs & Societies Offices in the Hub or by email at clubssocietiesfinance@dcu.ie

New Clubs & Societies have been rejected because:

- The idea was insufficiently different to another club/society
- Wider financial and/or legal implications
- Aims and objectives were against the policy of the SLC/CLC e.g. Equal opportunities, alcohol etc

Re-establishing a dormant society

A club or society may be declared defunct and all recognition removed if there is no written communication between the CLC/SLC and that club/society for more than twelve months, or if no accounts have been received from the society for two years running. To re-establish a dormant club/society follow the guidelines for setting up a new club/society.



For Club Information contact:

Yvonne McGowan
Senior Sports Development Officer,
 CG73 Henry Grattan Building,
 Dublin City University,
 Dublin 9.
 ☎: 01-700 5811
 ✉ yvonne.mcgowan@dcu.ie



For Society Information contact:

Siobhan Byrne
Club & Society Finance & Development Officer,
 Office of Student Life, The Hub
 Dublin City University,
 Dublin 9
 ☎: 01-700 5585
 ✉ siobhan.byrne@dcu.ie



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Committee Roles

An effective club or society begins with an effective, co-operative and hardworking committee. It is imperative that those elected to executive positions approach their tasks with enthusiasm and a sense of responsibility. If you appoint people who are disinterested or ineffective in their positions then the whole club/society will suffer as a result. Alternatively, leaving the work to one person only leads to

'burnout' and a collapsed club or society.

The minimum number of club/society committee members is 8 –

- President (must be a staff member)
- Chairperson
- Secretary
- Treasurer,
- Public Relations Officer (PRO)
- 3 Ordinary members

Each of these roles performs



specific functions that are required to run a club/society. However tasks may vary depending on your organisation and activity.

For more details on the roles of committee members contact:

Yvonne McGowan,
 Senior Sports Development Officer
 or
 Siobhan Byrne
 Club & Society Finance & Development Officer.

Creating a Constitution

Each club and society must have a constitution to raise greater awareness and participation on the part of their constituents and also to minimise some of the problems that may arise when officers change each year.

regulations of the club/society. It ensures the orderly and democratic governance of the society. The seriousness of the constitution will only be appreciated in times of conflict of interest.

on its content and how it works. A sample constitution can be found on the website:

www.dcsu.ie

or

www.dcu.ie/sportsdevelopment

The constitution is a vital component of all clubs and societies. A constitution is effectively your terms of reference and the rules and

If carefully thought out, voted upon by the members, implemented and discussed with all members at least once a semester, all members will be educated



Why get involved in Clubs & Societies at DCU?

Clubs and Societies are the bedrock of a student's active involvement in campus life and getting involved will enhance your university experiences beyond the academic realms. Active participation in clubs and societies can give you the opportunity to develop

existing skills or to try something new. It can provide a lively social life, good friends that last a lifetime, and many memories to treasure. Active involvement is also a welcome break from academic studies and a real boost to future careers as you can gain many

transferable life skills that will set you apart from other applicants in a work environment.

You can also gain academic credits for your involvement through the Uaneen Module, visit www.dcu.ie/uaneen.

