

HOW TO SET UP A NEW CLUB OR SOCIETY

- Decide what kind of Club or Society you would like to start, and what its name will be. Remember to check the full list of current Clubs and Societies [HERE](#) first to make sure that your idea for a Club or Society doesn't already exist.
- Do some paperwork!

STEP 1. Find 15 or more current ATU Galway students who support the idea of the new Club or Society, and fill in the founding petition template linked below with their names and student ID numbers.

NEW CLUB OR SOCIETY PROPOSAL

STEP 2. Write up a Constitution for the new Club or Society. This is basically a document which outlines what the main goals and activities of the new Club or Society will be, and the rules for how it will run. The SU has a standard Constitution template which you simply edit to fit your idea. Just remember that some elements cannot be changed (see the template below).

SAMPLE CONSTITUTION

STEP 3. Create a Development Plan for the first year of the new Club or Society. Again, we provide a simple template which you just need to fill in to tell us what kinds of activities you envision to get your new Club or Society started.

DEVELOPMENT PLAN

- STEP 4. Submit all of your paperwork as Word documents to supportoffice@galwaymayo.ie (for new Sporting Clubs) or suoffice@galwaymayo.ie (for new Societies) and wait for a response. You might be asked to make some amendments before the new idea can be considered. Please do not submit your documents as PDFs or as links to shared files, as it's often difficult or impossible for us to edit these files.
- Once a decision is made you will be informed and your new club or society will be set up on ATUSU Life to recruit and get up and running.