

Starting a New Club

Starting a new club can be a really overwhelming process and it can be a pretty big time commitment initially, but it is really rewarding and there are lots of resources available.

An Idea for a Club

The first thing you will need is an idea for a club. The theme of your club can range from lots of different things such as:

- Arts and Performance
- Academic Disciplines
- Religion and Faith
- Political
- Advocacy and Humanitarian
- Language and Cultural
- Special Interest (hobbies, etc.)

Clubs should be new, and provide an additional benefit to the community that other clubs aren't providing. You can be incredibly creative with what the theme of your club is, provided that other students are likely to be interested in joining.

If you are interested in starting a sports club, this is run through ANU Sport, not Clubs Council/ANUSA so please visit <https://www.anu-sport.com.au/clubs>

Vision/Goals

The clearer your vision on the types of events you'll run and the types of students you think will enjoy attending will help make running the society much easier to achieve. Some questions you should consider are:

- What groups of students will be interested in joining?
- What are the benefits students will get from this club?
- What are some events this club would run?
- Are these events practical (easy to organise and low-cost)?
- How will the successes be measured?

Community

Having a clear uniting theme and interest helps ensure members of the club have a shared interest, and helps ensure there is a benefit to students joining. It is important to note that clubs affiliated with Clubs Council must be open to all members of ANUSA and PARSA.

It is important to see if there are any students interested in being involved in the club before you start doing too much organisation in case there is no interest in this club starting. Find forums or groups where you think your target students are likely to be involved in to check if people are interested in joining. Social media can be a really useful way to find interested students. A society must have at least 15 members to be eligible for funding.

If you find people who are interested in being more involved than just members, then these students can be in your executive! Running a club is a lot of work, so it's important to have other people with assigned roles to carry out different work within the society. A list of important roles can be found under the Club Management section of training.

Affiliating with Clubs Council

Clubs Council is the committee that oversees most of the student clubs and groups at the ANU. There are a lot of rules your club has to follow in order to be 'affiliated' or joined to Clubs Council. Affiliating to Clubs Council gives access to money to fund your society as well as a range of resources like training on how to run societies, social events and benefits from ANUSA. Affiliating with Clubs Council can be a bit tricky, but read the 'Affiliating with Clubs Council' resource for more information.

Holding your first General Meeting

You'll need to hold an Inaugural General Meeting. This is a formal meeting that can help establish the society. You'll need to advertise this and find 15 people to attend this meeting. You can find people interested in the executive roles before the meeting, but they can't do the roles until an election during the meeting.

There are lots of rules about how to run General Meetings, and these can all be found on the Clubs Info section on the ANUSA website. You can also read the Affiliations policy and this has even more information! At the Inaugural General Meeting, you'll need to move a motion to accept the constitution.

This meeting needs a Returning Officer (RO), which is an unbiased person who can manage the election and count votes. The RO cannot run in the election. You'll have to write minutes (a record of the meeting) and make sure you record the names and student numbers of each member.

Constitution Writing

You need a constitution to be the set of rules that your club follows. These mean that if issues arise in your society, there are clear rules that have to be followed to determine the outcome. There are specific provisions that you'll need here in order to be affiliated with Clubs Council. There is a model constitution template here: [Keep it simple and use this awesome template!](#)

Learn More About Clubs

There are resources for helping with club management and finances online, so read up on these because they'll help you gain an understanding of how this all works. These are all on the Club Info page of the ANUSA website.

Create an Email and File-Sharing System

You can consider creating an email address for your society. This can make communications with other groups like Clubs Council or external stakeholders much easier to keep track of. File-sharing can help make sure that your entire executive has access to every document needed.

Run Your Society

For most clubs, once all of this has been completed, you will shift from starting your club to managing your club! For most clubs, this involves running events for your members. It also often includes having exec meetings in order to manage organisation of events and any other administration.

