

**UNIVERSITY OF ESSEX**

**SU SOCIETY START UP FORM**

**Creating a new SU Society**

This is the form required to start a new SU Society. Please fill in all the boxes and then email this form as explained in the **Important** section. A new SU Society must be student-led and distinct in name and aims to any existing SU society. A list of existing SU societies can be found at: [essexstudent.com/societies/findasociety/](https://www.essexstudent.com/societies/findasociety/).

**Details**

**Name of Proposed Society:**

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**Proposed Membership Price (£):**

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This is the annual price it will cost individuals to join the society from the 1st of August to the 31st of July of any academic year. The membership price can be anything, including free. Only by paying this fee, individuals will be able to receive society emails and run/vote in society election.

**Members of the Executive Committee**

The Executive Committee (otherwise known as ‘the Exec’) of a society is the committee in charge of the day to day running of the society. When starting a society, you will need **4 separate individuals** to fill the required roles of: President, Vice President, Treasurer, and Welfare Officer. Descriptions for these roles can be found on the PowerPoint at [essexstudent.com/activities/studentactivitiesexechelp/coreofficertraining/](https://www.essexstudent.com/activities/studentactivitiesexechelp/coreofficertraining/). You may also choose as many additional Exec roles as you would like. All members of the Exec must be current University of Essex students.

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| **Required roles** | **Full Name of Member** | **Essex Email (@essex.ac.uk)** | **PRID (e.g., SMITH12345)** |
| **President** |  |  |  |
| **Vice President** |  |  |  |
| **Treasurer** |  |  |  |
| **Welfare Officer** |  |  |  |

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| **Additional Roles****(Optional)** | **Full Name of Member** | **Essex Email (@essex.ac.uk)** | **PRID (e.g., SMITH12345)** |
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**Aims of the Society**

All societies must have a clear set of aims and what the society will do to meet these aims.

**Aims:**

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**What the Society Will Do to Meet These Aims:**

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**Signatures**

All proposed societies require a list of at least **20 students** who have indicated that they are willing to join the society upon approval. These members will be notified upon the approval of the society.

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| **Full Name** | **Essex Email (@essex.ac.uk)** | **PRID Number (e.g., SMITH12345)** |
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**Declaration**

*If this society is approved and I become a member of the executive committee for that society, I understand that I will be obliged to devote time to the promotion and running of the society. I understand that the running of the society must be compliant with this document and the Societies Terms of Reference.*

**Name(s) of Proposer(s):**

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**Contact Email(s):**

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**Date:**

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**Important**

Once this form has been completed, it must be emailed the SU Societies Department - susocs@essex.ac.uk, either as a digital document or as a scan of the physical document. When emailing this form to the Societies Department **you must also cc all 20 of the society's signatories**. Once this form has been received it will be reviewed by the SU Societies Department and approved in conjunction with the VP Student Experience. You will be informed of a decision as soon as possible.

If you have any difficulties filling out any of the sections of this form, please get in contact with us at susocs@essex.ac.uk. We are willing to help societies that are having difficulties finding the required Exec members and/or signatories.