

STARTING A CLUB.



Congratulations on taking the first step towards starting your own Club! Running a club is a rewarding experience and we are here to help you every step of the way.

At Western, it is compulsory for student clubs to be affiliated. Affiliation unlocks certain benefits, such as:

- access to book facilities and equipment
- eligibility for SSAF funding
- a group page on *WESTERNLife*
- being covered under the University's insurance, and
- receiving support and training from the Student Clubs team.

It is an annual requirement for all clubs to re-affiliate to maintain these benefits.

Minimum Requirements.



In order to start a club you will need to meet the following minimum requirements:

Establish a unique idea for a club.

We encourage you to look at existing clubs on [WESTERNLife](#) or reach out to the [Student Clubs Team](#) before submitting your application. In order to be approved, clubs must have a unique purpose to other existing clubs.



Enrol a minimum of 10 members.

Founding members need to be currently enrolled Western Sydney University students.

Appoint your Executive Committee.

From the founding members, you will need to fill the three core positions of:

- President
- Treasurer
- Secretary

VISIT our [Role Guides](#) to learn more about what is involved in each of the Executive roles

Start small with 3-4 executive officers.

While you can add additional executive roles we recommend starting small, and adding roles as your club grows.

Draft a mission statement.



This should be a collaborative effort that succinctly outlines your unique aim. Your mission statement should answer the questions:

- “how are we different from existing clubs?”
- “what do we want to achieve as a group?”
- “what is our purpose?”

This helps potential members to clearly understand what it would mean to join your club.

Draft and endorse your Club constitution.



All founding members of your club must discuss your constitution and agree upon its contents, with a majority voting that it meets your needs.

This should be recorded in brief meeting [minutes](#) at your **Inaugural General Meeting**. You can review the [model constitution template](#) and update the designated fields to reflect the aims and needs of your club.

Registering your club.



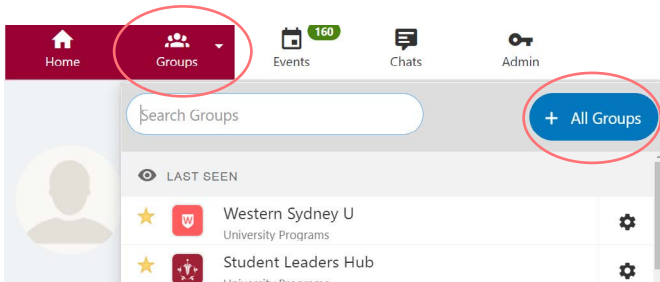
Once you have confirmed these details you can complete the [‘Register a new Student Club’](#) form on *WESTERNLife*.

To access the form:

1. Login to [WESTERNLife](#) using your student email address and password.

2. Click on ‘Groups’ and then ‘+ All Groups’ on the top navigation bar

3. Click ‘Register new Student Clubs’ button



Registration Requests for New Student Clubs are now open! Being an executive of a club can be challenging, exciting and rewarding. Before you begin, please read our Getting Started Guide.

When you're ready click on the "(+) Register New Student Clubs" button to commence this process. You will be required to complete all mandatory fields on all pages of the Registration Request form (marked by an *).

As part of these requirements, you will need to select both a Campus & Club Category. You will also need to upload a copy of your Constitution. You can download a copy of the Student Clubs Model Constitution via this [link](#).

[+ Register new Student Clubs](#)

LOGOS WILL NEED TO MEET THE FOLLOWING REQUIREMENTS:

- Does not contain WSU acronym or Western shield
- Aligns with university values
- Fits 1:1 aspect ratio
- Size: 300 x 300 pixels
- Format: JPG or PNG
- Resolution: 72 dpi/ppi
- Accessible (best practice is AAA compliant, minimum AA) using a [contrast checker](#)

4. Complete the form. You will need to provide the following details as part of your application:

- Club name
- Categories, including home campus and club type
- Mission
- Endorsed constitution
- Names and student ID's of founding members
- Logo (if you've got one in mind, or this can be submitted to the Clubs team for approval at a later time)



— What happens next.

Check your emails

Once your form is submitted, the students listed as your founding members will receive a message to their student email account asking for them to confirm they would like to be involved in the clubs inception.

IT'S BEST TO LET EVERYONE KNOW to keep an eye out for this email as this is where most hold-ups with applications happen!

When all 10 members have confirmed their intent to be involved, a member of the Student Clubs Team will contact the proposed Club Executives within 2 weeks.

Online Training

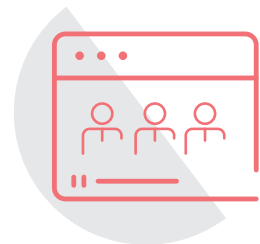
Executives will need to complete mandatory online training prior to their induction.

Induction

An online induction (30-60 minutes) will be set up for the Executive Committee to:

- meet the Student Clubs Team
- review the event, budget and payment request process
- learn how to manage your group page on *WESTERNLife* and setup a group email account
- learn where to access training resources, the clubs handbook and important clubs information, and
- answer any questions you have.

The whole process of setting up a club typically takes 10-15 working days, but may take longer in more complex circumstances.



WHO NEEDS TO ATTEND? The President, Treasurer and Secretary all need to be in attendance at your induction meeting

The Student Clubs Team are here to help!

Email us at: studentclubs@westernsydney.edu.au with your questions.

Login to [WESTERNLife](#) and get started today!