

How to Start a Club at UC

Are you ready to build a community around your interests at the University of Canberra? Follow this step-by-step guide to get started.

Step 1: Create a Club Email

Set up a dedicated Gmail or Outlook email address for your club (e.g., ucmusicsociety@gmail.com).

- Ensure the email is short, simple, and easy to remember.
- Do not include personal details, as this email and password will be passed on to future club leaders.

Step 2: Sign Up on RUBRIC

1. Go to [RUBRIC](#).
2. Create a new account using your club email address.
3. Log in and click on the “Forms” tab.
4. Select “Start a Club – UCX Affiliation”.
5. Begin filling out the form. You will need to:
 - Provide your proposed club name.
 - Complete the Business Plan Template, outlining your club’s purpose, planned events, budget, and goals.
 - Design a simple club logo using tools like Canva.

Note: Please avoid using AI-generated images, content from Google, or the official UC logo, as these may be copyrighted or restricted.

For inspiration, browse the existing clubs via the [UC Clubs Directory](#).

Step 3: Gather a Team

When starting a club, will need a minimum of four core executive positions:

- President
- Vice-President
- Secretary
- Treasurer

These roles need to be elected during your Inaugural General Meeting (IGM).

In addition to the executive team, you can create any other positions such as:

- Events Officer
- Social Media Officer

Speak with your peers to see who may be interested in getting involved.

Step 4: Organise and Host Your Inaugural General Meeting (IGM)

Once your club business proposal has been approved by UCX, you will be prompted (within the same RUBRIC form) to:

- Choose a date, time, and room for your IGM
- Finalise your club constitution
- Submit your pizza and soft drink order (provided by UCX)

You must ensure a minimum of 10 attendees, including your executive team.

During the IGM:

- Introduce your club's purpose and planned activities
- Confirm or elect your executive team
- Record attendance and take minutes using the provided templates

A UCX representative will attend to support and verify the meeting.

Step 5: Submit IGM Documentation and Finalise Affiliation

After the IGM, upload the following documents via RUBRIC:

- IGM minutes
- Committee contact list

Once this is reviewed and approved, your club will be officially affiliated with UCX.

Step 6: Enable and Sell Memberships

Once affiliated, you will be able to enable memberships for your club via RUBRIC. You must:

- Follow up with interested students
- Encourage them to purchase a membership

Your club must have at least 10 paid members (including the executive team) to remain active and access UCX funding.

Final Step: You're All Set

If you have any questions, need assistance, or would like feedback on your business plan, we are here to help.

Schedule a meeting with the UCX Clubs team anytime: [Book a chat.](#)

We look forward to seeing your club come to life!