

CLUBS AND SOCIETIES

RULEBOOK

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Aontas Na Mac Léinn



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ABBREVIATIONS AND SHORTS

Board of Irish College Societies	BICS
Clubs and Societies Council	Council
Clubs and Societies Development Officer	Development Officer
Clubs and Societies Executive Committee	Executive Committee
Clubs and Societies Secretariat	Secretariat
Committee of Sports Administrators in Ireland	CUSAI
University of Limerick	University (UL)
University of Limerick Students' Union	ULSU

Where numbers appear in round brackets e.g. (10.10), this refers to an article in the ULSU constitution.

Where the letters 'SO' and numbers appear in square brackets e.g. [SO 26], this refers to a standing order of the Council.

PREFACE

This Rulebook, in accordance with article 40.10 of the University of Limerick Students' Union constitution, sets out the policies and regulations agreed by the Clubs and Societies Council.

The Rulebook elaborates on the specific constitutional articles relevant to clubs and societies and defines them in terms of their interpretation. The Rulebook further defines key terms used by the Council in its business.

The financial arrangements that are employed in allocating money to clubs and societies are included in the Rulebook. The process outlined in the Rulebook has been agreed by the Council and is binding on all clubs and societies.

The Rulebook shall be published and updated annually and shall be made available to all clubs and societies at the Administration Seminar and in the Clubs and Societies Office.

2 May 2000

GLOSSARY OF TERMS USED IN THE UNIVERSITY OF LIMERICK CONSTITUTION, CLUBS AND SOCIETIES STANDING ORDERS AND THIS RULEBOOK

The following shall determine whether an organisation is a club or a society.

CLUB

Clubs shall be the representative agents for active sports participation for the University of Limerick. These clubs shall compete in organised competitions/events whereby they adhere to the rules and regulations as laid out by their governing bodies. A club may also be a non-competitive activity but nonetheless participatory. This form may involve physical fitness, recreational or therapeutic components.

SOCIETY

Societies are formed for a specific purpose, namely to campaign a certain ideal. Societies are seen as gathering places for cultural and/or intellectual advancement of institution members.

The main distinction being drawn between a Club and Society is that a Club is 'activity driven' whereas a Society is 'interest driven'.

Apology

An apology [SO 7(a)] is a written stated reason why a delegate to the Council or a member of a committee or other assembly cannot attend a particular meeting.

Academic Year

An academic year shall be deemed to be from Weeks One to fifteen of the autumn semester and Weeks One to fifteen of the spring semester, inclusive.

Budget Allocation

A budget allocation is a sum of money allocated to each club and society at the beginning of the Academic year in the autumn semester to subvent expenditure incurred by a club or society in the pursuit of its aims or objectives. The Executive Committee under established financial procedures agreed by the Council determines such an allocation (Article 43.1 & 43.2)

Chairperson

A chairperson is person who presides over a meeting and administers the procedures, rules and other directions that allow for the smooth running and time keeping of a meeting so that its business is correctly transacted.

[SO 2-4]

Financial Year

The financial Year for clubs and societies runs from Week Thirteen of the Spring Semester to the proceeding Week Twelve of the Spring Semester, which is a total of fifty-two weeks.

Mandate

A motion is a command or instruction from a superior authority to an entity or person, which it has the right to order or instruct.

Majority

A majority [SO 27] is the greater number between two differing numbers. A majority determines the outcome of a vote or other ballot used in meetings or considerations of opinion.

Minutes

A minute of a meeting is a record of the proceedings of that meeting. Minutes are taken for the purpose of accountability and as an official record of decisions and policies agreed at meetings. [SO 33 (a) and (c), 34, 35]

Non-voting

A person is deemed non-voting [SO 4] when he/she is precluded from formally casting a vote at meetings or other assemblies. The person neither is entitled to propose any kind of motion or other formal proposal. The person may offer an opinion or advice.

Outside Membership

Any member of the public who is neither an enrolled student nor a member of staff of the University or of the ULSU.

Semester

A semester divides the academic year into two: an autumn and a Spring Semester. They constitute fifteen weeks each.

Special Events Fund

A sum of money apportioned annually by the ULSU for special or unforeseen events for clubs and societies, that could not be anticipated for when an organisation applied for their budget allocation. (Article 43.8-43.10)

Standing

The word standing in the context of the Standing Orders means permanent and at all times fixed and established. [SO 45 (1)]

Terms of Reference

Terms of reference [SO 41] describe and define the scope and authority or power of a particular body or committee. They usually give details of membership, voting-rights, chairperson, purpose of committee or inquiry, its authority or powers if any, and other requirements relevant to the matter in question.

University Day

A University day (as per Students Union Constitution – “Definition” 12) is deemed to be any day of the week, which is not a State or Bank Holiday, between Monday and Friday inclusive during the academic year.

Utterances in the nature of being defamatory [SO 21] are considered words, which are injurious to the good reputation or name of a delegate or club or society.

CLUBS AND SOCIETIES POLICIES

Clubs and Societies Council Agenda - that the item 'Any Other Business,' shall be removed from the agenda of Council meetings and replaced with the item 'items for discussion at the next meeting.

~ Minute 5.0 of 19 October 1999

Clubs and Societies Council Apology - One apology will be accepted for a valid reason for non-attendance per semester, while the Executive Committee will consider each subsequent apology.

~ Minute 4.1 of 30 March 1999

Clubs and Societies Council Attendance - That delegates attending Council meetings who withdraw from such a meeting before its business is concluded shall be deemed absent on the record. Delegates arriving after ten minutes after the chair has called the meeting to order will also be deemed absent on the record.

~ Minute 4.21 of 2 November 1999

Clubs and Societies Council Standing Orders

Those Standing Orders relative to the public business of the Clubs and Societies Council be adopted.

~ Minute 5.0 of 30 November 1999

Clubs and Societies Executive Committee Minutes

Those minutes of the Clubs and Societies Executive Committee are available in the Clubs and Societies Office on request to any delegate of the Clubs and Societies Council.

~ Minute 3.0 of 16 November 1999

Clubs and Societies Administration Day

1. All Clubs and Societies will be required to provide names of two representatives and one alternative representative to the Clubs and Societies Development Officer by Wednesday of Week One; Semester One, who will be attending the Clubs and Societies Administration Day.
2. At least one representative should be a member of the committee of the Club or Society.
3. The named alternative will be required to attend the full duration of the Administration Day when one of the named representatives are unable to attend.
4. It will be the responsibility of the respective Club or Society to ensure that two representatives represent the club or society for the full duration of the Administration Day.
5. If a Club or Society fails to present two representatives for the full duration of the Administration Day, that Club or Society will be ineligible for a budget for that academic year.

~ Clubs & Societies Council, 30th March 2004

Clubs & Societies Council - Liaison Officers

- a) A delegate to council is a member from clubs or societies who are nominated or otherwise authorised by their organisation to attend
- b) Each club or society must nominate two permanent delegates for the duration of a full academic semester IMMEDIATELY after the administration weekend and prior to the first council meeting of Semester 2. The Secretariat and the Clubs & Societies Executive representative for your club or society must be notified of changes 3 days prior to a Council Meeting.
- c) A club or society may only change their delegates (from this time forth referred to as a "liaison officer"), outside of specified timeframe, in exceptional circumstances. This is to be determined and decided at the discretion of the Clubs & Societies Executive.
- d) Both delegates attending council must currently sit on the committee of the respective club or society. (Note; this applies to the core committee positions ONLY)
- e) Both delegates' may attend council in rotation or together. This does not exclude any club or society bringing more than these two nominated delegates to a council meeting however only one of the TWO NOMINATED DELEGATES may register their club/societies attendance or vote as the case may be.
- f) Delegates are obliged to relay any and all information dealt with by the council concerning the running of and matters affecting clubs and societies.
- g) Neither the council nor its agents accepts any responsibility for failure to communicate such information to individual clubs and societies.

~ Passed at CSC 22nd April 2003 / ~ Amended (d) in line with Semester 2 Week 9/ 11 (passed on the 25th of April) of 2006

Clubs & Societies Council Structure

1. Clubs and Societies Council comprises of representatives from all recognised Clubs and Societies.
2. Each Club or Society is entitled to representation on the Clubs and Societies Council who must number at least two of the three core decision makers as defined in the Clubs and Societies Committee Structure Section.
3. A Club or Society must nominate two people to represent it at Council meetings at the start of each semester. No changes to this representation will be allowed during that time. Only one representative needs to attend any given meeting.
4. A Club or Society will receive two points for every Council meeting attended, up to a maximum of twelve points.
5. Clubs and Societies Council meetings will be held at least three times per semester.
6. The Clubs and Societies Awards Hustings are to be held in addition to these meetings. Attendance at the Awards Hustings is mandatory.
7. The Clubs & Society Council and the Clubs and Societies Executive reserve the right to convene additional Clubs & Society Council Meetings should they be deemed necessary. All such meetings must be organised with at least one academic or three non-academic weeks notice.
8. Any additional Clubs & Society Council Meetings convened to deal with specific topics such as the Budget or Health & Safety, may be attended by committee members other than those specified above (2).

~ Semester 2 Week 9/11 (passed on the 25th of April) of 2006

Clubs & Society Committee Structure (2)

Core Committee Positions

The core committee positions, all of which must be filled by a Full Member, as defined above are defined as the Chairperson, the Secretary, and the Treasurer and, in the case of Clubs, the Safety Officer. Two of the first three listed people (Chairperson, Secretary and Treasurer) must be designated as a Club or Society representatives on the Clubs' and Societies' Council. Other Committee positions may be seen as core positions at the discretion of the Clubs and Societies Executive on a case-by-case basis.

The Chairperson

The Officer (known also as the President, Auditor, Captain, Commodore etc.) whose duties encompass those of the Chairperson is in charge of the overall running of the Club or Society.

The Secretary

The Officer whose duties encompass those of the Secretary is in charge of maintaining all documentation necessary for the Club or Society. This shall include,

but not be limited to the Minutes of any and all meetings and the Handover documents for the next committee.

The Treasurer

The Officer whose duties encompass those of the Treasurer is in charge of maintaining the Club or Society's accounts and of submitting the Club or Society's budget submission.

The Safety Officer

The Officer whose duties encompass those of the Safety Officer is in charge of ensuring the Club's Safety Statement is relevant and achievable, that the Club ensures good safety records are kept and that the club follows its Safety Statement.

Other Committee Positions:

These are some examples of some of the other Committee positions, which a Club or Society committee may include:

Vice Chair

The Vice-Chair's role tends to be as an assistant or advisor to the Chair and to stand in for the Chair in his/her absence.

Equipment Officer(s)

The Equipment Officer's role tends to encompass ensuring that accurate equipment lists are kept, ensuring that existing equipment is kept in good condition, that borrowed equipment is returned and the purchase of equipment.

Public Relations Officer(s)

The Public Relations Officer's role tends to encompass promoting the Club or Society and publicising the Club or Society's events and activities.

Trips/Events Officer(s)

The Trip/Events Officer's role tends to encompass organising the Club's or Society's Events.

Webmaster

The Webmaster is in charge of ensuring the Club's or Society's website is kept up to date.

~ 25th April Week 11 or Week 7 Semester 2 of 2006

Clubs and Societies Executive Structure

1. Representation on the Clubs & Societies Executive would be determined by a representative from each group as defined within the Clubs & Societies Budget.
 - a) 1 Category A Club Representative,
 - b) 1 Category B Club Representative
 - c) 1 Category C Club Representative, one of which is to be elected the Clubs Officer.
 - d) 3 Society Representatives one of whom is to be elected the Societies Officer.
2. All elected student members of the Clubs and Societies Executive have full voting rights. In addition the Students Union President has full voting rights.
3. In addition the Clubs and Societies Executive will comprise of the following non-voting members.
 - a) The Clubs and Societies Development Officer
 - b) The Sports Administrator
 - c) The Arts Officer
 - d) The Secretary General
4. For all meetings, Students Union and otherwise, which require the representation of the Clubs and the Societies Executive, the Clubs Officer and the Societies Officer shall be deemed the representative of the Clubs and Societies Executive.
5. No first year students permitted to take up a position on the Clubs & Societies Executive. In addition no one who will be unavailable for a significant portion of the year due to Teaching Practice, Co-Operative Education placement or Erasmus will be eligible to sit on the Clubs and Societies Executive if it is to be his/her first term on said Executive.
6. Anyone proposed for the position on the Clubs & Societies Executive must have at least one semester's experience on a committee within Clubs & Societies.
7. Nominations for positions in a given category may be made by any representative of a Club or Society in that category
8. In addition the Clubs & Societies Development Officer (CSDO), Arts Officer (AO) or Sports Administrator (SO) may nominate an individual for consideration to the Executive (CSE).
9. In the event that representation within a specific category of Club cannot be secured the nomination would be open to interested parties from other categories of Club.
10. In the event that no nominees for a given position may be secured nominations will be sought at the next Clubs and Societies Council meeting.

~ Semester 2 Week 9/11 (passed on the 25th of April) of 2006

Accommodation

That expenses incurred by clubs and societies for accommodation (in Ireland) may be budgeted for in an organisation's budget application.

~ Minute 7.2 of 29 October 1998

Budget Criteria and Financial Procedures

That Council shall accept the recommendations, criteria and weightings as outlined in the Report of the Committee to investigate and report to Council on the current financial procedures employed by the Students' Union in allocating money to clubs and societies, as agreed and amended by Council.

~ Minute 4.0 of 7 March 2000 and minute 3.21 of 18 April 2000

Capping

1. Any club or society that scores less than or equal to 30 points in its first year would automatically receive a zero budget **with** an opportunity to apply to special applications.
2. Any Club or Society that scores less than or equal to 30 points a second time in succession the clubs or society in question would automatically receive a zero budget

~ 11th March 2003 Clubs & Societies Council -Amended in line with Special Application policy as of 25th October 2005 Clubs & Societies Council

Capital Intensive Policy for Clubs & Societies

1. A three-year plan is a pre-requisite for all Clubs and Societies wishing to purchase any capital equipment with a value in excess of € 500.
2. This must be submitted with the Budget Submission
3. A full inventory of equipment including details on manufacturers lifespan as of date of submission must be provided
4. The three-year plan must contain details of the year by year account of projected purchase and re-sale of equipment
5. Only with Executive approval can any aspect be altered over the three years the plan is in use
6. Generation of a new three-year plan must be submitted within 12 months of the conclusion of the existing three-year plan.

~ 10th April 2007, Clubs & Societies Council

Burden of Proof

The Burden of Proof will rest squarely with the applicant club or society. If the figures cannot be proven by way of a receipt or invoice it will not be the responsibility of the Clubs and Societies Executive to verify such projections.

Note: In the case of clubs/societies who await a timetable of events to base travel and expenditure cost they would have to base them on the previous years activities.

~ 11th March 2003 Clubs & Societies Council

Petty Cash

Those who chose to utilise cash to purchase equipment, stationary, hire of taxis or any form of outgoing expenditure must acquire a receipt as proof such a transaction has taken place.

~ 11th March 2003 Clubs & Societies Council

Bank Statements

All clubs and societies will be required to provide Bank statements of all transactions as proof of incoming and outgoing transactions at the time their budgets are requested.

~ 11th March 2003 Clubs & Societies Council

Audit

1. Clubs and Societies Executive are required to carry out a minimum of 3 audits a year, with two of these being picked at random and the other at the discretion of the Clubs & Societies Development Officer
2. Clubs and Societies deemed to be acting fraudulently and/or failing to disclose their full financial standing would face being derecognised.
3. A club or society found to be in breach of their audit would have two weeks to rectify the situation to the satisfaction of the Clubs and Societies Executive

~ 11th March 2003 Clubs & Societies Council

Benefits in Kind (BIK)

Benefits in kind must be quantified also with official stationary from sponsor detailing the item in question and an approximate cost. Note: It would be recorded as a double entry on their income and expenditure columns, to allow for due credit and financial parity.

~ 11th March 2003 Clubs & Societies Council

Sponsorship (to be quantified in terms of,)

Personal Contributions must be clearly defined as distinct from Benefits in Kind and Fundraising. Note; Due consideration must be given to the Political Parties as a consequence of restrictions imposed on them by Senior Organisation.

~ 11th March 2003 Clubs & Societies Council

Coaching Expenses

Submit Coaching credentials of coach in order to validate the request for coaching expenses and the cost associated with these services. The credentials would require a letter/copy of agreement with the club re the expenses and the experience of the coach in question and any relevant coaching qualifications from the governing body. (This can also apply to societies i.e. in terms of stage manager or lighting expertise for the drama society)

~15th March 2005, Clubs & Societies Council

Criteria re Coaching Expenses

For the purposes of C&S budget submissions all clubs will be entitled to budget for training coaches. Not all teams within a club are automatically entitled to coaching fees, and only the elite teams will be supported.

It is the responsibility of the club to show that they have an elite team, in the case of multiple teams. The SU C&S executive will use the following criteria in their decision:

1. An elite team should compete at a national/international level in a competition deemed to be of an exceptionally high level as per their governing body
2. Normally only two elite teams (one men's one women's team) can exist in any one club (unless the club is active in more than one discipline).

In addition, those clubs performing at standards for which professional coaching and training services beyond the capacity of the club members is justified, can request coaching and training expenses in their budget submission. Coaching fees are subject to the following conditions

1. The maximum fee allowed per training session is set at E75 OR the total amount of coaching fees in one year must not exceed E4500

~ 10th April 2007, Clubs & Societies Council

Food Costs

The following would be deemed acceptable food costs;

1. Intersivity Banquets,
2. OPC, Kayak, Sailing Club events to complement remote locations and lack of availability of food outlets.
3. Conferences to be linked to the cost per head for food
4. Away teams need a letter from CUSAI or governing body to verify the tradition of feeding the visiting team
5. Cheese and Wine Reception linked to a prestigious event such as a launch
End of year parties prohibited, barbecues, or general food expenses for routine club trips not allowed. This should be billed in as part of the overall cost of the trip and all such food costs illustrated in the budget and the income and expenditure directly related to such food expenses separated as individual entries in the budget.

~15th March 2005, Clubs & Societies Council

Charity Based Societies

Costs will be divided into two areas – Core & Administration - & Auxiliary. Core Costs are costs that are necessary for running the society, that the Charity based society wouldn't be able to operate without, the majority of which are costs directly associated with students (all except part of the swimming costs). The Auxiliary Costs are additional to central costs. Charity based societies will not budget for these and will endeavour to fundraise for these costs.

Sample of SVP Core & Administration Costs

1. Basic Activity Running Costs
 - a) Transportation –Taxis-Buses
 - b) Excursions
 - c) Intersivity -Bus-Intersivity fee (covers accommodation & basic food)
 - d) Summer Camp-Bus for students-Accommodation in Dublin & basic food & accommodation
 - e) Haiti-Transportation-Insurance-Vaccinations-Accommodation-Food (Very Basic)
 - f) Administration-Printing/Photocopying-Stationary-Phone-Bibs/T-Shirts for -fundraising – necessity
 - g) New Members: Stand/Banner
 - h) Buckets/Boxes

2. Auxiliary Costs

While charity based societies will not budget for these costs, C&S must recognise that funds will be in their bank accounts to cover these costs and these funds should not be counted in the budget process.

- a) Homework Club-Food Costs-Christmas Excursion
- b) Traveller Club-Food-Christmas Trip-Outings (such as You're A Star concert in 2004)
- c) Swim Club-Food Costs
- d) Home Decoration-All Costs
- e) Home Visitation-Donations and assistance to families
- f) Haiti-Gifts and charitable donations
- g) Soup Run-All costs
- h) Tribal Drumming-All costs
- i) Music Therapy-All costs
- j) Summer Camp-All costs for the children (all activities, food, etc)
- k) Other Charitable donations-- All costs

~15th March 2005, Clubs & Societies Council

Items of Clothing (Setting of clear guidelines with regard to how student's money should be spent)

1. The purchase of socks and shorts is permitted within the budget system in the same way jerseys are provided for.
2. Tracksuits, splash tops, jackets will be the responsibility of the clubs/societies to raise the necessary funds for major events. Hoodies/T-shirts – not budget item at discretion of the club – only profit from such sale of equipment listed in budget

~15th March 2005, Clubs & Societies Council

Bonus Points for both Clubs and Societies:

1. (1point) Bonus point is to be awarded to Clubs or Societies if they are nominated for the best club/society, best new or improved club/society, or best club/society event. 2 Budget points are awarded to the winner as before.
2. Insertion of bonus points (2points) for those clubs or societies who develop the level of competency of members which in turn benefit the club/societies overall development. This would be conditional on payment for the attainment of certification/expertise in return for these services to be provided to the club/society free of charge thereafter.

~12th April 2005, Clubs & Societies Council

Budget System

1. To abandon the interview system in favour of the budgets being determined based on submissions at the end of Semester 2. These submissions would be scored by a more experienced cross section of the Clubs & Societies Executive such as the students Union President, Clubs & Societies Development Officer, Arts Officer, Sports Administrator, Clubs Officer and Societies Officer (C&S Accounts)
2. The appeals system would be retained but should also stipulate experience of candidates over enthusiasm and any successful appeals would be facilitated out of the special application fund so as not to interfere with final awards for all non-appellant clubs and societies.

~12th April 2005, Clubs & Societies Council

~ Amended in 2006

Special Applications

1. Clubs/Societies in receipt of a budget would be permitted to make an application(s) to a maximum of E3000 on a 50/50 basis in any given academic year. (You raise 50% of funding required to receive a matching 50%). This would cover unforeseen events subject to the Clubs & Societies Executive approval.
2. Clubs/Societies entitled to a budget but not in receipt of a budget would be entitled to make an application to the special application fund on a 50/50 basis in any given year up to a maximum of E4000. (You raise 50% of funding required to receive the 50% shortfall). If however these clubs/societies fail to secure a budget for a second consecutive year they would then be limited to the lower financial cap of E1000 until a successful budget application is made. This would be subject to the Clubs & Societies Executive approval.
3. New Clubs & Societies would be entitled to access the upper limit of E4000. This would be subject to the Clubs & Societies Executive approval.
4. No special application will be processed until all VALID paperwork is provided with the application. Failure to provide the relevant paperwork within 5 working days will result in the application being terminated and all other special applications being processed in the order in which they are received thereafter.
5. An application does not guarantee funding.

~ 25th October 2005, Clubs & Societies Council

Budget linked to Income Policy

[Note: that this policy refers to how points and cash are allocated in terms of the automated computation of the final cash amount award to clubs and societies]

Budgets to be allocated on a Points and Income basis and the ratio would be determined by cash amount of income raised and funds actually available

Method

1. Points run on income figures and that determines first round award.
2. If surplus on budget after 1st round the same system of allocation would be re-run.
3. The budget system is re-run in successive rounds until all money is allocated.
4. As each club/society reaches its maximum points determined financial allocation they are excluded from remaining rounds of budget so that nobody can receive more than they asked for and those with shortfalls have several opportunities to cut the size of their shortfall.

Budget Split (between Clubs & Societies)

That the Clubs and Societies annual budget be split, with 25% apportioned to societies and 75% apportioned to clubs. If the total running costs of either clubs or societies are less than the apportioned amount, the surplus will be re-allocated to the other if required. These percentages will be reviewed annually at Clubs and Societies Council in Semester 2.

~ 10th April 2007, Clubs & Societies Council

Equipment Policy & 3 year Plan

Equipment Policy

1. The ownership of all equipment owned under the guise or name of any of the Clubs and Societies of the University of Limerick under the auspices of the Students Union shall remain the property of the Clubs & Societies of University of Limerick. Any monies raised, sponsorship or donations, personal or otherwise, which contribute to the purchase of equipment, shall automatically be deemed as property of the relevant club or society. All club and society inventory shall be used for the promotion of the club or societies aims in accordance with their constitution, with the consent of their committee and subordinate to the University of Limerick Students Union constitution.
2. In the event that a club or society is de-recognised the ownership of all equipment/inventory shall be transferred back to the Clubs and Societies of the University of Limerick Students Union. This equipment may be held in trust until the club/society is re-started or a similar interest club/society that may benefit from the use of such equipment. It may also be decided in the event of de-recognition to sell off all such assets and return all proceeds to the special events fund or annual budget of clubs and societies as appropriate.
3. All committee members of clubs and societies must ensure in the event of de-recognition that all equipment is returned without delay complete with keys for storage and location where necessary. The committee charged with the responsibility of equipment records, logbooks and maintenance records are liable for the welfare and transfer of all such equipment. Failure to comply shall compel the Clubs & Societies Executive to initiate the necessary proceedings legal or otherwise.
 - a. Pursuant to these aims, the committee members of clubs and societies are responsible for keeping a record of all assets controlled by the relevant club or society. They are also responsible for the storage and maintenance on any equipment and for keeping records of the maintenance, which shall be available to the Clubs and Societies Executive committee on request.
4. The Clubs & Societies Executive committee shall be the arbitrators of all aspects of the Clubs & Societies Equipment Policy.

Guidance for Equipment and Care

This information is primarily aimed at those members of the Club's committee with specific responsibilities for the issuing, care and maintenance of Club /Society owned equipment. As such it should enshrine current best practice advice on equipment care. Individual responsibility must be encouraged and this includes the habit of giving kit a visual and tactile check before use. Personal injury risk through improper use of equipment must be managed through these procedures. Proper training in the use of all equipment is crucial to maintaining safety.

Equipment logs

- a) Each individual item must be given a unique permanent number or mark, which should in some way also indicate the year of purchase. E.g. A=1995, B=1996
- b) Lightly scratch marks with a metal scribe into non-load bearing parts of hardware. For software, write on labels rather than the tape itself.
- c) In the log, record this number/mark, when the item was bought, when the equipment should be retired and how often the equipment must be checked.
- d) Record when the checks are made and if there are any problems or not. Checks need to be made by a competent person, which is someone with the skills, knowledge, qualification and experience to carry out the checks.

Capital Clubs/Societies

An item of capital expenditure is defined as any item which

- 1) Has an appreciable lifetime over a number of years.
- 2) Costs over 500 Euros.

Three Year Plan

- a) Name of Club/Society
- b) Summary
- c) Constitution
- d) Aim & Ambitions
- e) Membership Targets and Relevant Coaching
- f) Membership Targets and Workshop/Specialist Training
- g) Governing Body and the Coaching/Safety Standards/Categories
- h) Competitions/Progression
- i) First Aid Provision
- j) Fundraising Targets
- k) Table of Contents

~Appendix C and D as of the 16th March 2004 detailed Equipment and 3 Year Plan- refer to minute 7.4(6) re appendix C and then re Appendix D Min 8.6 on the 13th April 2004.

Foreign Trips Policy

1. JUSTIFY in written form the importance of any foreign trip outside of the island of Ireland (Republic of Ireland and Northern Ireland) to the long-term development of the Club/Society.

E.g. Outdoor Pursuits Club trip to Scotland and Winter Mountain Climbing training with a qualified British Mountaineering Council (BMC) guide.

E.g. Sub Aqua club training up members with Scot Sac approved instructors in warmer water allows for multiple dives in a short space of time which is not possible in waters off Ireland.

2. “Invitational” tournaments abroad are not permitted unless recognised competitions of significance as acknowledged within your relevant governing body

E.g. Henley Rowing Regatta UK, Head of the Charles USA.

E.g. Oxford invitational debates, Debating Union.

3. Only expenses that relate to the “activity” are actually covered on a foreign trip:

a) Accommodation - The following accommodation can be budgeted for: Self-catering accommodation; Campsites; Hostel; Budget hotels. Accommodations outside these categories are subject to discretion of the C&S executive and may be subject to part funding.

b) Transport of necessary equipment and/or equipment rental can be budgeted for.

c) Tuition/Expert coaching can be budgeted for.

d) Entry Fees can be budgeted for.

4. International Flights and Travel to 1/3 of the cost of International Travel to primary destination may be budgeted for. The most efficient form of travel to the primary destination is the responsibility of the club/society member.

a) Secondary travel from primary destination must be cost effective AND necessary within the environs of the primary destination and associated with the club/societies activities being undertaken. Such expenses will be a legitimate expense.

5. Charity Based Societies i.e. St. Vincent De Paul are exempt from point 4 of The Foreign trips policy to facilitate their 6 weeks of charity work in Haiti

~ 27th March & 10th April 2007, Clubs & Societies Council

Budget Criteria

The Executive Committee determines an organisation's budget points in accordance with the criteria as agreed by the Council.

	Points	Total
Clubs & Societies Recruitment Drive		10
Membership 1 - Numbers	25	1
	50	3
	75	4
	100	5
	125	6
	150+	8
Membership 2 - Return of Membership Books	2	
- Excel Record	2	
Membership 3 - Contact Book – Sem 1	2	
- Contact Book – Sem 2	2	8
Committee Development		
Committee Structure	5	
Handover documentation (1 document per position)	3	
Financial affairs – (Bank Statement of Accounts for the year and change of bank mandate)	3	
Information	2	13
Performance of Club/Society		
No creditors outstanding	2	
No grievances	2	
Track Record of Club/Society	5	
Attendance at Council over a 3-year		
Average of lifetime of Club/Society. (90%=3, 70%=2, 50%=1)	3	12

	Points	Total
Publicity		
- C&S Web Site link	1	
- Maintained Individual Web Site	3	
- Posters	2	
- Text/Email Groups	1	
- An Focal < 50% Submission	2	
- Other	2	11
Clubs & Societies Council		
1 Meeting	1	
3 Meeting	3	
5 Meeting	5	
8 Meeting or more	8	8
Attendance at CSC Best Club & Society Hustings & Vote	5	<u>5</u>
		75

~10th April 2007, Clubs & Societies Council-

Clubs Specific Criteria

The Council agreed that Clubs be spilt into certain categories according to their suitability to be judged according to set specific criteria to them. The following are the categories in which Clubs have been placed:

Category A Teams	Category B	Category C
American Football	Athletics	Aikido
Basketball	Archery	Judo
Camogie	Badminton	Karate
GAA Football	Chess	Lifesaving
Soccer	Equestrian	Sub Aqua
Hurling	Golf	Tae Kwon Do
Hockey	Handball	Tang Soo Do
Rugby	Kayak	Kickboxing
Softball	Mountain Bike	
Volleyball	Outdoor Pursuits	
Water polo	Rowing	
	Sailing	
	Tennis	
	Table Tennis	
	Windsurfing	

The following are the criteria specific to each category

Category A Criteria		Points	Total
Number of Teams	1	2	
	2	4	
	3	6	
	4	8	
	5+	10	10
Number of scheduled Games	3	3	
<i>(including inter-varsities)</i>	6	6	
	9	9	
	12	12	
	15	15	<u>15</u>
TOTAL			25

Category B Criteria		Points	Total
Level of competition			
– County		2	
– Regional		4	
– Provincial		6	
– National		8	
– International		10	10
Level of participation		3	
– Beginners		3	
– Intermediates		3	9
– Advanced			
Event Frequency			
– weekly		6	
– fortnightly		4	
– monthly		2	6
TOTAL			25

~Clubs & Societies Council-16th March 2004

Category C Criteria		Points	Total
Grading			6
Level of competition	< 5 people	>=5 people	
– Provincial	1	2	
– National	2	3	
– International	3	5	
Seminars		Max	5
Level of participation			
– beginners		3	
– intermediates		3	
– advanced		3	9
TOTAL			25

~Clubs & Societies Council-15th March 2005

Societies Specific Criteria

There are no specific points total per each of the 3 sections, which is why it is left blank. As such to account for the diversity of societies activities, they are entitled to be scored on each section singularly or collectively up to a maximum of 25 points. All events can only be listed and scored in one section only. (The choice is the societies to make)

Showcase Event: It will bring with it an increased workload and planning beyond the normal levels of the society. If the event has been held before, the effort involved shall be on par or greater than the previous attempt.

- a) On submission from the Society the Clubs & Societies executive will consider the following
- b) Pre-Planning – possible club/society sub committee
- c) Higher associated costs
- d) Successful Sponsorship
- e) Attempt to involve the broader campus community beyond their own membership and/or external involvement via wider community or other third level institutes
- f) Visible Profile on campus including a media profile
- g) Prestigious speakers-politicians and personalities
- h) Campus Based event

Profile Speaker: A speaker who is respected either inside or outside their field of expertise. The society must provide a biography of the speaker detailing their achievements to date and explaining why they are a profile speaker

- a) Politicians/Journalists with a national and/or international profile
- b) TV/Showbiz personality
- c) An Accredited Academic- within UL and considered as one of the most eminent experts within their field. Senator David Norris on James Joyce would be another example of this.
- d) High Profile Industry/field of specialty

Any other speaker such as local councillors -local activists that do not satisfy the above would be regarded as ordinary speakers.

SOCIETIES Criteria		Points	Total
Guest Speakers			
Ordinary (1pts per speaker)			
Profile (2pts per speaker)			
1.			
2.			
3.			
4.			
5.			
Number of Regular Events (3 pts per Event)			
1.			
2.			
3.			
4.			
5.			
Showcase/Profile Event (6 pts each)			
1.			
2.			
3.			
TOTAL			25

~Week 7 Sem 2 25th April 2006 Clubs & Societies Council 2006

Bonus Points for BOTH Clubs & Societies

UL Best Club/Society Winner	2	
UL Best Club/Society Nominee	1	
UL Best Club/Society Event Award	2	
UL Best Club/Society Event Award Nominee	1	
UL Best New OR Improved Club/Society	2	
UL Best New OR Improved Club/Society Nominee	1	
BICS/CUSAI National Award	2	11
Representation on Governing Body		
Provincial	1	
National	2	
International	3	3
Intervarsity & Competition Winners		
Provincial	1	
National	2	
International	3	3
Development of Competency of members		
This would be conditional on payment for the attainment of Certification /expertise in return for these services to be provided to the club/society free of charge thereafter.		
		<u>2</u>
		19

~Clubs & Societies Council-15th March 2005

ULSU and PSA Agreement version 2 re Clubs & Societies and Capitation

Appendix D - ULSU and PSA agreement version 2

Agreement between University of Limerick Postgraduate Student Association (PSA) and University of Limerick Students Union (ULSU), regarding new funding arrangements and division of postgraduate student capitation between PSA and ULSU to comply with the constitutions of PSA and ULSU.

In principal:

- a) The PSA should be funded directly from the capitation contribution of postgraduate students.
- b) The PSA should make a contribution from postgraduate student capitation to UL clubs and Societies.
- c) The wages of the PSA president should come directly from Postgraduate student Capitation.
- d) PSA should make some financial contribution to the ULSU in order to maintain use of ULSU resources both in terms of use of ULSU facilities and access to officers.
- e) The PSA will present accounts to the University to show the expenditure of the Postgraduate Capitation money.

Detail:

1. The PSA should be funded directly from the capitation contribution Of the postgraduate students.
 - a) The PSA and ULSU agree that UL PSA should receive the total amount of postgraduate student capitation money from the University of Limerick because it is the organisation mandated by postgraduate students to represent their interests and safe guard the appropriate expenditure of their capitation fee.
 - b) Postgraduate capitation at the time of this agreement is 53 euro per full time student and 44 euro per part-time student
 - c) Postgraduate Student Capitation was approximately 75,000 euro for the academic year 2002/3.

2. PSA should make a contribution from Postgraduate Student Capitation to UL Clubs and Societies.
 - a) At the time of this agreement 2/3's of all student capitation goes to fund Clubs and Societies. There is a small administrative overhead taken by ULSU from this but almost all this money goes into Clubs and Societies.
 - b) PSA and ULSU agree that this amount of 2/3's of capitation should remain. PSA will direct 2/3's of the capitation money it receives from UL to the ULSU to administer on behalf of UL Clubs and Societies. This is because ULSU already has personnel and systems in place to administer this money and there is at the time of this agreement satisfaction among postgraduates as to how the ULSU administers club and society money. The PSA and ULSU agree that the PSA's contribution to Clubs and Societies should be transferred to the ULSU within 10 working days of the PSA receiving the money from UL.

3. The wages of the PSA president should come directly from Postgraduate Capitation.
 - a) The wages of the PSA president is currently 14,000 euro including employers PRSI the cost is 16,000 euro for wages.
 - b) It is agreed that the PSA will undertake to register as an employer and pay the PSA president's wages and satisfy all tax requirements as an employer. This will change the PSA president from being an employee of the ULSU to being an employee of the PSA. The change over will happen in the next pay period after the transfer of money from the University of Limerick to the PSA.

4. The PSA should make some financial contribution to the ULSU in order to maintain use of ULSU resources both in terms of use of ULSU facilities and access to officers.
 - a) The contribution of postgraduate students to the ULSU is to come from the postgraduate students capitation fee. This contribution is based on the division of the postgraduate capitation money after the president's wages and clubs and societies portions and a minimum expenditure figure for the PSA have been subtracted.
 - b) The total amount of Postgraduate capitation for the year 2002/3 was approximately 75,000 euro.
 - c) 2/3 going to clubs and Societies leaves 1/3 or approximately 25,000 euro
 - d) Out of this 1/3 of Postgraduate capitation comes the PSA president's wages. This is currently 14,000 to the employee or 16,000 including employers PRSI contribution.
 - e) This leaves approximately 9,000 euro to be divided between the PSA and ULSU.
 - f) It is agreed between the UL PSA and ULSU that 5,000 euro is a reasonable minimum for the PSA to consume in addition to the presidents wages.

- g) Out of 1/3 of capitation less wages, which will be approximately 9,000 euro 5,000, will be remain with the PSA undivided. The remainder of the money will be split in the ratio of 2:3 in favour of ULSU.
- h) Based on a total Post Graduate capitation figure of 75,000.
- i) This agreement will give UL clubs and societies 50,000 euro .
- j) UL PSA will get wages of 16,000 plus 5,000 plus 1,600 giving 22,600
- k) ULSU will get 2,400
- l) Excluding wages the UL PSA will exist on approximately 6,600 euro each year.
- m) It is agreed between ULSU and PSA that for the academic year 2003/4 only the ULSU will waive its portion of Postgraduate Student capitation fees on the basis that no agreement was reached the previous year.
- n) For all subsequent years the above agreement holds.

Appendix E - Article 30 PSA in Constitution (Financial Matters)

1. As recommended by the HEA, (Higher Education Authority), two thirds of postgraduate student Capitation shall be given to Clubs and Societies.
2. Funding for the P.S.A. shall come from postgraduate student capitation directly from the University to the P.S.A.
3. This funding shall be used to fund the activities of the Association and the salary of the P.S.A. President, which shall be commensurate with that of the Union Sabbatical Officers.
4. The Finance Committee shall decide upon the level of funding extra to that of the President's salary or other University Authority agreed by both the P.S.A. and said Authority, and shall be subject to annual review.
5. The present funding arrangement whereby the wages of the P.S.A. President is paid for by the Union shall continue until such time as the funding structure proposed under Article 30 sections 2 and 3 comes into effect.

*~Clubs & Societies Council (Appendix D & E re PSA)
30th March 2004*

~Ninth Amendment adopted by membership at a Union General Meeting 26th March 2002. [Introduced the Articles referring to the P.S.A.]

PSA-ULSU

ULSU Clubs & Societies Council notes:

1. The HEA recommendation that two thirds of Student Capitation monies go to Clubs & Societies.
2. ULSU's endeavours to meet this criterion by apportioning Union administrative & sabbatical officer salaries from Clubs & Societies monies.

ULSU Clubs & Societies Council believes:

1. That the practice of paying Union sabbatical officer salaries and any salaries other than development, administrative and accounting should desist.
2. That given the Union Financial situation the aforementioned arrangement must stay in place for two further years.
3. That ULSU Clubs & Societies Council should oversee the administration of all Clubs & Societies capitation monies.

ULSU Clubs & Societies Council resolves:

1. For the academic year 2004/2005 Clubs & Societies will desist from paying the salaries of the Union Welfare Officer and Union Education Officer.
2. For the academic year 2005/2006 Clubs & Societies will desist from paying the salaries of the Union President and the Union Campaign & Communication Officer.
3. From the academic year 2006/2007 Clubs & Societies will only pay the salaries of Clubs & Societies Development Officer and contribute towards the cost of Clubs & Societies Accounts & administrative functions
4. From the academic year 2004/2005 on the Union President will present to ULSU Clubs & Societies Council each May a provisional budget for Clubs & Societies monies for the subsequent academic year, the budget being provisional on the amount of capitation monies received by the Union in October.

~Clubs & Societies Council, 13th April 2004 (Appendix B)

Adoption of the UL Alcohol Policy

(The Clubs and Societies Council accept the proposed Alcohol Policy subject to the Following:)

1. The President of the ULSU or his or her nominee and the C & S development Officer will sit on any groups that have been put in place to monitor the progress of the policy and the action plan.
2. There should be equal representation of students and staff on any Committee or group that is established to examine the sponsorship of student activities on campus. Student Representatives will comply with the following: The President of the Students' Union, his or her nominee, the C & S development officer, the Clubs officer and the Societies officer will sit on the sponsorship committee.
3. The Clubs and Societies Council will be given regular updates from their Development Officer and will review the progress of the policy and the action plan midway through semester two of the academic year 2002/2003

~9th April 2002, Clubs & Societies Council

Nominations for the Best Club & Society Awards

1. Clubs and Societies Executive would compile the short list of nominations
2. Clubs and societies would be able to vote for each other.
3. Clubs and Societies would be able to nominate themselves.

~26th February 2004 - Clubs & Societies Council

Posters

That clubs and societies shall only place one poster per notice board in the University per event. This poster shall be no larger in size than A3.

~ Minute 5.3 of 29 October 1998

That fines where poster violations are reported and proven are set at E6.35 (£5) per offending poster.

~ Minute 8.0 of 8 December 1998

Political & Religious Parties

Allowed for political parties and religious organisation to receive funding from Clubs and Societies.

~ 26th March 2002 Eight Amendment adopted at a Union General Meeting

Membership and Committee of A Club/Society

There are 3 types of membership, Full Membership, Associate Membership and Honorary Membership.

Full Membership

1. All students currently attending the University of Limerick and all current staff members of the University of Limerick are entitled to Full Membership of any and all Clubs and Societies. Attending a course is seen as pursuing any degree, undergraduate or postgraduate, full-time or part-time and includes time spent on Teaching Practice, Co-Operative Education, Erasmus and Link-in modules. Furthermore anyone who has graduated from any course, or attended any full-time course for more than one academic semester within the last two years is entitled to full membership.
2. Anyone who is a full member of a Club or Society is entitled to be a member of the committee of said Club or Society and has voting rights at any general meeting of said Club or Society.
3. Full members must pay an annual levy to the Club or Society, as outlined below.
4. Full members must account for at least 75% of the listed membership of any Club or Society.

Associate Membership

1. Any member of the public who is older than eighteen years is entitled to Associate Membership of any and all Clubs and Societies. This includes, but is not limited to Alumni of the University who graduated more than two years previously, and persons who have chosen not to continue their studies at the University of Limerick more than two years previously.
2. All Associate members must pay an additional levy on top of the annual membership levy charged to Full and Honorary members, as outlined below.
3. Associate Members have no voting rights at any meeting of a Club or Society and may not hold any core Committee position, as outlined below,. They may however serve on the Extended Committee, as outlined below, or may be asked by a Club or Society's Committee to serve in an advisory position.
4. It must be remembered that these are University of Limerick Clubs and Societies, funded in the main by University of Limerick Student Capitation and this must be respected.

Honorary Membership

1. A Club or Society may, at its own discretion, name any person who they deem to have done great service to said Club or Society to be an Honorary Member in perpetuity of said Club or Society. Honorary members shall be treated as Associate Members except that they are not required to pay the Associate Membership Levy.
2. Associate and Honorary Members may account for no more than 25% of the listed membership of any Club or Society.

Membership Fees

1. Every member of a Club or Society must pay a membership levy every year to be deemed a current member of said Club or Society. This levy must exceed the legal minimum membership fee to be a member of a Club or Society. The levy amount is at the discretion of said Club or Society's Committee. Associate Members must also pay an additional levy on top of the annual membership levy charged to Full and Honorary members. This levy is at the discretion of the Club or Society, but must be at least twice the Full Membership Levy, or be at least E20.00, including the Full Membership Levy.
2. The term of membership shall be from the date a Member signs the membership book until Monday of Week One of Semester One of the following academic year.

~ 25th April Week 7 Semester 2 of 2006

Formation Of a New Club or Society

In order to be recognised by the UL Students Union (ULSU), and so be entitled to receive funding from said Union the following conditions must be met by the applicant organisation (as set down in the ULSU constitution Article 39.3):

1. The organisation shall have a minimum of twenty-five members.
2. Membership must be open to both students and staff of the University.
3. The organisation must have a constitution stating clearly the aims, objectives, purpose and/or intentions of the organisation, as well as the administrative purposes of the organisation with specific attention given to financial arrangements.
4. The Organisation must also provide a Safety Statement
5. A Full Committee Contact List must be provided to the Clubs and Societies Development Officer (CSDO)
6. The Organisation must present accounts to the Clubs and Societies Executive Committee at any time if requested to do so, as well as an inventory of all goods owned by or held in trust for to the ULSU.

On the formation of an organisation, the applicant club or society must inform the Council of its intention to be formally recognised by the Council. The applicant organisation shall place a resolution to go on a 15 academic week trial period. This allows the Council to verify the existence of the applicant organisation from that date and to fulfil the fifteen academic week period constitutional requirements.

The applicant organisation shall then wait for fifteen academic weeks, from the date of that Council meeting, before formally requesting the Council to be recognised as a full club or society. Having fulfilled the above requirements, the applicant organisation for recognition must have the above criteria certified by the Development Officer and the Clubs/Societies Officer before they make a formal application to the Council.

The Development Officer and the Clubs/Societies Officer shall review the membership returns of the applicant organisation for accuracy and authenticity and shall review the applicant organisation's constitution to consider whether it has clearly stated its aims, objectives, purpose and/or intentions. They shall also consider and report to Council on whether in their opinion, on the evidence presented to them, the applicant organisation has been active for the fifteen academic week period.

Once a Club or Society has been certified the applicant organisation may proceed to place a resolution to the Council to recognise them to allow them to become a full club or society.

~ 25th April Week 7 Semester 2 of 2006

Code of Conduct

There shall be a code of conduct for Clubs and Societies. It shall apply to members of all clubs and societies, including those Clubs & Societies operating on a trial basis. It shall apply to actions between members; inter club and society actions, relations to the council, the executive and to events representing either or both the Union and the University. It shall be in line with the rules and policies of the Clubs and Societies Council and the University Code of Conduct.

Infractions shall include but not be limited to:

1. The breaching of policy/rules of the council/union
2. Misappropriation of funds or facilities of Clubs and/or Societies and/or the Union.
3. The deliberate destruction of property
4. Physical violence whether individually or collectively against any person, persons or property
5. Deliberately misinforming others about the positions of clubs and societies in an effort to discredit or disadvantage them.
6. Conduct unbecoming of an elected officer of the Council, i.e. the Executive
7. Conduct bringing Clubs and Societies, the Union and the University into disrepute.

Reprimands shall include but not be limited to:

1. Public reprimand by the Council and the Executive
2. A financial reprimand taken from the budget of the Club or Society, this percentage figure shall be at the discretion of the Executive
3. The loss of the entire budget of the Club or Society
4. The expulsion of the offending member(s) from their Club/Society, or participation in official Club/Society activities i.e. intervarsity, debates, matches, symposia, tournaments, holding of elected position in the Council/Executive etc
5. Dissolution of the offending Club/Society

The Executive shall be the decision making body with regard to highlighting infractions. Recommendations shall be made by the Executive to Council regarding the more serious forms of punishment, the reprimands (Points 4 & 5) of these types to be ratified by the Council

In decisions regarding a member of the Clubs & Societies Executive a committee of Council shall be elected to fulfil the investigative role, this Committee shall be comprised of 5 members, of which one shall act as chair, to vote in the event of a deadlocked decision, they shall have full access to the facilities and resources available to the Executive, access to relative documentation and legal advice where necessary

~ *Week9/11 Semester 2 2006*

CLUBS AND SOCIETIES COUNCIL

The Council derives its authority from the ULSU constitution (Article 2.3 & Article 39.1 & 39.2) and is the sole body that regulates the procedures and general running of clubs and societies. The following gives an outline of the powers, administration and structure of the Council. It deliberates upon and adopts the financial procedures used in the allocation of funds (Article 43) to clubs and societies, but does not have jurisdiction over the financial allocation of finances nor can it mandate any amounts or sums of money administered by the ULSU to clubs and societies.

The Council has the right to determine its own policies on matters affecting the running of clubs and societies in general (Article 40.8) and can mandate the Clubs and Societies Executive Committee and the ULSU Executive Committee on these matters. (Article 40.12)

The **Administration Seminar** is a forum for all clubs and societies to be briefed on the financial procedures, structures and administration of clubs and societies. It must take place before Week Two of the autumn semester (Article 43.1) and attendance is compulsory. Those organisations that do not attend are liable to receive a zero budget allocation.

The Administration Seminar elects the Clubs and Societies Executive Committee. Two delegates must attend who represent the views of their organisation, one of which who is entitled to vote. This latter person will be considered to be a delegate to all Council meetings. A new member wishing to attend their first Administration Seminar should be accompanied by an experienced committee member

Apologies to any meeting of the Council [SO 7(a)] or committee must be presented in writing (or via email) to the Secretariat no later than three hours before the time of commencement of the scheduled meeting. Apologies via email which do not reach the Secretariat, for whatever reason, before the stated deadline shall not be considered an apology.

The Council will accept only one apology per semester. Subsequent apologies are at the discretion of the Clubs and Societies Executive Committee.

A **Liaison Officer** (Article 40.1) [SO 1] to Council is a member from clubs and societies nominated or otherwise authorised by their organisation to attend the Administration Seminar. Each club or society must nominate two permanent delegates for the duration of a full academic semester immediately after the administration weekend and prior to the first council meeting of Semester 2. The Secretariat and the Clubs & Societies Executive representative for your club or society must be notified of changes 3 days prior to a Council Meeting. A club or society may only change their delegates (from this time forth referred to as a "liaison officer"), outside of specified timeframe, in exceptional circumstances. This is to be determined and decided at the discretion of the Clubs & Societies Executive. Both delegates attending council must currently sit on the committee of the respective club or society. (Note; this applies to the core committee positions

ONLY). Both delegates' may attend council in rotation or together. This does not exclude any club or society bringing more than these two nominated delegates to a council meeting however only one of the TWO NOMINATED DELEGATES may register their club/societies attendance or vote as the case may be. Delegates are obliged to relay any and all information dealt with by the council concerning the running of and matters affecting clubs and societies. Neither the council nor its agents accepts any responsibility for failure to communicate such information to individual clubs and societies.

Penalties

Penalties for non-attendance at Council meetings are available in the form of budget points, which shall be deducted automatically from the Club or Societies next budget submission. Fines are also applicable to clubs and societies who apply to the Council for recognition once the Council has *noted their 15-week trial period*. The total fines in a given year would amount to a maximum of 10 points. This excludes an additional 4 points for non-attendance at the annual Hustings for the Best Club and Society of the year awards.

Matter Arising

A matter arising [SO 7(c)] is an issue or an item that was discussed at a previous meeting, which requires further consideration or attention at a future meeting.

Motions [SO 9-20] are proposals brought formally before a meeting with the intention of formulating a policy or other decision. A procedural motion is a motion specific to the procedures used in conducting a meeting.

The **quorum** (Article 40.7) [SO 5] – the fixed minimum attendance necessary for the transaction of business at a meeting – for Council meetings is half the delegates plus one of the Council. Without a quorum the Council cannot transact any of its business and therefore cannot be considered a Council meeting.

Resolutions [SO 9] are proposals that can be dealt with at a meeting on matters other than policies affecting the running of clubs and/or societies in general.

A **Report** is a formal statement presented to a meeting or assembly for public discussion and comment.

The **Secretariat** [SO 33-39] is an entity established by Standing Orders to administer to the Council and its committees – including the Executive Committee – on all matters dealing with minutes, records, administration of meetings and other similar duties that the Council or committee may request from time to time. The Secretariat serves all delegates to the Council and offers advice to any delegate regarding the procedures of Council meetings.

Standing Orders are rules, which govern the way meetings, are structured and arranged. The Standing Orders relative to the public business of the Council cover such aspects of the meeting as roll of attendance, chairing, quorum, order of business (agenda), motions, conduct of delegates, voting, questions, the roles and duties of the Secretariat and the formation of committees.

Council meetings shall have a general **time frame** of one hour after the Chairperson has called the Council to order. The Chair, subject to the opinion of the Council, shall have the discretion extend the time frame of the meeting as the need arises.

Clubs and Societies Executive Committee

The Clubs and Societies Executive Committee is an elected Committee which performs the following roles and duties:

- Allocates a budget allocation to all recognised clubs and societies (Article 43.7),
- Administers the Special Events Fund (Article 43.10),
- Undertake enquiries in relation to matters affecting the running of clubs and societies [SO 45 (2)],
- Suggests and proposes courses of action in relation to the running of clubs and societies,
- Transmit the views and opinion of the Council and the Executive Committee to the ULSU Executive,
- Aids in the development of clubs and societies.

The Committee meets once per week, where possible, during the academic year.

The Committee presents a report [45(1)] on its activities through the Clubs Officer Report, the Societies Officer Report and the Special Events Fund Report, which are standing items on the order of business of the Council. [SO 7]

The Committee may at any time request representatives of a club or society to attend its meeting if an issue, which may affect the overall business of clubs and societies, comes to its attention. [SO 45(2)]

Voting in the Executive Committee shall be determined and restricted to solely clubs business or societies business. The Clubs/Societies officer and the two clubs/societies representatives shall only vote on that business which affects clubs/societies. The Executive Committee may vote jointly on business, which affects both clubs and societies.

ROLES AND DUTIES OF OFFICERS

The **term of office** for all members on the Executive Committee, excluding non-voting members, shall be one year from the date of election of that member, to begin at the Administration Seminar. The Executive Committee's term of office is from one Administration Seminar to the next proceeding Administration Seminar. [SO 45 (1)]

The **Chairperson** on the Executive Committee is the President of the ULSU and is a voting member.

The **Clubs Officer** (Article 26) is a member of the ULSU Executive Committee and a member of the Clubs and Societies Executive Committee. Their roles and duties are as follows;

- Advise and aid in the development of clubs,
- Represent the views of the Council on the ULSU Executive,
- Represent UL clubs at the Committee of University Sports Administrators in Ireland (CUSAI) meetings,
- Present a report to each Council meeting on the activities of the Executive Committee regarding clubs,
- Liaise with the two clubs representatives in their roles and ensure that each of the Clubs representatives are working efficiently and productively on the Executive Committee.
- Provides an end-of-semester written report on their activities and work of the semester, made available to all delegates via the Clubs and Societies Office and email.

The **Societies Officer** (Article 27) is a member of the ULSU Executive Committee and a member of the Clubs and Societies Executive Committee. Their roles and duties are as follows;

- Advise and aid in the development of societies,
- Represent the views of the Council on the ULSU Executive,
- Represent UL societies at Board of Irish College Societies (BICS) meetings,
- Present a report to each Council meeting on the activities of the Executive Committee regarding societies,
- Liaise with the two clubs representatives in their roles and ensure that each of the societies representatives is working efficiently and productively on the Executive Committee.
- Provides an end-of-semester written report on their activities and work of the semester, made available to all delegates via the Clubs and Societies Office and email.

The **Development Officer** (Article 42) is the administrator of the Clubs and Societies Office. He/she sits as a non-voting member on the Clubs and Societies Executive Committee. He/she is hired by the ULSU to fulfil the following roles and duties:

- Clubs and Societies Office administrator,
- Distribution and collection of Cheque Requisition forms, Special Events Fund application forms and other official forms,
- Advise clubs and societies on matters relating to their development,
- Advise clubs and societies on matters relating to the financial arrangements of the ULSU regarding clubs and societies,
- Provides regular reports to the ULSU on the development of clubs and societies.

The **Secretary General** is a non-voting member on the Executive Committee. He/she advises the Executive Committee on financial matters regarding clubs and societies and on other matters regarding the ULSU.

The **Sports Administrator** is a non-voting member on the Executive Committee. He/she offers advice from to the Committee from the Sports Department point of view.

The **Arts Officer** is a non-voting member on the Executive Committee. He/she offers advice to the Committee on aspects relating to societies in the University that he/she may be knowledgeable in.

FORMATION & RECOGNITION OF A NEW CLUB OR SOCIETY BY THE CLUBS & SOCIETIES COUNCIL

In order to be recognised by the UL Students Union (ULSU), and so be entitled to receive funding from said Union the following conditions must be met by the applicant organisation (as set down in the ULSU constitution Article 39.3)

1. The organisation shall be recognised by council
2. The organisation shall be in existence for a minimum of 15 teaching weeks
3. The organisation shall have a minimum of twenty-five members.
4. Membership must be open to both students and staff of the University.
5. The organisation must have a constitution stating clearly the aims, objectives, purpose and/or intentions of the organisation, as well as the administrative purposes of the organisation with specific attention given to financial arrangements.
6. The Organisation must present accounts to the Clubs and Societies Executive Committee as appropriate on request.
7. The Organisation shall present an inventory as part of the budget application of goods directly owned and those held in trust belonging to the union or other third parties for the ULSU.
8. The organisation shall have a Health and Safety Policy document

On the formation of an organisation, the applicant club or society must inform the Council of its intention to be formally recognised by the Council. The applicant organisation shall place a resolution to go on a 15 academic week trial period. This allows the Council to verify the existence of the applicant organisation from that date and to fulfil the fifteen academic week period constitutional requirements.

The applicant organisation shall then wait for fifteen academic weeks, from the date of that Council meeting, before formally requesting the Council to be recognised as a full club or society. Having fulfilled the above requirements, the applicant organisation for recognition must have the above criteria certified by the Development Officer and the Clubs/Societies Officer before they make a formal application to the Council.

The Development Officer and the Clubs/Societies Officer shall review the membership returns of the applicant organisation for accuracy and authenticity and shall review the applicant organisation's constitution to consider whether it has clearly stated its aims, objectives, purpose and/or intentions. They shall also consider and report to Council on whether in their opinion, on the evidence presented to them, the applicant organisation has been active for the fifteen academic week period.

Once a Club or Society has been certified the applicant organisation may proceed to place a resolution to the Council to recognise them to allow them to become a full club or society.

Financial Arrangements

The ULSU administers a portion of the capitation fee paid by students attending the University to clubs and societies through the Clubs and Societies Executive Committee (Article 43.1). Only clubs and societies that are recognised by the Council and have fulfilled the criteria for recognition (Article 39.3) may receive a budget allocation.

The following are the financial arrangements agreed by the Council concerning the administration and granting of a budget allocation to clubs and societies.

Clubs and societies shall submit their annual budget no later than one week from the University of Limericks last scheduled official exam of the Spring semester to include an income and expenditure account, an inventory of all goods directly owned or held in trust by the Students' Union, and a list of incoming officers of the organisation for the forthcoming academic year, membership books and an electronic copy of the membership record. The budget information shall be presented on-line on official form(s) obtained from the Development Officer. Any Club or Society not fulfilling these obligations will automatically be disqualified from the budget process. The budgets are distributed to members of the Executive Committee. The Executive Committee then determines an organisation's point's allocation in accordance with the criteria and weightings as agreed by the Council. The total score for all Clubs & Societies is then calculated mathematically.

A complete list of **budget allocations** shall be posted in the Clubs and Societies Office no later than the end of week 2 of the Autumn Semester. Clubs and societies who feel aggrieved with their budget allocation shall have the **right of appeal**. The appeals process shall follow this order:

- A letter stating the reasons for an appeal shall be presented to the President of the ULSU (being chairperson of the Executive Committee) within three university days of allocations being posted up
- The President will then request the appropriate Appeals Committee to meet and must present all relevant documentation to that Appeals Committee as was presented to the Executive Committee when determining the appellants budget allocation.
- The Appeals Committee shall then meet two university days after they have received the appellant's letter. The Appeals Committee shall review all the documentation supplied to them regarding the appellant and the criteria and weightings used by the Executive Committee.
- The Appeals Committee shall request the appellant and the members of the Executive Committee who processed the budget allocation to appear before them.
- The Appeals Committee shall judge appeals on the merit of the established criteria used by the Executive Committee.
- Where the Appeals Committee decides that additional money should be granted to the appellant, this sum would be deducted from the Special Application Fund. The Appeals Committee having heard the appeal shall decide on the final figure of the budget allocation by voting, which shall be by majority. Their decision is final and binding.

THE APPEALS COMMITTEES

In order to hear appeals the Council has constituted two independent Appeals Committees, one for clubs and one for societies, each consisting of three members.

The Committees are elected from a panel of delegates attending the Administration Seminar. The following is the process of election:

Delegates attending the Administration Seminar shall nominate two panels of six people each (six from clubs and six from societies). The nominations shall then be sorted in a list, from one to six, through means of a lottery conducted in public before all delegates at the Administration Seminar. Those nominated who fall between one and three inclusive shall be deemed elected to the Appeals Committee, on the condition that they are not members of the Clubs and Societies Executive Committee or a member of an organisation that subsequently appeals their budget allocation. Should it transpire that a member or members who are nominated to the Appeals Committee is a member of an appellant organisation, that member shall resign his/her position on the Appeals Committee and shall be replaced by the member of the panel who is next in line to be nominated.

CRITERIA AND WEIGHTINGS FOR DETERMINING BUDGET ALLOCATIONS

The Clubs and Societies Executive Committee shall use the following criteria and weightings in determining the budget allocation awarded to an organisation. They shall apply criteria worth 75% to clubs and societies jointly. The remaining criteria amounting to 25% shall be specific clubs alone and to societies alone.

The following criterion applies jointly to both clubs and societies and amounts to 75% in total.

Orientation Week		Points	Total
Day 1	Presence (AM)	1	
	Presence (PM)	1	
	Presentation	2	
Day 2	Presence (AM)	1	
	Presence (PM)	1	
	Presentation	2	8

Fund Raising/Sponsorship (as a % of total operating costs)	10%	2		
	20%	4		
	30%	6		
	40%	8		
	50%	10		
				10

Membership 1	- Numbers	25	1	
		35	2	
		45	3	
		55	4	
		65	5	
		75	6	
		85+	8	8

Membership 2	- Return of M'Books		1	
			1	
Membership 3	- Contact Book – Sem 1		1	
		- Contact Book – Sem 2	1	4

Committee Development

Committee Structure		5		
Handover documentation (1 document per position)		3		
Financial affairs (mandate form + accounts)		3		
Information		2		13

		Points Total
Track Record		
No creditors outstanding	2	
No grievances	2	
Growth of Club/Society	3	
Attendance at Council over a 3-year		
Average of lifetime of Club/Society.	3	
(90%=3, 70%=2, 50%=1)		10
Publicity		
- Yearbook	2	
- C&S Web Site link	1	
- Individual Web Site	1	
- Posters	1	
- Text/Email Groups	1	
- An Focal < 50% Submission	2	
- Other	2	10
Clubs & Societies Council		
1 Meeting	1	
3 Meeting	3	
5 Meeting	5	
8 Meeting or more	10	10
Attendance at CSC Best Club & Society Hustings & Vote	4	<u>4</u>
		75

Clubs Specific Criteria

The Council agreed that clubs be spilt into certain categories according to their suitability to be judged according to set specific criteria to them. The following are the categories in which clubs have been placed:

Category A Teams	Category B	Category C
American Football	Athletics	Aikido
Basketball	Archery	Judo
Camogie	Badminton	Karate
GAA Football	Chess	Lifesaving
Soccer	Equestrian	Sub Aqua
Hurling	Golf	Tae Kwon Do
Hockey	Handball	Tang Soo-Do
Rugby	Kayak	Kickboxing
Softball	Mountain Bike	
Volleyball	Outdoor Pursuits	
Water polo	Pool & Darts	
	Rowing	
	Sailing	
	Tennis	
	Trampoline	
	Table Tennis	
	Windsurfing	

The following are the criteria specific to each category

<u>Category A Criteria</u>		Points	Total
Number of Teams	1	2	
	2	4	
	3	6	
	4	8	
	5+	10	10
Number of scheduled Games <i>(including inter-varsities)</i>	3	3	
	6	6	
	9	9	
	12	12	
	15	15	
TOTAL			<u>15</u> 25

<u>Category B Criteria</u>	Points	Total
Level of competition		
– County	2	
– Regional	4	
– Provincial	6	
– National	8	
– International	10	10
Level of participation	3	
– Beginners	3	
– Intermediates	3	9
– Advanced		
Event Frequency		
– weekly	6	
– fortnightly	4	
– monthly	2	6
TOTAL		25

<u>Category C Criteria</u>	Points		Total
Grading			6
Level of competition	< 5 people	>=5 people	
– Provincial	1	2	
– National	2	3	
– International	3	5	
Seminars		Max	5
Level of participation			
– beginners		3	
– intermediates		3	
– advanced		3	9
TOTAL			25

Societies Specific Criteria

There are no specific points total per each of the 3 sections, which is why it is left blank. As such to account for the diversity of societies activities, they are entitled to be scored on each section singularly or collectively up to a maximum of 25 points. All events can only be listed and scored in one section only. (The choice is the societies to make)

Showcase Event: It will bring with it an increased workload and planning beyond the normal levels of the society. If the event has been held before, the effort involved shall be on par or greater than the previous attempt.

- a) On submission from the Society the Clubs & Societies executive will consider the following
- b) Pre-Planning – possible club/society sub committee
- c) Higher associated costs
- d) Successful Sponsorship
- e) Attempt to involve the broader campus community beyond their own membership and/or external involvement via wider community or other third level institutes
- f) Visible Profile on campus including a media profile
- g) Prestigious speakers-politicians and personalities
- h) Campus Based event

Profile Speaker: A speaker who is respected either inside or outside their field of expertise. The society must provide a biography of the speaker detailing their achievements to date and explaining why they are a profile speaker

- a) Politicians/Journalists with a national and/or international profile
- b) TV/Showbiz personality
- c) An Accredited Academic- i.e. within UL David Parnas & Ruan O'Donnell are considered one of the most eminent experts within their field this would also apply to Senator David Norris on James Joyce
- d) High Profile Industry/field of specialty

Any other speaker such as local councillors -local activists that do not satisfy the above would be regarded as ordinary speakers.

SOCIETIES Criteria		Points	Total
Guest Speakers			
Ordinary (1pts per speaker)			
Profile (2pts per speaker)			
1.			
2.			
3.			
4.			
5.			
Number of Regular Events			
(3 pts per Event)			
1.			
2.			
3.			
4.			
5.			
Showcase/Profile Event			
(6 pts each)			
1.			
2.			
3.			
TOTAL			25

Additional Bonus Points

In order to reward achievement the Council directs the Clubs and Societies Executive Committee to award additional bonus points to those clubs and societies who achieve the following awards:

Bonus Points for BOTH Clubs & Societies

UL Best Club/Society Winner	2	
UL Best Club/Society Nominee	1	
UL Best Club/Society Event Award	2	
UL Best Club/Society Event Award Nominee	1	
UL Best New OR Improved Club/Society	2	
UL Best New OR Improved Club/Society Nominee	1	
BICS/CUSAI National Award	2	11
Representation on Governing Body		
Provincial	1	
National	2	
International	3	3
Intervarsity & Competition Winners		
Provincial	1	
National	2	
International	3	3
Development of Competency of members		
This would be conditional on payment for the attainment of Certification /expertise in return for these services to be provided To the club/society free of charge thereafter.		<u>2</u>
		19

THE SPECIAL EVENTS FUND

The Executive Committee administers the Special Events Fund (Article 43.8-43.10). It is a limited fund, which is set up to act as a contingency fund to assist ALL Clubs & Societies financially. With regard to those Clubs and Societies that *are already in receipt of a budget* they can only avail of this fund for unforeseen expenditure or events that could not reasonably have been included in their budget by the submission date. If an organisation has included an expense in their application for a budget allocation, they cannot apply to the Special Events Fund.

Clubs and Societies that are not in receipt of a budget or that might be newly formed may also apply to the Special Application Fund. There is no stipulation on these clubs or societies regarding “unforeseen expenditure”, this fund in effect acts as an interim budget but can only be applied to on an event-by-event basis.

It is important to note that existing budgets are completely separate to this fund and Special Apps Funding is an additional source of financial aid. Budgets do not have to be exhausted before qualifying for this fund. (*Allocations will be made at the discretion of the CSE, as appropriate*). **Please note that the Special Apps Fund is limited and once the fund is exhausted there is no further monies available from the ULSU and its cost centre of the Clubs & Societies.** As soon as ALL information is available submit your application even if it is a month or more in advance of the actual event. Special Apps will be processed by the Clubs and Societies Executive (CSE) and then submitted to the Accounts department to be processed with the next weekly batch of Cheque requisitions. See Cheque Requisition section for information on providing correct paperwork when attempting to access funding.

Standing Orders

Relative to the public business of the
Clubs and Societies Council

Meetings

1. There shall be a roll of all clubs and societies taken at all meetings, which shall include the delegate's name and the club or society, he/she represents.
2. The President of the Students' Union or his/her nominee shall be deemed chairperson for all council meetings.
3. If for any reason the President or his/her nominee is unable to chair a meeting then the Vice- President of the Students' Union shall chair the meeting.
4. Where the President or his/her nominee chairs Council meetings he/she will be strictly non-voting.
5. The quorum necessary to constitute a meeting of the Council shall be half the delegates plus one.
6. Unless it shall otherwise resolve, the Council shall meet at least three times per semester.
7. The Order of Business for Council meetings shall proceed in the following order:
 - (a) Apologies.
 - (b) Amendments to the minutes of the previous meeting and adoption by Council.
 - (c) Matters arising.
 - (d) Motions/Resolutions before Council.
 - (e) Officer's Reports.
 - (f) Special Events Fund Report.
 - (g) Items for discussion.
 - (h) Notice of items for discussion at the next meeting.
8. Any student wishing to attend the Council may do so, but shall leave the meeting if requested by the Council. Those students who are not members or delegates from clubs and societies shall only speak when called upon by the chair.
9.
 - (a) Any matter for decision by Council shall be brought before it by the moving of a simple Resolution or by initiation of a Motion.
 - (b) The matters that may be dealt with by Resolution shall include Standing Orders, adjournment of Council, recognition of a club or a society and expressions of congratulations, censure, thanks, and opinion, and any other matters which Council may decide appropriate, which may be decided by simple Resolution.
 - (c) The matters, which shall be dealt with by the initiation of a Motion, shall include all proposals on policy issues regarding clubs and societies and general matters which may affect Council or clubs and societies.

Motions

10. All motions to be brought before Council shall be in writing/email, signed by the delegate and club/society proposing it and shall reach the secretariat no later than three working days before the scheduled Council meeting.
11. A copy of the motion must be sent by the Secretariat to all clubs and societies via the Clubs and Societies Office to reach the club and society no less than two working days before the next Council meeting.
12. The chairperson shall announce the motion and, if necessary, seek the clarification of the delegate in whose name it has been made. A discussion and vote on the motion will follow.
13. Amendments to motions may be taken at any time during the discussion and if so carried or agreed may be incorporated into the original motion.
14. On a motion being passed and adopted by Council the Students' Union Executive or the Club and Societies Executive Committee, or any individual named, that can be mandated by Council, must implement the adopted motion within an agreed time frame.

Procedural Motions

15. Procedural motions shall follow those set down in the ULSU Constitution, which are:
[Article 52.18] The following procedural motions may be moved:
 - (a) a motion that the question now be put;
 - (b) a motion that the question not be put;
 - (c) a motion to postpone or adjourn the matter to a later specified time or meeting;
 - (d) a motion to refer the matter to the Executive or to any other specified body for examination or report;
 - (e) a motion of no confidence in the chairperson;
 - (f) a challenge to the chairperson;
 - (g) a motion that an item will be voted on in parts.These standing orders shall comply with the supplementary rules laid down in the Constitution.
16. Procedural Motions may be moved at any time during a meeting.

Discussion of a Motion

17. A member desiring to speak shall rise in his or her place and can only speak when called upon by the chairperson. Members shall address the chairperson.
18. No member shall be entitled to speak twice upon the same motion, except to close the debate upon a motion of which he or she was the proposer.
19. A member who persists in irrelevance or repetition in debate, or who, in the opinion of the chairperson, is speaking for the purpose of obstructing business, may be directed by the chairperson to discontinue his or her speech.
20. A member shall only speak for a maximum of four minutes.

Conduct

21. Utterances in the nature of being defamatory shall not be permitted by the Chairperson, either in discussion of a motion or during the proceedings of Council.
22. The chairperson of Council, or a committee of Council shall order—
 - (a) a delegate
 - (b) a member of a committee
 - (c) a person whose attendance is otherwise authorised by these Standing Orders or by a committee's terms of referenceWhose conduct is grossly disorderly to withdraw immediately from the meeting of the Council or committee for the remainder of that meeting. The member or other person ordered to withdraw in pursuance of this Standing Order shall forthwith withdraw from the meeting.

Voting

23. Voting at Council meetings shall be restricted to those members who have signed the attendance roll at the beginning of the meeting, who represent the views of their club or society.
24. Only one vote per club/society may be cast.
25. Voting shall be by secret ballot, or as agreed, by a show of hands.
26. The Secretariat shall count all votes and shall hand the result in written form to the chairperson who shall announce the result of the vote.
27. A matter voted upon shall, save as otherwise stated in these Standing Orders, be determined by a majority of the votes of the members present and voting.

Questions

28. Questions to members of the Clubs and Societies Executive Committee, for oral or written answer, shall be in writing to be received by the Secretariat not later than five working days before the next scheduled Council meeting.
29. Questions to members of the Clubs or Societies Executive Committee can be moved at meetings of Council, subject to the discretion of the chairperson and the Clubs and Societies Executive Committee.
30. The purpose of each question shall be to elicit information upon or to elucidate matters of fact or of policy. Questions shall be as brief as possible.
31. The replies to written questions shall be included in the record of Council and its journal of proceedings. Thus any and all replies sent, should also be received by the Secretariat.
32. Supplementary Questions may be put only for the further elucidation of the information requested, and shall be subject to the ruling of the Chairperson, both as to relevance and as to number.

Secretariat

33. There shall exist a Council Secretariat to fulfil the following functions:–
 - (a) To take all minutes of Council meetings.
 - (b) To prepare the Order of Business for Council meetings.
 - (c) To take minutes of all select and other committees established by Council.
 - (d) Advise the Council on Standing Orders.
 - (e) To take minutes at all Clubs and Societies Executive Committee meetings.
 - (f) The annual updating of the Clubs and Societies Rule Book in conjunction with and under the supervision of the Clubs and Societies Development Officer.
34. The Secretariat shall have the minutes of the previous Council meeting available for inspection in the Clubs and Societies Office at least five working days before the next Council meeting.
35. The Secretariat shall, in reference to SO 33 (a) above, prepare a journal of proceedings. That is a 'book of minutes', as a true and accurate representation of what was said at Council and committee meetings. These minutes shall be typed and made available to any student as stated in the ULSU Constitution, 'Freedom of information section'.
36. The Secretariat and the Clubs and Societies Development Officer shall have custody of all Journals of Proceedings, documents, records, or other material belonging to Council. The Secretariat shall neither take, nor permit to be taken, any such documents from the precincts of Students' Union premises, without the express leave or order of the Council.
37. Where a document is required to be laid or presented before the Council the delivery of a copy of the document to the Secretariat for that purpose shall be deemed to be the laying of it before the Council.
38. All documents lay before the Council shall be considered public.
39. The Secretariat shall refrain from: -
 - (a) Participating in the business of Council or a committee.

Committees

40. The Council may, on a motion made, appoint a select or joint committee and, if so permitted, shall convene a committee and shall report back to Council on its recommendations and observations, if any.
41. The Terms of Reference of a committee shall be included in the motion establishing the committee.
42. A committee shall consist wholly of delegates attending Council meetings and other persons as elected by Council.
43. Every Committee, shall, previous to the commencement of its business, elect one of its members to be chairperson, unless otherwise stated in the committee's terms of reference.
44. As soon as may be following the election of a chairperson, every committee may elect one of its members to be vice-chairperson. In the unavoidable absence of the chairperson, the vice-chairperson shall perform the duties devolved upon, and exercise the authority conferred upon chairperson in these Standings Orders or terms of reference as the case may be.

45. (1) As soon as may be following the Administration weekend, subsequent to an election, there shall be appointed a standing and select committee to be known as the Clubs and Societies Executive Committee, which, unless it shall otherwise be ordered, shall sit for one year until the proceeding Administration weekend, to perform the following duties and report to Council upon–
- (a) The allocation of money to clubs and societies recognised by the Students' Union, and
 - (b) To administer the Special Events Fund
- (2) The Committee shall have the right to send for papers and in some instances persons who are members of clubs and societies in relation to any issue, which comes to the attention of the Committee, which may affect the business of clubs, and societies in general.
- (3) Every report, which the Committee intend to propose, on adoption by the Committee, be laid before the Council forthwith, whereupon the Committee shall be empowered to print and publish such report, together with such related documents as they think fit.

Supplementaries

46. The foregoing standing orders shall continue in force until altered, amended or repealed.
47. The foregoing standing orders may only be altered, amended or repealed if there exists a two thirds majority of all clubs and societies listed with the Students' Union present at a Council meeting.
48. These standing Orders can be altered, amended or repealed by the passing of a simple Resolution of Council.

Definitions:

“Joint” means of both clubs and societies.

“Select” means specific to clubs or specific to societies.

“Standing” means permanent, and at all times fixed and established.

*The Clubs and Societies Council passed these Standing Orders on
30 November 1999
And amended on:*

21 March 2000 to recognise the constitutional reforms passed by the Students' Union on 30 March 2000, which amalgamated the Clubs Executive Committee and the Societies Executive Committee into the Clubs and Societies Executive Committee.

March 2002 to recognise the constitutional reforms passed by the Students' Union

March 2006 to recognise the constitutional reforms passed by the Students' Union

APPENDIX 1

ULSU Constitutional Articles Relevant to Clubs and Societies

Political & Religious Parties

Allowed for political parties and religious organisation to receive funding from Clubs and Societies.

~Eight Amendment adopted by membership at a Union General Meeting on 26th March 2002.

APPENDIX 2

PSA Constitutional Articles Relevant to Clubs and Societies

Appendix E - Article 30 in PSA Constitution (Financial Matters)

6. As recommended by the HEA, (Higher Education Authority), two thirds of postgraduate student Capitation shall be given to Clubs and Societies.
7. Funding for the P.S.A. shall come from postgraduate student capitation directly from the University to the P.S.A.
8. This funding shall be used to fund the activities of the Association and the salary of the P.S.A. President, which shall be commensurate with that of the Union Sabbatical Officers.
9. The Finance Committee shall decide upon the level of funding extra to that of the President's salary, or other University Authority agreed by both the P.S.A. and said Authority, and shall be subject to annual review.
10. The present funding arrangement whereby the wages of the P.S.A. President is paid for by the Union shall continue until such time as the funding structure proposed under Article 30 sections 2 and 3 comes into effect.

~Ninth Amendment adopted by membership at a Union General Meeting 26th March 2002. [Introduced the Articles referring to the P.S.A.]

APPENDIX 3

ULSU Constitutional Articles Relevant to Clubs and Societies Executive Officers

Article 26 Clubs Officer

1. The Clubs Officer shall advise and aid in the development and organisation of all clubs.
2. The Clubs Officer shall be familiar with the affairs of all clubs on campus and shall also be responsible for the development of new clubs on campus.
3. The Clubs Officer shall sit on the Club and Societies Executive.

Article 27 Societies Officer

1. The Societies Officer shall advise and aid in the development and organisation of all societies.
2. The Societies Officer shall be familiar with the affairs of all societies on campus and shall also be responsible for the development of new societies on campus.
3. The Societies Officer shall sit on the Club and Societies Executive

Union Clubs and Societies

Article 39. Union Clubs and Societies

1. The Union shall facilitate the establishment of Clubs and Societies
2. The Union recognises the autonomy of Clubs and Societies in the co-ordination of their activities, under the auspices of the Union.
3. For a club or society to be recognised by the Union, the following conditions shall be met:
 - 1) Shall be recognised at Clubs and Societies Council;
 - 2) Shall be in existence for a minimum of 15 Teaching Weeks;
 - 3) Shall have a minimum of twenty five members;
 - 4) Shall be open to all students and staff of the University;
 - 5) Shall have its own constitution specifically setting out its aims and objectives;
 - 6) Shall present accounts to the Clubs and Societies Executive as appropriate on request;
 - 7) Shall present an inventory as part of the budget application of goods directly owned and those held in trust belonging to the Union or other third parties.
 - 8) Shall have a Health and Safety policy document

Article 40. Clubs & Societies Council

- 1) The Clubs and Societies Council shall consist of the Clubs and Societies Executive, and at least one liaison officer from each club and society.
 - 2) The President shall appoint the Chairperson of Clubs and Societies Council.
 - 3) The Clubs and Societies Council shall meet at least three times per semester.
 - 4) No member may represent more than one recognised club or society at any one particular meeting.
 - 5) Clubs and Societies Executive shall give at least three University day's notice for all Clubs and Societies Council Meetings.
 - 6) Clubs and Societies Council may be called to session at the request of any of the following:
 - 1) The President;
 - 2) A majority of the members of Clubs and Societies Executive;
 - 3) One third of the recognised clubs and societies.
1. All Clubs and Societies Council Meetings shall be quorate, the quorum being half the recognised clubs and societies plus one.
 2. Clubs and Societies Council shall have the right to determine Union Clubs and Societies policy.
 3. There shall be a Union Clubs and Societies Rulebook, which shall outline Clubs and Societies Council policies. Herein referred to as the "Clubs and Societies Rulebook"
 4. Clubs and Societies Council Meetings shall be run in accordance with the Standing Orders contained within the Clubs and Societies Rulebook.
 5. The Clubs and Societies Rulebook shall bind all clubs and societies.
 6. Clubs and Societies Council shall have the right to mandate the Clubs and Societies Executive and the Executive in matters relating to the running of clubs and societies.

Article 41. Clubs and Societies Executive

1. Clubs and Societies are represented on the Executive by a Clubs Officer and a Societies Officer, respectively
2. Both officers are elected by proportional representation by the Clubs or Societies delegates at the annual Clubs and Societies Administration Seminar.
3. There shall be a Clubs and Societies Executive, which shall consist of the following:
 - 1) The President or his/her nominee
 - 2) Clubs Officer
 - 3) Societies Officer
 - 4) At least 3 other representatives of Clubs and Societies, as elected in accordance with Article 41
4. The following shall have participant status at Clubs and Societies Executive:
 - 1) Union Clubs and Societies Development Officer
 - 2) University Arts Officer
 - 3) University Sports Administrator
 - 4) Secretary General
5. The Clubs and Societies Executive may grant participant and observer status on any other person to help in the furtherance of their duties.
6. The Clubs or Societies delegates, present at the Administration Seminar, shall elect the Clubs and Societies representatives.
7. The members of the Clubs and Societies Executive elected by Clubs and Societies may only be removed by Clubs and Societies Council as defined by the Clubs and Societies Council
8. The members of the Clubs and Societies Executive elected by Clubs and Societies may resign giving notification to the Chairperson of Clubs and Societies Council.
9. On issues that exclusively relate to either Clubs or Societies, voting shall be restricted to the respective members of the Clubs and Societies Executive.
10. On issues that affect both Clubs and Societies, all voting member of the Clubs and Societies Executive may vote on such issues.

Article 42. Clubs and Societies Development Officer

1. There shall be a Clubs and Societies Development Officer employed by the Union
2. The Clubs and Societies Development Officer shall be charged with the furtherance of Article 2.3
3. The Clubs and Societies Development Officer shall organise the Clubs and Societies Administration Seminar(s)
4. The Clubs and Societies Development Officer shall work with the Clubs and Societies Executive in promoting and developing Clubs and Societies

Article 43. Allocation of Funds

1. All recognised Clubs and Societies shall compete on an equal basis for funds allocated by the Union.
2. No club or society may receive a budget without having completed as a necessity both the annual Club's and Societies Seminars, which shall comprise of a financial and an information seminar.
3. Clubs and Societies Executive may decide at any time to withhold allocated funds from a club or society, subject to ratification from Clubs and Societies Council.
4. If a club or society fails to meet its expenditure target without adequate written explanation to the Clubs and Societies Executive, Clubs and Societies Executive shall reallocate the differential to other clubs and societies respectively, in accordance with procedures agreed by Clubs and Societies Council.
5. All money not claimed by individual clubs and societies shall be kept, in the Clubs/Societies cost centre and reallocated to clubs and societies in the following year's budget.
6. Recognised Clubs and Societies shall submit budgets to Clubs and Societies Development Officer using the established procedures as agreed by the Club's and Societies Council.
7. The Clubs and Societies Executive shall allocate funds to every club and society, using the established procedures as agreed by the Clubs and Societies.
8. A portion of the annual Clubs and Societies funds shall be retained as the Special Applications Fund.
9. Applications to this fund shall be submitted to the Development Officer, as appropriate, in accordance with the Clubs and Societies Rulebook
10. The Clubs and Societies shall make allocations at the discretion of the Clubs/Societies Executive using the established procedures as agreed.
11. A portion of the annual Clubs and Societies funds shall be retained for administration purposes.
12. The President shall present to Clubs and Societies Council the annual budget for the following academic year during the spring semester. This budget shall include administration costs, proposed total budgets for Clubs & Societies and proposed total special applications fund.

~Adopted by membership at a Union General Meeting March 2006