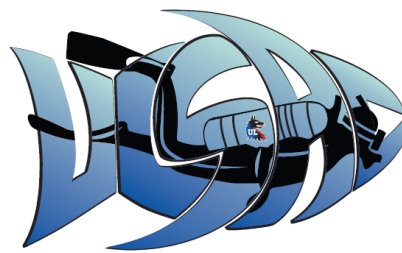




Clubs & Societies

Common Constitution for University of Limerick Clubs & Societies

Passed on the 6th November 2018 by UL
Clubs and Societies Council



UNIVERSITY OF LIMERICK
SUB AQUA CLUB

UL Sub Aqua Club

Adopted with additions on the 9th February
2022

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The Constitution of UL Sub Aqua Club

1 Constitution

- 1.1** The Constitution is ratified by the University of Limerick Sub Aqua Club [ULSAC] on the 9th Feb 2022 and replaces any previous constitution of the Club.
- 1.2** Individual Clubs & Societies Committees may not insert sections or wordings to undermine the integrity of the Clubs & Societies common constitution. Only clubs & Societies Council may make alterations to the standard sections of this document.
- 1.3** Clubs & Societies Common constitution is subject to the University of Limerick Students Union constitution. This Constitution is to be made available to all members of UL Sub Aqua Club on request or via the internet.
- 1.4** Amendments to the constitution may only be considered by a general meeting of the club. At least 5 days' notice shall be given to all members of any proposed changes to the constitution. A majority vote of two thirds shall be needed in order to adopt any changes. The constitution shall operate, at all times, within the Diving Ireland rules.

2 General Provisions

2.1 Title

The title of the Club shall be the University of Limerick Sub Aqua Club.

2.2 Affiliation

The Club is affiliated to the Diving Ireland and operates under its constitutional guidelines.

2.3 Aims & Objectives

The aims & objectives of the Club are as follows:

- To encourage the development and practice of snorkelling, SCUBA diving.
- To enable members to participate in all elements of Sub Aqua sport associated with Snorkelling, Recreational SCUBA.

3 Membership

3.1 Types of Membership

The membership of the Club shall consist of Full Members, Associate Members and Honorary Members who have paid their Membership Fee.

Current students should account for at least 50% of the listed membership of the Club. This 50% requirement should apply to all divisions of the club.

3.1.1 Full Members

- a) All students currently attending a course at the University of Limerick and all current staff [permanent and part-time] and alumni of the University of Limerick and UL Students Union are eligible to be Full Members of the Club. Attending a course for the purpose of the Constitution means 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.

- b) Students of Mary Immaculate College, Limerick are not eligible to be Full Members of the Club.
- c) Anyone who is a Full Member of the Club shall be entitled to be nominated to any position on the Committee or to any other committee of the Club.
- d) Full Members and Full Members only, shall have voting rights at any general meeting of the Club.

3.1.2 Associate Members

- a) A member of the public who is aged eighteen years or over is eligible to be an Associate Member of the Club.
- b) Associate Members shall have no voting rights at any meeting of the Club and may not hold a Core Committee Position in the Club.
- c) Associate Members shall be entitled to hold other committee positions in accordance with the [provisions of section 4.2](#) or may be requested by the Club to serve in an advisory position to a committee.

3.1.3 Honorary Members

- a) The Committee of the Club may, subject to prior consultation with and approval of the Clubs & Societies Executive, invite any person who they deem to have done great service for the Club to be an Honorary Member in perpetuity of the Club.
- b) Honorary Members shall have the same rights as Associate Members, unless they fulfil the criteria for full membership in which case they shall have the same rights as a Full Member
- c) Notwithstanding [clause 3.2](#) below, Honorary Members shall be exempt from paying any Membership Fee.

3.2 Membership Fees and Term

Every member of the Club must pay an annual membership fee in order to be eligible to be a current member of the Club, as well as completing registration with C&S Wolves website.

There are three categories of Membership Fees as follows:

Student

Alumni & Staff of UL

Associates

The fees shall be determined by the ULSAC Committee annually, taking into consideration the University's Student Capitation typically recommended as: Student

at x1 base rate, Alumni/staff as x2 base rate and Associate/external at x3 base rate. The fees are at the discretion of the ULSAC Committee and shall be allocated annually during an August committee meeting, prior to membership roll-over taking place by C&S Office.

The term of membership shall be from the date that the member signs the membership book or completes the electronic form until last day of August the following year.

3.3 Resignation of Members

Any member who wishes to resign must do so by giving the Secretary at least fourteen (14) days written notice (which includes notice by email) of their intention to do so.

3.4 Refusal of Members

3.4.1 The committee (of the club) reserves the right to refuse membership.

3.4.2 Any person who has been expelled from the club, whose membership of the club has been suspended, or whose membership application or renewal has been refused in the past may be refused membership of the club. In such cases the applicant may reapply in writing to the Committee for membership not more than once per academic year. Acceptance of their membership application will be entirely at the discretion of the Committee and may be subject to probation measures.

4 The Committee

The Committee shall manage the business and affairs of the Club.

4.1 Composition

The Committee shall be elected solely from the membership of the Club

The Committee shall be composed of the following officers:

- (i) Chairperson
- (ii) Secretary
- (iii) Treasurer
- (iv) Branch Diving Officer
- (v) Public Relations Officer (PRO)
- (vi) Other Officers & Deputy/Vice roles

Of whom the Chairperson, the Secretary, the PRO, the Branch Diving Officer and the Treasurer are Core Committee Position and two of the officers holding a Core Committee Position shall be the Club's representatives on the Clubs' and Societies' Council ("CSC").

4.1.1 The Chairperson

The Chairperson's duties shall include the day-to-day management of the Club. The Chairperson shall chair meetings of the committee and any general meetings that may be held. The chairperson shall also delegate any tasks and monitor progress of all actions items to close within a timely manner. The Chairperson shall be responsible for conflict resolution and initiating disciplinary actions when required, in accordance with C&S and ULSAC disciplinary procedures. The chairperson shall lead and advise

the core and extended committee on management of finances, health and safety, administration activities and represent the club by promotion and good example, as well as other ad hoc duties.

4.1.2 The Secretary

The Secretary's duties shall include the maintenance of all necessary documentation including the Minutes of all general meetings and committee meetings and will be responsible for the Handover Documents for the incoming Committee. The Secretary shall also deal with any correspondence, oversee the admin of Club communication systems and other administrative duties such as maintenance and organisation of the club's documents storage and archiving.

The Secretary shall act as Data Protection Officer for the Club.

4.1.3 The Treasurer

The Treasurer's duties shall include the maintenance of the Club's accounts and the Club's budget submission.

The treasurer shall control all finances of the Club. During handover from one treasurer to the next both the old and the new treasurer shall be responsible for the handover of all financial documents and dealings. Additionally, the latter is responsible for the allocation of the budget received. This allocation shall always include:

- Equipment purchases
- Maintenance costs
- Contributions to club expeditions within the Republic of Ireland
- Contributions to club expeditions outside the Republic of Ireland
- Training
- Social events

Normally the allocation shall be based on the finances requested during the budget submission and in proportion to the budget received. The committee shall ratify the allocation.

The treasurer shall be responsible for adhering to the set limits on expenditure per category. In the event of unforeseen costs during the year, the allocations can be modified by the committee. Such changes shall be explained and documented in committee meeting minutes.

Expedition and event organiser/officers shall draft and submit a report containing income and expenditure pertaining to a club event within a week of a treasurer's request to do so. The treasurer will compile event/expedition income and expenditure for presenting at committee meetings and all general meetings.

4.1.4 The Branch Diving Officer (designated as the club's Health & Safety Officer/Representative)

The Branch Diving Officer's duties shall be to ensure that the Club's Safety Statement is relevant and achievable, that the Club ensures good safety records are kept and that the Club complies with its Safety Statement.

The branch diving officer (BDO) shall be responsible for all diver activities, safety and discipline in the Club. The DO shall keep and operate a register of all categories of divers within the Club.

The DO shall control the custody, issue and authentication of all diving log books.

The DO shall give permission for the holding, supervision, and recording of all diving tests and courses of instruction, under Diving Ireland rules and regulations. The DO must approve the participation of any member in any of the following courses:

- a) Snorkel test
- b) Club Diver test
- c) Diver coxswain course
- d) Rescue diver course
- e) Leading diver course
- f) Moniteur course, and
- g) any other course under Diving Ireland or the Club regulations.

The DO shall keep up to date with, observe, and implement all regulations for DOs, issued by Diving Ireland.

The Branch Diving Officer shall inform the sports administrator and the clubs and societies development officer (CSDO) of any club diving activities to occur outside the Republic of Ireland prior to departure from the country. The information shall at least consist of:

- Name, UL status (undergrad, postgrad, staff, alumni) and Diving Ireland dive qualification of each member partaking in the expedition
- Days that the expedition will be held
- Destination of the expedition
- Contact person(s) and number(s) for the expedition

In case of a foreign expedition the information shall also consist of ‘contact details in case of emergency’ for all members taking part in the expedition.

Where applicable, the Deputy Branch Diving Officer (DBDO) shall deputise for the BDO in his/her absence. The DBDO will normally operate under the supervision of the BDO but will be authorised to assume full responsibility should the BDO be indisposed. The purpose of this post is generally to permit an individual to grow into the post of BDO without having to take full responsibility for all BDO functions in a single step. The BDO and DBDO will agree between them the division of responsibility.

4.1.5 The Public Relations Officer PRO

The Public Relations Officer will be responsible for the maintenance of the profile of the Club. It will be their responsibility to maintain contact with press and media as well as acting as host to visiting officials and guests. The PRO shall be responsible for the prompt notification of all news items approved by the committee to the Press, Radio, and Television at all levels.

The PRO will be responsible for the social media platforms utilised by the Club and will act in accordance with the code of conduct when representing the Club at all

times. The PRO shall maintain a steady flow of facts, photographs and general information to the various media in pursuance of the objects of the Club.

The PRO shall be responsible for all press conferences, launches of special events, and the development of the Clubs web site.

4.1.6 Other Officers

The Club may appoint other officers at the discretion of the Committee. Any such additional officers are not permanent officials of the Committee and need not be appointed every year, nor replaced if the position should become vacant for any reason.

The following are the other officers of the committee and their duties:

(i) The Training Officer (TO)

The training officer shall under the supervision of the Branch Diving Officer be responsible for the satisfactory progression of training within the Club, and for monitoring and recording the progression and qualifications of members, both in the pool and in open water. The training officer shall be an active instructor within the Club. The training officer shall be authorized to appoint a training committee or deputy to assist in training of new members. They shall be responsible for maintaining records of training undertaken in the Club.

The training officer will be responsible for upholding a high standard of training and ensuring Instructors are adequately informed of the most recent training programmes and materials. The training officer shall be kept informed by instructors of all training ongoing so that they can monitor the progress of trainees.

The training officer, in consultation with the Branch Diving Officer, reserves the right to remove/prevent any instructor from carrying out training for the sole purpose of the protection and safeguarding of novice and vulnerable members from an unsafe situation or circumstance.

The TO shall certify for all members the satisfactory completion of pool, snorkel, trainee dive training, and open water Scuba training, on behalf of the committee.

The TO shall, in conjunction with the DO, give permission for the holding, supervision, and recording of all diving tests and courses of instruction for Novice and Trainee Snorkel and Sub Aqua divers, under Diving Ireland rules and regulations.

(ii) The Equipment Officer

The equipment officer shall be responsible for the maintenance and safe storage of all Club equipment, as well as maintaining a current inventory of all Club equipment. The equipment officer shall operate under the supervision of the BDO or DBDO and this shall be agreed when he/she is appointed.

(iii) Boating Officer

The position of Boating Officer is optional. The Boating Officer shall have overall responsibility for the management and maintenance of the club boat(s). The Boating Officer will also be responsible for coordinating the training of coxswains. The Boating Officer has overall responsibility for all aspects of the welfare and use of the

boat(s) and assists the Branch Diving Officer in the safe running of the club in respect of all aspects of boating, particularly in relation to diving activities. The Boating Officer shall hold a Diving Ireland Diver Cox'n certification or equivalent.

The Boating Officer has overall responsibility for safety, security and insurance of the boat and trailer while in storage, transit, moorage and on the water and may assign these responsibilities during dive trips if he/she is not present.

(iv) Events Officer

The events officer shall operate until the supervision of the Public Relations Officer (PRO) and be responsible for organising and co-ordination of fundraising, social, team-building and other events that are outside the typical remit of club training, expeditions or meetings related to committee and club day-to-day business. The events officer shall be responsible for ensuring all events being run are in the best interest of the club and its membership.

(v) Other Committee Members & Deputy/Vice Roles

Members may be asked to serve on the committee in roles other than those outlined above, depending on their suitability. The exact responsibilities will be agreed between the committee and the new members on election.

4.2 Qualifications

The chairperson and at least two of the committee members shall have been members of the Club for at least one full previous college term. The Branch Diving Officer (BDO) and Training Officer (TO) shall be elected by the members and must be approved under Diving Ireland rules. The BDO and their deputy must be of at least a 2* Advanced Club Diver qualification, ideally a 3* Leading Diver qualification or equivalent, as per the recommendations outlined by Diving Ireland. The Training Officer must be a certified and active SCUBA diving Instructor within the club, with a recognised diving qualification that can be crossed over to an equivalent Instructor grade under CFT guidelines. Recommended level of competency for the Training Officer is Mon*1 or higher.

4.3 Election of Officers

Subject to [section 4.6](#), officers shall be elected at the relevant AGM (Annual General Meeting) in accordance with the provisions of [section 6.2](#).

4.4 Resignation of Officers

Officers may resign by giving one week's written notice to the Secretary, or in the case of the Secretary, to the Chairperson.

4.5 Retirement of Officers

All officers shall retire at the AGM immediately prior to the election of the new Committee and that Committee for the following year shall be elected in accordance with the provisions of [section 6.2](#).

4.6 Vacancies on the Committee

In the case of a vacancy on the Committee due to resignation or expulsion as per [section 8](#) of an officer or for any other reason, the Committee shall have the power to co-opt any Member to the Committee until the next general meeting (be it an EGM or an AGM), at which a new officer will be appointed in accordance with [section 6.2](#).

4.7 Sub-Committees

The Committee may appoint and dismiss sub-committees from the Club membership and prescribe rules for those sub-committees as appropriate. Sub-committees will retire annually on the date of the relevant AGM, or when their function is complete, whichever is the sooner.

4.8 Handover Documents

Each outgoing officer of the Committee must present Handover Documents at the end of their term detailing the specific roles and responsibilities and the person(s) with whom they conducted the business of the Club in order to assist the incoming officers with their development of the Club.

5 Club Expeditions

5.1 Definition of Diving Expeditions

5.1.1 Local Trips/Regular Club Diving Expeditions

Regular Club Diving Expeditions shall be deemed to be:

- All those expeditions where at least two members of the Club partake in diving within the Republic of Ireland.
- All those expeditions where at least 4 members of the Club partake in diving outside the Republic of Ireland.
- Club organised trainee trips.

5.1.2 Extraordinary Club Diving Expeditions

Extraordinary club diving expeditions include:

- Diving expeditions within the Republic of Ireland with less than two members actively partaking in the planned diving activities
- Diving expeditions longer than a weekend within the Republic of Ireland
- Diving expeditions outside the Republic of Ireland with less than four members actively partaking in the planned activities
- Training activities of individual members or groups of members

5.2 Definition of Snorkelling Expeditions

5.2.1 Local Trips/Regular Club Snorkelling Expeditions

Regular Club Snorkelling Expeditions shall be deemed to be:

- All those expeditions where at least two members of the Club partake in snorkelling within the Republic of Ireland.
- All those expeditions where at least 4 members of the Club partake in snorkelling outside the Republic of Ireland.
- Club organised trainee training/qualification trips, incl. pre-requisite snorkels for SCUBA diving.

5.2.2 Extraordinary Club Snorkelling Expeditions

Extraordinary club snorkelling expeditions include:

- Snorkelling expeditions within the Republic of Ireland with less than two members actively partaking in the planned diving activities
- Snorkelling expeditions longer than a weekend within the Republic of Ireland
- Snorkelling expeditions outside the Republic of Ireland with less than four members actively partaking in the planned activities
- Training activities of individual members or groups of members

6 Meetings

6.1 General Meetings (Annual General Meeting (AGM) & Extraordinary General Meetings (EGM))

The Committee shall give fourteen (14) days' notice of any general meeting to all members along with a call for any submissions and motions to be submitted to the Committee in writing six (6) days in advance of the general meeting.

- 6.1.1** An AGM shall be held in the second semester before the end of the Week 12 of the UL academic calendar each year.
- 6.1.2** Members shall be notified of general meetings in writing through at least two mediums (text, email, social media and/or posters).
- 6.1.3** The agenda for the general meeting including submissions and motions is to be circulated to Full Members five (5) days in advance of the meeting.
- 6.1.4** An EGM must be convened at the request of fifteen (15) or more Full Members in writing to the Chairperson clearly stating the purpose for that meeting. The EGM will be held no later than fourteen (14) days of receipt of the written request. The Clubs & Societies Executive (CSE) must also be made aware of this request by a member of the core committee.
- 6.1.5** The CSE must be notified of all general meetings by a member of the Core Committee.

6.2 Voting at General Meetings

- 6.2.1** Voting shall be by show of hands unless otherwise determined in a vote of the meeting
- 6.2.2** Each Full Member shall have one vote at any general meeting.
- 6.2.3** Motions and resolutions must be passed by a simple majority of those Full Members present at the meeting.
- 6.2.4** Elections to the roles of officers of the Committee shall be by simple majority vote of those Full Members present at the meeting.
- 6.2.5** All nominations for each committee position require a Proposer and separate Secunder from the membership. Any Member may nominate themselves at the meeting for election as an officer of the Club Committee. Officers who have immediately prior resigned pursuant to [Clause 4.5](#) are eligible for re-election (unless they have become ineligible for any other reason).
- 6.2.6** In the event of an equality of votes, the Chairperson shall have a second casting vote in addition to the vote to which he or she may in any case be entitled.
- 6.2.7** In the event of a conflict of interest for the Chairperson, they must vacate the Chair and another Chairperson must be appointed by a vote of the members present for the duration that the conflict persists.

6.2.8 At an AGM, the outgoing committee shall present for approval to the meeting the financial accounts of the Club for the year ending at that AGM.

6.3 Quorum at Meetings

6.3.1 The quorum shall be fifteen (15) Full Members, excluding Core Committee Members, up to 100 people membership. If the membership of the Club shall exceed 100, then the quorum shall be five (5) additional members and an additional five (5) per 100 increases in membership thereafter, up to a maximum membership of 500.

6.3.2 If the quorum is not reached at a general meeting, then the meeting cannot proceed but must be reconvened within one week.

6.3.3 If the Club fails to reach quorum at the reconvened general meeting, it will be put forward for de-recognition at the next CSC.

6.4 Committee Meetings

The Committee shall meet at least six (6) times per academic year with least two (2) meetings being held in each semester. Subject to the rules of this Constitution, the Committee shall determine its own quorum on election, and shall regulate its own procedures. The Secretary shall give at least four (4) days' written notice of any committee meetings.

7 Health and Safety

7.1 Health & Safety

The Committee and the members of the Club will at all times do their utmost to comply with the Health & Safety Statement of the Club to ensure any planned activities are safe to participate in and that members do not engage in behaviour likely to cause harm

7.2 Health & Safety Statement

7.2.1 The Club must have a Health & Safety Statement. This must follow the template provided by the Health & Safety Consultants for Clubs & Societies. This will be available on the Clubs and Societies website.

7.2.2 The Health & Safety statement must be reviewed annually by the Committee to ensure it remains relevant to the Club's activities and is compliant with any legislative changes or directives issued by a governing body.

7.2.3 The Committee will inform its members of their obligations under the terms of the Health & Safety Statement. This should be undertaken at a general meeting and per event/trip briefing.

7.3 Foreign Trips

7.3.1 If any member intends to make a foreign trip on Club business, they must inform the Clubs and Societies Development Officer (CSDO) and the UL Sports Administrator with regard to a Club trip.

- 7.3.2** An itinerary must be furnished to [the parties in [7.3.1](#)] in advance of all trips outside of the island of Ireland. The itinerary must include:
- (i) Flight/Ferry information, and accommodation phone numbers and a daily schedule of the planned activities.
 - (ii) The contact details of the event coordinators while abroad and the person/people designated to be responsible for First Aid (where possible).
 - (iii) In Case of Emergency (ICE) contact details must be provided by every participant to the event co-ordinators and provided to the Head of student Engagement and Sports Administrator at least a week in advance of the planned trip.
- 7.3.3** The member must take the Clubs & Societies Travel Insurance Policy Number on any trip, which is available from CSDO or ULSU Secretary General in advance of the trip.
- 7.3.4** In accordance with the Health & Safety Statement, the contact details for the Clubs and Societies Development Officer, General Manager, ULSU President and the UL Sports Administrator must be provided to the event co-ordinators

8 Disciplinary Rules & Procedures

The Committee and members of the Club shall comply with the disciplinary, grievance, bullying and harassment procedures of the Clubs & Societies Executive as may be amended from time to time.

9 Financial Matters

9.1 Funds

- 9.1.1** All funds raised by the Club must be used for the express purpose of the promotion and development of Clubs & Societies activities under the auspices of the Students Union except in the case of funds raised by a charity event.
- 9.1.2** In the event of de-recognition of the Club, any funds remaining shall revert to the Clubs & Societies to be administered by the CSE.

9.2 Bank Accounts

- 9.2.1** All accounts operated by the Club must be made known to the CSE in the annual budget.
- 9.2.2** At least three (3) officers of the Committee, of which one must be the Treasurer, shall be nominated as signatories on the Bank Mandate for the Club's accounts, and at least two (2) officers, of which one must be the Treasurer, is required sign off on all transactions.

9.3 Expenditure

The chairperson and treasurer shall be empowered to incur expenses on behalf of the Club and committee and be authorized to operate a deposit and/or current bank account for the purpose. Such accounts shall be open for inspection by any member of the Club at any reasonable time

9.4 Borrowing

The Club is empowered to borrow for the purposes of furthering the aims of the Club as set out in [Section 2.3](#) of the Constitution. The Club however undertakes not to borrow any monies from any party without the prior written consent of a quorate General Meeting of members ('Meeting' defined under [Section 6](#)) and such amount of money, either at one time, and from time to time, and at such rate of interest, and in such form and manner and upon such security as shall be specified in a resolution of the General Meeting of members ('Meeting' defined under [Section 6](#)) authorising the Committee of the Club to borrow. Committee members signing any borrow agreement must consist of Full members (as per [Section 3.1.1](#)), Club Branch Diving Officer and Club Chairperson.

Any member of the Club contravening this Article shall be subject to the Club's disciplinary procedures and may be held liable to the Club for any shortfalls or defaults. All members of the Club shall be deemed to have assented to any borrowing of money authorised by this rule, and the giving of security in respect of same.

10 Equipment

10.1 Equipment Policy

- 10.1.1** Equipment owned by the Club shall be used solely for the purposes of the Club in accordance with this constitution and shall be held and dealt with by the officers and members of the Club accordingly

- 10.1.2** Any monies raised, sponsorship or donations, personal or otherwise, which contribute to the purchase of equipment, shall automatically be deemed as property of the Club. All Club inventory shall be used for the promotion of the Club's aims in accordance with this common constitution, with the consent of their committee and subordinate to the University of Limerick Students Union constitution.

- 10.1.3** In the event that the Club 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 under the management of CSE. This equipment will be held in trust until the Club is re-started or a similar interest club/society that may benefit from the use of such equipment (as decided by the CSE). In the alternative, it may be decided by the CSE to sell off all such assets and return all proceeds to the Special Events Fund or Annual Budget of Clubs and Societies as appropriate.

- 10.1.4** In the event of de-recognition, all officers of the Committee of the Club must ensure that all equipment is returned to the CSE without delay complete with keys for storage and location where necessary.

- 10.1.5** The Committee of the Club is responsible for keeping a record of all assets controlled by the Club and for the storage and maintenance of any equipment and for keeping records of the maintenance, which shall be available to the Clubs and Societies Executive committee on request.

- 10.1.6** The Committee is charged with the welfare and transfer of all such equipment. The CSE shall be the arbitrators of all aspects of the Clubs & Societies Equipment Policy.

11 Legal Protocol

The Club shall comply with the [Clubs and Societies Executive Club and Society Protocol in Legal Proceedings](#), a copy of which is attached as a schedule to this Constitution.

12 Members

12.1 Code of Conduct

12.1.1 Members shall at any time behave and conduct themselves in a manner appropriate to the Club and without putting the Club in disrepute.

12.1.2 Appropriate behaviour and conduct does extend to the use of social media platforms utilised by the club for communication purposes. Every effort shall be taken by members to propose conversational topics in line with the common interests and aims of the club. Any misconduct towards members through the use of communication tools or apps may result in disciplinary actions being taken against any offending parties in accordance with C&S policies. ULSAC Social Media platforms and accounts including but not confined to Facebook, WhatsApp, Instagram, LinkedIn, Tik Tok, Snapchat, and Teamer shall be used for promotional events, recruitment advertisements, acknowledgement of membership successes, public statements, etc. on behalf of the club. Personal views or lobbying for personal causes and gains will be deemed in breach of ULSAC's social media policy.

12.1.3 All members must hold current membership of CFT. In extreme situations the committee can allow dispensation.

12.2 Diving Ireland Membership

It will be the responsibility of the member to ensure that their Diving Ireland membership is current. No member shall dive or snorkel without current Diving Ireland membership, failure to comply with this requirement may result in expulsion from the Club.

12.3 Diving Protocol

Whilst partaking in diving expeditions or training members shall adhere to the club's diving rules as set out in the club's Diving Protocol. The Diving Protocol shall have the aim of ensuring all club diving activities are performed safely. The committee shall have the right to make amendments to the Diving Protocol. In case of proposed changes impacting safety, the BDO shall have the right to veto the proposal. Members shall have the right to request changes to the Diving Protocol through a normal majority vote of the membership during an AGM or EGM. Any changes to the Diving Protocol shall be communicated to the membership one week prior to the changes coming into effect and the Diving Protocol shall be available online.

12.4 Snorkelling & Underwater Hockey Protocol

Whilst partaking in club snorkelling activities, members shall adhere to the Club rules as set out in the Club's Snorkelling Protocol. The Snorkelling Protocol shall have the aim of ensuring all Club diving activities are performed safely. The committee shall have the right to make amendments to the Snorkelling Protocol. In case of proposed changes impacting safety, the BDO shall have the right to veto the proposal. Members shall have the right to request changes to the Snorkelling Protocol through a normal

majority vote of the membership during an AGM or EGM. Any changes to the Snorkelling Protocol shall be communicated to the membership one week prior to the changes coming into effect and the Snorkelling Protocol shall be available online.

12.5 Use of Club Equipment by Members

12.5.1 Members have the right to use Club gear for all Club expeditions that are in line with [Article 5](#). Members with the status of Diving Ireland trainee are strictly only allowed to use Club SCUBA equipment when diving with a suitably qualified Diving Ireland member, as defined in Diving Ireland Training & Standards Manual 401 (available from and maintained by Diving Ireland) and with the approval of the Branch Diving Officer, or in his/her absence, the Deputy Branch Diving Officer.

12.5.2 Club members shall never allow non-Club members to use Club equipment. Failure to adhere to this rule may result in grave sanctions against the respective member(s). Club equipment may be used by non-members in case of try-a-dives organised by the Club or in the case of regional Diving Ireland events. This must be done within the guidelines of Diving Ireland and an instructor in the club must take responsibility for the equipment.

12.5.3 Members of other Diving Ireland Clubs are allowed to board and dive from the Club RHIB for member qualification/examination purposes or while on inter-Club trips and with permission from the Branch Diving Officer or, in his/her absence, the Deputy Branch Diving Officer.

12.5.4 In order to drive the Club RHIB, a person must hold a minimum qualification of Diving Ireland Cox'n. When putting divers in the water, recovering divers from the water, or while divers from the RHIB are in the water, the RHIB must be under the supervision of a person with at least Diver Cox'n. Exceptions to the above two rules may be made in an ongoing emergency, or in the case of club members actively involved in RHIB training, under the supervision of a suitably qualified powerboating instructor.

12.5.5 In order to drive the Diving Ireland RHIB, a coxswain must be a member of the Club. Exceptions to this rule may be granted with the permission of the Branch Diving Officer, or in the case of his/her absence, the Deputy Branch Diving Officer.

12.5.6 Under no circumstances shall Club equipment be used by members or anyone else for personal gain.

12.6 Club flag/crest

The flag, crest and web site of the Club shall be the property of the Club and shall not be used by any person, or organisation without the permission of the committee.

12.7 Club contributions towards Regular Club Expeditions

12.7.1 If the budget allocated for the direct costs of running the club has not been exceeded, the Club shall lodge any remaining funds to the club's replacement boat fund or contribute towards covering training/certification

costs for members in the form of subsidised fuel charges, subsidised accommodation costs or qualification cert fees. At the start of the year, after the budget allocation is known, the committee shall decide the contribution towards subsidising costs. The contribution shall take into account the following ratios. The contribution towards student training/qualifications shall be twice as high as the contribution to staff and alumni training/qualifications.

- 12.7.2** The Club will in principle contribute 100% of the cost of boat dives for instructors if the respective instructor was actively involved in instructing a trainee during this dive, however this is at the discretion of the treasurer/committee, and must be confirmed in advance of the trip. Contributions to all other costs are at the discretion of the committee.

12.8 Club contributions towards Extraordinary Club Expeditions or Events

Club contributions towards Extraordinary Club Expeditions or Events shall be at the discretion of the committee. Normally only requests for a contribution prior to the event will be considered.

12.9 Member contributions towards Club Expeditions

- 12.9.1** All members partaking in an expedition or event shall be responsible for the full cost of the expedition or event minus the Club contribution allocated for training/qualification purposes.

- 12.9.2** The committee reserves the right to empower the treasurer and equipment officer to enforce that all participants attending an expedition and making use of any piece of Club equipment (including the Club compressor) shall contribute a set supplementary amount towards maintenance/replacement of Club equipment.

This stipulation shall be enforced on the basis that excessive wear and tear has been identified to club equipment in a short period of time and costs for additional maintenance is to be recovered and shared across all attendees. It is the responsibility of the expedition organiser that this contribution be collected.

This stipulation shall not be used in replacement to adequate disciplinary measures or in the case where identifiable individuals have clearly breached the club's equipment policies listed in [Section 10](#).

13 Interpretation

13.1 Interpretation of the Constitution

- 13.1.1** Where a dispute arises as to the meaning of this Constitution or a dispute as to a conflict between this Constitution and the Constitution of the University of Limerick Students' Union, then the dispute shall be referred to an arbitrator to be appointed by the President of the University of Limerick Students' Union and the arbitrator's decision is final.

- 13.1.2** The chairperson shall rule on the meaning of the constitution whenever any dispute arises. This may be overruled by a simple majority vote at a general meeting. However, where questions involving safety are at issue,

they must be referred to the Branch Diving Officer and if the matter is not resolved, to the national diving officer.

(Copy of Schedules attached)

Appendices:
Appendix A: Grievance Procedure

The Clubs and Societies are voluntary social, recreational and leisure clubs who run activities for students and staff of the University of Limerick to enjoy in their leisure time. In this regard, we would hope that Club & Society members will get along with each other without any grievances arising. However, we do understand that from time to time, grievances caused by misunderstanding, disagreement or general dissatisfaction may occur among Club/Society members. Full recognition is given to the significance of personal grievances and it is our policy that all grievances will be dealt without undue delay and resolved at the earliest possible stage. Please note that due to the academic commitments, timeframes and demands on occasion the times set up below may need to be altered.

1. In the first instance, it is expected that any Club/Society member with a grievance will attempt to resolve it informally by speaking with the individual(s) concerned in an attempt to resolve the issue amicably. If a resolution is agreed at this stage, both members involved should agree to put the issue behind them for the good of the Club/Society. Both parties can contract in writing with each other in how to go forward thus ensuring issues are resolved and do not reoccur.
2. If the member experiencing the grievance does not feel confident in approaching the individual(s) concerned, they should speak to a member of the Club/Society committee and explain their grievance to them. The committee member should facilitate a meeting between the member and the individual concerned with a view to resolving the grievance as quickly and amicably as possible. This meeting should take place within five days of the member raising the grievance.
3. If there is no agreement at this stage, the member experiencing the grievance should submit their grievance in writing to the Club/Society committee. The Club/Society Committee will appoint a Subcommittee consisting of two members for the purposes of investigating the grievance. The grievance committee will investigate the grievance within five days of receiving the grievance. The committee will establish the terms of reference of the grievance(s) with the complainant. The investigation should be done through meeting both parties involved in the grievance and any other person who the two members consider appropriate. Handwritten notes should be taken at the meeting and a report of the findings prepared. At the end of the meeting the hand-written minutes will be read out by the person who took the notes and all parties will sign off in agreement. A decision should be made by the two members as to what the outcome of the grievance is. This information should then be presented to both parties of the grievance. Those investigating the grievance should aim to resolve the grievance within ten days of receiving the grievance.
4. If either party is unhappy with the outcome of the investigation into the grievance, they should appeal the decision to the Clubs and Societies Executive Committee outlining the reasons for the appeal within seven working days of receiving the outcome of the grievance. The Clubs and Societies Executive

Committee should appoint two members to hear the appeal meeting within five days of receiving the appeal. An investigatory meeting should take place if necessary and a decision made within ten days of receiving the appeal.

5. It is expected that at any stage at which resolution is achieved that the members will agree to work together in harmony for the sake of the other members of the Club/Society.

Appendix B: Clubs & Society's Bullying & Harassment Policy & Procedures:

The Clubs and Societies are voluntary social, recreational and leisure clubs that run activities for students and staff of the University of Limerick and other member categories to enjoy in their leisure time. We envisage that those in the Club/Society will treat each other with respect and dignity at all times. All members are expected to conduct themselves in an appropriate manner at all times and must not engage in any form of bullying or harassment.

All members of the University of Limerick Clubs and Societies must comply with this policy and appropriate measures will be taken against members who disregard this policy and act in an inappropriate manner. Appropriate disciplinary action, up to and including termination of membership, will be taken against any member who violates this policy.

The policy applies to all members of clubs and societies, members of the Students Union and any other parties involved in the clubs/societies whether in the University of Limerick or off site whilst engaged in the activities of Clubs & Societies. The policy applies to harassment not only by fellow members but also by any other club/society/University contact to which a member might reasonably expect to come into contact within the course of their club/society membership. Bullying / harassment within the clubs and societies will not be tolerated by the University of Limerick Students Union under any circumstances. This policy provides for prompt, fair, confidential and effective redress for targets of bullying/harassment.

Definitions:

Harassment

Harassment is defined as any act of conduct, which is unwelcome and offensive, humiliating or intimidating on a discriminatory ground including spoken words, gestures, or the production, display or circulation of written material or pictures. Harassment in relation to the nine discriminatory grounds (race, religious belief, age, sexual orientation, disability, marital status, membership of the Traveling community, gender and family status), is prohibited within the Clubs and Societies. The Clubs and Societies Executive will not condone harassment of any kind. Any members who are found to have engaged in harassment on any of the grounds will face disciplinary action up to and including expulsion from the Club/Society.

Sexual Harassment

Sexual Harassment is defined as all unwelcome and sexually, or otherwise on the gender ground, offensive, humiliating or intimidating actions involving acts of physical intimacy, spoken words, gestures or the production, display or circulation of written material or pictures, or requests for sexual favours. The Clubs and Societies Executive prohibit sexual harassment. Any members who are found to have engaged in sexual harassment will face disciplinary actions up to and including expulsion from the Club/Society.

Bullying

Bullying is repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the Club/Society and/or in the course of club activities, which could reasonably be regarded as undermining the individual's right to dignity. An isolated incident of the behaviour described in this definition may be an affront to someone's dignity but, as a once off incident, is not considered to be bullying. Bullying can include conduct offensive to a reasonable person, e.g. oral or written slurs, physical contact, gestures, jokes, displaying pictures, flags/emblems, graffiti or other material which state/imply prejudicial attitudes which are offensive to fellow members.

Procedures:

There is both an informal and formal procedure including mediation to deal with the issue of bullying/harassment within the clubs and societies. It is our aim that any investigation that takes place will be completed as quickly as possible.

Informal Procedure:

It is often preferable for all concerned that complaints of bullying or harassment are dealt with informally whenever possible. While in no way diminishing the issue or the effects on individuals, an informal approach can often resolve matters more effectively. As a general rule therefore, an attempt should be made to address an allegation of bullying/harassment as informally as possible by means of an agreed informal procedure. The objective of this approach is to resolve the difficulty quickly and effectively, with the minimum of conflict and stress for the individuals.

Any member who believes he or she is being bullied / harassed should explain clearly to the alleged perpetrator(s) that the behaviour in question is unacceptable. In circumstances where the member finds it difficult to approach the alleged perpetrator(s) directly, he or she should seek help and advice, on a strictly confidential basis, from a fellow member of the Club/Society. The fellow club member can be a support for the complainant in approaching the alleged perpetrator to explain the reasons they feel they are being bullied or harassed.

It is recognised that it may not always be practical to use the informal procedure, particularly where the harassment / bullying is of a very serious nature.

Resolution

When resolution is found through the informal procedure, both parties will be given support or periodical reviews, as appropriate. These may include counselling or other appropriate interventions. Where a complaint is found not to have been made in good faith, the complainant will be the subject of disciplinary action.

Resolving the Problem by Mediation

1. Mediation is an alternative method of resolving issues relating to bullying and harassment. Mediation involves the parties seeking to arrive at a solution through mutual agreement, rather than through an investigation and formal decision.
2. Mediation provides a confidential opportunity for the person who feels that he/she has been bullied or harassed, and the person accused of carrying out this inappropriate behaviour, to discuss the matter and to reach an agreement on their continuing working relationship.
3. Mediation is conducted in private and is directly between the parties concerned and will be done individually & then collectively where appropriate in agreement, with the support of a mediator, who will act as an independent facilitator. Either party may withdraw from the process at any time by notifying the mediator, in writing, that they wish to do so.
4. If both parties agree to resolve the issue by mediation, the Manager who will be either Head of Student Engagement or if required in the absence of the Head of Student Engagement the General Manager (GM) will arrange the mediation process. An appropriate person, acceptable to both parties, from within or outside the Student Union will be assigned as mediator.
5. If the mediation process results in an agreement acceptable to both parties, the mediator will draw up a written record of the terms of the settlement for signature by both parties.
6. If the matter is resolved by mediation, no disciplinary action will be taken.
7. If mediation breaks down or fails to achieve its goal, the only other option is to have the matter resolved by investigation. The appointed mediator involved in the mediation process will not be involved in the investigation process. Resolving the matter by investigation may also be considered if the member (the complainant) concerned feels that it is inappropriate to resolve the matter by mediation.

Formal Procedure:

Procedure which will be followed

If an informal approach is inappropriate or if, after the informal stage, the bullying/harassment persists, the following formal procedures should be invoked: -

1. The complainant should make a formal complaint, in writing, to the Club/Society committee detailing precise details of actual incidents of bullying/harassment; for example, state the name of the alleged perpetrator/harasser, the nature of the complaint, dates and times of when the incidents occurred, witnesses, and any action that the complainant may already have taken, if any.
2. The alleged perpetrator(s) should be notified in writing that an allegation of bullying has been made against them. They should be given a copy of the complainant's statement as soon as is practicable and advised that they shall be afforded a fair opportunity to respond to the allegation(s), within specified time limits. No outcome regarding the complaint will be made until a full and fair investigation has taken place.
3. Before commencing an investigation, the Club/Society committee may take the decision to exclude/suspend the alleged perpetrator from any Club/society activities while the investigation is ongoing if it is deemed appropriate. This in no way implies any wrongdoing on the part of the alleged perpetrator but will be taken as a cautionary measure to prevent exacerbating the situation between the complainant and the alleged perpetrator.
4. The Club/Society committee will appoint two members from either the existing committee or former committee members who will be tasked with investigating the complaint. They will prepare clear terms of reference which outline the background to the complaint, who should be interviewed through the course of the investigation and the timeline in which to resolve the complaint.
5. The investigation will be governed by the terms of reference which will include the following provisions:
 - A provision to the effect that the investigation will be conducted in accordance with this policy
 - An indicative timeframe for the completion of the investigation. (*We will take into account the academic calendar and exam times as this will affect the time frame for the procedure to be carried out.*)
 - Provisions relating to the scope of the investigation, indicating that the investigator will consider whether the complaint falls within the definition of bullying or harassment at work and whether the complaint has been upheld
6. Meetings will be arranged with the complainant, the alleged perpetrator and any named witnesses. All will be asked to respond to the complaint and detail their version of events. Both parties and witnesses have the right to be accompanied by a representative at all meetings. The representative's role is to support and to take notes but not to partake in the meeting. Handwritten notes should be taken at the meeting. At the end of the meeting the handwritten notes will be read out by the person who took the notes and all parties will sign off in agreement as a true and accurate reflection of the discussion.
7. Those investigating will prepare a report of their findings and submit it to the Clubs/Societies disciplinary committee for a final decision. The two committee

members who have taken part in the investigation should not make a decision regarding the outcome.

Conclusion of Investigation

Once a decision has been made, the complainant and the alleged perpetrator must be informed as soon as is practicable.

Action where the Complaint is upheld

If the complaint is upheld, the Club/Society committee will instigate the Clubs and Societies Disciplinary Procedures. Actions taken can include expulsion from the Club/Society.

Action where the Complaint is not upheld

- If the complaint is not well found, both parties should be brought together by the Club/Society committee and a mediation process should be implemented to ascertain whether both members can move on and continue to partake in the club/society's activities.
- If the complaint is discovered to be malicious or vexatious, the Club/Society committee may instigate the Clubs and Societies disciplinary procedures against the complainant.
- Retaliation of any kind against the member for complaining or by complainant may also constitute bullying/harassment and is a serious disciplinary offence.

Appendix C: Appeals Process

If either party is unhappy with the outcome of the investigation, both parties have the right to appeal to the Clubs and Societies Executive Committee within 21 working days of the findings being issued. A party, who wishes to appeal the outcome, should put the reason for the appeal in writing and emailed to the Head of Student Engagement or GM where appropriate.

Upon receiving the appeal letter, the Clubs and Societies Executive Committee will appoint two members of their Committee to hear the appeal. They may choose to conduct further investigations or implement a new investigation. A decision regarding the outcome should be taken within ten working days of receiving the appeal.

Confidentiality:

All individuals involved in the procedures referred to above should maintain strict confidentiality on the subject. All involved will be reminded of this throughout the investigation process.

Appendix D: DISCIPLINARY RULES & DISCIPLINARY PROCEDURE

Introduction

The rules set standards of performance and behavior, whilst the procedures are designed to help promote fairness and order in the treatment of individuals. It is our aim that the rules and procedures should emphasize and encourage improvement in the conduct of individuals, where they are failing to meet the required standards, and not be a means of punishment. Every effort will be made to ensure that any action taken under this procedure is fair, with all members being given the opportunity to state their case and appeal against any decision that they consider to be unjust.

The following rules and procedures should ensure that:

- the correct procedure is used when inviting a member to a disciplinary hearing
- The committee is fully aware of the correct procedure, the standards action and behaviour required.
- disciplinary action, where necessary, is taken speedily and in a fair, uniform and consistent manner
- Member(s) will only be disciplined after careful investigation of the facts and the opportunity to present their side of the case. On some occasions temporary suspension may be necessary in order that an uninterrupted investigation can take place. This must not be regarded as disciplinary action or a penalty of any kind
- other than for an "off the record" informal reprimand, all members have the right to be accompanied by a fellow member, who may act as a witness at all stages of the formal disciplinary process
- if a member is disciplined, they will receive an explanation of the penalty imposed and will have the right to appeal against the finding and the penalty.

Examples of breaches:

- Serious or persistent breach of Health and Safety.
- Bringing the name of the Club into disrepute.
- Acting against the aims and/or objectives of the Club
- Misappropriation of any funding relating to the Club
- Discrimination & Harassment as defined in the Equal Status Act 2000
- Gross misconduct by any member.
- Bullying & Harassment as defined in Safety, Health & Welfare Act 2005
- Grossly indecent or immoral behaviour
- Dangerous behaviour, fighting or physical assault;
- Possession, supply or use of illicit drugs;
- Theft or unauthorised possession of money or property, whether belonging to the club/society, another member, or a third party;
- Destruction/sabotage of club/society property, or any property on the premises;
- Interference with or misuse of any equipment for use by relevant club or society that may cause harm;
- Gross insubordination and/or continuing refusal to carry out legitimate instructions; i.e. trip leader/event organiser.
- Not having the correct and/or required qualification to carry out activities

Please note this is not an exhaustive list

Initiation of Disciplinary Action

1. All complaints relating to alleged breaches of discipline shall be made in writing (including email) to a member of the Core Committee and to the CSE in reasonable proximity to the date of the matter giving rise to the complaint. The member of the Core Committee shall submit that written complaint to the Committee, whose decision, subject to the provisions of this rule, shall be final and binding.
2. On being advised of a complaint of an alleged breach of discipline and being of the opinion that the matter is of a sufficiently serious nature, the Committee, acting with all reasonable haste, shall appoint a sub-committee (as per section 3.1), comprising of five full members to deal with and adjudicate upon the complaint. (For the purposes of this section 7, the sub-committee dealing with the complaint is hereinafter termed "**the Discipline Committee**".)
3. A written notice of a date, time and place of the meeting of the Discipline Committee at which such matters are to be considered and the nature of the complaints shall be given to the member concerned at least twenty-one (21) days prior to the meeting.
4. The member shall be entitled to attend any such meeting and shall be afforded the opportunity to respond to the complaints
5. The Discipline Committee shall consist of 3 people. The Discipline Committee shall have power to caution, discipline, and sanction in such a manner as it considers appropriate. They may suspend the member's membership for such period as it considers appropriate, *or to expel* the member from membership of the Club or of any committee thereof, or to impose such condition on members continued membership as the Discipline Committee considers appropriate.
6. During a period of suspension, a member shall be denied all rights and privileges of membership. In the event of suspension or expulsion the member shall not be entitled to a refund of the whole or any part of the Membership Fee for the year/s in which a suspension or expulsion occurs, and any Membership Fee falling due within the period of suspension shall remain due and payable.
7. A member desiring to appeal against the finding of the Discipline Committee and/or against the sanction imposed may within twenty-one (21) days of the decision request the CSE to consider the appeal. Such request must be made in writing. Upon the receipt of such an appeal the CSE shall appoint one of its members to hear the appeal, who will request written submissions from both the Discipline Committee and the member lodging the appeal and shall make their decisions based on those written submissions. In exceptional circumstances the CSE appointee may (at his or her sole discretion) convene a meeting with either or both of the Discipline Committee and/or the appellant, either alone or together.

8. In the event that a finding by the Discipline Committee of a breach of discipline is upheld, or in the event of an appeal against severity of sanction only, the CSE shall, *inter alia*, have power to reduce or increase the sanction.
9. Pending the decision of the CSE, the sanction imposed by the Discipline Committee shall not take effect.
10. The decision of the CSE shall be final and binding.

Appendix E: CLUBS & SOCIETY PROTOCOL ON LEGAL PROCEEDINGS

STEP 1

A formal request must be made from a Club or Society to the Clubs & Societies Executive prior to any legal advices being sought. The formal request will be in written form outlining in detail the time line of alleged issue and how it affects the clubs activities or good name. Full disclosure of all documents and correspondences (email, phone calls, text, web) must be made available to the Clubs & Societies Executive. The written request must be accompanied by a signed declaration by the committee that the information contained within is truthful and an accurate account of the issue in question.

STEP 2

The Clubs & Societies Executive will convene and the issue will form part of their weekly meetings on the official agenda. Clubs & Society Executive members with membership of the club or society in dispute must declare all affiliations and vacate the meeting where conflict of interest arises.

The Clubs & Societies Executive shall request the signatories of the initial formal request to attend a meeting in person of the Clubs & Societies Executive prior to a decision being made to grant or reject the request for referral to the ULSU solicitor

A majority decision is required from the Clubs voting members of the C&S Executive and a majority of the Society voting members of C&S Executive in order to grant permission for the issue to be referred for legal advice to the ULSU solicitor by the applicant club/society. In the event of conflicts of interest it will be a majority of the *remaining* voting members of the Clubs & Societies Executive

STEP 3

When a legal opinion has been obtained, it must be disclosed in full to the Clubs & Societies Executive. Each subsequent request to proceed from one legal action/proceeding to another will be subject to approval by the Clubs & Societies Executive on the basis of legal opinion and the “majority decision basis”.

STEP 4

Clubs & Societies Executive retain the right to sanction or reject the initiation of any legal action or proceeding subject to the legal advices at any time. This shall be on the

grounds that no one club or society may unnecessarily expose the level of risk to the overall integrity of the University of Limerick's Clubs and Societies.