



Constitution of the Association of Medical Students in Ireland – University of Limerick

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Article 1 Name of the Association

- 1.1 The name of the Association shall be the Association of Medical Students in Ireland – University of Limerick (AMSI UL), hereinafter referred to as ‘the Association’.

Article 2 Aims of the Association

- 2.1 The aims of the Association shall be:
- To increase collaboration between the health related societies at UL and other 3rd level institutions in the region
 - To represent the views of medical students on a local, national and international level
 - To promote medical student wellness
 - To create a forum where students can engage with a wide variety of health, scientific and educational issues and promote an atmosphere of participation
 - To be the UL chapter of AMSI - the National Member Organization (NMO) for Ireland to the IFMSA, and be an active participant in the Standing Committees of the IFMSA

Article 3 Membership

- 3.1 All medical students enrolled in the University of Limerick Graduate Entry Medical School may become members. They register with AMSI UL through the online University of Limerick Clubs & Societies website (<https://ulsu.ie/clubssocs>). The registration fee is 5 euros to be part of AMSI UL.
- 3.2.1 All students of a 3rd Level Institution are welcome to join the Association as long as the Medical Student membership of the Association remains above 70% of the total membership. This is to act as a buffer to keep the Association in line with the regulations of IFMSA which states that the Medical Student membership of the organization must remain above 60% of its total membership. Should the percentage of Medical Students drop below 70%, a membership review must take place by the Association, to be conducted by the chairpersons.
- 3.3 Any student from a 3rd Level Institution may run for any position within the Association, be that at a local or national level.
- 3.4 Any eligible person shall become a member of AMSI on registration to affiliate organizations. Alternatively, they may become a member of their Local AMSI Committee without becoming a member of affiliate organizations by contacting their Local AMSI Committee. Current Official Affiliate organizations are UL Medical Society, BioSoc Trinity College Dublin, RCSI Students’ Union, UCD Medical Society, UCC Medical Society, the Belfast Medical Students’ Association and NUIG Medical Society. Currently, individual admission to the Association is free of charge. AMSI membership fees to the cost of €250 should be paid by affiliate Societies to the AMSI by the first day of November.
- 3.5 Members of the Association may opt to make an optional non-binding donation of €5 to AMSI upon signing their membership.

Article 4 The Local Committee at the University of Limerick

- 4.1 A committee shall conduct the business of the Association.

- 4.2 The committee of the Association shall be elected at the Annual General Meeting, or, if necessary, at an Extraordinary General Meeting.
- 4.3 The committee shall consist of the following members:
- Co-chairperson Term 1
 - Co-chairperson Term 2
 - Liaison Officer
 - Projects & Activities Officer
 - Local Officer – SCOPH
 - Local Officer - SCORP
 - Local Officer - SCOME
 - Local Officer - SCORA
 - Local Officer - SCORE
 - Local Officer – SCOPE
 - UL Clubs & Societies Representative (Health & Safety)
 - Secretary/Treasurer

All members of the committee shall be required to be members of the Association.

4.4 **Chairpersons Terms 1 and 2**

Chairpersons are elected on 2 year terms, with one chairperson elected each year at the beginning of the term. The Chairpersons shall have overall responsibility for the affairs of the Association. He/She shall chair all meetings of the Association, save where decided otherwise by the committee or where otherwise provided for in this constitution. The chairpersons ensure that the Committee is represented nationally and is abiding by national policy relating to Standing Committee participation and relating National Campaigns to a Local Audience. Furthermore, chairpersons are linked to the President of AMSI and will assist in national strategy and policy development. The chairpersons are also responsible for assisting Local Officers with Policy development.

4.5 **Liaison Officer**

The Liaison Officer is tasked with ensuring effective collaboration between AMSI UL and societies in the university. He/She shall aim to facilitate, promote and enhance the progress of other societies by using local and national resources as seen fit. They shall also be the local representative liaising with international and national organizations, as advised by the National Vice-President of External Affairs.

4.6 **Projects & Activities Officer**

The Projects & Activities Officer is responsible for helping the Chairpersons and Local Officers on Standing Committees carry out their local events. Should they see fit they may create their own events on the proviso that such events are under permission of, and meets the goals of the Association.

4.7 **Local Officer – SCOPH (LOPH)**

The Local Officer for the Standing Committee on Public Health will inform, raise awareness of, and create local policy and events pertaining to public health. He/She will also promote AMSI-SCOPH, and facilitate the execution of current SCOPH national projects as directed by the National Officer for the Standing Committee on Public Health (NOPH). The LOPH should create a vision for Public Health in Limerick, and participate in shaping AMSI's National policies and projects in this area.

4.8 **Local Officer – SCORP (LORP)**

The Local Officer for the Standing Committee on Human Rights and Peace will inform, raise awareness of, and create local policy and events pertaining to human rights and peace. He/She will also promote AMSI-SCORP, and facilitate the execution of current SCORP national projects as directed by the National Officer for the Standing Committee on Human Rights and Peace (NORP). The LORP should create a vision for Human Rights and Peace in Limerick, and participate in shaping AMSI's National policies and projects in this area. The LORP will aim to enhance knowledge of human rights, peace building, humanitarian work, and law amongst peers, and act as an advocate for vulnerable populations, and those at risk for human rights violations.

4.9 **Local Officer – SCOME (LOME)**

The Local Officer for the Standing Committee on Medical Education will inform, raise awareness of, and create local policy and events pertaining to medical education. He/She will also promote AMSI-SCOME, and facilitate the execution of current SCOME national projects as directed by the National Officer for the Standing Committee on Medical Education (NOME). The LOME should create a vision for medical education in Limerick, and participate in shaping AMSI's National policies and projects in this area. The LOME will aim to improve the quality of medical teaching, and medical student health and wellness, as well as encourage medical students to reach their full potential in their medical education.

4.10 **Local Officer – SCORE (LORE)**

The Local Officer for the Standing Committee on Research Exchanges will inform, raise awareness of, and create local policy and exchanges related to medical research in Limerick. He/She will also promote AMSI-SCORE, and facilitate the execution of current SCORE national projects as directed by the National Officer for the Standing Committee on Research Exchanges (NORE). The LORE should create a vision for medical research in Limerick, and participate in shaping AMSI's National policies and projects in this area. They shall co-ordinate the local research exchange program, guided by the National Officer, and liaise closely with the University of Limerick Graduate Entry Medical School, and research departments to build a successful program.

4.11 **Local Officer – SCORA (LORA)**

The Local Officer for the Standing Committee on Sexual and Reproductive Health including HIV/AIDS (SCORA), will inform, raise awareness of, and create local policy and events pertaining to sexual and reproductive health. He/She will also promote AMSI-SCORA, and facilitate the execution of current SCORA national projects as directed by the National Officer for the Standing Committee on Sexual and Reproductive Health including HIV/AIDS (NORA). The LORA should create a vision for improving sexual and reproductive health in Limerick, and participate in shaping AMSI's National policies and projects in this area.

4.12 **Local Officer – SCOPE (LEO)**

The Local Officer for the Standing Committee on Professional Exchanges will inform, raise awareness of, and create local policy and exchanges related to understanding global health and health policies in Limerick. He/She will also promote AMSI-SCOPE, and facilitate the execution of current SCOPE national projects as directed by the National Officer for the Standing Committee on Professional Exchanges (NOPE). The LOPE should create a vision for professional medical exchanges in Limerick, and participate in shaping AMSI's National

policies and projects in this area. They shall co-ordinate the local professional exchange program, guided by the National Officer, and liaise closely with the University of Limerick Graduate Entry Medical School, and research departments to build a successful program for professional development.

4.13 **UL Society Representative (Health & Safety Officer)**

The UL Clubs & Societies Representative (Health & Safety Officer) will be in charge of ensuring that the activities of the AMSI-UL Local Committee abide by the rules and regulations set in place by the University of Limerick Clubs & Societies to ensure maximal safety of the student participants with AMSI-UL. As the Health and Safety Officer, they shall ensure that the Society's Safety Statement is relevant and achievable, that the Society ensures good safety records are kept and that the Society complies with its Safety Statement. This will include a liaison position that connects our group with that of the UL student body in order to improve communication within the University and open up opportunities with other students and clubs on campus that may be interested in participating in some of our local initiatives. This position will also involve attendance at Clubs & Societies Meetings to represent AMSI-UL during the academic year.

4.14 **Secretary/Treasurer**

The Secretary duties shall include the maintenance of all necessary documentation including the Minutes of all general meetings and committee meetings and maintaining all documentation necessary for the Society. This shall include: scheduling bi-weekly meetings, recording the minutes of each meeting and conveying them to the committee within 24 hours of the scheduled meeting time. The Secretary will be responsible for the preservation of all correspondence of the Society. The Treasurer's duties shall include the maintenance of the Society's accounts and the Society's budget submission. He/she will have the responsibility for the Society's funds. Additionally, this will involve financial communication with the university (for trips inside and outside of Ireland) as well as any funding from the University of Limerick that goes towards our local initiatives in Limerick. The Treasurer will provide a detailed report of the Society's financial status available at the Annual General Meeting.

4.15 **Alumni Network**

The purpose of the Alumni Network is to impart advice onto future committees in regards to the functioning of the Association. They are not obliged to attend meetings. The format of the network shall be an opt-in system. They shall receive updates from the chairpersons on the progress of the Association biannually. A database of alumni shall be established which will include details of their alma mater, email address, and current profession and location which will be accessible to both members of the alumni network, and members of the Association. This data will also be available to AMSI members nationally and will contribute to the National Alumni network.

4.15 **Committee Meetings**

4.15.1 Meetings of the committee shall be held at least monthly during the academic year. All members of the committee shall be entitled to attend and vote at such meetings.

4.15.2 The quorum for a meeting of the committee shall be 50% + 1 vote.

- 4.15.3 Meetings of the committee shall be convened by the Chairpersons. At least two days' notice of a committee meeting shall be given by the Chairpersons to the members of the committee.
- 4.15.4 Meetings shall be adherent to an agenda, as outlined by the Chairpersons. Issues arising during meetings shall be addressed following the completion of the agenda.
- 4.15.5 A record of the meeting will be kept by the Chairpersons and published to the committee for review no more than one week following cessation of the meeting.
- 4.15.6 Issues of contention that arise during meetings will be decided by a vote. In order for a motion to be proposed it must first be nominated by a member of the committee and seconded by another member. An opposing motion may also be proposed by any committee member irrespective of their stance in regards to the original motion, and any member may also second this motion for voting. Voting will be cast via hand-raise and, if necessary, secret ballot. Votes will be counted/read by the chairperson and the motion decided on. A minimum quota of greater than 50% of the electorate must be physically present in order for a vote to take place. In the event of a tie, the chairperson may decide to delay a vote to a following date, or may make an executive decision if a decision is required presently. Motions to change the Constitution require a 2/3 majority. Other motions require a simple majority. Secret ballots may be requested by any member of the committee and must be accepted.
- 4.15.7 **Term of Office of the Committee**

The committee shall hold office from the first day of October subsequent to their election until the last day of September of the following year.

Article 5 University of Limerick Clubs and Societies Statements

5.1 Health and Safety

- 5.1.1 The Committee and the members of the Society/Club will at all times do their utmost to comply with the Health & Safety Statement of the Society/Club to ensure any planned activities are safe to participate in and that members do not engage in behaviour likely to cause harm.
- 5.1.2 The Society/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.
- 5.1.3 The Health & Safety statement must be reviewed annually by the Committee to ensure it remains relevant to the Society/Club's activities and is compliant with any legislative changes or directives issued by a governing body.
- 5.1.4 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

5.2 Foreign Trips

- 5.2.1 If any member intends to make a foreign trip on Society/Club business, they must inform the

Clubs and Societies Development Officer (CSDO).

An itinerary must be furnished in advance of all trips outside of the island of Ireland. The itinerary must include:

- Flight/Ferry information, and accommodation phone numbers and a daily schedule of the planned activities.
- The contact details of the event coordinators while abroad and the person/people designated to be responsible for First Aid (where possible).
- In Case of Emergency (ICE) contact details must be provided by every participant to the event co-ordinators, and provided to the CSDO at least a week in advance of the planned trip.

5.2.2 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.

5.2.3 In accordance with the Health & Safety Statement, the contact details for the Clubs and Societies Development Officer, General Manager, ULSU President and the must be provided to the event co-ordinators.

5.3 **Disciplinary Action**

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

5.4 **Financial Matters**

All funds raised by the Society 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.

In the event of de-recognition of the Society, any funds remaining shall revert to the Clubs & Societies to be administered by the CSE.

5.5 **Bank Accounts**

All accounts operated by the Society/Club must be made known to the CSE in the annual budget. 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 Society's accounts, and at least two (2) officers, of which one must be the Treasurer, is required sign off on all transactions.

5.6 **Equipment**

5.6.1 **Equipment Policy**

Equipment owned by the Society shall be used solely for the purposes of the Society in accordance with this constitution and shall be held and dealt with by the officers and members of the Society/club accordingly.

5.6.1.1 In the event that the 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 under the management of CSE. This equipment will be held in trust until the Society 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.

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

5.6.1.3 The Committee of the Society is responsible for keeping a record of all assets controlled by the Society 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.

5.6.1.4 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.

5.7 **Legal Protocol**

The Society 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.

5.8 **Interpretation of the Constitution**

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.

Initiation of Disciplinary Action

The following constitute breaches of discipline:

- . (i) Serious or persistent breach of Health and Safety.
- . (ii) Bringing the name of the Society into disrepute.
- . (iii) Acting against the aims and/or objectives of the Society
- . (iv) Misappropriation of any funding relating to the Society
- . (v) Discrimination & Harassment as defined in the Equal Status Act 2000
- . (vi) Gross misconduct by any member.

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 fourteen (14) days prior to the meeting.
4. The member shall be entitled to attend at such meeting and shall be afforded the opportunity to respond to the complaints
5. The quorum for a meeting of the Discipline Committee shall be three (3). Voting shall be by secret ballot, and the elected Chairperson of the Discipline Committee shall be entitled to vote and not have a casting vote. A majority of those present and voting shall be required to find a member in breach of discipline. The Discipline Committee shall have power to caution, discipline, and sanction such member in such manner as it considers appropriate, or to suspend the member's membership for such period as it considers appropriate, or to expel the member from membership of the Society 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 fourteen (14) 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.

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 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

1. In the first instance, it is expected that any 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 Society.
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 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 Society committee. The committee should appoint two members of the committee to investigate the grievance within five days of receiving the grievance. The investigation should be done through meeting both parties involved in the grievance and any other person who the two members consider appropriate. Minutes should be taken at the meeting and a report of the findings prepared. 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.

Bullying and Harassment Procedures:

There is both an informal and formal procedure to deal with the issue of bullying/harassment within the clubs. 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 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.

Formal Procedure:

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

1. The complainant should make a formal complaint, in writing, to the Society committee detailing precise details of actual incidents of bullying/harassment; for example, state the name of the alleged perpetrator, 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 Society committee may take the decision to exclude the alleged perpetrator from any Society activities while the investigation is ongoing if it is deemed appropriate. This in no way implies any wrong doing on the part of the perpetrator but will be taken as a cautionary measure to prevent exacerbating the situation between the complainant and the alleged perpetrator.
4. The Society committee will appoint two members of the committee 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. Meetings will be arranged with the complainant, the alleged perpetrator and any other person who the two members consider appropriate. 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. Meeting notes will be taken and once committed to type must be signed by the relevant person who was interviewed as a true and accurate reflection of the discussion.
6. Those investigating will prepare a report of their findings and submit it to the Clubs/Societies committee for a final decision. The two committee members who have taken part in the investigation should not make a decision regarding the outcome.
7. Once a decision has been made, the complainant and the alleged perpetrator must be informed as soon as is practicable.
8. If the complaint is upheld, the Society committee will instigate the Clubs and Societies Disciplinary Procedures. Actions taken can include expulsion from the Society.
9. If the complaint is not well found, both parties should be brought together by the Society committee and a mediation process should be implemented to ascertain whether both members can move on and continue to partake in the club/societies activities.

10. If the complaint is discovered to be malicious or vexatious, the Society Committee may instigate the Clubs and Societies disciplinary procedures against the complainant.
11. Retaliation of any kind against the member for complaining may also constitute
12. Bullying/harassment and is a serious disciplinary offence.

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 5 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 address it to the Student's Union President.

Upon receiving the appeal letter, the Clubs and Societies Executive Committee will appoint two members of the 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.

CLUBS & SOCIETY PROTOCOL ON LEGAL PROCEEDINGS [Passed 24/02/09]

STEP 1

A formal request must be made from a Club or Society to the Clubs & Societies Executive prior to any legal advice being sought to the Clubs & Societies Executive. The formal request will be in written form outlining in detail the time line of alleged grievance 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 offered, 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 advises 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.

Article 6: Annual General Meetings

6.1 Annual General Meeting

6.1.1 The Annual General Meeting of the Association shall take place in the September of the academic year, at a time to be determined by the Committee of the Association.

6.1.2 No less than seven days’ notice of the Annual General Meeting shall be given.

6.1.3 The Annual General Meeting (AGM) will consist of committee handover, constitutional amendments, candidature presentations for committee positions and election of the new committee Executive Board. Should a candidate fail to succeed in attaining a position that they were a candidate for on the committee, they may present their candidature for up to two other positions and be considered valid for the election of that position.

6.2 Extraordinary General Meetings

6.2.1 An Extraordinary General Meeting of the Association may be convened to:

- (i) Hold an election to fill a vacancy on the committee, should one arise;
- (ii) Consider a proposal to amend this constitution or any other governing instrument of the Association;
- (iii) Address any other circumstance not provided for in this constitution.

6.2.2 An Extraordinary General Meeting shall be convened:

- (i) By majority decision of the committee; or
- (ii) On foot of a submission to the committee of the Association of a petition signed by not less than fifty members of the Association.

6.2.3 No less than seven days’ notice of an Extraordinary General Meeting shall be given.

Article 7: Election of the National Committee

7.1 The National Committee of the Association shall be elected at the Annual General Meeting.

7.2 The Chairpersons shall act as returning officer for the elections.

7.3 Any member of the Association is eligible to be nominated for a National Executive Board position, provided they have completed at least 6 months service on their Local Committee. This bylaw is null until the October 2017 National AMSI AGM.

- 7.4 All Association members present at the AGM are entitled to one vote each in each election at the AGM.
- 7.5 The election of members of the committee shall take place by secret ballot at the AGM. Elections follow the following format: If one candidate is running for election, the options for voting are (i) To accept, and (ii) to reopen nominations. If two candidates are running for election, the options for voting are (i) To accept candidate A, (ii) To accept candidate B, and (iii) to reopen nominations. In the case of more than 2 people running for elections, the top two candidates after the first round of voting will move to Round 2 of voting, where the options available for voting are (i) To accept Candidate A, and (ii) to accept Candidate B. Voting then follows by simple majority.

Article 8: Resignations from the Committee

- 8.1 The resignation of any member of the committee shall be instituted by a letter of resignation to the chairpersons of the Association. In the case of the resignation of one of the chairpersons, resignation may be instituted by a letter of resignation to the President of AMSI.

Article 9: Management of Finance

- 9.1 The finances of the Association shall be managed by the chairpersons and the Treasurer of AMSI nationally. Any financial disputes must be reported to the President of AMSI for mediation.
- 9.2 No member of the committee of the Association shall receive remuneration from the Association, or use their office for personal financial gain.

Article 10 Amendments to the Constitution

- 10.1 Amendments to this constitution may be made at an Annual General Meeting or an Extraordinary General Meeting of the Association.

Article 11 Dissolution of the Association

- 11.1 The Association may be dissolved by a two-thirds majority vote of its membership at a General Meeting, including postal/email votes. A motion to dissolve the Association must be submitted to the AMSI Executive Board at least one month before the motion is voted on.

END