



# Clubs & Societies

## Common Constitution for University of Limerick Clubs & Societies

Passed on the 10<sup>th</sup> March 2009 by UL Clubs  
and Societies Council

## UL Comedy Society

Adopted with additions on the...  
30/04/2014

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# Common Constitution for University of Limerick Clubs and Societies

## Section 1 Constitution:

- 1.1 Passed by.....
- 1.2 Individual Clubs & Societies Committees may not insert sections or wordings to undermine the integrity of the Clubs & Societies common constitution
- 1.3 Only clubs & Societies Council may make alterations to the standard sections of this document.
- 1.4 Clubs & Societies Common constitution is subject to the University of Limerick Students Union constitution.
- 1.5 This constitution is to be made available to all members of UL Comedy Society on request or via the internet.
- 1.6 This Constitution replaces any previous constitution of UL Comedy Society and any additions shall have to conform to the requirements of this common constitution.

## Section 2 General Provisions

### **2.1 Title**

The title of this Club/Society shall be the UL Comedy Society

### **2.2 Aims & Objectives**

The aims & objectives of this club/society are as follows:

- Creating a fun, enjoyable and comfortable atmosphere for our members
- Promoting up-and-coming comedians in the UL community and its affiliates
- Working together with other Clubs & Societies to build and promote strong and communicative relationships
  - Nurturing our members individuality and creativity through various mediums
  - Being positive and responsible representatives of UL and ULSU
  - Training our members in the ways of comedy
  - Offering our members occasions to add experience in their comedic careers

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- Section 3 Membership

- **3.1 Types of Membership**

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- There are three main types of membership - Full Membership, Associate Membership and Honorary Membership.
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- Full Membership

- All students currently attending the University of Limerick and all current staff and alumni of the University of Limerick are entitled to Full Membership of any and all Clubs and Societies. Attending a course is seen as pursuing any degree, undergraduate or postgraduate, full-time or part-time and includes time spent on Teaching Practice, Co-Operative Education, Erasmus and Link-in modules. [Mary Immaculate College students are excluded from full membership despite being regarded as part of the wider UL campus as their capitation is paid to a separate funding body].
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- Anyone who is a full member of a Club or Society is entitled to be a member of the Committee of said Club or Society and has voting rights at any general meeting of said Club or Society.
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- Students should account for at least 75% of the listed membership of any Club or

- Society. It is recommended that a similar percentage applies to the committee
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- Associate Membership

- Any member of the public who is older than eighteen years is eligible to Associate

- Membership of any and all Clubs and Societies.
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- Associate Members have no voting rights at any meeting of a Club or Society and may not hold any core Committee position, as outlined in section 4.2. They may however serve on other Committee positions, as outlined in section 4.2 or may be asked by a Club or Society's Committee to serve in an advisory position.
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- Honorary Membership

- A Club or Society may, at its own discretion, name any person who they deem to have done great service to said Club or Society as an Honorary Member in perpetuity of said Club or Society. Honorary members shall be treated as

Associate Members except that they are not required to pay the Associate Membership Fees.

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- **3.2**  
**Membership Fees**

- Every member of a Club or Society must pay a membership fees every year to be deemed a current member of said Club or Society as well as completing the membership books. The base amount is at the discretion of said Club or Society's Committee.

- There are 3 main membership fee rates

•	•	Student	•
1	•	•	£2.
•	•	Alumni & Staff of	•
2	•	•	•
•	•	Associates	•
3	•		
•			
•			

- It must be remembered that these are University of Limerick Clubs and Societies, funded in the main by University of Limerick Student Capitation and this must be respected.

- The Clubs & Societies Executive will safeguard the entity of the individual Club or Society as per their constitution where grievances occur amongst the membership that cannot be resolved internally.

- The term of membership shall be from the date a Member signs the membership book until Monday of Week One of Semester One of the following academic year.

### • **3.3 Resignation of Members**

- Members may resign by giving the secretary written notice of their intentions

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- Section 4 The Committee

- **4.1**  
**Composition**

- The committee shall be elected solely from its membership and refer to section 3. It shall be composed of the following officials:

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- • Chairperson
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- • Secretary
- • Treasurer
- • PRO
- • Health & Safety/Events
- • 1 year Officer

- **4.2 Core Committee**  
**Positions:**

- The core Committee positions, all of which must be filled by a Full Member as defined above, are defined as the Chairperson, Secretary, Treasurer, P.R.O and H&S Officer. Two of the first three listed people (Chairperson, Secretary and Treasurer) must be designated as a Club or Society representatives on the Clubs' and Societies' Council. Various Clubs and Societies may see other Committee positions as core positions *BUT* it is at the discretion of the Clubs and Societies Executive on a case-by- case basis beyond those specifically outlined above.

- **The**  
**Chairperson:**

- The Officer whose duties encompass those of the Chairperson is in charge of the

- overall running of the Club or Society. This position shall henceforth be known as

- Pre  
sident

- *This officer's duties & responsibilities include but are not limited to:*

- • To have an intricate understanding of the ULSU C&S common constitution, society's constitution and everything relevant to the functionality of the society
- • To represent the society in forums, functions, meetings and communications in a manner in keeping with the society's position
- • To ensure that committee members are completing their roles to the best of their abilities and to provide assistance where necessary
- • To chair or nominate a chair for all committee meetings and that each meeting has an agenda

- **The Secretary:**

- The Officer whose duties encompass those of the Secretary is in charge of maintaining
- all documentation necessary for the Club or Society. This shall include, but not be



- limited to, the Minutes of any and all meetings and the Handover documents for the next Committee.

- *This officer's duties & responsibilities include but are not limited to:*

- • Being present at all meetings and recording the minutes

- • Circulating information relevant to the meetings within the committee

#### **Treasurer:**

- The Officer whose duties encompass those of the Treasurer is in charge of

- maintaining the Club or Society's accounts and of submitting the Club or Society's

- Budget submission.

- *This officer's duties & responsibilities include but are not limited to:*

- • Keep record of all monetary transactions of the society

- • Write up the budget at the end of each fiscal year

- • To ensure that the final accounts of the society are accurate and up-to-date

#### **The Health & Safety Officer:**

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

- This officer's duties & responsibilities include but are not limited to:

- To ensure that events and meetings are conducted in a safe environment in compliance with the society's and the ULSU's safety statements

#### **Public Relations Officer**

##### **(P.R.O):**

- The officer whose duties encompass those of the *PRO* is in charge of relaying all

- relevant information to the society's members and ensuring the successful advertising of activities & events.

- *This officer's duties & responsibilities include but are not limited to:*

- • Informing members and affiliates of information relevant to the club and its activities and of meetings

- • Responsible for the marketing of society events, activities, etc.

- • Responsible for the maintenance and administration of electronic websites and forums

#### **Internal Events Officer:**

- The Officer whose duties encompass those of the Internal Events Officer is in charge of ensuring the smooth running of workshops and events within the University of Limerick.

- This officer's duties & responsibilities include but are not limited to:

- The organization of the weekly workshops (included but not limited to Stand Up, Creative Comedy and Comedy Improv)

- The smooth running of any and all gigs taking place within the University of Limerick, including but not limited to shows in The Scholars Club and panel style shows in the Pavillion.

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- **External Trips and Events Officer**

- The Officer whose duties encompass those of the External Trips and Events Officer is in charge of ensuring the smooth running of trips outside of the University of Limerick and to act as a mediator between our members and external Comedy Clubs.
- This officer's duties & responsibilities include but are not limited to:
  - To organise trips for our members to events external to UL
  - Organising accommodation and transport to & from the event
  - To organise performance spots for members on gigs external to UL

- **Other Positions:**
- <sup>st</sup>
- **1<sup>st</sup> Year Officer**
  - The officer whose duties encompass those of the 1<sup>st</sup> year officer is in charge of representing all 1<sup>st</sup> year members within the society, and assisting other committee officers with the completion of their responsibilities and duties
- 
- **Media Officer**
  - The officer whose duties encompass those of the Media Officer is in charge of the equipment owned by the society and both recording and photography the shows performed by UL Comedy society. They are in charge of editing said content and uploading it to the society social media pages. They are also charged with maintaining and promoting said pages, including but not limited to Youtube and Twitter, along with the PRO.
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- **Vice President**
  - Should the president be unavailable or unable to fulfil their duties, the Vice President shall take over all duties. The Vice President may be elected from the pool of officers holding core positions on the committee such that they hold their core position and that of Vice President.
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- **4.4 Method of Election**
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  - The method of election for committee members shall be by a simple majority vote of those members present at a general meeting.
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- **4.5 Resignation**
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  - Members of the committee may resign by giving one week's written notice to the secretary, or in the case of the secretary to the chairperson.
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- **4.6 By Elections**
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  - In the case of a vacancy on the committee due to resignation or expulsion, the committee shall have the power to co-opt any member to the committee until the next AGM or an EGM can be organised.
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- **4.7 Committee Members**
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  - The committee members shall represent particular activity interests and shall undertake to develop these activities within the club, provided that these activities have been sanctioned by the committee.
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- **4.8 Sub Committee's**
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  - The Committee as per section 4 may appoint and dismiss sub-committees and prescribe rules as appropriate.
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- **4.9 Handover Documents**
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  - Handover Documents are required from each outgoing committee member at the end of their term detailing the specific roles and responsibilities and the person(s)

with whom they conducted club/society business. This is to assist the incoming officers with their development of club/society

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- **4.10 Creation of Officer Positions**
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- Other non-core officer positions may be created/disbanded at the committee's discretion. This may include positions such as OCMs.
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- Section 5 Meetings
- **5.1 Annual General Meeting (AGM) & Emergency General Meetings (EGM)**
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  - 1. 10 University days notice of any General Meeting, and a call for submissions and motions to be submitted 6 days in advance. Final agenda including submissions and motions to be circulated to all members 5 days in advance.

- 2. An EGM must be called if the chairperson is requested in writing to hold one at the request of 15 or more full members, stating clearly their purpose in requesting it.
- 3. The CSDO must also be made aware of this request.
- 4. The CSE must be notified of all General Meetings
- 5. General Meetings must be publicised widely through at least two mediums
  - (text, email, posters)
- 6. *Election of committee members must take place at general meetings.*
- 7. In the event of a conflict of interest the Chairperson must vacate the Chair and seek an independent Chairperson for the duration that the conflict persists.
- 8. At any meeting of the club/society, each member of the club/society shall have one vote, but in the case of equality of votes, the chairperson shall have a second or casting vote. Decisions will be made based on a majority vote of those members present at the meeting.
- 9. At the AGM the retiring committee shall present for approval to the meeting, the financial accounts of the club for the year ending at the A.G.M.
- 10. At the AGM all offices will become vacant and the committee shall be elected for the next year.
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- **5.2 Quorum at Meetings**
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  - 1. The ULSU constitutional minimum membership of a club or society is 25. The minimum quorum shall be 15 members, excluding core committee members, up to a 100 person membership. It shall be 5 additional members per 100 increase in membership thereafter up to a maximum membership of 500.
  - 2. If quorum is not reached a general meeting must not proceed, but must be reconvened within one week.
  - 3. If a club or society fails to reach quorum at a reconvened general meeting it will be put forward for de-recognition at the next Clubs and Societies Council.
  - 4. Motions and Resolutions must be passed by a 2/3 majority of those in attendance to be deemed adopted.
  - 5. Elections can be held openly or by secret ballot. Elections must be by secret ballot if a member in attendance so requests.
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- **5.3 Committee Meetings**
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  - The committee shall meet at least six times per academic year with least two meetings per semester are be held. The committee shall determine its own quorum on election, and may regulate their own procedures. The secretary shall give at least two university days notice of any committee meetings.
- **Section 6 Health and Safety**
- **6.1 Duty of Care**
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  - There is a legal and fundamental *Duty of Care* on UL Comedy Society Committee and their members to ensure that the planned activities are safe to participate in and that members don't engage in behaviour likely to cause harm. The principles of Health and Safety are based on the concept of

- 1. Risk Assessment,
- 2. Analysis,
- 3. Elimination and
- 4. Reduction.
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## • **6.2 Health & Safety Statement**

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- UL Comedy Society must have a Health & Safety Statement as per the template provided by Health & Safety Consultants for Clubs & Societies and available on the clubs and societies website. Your Health & Safety statement must be reviewed annually to ensure it is still relevant to your activities and to reflect changes within your relevant activities, governing bodies or legislatively where applicable. A concerted effort to inform members of their obligations relevant to your Health & Safety statement must be undertaken
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## • **6.3 Foreign Trips Policy**

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- It is MANDATORY to inform the Clubs and Societies Development Officer in the case of a foreign trip
- An itinerary is required 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
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- Ensure the Clubs & Societies Travel Insurance Policy Number is brought which is available from CSDO or ULSU Secretary General in advance of the trip
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- As per the Health & Safety Statement ensure contact details for the Clubs and Societies Development Officer, Secretary General, ULSU President are available to Event Coordinators
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## • **Section 7 Disciplinary Action**

### • **7.1 Initiation of Disciplinary Action**

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- Disciplinary Action will be initiated if one or more of the following conditions are breached
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- 1. Serious or persistent breach of Health and Safety.
- 2. Bringing the name of the club/society into disrepute.

- 3. Acting against the aims and/or objectives of the club/society
- 4. Misappropriation of any funding relating to a club or society
- 5. Discrimination & Harassment (Equal Status Act 2000)
- - All meetings and correspondences relating to a breach of disciplinary conditions must be accurately recorded, filed and minuted. This is a necessary function and important in the event of a challenge – legal or otherwise.
  - The Clubs & Societies Executive must be informed formally in the event of a formal complaint.
- - **7.2 Disciplinary Procedure**
    - 1. A formal complaint is registered with the committee
    - 2. Committee meet to discuss the complaint
    - 3. Committee arrange to meet all parties formally to discuss complaint. Natural Justice must be complied with.
    - 4. Each party may bring representation to the committee
- **7.3 Disciplinary Resolutions**
  - Possible Resolution's on behalf of the committee may include
    - 1. Take no further action
    - 2. Issue a verbal warning
    - 3. Issue a formal written warning
    - 4. Suspend or Expel member
    - 5. In the event that the club or society is unable to resolve a complaint then it must be referred to the Clubs & Societies Executive
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- **Section 8 Financial Matters**
- **8.1 Funds**
  - All funds raised by UL Comedy Society must be used for the expressed purpose of the promotion and development of Clubs & Societies under the auspices of the Students Union.
  - On the event of derecognition of UL Comedy Society, any funds remaining shall become the property of the Clubs and Societies Executive.

- **8.2 Bank Accounts**

- All accounts operated by UL Comedy Society must be made know to the Clubs and

- Societies Executive in the annual budget.

- There must be at least 3 committee members on the Bank Mandate of each account and at least 2 committee members to sign off on all transaction for the purpose of accountability and transparency.

## Section 9 Equipment

- **Equipment Policy**

- 1. The ownership of all equipment owned under the guise or name of the Club/Society of the University of Limerick under the auspices of the Students Union shall remain the property of the Clubs & Societies of University of Limerick. Any monies raised, sponsorship or donations, personal or otherwise, which contribute to the purchase of equipment, shall automatically be deemed as property of the relevant club/society. All club/society inventory shall be used for the promotion of the club or societies aims in accordance with this common



- constitution, with the consent of their committee and subordinate to the University of Limerick Students Union constitution.
- 2. In the event that the club/society is de-recognised the ownership of all equipment/inventory shall be transferred back to the Clubs and Societies of the University of Limerick Students Union. This equipment may be held in trust until the club/society is re-started or a similar interest club/society that may benefit from the use of such equipment. It may also be decided in the event of de-recognition to sell off all such assets and return all proceeds to the special events fund or annual budget of clubs and societies as appropriate.
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- 3. All committee members of the club/society must ensure in the event of de-recognition that all equipment is returned without delay complete with keys for storage and location where necessary. The committee charged with the responsibility of equipment records, logbooks and maintenance records are liable for the welfare and transfer of all such equipment. Failure to comply shall compel the Clubs & Societies Executive to initiate the necessary proceedings legal or otherwise.
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- 4. Pursuant to these aims, the committee members of the club/society are responsible for keeping a record of all assets controlled by the relevant club or society. They are also responsible for the storage and maintenance on any equipment and for keeping records of the maintenance, which shall be available to the Clubs and Societies Executive committee on request.
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- 5. The Clubs & Societies Executive committee shall be the arbitrators of all aspects of the Clubs & Societies Equipment Policy.
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## Section 10 Legal Protocol

- **10.1 Protocol on Legal Proceedings**
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- This shall form part of the generic constitutional requirement to be presented to Council as part of the business of semester 1 AY 0809 – on-going
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- **CLUBS AND SOCIETIES EXECUTIVE PROTOCOL ON LEGAL**

### **PROCEEDINGS STEP 1**

- A formal request must be made from a Club or Society for legal advises to be 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 from 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 advise 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.

- Section 11 Interpretation

- **11.1 Interpretation of the Constitution**

- 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.

- Where a dispute arises between this common constitution and the articles inserted by UL Comedy Society then the original common articles supersede those articles inserted.

- However to keep the integrity of this common constitution final interpretation of the common articles rests with the Clubs and Societies Executive and their decision is final.

- If any conflict arises between this common constitution and any clubs and societies council policies this common constitution (in basic form) takes precedence.

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- Section 12: Disclaimer

- The University of Limerick Comedy Society is not responsible for the ideas, opinions and interpretations of its members. Any of the above given or espoused are that of the individual and in no way reflects that of the society. The society does not take responsibility for the actions, beliefs, opinions etc. of its members, and insists that its members deal with sensitive material in a responsible manner.