

Clubs & Societies

Common Constitution for University of Limerick Club & Societies

Passed on the 7th February 2012 by UL Club
and Societies Council

UL Economics and Investments Society

Adopted in the Autumn Academic Year of
2017

Contents

Contents	2
1. Constitution.....	4
2. General Provisions	4
2.1 Title	4
2.2 Affiliation.....	4
2.3 Aims & Objectives	4
3. Membership	5
3.1 Types of Membership.....	5
3.1.1 Full Members	5
3.1.2 Associate Members	5
3.1.3 Honorary Members	5
3.2 Membership Fees and Term	6
3.3 Resignation of Members	6
4. The Committee.....	7
4.1 Composition	7
4.1.1 The Chairperson	7
4.1.2 The Secretary.....	7
4.1.3 The Treasurer	8
4.1.4 The Safety Officer	8
4.2 Election of Officers	9
4.3 Resignation of Officers	9
4.4 Retirement of Officers.....	9
4.5 Vacancies on the Committee	9
4.6 Sub-Committees.....	9
4.7 Handover Documents	10
5. Meetings.....	10
5.1 General Meetings	10
5.3 Quorum at Meetings.....	11
5.4 Committee Meetings	11
6. Health and Safety	12
6.1 Health & Safety	12
6.2 Health & Safety Statement	12
6.3 Foreign Trips.....	12
7. Disciplinary Action.....	13
8. Financial Matters	13
8.1 Funds.....	13
8.2 Bank Accounts	13

9.	Equipment.....	13
9.1	Equipment Policy.....	13
10.	Legal Protocol.....	14
11.	Interpretation.....	14
11.1	Interpretation of the Constitution	14
	Initiation of Disciplinary Action.....	14

The Constitution of UL Economics and Investments Society

1. Constitution

The Constitution is ratified by UL Economics and Investment Society.

The Constitution is available to all members of the Society.

2. General Provisions

2.1 Title

The title of the Society shall be the University of Limerick Economics and Investment Society.

2.2 Affiliation

2.3 Aims & Objectives

- The ambition of the UL Economics and Investments Society is to provide a platform where students can engage with both each other and the subject of economics and investments, while developing themselves personally and professionally through social gatherings and career orientated events, which will be organised by the society.
- Major economic shifts are unfolding around the globe which directly affect students. The UL Economics and Investments Society aims to provide a forum where students can not only learn more about topical issues through the likes of guest speakers, trips, shared information etc, but also express their opinions among peers and like-minded individuals within the society.
- The core desire of the economic society is to satisfy the strong appetite expressed by fellow students in various years and courses to explore their love for the field of economics.
- While there is a social side to this society, we also plan to aid members professional development through events such as CV and LinkedIn workshops, where members will learn key pointers on how to tailor their profiles to attract potential employers in the industry.
- Our overall goal within this society is to improve the member's understanding of Investment management. To help members develop practical Investment, trading and financial skills and test them out on a trading platform and doing so in an enjoyable environment.
- As this is an Investment society also, we want to look at this society as creating a platform for students who can learn to trade in an academic and interactive environment. A place where they can network with students who have similar interests in financial markets. This is for all students whether they are completely new to trading or having been doing it for a while
- Speaking for the society this is a place where students can really begin to network and find out what career path they would like to take within the finance sector. We want to create an Environment where students can get to know Industry leaders and learn more about the market place.

3. Membership

3.1 Types of Membership

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

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 Society /Society. 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 Society.
- c) Anyone who is a Full Member of the Society/Club shall be entitled to be nominated to any position on the Committee or to any other committee of the Society.
- d) Full Members and Full Members only, shall have voting rights at any general meeting of the Society/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 Society.
- b) Associate Members shall have no voting rights at any meeting of the Society and may not hold a Core Committee Position in the Society.
- 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 Society/Club to serve in an advisory position to a committee.

3.1.3 Honorary Members

- a) The Committee of the Society may, subject to prior consultation with and approval of the Club & Societies Executive, invite any person who they deem to have done great service for the Society to be an Honorary Member in perpetuity of the Society.
- 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 3.2.1 below, Honorary Members shall be exempt from paying any Membership Fee.

Current students should account for at least 75% of the listed membership of the Society/Club.

3.2 Membership Fees and Term

Every member of the Society must pay an annual membership fee in order to be eligible to be a current member of the Society, as well as completing the form in the membership books or Electronic Membership Form.

There are three categories of Membership Fees as follows:

a. Student	€5.00
b. Alumni & Staff of UL	€5.00
c. Associates	€5.00

The base amount shall be determined by the UL Economics and Investment Society

Committee annually, taking into consideration the University's Student Capitation. The base amount is at the discretion of the UL Economics and Investment Society

Committee and shall be allocated annually.

The term of membership shall be from the date that the member signs the membership book or completes the electronic form until the Monday of Week One of Semester One of the following academic year.

3.3 Resignation of Members

Any member who wishes to resign must do so by giving the Secretary at least seven (7) days written notice (which includes notice by email) of their intention to do so.

4. The Committee

The Committee shall manage the business and affairs of UL Economics and Investment Society.

4.1 Composition

The Committee shall be elected solely from the membership of the Society.

The Committee shall be composed of the following officers:

- a. President
- b. Vice-President
- c. Secretary
- d. Treasurer
- e. Health and Safety Officer
- f. Other Officers

Of whom the President, Vice-President, the Secretary, the Treasurer and the Health and Safety Officer are Core Committee Positions. Three of the officers holding a Core Committee Position shall be the Society/Club's representatives on the Club ' and Societies' Council ("CSC").

4.1.1 The President

The President's duties shall include the day-to-day management of UL Economics and Investment Society, as well as, welcoming all of the new Society members throughout the college year.

4.1.2 The Vice-President

The duties of the Vice-President are as follows:

- Support the president in his/her role & represent him/her & the society in his/her absence.
- Explain to members what the society is about & what the Society means & represents
- Overlook the committee decisions, and make changes if they needed.
- Support the president & committee members work with ULSU.
- Ensure that all committee members are completing their duties on time/in the time frame allocated to those duties.

4.1.3 The Secretary

The Secretary's duties shall include:

- To organize and record all the society committee meetings, support society development and support the smooth functioning of the management committee.
- Support and work closely with UL Economics and Investments Society President.

- Organize and record Society meetings.
- Make sure all the work is done on time by the committee members.
- Maintaining effective records and administration.
- Work closely with ULSU.
- Attend ULSU C&S meetings.
- Overlook the UL Wolves page.
- Represent the society on the highest level every time and lead with the example

4.1.4 The Treasurer

The Treasurer's duties shall include:

- The maintenance of the Society accounts and the budget submission.
- Record all transactions, including lodging membership fees into the account.
- Collect and control all the receipts, invoices and bank statements.
- Managing new Members: Registering new members in the Club and Soc's website; collecting membership fees; and answering any questions that they might have.
- Managing the payments for: Seminars, and trips and events organized by society.
- Recording all Costs and Keeping all receipts throughout the year.
- Any other duties which would be related to this role that will be delegated to the holder of this position by the President.

4.1.5 The Health and Safety Officer

The Safety Officer's duties shall be:

- To ensure that the Society's Safety Statement is relevant and achievable.
- That the Society ensures good safety records are kept.
- To ensure the Society complies with its Safety Statement.
- To collect any special medical issues with members, and their emergency contacts, when the society is partaking in any activity, on or off campus.

4.1.6 Other Officers

- 5 The Society 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. These officers may include
 - Public Relation Officer: Duties include maintaining the social media accounts of UL Economics and Investments mailbox (Facebook, Snapchat). Advising new members (location, meeting times, providing basic information about the Society to any potential members. Meet and welcome all new members that join the Society during the year. Looking after Society advertisement at University of Limerick and outside. Maintain UL Economics and Investments mailbox. Being the point of contact in relations with other Club and societies.
 - Trips/Event Officer: Responsibilities include: to report and work with society president and other members of committee. Manage and organise events and assist with other events as necessary. Help formulate and monitor event-specific plans and budgets and ensure objectives are met. Research and book venues, prepare budgets & time schedules, mailing, ticketing and coordinating guests/attendees lists. Be the point of contact to participants to ensure they receive the best in donor care. Work close with Students Union on any event or trip and make sure provide all required information, documents, etc. Fill out all paperwork in relation to every event: which includes all paperwork required to have the event and fill out the event form summarising the event for the handover documents.

4.2 Election of Officers

Subject to section 4.5, officers shall be elected at the relevant AGM (Annual General Meeting), EGM (Emergency General Meeting) or UGM (Urgent General Meeting) in accordance with the provisions of section 5.2.

4.3 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 President. Following this, the entire committee will be informed and will decide on how proceed. Any legitimate reason must be accepted by committee for their resignation. Any Committee member not contributing towards the welfare of UL Economics and Investments in their omission to fulfil their duties (during the period of Week 1 of the semester to Week 11 of the semester as beyond this point the committee should be inactive due to exams), will be contact by either the Secretary or President of UL Economics and Investments and informed that this is not acceptable. They must provide legitimate reason for failing to complete their duties during the time already outlined or a resignation must be given by this member of the committee to ensure that there is a fully functional healthy committee.

4.4 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 5.2.

4.5 Vacancies on the Committee

In the case of a vacancy on the Committee due to resignation or expulsion as per section 7 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 5.2.

4.6 Sub-Committees

The Committee may appoint and dismiss sub-committees from the Society 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. If there is a sub-committee there is no need for Support Officers. The members of the sub-committee are not members of the actual committee; the exception of this is the committee member(s) who are assigned to the sub-committee. The Committee member(s) on the sub-committee will be the go between the committee and the sub-committee and will take the information discussed at the sub-committee to the committee. Sub-committee members can attend committee meetings, but they do not have the power to vote at these meetings, this power is only held by the committee members. The purpose of sub-committees is to reduce the size of the committee as the committee will delegate roles to the sub-

committee and will act to fill a vacancy if one arises on the committee. The committee member who takes charge of that sub-committee will recommend a member of the sub-committee for the vacant position based on their work completed on the sub-committee, their skill set and their character.

4.7 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 Society/Club to assist the incoming officers with their development of the Society/Club.

5. Meetings

5.1 General Meetings

(Annual General Meeting (AGM), Extraordinary General Meetings (EGM) or Urgent General Meeting (UGM))

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.

5.1.1 Members shall be notified of general meetings in writing through at least two mediums (text, email, and/or posters).

5.1.2 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.

5.1.3 An EGM must be convened at the request of fifteen (15) or more Full Members in writing to the President 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 Club & Societies Executive (CSE) must also be made aware of this request by a member of the core committee.

5.1.4 The CSE must be notified of all general meetings by a member of the Core Committee.

5.2 Voting at General Meetings

5.2.1 Voting shall be by show of hands unless otherwise determined in a vote of the meeting

5.2.2 Each Full Member shall have one vote at any general meeting.

5.2.3 Motions and resolutions must be passed by a simple majority of those Full Members present at the meeting.

- 5.2.4** Elections to the roles of officers of the Committee shall be by simple majority vote of those Full Members present at the meeting.
- 5.2.5** All nominations for each committee position require a Proposer and separate Second from the membership. Any Member may nominate themselves at the meeting for election as an officer of the Society. Officers who have immediately prior resigned pursuant to Clause 4.4 are eligible for re-election (unless they have become ineligible for any other reason).
- 5.2.6** In the event of an equality of votes, the President shall have a second-casting vote in addition to the vote to which he or she may in any case be entitled.
- 5.2.7** In the event of a conflict of interest for the President, they must vacate the Chair and another President must be appointed by a vote of the members present for the duration that the conflict persists.
- 5.2.8** At an AGM, the outgoing committee shall present for approval to the meeting the financial accounts of the Society for the year ending at that AGM.

5.3 Quorum at Meetings

- 5.3.1** The quorum shall be fifteen (15) Full Members, excluding Core Committee Members, up to a 100-person membership. If the membership of the Society/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.
- 5.3.2** If the quorum is not reached at a general meeting the meeting cannot proceed, but must be reconvened within one week.
- 5.3.3** If the Society/Club fails to reach quorum at the reconvened general meeting, it will be put forward for de-recognition at the next CSC.

5.4 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.

6. Health and Safety

6.1 Health & Safety

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 to ensure any planned activities are safe to participate in and that members do not engage in behaviour likely to cause harm.

6.2 Health & Safety Statement

- 6.2.1** The Society must have a Health & Safety Statement. This must follow the template provided by the Health & Safety Consultants for Club & Societies. This will be available on the Club and Societies website.
- 6.2.2** The Health & Safety statement must be reviewed annually by the Committee to ensure it remains relevant to the Society 's activities and is compliant with any legislative changes or directives issued by a governing body.
- 6.2.3** 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

6.3 Foreign Trips

- 6.3.1** If any member intends to make a foreign trip on Society business, they must inform the Club and Societies Development Officer (CSDO) and the UL Sports Administrator with regard to a Society trip.
- 6.3.2** An itinerary must be furnished to [the parties in 6.3.1] 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 CSDO and Sports Administrator at least a week in advance of the planned trip.
- 6.3.3** The member must take the Club & Societies Travel Insurance Policy Number on any trip, which is available from CSDO or ULSU Secretary General in advance of the trip
- 6.3.4** In accordance with the Health & Safety Statement, the contact details for the Club and Societies Development Officer, General Manager, ULSU President and the UL Sports Administrator must be provided to the event co-ordinators

7. Disciplinary Action

The Committee and members of UL Economics and Investments Society shall comply with the disciplinary, grievance, bullying and harassment procedures of the Club & Societies Executive as may be amended from time to time. It is for the President to decide how each case should be handled and the UL C&S Executive should be informed as soon as is possible to the incident occurring and should be consulted on how to proceed.

8. Financial Matters

8.1 Funds

8.1.1 All funds raised by UL Economics and Investment Society must be used for the express purpose of the promotion and development of Club & Societies activities under the auspices of the Students Union except in the case of funds raised by a charity event.

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

8.2 Bank Accounts

8.2.1 All accounts operated by UL Economics and Investment Society must be made known to the CSE in the annual budget.

8.2.2 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 Society/Club's accounts, and at least two (2) officers, of which one must be the Treasurer, is required sign off on all transactions.

9. Equipment

9.1 Equipment Policy

9.1.1 Equipment owned by the Society shall be used solely for the purposes of UL Economics and Investment Society in accordance with this constitution and shall be held and dealt with by the officers and members of the Society accordingly

9.1.2 In the event that the Society is de-recognised the ownership of all equipment/inventory shall be transferred back to the Club 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 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 Club and Societies as appropriate.

- 9.1.3** 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.
- 9.1.4** 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 Club and Societies Executive committee on request.
- 9.1.5** The Committee is charged with the welfare and transfer of all such equipment.
- 9.1.6** The CSE shall be the arbitrators of all aspects of the Club & Societies Equipment Policy.

10. Legal Protocol

UL Economics and Investment Society shall comply with the Club and Societies Executive Society and Society Protocol in Legal Proceedings, a copy of which is attached as a schedule to this Constitution.

11. Interpretation

11.1 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.

(Copy of Schedules attached)

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/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 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 Club 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 Society & 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 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

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 /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 /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 Club and Societies Executive Committee outlining the reasons for the appeal within seven working days of receiving the outcome of the grievance. The Club 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 Society.

Bullying and Harassment Procedures:

There is both an informal and formal procedure to deal with the issue of bullying/harassment within the Society. 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 Society 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 persists, 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 Club /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 /Society committee will instigate the Clubs and Societies Disciplinary Procedures. Actions taken can include expulsion from the Society /Society.
9. If the complaint is not well found, both parties should be brought together by the Society /Society committee and a mediation process should be implemented to ascertain whether both members can move on and continue to partake in the Society /societies activities.
10. If the complaint is discovered to be malicious or vexatious, the Society /Society
11. Committee may instigate the Clubs and Societies disciplinary procedures against the complainant.
12. Retaliation of any kind against the member for complaining may also constitute
13. 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 wish

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 Society 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 Society or society may unnecessarily expose the level of risk to the overall integrity of the University of Limerick's Clubs and Societies.