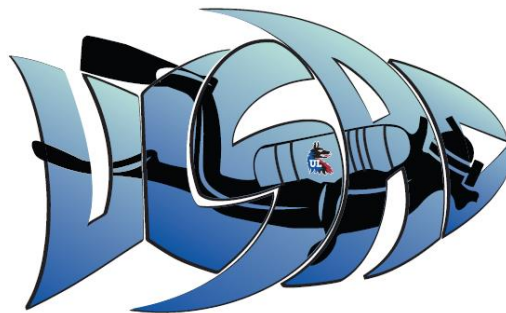




Clubs & Societies

Common Constitution for University of Limerick Clubs & Societies

Passed on the 7th January 2012 by UL Clubs
and Societies Council



UL Sub Aqua Club

Adopted with additions on the
1st November 2016

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Common Constitution for University of Limerick Clubs and Societies

Section 1 Constitution:

- 1.1 Passed by University of Limerick Sub Aqua Club on 11th February 2010
- 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 Sub Aqua Club on request or via the internet.
- 1.6 This Constitution replaces any previous constitution of UL Sub Aqua Club and any additions shall have to conform to the requirements of this common constitution.
- 1.7 Amendments to the constitution may only be considered by a general meeting of the club. At least one week's notice shall be given to all members of any proposed changes to the constitution. A majority vote of two thirds shall be needed in order to adopt any changes. The constitution shall operate, at all times, within the Comhairle F6-Thuinn(CFT) rules.

Section 2 General Provisions

2.1 Title

The title of this Club shall be the University of Limerick Sub Aqua Club, (ULSAC), and hereafter called the "Club".

2.2 Affiliation

The Club is affiliated to the Comhairle Fo-Thuinn (CFT) and operates under its constitutional guidelines.

2.3 Aims & Objectives

The aims & objectives of this club/society are to enable members to participate in recreational scuba diving.

Section 3 Membership

3.1 Types of Membership

There are four main types of membership - Full Membership, Associate Membership, Honorary Membership and Inter Branch Membership

3.1.1 Full Membership

- (i) All students currently attending the University of Limerick and all current staff and alumni of the University of Limerick and UL Students Union are eligible to be Full Members of the Club. 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.
- (ii) Students of Mary Immaculate College, Limerick students are not eligible to be Full Members of the Club.
- (iii) Anyone who is a full member the Club is entitled to be nominated to any position on the Committee of the Club or to any other committee of the Club, and has voting rights at any general meeting of said Club.
- (iv) Full Members and Full Members only, shall have voting rights at any general meeting of the Club.

3.1.2 Associate Members

- (i) A member of the public who is aged eighteen years or over is eligible to be an Associate Member of the Club.
- (ii) Associate Members (also referred to as “external”) shall have no voting rights at any meeting of the Club and may not hold a core Committee position in the club, as outlined in [section 4.3](#).
- (iii) Associate Members shall be entitled to hold other committee positions in accordance with the provisions of [section 4.3](#) or may be requested by the Club to serve in an advisory position to a committee.

3.1.3 Honorary Membership

- (i) The Committee of the Society/Club may, subject to prior consultation with and approval of the Clubs & Societies Executive, invite any person who they deem to have done great service to the Club as an Honorary Member in perpetuity of the Club.
- (ii) 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

- (iii) Notwithstanding [clause 3.2.1](#) below, Honorary Members shall be exempt from paying any Membership Fee.

3.1.4 Current students should account for at least 75% of the listed membership of the Society/Club. It is recommended that this percentage also applied to the committee.

3.2 Membership Fees and Term

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

3.2.2 There are three categories of Membership Fees as follows:

- | | |
|-------------------------|---------------------|
| a. Student | 1 x € (base amount) |
| b. Alumni & Staff of UL | 2 x € (base amount) |
| c. Associates | 3 x € (base amount) |

3.2.3 The base amount shall be determined by the ULSAC Committee annually, taking into consideration the University's Student Capitation. The base amount is at the discretion of the ULSAC Committee and shall be allocated annually.

3.2.4 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.

3.2.5 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.

3.2.6 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.

3.2.7 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

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

3.4 Refusal of Membership

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

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

Section 4 The Committee

4.1 Composition

4.1.1 The committee shall be elected solely from the membership of the Club as described in [section 3](#).

4.1.2 The Committee shall be composed of the following officers:

- Chairperson
- Secretary
- Treasurer
- P.R.O.
- Branch Diving Officer
- (Optional) Deputy Branch Diving Officer.
- Equipment Officer.
- (Optional) Training Officer
- Other Committee Member(s).

The core Committee positions are defined as the Chairperson, Secretary, Treasurer, PRO and Branch Diving Officer. Two of the first five listed people (Chairperson, Secretary, Treasurer, Public Relations Officer, and Branch Diving Officer) must be designated as Club representatives on the Clubs' and Societies' Council ("CSC").

4.1.3 The Chairperson:

The chairperson shall chair meetings of the committee and any general meetings that may be held. The chairperson shall also manage the general running of the Club, delegate any tasks and monitor progress.

4.1.4 The Secretary:

The Officer whose duties encompass those of the Secretary is in charge of maintaining all documentation necessary for the Club or Society. This shall include, but not be limited to, the Minutes of any and all meetings and the Handover documents for the next Committee. The Secretary shall also deal with any correspondence and other administrative duties.

4.1.5 The Treasurer:

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

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

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

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

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

The treasurer together with the event organiser shall draft a report containing income and expenditure pertaining to a club event within a week after the event. This report shall be presented during the next committee meeting and shall normally be submitted as part of the following budget submission.

4.1.6 The Branch Diving Officer and Deputy Branch Diving Officer

The Branch Diving Officer is the person whose duties encompass those of the Safety Officer. (S)he 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.

The branch diving officer (BDO) shall be responsible for all diver activities, safety and discipline in the Club. He or she shall be authorized to appoint a training committee to assist in training of new members. He or she shall be responsible for maintaining records of training undertaken in the Club.

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

- Name, UL status (undergrad, postgrad, staff, alumni) and CFT dive qualification of each member partaking in the expedition
- Days that the expedition will be held
- Destination of the expedition

- Contact person(s) and number(s) for the expedition

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

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

4.1.7 The P.R.O.

The Public Relations Officer will be responsible for the maintenance of the profile of the Club. It will be his or her responsibility to maintain contact with press and media as well as acting as host to visiting officials and guests.

4.1.8 Other Committee Positions:

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

(i) The Equipment Officer

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

(ii) Training Officer

The position of Training Officer is optional and the responsibility of requesting that the position be filled lies with the BDO. The training officer shall be responsible for the satisfactory progression of training within the Club, and monitoring and recording the progression and qualifications of members, both in the pool and in open water. The training officer shall be an active instructor within the Club, and (s)he acts under the supervision of the Diving Officer. Upon election of a new training officer the exact handover of responsibilities shall be agreed between the Training Officer and the BDO. The training officer should be informed by instructors of all training ongoing so that (s)he can monitor the progress of trainees.

(iii) Boating Officer

The position of Boating Officer is optional. The Boating Officer shall have overall responsibility for the management and maintenance of the club boat(s). The Boating Officer will also be responsible for coordinating the training of coxes. The Boating Officer has overall responsibility for all aspects of the welfare and use of the boat(s) and assists the Branch Diving Officer in the safe running of the club in respect of all aspects of boating, particularly in relation to diving activities. The Boating Officer should be a qualified and experienced diver and hold ISA Diver Cox and at least ISA level 3 Powerboating or equivalent.

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

4.1.9 Other Committee Members

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

4.2 Qualifications of Committee

The chairperson and at least two of the committee members shall have been members of the Club for at least one full previous college term. The Branch Diving Officer (BDO) shall be elected by the members, and must be approved under CFT rules.

4.3 Election of Officers

Subject to [section 4.6](#), officers shall be elected at the relevant AGM (Annual General Meeting) in accordance with the provisions of [section 5.2](#).

4.4 Resignation of Officers

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

4.5 Retirement of Officers

All officers shall retire at the AGM immediately prior to the election of the new Committee and that Committee for the following year shall be elected in accordance with the provisions of [section 5.2](#).

4.6 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](#).

4.7 Sub-Committees

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

4.8 Handover Documents

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 business. This is to assist the incoming officers with their development of the Club.

4.9 Committee Members

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.

Section 5 Meetings

5.1 Annual General Meeting (AGM) & Emergency General Meetings (EGM)

- 5.1.1 An AGM shall be held in the second semester before the end of Week 3 each year.
- 5.1.2 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.
- 5.1.3 Members shall be notified of general meetings in writing through at least two mediums (text, email, and/or posters).
- 5.1.4 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.
- 5.1.5 An EGM must be convened at the request of fifteen (15) or more Full Members in writing to the Chairperson clearly stating the purpose for that meeting. The EGM will be held no later than fourteen (14) days of receipt of the written request. The Clubs & Societies Executive (CSE) must also be made aware of this request by a member of the core committee.
- 5.1.6 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 Secunder from the membership. Any Member may nominate themselves at the meeting for election as an officer of the Club/Society Committee. 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 Chairperson 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 Chairperson, they must vacate the Chair and another Chairperson must be appointed by a vote of the members present for the duration that the conflict persists.
- 5.2.8 At an AGM, the outgoing committee shall present for approval to the meeting the financial accounts of the Society/Club 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.
- 5.3.4 Motions and Resolutions must be passed by a 2/3 majority of those in attendance to be deemed adopted.
- 5.3.5 Elections can be held openly or by secret ballot. Elections must be by secret ballot if a member in attendance so requests.

5.4 Committee Meetings

The committee shall meet at least six (6) times per academic year with least two (2) meetings per semester are be held. 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.

Section 6 Definition of diving expeditions

6.1 Regular Club Diving Expeditions

Regular Club Diving Expeditions shall be deemed to be:

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

6.2 Extraordinary Club Diving Expeditions

Extraordinary Club Diving Expeditions include:

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

Section 7 Health and Safety

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

7.1 Duty of Care

There is a legal and fundamental *Duty of Care* on the Club's 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.

7.2 Health & Safety Statement

7.2.1 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.

- 7.2.2 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.
- 7.2.3 The Committee will inform its members of their obligations under the terms of the Health & Safety Statement. This should be undertaken at a general meeting and per event/trip briefing
- 7.3 Foreign Trips
- 7.3.1 If any member intends to make a foreign trip on Society/Club business, they must inform the Clubs and Societies Development Officer (CSDO) and the UL Sports Administrator with regard to a Club trip.
- 7.3.2 An itinerary is required 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
- 7.3.3 The member must take the Clubs & Societies Travel Insurance Policy Number on any trip, which is available from CSDO or ULSU Secretary General in advance of the trip
- 7.3.4 In accordance with the Health & Safety Statement, the contact details for the Clubs and Societies Development Officer, General Manager, ULSU President and the UL Sports Administrator must be provided to the event co-ordinators

Section 8 Disciplinary Action

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

8.1 Disciplinary Sanctions

A committee member or ordinary member may be sanctioned by the Club if he or she has acted in a manner prejudicial to the aims of the Club or its reputation.

If a sanction is being considered, the case shall be made in writing by the committee to the individual(s) concerned and he/she/they shall have a period of one week to respond in writing to the committee. In case of a diving related matter the decision shall then be made by the BDO in consultation with the committee and the CFT Regional Instructor where necessary. In all other cases the decision to impose any sanctions can only be made by the committee through a majority vote with at least six committee members present.

8.2 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 Club into disrepute.
- (iii) Acting against the aims and/or objectives of the Club
- (iv) Misappropriation of any funding relating to the Club
- (v) Discrimination & Harassment (Equal Status Act 2000)
- (vi) Gross misconduct by any member.

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.

8.3 Disciplinary Procedure

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.

The decision of the CSE shall be final and binding.

8.4 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 Club member with a grievance will attempt to resolve it informally by speaking with the individual(s) concerned in an attempt to resolve the issue amicably. If a resolution is agreed at this stage, both members involved should agree to put the issue behind them for the good of the Club/Society.

2. If the member experiencing the grievance does not feel confident in approaching the individual(s) concerned, they should speak to a member of the Club/Society committee and explain their grievance to them. The committee member should facilitate a meeting between the member and the individual concerned with a view to resolving the grievance as quickly and amicably as possible. This meeting should take place within five days of the member raising the grievance.
3. If there is no agreement at this stage, the member experiencing the grievance should submit their grievance in writing to the Club 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.

8.5 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.

8.5.1 Informal Procedure:

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

Any member who believes he or she is being bullied/harassed should explain clearly to the alleged perpetrator(s) that the behaviour in question is unacceptable. In circumstances where the member finds it difficult to approach the alleged perpetrator(s) directly, he or she should seek help and advice, on a strictly confidential basis, from a fellow member of the Club. 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.

8.5.2 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 Club 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 Club committee may take the decision to exclude the alleged perpetrator from any Club 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 Club/Society committee will instigate the Clubs and Societies Disciplinary Procedures. Actions taken can include expulsion from the Club/Society.
9. If the complaint is not well found, both parties should be brought together by the Club/Society committee and a mediation process should be implemented to ascertain whether both members can move on and continue to partake in the club/societies activities.
10. If the complaint is discovered to be malicious or vexatious, the Club/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 offense.

8.5.3 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.

8.5.4 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.

Section 9 Financial Matters

9.1 Funds

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

9.1.2 In the event of de-recognition of the Club, any funds remaining shall become the property of the Clubs and Societies to be administered by the CSE.

9.2 Bank Accounts

9.2.1 All accounts operated by the Club must be made known to the Clubs and Societies Executive in the annual budget.

9.2.2 There must be at least three (3) officers of the committee, of which one must be the Treasurer, who shall be nominated as signatories on the Bank Mandate of each account, and at least two (2) officers, of which one must be the Treasurer, is required to sign off on all transactions.

9.3 Expenditure

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

9.4 Borrowing

The Club is empowered to borrow for the purposes of furthering the aims of the Club as set out in [Section 2.3](#) of the Constitution. The Club however undertakes not to borrow any monies from any party without the prior written consent of a quorate General Meeting of members ('Meeting' defined under [Section 5](#)) and such amount of money, either at one time, and from time to time, and at such rate of interest, and in such form and manner and upon such security as shall be specified in a resolution of the General Meeting of members ('Meeting' defined under [Section 5](#)) authorising the Committee of the Club to borrow. Committee members signing any borrow agreement must consist of Full members (as per [Section 3.1](#)), Club Diving Officer and Club Chairperson

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

9.5 Saving

The Club will set aside €1,500 or 15% of the Club's income for that year, whichever the Treasurer, and the Chairperson deem more financially appropriate for that academic year. This money will then be deposited into the Club's Boat Fund saving account as part of the Club's 15 year plan.

Section 10 Members

10.1 Code of Conduct

Members shall at any time behave and conduct themselves in a manner appropriate to the Club and without putting the Club in disrepute. All members must hold current membership of CFT. In extreme situations the committee can allow dispensation.

10.2 CFT Membership

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

10.3 Diving Protocol

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

10.4 Use of Club Equipment by Members

- (i) Members have the right to use Club gear for all Club diving expeditions that are in line with [section 6](#). Members with the status of CFT trainee are strictly only allowed to use Club equipment when diving with a suitably qualified CFT member, as defined in CFT protocol 413, and with the approval of the Branch Diving Officer, or in his/her absence, the Deputy Branch Diving Officer.
- (ii) Club members shall never allow non-Club members to use Club equipment. Failure to adhere to this rule may result in grave sanctions against the respective member(s). Only in case of try-a-dives organised by the Club and within the guidelines of CFT, may Club equipment be used by non-members.
- (iii) Members of other CFT Clubs are allowed to board and dive from the Club RHIB while on inter-Club trips and with permission from the Branch Diving Officer or, in his/her absence, the Deputy Branch Diving Officer.
- (iv) In order to drive the Club RHIB, a person must hold a minimum qualification of ISA powerboating level 2, or equivalent. When putting divers in the water, recovering divers from the water, or while divers from the RHIB are in the water, the RHIB must be under the supervision of a person with at least ISA powerboating level 3 (Diver Cox) or equivalent. Exceptions to the above two rules may be made in an ongoing emergency, or in the case of club members

actively involved in RHIB training, under the supervision of a suitably qualified powerboating instructor.

- (v) In order to drive the Club RHIB, a coxswain must be a member of the Club. Exceptions to this rule may be granted with the permission of the Branch Diving Officer, or in the case of his/her absence, the Deputy Branch Diving Officer.
- (vi) Under no circumstances shall Club equipment be used by members or anyone else for personal gain.

10.5 Club contributions towards Regular Club Diving Expeditions

- (i) If the budget allocated for the direct costs of diving activities has not been exceeded, the Club shall contribute towards diving. At the start of the year, after the budget allocation is known, the committee shall decide the contribution towards dives. The contribution shall take into account the following ratios. The contribution towards student dives shall be twice as high as the contribution to staff and alumni dives.
- (ii) The Club will in principle contribute 100% of the cost of boat dives for instructors if the respective instructor was actively involved in instructing a trainee during this dive, however, this is at the discretion of the treasurer, and must be confirmed in advance of the trip. Contributions to all other costs are at the discretion of the committee.

10.6 Club contributions towards Extraordinary Club Diving Expeditions

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

10.7 Member contributions towards Club diving expeditions

All members partaking in an expedition shall be responsible for the full cost of the diving expedition minus the Club contribution allocated for the expedition. All participants making use of any piece of Club equipment (including the Club compressor) shall contribute a set amount towards maintenance/replacement of Club equipment. It is the responsibility of the expedition organiser that this contribution be collected.

Section 11 Equipment

11.1 Equipment Policy

Equipment owned by the Society/Club shall be used solely for the purposes of the Society/Club in accordance with this constitution and shall be held and dealt with by the officers and members of the Society/club accordingly. Any monies raised, sponsorship, or donations, personal or otherwise, which contribute to the purchase of equipment, shall automatically be deemed as property of the Club. All Club inventory shall be used for the promotion of the Club's aims in accordance with this common

constitution, with the consent of their committee and subordinate to the University of Limerick Students Union constitution.

11.2 In the Event of De-Recognition

11.2.1 In the event that the Club is de-recognised the ownership of all equipment/inventory shall be transferred back to the Clubs and Societies of the University of Limerick Students Union. This equipment may be held in trust until the Club is re-started or a similar interest club/society that may benefit from the use of such equipment. 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.

11.2.2 In the event of de-recognition, all officers of the Committee of the Society/Club must ensure that all equipment is returned to the CSE 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.

11.3 Committee Responsibilities Regarding Equipment

11.3.1 The committee members of the Club are responsible for keeping a record of all assets controlled by the Club. 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.

11.3.2 The Committee is charged with the welfare and transfer of all such equipment.

11.3.3 The CSE shall be the arbitrators of all aspects of the Clubs & Societies Equipment Policy.

Section 12 Legal Protocol

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

Clubs and Societies Executive Protocol On Legal Proceedings

STEP 1

A formal request must be made from the Club 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.

Section 13 Interpretation

13.1 Interpretation of the Constitution

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

13.2.2 The chairperson shall rule on the meaning of the constitution whenever any dispute arises. This may be overruled by a simple majority vote at a general meeting. However, where questions involving safety are at issue, they must be referred to the Branch Diving Officer and if the matter is not resolved, to the national diving officer.