



WOLVES

Ladies Rugby Club

University of Limerick
Ladies Rugby
Constitution





Section 1: Constitution

- 1.1 Passed by UL Ladies Rugby Club Committee
- 1.2 Individual Clubs & Societies Committees may not insert sections or wordings, that may undermine the integrity of the Clubs & Societies common constitution
- 1.3 Only Clubs & Societies may make alterations to the standard section 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 University of Limerick Ladies Rugby Club on request or via the internet.
- 1.6 This Constitution replaces any previous constitution of University of Limerick Ladies Rugby Club and any additions shall have to conform to the requirements of this common constitution.

Section 2: General Provisions

2.1 Title:

The title of the club shall be the University of Limerick Ladies Rugby Club (ULLR), herein referred to as the Club.

2.2 Affiliation:

- College and University Sports Association of Ireland (CUSAI)
- Irish Rugby Football Union (IRFU)

2.3 Aim/Mission

Our mission is to allow female college students the opportunity to learn and play rugby, to promote and develop women's rugby, and provide an exciting & fun experience for our club members.

We endeavor to instill in our members: physical fitness, discipline, team spirit, co-operation, decision-making, leadership, character qualities, which are the heart of rugby football.

We will strive for excellence by providing facilities and coaching to the highest possible standard and will encourage all who participate to enjoy their rugby whether playing or watching.



Section 3: Membership

3.1 Types of Membership

There are three main types of membership:

- Full Membership
- Associate Membership
- Mary Immaculate College Membership
- Honorary Membership.

3.1.1 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].

Anyone who is a full member of a Club or Society is entitled to be a member of the Committee of same Club or Society and has voting rights at any general meeting of same Club or Society. 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.

3.1.2 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. Associate Members have no voting rights at any meeting of a Club or Society and may not hold any core Committee position. They may however serve on other Committee positions or may be asked by a Club or Society's Committee to serve in an advisory position.

3.1.3 Mary Immaculate College Membership

Mary Immaculate College students are entitled to Associate Membership and can compete for the University of Limerick Ladies Rugby team.



3.1.4 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.

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

Membership	Price
Student	€10
Alumni	€10
Associates	€10

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.

Membership shall be refused to persons of previously revoked membership or members currently under suspension as set down in Section 9 of this constitution.

3.3 Resignation of Members

Members may only register through the UL Clubs and Societies on-line registration web-site.



4. The Committee

4.1 Composition of the Committee

The committee shall be elected solely from its membership as described. It shall be composed of the following officials:

ULLR Committee:

- Chairperson
- Vice-Chairperson
- Secretary
- Fixtures Secretary
- Treasurer
- Assistance Treasurer
- P .R.O
- Assistance P.R.O
- Health and Safety
- Assistance Health and Safety
- Social Sectary

ULLR Social Committee:

- Chairperson (Social Sectary)
- Officer x 3

4.1.2 The voting members of the committee shall consist of the Chairperson, Secretary, Fixtures Secretary, Treasurer, PRO, Health and Safety, Social Sectary.

4.1.3 The voting members will have equal representation selection from the club.

4.1.4 A new committee will be elected each year at the Annual General Meeting.

4.1.5 Sub committees may be co-opted where the need arises and at the discretion of the committee.

4.2 Core Committee Positions:

The core Committee positions, all of which must be filled by a Full Member are defined as; the Chairperson, Secretary, Fixtures Secretary, Treasurer, PRO, Health and Safety, Social Sectary. All of which must be designated as Club 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.

4.2.1 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 the progress.

4.2.2 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.

4.2.3 The Fixture Sectary:

Will liaise with all the other teams in our division of the CUSAI league and Varsities competition to ensure a smooth running to the competitions. The Fixtures Sectary will also look after transport to and from games and organize pitches, referees and post match food for home matches.

4.2.4 The Treasurer:

This is the Officer whose duties encompass; 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. They will provide reports to the committee at regular meetings and a detailed report of the Clubs Financial status at the AGM.

4.2.5 Public Relations Officer:

The Officer will be responsible for all publicity relating to the club through the media both internal and external to the University. They will be responsible for contacting members of the media at appropriate times deemed by the committee.

4.2.6 Health and Safety Officer:

The H&S Officer will be nominated by the general committee on an annual basis and will be



responsible to that body to ensure that health and safety is managed in a proactive manner within the club and that all club activities are in keeping with the maintenance of a safe environment.

4.2.7 Social Secretary:

This officer will be nominated by the general committee and will be responsible in proactively managing the social events and outings of the club.

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

5. Duties of the Club Members.

- Clubs and Societies endeavor to offer their members a safe environment in which to participate in activities. The Officers will, to the best of their abilities, bring to the attention of members the risks associated with the activities. However members are expected to make themselves aware of hazards and to be responsible for their own health and safety.
- They take no action, which could endanger either themselves or their fellow-members.
- Members are expected to follow instructions given by Officers, Team Captain, Management and Coaches.
- Members should attend relevant training courses provided for them.
- They should raise any safety concerns that they have with an Officer or trip leader.
- Members should inform an Officer or Coach of any relevant medical conditions that might impinge on their ability to participate or that might affect emergency first aid treatment.
- Members are responsible for obtaining as much information as possible about any planned activity, so as to be able to make an informed decision as to whether it is a suitable activity for them.



6. Meetings

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

- 6.1.1** One University day of 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 should be circulated to all members 5 days in advance.
- 6.1.2** 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.
- 6.1.3** The CSDO must also be made aware of this request.
- 6.1.4** The CSE must be notified of all General Meetings
- 6.1.5** General Meetings must be publicised widely through at least two mediums (text, email, posters)
- 6.1.6** Election of committee members must take place at general meetings.
- 6.1.7** 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.
- 6.1.8** 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.
- 6.1.9** 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.
- 6.1.10** At the AGM all offices will become vacant and the committee shall be elected for the next year.

6.2 Committee Meetings

The committee shall meet at least six times per academic year with at least two meetings per semester held. The committee shall determine its own quorum on election, and may regulate their own procedures. The secretary shall give at least one university days' notice of any committee meetings.



7. Health and Safety

7.1 Health & Safety

There is a legal and fundamental Duty of Care of ULLR to their members to ensure that the planned activities are safe to participate in and that members don't engage in behavior 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

ULLR 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.

7.3 Foreign Trips Policy

Trips abroad should be notified in writing to the Development Officer, Paul Lee, at least one week prior to departure. The names of all trip participants, their next of kin and contact addresses and numbers must be provided to the Development Officer. The trip details and itinerary will also be given to the Development Officer. All these details are also to be left with the Sports Office

8. Disciplinary Action

8.1 Initiation of Disciplinary Action

Disciplinary Action will be initiated if one or more of the following conditions are breached

- Serious or persistent breach of Health and Safety.
- Bringing the name of ULLR into disrepute.
- Acting against the aims and/or objectives of the club
- Misappropriation of any funding relating to a club
- 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.

8.2 Disciplinary Procedure

- A formal complaint is registered with the committee
- Committee meet to discuss the complaint
- Committee's arrange to meet all parties formally to discuss complaint.
Natural Justice must be complied with.
- Each party may bring representation to the committee

8.3 Disciplinary Resolutions

Possible Resolution's on behalf of the committee may include

- Take no further action
- Issue a verbal warning
- Issue a formal written warning
- Suspend or Expel member
- In the event that the club is unable to resolve a complaint then it must be referred to the Clubs & Societies Executive.

9. Financial Matters

9.1 Funds

All funds raised by ULLR 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 de-recognition of ULLR, any funds remaining shall become the property of the Clubs and Societies Executive.

9.2 Bank Accounts

All accounts operated by ULLR 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.



10. Equipment Policy

10.1 Hiring of equipment to be used on campus

If the ULLR is hiring equipment for use on campus, such as bouncy castles or performers such as fire jugglers, the ULLR's H&S officers must first obtain permission from the Student's Union. Once permission is obtained the club must get an up-to-date copy of the service provider's insurance certificate. A copy of the insurance certificate must be sent to;

Cliona Donnellan

Buildings

Fax 061 202416

Phone ext 2496

The equipment/event can only proceed if the event is given the go-ahead by UL's insurers through Cliona Donnellan.

10.2 Safety checks on equipment owned by the Rugby club.

Equipment purchased by clubs is the property of the SU and must be returned to the SU should the club cease to operate. To ensure the safety of users the SU require club officers to carry out visual checks on all equipment whose use could have implications for health and safety, i.e. if the equipment was faulty or in poor condition it may adversely affect the health and safety of users. Checks must be carried out at the start of the first term before the equipment is used and the checks must be formally documented. A copy of the visual inspection must be sent to the Development Officer, Paul Lee. Equipment Audit form can be found in attached Appendix (Appendix 3)

Checks of all training equipment such as rucking pads and balls should be carried out at the start of every training session.

10.3 Loaning of Equipment

Club equipment or equipment belonging to the University must not be loaned to third parties who are not members of the SU club. A club member must not borrow equipment for use by third parties even if the club member is present or in the group using the equipment.



10.4 Using electrical equipment

Even though ULLR may not use electrical equipment in the day today club activities it is important that all club members are aware of the risks and the precautions to take when necessary.

Risks: There are a number of risks associated with electrical equipment.

- If you damage electrical equipment, for example a cable, then bare live wires may be exposed.
- Apparatus may be wrongly connected so that outside metal parts become live.
- Even equipment which does not have a mains power supply itself can become dangerous. For example, some audio systems have loudspeakers with terminals at dangerous voltages.
- Electrical equipment that overheats can cause fire.

Precautions:

- Maintenance, inspection and repair should only be carried out by someone who is suitably qualified.
- Do not rely on other people's equipment being in a safe condition or properly connected. Check before you use it.
- Do not connect or use incompatible items of equipment.
- Use a residual current device (RCD) on the power supply to instruments, audio equipment and any other equipment which club members use. If the RCD trips it is a sign that there is a fault that could be dangerous. Do not ignore the warning. Have it checked and get the fault fixed by a competent person.

11. Disciplinary Action

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

12. Legal Protocol

The Committee and members of ULLR 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.



13. 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 ULLR into disrepute.
 - (iii) Acting against the aims and/or objectives of ULLR
 - (iv) Misappropriation of any funding relating to ULLR
 - (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 4.1.5), comprising of five full members to deal with and adjudicate upon the complaint. (For the purposes of this section II, 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

ULLR is a 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 ULLR 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 ULLR.
- 2) If the member experiencing the grievance does not feel confident in approaching the individual(s) concerned, they should speak to a member of ULLR 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.

Bullying and Harassment Procedures:

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

Informal Procedure:

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

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

Formal Procedure:

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

- 1) The complainant should make a formal complaint, in writing, to the 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 ULLR 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 ULLR 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 ULLR.
- 9) If the complaint is not well found, both parties should be brought together by ULLR committee and a mediation process should be implemented to ascertain whether both members can move on and continue to partake in ULLR activities.
- 10) If the complaint is discovered to be malicious or vexatious, the ULLR committee may instigate the Clubs disciplinary procedures against the complainant.
- 11) Retaliation of any kind against the member for complaining may also constitute
- 12) Bullying/harassment and is a serious disciplinary offence.

Appeals Process

If either party is unhappy with the outcome of the investigation, both parties have the right to appeal to the Clubs and Societies Executive Committee within 5 working days of the findings being issued. A party, who wishes to appeal the outcome, should put the reason for the appeal in writing and address it to the Student's Union President.

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

Confidentiality:

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

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

STEP 1

A formal request must be made from a Club or Society to the Clubs & Societies Executive prior to any legal advice being sought to the Clubs & Societies Executive. The formal



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

STEP 2

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

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

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

STEP 3

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

STEP 4

Clubs & Societies Executive retain the right to sanction or reject the initiation of any legal action or proceeding subject to the legal advises at any time. This shall be on the grounds that no one club or society may unnecessarily expose the level of risk to the overall integrity of the University of Limerick's Clubs and Societies.